



# CASWELL COUNTY

## Board of Commissioners Agenda

Regular Meeting  
Historic Courthouse

September 3, 2024  
6:30 p.m.

### Welcome

1. Moment of Silent Prayer Chairman Jefferies
2. Pledge of Allegiance
3. **Public Comments** Chairman Jefferies

Each speaker will speak from the podium, and begin their remarks by giving their name and stating whether or not they are residents of the county. Comments will be directed to the full board. Speaker comments are limited to a maximum of three (3) minutes during the public comment period. Speakers must be courteous in their language and presentation. Personal attacks will not be tolerated. The Board of Commissioners or the Administration will not provide responses during Public Comments period or in the same meeting.

### 4. Recognitions

### Agenda

5. **Approval of Agenda** Chairman Jefferies
6. **Approval of Consent Agenda** Chairman Jefferies
  - a. August 15, 2024 Joint Town Meeting Minutes
  - b. August 17, 2024 Closed Session Meeting Minutes
  - c. August 19, 2024 Regular Meeting Minutes

### Discussion Items

### Action Items

7. Reclassification of Finance Director Position Scott Meszaros & Johnna Sharpe
8. Budget Amendments Johnna Sharpe
  - a. Library
  - b. Sheriff's Department
9. Arts Council Mural Karen Williamson
10. TDA Board Member Ex-Officio Kamara Barnette

### Commissioner Comments

### Announcements and Upcoming Events

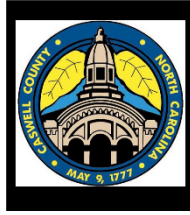
- September 16, 2024 Board of Commissioners Meeting at 6:30 p.m. at the Historic Courthouse
- September 28, 2024 Bright Leaf Hoedown

### Closed Session

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee, which is hereby acknowledged NCGS 143-318.11 (a) (6).

### Adjournment

Meeting Date: September 3, 2024



**AGENDA FORM**

**TO:** Scott Meszaros, County Manager

**FROM:** Carla Smith, County Clerk

**SUBJECT:** Consent Agenda

**BACKGROUND INFORMATION:**

Minutes reflecting decisions made by the Caswell County Board of Commissioners at their Joint Town Meeting held on August 15, 2024, Closed Session Meeting held on August 17, 2024, and Regular Meeting held August 19, 2024.

**STAFF RECOMMENDATION, IF APPLICABLE:**

*N/A*

**RECOMMENDED ACTION/MOTION:**

If the Board of Commissioners so chooses:

Move to approve the Consent Agenda

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

- August 15, 2024 Joint Town Meeting Minutes
- August 17, 2024 Closed Session Meeting Minutes
- August 19, 2024 Regular Meeting Minutes

**CASWELL COUNTY BOARD OF COMMISSIONERS**  
**MEMBERS PRESENT**

**August 15, 2024**  
**OTHERS PRESENT**

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Jeremiah Jefferies  
Frank Rose

Scott Meszaros, County Manager  
Melissa Williamson, Deputy County Manager  
Carla Smith, Clerk to the Board  
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The Board of Commissioners for the County of Caswell, North Carolina, met in a joint meeting with the Town of Milton and Town of Yanceyville on Thursday, August 15, 2024 at 6:00 pm at Co-Square in Yanceyville, NC.

Members present from the Milton Council: Angela Daniel-Upchurch, Mayor, and Shirley Wilson, Town Clerk, Jackie Jeffries, and Bob Palmer.

Members present from the Yanceyville Town Council: Mayor Alvin Foster, Kamara Barnette, Yanceyville Town Manager, Darrell McLean, and Kenneth Darnell.

**WELCOME:**

Chairman Jefferies called the meeting to order, and welcomed all to the meeting and then County Manager Meszaros offered a blessing before the meal. The Board and Town Councils then had dinner.

**CALL MEETING TO ORDER**

Chairman Jefferies called the Board of Commissioners meeting to order. Then Mayor Daniel-Upchurch called the Milton Town meeting to order and Mayor Foster called the Yanceyville Town meeting to order.

**GENERAL UPDATES FROM LOCAL GOVERNMENTS**

**TOWN OF MILTON**

Mayor Daniel-Upchurch gave the following updates:

- Water and waste water assistance, declared a distressed town by NCDEQ. Has had 14 departments come to learn of the situation and looking for a plan to move ahead.
- Home Town Small will be applying for grants for Milton to replace grinder pumps.
- Southeast rural project may be able to help other areas in the county. Milton has received help from them.
- Department of Commerce has a program that Milton has taken sessions through and has one more session to go through and will be provided \$45,000 to assist with renovations.

**TOWN OF YANCEYVILLE**

Mayor Foster then gave the following updates:

- Sewer improvement advancement moving forward.
- Bridge Project going to start soon on 86 South with a temporary drive through.

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- Eckerd facility on Main Street has opened and has five residents currently.
- Sept. 1, First Friday, has Megan Doss.
- Town of Yanceyville received \$1.6 million grant from Dept. of Public Emergency
- Dillard School project water lines has been installed.
- Farmer's Market shelter coming in the future.

### **CASWELL COUNTY BOARD OF COMMISSIONERS**

County Manager Meszaros gave the following updates:

- Last week Scott attended the NCACC Conference and lots of interesting topics.
- 2022 Audit is being presented at the Commissioner Meeting on August 19, 2024
- We are hoping to get the 2023 audit complete in the next 3 weeks.
- The Finance Director position is still vacant and we are hoping to reclassify this position to Chief Financial Officer to get this posted if the Board approves.
- Co-Square is almost complete. We have to complete the doors. We are looking to get tenants back in the building.
- Broadband: Justin DeLancey with Charter-Spectrum will be at the Commissioner Meeting on August 19<sup>th</sup> at 6:30 pm in the Historic Courthouse.
- GREAT Grant with Zitel has been re-awarded to Spectrum and Brightspeed. Charter was awarded 249 addresses and are doing preliminary engineering.
- NCDIT has worked with Melissa Williamson and Tony Smith on the CAB Grant and will provide service to 589 addresses.
- Frank Rose said the curing process on the Bridge should be almost done. Wants to see if the Board and the Town of Yanceyville can push to get a stop light by the ABC Store. Mayor Foster said they have addressed it with DOT already. DOT will look at realigning that intersection. Traffic count does not meet the criteria and no fatalities at that intersection.

### **ANNOUNCEMENTS**

- August 17, 2024 8:30 am to noon Farmer Lake Kids' Fishing & Fun Day
- September 6, 2024 First Friday Band & Cruise In-Megan Doss Band
- September 28, 2024 Bright Leaf Hoedown

### **SCHEDULE NEXT MEETING**

The next meeting will be hosted by the Town of Yanceyville on Thursday, November 21, 2024 at 6:00 pm at Yanceyville Municipal Building.

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**ADJOURNMENT:**

At 6:57 pm a motion was made by Kenneth Darnell, of the Yanceyville Council and seconded by Frank Rose, Caswell County Commissioner, to adjourned the meeting.

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Carla R. Smith  
Clerk to the Board

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Jeremiah Jefferies  
Chairman

August 15, 2024

**CASWELL COUNTY BOARD OF COMMISSIONERS**  
**MEMBERS PRESENT**

**August 17, 2024**  
**OTHERS PRESENT**

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Jeremiah Jefferies, Chairman  
Finch Holt, Vice Chair  
John Dickerson  
Rick McVey  
Frank Rose  
Tim Yarbrough  
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Carla Smith, Clerk to the Board

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The Board of Commissioners for the County of Caswell, North Carolina, met in a special meeting on Saturday, August 17, 2024 at 8:00 am at Co-Square.

**COUNTY MANAGER EVALUATION REVIEW:**

**CLOSED SESSION:**

A motion was made at 8:00 Am by Commissioner McVey and seconded by Commissioner Holt and **carried unanimously** to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee, which privilege is hereby acknowledged NCGS 143-318.11 (a) (6). (Ayes: Commissioners Holt, Rose, Jefferies, McVey, Dickerson, and Yarbrough)

**ADJOURNMENT:**

A **motion** was made at 9:16 am by Commissioner Yarbrough and seconded by Commissioner McVey and **carried unanimously** to adjourn the meeting. (Ayes: Commissioners Holt, Yarbrough, Jefferies, Rose, McVey, and Dickerson)

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Carla R. Smith  
Clerk to the Board

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Jeremiah Jefferies  
Chairman

August 17, 2024

**CASWELL COUNTY BOARD OF COMMISSIONERS**  
**MEMBERS PRESENT**

**August 19, 2024**  
**OTHERS PRESENT**

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Jeremiah Jefferies, Chair  
John Dickerson  
Ethel Gwynn  
Rick McVey  
Frank Rose  
Tim Yarbrough

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Scott Meszaros, County Manager  
Melissa Williamson, Deputy County Manager  
Russell Johnston, County Attorney  
Carla Smith, Clerk to the Board

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The Board of Commissioners for the County of Caswell, North Carolina, met in a Budget Work Session and regularly scheduled meeting on Monday, August 19, 2024 at 6:30 pm at the Historic Courthouse.

**WELCOME:**

Chairman Jefferies called the meeting to order, and welcomed everyone to the Caswell County Board of Commissioners meeting on August 19, 2024. Then all paused for a moment of Silent Prayer, and the Board of Commissioners and all the guest in attendance recited the Pledge of Allegiance.

**PUBLIC COMMENTS:**

There were no public comments.

**RECOGNITIONS:**

**Commissioner Rose:** Some of the ones in the audience tonight or are watching online may not have realize that we had a partial Statewide 911 outage Saturday. It affected not only Caswell, but a bunch of counties throughout the state. I just want to give recognition and a big thank you to our 911 Director and our 911 Personnel. They came in, and they made sure that we had a secure line in with Rockingham County to receive the calls, as well as all of our Fire Departments. They manned the Fire Departments until that line could get established, which would cut out, you know, if we had a call come in due to that delay, response time would not be delayed. So I just want to thank everybody on that.

**APPROVAL OF AGENDA:**

A **motion** was made by Commissioner McVey and seconded by Commissioner Yarbrough and **carried unanimously** to approve the agenda. (Ayes: Commissioners McVey, Yarbrough, Rose, Dickerson, Gwynn, and Jefferies)

**APPROVAL OF CONSENT AGENDA:**

- a. August 5, 2024 Regular Meeting Minutes
- b. FY 22 Audit Contract Amendment
- c. FY 24 Fund Balance Commitment for Excess Inspection Revenues

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A **motion** was made by Commissioner Dickerson and seconded by Commissioner Gwynn and **carried unanimously** to approve the consent agenda. (Ayes: Commissioners McVey, Yarbrough, Rose, Dickerson, Gwynn, and Jefferies)

### **PRESENTATION:**

#### **FY 2022 AUDIT:**

Alan Thompson, County Auditor, said good evening. If you'd be kind enough to flip over to page one under that significant audit findings, there should be three different paragraphs talking about appropriate accounting policies, financial statements prepared by management, the accounting estimates that are in there, and then depreciation allowance for doubtful accounts. We were all good with those items. On page two, we talked about the financial statement disclosures. We were good with that. No difficulties encountered in performing the audit other than what I'll talk about in just a moment. No uncorrected misstatements, no disagreements with management, and management did provide us with a representation letter dated July 23<sup>rd</sup>. We're unaware that management consulted any outside accountants, auditors, etc. Then under findings and issues, a few months ago I think I presented the June 30, 21 and most of these, if not all of these, are the same type findings. So if I brush through that I'm happy to stop and slow down, but for the most part these are repeats of what I talked about at that meeting. The delay in the audit report, we're all aware of that. Various key processes were not completed timely. The changes in or turnover in staff positions creates challenges. On page three, the EMS receivables balance as well as the allowance need to be reviewed regularly. Efforts should be made to ensure that all negative fund balances are cleared up and projects have been completed or closed on the general ledger. We got to review the depreciation schedule, but transfers between funds are recorded. The county has one outstanding loan associated with a revolving loan fund, and that's in arrears. We need to make sure we're on top of that. Prior period adjustments were recorded for missed postings in prior years, adopting a budget when several new funds did not make the budget amendments, and adequate documentation was not obtained throughout the year to substantiate all the transactions recorded. Two departments (the Register of Deeds and Inspections/Planning) were noted for not complying with the daily deposit general statutes, which is \$500. Board approval was not obtained for tax releases and refunds, and that was 2022-008. Then the county did not pay their monthly LGERS contributions timely. Then please be aware that GASB 98 or 96, I'm sorry, is coming for the June 30, 23. That's talking about subscription based... My mind went blank on me. Subscription based like software. If you buy or you have a big software project that you're going to be paying for over a period of time, you have to capitalize that, and then put an associated debt on it. It's similar to the lease standard where if you have a long-term lease, you have to record the lease, and then a corresponding debt associated with it. It's more of an accounting issue than it is anything else. If you were running a private business, you'd expense those amounts, but according the GASB standards, they want you to capitalize those amounts. On page five, despite all the other issues, there are some really good news in the numbers themselves. I don't say these are all the key numbers in the report, but these are definitely some

