



CASWELL COUNTY

Board of Commissioners Agenda

Regular Meeting
Historic Courthouse

October 21, 2024
6:30 p.m.

Welcome

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

Chairman Jefferies

Renee Paschal

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**
6. **Approval of Consent Agenda**
 - a. October 7, 2024 Regular Meeting Minutes

Chairman Jefferies

Chairman Jefferies

Discussion Items

Action Items

7. Reclassification of Finance Director Position
8. Boards and Committee Appointments

Renee Paschal

Renee Paschal

County Manager Updates

County Attorney Updates

Commissioner Comments

Announcements and Upcoming Events

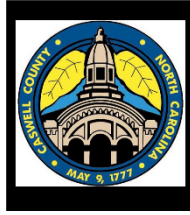
- October 28, 2024 Caswell Candy Trail 3-5 pm in Yanceyville
- November 4, 2024 Board of Commissioners Meeting at 6:30 p.m. at the Historic Courthouse
- November 11, 2024 County Offices closed for Veterans Day
- November 18, 2024 Board of Commissioners Meeting at 6:30 p.m. at the Historic Courthouse
- November 21, 2024 Joint Town Meeting at 6 pm at the Yanceyville Municipal Building
- November 28 and 29, 2024 County Offices closed for Thanksgiving

Closed Session

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).

Adjournment

Meeting Date: October 21, 2024



AGENDA FORM

TO: Renee Paschal, 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 Regular Meeting held October 7, 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:

- October 7, 2024 Regular Meeting Minutes

CASWELL COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

October 7, 2024
OTHERS PRESENT

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

Renee Paschal, County Manager
Melissa Williamson, Deputy County Manager
Russell Johnston, County Attorney
Carla Smith, Clerk to the Board

The Board of Commissioners for the County of Caswell, North Carolina, met in a regularly scheduled meeting on Monday, October 7, 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 October 7, 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: Thank you Mr. Chairman. Just a couple things I'd like to hit on. As many of you may be aware of, there may be some that don't, we had an accidental drowning last week at Farmer Lake. I just wanted to say on behalf of myself and I guess the Board, I just want to thank the ones who were involved for their professionalism during that tragic event. I'd like to thank our Deputy County Manager, Melissa Williamson, Farmer Lake Warden, Charlie King, Caswell County Fire Marshal, Vernon Massengill, members of the Alamance County Rescue Unit, members of the Caswell County Sheriff's Office, the North Carolina Wildlife Enforcement division, Caswell County Emergency Service Personnel, Caswell County Special Operations Team, and our Caswell County Solid Waste. I just want to thank all of those involved for everything they did over there that day and thank them.

Commissioner Holt: I'd like to acknowledge and recognize Mrs. Renee Paschal, our new Interim County Manager and welcome her here. Mrs. Paschal said thank you.

Commissioner Dickerson: I would like to ask that all the citizens in the county would remember the flood victims. They need our thoughts and prayers, donations, and support. I think there's one group from Caswell that are taking up supplies currently at Providence Baptist Church. They'll be there tomorrow, but if you look online, you can look on the Caswell Business Broadcast Network, they've got the collection times listed.

September 16, 2024

APPROVAL OF AGENDA:

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

APPROVAL OF CONSENT AGENDA:

- a. September 16, 2024 Regular Meeting Minutes
- b. September 23, 2024 Special Meeting Minutes

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

DISCUSSION ITEMS:

There were no discussion items.

ACTION ITEMS:

PROCLAMATION HONORING JEREMIAH JEFFERIES:

County Manager Paschal said the voters league is requesting approval of the Proclamation that was in your packet honoring Chairman Jefferies for his many years of service as a County Commissioner, and this is on the occasion of his retirement from the Board. Would you like me to read the proclamation? Chairman Jefferies said well if you will. Go ahead. County Manager Paschal said give me one second. Then she read the Proclamation as follows:

Proclamation honoring *Jeremiah Jefferies*

Whereas, for thirty-two years, Jeremiah Jefferies has been a dedicated servant to citizens of the Caswell County as a County Commissioner; and

