

MINUTES – JUNE 4, 2008

The Caswell County Board of Commissioners reconvened its meeting at the Historic Courthouse in Yanceyville, North Carolina at 9:00 a.m. on Wednesday, June 4, 2008. Members present: Jeremiah Jefferies, Vice-Chairman, William E. Carter, Larry G. Hamlett, and C. Hester Vernon, III. Absent: George W. Ward, Jr., Chairman, Nathaniel Hall, and Kenneth D. Travis. Also present: Kevin B. Howard, County Manager, Gwen Y. Vaughn, Finance Officer, and Shannon White. Wanda P. Smith, Clerk to the Board, recorded the minutes.

Vice-Chairman Jefferies presided over the meeting.

MOMENT OF SILENT PRAYER

Vice-Chairman Jefferies opened the meeting with a Moment of Silent Prayer.

BUDGET WORK SESSION

The Board held a work session on the Proposed Budget for Fiscal Year 2008-2009.

Caswell County Parks & Recreation

Mr. Jason Barrow, Caswell County Parks and Recreation Director, came before the Board to discuss the budget request for the Recreation Department for Fiscal Year 2008-2009. Mr. Barrow presented his three highest priority budget issues, explained why they are important, and suggestions on how to fund them, as listed below:

- Comprehensive Strategic Master Plan
- Transition of Recreation Aide position to full time
- 5% salary increase for Facilities Supervisor

Mr. Barrow explained the importance of a Master Plan by stating the following excerpts from the Caswell County Parks and Recreation Administration Manual adopted in 1996:

- Parks and Recreation are an essential function of government, which provide parks and recreation facilities and programs, promotes industrial growth and improves the quality of life for our citizens.
- It is wise use of county resources to implement a long range plan to anticipate future recreation needs. The County should take an active role to acquire lands for future recreation development, to maintain and improve present facilities.
- Encourage the development of park lands and recreation facilities in Caswell County.
- Develop a systematic plan to gradually update and improve recreation centers, parks, and athletic fields.

Mr. Barrow presented the following improvements from FY 2007-2008 in discussing the Recreation Aide position:

- Communication with county citizens
- Department administrative procedures
- Staff office presence
- Concession stand gross profit
- Overall fiscal management
- Relationships with other important outside agencies

Mr. Barrow presented the following justification for a five percent salary increase for the Facilities Supervisor:

- Changes in job responsibilities
 - Increased volume of customer service/public relations
 - Supervision of seasonal maintenance employees
 - Coordination of facility rental and usage
- Improvements to facilities and maintenance practices

Caswell County Sheriff's Office

Sheriff Michael Welch came before the Board to discuss the budget request for the Sheriff's Office for Fiscal Year 2008-2009. Sheriff Welch clarified that what he is now presenting was not included in his proposed budget, but is being presented because of possibly entering into a Contract with the Town of Yanceyville to provide public safety for the Town. Sheriff Welch noted, however, that as presented, there would be a savings to the County.

Sheriff Welch presented the following information:

2007-2008 Mileage Report

- 41,536 Administration
- 6,066 Mental Patients Transport
- 11,757 Inmate Transport
- **445,112 Patrol Division**

(445,112 divided by 15 mpg = 29,674 gals.)

29,674 gallons x \$4.25 = \$126,115.00

29,674 gallons x \$5.00 = \$148,370.00

Current Operations

- 445,112 Total Annual Mileage on Patrol
- 14 Deputies @ 31,794 each
- Average of 2,650 miles per mo.
- (2) Patrol Areas covering 435 sq. miles

Sheriff Welch discussed his budget request for Fiscal Year 2008-2009 for the Sheriff's Office. Sheriff Welch reported that he requested 15 vehicles and this was based on the safety of the deputies. Sheriff Welch noted the importance of getting back on schedule with rotation of vehicles. In discussing his budget, Sheriff Welch stated that his priorities for this year are the two requested positions, vehicles, and cost-of-living adjustments for his department.