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of the key numbers in the report that you want to look at and make sure you know where they are. So the top number there, the total fund balance in your general fund is at \$14, 942,000. If you go all the way back to 18, that number is 7,018,000. So during that five-year period, the General Fund fund balance is more than doubled, which is very healthy. Unavailable fund balance 3,649,000. Restricted is 7,792,000. General fund expenditures including transfers out less new debt is 24,622,000, and fund balance available as a percentage is 45.8%. If you go back to 18 that figure is 19.46%. Then unassigned fund balance is 7,150,000. The unassigned fund balance as a percentage is 29.04%. These percentages are important in the sense that if you ever go to the LGC State Treasurer meeting for debt issuance, they're going to look at these two numbers or these two percentages to see where you are. That's why we put them in there. And you see revenues over and under expenditures before transfers. You had 1,504,000 in your general fund. That minus 7,744,000 in other governmental is because you have projects going on and that could be simply the timing of when you receive the revenue versus when the expenditures were made. Cash in the general fund is 13,313,000. If you go back to 18 that number is 5,976,000. Other governmental 1,418,000. Cash in transportation is 514,987. Your General Fund fund balance again is 14.9 million. Fund balance in other governmental is 2.5. Your net position in Solid Waste is a minus 143,000. Net position in transportation is a positive 952,000. You see your property tax rates there, collection percentage, which is the highest of any of the five years shown for the current year, and then collection percentage excluding Motor Vehicles. You see your property valuation: the levy amounts and then your debt. You can see where your debt did jump up over that 5-year period because of some new issues, and then the breakdown of your General Fund Revenue by department and expenditures by department. The total general fund revenues being 28.6 million, and total revenue, I mean expenditures, being 27.1. If you'd be kind enough to flip over to page six, on the blue bar there you see the nice trend in total fund balance. Restricted fund balance is also increasing. On the bottom, you see your analysis of fund balance available going from 19.46 up to 45.87. Then on page seven, you see your unassigned fund balance as a percentage going from 13.5 up to 29.04%, and then revenues over and under expenses before transfers on the bottom. You see your general fund having a nice chart there where all five years are positive. On page eight, you see your cash balances at the top and fund balances at the top in pie charts, and underneath that, you see total cash balances being 15.2 million and total fund balances being 18.3 million. On page nine you see your property tax rates there compared with your group weighted average, and then the collection percentages compared to your group weighted average as well. And by the cash balances, fund balances, and collection percentage, there's some positive things in these numbers. So even though you're behind on your audits, there's some issues, etc., the numbers themselves have some very positive numbers or positive trends. On page 10 you can see your debt analysis there. Most of it's in that Bond Anticipation Note of 13.1 million. On the bottom you see your breakdown of your general fund revenue in a pie chart with ad valorem taxes making up 45.19%. Your other taxes, permits, etc. being 24.98%, and intergovernmental revenue being 16.17%. On page 11 you see Public

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Safety, Human Services, General government, and education being the main percentages of expenditures.

If you've been on the Board for a period of time, then you remember the LGC used to send out what they call unit letters. This, page 12, 13, and 14 replaces that unit letter. The LGC won't send those out. They send us some templates etc. so that we can relay their information or what they want us to say to you. Then you have 60 days from tonight's meeting to respond to that. You see reconciliation of records, deficit fund balances, and prior period adjustments there. Budget violations on page 13 and another budget violation for the late submission of audit, retention of records, internal controls, lack of Board approval on the tax releases and refunds, the daily deposits, and lack of internal controls around payroll. All of those items have to be responded to which are very similar to the previous one we talked about a few months ago. If you use a similar letter, you should be okay. I think Johnna is probably going to talk to you about where we are on 6/30/23. I think we've done some significant work in terms of some of our testing, but there's some work to be done to get a good trial balance in order to move forward on that. So hopefully we can make that happen as quickly as possible. I'm happy to answer any questions, not just tonight, but anytime you have questions. You read through the audit report, you look at the presentation summary, and you've got questions on anything, you're always welcome to call the office. If I happen not to be there, tell him to give you my cell number. I'll do my best to get you an answer to your question.

Chairman Jefferies asked if any Board members had any questions.

Commissioner Dickerson said what was the major holdup in getting this accomplished? It's been a long time coming. We were told different reasons that things had drug along. What was your finding on that? Mr. Thompson said well we got the trial balance. I think... I have to look back on the date. So as soon as we got the trial balance, we had a pretty quick turnaround. Just like right now, we've done the testing we're able to do, but we really can't start on the 6/30/23 until we can get there. So one of the big holdups is, as mentioned in the findings, the bank recs weren't complete. Several other things weren't reconciled back to the general ledger, and we have some restrictions on us in terms of we can't actually do that for you. So until we get a trial balance that the bank's reconciliation actually ties to it, we're kind of stuck waiting on somebody to do that and give that to us before we can actually do our work. Commissioner Dickerson said well where do you as the auditor lay the blame for the information not being reported properly where it took so long for all this to take place? You're waiting on prior year numbers. This problem's been going back a long time. What created it in layman's terms so this Board can understand. We see what you have here. We see what you're saying, but break it down. Who was responsible for the debacle that started all of this in motion? Mr. Thompson said ultimately the finance officer is responsible for what's going on here. That area, whether it's one person or the department, the finance officer who signs off on all that is the one who's responsible. Commissioner Dickerson said well thank you for your candor. I appreciate that.

Chairman Jefferies asked if there was anyone else.

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Commissioner Rose said Mr. Jefferies. One thing and I think this is pretty much addressed to you. There's one thing I would like to see going forward. I know we've been in this process for a while, and I'm hoping it's going to be cleared up here pretty quick. So you're waiting on the 23 stuff before you can get started. Mr. Thompson said well we've done all the or most of the work that we're able to do to this point until we get a good trial balance. Yes, sir. So we're kind of in a holding pattern if you will. Commissioner Rose said and you're saying that's dependent upon us. Mr. Thompson said yes sir. Commissioner Rose said okay. One thing I would like to see Mr. Manager is once we do get through this process, I think this Board needs to get a quarterly year-to-date report on expenditures. At least then we can have something to look at, especially if we got departments that are going over budget. At least we can see that there's a problem coming. Now it may be something totally out of their control. I understand that, but at least this Board will have an idea of where we stand, you know, midway through this budget process or cycle so we don't run into this again as soon as we can get it finished up. Thank you. I appreciate all you've done. Mr. Thompson said technically there is a statute that ask the Finance Officer to present that to you as a Board quarterly. Commissioner Rose said okay. Mr. Thompson said so that that is definitely something that you should be getting. Commissioner Rose said thank you. Chairman Jefferies said thank you, and Mr. Thompson said yes sir. I appreciate it.

### **DISCUSSION ITEMS:**

#### **VAYA HEALTH UPDATE:**

Cara Dohner said good evening everyone. Sorry I didn't hear my name being called. I'm Cara Dohner. I am the Community Relations Director from Vaya Health. For those of you who don't know, Vaya is one of the five state Managed Care Organizations. We manage Medicaid for people with intellectual and developmental disabilities, substance use disorders, and also foster care. As you can imagine, it's a pretty busy space right now in the state of our world. So right now the state has decided that we need to have whole person care. So Vaya has been providing mental health services for over 50 years, and to give you an example, so a Blue Cross Blue Shield and United, those are called standard plans. They have typically provided just mental or excuse me, just physical health services. So what's been happening with the state is they have decided that our organizations should also be providing physical health services, and a Blue Cross Blue Shield and United Healthcare should be also providing mental health services. So everyone has whole person care. They don't have to go to different providers or all over the place. They can be seen by one organization. So what that means is that Vaya will still be caring for the most acute patients. So people with bipolar disorders and people on the Innovations Waiver. I'll talk about in a second. Then Blue Cross will be helping people who have anxiety, ADHD, and things that are a little less severe, but that's important to know. Not everyone will qualify for the Vaya side of Medicaid, but now that United is also providing mental health services, there are a lot of extra services that people don't know exist. So if anyone is interested, I can provide those resources to the county, but there are things like child car seats, Weight

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Watchers, tutoring for kids. People have a choice of what plan they pick. So I just wanted to mention that.

Tonight I'm going to go over some of the statistics for Caswell County on how you're performing and the kind of people who are utilizing our services. So you can see this is our Innovations Waiver. So if someone has an intellectual or developmental disability, they can apply for the Innovations Waiver. What that is is care up to \$120,000 a year, which is amazing because if someone is in a facility, the state is probably paying triple that amount of money for care that's probably not as good because there is a lot of abuse that occurs in some facilities. So really we're trying to change that trend and bring people out of facilities and into more private settings. So for example, if a family has a child with a disability, it can take up to a decade or more to get on this waiver. The state consistently adds more members to it for each County, but this graph shows you right now how many people are on the Innovations Waiver. So I think that says 23 on the left in the orange, and on the right side it says 19. So those are the number of people waiting to get on the Innovations Waiver. There are many services that they can get while they wait like help with workforce requirements. Different facilities offer programs that can help while they wait, but that's a pretty neat program that we have in the state. You go to the next slide. So right here you can see the active members that we serve in Care Management. Care Management is someone that assists a member and make sure they have kind of wraparound services, and they have everything they need to be receiving the right care. So you can see that the orange is for children, and the blue is for adults. So those are the people that are being served. Down on the bottom you see IDD, that's Individuals with Developmental Disabilities, and Mental Health is MH. You can go to the next slide. This is a busy slide. I'm not going to read it to you, but you can see the hospital admissions. You can see the readmits are in orange, and the blue are just the single admits. So you can see those are pretty low numbers. That's good. Then that's for mental health on the left, and substance use on the right. You can go to the next slide. Here you can see the hospitals that surround Caswell County. You can see the admits there, and the rapid readmits in the last 30 days. Those numbers are pretty low as well. You can go the next. Here's Community Hospitals for Alamance Regional. These are non-Medicaid people who do not have Medicaid. So that could be state funded care and anyone like if someone's driving through Caswell County and they don't have Medicaid. They could fall into that bucket of people being served. You can see the community hospital inpatient use for adults at the different providers across the county or close to the county. These aren't in the county. This is the same slide for children, and these are Emergency Department admissions and readmissions. So the rapid response number was pretty big right there on the left for readmits. So there's a lot going on in the behavioral health space. I just presented in Rockingham County, which is close to you, this week about safety in schools, and we have a lot of issues. So last year in this country, 1500 teachers were assaulted by students. So there's a lot going on unfortunately with cell phones in classrooms and social media pressures. So we're trying to help families and parents on the front end deal with some of these issues because there's a lot of need in the behavioral health space in

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schools. So we work quite a bit with the schools in this County. We have a good relationship with the Health Collaborative here. I know a lot of us at Vaya attend a lot of their meetings, but I did want to let you know that we have a class going on this week in Caswell County. Two classes actually. It's called Question Persuade and Refer, and we call it QPR. It's for suicide prevention, and I will tell you those numbers are raising rapidly. We even see suicides in elementary age children. So anybody is welcome to attend this. It's on the 22<sup>nd</sup>. There are two classes. One is 8:30 to 11:30, and breakfast will be served there. The other class is 12:30 to 3:30, and lunch will be served there. That's open to any Community member and any school staff, and that will be at the Yanceyville Municipal Building. So that's just an announcement I have. Does anyone have any questions?

Commissioner Gwynn said I want to ask one. I think I heard you mention a wait list early on in your presentation. How do they get off the wait list? How long is the waiting list and are they on the waiting list? Mrs. Dohner said it's long. It could be, I think right now, the longest is or could be up to 12 years. So a lot of people don't know it exists, this program. The Innovations Waiver, just to give you an example, so I know a lady who has used it in Chatham County. Her son has autism, but it's on a scale where he could live independently. So he was in a lot of homes that were abusive, and she got him on the waiver. Now he lives in a tiny house on his own. He has Care Management staff come in all day long to make sure he's taking his medicine. He can make his own meals that he prepares himself. He has notes all over the place, but he lives a great life. It's safe; he's happy. So I would encourage the county, you know we could maybe put something on the County website to let people know this program exists because it helps family members assist their children or a sibling. But the challenge is getting on the list. So are there any other questions? Chairman Jefferies said thank you. Mrs. Dohner said thank you so much for having me.

#### **BROADBAND UPDATE:**

Justin DeLancey, Senior Manager from Charter Communications, said good evening everyone. Commissioners, how are you all doing this evening? So again good times to be given an update. It's all positive news in the county, which are the updates that I typically like to give. We're going to do just sort of a quick rundown. I think it's going to be helpful because Caswell County has had so many different grants kind of parceled out over the last two years or three years. I think it'll be easy to just do a quick rundown on the grants that you've gotten, kind of where they are in the county, what the progress is, and then have a quick conversation about what's coming up on the horizon or what's ahead. If at any time you guys have any questions, please don't hesitate to break in and ask. So that sort of quick road map. You guys have been incredibly aggressive in going after grants. Of all the counties that I represent in the state, you all have been incredibly fortunate at receiving a lot of grants. You were smart about having some money set aside to be able to use as matching funds so that you could be competitive and go after grants. The first grant that we had was a Federal Grant. It's called the Rural Digital Opportunity Fund (RDOF). It was a reverse auction, where providers sort of bid with the federal government and

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kind of bid for unclaimed census block groups. I'll be honest with you; the mapping wasn't that great back then. This bidding was all done in around 2019. There was very spotty mapping. It was done at a census block level, and if one house was served in a census block, it made that entire census block ineligible to be bid on. So you missed a lot of homes, but as you'll see in a little bit, there was wide coverage across the county on what was bid on. So I think you guys came out much better than a lot of other counties through that RDOF process. Then we're talking the GREAT Grant. It's a state-run grant. The Growing Rural Economies through Advanced Technology Grant. Again it's a state funded grant using ARPA funds. They went through two rounds of funding through the GREAT Grant process. They had about \$400 million set aside, and they've almost exhausted that \$400 million going out to the counties. The CAB Grant was another \$400 million pot of money. They've gone through an initial round of funding of which you guys were awarded a grant, and then we're going to talk about kind of some ways that the state's trying to be creative about drawing down the rest of those funds. Then we'll talk about going forward. If you want to go ahead. So this is a map of RDOF. It was the largest grant. It covered around 3600 homes in the county. This build has been completed. So as you can see, it is a very large swath of the county that's wiped out. Every house within those blue areas, barring some minute circumstances that could prevent a house from being served, but by and large 99% of the houses within those blue blocks are served and have service right now. So we're very happy with that. We're happy with the progress that we made. It took us a little over two years from start to finish before we could finish that, but it was complete. We initially said, I think when I spoke with you in February that was initially kind of said, we had finished up at that point. We did reopen construction. There were a few houses that called in, and said hey we should be in the area that we missed. We kind of went back out and took care of them, but we believe that we're done at this point.