Whereas, *Jeremiah* served with honor, integrity, commitment, and respect; and

Whereas, the important work of Jeremiah and the County Commissioners cannot be quantified in the economic benefit to the County or in the compassion experienced by so many served; but, can only be measured by the tremendous gratitude we have for Jeremiah's exceptional and selfless service; and

Whereas, Jeremiah Jefferies truly exemplifies the noble endeavor to leave a place better than when found and in doing so, inspires all of us to do the same; and

Whereas, residents of Caswell County appreciate the improvements made over the years such as building the new NL Dillard Middle School and Bartlett Yancey High School, road improvements such as Doll Branch Road, and the role he played in bringing broadband to the county. We would like to recognize Jeremiah for his legacy and for the imprint he leaves upon our community.

September 16, 2024

NOW, THEREFORE, BE IT RESOLVED, that the Caswell County Board of Commissioners do hereby acknowledge and extend their appreciation to Jeremiah Jefferies and his service to our community.

Adopted on the seventh day of October, 2024.

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

REQUEST FROM COMMISSIONER HOLT TO CONSIDER THE ELIMINATION OF THE ECONOMIC DEVELOPMENT DIRECTOR POSITION AND ASSIGNMENT OF THESE DUTIES TO THE COUNTY MANAGER IN ORDER TO INCREASE THE PAY RANGE FOR FUTURE PERMANENT COUNTY MANAGER:

Chairman Jefferies said that's on the table here, and we can discuss this.

Vice Chairman Holt said I know we've discussed this. I don't know where exactly we stand with everybody, but... Chairman Jefferies said kind of talk in the mic so they can hear you. Vice Chairman Holt said I'm sorry. I know talking with Ms. Cannon we all did. Most of the counties our size does not have a full-time Economic Director, and we had talked about the fact that we would like to take that money and put it to the County Manager position so we could try to get a higher pay grade County Manager. I'd like to do that.

Chairman Jefferies said are you for making a motion of doing that? Vice Chairman Holt said I'd like to make that motion.

A **motion** was made by Commissioner Holt and seconded by Commissioner Dickerson to eliminate the Economic Development Director position and assign these duties to the County Manager.

Chairman Jefferies said the motion has been moved and properly seconded. The motion to this request that Vice Chair Holt have made. You heard the motion. Are there any questions?

Commissioner Yarbrough said Mr. Chairman. Vice Chairman Jefferies said yes sir. Commissioner Yarbrough said while I don't have a problem with Mr. Holt's idea of maybe doing away with a full-time Economic Developer and using part of that salary to go towards a new County Manager whenever that time gets here. I would like to hold off until we started the process of looking for a County Manager. This is my only thing. I don't know when that'll be, but in my mind, we kind of might be putting the cart before the horse.

Commissioner McVey said I think it would be a mercy to let the new Board handle this. Table this because there are three of us coming off this Board. It would be better if we let the new Board handle it.

September 16, 2024

Commissioner Dickerson said I think given some certainty to the process and being able to know that we have the money to roll into the new position. We've got the current Economic Developer running for a position on this Board. He's an odds on favorite to win. All we're doing is putting a plan into place to assure us the ability to be able to pay a County Manager of the caliber this county is looking for. So there shouldn't be any kind of direction trying to refill that position, if this Board is going in that direction. We don't need to bring a new person in, and then wind up having to cut that position once they have gotten accustomed to it. So I don't think waiting is the proper thing to do. I think it needs to be acted upon now.

Chairman Jefferies said anyone else.

Commissioner Rose said Mr. Chairman. I'm kind of like Mr. Yarbrough. I have no problem in discussing it. I think right now we're early on in this process. As you see what we're trying to hopefully get cleaned up here in the next several months with the audit situation, I don't want to get back into that issue again. If you've got a County Manager taking on a dual role, well something's going to give one way or the other, and I don't want to get back into the financial issues for some reason falling by the wayside. I have no problem in considering it or talking about it, but as of right now, I think we just got Mrs. Paschal here. She's been here a week. I think we're still early on in this process, and I just feel like we just need to wait a little while. Thank you.