Sheriff Welch stated that if there are any lapsed monies from his current budget, he would like to purchase five new bullet proof vests for the Sheriff's Emergency Response Team members. Sheriff Welch noted that the shelf life for the vests is five years and that has now expired. Sheriff Welch added that the vests cost \$14,000 each, and stressed how crucial it is to have the vests in date.

Emergency Medical Services

Mr. Jim Gusler, EMS Director, came before the Board to discuss the budget request for the Emergency Medical Services' Department for Fiscal Year 2008-2009. Mr. Gusler presented and discussed the following information:

Overview of Objectives

What are we trying to accomplish in the FY 2008-09 Budget?

- Emergency Manager/Planner Position – 100% devoted to Emergency Management
- Improve Advanced Life Support coverage in areas that currently have unacceptable response times.
- Add EMT/Trainee positions to provide for future paramedic staffing.
- Capital Improvements to provide for more storage and a safer work environment at the Emergency Services building.

Summary

- Provide a county wide full time comprehensive EMA system.
- Reduce response times and improve patient care.
- Trainee positions to help stabilize workforce and entice more county involvement.
- Capital improvements to improve workplace conditions.

Department of Social Services

Ms. Dianne Moorefield, DSS Director, came before the Board to discuss the budget request for the Department of Social Services for Fiscal Year 2008-2009. Ms. Moorefield stated that she needed to make the Board aware of several things that have changed that are very important and will have an impact on the DSS budget. Ms. Moorefield noted that some of these proposals are still before the Legislature and have not been passed.

Ms. Moorefield stated that one of the major changes for DSS is the way that Foster Care payments will be handled for children in their care, and that effective July 1, 2008, the

State will implement a Direct Payment System for the cost of care of children in DSS custody. Ms. Moorefield added that this year DSS will be responsible for paying 100% of the cost of care for the children in their custody, whereas in the past DSS paid part of the care, and the facility that houses the children could draw down Federal and State funds in addition to what DSS paid, and this will be a significant increase for DSS. Ms. Moorefield noted, however, that DSS can, then in turn, draw down reimbursement from sources that the placement facility obtained funds in the past, but the County will have to put the money up front in the beginning.

Ms. Moorefield reported that another change in the Foster Care Program is that there will be a rate increase in the amount that is paid to the facility, and the Legislature will probably make this change effective in January, 2009. Ms. Moorefield noted that at this time she has included in her budget the increased rate for the entire year. Ms. Moorefield stated that the rate will not change for children that are currently placed in a facility until there is a need to move the child to a different facility or requires a different level of care. Ms. Moorefield informed the Board that the State is considering increasing the amount that they contribute for this increase, which would be 50% of the non-federal cost. Ms. Moorefield noted that foster care numbers at DSS at the present time are extremely low.

Ms. Moorefield reported that DSS has been asking for several years for consideration concerning scanning its records because of the volume of paper they have, they are completely out of storage, and they now have 60 large containers in storage at the Guilford Mills Building. Ms. Moorefield stated that after researching and discussing this with other Directors and counties, those who have gone with the scanning system have advised her that scanning is good to get rid of the paper, but it does not stop all the new paper coming in to the office everyday. Ms. Moorefield added that one option that counties are going to and of which she is interested is the Northwood System, and in using this system, when the client first comes to the agency, at this point all documents are scanned and paper is not collected. Ms. Moorefield stated that all applications are scanned into the system as opposed to filling out 20 to 30 sheets of paper and everything is done on the computer system, with the client receiving a receipt at the end of their visit showing that they have applied for services and the services for which they have applied. Ms. Moorefield added that what she has included in her budget is a portion of the scanning system. Ms. Moorefield noted that there is definitely a cost savings with this system. Ms. Moorefield reported that the total cost of the Northwood System would be \$303,379, of which \$156,544 would be actual County money, and this option would include the paperless system and scanning of documents that are in storage. Ms. Moorefield stated that in the budget she originally submitted, the requested County appropriation was \$2,776,407, and with the new paperless system included, that amount would now be \$2,881,354.