The next map that I think we've already gone to is the GREAT Grant. So we, Charter Communications, did not win an initial GREAT Grant in the county. That grant went to another provider, and we'll talk about that here in a little bit. But we were fortunate enough to win a second round award, and that was for about 606 homes. As you can see it's primarily focused in that sort of southwest corner of the county, but there are pockets here and there that kind of get you some good coverage. Construction of that is ongoing. We've completed a little over a hundred of those homes to this point. There have been some other kind of addresses thrown in, and we'll talk about that in a few minutes. That have kind of prolonged that process. But we're in the process of building that, and we're going to keep right on through until we get done. I don't foresee any hiccups in that construction.

Next we have our CAB Grant. As you can see, it is primarily focused in the northern half of the county. And again all of these grants were designed for providers to come in and fill in the gaps that were left over from RDOF and left over from where other providers had previously served. So if it looks a little jumbled, it's because we're filling in gaps every time there's a grant round. This CAB grant funding was for 589 houses. That contract, I believe, has just been executed

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within the past couple of months, and that's a two-year build time. I anticipate that we'll be building that CAB grant as we're coming through and finishing the GREAT grant that we just spoke about and the next GREAT Grant. So I anticipate that it'll be finished up before that two-year deadline substantially, but we do have two years to build it.

Then finally we have another round of GREAT grant. This is actually what we picked up from a provider that defaulted. So I mentioned to you before that we were not successful in winning a first round of the GREAT grant; we won a second round. The provider that won the first round had to default on their obligation. The state opened up some of those passings to be able to be taken by us, and we were aggressive in going after those. That particular tranche was about 249 addresses. I know I'm throwing a lot of numbers at you, but I want to do it to get to this next slide. This is the overall picture of where we're at and what has been awarded to this point. Total, we're looking at a little over 5,000 homes that have been connected by grants in the past, we'll call it, three years really of construction. So incredibly aggressive construction, and as you can see, you've gotten some really impressive coverage in the county. Now as I'm sure you guys know, you have incumbent providers in the county. You've got Comcast that primarily covers Yanceyville and areas straight up in a line kind of to the north. Then you have some legacy Brightspeed as well as legacy Spectrum already in the county. So when you add all those pieces in to what's already there, you are looking at about 95% coverage. I mean it's very impressive what Caswell County and your staff have been able to do over the past three years through these grants. So I think that deserves a round of applause or pat on the back. You guys have done a great job. I do have a number slide for you just because I do like having the numbers there for you. It goes over everything that I presented to this point. Again that sort of baseline number of 5,062 homes is a really impressive count.

Going forward, we do have pretty exhaustive coverage in the county. So I don't know how many opportunities are out there left. How many individuals may not have coverage? I'm sure that there are in fact some homeowners that are not covered by these grants. There are opportunities for those individuals to get service through grants. The state has recently announced a Stop Gap program. It's about \$86 million in funds that the counties can go after. Stop Gap was initially envisioned as those sort of onesie twosie addresses here and there that were either very long driveways or they were stuck in the middle of existing networks that were unserved that providers were unwilling to go into existing networks and go get. This program was initially designed for that. A good portion of the funds will still be eligible for that, but the state's also added in a little wrinkle that says counties can go after funds to use as matches for additional CAB grants. So even though you guys have already won a CAB grant and spent matching funds, you can go after additional funds that the state has and use that to kind of plus up and go after even more CAB dollars. Then we have BEAD. If anything is left over after Stop Gap, the state is getting \$1.5 billion dollar from the feds for broadband expansion and deployment. That's going to be divvied out amongst the counties as well. So there are still options going forward. We certainly stand at the ready to help aid in any deployment that we can. I'm sure you guys have

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questions. I know I kind of ran through that really quick, but I do want to get to any questions because those can often get in the weeds and take a while.

Chairman Jefferies asked are there any questions from the Board.

Commissioner Yarborough said Jason, could you back up about two slides? Go on back another one. The map. Okay, right there. Justin I'm looking at your map, and even though you've got those blue sections that were in RDOF highlighted, there are additional homes that are covered that are not covered by that blue territory? Am I correct? Mr. DeLancey said yes. So I'm going to do my best here to kind of describe... I don't want to go away from the mic. So all along the edges of those blue shaded areas you have what are called synergy passings. So homes that you know a CBG that was covered by RDOF maybe on the left side of the road; well if there's a home on the right side of the road, we're still going to give it service. Additionally, you may have roads, dead end roads or small roads that shoot off, that are adjacent to CBGs that were in the RDOF program. We also went and covered those as well. So you are getting some additional coverage. You have a fair percentage on the boundaries of those CBGs that were also served through RDOF and that we claim to serve. That's why you don't see in some places more dots adjacent because those were picked up during RDOF. Commissioner Yarbrough said can you tell us what percentage of homeowners actually signed up with your company? I know it was available. Yes, but how many took the next step to sign up? Mr. DeLancey said I can't. Unfortunately, that's something that we typically don't share. What I can tell you though is it is a significant percentage. I'll say we'll go with a little less than half. Roundabout. So I mean keep in mind there's a lot of factors that go into a take rate when people come by. Obviously cost, which we make every effort. We have several low-income plans to try and allow for individuals in low income or different situations to be able to afford our products. The other thing too is there are a lot of vacation homes in the area. There are a lot of secondary homes in the area that individuals may not have any need or interest for service at those residents. So that gets factored into the take rate, but we're very pleased with what we've seen in the take rate in Caswell, and we think it's right in line with everywhere else.

Chairman Jefferies said anyone else.

Commissioner Dickerson said what percentage of the homes now have coverage, if they want it? Do you have any number of breakdown as to what we have available countywide? Mr. DeLancey said so I will be honest with you, and I think that is where we're kind of always hitting a moving target. The maps always get better. As we go out and have people in the field doing walkouts, our internal numbers get stronger. The state is constantly doing surveys coming up with new data points to where they their data gets stronger. I will tell you that when we went after the latest round of CAB grants, the 589 homes that we bid for and won was all that we saw that was out there that did not have service. So based upon what we could see at that present time when we were doing our designs, we tried to go for everything. Now that's not to say that... We only know what we can see. There may be things that we didn't see, but I think that you're



getting down into the lower numbers at this point. You are only having the ones and twos, the homes that have mile long driveways, three quarter mile long driveways, the homes that are on private drives that are very lengthy and long to get to, and then homes that are right in the middle of areas that are served by legacy service providers. I certainly don't want to speak for the industry. And I'm not necessarily speaking for Charter, but just if you think about, it's a tough business proposition for anyone to go into a competitor's territory, try and do business, and connect homes because the take rate is going to be a little bit lower and things are going to be tougher to just break into market wise. So I think that the only ones that you have left are going to be just... All the low hanging fruit is gone; so it's going to be the very hardest stuff to get to.

Chairman Jefferies said anyone else. Thank you. Mr. DeLancey said absolutely, and I'll be here and happy to answer anyone's specific questions as we go on throughout the night.

### **ACTION ITEMS:**

#### **RECLASSIFICATION OF FINANCE DIRECTOR POSITION:**

County Manager Meszaros said so I'm going to have Johnna come up. She helped to or she actually did the work on this and drafted this. Would you rather sit up here Johnna? So we wanted to wait till the 2022 audit was completed to get the Finance Director reclassified and posted out there. It's really hard to get somebody to come, but I'll have her talk about that. Johnna Sharpe said I'll just go up to the podium. County Manager Meszaros said okay. Thank you.

Johnna Sharpe said good evening Commissioners. As you know, the Finance Officer position is currently vacant, and as also Mr. Thompson answered your question, the Finance Officer is ultimately responsible for all the financial operations of the county. It is extremely important to get a well-qualified, experienced person in order to move the county forward and to set up better processes and procedures to ensure your records are kept timely. Finance Officers are a very difficult group to recruit right now. Some of your neighbors are currently or have been recruiting for people for Finance Officer positions, and it's taken them a couple of times to get qualified people. So for you to be in the best position to recruit for this, it's important to set a salary range, and what we're recommending is to reclassify the Finance Officer position to a Chief Financial Officer, which shows the full breadth of that experience because they are overseeing all the financial transactions of the county. They also have the statutory authority that if transactions are not being performed correctly, they can stop it. And quite frankly some of the things that we are changing now in the department is things where previously items that weren't budgeted or where there was no budget, expenditures were made. That's some of why you see some of the budget violations. So there's a lot of supervision of the other departments in your county. In looking at your pay bands, the highest that you could put this position is at a pay band 81, which the salary range would be \$71,447 to \$105,470, and even at that range, I think you will have difficulty attracting qualified applicants. The county has a \$40 million budget. It is not a small entity. The complexities are huge. The requirements are large. It is a tremendous level of responsibility and requires a tremendous amount of knowledge and experience to do it well. Given the constraints

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of your current pay bands, this is the highest band below the County Manager. So that's why we are recommending that this position be reclassified to give you the best opportunity to get a qualified individual to take over the leadership of the Finance Office. Scott, I don't know if you want to add anything.

County Manager Meszaros said I do know that Person County, I met with their manager last Saturday. She was at the conference. They reposted theirs with a higher salary because they went through a first round, and they're just keeping it open. Rockingham did just hire somebody. I don't think you want to hear the of numbers that those other... There's not a lot of market for qualified Finance people in the nation to be honest. I had a position in Alaska that was open two years, and it paid \$40 to 60,000 more than the City Manager pay that I was getting. And I got no qualified applicants. So I think this is a budget, a classification, and this is where under normal circumstances we would put that position. I think that gives me the... We do have the budget authority because of vacancies. We do have the ability to pay. My guess is that the starting pay for this is going to be at or above the maximum range, which I can't go above your maximum. If you go on like the municipalities or the County Association websites, they have postings there for Finance Directors currently open across the state. Person County is in good financial condition, they have things run pretty tight, and they're paying up to \$157,000. I'm not saying it's going to take that kind of money to get somebody here qualified, but I would say there's a lot of small cities, which is a fifth the complexity of a county, and they're paying in the 130s to 150s for those types of positions. You could find a job if you're a finance person. I would say that Johnna has been here for a long time with us, and some weeks she works 60 plus hours a week for this entity, which is applauded. She really has kind of lifted this, but we need somebody that's going to be competent and correct a lot of the deficiencies and problems we've had. If we don't have that, it's not good to pay the accounting firms and the auditors and to have to put that burden on the staff because it's going to cost a lot more than paying somebody competent.

Johnna Sharpe said well and I want to just mention, this is almost some cost avoidance on your part. There have been several areas where had the eyes not been able to identify some of the things that needed to be completed and know how to do them, you could have lost hundreds of thousands of dollars. So it may seem, I know this is a wide salary range and it's a challenge to think you've got to pay someone this, but investing in the right or being able to afford the right qualifications is going to save you much more money down the road because you do have a lot of funds at risk when they're not stayed on top of and not aggressively managed.