Chairman Jefferies said well we have a motion on the floor....

Commissioner Dickerson said Mr. Jefferies. Mr. Jefferies, I have another comment. It may be better to wait and make this vote after the Closed Session because some things may come out in the Closed Session that would sway this Board as to which way they want to vote on this. It's not something that can be talked about in an open meeting because it's a personnel matter, but it has a direct reflection on what we're proposing here.

Chairman Jefferies said I'm not sure. You want...

Commissioner Dickerson said is there a way that we can put this vote off to after we come out of Closed Session. Chairman Jefferies said before we vote on this? Commissioner Dickerson said yes. Chairman Jefferies said we'll come back to open session. Can we do that? County Manager Paschal said they don't have closed session for personnel on the agenda to Attorney Johnston. Attorney Johnston said Commissioner Jefferies, as Mrs. Paschal reminded me, you do not have personnel issues on the Closed Session tonight. Chairman Jefferies said so we can table this though until next meeting. Commissioner Dickerson said we have some personnel issues to talk about. If the one that was on here is not going to be talked about, there's another one. So I think we need to continue on with that Closed Session. County Manager Paschal said so the Board needs to make a motion... When you go into Closed Session, you need to add personnel to the motion. Commissioner Dickerson said so what do I need to make as my motion. Help me out here. County Manager Paschal said when you go into or when you make the motion to go into Closed Session, there are two other matters, add personnel, if you wish to discuss it.

September 16, 2024

Commissioner Dickerson said okay. So with that said, are we okay to wait until after the Closed Session to vote on the issue. County Manager Paschal said it's up to the Board. Commissioner Dickerson said I'm just speaking from a technical standpoint, if that's what we want to do. We're okay to do that? County Attorney Johnston said that's correct Commissioner Dickerson. It's in the Board's discretion. Commissioner Dickerson said I propose we wait till after the Closed Session to take a vote on Mr. Holt's motion.

COUNTY MANAGER UPDATES:

County Manager Paschal said thank you Mr. Chairman. I did send an email last week encapsulating a lot of this. I'm sorry if I'm redundant, but I want to make sure everybody has gotten the information. First is the Accessory Dwelling Units Ordinance. I think our County Attorney indicated during the discussion on this at the last meeting that the state law has not passed that governs accessory dwelling units. Therefore, we would recommend waiting until the policy or until the law has been passed before finalizing our regulations because we may have to revise what we do if we don't wait. So that was our recommendation. I wanted to let you know why that was not on the agenda.

I sent information about the ABC requests to retain funds for Capital Improvements. He sent a lot of information. If you have additional questions, please let me know, and I'll have him ready to answer those at our October 21st meeting.

The Finance Director reclassification, I spent a good deal of the afternoon looking at this position and gathering some information. So we will bring that back hopefully at the 21st or on the 21st.

Our Emergency Management Department is also spearheading an effort to collect supplies for hurricane victims. A copy of the flyer was in your packet or in your email that I sent out. I also want to just give a shout out to both our Emergency Management Director, who's been in the western part of the state over a week now and has been sent back for a second deployment, and our Solid Waste Director AJ Fuqua, who was previously in Emergency Management so he's been trained. He was deployed by the state as well. So we are doing what we can to help our neighbors in this dire situation.

I do want to point out we are trying a new agenda process to make sure that the items that come before you have all of the detail and information that you need to make a good decision. We are moving the deadline for the agenda back to the Friday, 10 days before the meeting. The Manager, Attorney, clerk and Department Heads that have agenda items will meet Monday morning a week before the meeting to go through the agenda, see what needs to be addressed, what might need to be postponed, and that kind of thing. So we hope that that moving forward we will have complete information when we get to the meeting.

The Arts Council mural that you considered at the last meeting has been unanimously approved by the Town of Yanceyville. As we understand, the motion then that they can move forward.