Tax Department

Mr. Thomas Bernard, Tax Director, came before the Board and discussed the budget request for the Tax Office for Fiscal Year 2008-2009. Mr. Bernard requested that the Board consider the continuation of the salary adjustment plan and noted that he has requested an additional \$27,000 in salaries in his budget to distribute among his current employees. Mr. Bernard added that he may have to replace the Matrix Line Printer in his office this year, which would cost approximately \$12,000 - \$14,000.

Mr. Bernard noted that the County's current contract with Pearson Appraisal Company will expire after the 2008 revaluation. Mr. Bernard informed the Board that there is a Bill in the Legislature that will probably pass that will require all counties to conduct revaluations every four years, however, this will not affect Caswell County since revaluations are already scheduled on a four-year cycle.

Mr. Bernard presented and discussed the following information for an In-house Appraiser.

In-house Appraiser Cost Estimate

Appraiser Salary	\$45,000
Appraiser Clerk Salary	\$23,000
Total cost per year	\$68,000 plus benefits

\$68,000 x 4 yrs. = \$272,000

Equipment

Vehicle	\$20,000/4 yrs. = \$5,000/yr.
Laptop w/GPS & equipment	\$ 5,000/4 yrs. = \$1,250/yr.

Total cost (4 yrs. new construction plus reval.) \$297,000

Health Department

Dr. Fred Moore, Health Director, came before the Board and discussed the budget request for the Health Department for Fiscal Year 2008-2009.

Dr. Moore stated that the Caswell County Health Department provides a long list of health related services to the residents of Caswell County which include:

- Basic primary medical care to children and adults
- Prenatal care
- WIC Nutritional Services
- Environmental Health services including:
 - On Site Waste Water
 - Wells
 - Food & Lodging
- Home Health
- Public Health Preparedness

- Health Promotion
- Vital Records
- Jail Health
- Communicable Disease
- Social Work services to children, pregnant women and the elderly
- Child car seat safety program

Dr. Moore informed the Board that the mission of the Caswell County Health Department is to protect the health and welfare of citizens of Caswell County and to meet the County's health needs through direct services, research and evaluation, and community partnerships.

Dr. Moore noted the following major accomplishments for the preceding fiscal year:

- Community Health Assessment
- Strategic Planning
- Continue to provide healthcare and nutritional, home health, and environmental services

Dr. Moore stated that the following are the goals and objectives for the proposed budget year:

- Establish a Diabetes Education Program
- Successfully complete the Public Health Accreditation Process
- Maintain our traditional Health Department services

Dr. Moore stated that proposed in the budget is to hire a new staff person to deal with the diabetes issue in the County. Dr. Moore added that 75% to 80% of the Health Department's budget is salary expenses. Dr. Moore reviewed a chart of the Health Department's Revenues versus Expenses for the past 10 years and noted that operating expenses are fairly stable, with personnel costs increasing on a regular basis. Dr. Moore noted that the increase in staff cost is strictly the cost of doing business in the medical field.

Dr. Moore provided the Board with a chart depicting the Caswell County Health Department Recent Budget and Fund Balance History. Dr. Moore noted that in Fiscal Year 2001-2002 there was a decision made that the Health Department use its Fund Balance as far as it would go and by doing this, in Fiscal Years 2005-2006 and 2006-2007 the Health Department's Fund Balance funded everything for the Health Department and no County tax dollars were used. Dr. Moore informed the Board that the Health Department's Fund Balance has significantly decreased. Dr. Moore stated that the Health Department's Fund Balance is composed of two separate funds, Restricted Fund Balance that can only be used in certain programs, and Unrestricted Fund Balance that can be used in any of the programs.

Dr. Moore discussed operational needs which included a phone and voicemail upgrade that would cost \$7,650, and water testing costs that will significantly increase in the Environmental Health Program.

Dr. Moore discussed personnel needs for the Health Department and noted that one of the main increases would be for the Diabetes Education Program at a cost of \$63,000.

RECESS

At 12:30 p.m. Commissioner Carter moved, seconded by Commissioner Hamlett to recess until Thursday, June 5, 2008, at 6:00 p.m. The motion carried unanimously.

Wanda P. Smith
Clerk to the Board

George W. Ward, Jr.
Chairman