Commissioner Rose said a couple questions I've got. So if changing this from a Finance Director to Chief Finance Officer, and I didn't see it in here. What other responsibilities will be added to that position, if any? Mrs. Sharpe said I think it's showing just the whole breadth. It's not... Their job is not just running the Finance Department. Their job is running the finances of the county, and so I think there's a lot more involved in working with the departments to ensure they're managing their dollars appropriately. I think there's a lot to be done with your purchasing policies that could save the county money. So currently there are functions that you all aren't

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performing that needed to be added under this role. Commissioner Rose said it looks like it's about an \$8,477 difference in the minimum versus what you're looking at going to. Was anything looked at as far as this position requiring a certified accounting degree? Mrs. Sharpe said oh I think the position will require a four-year degree. Absolutely. Preferably in accounting. Commissioner Rose said now when you said four-year degree, now you can get a four-year degree in something totally... Mrs. Sharp said no a four-year degree in business, accounting, management, or financial analysis. That's what you've got to be looking for. You've got to find and the fundamental accounting is important. Accounting is all based on debits and credits. If you don't have those straight, and quite frankly those haven't been straight. You can't properly account for your transactions. So a fundamental knowledge of accounting is of utmost importance. County Manager Meszaros said and I would add that's fund accounting. Not like you could have a CPA and be an expert financial person, but if you don't have municipal government fund accounting knowledge, it's not really apples to apples. Mrs. Sharpe said fund accounting would be helpful, but I'm talking about the basic bookkeeping. Knowing that expenses are recorded as debits, and revenues are recorded as credits. It's the basics in some instances that are causing some of the challenges. Commissioner Rose said one other question, and I do not see it in here. So forgive me for asking. Under the position as it is listed now is there an accounting degree required under that position? Mrs. Sharpe said I'm not sure. I don't have that off the top of my head. Commissioner Rose said but this Chief Financial Officer position will have that? Mrs. Sharpe said yes, and I don't know that it requires a CPA. You don't have to be a CPA to know how to do really good accounting. So while that might be a plus, that designation increases your cost significantly. Because I'll just tell you for comparative, starting right out of college out of getting your accounting degree, students right out of college are making \$50 to 70,000 with no experience. Commissioner Rose said that would be my next question. How much experience do you think this position, we should look at? With what we have been facing in the past, what would be your recommendation? Mrs. Sharpe said I think you need somewhere in the six to eight years of experience of either being a Finance Officer in a similarly sized entity or being an Assistant Finance Officer of maybe even a larger entity where the person's ready to step into the director role. But they've got to have experience in large complex organizations. They need to have had responsibility for millions and millions of dollars, and they need to have a track record of on time audits, timely reporting, and really understanding like I said those basic fundamentals of what it takes to post transactions properly and close out a month. So that if you're doing a regular monthly close by the end of the year, it's not difficult to do the audit, but if you're not staying on top of things every month, it becomes quite a challenge. Commissioner Rose said thank you.

Commissioner Dickerson said has this job been advertised at a lower rate, or has it not been put out there at all yet? Mrs. Sharpe said it hasn't been put out there at all yet. We were waiting to get this get this reclassification done. Commissioner Dickerson said so we haven't tried to see if we can attract somebody at the rate we currently have rather than start out at the upper tier? Mrs.

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Sharpe said that's correct. I mean if you want to do that, that's your pleasure. But I think even at the lower tier, I mean even at this range, I think it's going to be a challenge. I hope I'm wrong, but it's going to be a challenge.

Commissioner Yarbrough said what's the range now for a Finance Director? Mrs. Sharpe said it's \$62,970 to \$92,955. Commissioner Yarbrough said and you recommended it to go to what for CFO? Mrs. Sharpe said \$71,447 to \$105,470.

Commissioner Rose said would there be a period of time before that \$105,470. I mean you're just kind of working up to that. Correct? Mrs. Sharpe said maybe. Commissioner Yarbrough said or they could be hired at that rate? Mrs. Sharpe said well I think that's what...If we advertise that that's the range, people who want more than that aren't going to apply. County Manager Meszaros said yes, a lot of places put their ads out and don't say what they pay to try to see what qualified applicants would negotiate. I don't think we would be surprised knowing what the market is, but I think if you put the specific salary in this market, I don't think you're going to get a lot of qualified applicants. But you never know. Mrs. Sharpe said well I think it's important to manage expectations. You don't want to just put dependent on qualifications because you might have people who are expecting \$150,000. So if the Board's not willing to pay that, I feel it's disingenuous to not advertise the range in which you're willing to pay. County Manager Meszaros said I mean I don't know. Some of the bigger counties paying the 300s for these position. Mrs. Sharpe said yes, but this isn't a big county. But it's still... \$40 million is not a small budget with over 20 funds and also 350 employees. It's quite a large entity that has significant statutory requirements in how the operations and processes are supposed to be handled. It's the findings that the Auditors reported on which is where things aren't being handled according to those standards and requirements.

Chairman Jefferies said do you think staff shortage could play a part in this by not having enough staff? Mrs. Sharpe said possibly and I think it's less of a staffing issue. I think some of the reason why waiting not advertising this immediately was at least having your 22 audit done. You're in a better position for candidates who are looking at you. 23 is well underway way. I'll update you a little bit on that shortly. But I think you've got one or two positions in the department. One we're looking to go ahead and start advertising now because I think the best way to say this is kind of we've been in a real crisis mode. There were some huge deadlines that were forcing us to try and get that 22 audit done. Some of the system constraints, and we had to hit those hard deadlines, which was why there was so much push on 22. But we've improved a lot of processes. We've got a lot of things moving in the right direction for 25. So I think we're to the point now that you could bring on an additional staff person, and it be more manageable than where we were six months ago. We've got these better processes so we can start them off on the right foot. So it's taken a while to really get to the point where bringing in new staff wouldn't almost cause more harm than good.

Chairman Jefferies asked if there was anyone else.

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Commissioner Gwynn said I want to ask did you say starting salary was \$71,000 or around that? Or just not knowing the job market and what's out there, do you think there's somebody nearby that would be interested with that type of background? Mrs. Sharp said yes. We won't know until we put it out there. Maybe. You never know what someone's circumstances are, but we want to be positioned or we want to put the county in the best position going out of the gate to try and within the current constraints of your current paying classification plan be as attractive as we can be.

Commissioner Yarbrough said I would like to see something detailed as far as the responsibilities, duties, and qualifications of the CFO compared to the current Finance Director position. Just what the difference is. What authority the CFO has that the current Finance Director position doesn't have? County Manager Meszaros said we have the job descriptions. I didn't bring them up tonight. Commissioner Yarbrough said well I'm not talking so much about job description Scott. As my understanding maybe I'm reading between the lines and I shouldn't be, the CFO will have much, much more authority than the Finance Director does. And I want to know what that authority is, and what the implications may be far as the county goes. Mrs. Sharpe said I don't know that the authority will be that much more. I think it's more having that positional authority in the organization to where if a department head isn't doing the right thing, that position has the positional authority to say I'm sorry you can't do this because of a, b, and c. That sometimes when you're up here, that can be somewhat challenging because the responsibilities are pretty clear set in the statute, but it's just how those are carried out within an organization. But even if we kept the job description exactly the same, I still think you've got to have this salary range to attract it.

Commissioner Rose said one last question. These other numbers that you have on here, surrounding counties and counties with populations close to ours, are those Finance Officer salaries, or is that Chief Financial Officer salaries? Mrs. Sharpe said in the survey, it just lists Finance Officer. Commissioner Rose said okay. So those are Finance Officers. Mrs. Sharpe said yes, which could be the CFO because they don't distinguish. That title varies from county to county. For example, Rockingham still is a Finance Director, and Person's is a Chief Financial Officer. Commissioner Rose said okay. Thank you.

Mrs. Sharpe said yes, and so these bench marks looked at within the region, looking at the population range, then looking at counties with a similar taxable property per capita, and that also might be Agricultural. You can see in that scenario in the taxable property per capita in the agricultural range, the salary for agricultural communities is \$81 to \$126,000. So that's where the recommended range lines up more with these benchmarks.

Chairman Jefferies asked if there were any more questions. Then said thank you to Mrs. Sharpe.

## **COUNTY MANAGER UPDATES:**

County Manager Meszaros said so just a couple items. The TDA didn't have their item prepared. They wanted to come to you about the board member ex-officio. That'll be on the next agenda. I didn't get that till this afternoon.

PCC is asking about golf sponsorship. That was in our budget last year; I don't know if that's something that the Commission wishes to continue. It is in the budget. I usually don't ask about those things, but I don't want to throw it out there, if it's kind of an issue.

The Open House is on Wednesday. You've probably been getting a lot of flyers and information, but that's with the Dominion Gas Line that's coming through the county. So they're going to be on Tuesday, tomorrow, from 5 to 7 at Oak Haven properties. That's located at 1434 Dibrell Road in Pelham, and then on Wednesday, they'll be here from 5 to 7 pm at Yanceyville Town Hall. Again, it's a liaison, and they're presenting their open house for the community on the gas line so if citizens or any of us have questions. I can also have her come do an update for the Commissioners, if you choose to do that.

Then I was going to go over all the 911 stuff, but you've already brought that up. So I don't think I need to address that unless you had questions about what happened. I do want to real quickly have Johnna come back up and talk about an update about the 23 audit. And just to be clear on the last item, until we have either reclass or direction. I don't really have materials to go out and actively recruit for that Finance position. I do have the budget and the authorization. We would be looking at an Accounting position that we talked about today about getting that advertised because I do think and we all consulted, I think we're at a point where we're ready to start getting some team to help us with some of this log and get finances moving forward. So Johnna.

Mrs. Sharpe said I did just want to give an update on the 23 audit to follow up on Mr. Thompson's comments. So they have done a tremendous amount of the testing, but the last step is to get a trial balance. Then make sure that all their testing agrees with what the final numbers are. We're having some challenges with some of the 23 numbers that they're not in as good a shape as I expected. In some cases, we are having to go all the way through 24 to make sure that both years are right. So the good news is on that side, we're making some early progress on 24. But it is taking a little bit longer to get, in certain areas, the trial balance done. It's not efficient to give it to the auditors until we know the numbers are good. So I would like to think in the next three weeks to a month, we can have the biggest issues resolved, but it seems like every time we touch an issue, it raises another issue. Some of the issues are impacting the current fiscal year. So we're trying to keep all three years moving forward and going at the same time. So it's really looking like we're doing 23 and 24 a lot together. Then it will just depend on the auditor's capacity when we get them the trial balance. There's not a tremendous amount of work left for them to do other than tying out all of their work papers to the final numbers, and they will of course want to see all of our adjustments. So if I had to describe it, it's somewhat like a scavenger hunt and a jigsaw puzzle all at the same time because some of the pieces are two years

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ago and some of the issues we're finding go back more than that. So there's just a lot of things to make sure that we're getting the books right and that we know the impacts for 25 and beyond. So we are doing our best, but when you're doing stuff that's two years old where other people did the work and trying to piece it all together, it can be a little time consuming.

Commissioner Dickerson said how many people are currently working on that process? Mrs. Sharpe said we have the Isley group, who is still continuing to support us in the process, myself, Melissa Miller, and then other staff are helping research and pull documents as we go.

Commissioner Dickerson said how many other staff members would you say? Mrs. Sharpe said excuse me. Commissioner Dickerson said how many other staff members would you say are helping you. Mrs. Sharpe said those are the primary ones that are working. County Manager Meszaros said it requires some of these, all the grants and all the Department Heads with issues in their projects. Mrs. Sharpe said yes. So we're working with the Departments when we have those issues, but they're also, a lot of the staff currently in Finance, keeping the day-to-day going. Because while we're trying to catch up these audits, they're still having to pay bills, having to run payrolls, and having to manage the budgets. You know it's a lot, but some of this reconciling of the accounts is not an easy process. It's sometimes not even an easy process for me because it has gotten, in some cases, very complicated, out of whack, and we need lots of other documentation in order to try and zero in on what the right numbers are because departments may submit reports to the state and requests reimbursement. But where the gap has occurred is making sure that those are the same numbers that are in the financial statements or that are in the financial system. Because the financial system is the official accounting record of the county, and so what we're finding is there are some differences between what departments have been accounting for and what's happened in the Finance Office. So it's trying to recreate those records to determine what is really the right answer so that we can record it properly, and there's got to be enough evidence to know what that right answer is and that we can justify changes to the financial records.

Commissioner Gwynn said I noticed they mentioned in one of the summaries that there was a lot of missing or what have you. Is that something that's going to be worked on? Mrs. Sharpe said yes, that's being worked on now. So that's one of the big areas that we've worked on improving. We've change some configurations in the system; we're doing more frequent reconciliations. We're making sure that revenues are recorded in revenue accounts and expenditures are recorded in expenditure accounts because when that doesn't happen, that gets everything out of sync, especially with some of the federal grants and state grants that we get. The Auditors are provided a summary of what those revenues are, and the Auditors are looking to see that that's what we have in our records. When those don't match, that's an issue. So that's when we have to go figure out well did it get recorded in the wrong place or did it not get recorded at all. We've almost completed the 23 bank reconciliation, and the bank reconciliation is key because everything you do goes through cash. So everything that goes through that bank statement has to be found on the ledgers. In some cases, that has been a challenge, or there have been things in the ledgers that aren't on the bank statement. So you do tens of thousands of transactions a year. So sometimes

it's like looking for a needle and a haystack, but we're down to five items that we're trying to identify where they might should have or supposed to been recorded. When those are done, then we'll know that we've at least got all the cash accounted for in the bank. And now is it accounted for in the right places. You don't know that until you completely finish the revenues or expenditures of a fund and really see does this make sense at the end of the day. Some days it doesn't, and we have to go figure out what's the issue.