Then finally I just want to say I'm going to send you a weekly email with updates. You can expect that either Wednesday or Thursday. I'm working mostly Monday, Wednesday, and Thursday or Monday, Tuesday, and Wednesday. I just want you to know what my schedule is, and I will include that in the email. This week I will actually be out of the state starting early Thursday morning. My niece has a wedding in Houston so I will make Melissa Williamson Acting County Manager while I'm away. And that way if any issues come up that require County Manager approval, she and I can discuss by phone, and she can carry that action out.

Just a couple more things. There's a free drive-thru flu shot clinic on October 8th, which is tomorrow from 1 to 6 at Caswell County Parks and Recreation, and on Friday, October 11th NC Med Assistance will hold a mobile free pharmacy program that gives away free over-the-counter medication also at Parks and Recreation. Thank you.

Chairman Jefferies said do anyone have any question for Mrs. Paschal.

Commissioner Dickerson said yes, I have one. Is there anything else that the county can do for the victim of the flood in the western part of the state? Anything that we have within our power that we can do to help them out. County Manager Paschal said so deploying personnel is probably the biggest thing, for which we are reimbursed by State Emergency Management. I've reached out to colleagues in that area to see if there's anything that we can assist with, other than donating money personally and supplies. I don't really know how else we can be helpful at this time. In fact, I heard the Buncombe County Manager say please don't come into Buncombe County unless you're here on official business just because things are so chaotic. Commissioner Dickerson said thank you.

Chairman Jefferies asked if anyone else had questions. Hearing none; he moved on.

COUNTY ATTORNEY UPDATES:

County Attorney Johnston said thank you Mr. Chairman. Members of the Board following up on the County Manager's comments about the Arts Council mural. At the last meeting there was a question as to the ownership of Co-Square here in the Court Square, and back on September 20th of 2018, Caswell County purchased the property. But in speaking with the Town Manager of Yanceyville, she did indicate that when the construction was being processed on Co-Square and the building was being retrofitted that the Town of Yanceyville did contribute \$30,000 to the construction. They did appreciate the Board of Commissioners giving them consideration and input as to the mural.

Chairman Jefferies said on the town. I remember the town, and you were there too Rick. When we were purchasing this property, the town was supposed to pay half. They were going to go 50/50, but I never knew they was going to pay \$30,000. I never heard talk about they paid \$30,000. This is the first time I heard that they paid the \$30,000. Attorney Johnston said that's my understanding Commissioner Jefferies. That was based upon a conversation I had with the Town Manager, but I'll be glad to try to gather additional documentation if you would like. Thank you Mr. Chairman.

September 16, 2024

So the next item involves the ownership of the ABC Store building located here in Yanceyville at the intersection of Old 86 and New 86. That property was purchased by the Caswell County Board of Alcoholic Beverage Control back in 2007. So that building and property is not owned by the county. It's its own entity.

Next, I wanted to update the Board on the Caswell County delinquent tax foreclosure process. We currently have 110 parcels that have been turned over to our office from the Caswell County Tax Office. 81 of these parcels have either been paid in full or currently in a payment plan. The remaining parcels either have had a lawsuit drafted, or the lawsuit has already been drafted and we're waiting for a sale or we're in the process of completing the title examinations. We do have three parcels that'll be scheduled for sale on October 25th. I have a spreadsheet for the Commissioners, Mr. Chairman, if I could approach and hand it out to each member. Mr. Chairman that concludes my updates, and I'll have further updates in our Closed Session tonight. Chairman Jefferies said okay. Thank you. Are there any questions for the attorney?