Commissioner Rose said I got a question. I know you don't want to hear it. Do you have any idea on how long this is going to take for you or for finance to get all their stuff to the Isley group? Mrs. Sharpe said I really think we're... There are a couple really big issues that if we can get those resolved, then the rest of the work is pretty clear. So I'm hoping within the next month. Commissioner Rose said second question. Is this going to scare a new Finance Director completely off coming into the door? We have not got everything complete, or would we be better to have our house in order and then hire a new Finance Director? Mrs. Sharpe said maybe you'll find someone who likes a challenge. I think it makes sense to go ahead and try and see what we can find. You know see if we can be successful now because the right person can come in, can learn while we're working through some of these issues, and be in a good place. Also it won't be long before you'll need to be starting to work on the next year's budget. It is critical for your Finance Officer to be here at the beginning of that budget process in my opinion. So I don't see any harm in starting the process now, especially if we're able to find the right qualified person. And Commissioner Dickerson asking about the numbers that are working on this right now, and we had this discussion today. If you bring in more temporary people, I'm not sure that's going to be helpful, which is why we said let's go ahead and bring in the Accounting Specialist who can really pick up some of this reconciliation work which is what's really holding us up. The stuff that's left to do right now is hard, and quite frankly it takes someone with my level of experience to try and figure this out. So bringing in someone who doesn't see how all the pieces connect and understand the complexities, would not be a good use of the County's money. Also right now, remember I'm with you at no cost. The association continues to cover this investment in Caswell because they want to see Caswell positioned to succeed. We also need to get the 23 audit done, but we can't create more issues and challenges in 25. So in a lot of cases, we're having to stop, fix what's happening now, and then get back to 23 and 24. We don't want to keep digging the hole. So we know the hole of 23, but we want to make sure we're not creating a new hole in 25.

Commissioner Dickerson said question. You're very knowledgeable, and first I want to say thank you for all you have done for this county. If you had not been here helping our department through this, we'd be in a lot of trouble. What you are finding; are you finding it's poor reporting or misplaced information from a Finance Director from long go? Are you finding any evidence of wrongdoing? Is any money missing? Mrs. Sharpe said that's a great question, and no we have seen no signs of any money missing. There is nothing that has led us to believe that, but we have seen a lack of attention to detail, a lack of knowledge of some standard practices and procedures,

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a lack of knowledge in some cases of statutory requirements, and some of that stems back years. One of the issues we're struggling with right now goes back to 2017. So we're having to go and figure that out because it involves State grant money. Our records don't agree. So at some point, we've got to reach an agreement on that, but that requires a lot of research to make sense of the records that we have when the people who were here and did that are no longer here. So I see no evidence of wrongdoing. I see evidence of lack of experience and knowledge. Commissioner Dickerson said well I'd like you to think Caswell is a beautiful place. Mrs. Sharpe said it is. Commissioner Dickerson said and I understand we're going to have a Finance Director's position open here pretty soon. You might want to come to Caswell County. Mrs. Sharpe said well I consider that a compliment. Thank you, but I will tell you I'm here till we get this straight. Whatever it takes. I'm not going to give up. I'm not a person who gives up easily, and I'm actually one of those people who loves a challenge. So I get kidded a lot because Melissa, I work in her office most days, and I'll go yay. It's like we figured out something; we got it straight finally. That happened on one thing today so we can put that to rest. It's behind us. It's fixed through 24, and now we're moving on.

Commissioner Gwynn said I notice in the report sometimes there were not proper documentation. Mrs. Sharpe said yes ma'am. Commissioner Gwynn said and that's a biggie. Mrs. Sharpe said yes. Commissioner Gwynn said is that being worked on? Mrs. Sharpe said yes ma'am, and that is really getting, I think it's got much better in 24. So over the last year that's been a real concentrated effort to make sure that that is done. And so you still may see some of that in 23, but I would really think we've made tremendous strides on that in 24. Commissioner Gwynn said so the staff has been made aware that they need receipts. Mrs. Sharpe said oh absolutely. That's where if you don't have receipts, if you don't have a budget, and if you don't have that stuff, we're telling people no because you've got to follow the proper processes. That's not real popular right now, but if you don't start making some of those changes and implementing correct processes, they're never going to get fixed. So it's no time like the present to start implementing new rules. I joke with Melissa and I'd say this in front of the Sheriff. But I kind of tell them there's a new sheriff in town in Finance, and we're doing things the right way. Even if it's different than how it's been done in the past, we're doing it right.

#### **COUNTY ATTORNEY UPDATES:**

County Attorney Johnston said thank you Mr. Chairman and members of the Board. Good evening. At your last meeting you requested that I contact the North Carolina Wildlife Commission to determine if the shooting range at the Wildlife Game Lands could accommodate the Sheriff's Department for their qualification purposes. I reached out to Travis Casper with the Wildlife Commission, and Joshua Jernigan, who is actually the Supervisor over the Caswell County Game Land Shooting Range. They expressed enthusiasm in working with the county and the Sheriff's Department, and as it turns out, the Wildlife Game Lands, they've actually had plans to construct a new range facility out there. However once Mr. Jernigan contacted the Sheriff's Department, it became apparent that the facility out there was unable to provide the

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qualifications for the Sheriff's Deputies for what they're looking for. So at this point, it doesn't look like the Game Land Shooting Range is an option for the Sheriff's Department. If I receive any additional information in the future, I'll keep this Board updated. I also reached out to the Rockingham County Gun Club. I reached out to the club president, Mr. Clem Ellis along with Stephen Broad, who is the Membership Chairman. They also expressed interest in working with the county and the Sheriff's Department. I forwarded their information to the Sheriff's Department. It's my understanding they're in discussions at this point, but I do not have any updates for the Board at this time. I also reached out to a Chuck Kirchner with the North Carolina Department of Environmental Quality as it relates to having a shooting range on a Landfill. So the Department of Environmental Quality, they actually oversee landfills, active landfills and inactive landfills, in the state of North Carolina. Mr. Kirchner and myself had multiple discussions along with our Solid Waste Director, AJ Fuqua, and the Department of Environment Quality is asking for a post closure use plan. They also want the county to address how we will protect the landfill cap and gas and groundwater monitoring wells. How the county can protect the gas and ground water monitoring wells from people and vehicles coming into the firing range, but it doesn't appear that's going to be a roadblock. It just appears that the state wants to have proper plans, proper documentation, and proper safety mechanisms in place if this Board does indeed decide to move forward. So I'll keep you guys updated on that as well. Those are my updates during the open meeting, and I'll have further updates for you in the Closed Session. Thank you.

Commissioner Dickerson said what were the differences between the State shooting range and the Sheriff's Department? You had my attention talking about how enthusiastic the State was, and when they talked to the Sheriff's Office, it fell apart. What could not be worked out? Is it something that we can work with the State to implement where it would be feasible for the Sheriff's Office? Attorney Johnston said Commissioner Dickerson, I'm not sure of the specifics. I don't know if it had to do with the distance of the range, the size, or the space, but I'll be glad to research those specifics and report that back to you. I was just informed that the Sheriff's Department would be unable to utilize that facility because it wouldn't be able to accommodate the state qualifications for the Sheriff's Deputies. Commissioner Dickerson said yes, I'd like to know what it is. Some minor change or something we can do. It'd be easier to do it there than it is to open up a shooting range and take all that liability on us. I'm very concerned about the liability going forward. The gentleman... Well we can talk about that later. But yes I'm very much so wondering if you had a million dollars' worth of liability, one wrongful death lawsuit would eat that whole million dollars up and the county is on the hook for the rest of it. So the fact that we have insurance is not really the issue here. We're on the hook for anything in excess of it, and if you have claims, then your policy premiums will go up. Accidents happen. I don't know if everybody in this room remembers years ago when it was a judge that shot a police officer at a range in Danville right up off of Westover Drive. Accidents happen even under the best circumstances, and I just don't know if this County should open themselves up to that. So I

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would like to know if there's a possibility that we could straighten out whatever kind of issue there are between the state and the Sheriff's Department needs for the facility. It would be a whole lot better money spent on that than it would to try to undertake a shooting range in my opinion. So yes sir, I would like to see what the differences are and see if it's something we can work with. Attorney Johnston said yes sir. I'll gather additional research and report back to this Board. Commissioner Dickerson said thank you.

Chairman Jefferies asked if there was anything else. Then asked if there was anything else from the Attorney. Attorney Johnston said no sir Commissioner Jefferies. I'll have another update for you in the Closed Session. Thank you.

#### **COMMISSIONER COMMENTS:**

There were no Commissioner Comments.

#### **ANNOUNCEMENTS AND UPCOMING EVENTS:**

- September 2, 2024 Offices will be closed to observe Labor Day
- September 3, 2024 Board of Commissioners Meeting at 6:30 p.m. at the Historic Courthouse

#### **CLOSED SESSION:**

A motion was made at 8:02 pm by Commissioner Gwynn and seconded by Commissioner McVey and **carried unanimously** to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. NCGS 143-318.11(a)(3), and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee, which is hereby acknowledged NCGS 143-318.11 (a) (6). (Ayes: Commissioners McVey, Yarbrough, Rose, Dickerson, Gwynn, and Jefferies)

#### **ADJOURNMENT:**

A **motion** was made at 9:34 pm by Commissioner Yarbrough and seconded by Commissioner Rose and **carried unanimously** to adjourn the meeting. (Ayes: Commissioners Yarbrough, Rose, Dickerson, Gwynn, Dickerson and Jefferies)

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Carla R. Smith  
Clerk to the Board

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Jeremiah Jefferies  
Chairman

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## **AGENDA FORM**

Meeting Date: August 19, 2024



**TO: Caswell County Board of Commissioners**

**FROM: Scott W. Meszaros, County Manager**

**SUBJECT: Reclassification of Finance Officer Position**

### **BACKGROUND INFORMATION:**

The county has been consistently late on its audits and has had numerous audit findings regarding its financial operations. It is critical that the county hire an experienced, qualified finance officer to ensure fiscal responsibility and compliance with regulatory standards. A qualified finance officer will bring the expertise needed to overhaul the county's financial processes, implement rigorous internal controls, and address the root causes of audit delays and deficiencies. Their experience allows them to quickly identify inefficiencies and risks within the county's financial management system, ensuring that all financial activities are accurately recorded and reported on time. This prevents future audit findings and restores confidence among stakeholders, including taxpayers, investors, and governmental oversight bodies.

Moreover, a qualified finance officer can play a pivotal role in developing and enforcing policies that promote financial transparency and accountability. They can introduce best practices for budgeting, cash management, and financial reporting, reducing the likelihood of mismanagement or financial discrepancies that often lead to audit findings. By implementing a proactive approach to financial management, the finance officer ensures that the county meets its current obligations and builds a solid foundation for long-term fiscal health. Their leadership is essential in transforming the county's financial operations from reactive and disorganized to efficient and compliant, ultimately leading to more effective governance and better public trust.

### **STAFF RECOMMENDATION, IF APPLICABLE:**

Finance officer positions are highly competitive and require salaries commensurate with their experience and qualifications. The salary range of the current position is likely to present challenges in recruiting for the finance position. The NCACC has compiled a salary comparison and recommends that the position be reclassified to a Chief Financial Officer and that the salary range be increased. The Chief Financial Officer title is a current title used to more accurately reflect the breadth and scope of the position's responsibilities.

In previous presentations to the Board, both the auditors and representatives from the North Carolina Treasurer's office have emphasized the need for the county to attract and retain qualified finance staff.

**RECOMMENDED ACTION/MOTION:**

The Board of Commissioners reclasses the Finance Director position currently in Band 78 (Minimum of \$62,970 and Maximum of \$92,955) to the title of Chief Financial Officer and assigns the position to the Band 81 pay range with a minimum salary of \$71,447 and a maximum of \$105,470.

**FISCAL IMPACT:**

The new salary range will have a limited impact on the FY25 budget as the vacancy savings will offset an increase in the salary. There will likely be a need to increase the FY26 budget.

It is important to mention the potential fiscal impacts of not reclassifying the position. Not having a highly qualified finance officer may likely warrant the need to continue outside assistance, higher audit fees, and risk of unexpected costs due to not maintaining a high degree of accuracy and timeliness in the financial records.

**ATTACHMENTS:**

1. New Job Description
2. Current Job Description
3. Finance Officer Salary Range Comparison

## **Job Description: Chief Financial Officer - Caswell County Government**

**Department:** County Manager's Office/Finance

**Salary Grade:** 81, Salary Range of \$71,447 and a maximum of \$105,470.

**Employment Status:** Exempt

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### **Position Overview:**

- The purpose of this position is to perform complex professional and administrative work in planning, organizing and directing the County's full financial operations, including budgeting, investments, debt management, accounting and financial reporting systems, ensuring adherence to GAAP and GASB.
- The position is crucial in ensuring compliance with County policies and federal and state regulations, including the Local Government Fiscal Control Act, NC General Statute 159.
- The position formulates long-range goals for the organization, develops policies and procedures and advises the County Manager and Board of Commissioners.
- Reports to County Manager.

### **Essential Duties and Tasks:**

- Maintains the County's financial records, general ledger (GL) and financial accounting and reporting systems.
- Manages the County's financial policies and finances making revisions as necessary as well as recommendations to the Manager's Office and Board. Provide regular financial reports to the Board of Commissioners.
- Ensures that County agencies/departments follow required guidelines, procedures, eligibility, program purpose, grant purpose, etc. for federal and state awards and grants.
- Ensures the County's annual audit and single audit are performed by external independent auditors.
- Ensures the County's Annual Comprehensive Financial Report (ACFR), Compliance Report, Schedule of Federal and State Awards (SEFSA), and Annual Financial Information Report (AFIR) are prepared, completed and timely submitted to the Local Government Commission (LGC).
- Ensures County's required reporting to federal and state agencies is completed by the required deadlines.
- Coordinates with the County Manager on the development, projections, and balancing of the annual budget. Forecasts realistic and attainable revenue estimates. Makes necessary budget adjustments throughout the fiscal year and maintains budget integrity.
- Directs and supervises debt management; determines the amount of money required for debt service and secures financing; and ensures that investment of idle funds comply with North Carolina General Statutes governing investments.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns, and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed

- Advises County officials on all financial matters of the County.
- Supervises receipt and administers the investment of all County revenues.
- Attends Board meetings and presents financial items for consideration.
- Performs related work as assigned.

### **Knowledge, Skills, and Abilities:**

#### **Knowledge:**

- Considerable knowledge of public accounting principles, practices and procedures.
- Considerable knowledge of the fiscal policies and statutory requirements governing county funds including State and County laws, Governmental Accounting Standards board (GASB) pronouncements and North Carolina General Statutes.
- Considerable knowledge of accounting systems, policies, and procedures.
- Considerable knowledge of computer operations and applications related to accounting, payroll and financial analysis and reporting.
- Considerable knowledge of the County's budgeting and purchasing policies and procedures.
- Thorough knowledge of the organization and functions of county government and the financial issues that impact them.

#### **Skills:**

- Proficiency in Microsoft Office Suite, especially Excel, with strong skills in financial analysis and data management.
- Excellent communication skills, both written and verbal, with the ability to explain financial information to non-financial stakeholders.

#### **Abilities:**

- Ability to direct and supervise the activities of professionals and paraprofessionals.
- Ability to understand and apply policies to the maintenance of a variety of financial records and reports.
- Ability to analyze and interpret financial data, perform trend analysis, and to prepare clear and concise reports.
- Ability to verify accounting and other financial documents and forms for accuracy and completeness.
- Ability to establish and maintain effective working relationships with department heads, vendors, employees, and the general public.

### **Minimum Qualifications:**

- Bachelor's degree in accounting, finance, business administration, or a related field with expert knowledge of government financial management systems, related statutes, and regulations.
- More than six years of progressively responsible public finance administration ; or any equivalent combination of education, training, or experience demonstrating the required knowledge, skills, and abilities necessary for the job.

### **Preferred Experience:**

- Master's degree in a related field and/or CPA certification preferred.
- Experience with MUNIS, Tyler, State and Federal Grant program reporting and claims, audit preparation, and banking reconciliation processes.

**Special Requirements:**

- Successful candidate must be able to personally qualify for a \$1 million bond per NC general statute.
- Must possess and maintain a valid state driver's license.

**Application Process:** Qualified candidates are encouraged to apply by submitting a resume, cover letter, and references to the Caswell County Government Human Resources department. The application review will continue until the position is filled.

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This position offers a significant opportunity to contribute to the financial health and operational efficiency of Caswell County. Ideal candidates will possess strong leadership skills, a deep understanding of municipal finance, and a commitment to public service.



## FINANCE DIRECTOR (**CURRENT**)

### General Statement of Duties

Performs managerial, professional and administrative work in the development, planning, management and execution of the financial activities of the County as directed by the NC General Statutes, the County Manger and Board of Commissioners.

### Distinguishing Features of the Class

An employee in this class plans, organizes and manages the financial resources for the County. Work involves establishing and managing processes for the receiving, disbursing, and accounting of revenues and expenditures for the County and assisting the County Manager on strategic and tactical matters related to budget management, cost/benefit analysis, forecasting and evaluating needs and securing of funding for programs and projects. The employee participates as part of the management team of the County responsible for planning, organizing and directing the organization and advises the County Manager and Commissioners on financial and budgetary issues. Work involves coordination of the annual operating and capital budgets, and supervision of purchasing and contracts, accounting, accounts receivable and payable, payroll, cash controls, grant accounting, debt management, and investments of funds. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system and engaging with elected and public officials. Work is performed in accordance with established County finance procedures, local ordinances, North Carolina General Statutes governing the responsibilities of local government fiscal operations, generally accepted accounting principles, and GAAFR. Work is performed under the supervision of the County Manager, and is evaluated through conferences, reports, and an independent audit of financial records.

### Duties and Responsibilities

#### Essential Duties and Tasks

Plans, organizes, and manages the operations of the Finance Department including disbursement and accounting of County funds, revenues, grants, capital projects, purchasing and contracting processes, preparation and maintenance of payroll, accounts receivable and accounts payable, general ledger, and preparation of monthly, quarterly and annual reports.

Supervises a staff of professional and paraprofessional positions; conducts hiring and provides training, motivations, communications, employee development, team building, mentoring and performance coaching and evaluation; creates a team atmosphere; develops employee skills and capacity.

Participates with the County Manager in the development of the annual general operating budget and the capital budget; works with each department head to project revenues and expenditures; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Manager in directing the formulation of County financial policies and in the final preparation of the budget; participates with and advises Manager and Commissioners in budget review and approval process; ensures installation of approved budget into financial technology systems.

Determines revenue projections based on expected expenditures and projected revenues; manages the receipt and investment of revenues and idle cash.

Supervises and participates in the preparation of AFIR and CAFR; coordinates the annual independent audit and responds to findings.

Supervises maintenance of a general accounting system for the County and financial records for each department including separate accounts for appropriations, amounts paid, unpaid obligations against the accounts, and the unencumbered balance; reviews and monitors on-going administration of budget and develops methods for improvement; performs and supervises grant accounting.

Provides periodic statements of the financial condition of the County to the Manager and Board; reviews each department's revenue and expenditure reports and analyzes actions; creates budget

amendments and transfers and takes to the Commissioners.

Performs risk management including property, liability and casualty insurance programs management.

Works and represents the County with a wide variety of local and state agencies regarding mutual funding issues, financial oversight and related issues; serves as treasurer for community organizations and authorities as approved.

Manages the debt service and participates in debt financing analysis and strategies.

Coordinates and oversees financial technology package applications.

#### Additional Job Duties

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing County budgeting and financial practices and procedures and of the principles and practices of public finance administration, including principles and practices of governmental accounting.

Considerable knowledge of the principles and practices of County purchasing and payroll systems and related laws and regulations

Considerable knowledge of the operation of County government including taxation and other sources of revenue; purchasing and bidding requirements; grants and contract management; investments; and issuance of debt.

Considerable knowledge of modern and effective management principles including hiring, leadership, motivation, communications, team building, mentoring, performance coaching and evaluation.

Knowledge of laws and regulations related to supervision and compensation of employees.

Skill in collaborative conflict resolution, team building, internal customer service excellence and public speaking.

Ability to balance fiscal control responsibility with internal customer service and helping the County provide services to citizens.

Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms and records.

Ability to articulate issues and regulations in a clear way easily understood by those that must implement them.

Ability to help conceive and articulate a vision of organizational excellence that inspires staff and community to high levels of achievement.

Ability to help build consensus among staff, elected officials and the public and make decisions consistent with organizational goals and values.

Ability to engage in long range planning, system thinking, program evaluation, problem-solving and research at a professional level.

Ability to design and prepare analytical and interpretative financial statements.

Ability to establish and maintain effective working relationships with the department heads, governmental officials, employees, and the general public.

Ability to conduct long range fiscal planning.

Accuracy and thoroughness in the preparation of financial records and reports.

Ability to communicate effectively in oral communication and written documents.

#### Physical Requirements

Must be able to perform the basic life operational skills of stooping, reaching, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and do extensive fiscal research and reading.

Desirable Education and Experience

Graduation from a four year college or university with a degree in business, public administration, or accounting, and considerable management experience in local government finance administration; or an equivalent combination of education and experience. Prefer Masters of Public Administration degree.

Special Requirements

Possession of NC Finance Officers' Certification from the School of Government and/or CPA.  
Ability to be bonded in the State of North Carolina.

## FINANCE OFFICER SALARY BENCHMARKS

County	Region of State	2023 Population (Note 1)	Population Ratio Relative To Caswell	Taxable Property Per Capita - FY23	Taxable Property Per Capita - FY23	FY24 Tax Rate	Salary Survey Minimum (Note 2)	Salary Survey Maximum (Note 2)	
<b>Within Region</b>									
Alamance	North Central	178,943	804%	\$90,806	78	0.4320	\$75,264	\$120,423	
Granville	North Central	62,776	282%	\$86,380	87	0.8400	\$86,405	\$131,115	Note 3
Person	North Central	39,681	178%	\$133,912	39	0.7225	\$97,813	\$152,861	Note 3
Rockingham	North Central	91,991	414%	\$91,178	77	0.6950	\$100,566	\$160,906	Note 3
				<b>Average Within Region</b>			<b>\$90,012</b>	<b>\$141,326</b>	
<b>Within Population Range</b>									
Ashe	Western	26,685	120%	\$161,278	20	0.4400	\$72,687	\$104,973	
Avery	Western	17,951	81%	\$329,217	2	0.4000	\$68,856	\$98,909	
Bladen	South Central	29,077	131%	\$117,695	50	0.7850	\$72,807	\$96,469	
<b>Caswell</b>	<b>North Central</b>	<b>22,245</b>	<b>0%</b>	<b>\$78,936</b>	<b>93</b>	<b>0.7350</b>	<b>\$62,970</b>	<b>\$92,955</b>	
Cherokee	Western	29,387	132%	\$138,007	36	0.6100	\$83,013	\$122,543	
Greene	South Central	20,120	90%	\$65,232	100	0.7860	\$75,282	\$116,687	
Hertford	Eastern	19,365	87%	\$90,366	79	0.8400	\$67,924	\$139,000	
Martin	Eastern	21,291	96%	\$96,574	71	0.8100	\$66,759	\$100,184	
Montgomery	South Central	25,745	116%	\$143,346	31	0.6150	\$78,078	\$117,117	
Yancey	Western	18,439	83%	\$132,672	40	0.6000	\$54,060	\$81,090	
				<b>Average Within Population Range</b>			<b>\$70,244</b>	<b>\$106,993</b>	

## FINANCE OFFICER SALARY BENCHMARKS

County	Region of State	2023 Population (Note 1)	Population Ratio Relative To Caswell	Taxable Property Per Capita - FY23	Taxable Property Per Capita - FY23	FY24 Tax Rate	Salary Survey Minimum (Note 2)	Salary Survey Maximum (Note 2)
<b>Within Taxable Property Per Capita Range and Agricultural (shaded in Green)</b>								
Alexander	Western	36,560	164%	\$78,323	94	0.6700	\$93,460	\$132,056
Anson	South Central	21,433	96%	\$100,290	66	0.7770	\$64,716	\$100,310
Bertie	North Eastern	16,655	75%	\$84,412	89	0.8650	\$64,716	\$100,310
Bladen	South Central	29,077	131%	\$117,695	50	0.7850	\$72,807	\$96,469
<b>Caswell</b>	<b>North Central</b>	<b>22,245</b>	<b>0%</b>	<b>\$78,936</b>	<b>93</b>	<b>0.7350</b>	<b>\$62,970</b>	<b>\$92,955</b>
Columbus	South Central	49,851	224%	\$85,841	88	0.8050	\$69,959	\$104,945
Duplin	South Central	48,754	219%	\$100,876	65	0.7350	\$83,913	\$125,871
Edgecombe	Eastern	47,122	212%	\$72,688	96	0.9500	\$75,200	\$120,300
Granville	North Central	62,776	282%	\$86,380	87	0.8400	\$72,807	\$96,469
Greene	South Central	20,120	90%	\$65,232	100	0.7860	\$75,282	\$116,687
Hoke	South Central	56,404	254%	\$84,362	90	0.7300	Did not report	
Lenoir	Eastern	54,299	244%	\$80,764	91	0.8450	Did not report	
Randolph	Central	146,470	658%	\$86,906	86	0.5000	\$109,079	\$167,800
Robeson	South Central	117,372	528%	\$68,100	99	0.7700	\$86,435	\$173,009
Sampson	South Central	58,961	265%	\$88,372	83	0.8250	\$87,456	\$142,680
Scotland	South Central	33,005	148%	\$76,315	95	0.9900	\$87,456	\$126,305
Vance	Noth Central	41,815	188%	\$71,094	98	0.8900	\$80,461	\$128,737
Wayne	Eastern	117,447	528%	\$80,099	92	0.7425	\$99,573	\$149,360
Wilkes	Western	65,600	295%	\$93,733	73	0.6600	\$68,269	\$105,817
<b>Average</b>							<b>\$79,680</b>	<b>\$122,358</b>
<b>Average of Agricultural</b>							<b>\$81,626</b>	<b>\$126,104</b>

Note 3

### Average Within Region

Note 1: Source is NC State Demographer Population Projects

Note 2: Source is UNC SOG NC County Salary 2022-2023.

Note 3: Items in Red represent pay data for FY25.



**AGENDA FORM**

**TO:** Caswell County Board of Commissioners

**FROM:** Scott W. Meszaros, County Manager via Finance Dir.

**SUBJECT:** FY 2025 Budget Amendments #1 and #2

**BACKGROUND INFORMATION:**

The County budget once adopted requires board approval to increase the total amount of any fund. Those changes are brought to the Board for consideration as Budget Amendments.

The Amendments attached for consideration by the Board are for the Library Fund and the Sheriff's Office in the General Fund.

**STAFF RECOMMENDATION, IF APPLICABLE:**

Finance staff meet with both departments and agree with the need to amend the budget for the activities described in the Justification section of the amendment..

**RECOMMENDED ACTION/MOTION:**

If the Board of Commissioners so chooses: Approval of Budget Amendment #1 and #2 for Fiscal Year 2025.

**FISCAL IMPACT:**

Minimal impact as funds already exists (Libraries) or will be reimbursed by third parties (Sheriff).

**ATTACHMENTS:**

Budget Amendment #1 – Libraries  
Budget Amendment #2 – Sheriff's Office

**CASWELL COUNTY, NORTH CAROLINA**  
**FISCAL YEAR 2025**  
**BUDGET AMENDMENT NO. 1**  
**Board Meeting: September 3, 2024**

**BE IT ORDAINED** by the Caswell County Board of Commissioners that the following amendment is hereby made to the Fiscal Year 2025 budget.

**Department: Library Fund**

**ITEM #1 JUSTIFICATION:** The libraries received a restricted donation as part of Mrs. Hooper's will for the purchase of audio books. To date, funds received total approximately \$65,000. In prior budgets, the libraries have spent \$9,428 dollars. A budget amendment is needed to create the appropriation of these funds from libraries committed fund balance for FY25.

		<b>FY25 Current Budget</b>	<b>Increase (Decrease)</b>	<b>FY25 Amended Budget</b>
<b>REVENUES:</b>				
Appropriated Fund Balance	1506210 390000	\$ -	\$ 15,000.00	\$ 15,000.00
<b>TOTAL REVENUES</b>	Federal Funding Award	\$ -	\$ 15,000.00	\$ 15,000.00
<b>EXPENDITURES:</b>				
Hooper Will Audio Books	1506210 546702	\$ -	\$ 15,000.00	\$ 15,000.00
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 15,000.00	\$ 15,000.00

**ITEM #2 JUSTIFICATION:** The libraries received a grant from the state for non-recurring activities. These funds were received in fiscal year 2023. The period of the grant goes through December 2026. To date, the libraries has spent \$16,100 and an appropriate of is required from library fund balance to utilize a portion of the remaining funds for FY25.

		<b>FY25 Current Budget</b>	<b>Increase (Decrease)</b>	<b>FY25 Amended Budget</b>
<b>REVENUES:</b>				
Appropriated Fund Balance	1506115 336445	\$ -	\$ 20,000.00	\$ 20,000.00
<b>TOTAL REVENUES</b>	Federal Funding Award	\$ -	\$ 20,000.00	\$ 20,000.00
<b>EXPENDITURES:</b>				
Professional Services - Other	1506115 519900		\$ 10,000.00	\$ 10,000.00
Supplies - AV and Library	1506115 523200		\$ 10,000.00	\$ 10,000.00
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 20,000.00	\$ 20,000.00

**ATTEST:**

**BOARD OF COMMISSIONERS FOR  
THE COUNTY OF CASWELL:**

\_\_\_\_\_  
Clerk to the Board  
  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of the Board

**CASWELL COUNTY, NORTH CAROLINA**  
**FISCAL YEAR 2025**  
**BUDGET AMENDMENT NO. 1**  
**Board Meeting: September 3, 2024**

**BE IT ORDAINED** by the Caswell County Board of Commissioners that the following amendment is hereby made to the Fiscal Year 2025 budget.

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**Item 1: Caswell County Sheriff Department - North Carolina Department of Public Safety (NCDPS) and Governor's Crime Commission (GCC) Grant Funding**

**JUSTIFICATION:** The Caswell County Sheriff's Department has received a grant from NCDPS/GCC. This grant runs from October 1, 2023 through September 30, 2024. This grant funding is designated towards the prevention of domestic violence. The Federal award amount is \$100,972.30 with a County in-kind match of \$61,672.30. This match is budgeted in the FY2024 Budget so no additional funds will be required. A budget breakdown of the grant is attached.

		<b>FY24 Current Budget</b>	<b>Increase (Decrease)</b>	<b>FY24 Amended Budget</b>
<b>REVENUES:</b>				
DV/SA/HT Investigative Unit Grant	1004310 336017	0	\$ 100,972.30	
<b>TOTAL REVENUES</b>	Federal Funding Award	\$ -	\$ 100,972.30	\$ 100,972.30
<b>EXPENDITURES:</b>				
Small Tools & Equipment	1004310 529500	\$ 20,000.00	\$ 2,750.00	\$ 22,750.00
General Supplies	1004310 520000	\$ 16,000.00	\$ 10,390.32	\$ 26,390.32
Uniforms	1004310 521200	\$ 20,000.00	\$ 212.50	\$ 20,212.50
Full-Time Salaries	1004310 512100	\$ 2,072,588.00	\$ 52,496.00	\$ 2,125,084.00
FICA	1004310 518100	\$ 181,449.00	\$ 6,348.60	\$ 187,797.60
Health Insurance	1004310 518300	\$ 310,453.00	\$12,934.92	\$ 323,387.92
LEO 401K Contribution	1004310 512800	\$ 117,204.00	\$ 3,379.92	\$ 120,583.92
Retirement	1004310 518200	\$ 297,508.00	\$ 9,960.00	\$ 307,468.00
Travel	1004310 531200	\$ 20,000.00	\$ 2,500.04	\$ 22,500.04
<b>TOTAL EXPENDITURES</b>		\$ 3,055,202.00	\$ 100,972.30	\$ 3,156,174.30

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**ATTEST:**

**BOARD OF COMMISSIONERS FOR  
THE COUNTY OF CASWELL:**

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**Clerk to the Board**

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**Chairman of the Board**

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**Date**



# YANCEYVILLE MURAL





Maud  
Gatewood



Richmond -Miles History Museum



Caswell County Courthouse





Maud  
Gatewood



Thomas Day House 1989



Thomas Day House Present Day



Caswell Arts

Maud  
Gatewood



Maud  
Gatewood





Caswell Arts

N. L.  
Dillard



Granite Monument on the Square



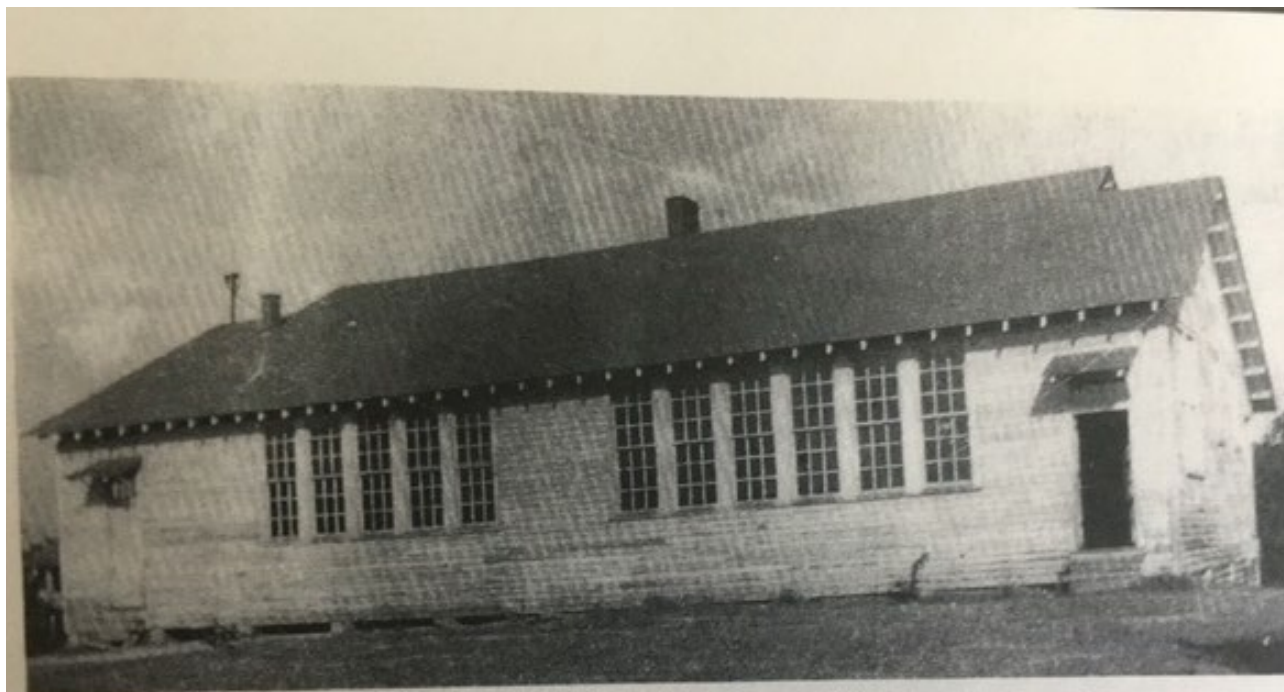
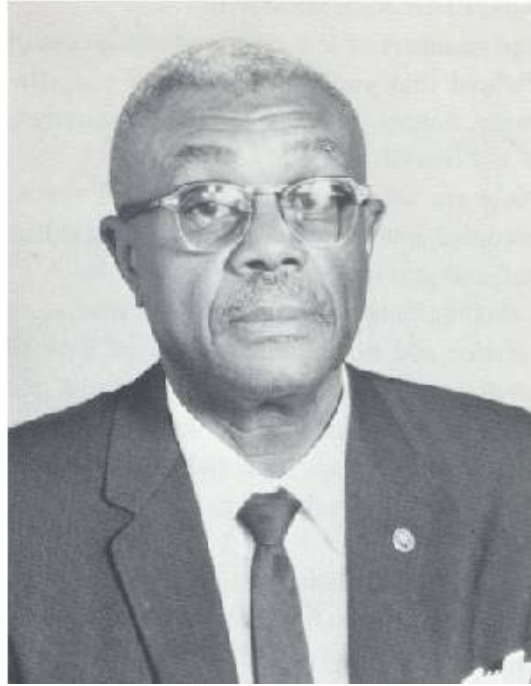
Dillard's Homestead



Caswell Arts

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N. L.  
Dillard



In 1925, black parents contributed \$800 in cash and labor to build a four-room Rosenwald school for Yanceyville's elementary school children. (Photo courtesy of Nancy Lea)

In 1924, building plans accelerated. The PTA was first formally organized that year with the assistance of Caswell County's Negro Jeanes supervisor, M. L. Whitfield. It had as its initial objective the building of the

Rosenwald School



Old N. L. Dillard High School



Caswell Arts

N. L.  
Dillard



N. L. Dillard Middle School

Caswell Arts

N. L.  
Dillard



Mr. & Mrs. Dillard



Dillard Twins



Caswell Arts

N. L.  
Dillard



Annette Dillard -Coward



Anthony Dillard



Caswell Arts

N. L.  
Dillard





Caswell Arts

Henrietta  
Jeffries



Macedonia A.M.E. Church



Macedonia A.M.E. Church

Caswell Arts

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Henrietta  
Jeffries



Caswell County Historic Courthouse





Caswell Arts

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# Henrietta Jeffries





Caswell Arts

Neal  
Watlington



Macedonia AME Church



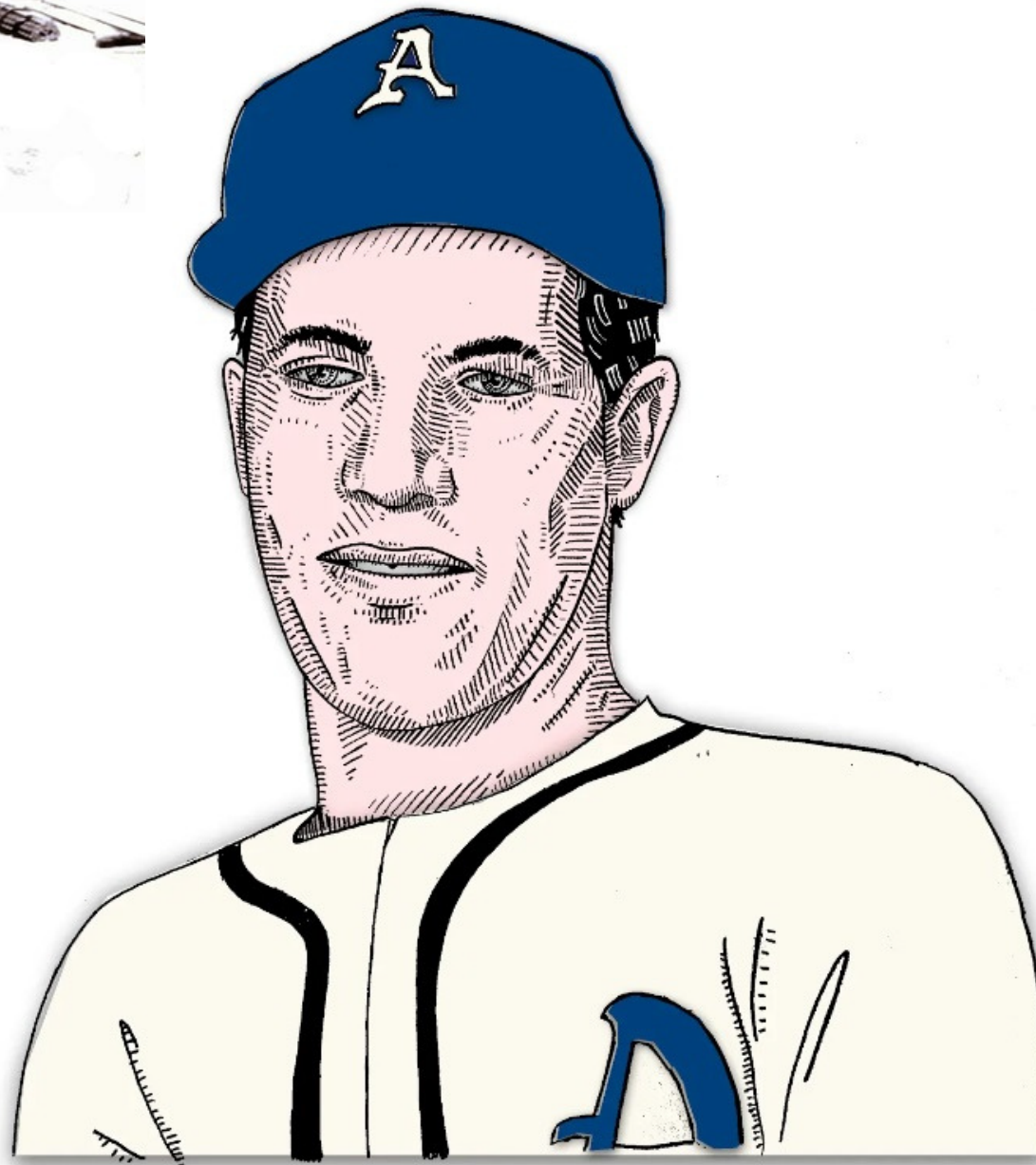
Macedonia AME Church



Caswell Arts

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Neal  
Watlington



# Community Benefits

- Economic Development - The typical arts attendee spends \$31.47 per person, per event, beyond the cost of admission.  
<https://www.americansforthearts.org/by-program/reports-and-data>
- Beautification - This can attract new residents and businesses, further improving the community.
- Tourism - The national sample revealed that 34.1 percent of attendees traveled from outside of the county in which the event took place (nonlocal), and 65.9 percent of attendees resided within the county (local). Nonlocal attendees spend twice as much per person as their local counterparts as a result of attending an arts event (\$47.57 vs. \$23.44).  
<https://www.americansforthearts.org/by-program/reports-and-data>















Q & A  
THANK YOU



Karen Williamson  
caswellarts@gmail.com  
PH: 336-694-4474



August 20, 2024

Dear Caswell County Board of Commissioners,

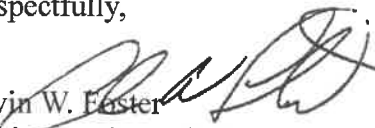
Currently the Caswell County Economic Development Commission has several ex officio seats that help to keep the economic development activities across the county updated and shared on a month basis. Currently, Piedmont Community College, Caswell County Board of Education, Caswell Cooperative Extension, and the Caswell County Chamber of Commerce all hold ex-officio non-voting seats on the commission. There are nine additional members on the EDC that are appointed by each unit of government Caswell County, Town of Yanceyville and the Town of Milton.

As you are aware, the county now has a Tourism Development Authority that is involved in the economic growth of the county as it relates to visitors supporting our tourism-related small businesses. That said, it makes sense that the TDA also have a spot on the Caswell County Economic Development Council as an ex officio member. This action will ensure the activities of the Caswell County Tourism Development Authority are shared with the entire community.

The Caswell Economic Development Commission voted to add this position. Each Governmental entity must vote on approval, Caswell County, Yanceyville and Milton. If possible, please address at your next scheduled meeting.

If you have any questions or need some additional content, please contact me.

Respectfully,

  
Alvin W. Foster  
Chairman, Caswell County  
Economic Development Commission

# Information Items

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## Items

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**Caswell County Adult Advisory Council August 27, 2024 Agenda, May 7, 2024 Meeting Minutes, and the September 29<sup>th</sup> World Heart Day Flyer.**

**Sheriff's Department July Monthly Report**

**Social Services August 20, 2024 Agenda and July 26, 2024 Meeting Minutes**





## Caswell County Adult Advisory Council (CCAAC)

### Agenda

August 27, 2024

10:00 AM

**Gunn Memorial Library**  
**(Large Conference Room)**

**Committee Officers:**

**Chair:** *Sylvia Banks* **Vice Chair:** *Annie Lea*

#### Chair Report

Sylvia Banks, Chair

- Welcome Attendees and Introductions
- Approve Minutes

#### AAA Report

Adrienne Calhoun, PTRC

- New fiscal year committee responsibilities
- End of Fiscal Year Wrap up
- Funded Partners Challenges and Opportunities
- STHL Update
- Upcoming Events – At a Glance
- MIPPA

#### Community Service Provider Reports

Agencies Present

#### Remarks / Announcements / Adjourn

Send newsletters, event announcements, etc. via emails to the group at: [CaswellCAAC@lists.ptrc.org](mailto:CaswellCAAC@lists.ptrc.org)

Next Meeting: **TBD**





Family Caregiver Support program funding for Information and Assistance at Caswell Senior Services is underspent at 75%. Premiere Home Health Care respite service is spent out at 100%.

Next Adrienne reviewed the ARPA spending reports. As a reminder APRA spending ends September 30, 2024.

- Second Harvest Food Bank Home Delivered Meals has \$47,354 remaining
- Caswell County Senior Services Housing & Home Improvement has \$1,247 remaining. *\$51,000 was released and reallocated to PTRC Community Development to serve the county.*
- Caswell County Senior Services Senior Center Operations Community has \$26,370 remaining. *\$40,000 was released to the PTRC for regional reallocating.*
- CATS Transportation has \$52,712 remaining. Service delivery is trending on track to spend out.
- Premier Home Health Care is trending on track with \$21,154 across three levels remaining.
- Legal Aid of NC has spent out.
- NC Baptist Aging Ministry Housing & Home Improvement received reallocated funding to start serving minor home modifications such as grab bars. The grant amount is \$15,000.

Adrienne led the SFY '25 funding allocations discussion. The county has \$266,369 in Home and Community Care Block grant for the upcoming year. With ARPA funds more needed services are currently being offered. The funding committee met prior to the full meeting to review and discuss funding proposals. With a 3-1 vote the following agencies and services were approved:

**Caswell County Senior Services**

Congregate	\$39,441
Home Delivered Meals	\$134,890
Senior Center Operations	\$0
	<hr/>
	\$174,331

**NC Baptist Aging Ministry**

Housing and Home Improvement (ramps, hand bars grab bars) (Volunteer labor)	\$15,000
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**Caswell County Area Transportation System**

Medical Trips	\$25,000
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<b>Second Harvest Food Bank</b>	(western route)	<u>\$52,038</u>
<b>Total</b>		<b>\$266,369</b>

Nicole Caudill, Second Harvest Food Bank, shared an update on service delivery of home delivered meals in the western part of the county.

Marilyn Corbett, Senior Tarheel, mentioned the delegation will be meeting in June. Sylvia Banks was reappointed to the Sargent at Arms position. She is thrilled to represent Caswell at the meetings.

The At a Glance was highlighted reflecting the upcoming

- Regional Advisory Council on Aging June 13. Marilyn is the representative and Sylvia comes occasionally.
- Caswell Senior Center typically brings a bus load of folks to the annual Elder Abuse Awareness Walk on June 15 in Kernersville. Sign up at the senior center.
- June is national safety month. PTRC AAA encourages everyone to learn more about important safety issues like medication abuse, transportation safety and slip, trips and falls.

## **V. COMMUNITY SERVICES REPORTS**

Kim Johnson, Regional Long-term Care Ombudsman, mentioned the need for new volunteers to serve on the subcommittee for visits to residents in long term care settings. Currently there is one volunteer.

Michelle Waddell mentioned DSS has vacancies posted. Jason Evans mentioned he trying to do more outreach and looking for places to go.

Adrienne handed out tote bags to all the committee volunteers and thanked them for serving the needs of Caswell.

## **VI. WRAP UP**

Sylvia thanked everyone for coming. She noted the next meeting is scheduled for August 27 and will confirm the location.

Respectfully submitted,  
Adrienne Calhoun



# SHIIP

## SENIORS' HEALTH INSURANCE INFORMATION PROGRAM

N.C. Department of Insurance • Mike Causey, Commissioner  
855-408-1212 (toll free) • [www.ncdoi.gov](http://www.ncdoi.gov)

## SEPTEMBER 29<sup>TH</sup> IS WORLD HEART DAY

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Cardiovascular disease, including heart disease and stroke, is the number one cause of death worldwide. This World Heart Day, learn what you can do to fuel your heart and power your life. Simple steps like eating healthy, cutting down on alcohol and stopping smoking can improve your heart health and your overall wellbeing.

If you or someone you love is on Medicare, take advantage of Medicare-covered preventive services.

Medicare covers a number of preventive services to help keep people with Medicare healthy, including cardiovascular screening and smoking and tobacco-use cessation counseling.

Ask a SHIIP counselor for more information.

FOR MORE INFORMATION CONTACT: 1-855-408-1212

**TONY DURDEN JR**  
Sheriff of Caswell County  
Yanceyville, N.C. 27379

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**MONTHLY REPORT OF ACTIVITES OF CASWELL COUNTY SHERIFF'S OFFICE**

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During the month of July 2024, the following activities were carried out by the Caswell County Sheriff's Office.

\*\*\*\*\*

Fees Collected for Processing Papers	\$ 1,377.00
Fees Collected for Pistol Permits	\$ -----
Civil Papers Served	94
Criminal Papers	54
Subpoenas Served	39
Jurors Summoned	125
Prisoners Conveyed to Prisons	27
Mileage of Prisoners Conveyed	2,825
Mental Patients Conveyed	7
Mileage of Mental Patients Conveyed	210
Public Gatherings (funeral, ballgames, etc)	1
Hours Spent in Court by Deputies	4
Investigation Reports Filed	190
Calls or Complaints Answered	2,267
Mileage Driven on Patrol & Answering Complaints	22,797.7
Number of Persons Confined in Jail	172
School Traffic	-----

\*\*\*\*\*

The foregoing report does not include all small items and complaints that the Department handles each month, such as juvenile cases, domestic complaints and various other tasks that are routine work for any law enforcement agency.

Respectfully Submitted this 23<sup>rd</sup> day of August, 2024,

  
\_\_\_\_\_  
Tony Durden Jr, Sheriff

**CASWELL COUNTY**  
**SOCIAL SERVICES BOARD MEETING**

**REGULAR MEETING**

**August 20, 2024**

**Social Services Conference Room**

**9:00 a.m.**

**Call to Order**

**Approval of the Agenda**

**Approval of the Minutes of the Meeting Held July 16, 2024**

**Public Address to the Board**

**Action Items**

There are no Budget Amendments to be addressed as of this writing.

**Information Items**

1. Staffing Update
2. Results of Title IV-E Adoption Assistance, Social Services Block Grant and IV-B Family Reunification Review

**CLOSED SESSION TO CONSIDER THE COMPENSATION, COMPETENCE, TERM OF APPOINTMENT AND PERFORMANCE OF AN INDIVIDUAL PUBLIC OFFICER (NCGS143-318,1(A)(6).**

**Supervisor Reports**

**Next Meeting**

The next regularly scheduled meeting of the DSS Board is scheduled for September 17, 2024 at 9:00 a.m. in the Conference Room of the Department of Social Services.

**Adjournment**

**CASWELL COUNTY**  
**SOCIAL SERVICES BOARD MEETING MINUTES**

The Caswell County Department of Social Services Board held its monthly meeting on July 16, 2024 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jeffries, Chairman; Mr. Rick McVey; Mrs. Bonnie Byrd; Mrs. Dorothy McCain; Mrs. Marcea Foster; Mrs. Tammy Paschal, Administrative Officer and Ms. Dianne Moorefield, Secretary to the Board.

Mr. Jeffries called the meeting to Order at 9:00 a.m.

The Agenda for the meeting was reviewed and approved upon a Motion by Mr. McVey and second by Mrs. McCain.

Minutes of the meeting held June 18, 2024 were reviewed and approved upon a Motion by Mr. McVey and second by Mrs. Foster.

There was no Public Address to the Board.

Trust Fund Accounts were reviewed and approved upon a motion by Mrs. McCain and second by Mrs. Foster.

A list of the Agency's contracts were reviewed and approved upon a motion by Mrs. McCain and second by Mrs. Byrd.

Board Members were informed that written notification of the agency's State Fiscal Audit results was received. There were no significant findings.

A staffing update was provided. Board Members were informed of the upcoming retirement of the CPS Supervisor and the need to fill a vacant Foster Care Social Worker position. The number of foster children has increased from 14 to 25, and the long distances to placement resources makes it especially important to fill the vacancy. Board Members unanimously supported filling the vacant position.

Board Members were informed that five (5) staff will be attending the Social Services Institute being held in Hickory, NC. The majority of sessions being conducted involve Medicaid so several members of the Medicaid staff were selected to attend.

Board Members were also informed that the agency has not yet received the results of the Federal IV-E Review. Two of our cases were pulled as part of this review.

The Energy Outreach Plan was signed by the Board Chairman.

Supervisors attended the meeting and reported on work within their units.

The next regularly scheduled meeting of the DSS Board was scheduled for August 20, 2024 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Mr. McVey and second by Mrs. Byrd the meeting of the Social Services Board was



adjourned at 9:35 a.m.

X Jeremiah Jeffries

Mr. Jeremiah Jeffries, Chairman

8/20/2024

Date

X Dianne Moorefield

Ms. Dianne Moorefield, Secretary

8/20/24

Date