Commissioner Dickerson said yes, I do have a few. Let me see. Give me a second. I'm kind of looking through this list. I've got a printout that came off line where you have Michael and Cindy Willis and co-owner of George Daniel on two properties for multiple spectrum of years where the taxes have not been paid. I'd like an update on that. Do you have any information on the parcels I'm talking about? I've got the printouts here. Attorney Johnston said do you have the map and parcel number Commissioner Dickerson. Commissioner Dickerson said well, it depends on what year you asking for. This goes all the way back to 2015 on one of them and the year 2000 on the other one. Attorney Johnston said give me one moment Mr. Chairman. Chairman Jefferies said okay. Commissioner Dickerson said this is going to be the next parcel here and that's the other parcel number there. Attorney Johnston said okay. Mr. Chairman and Commissioner Dickerson, I do not have those properties listed on my spreadsheet, but I'll be glad to contact the Tax Office so we can get an update. Commissioner Dickerson said while you're at it, can you shed some light on a lawsuit that was filed by the Daniel Firm. Thomas being the lawyer that has filed it against him for delinquent taxes he has not paid. I want to get the details on this because help me out here, I'm having a hard time understanding. I mean I'm a layman. I'm not a lawyer. So kind of walk me through this. This appears to be that the man's law firm is suing him for delinquent taxes. So if that's the case if Mr. Daniel's Law Firm is suing Mr. Daniel for not paying taxes for the last 15-20 years by this, then he controls both the speed at which it will go through the system because in effect he's the defendant and the prosecutor of the case. So this could drag out forever, and the statute of limitations just run out. And the years he owes these taxes are going to keep dropping off. I'd like to see what we can do about this and make sure that this doesn't fall between the cracks because I want to remind everyone on this Board that Mr. Daniels was the man responsible for collecting delinquent taxes. By my total here, he owes over \$24,000 to this County on taxes he has not paid on properties. Could you please give me the information on that where we could make some kind of rational decision about this? Attorney Johnston said yes sir Commissioner Dickerson. I'll be glad to. Commissioner Dickerson said I'll

September 16, 2024

be glad to give you any of these papers that you want to be able to find this stuff. Attorney Johnston said yes sir. Also in the records it's got 2023, were any of these properties turned over to you for the collections after that time when we took the contract and changed the law firm that's doing it? Anything after the date in which the contracts were changed, all delinquent taxes and collection processes should have been done by the current County Attorney. I'm not seeing that. That's the case because it's still listed under Mr. Daniel's collection of his own taxes. It seems to me that a real simple solution to this is if it's taken away from his law firm and given to the one that's currently collecting the taxes, then we take out that duality of lawsuit being filed by the same persons being sued. You're really going to have to explain that one to me because my next question to you is: can we get in touch with the state to have an ethics probe of whether or not it is even legal for a man that's responsible for collecting delinquent taxes in this County to have his own Law Firm sue him in collection of said taxes. Attorney Johnston said Commissioner Dickerson before I give this Board an answer, I should probably perform some due diligence and consult with the county Manager. That may be a matter better reserved for a Closed Session, but I'll be glad to conduct the research and perform our due diligence. Commissioner Dickerson said yes sir. I appreciate that. Like I said, any of this information you want let me know. I don't want you to think I'm just pulling this out of the air. This is all printed off the Internet. It's public information. Not anything that anyone else couldn't find. Attorney Johnston said yes sir.

Chairman Jefferies said any more questions by any other commissioners. Okay we will move on.

COMMISSIONER COMMENTS:

Commissioner Gwynn: Yes, I think this is the proper time, or should I do it later. County Manager Paschal said I think this is a good time. Mrs. Gwynn said I wanted to report that PTRC, Piedmont Triad Regional Council, is active, and they received two million dollars to help with renovation of houses here in Caswell and Alamance County. It's a good amount of money between the two counties that we haven't used. There were two people referred, and they were denied. They met the requirements except they had had adult children to move in with them. It was just for the elderly and not for adult child if they're working or adult children, grandchildren, and all of that. So they were turned down. So if you know anyone, they're really focused on, well in one situation they were focusing on if the whole house needed some renovation including water, electricity, and everything. They were unable to do it because her daughter had moved in with her baby, and it was for the elderly basically. They were not eligible. The other person had moved in her daughter and three or four children, and I'm not sure. So they were both denied. So if you have someone that might be interested, please let me know, and I will contact I believe his name is Michael Blair or either Adrienne Calhoun. They will follow up with it, but we do have funds that we did not use last year at all. They have gotten another grant for the two counties valued at \$2 million.

Commissioner McVey: Yes, sir. I do have one. I had a constituent come to me this past week and question some things that were going on down at the library. Supposedly there was quite a bit of a scuffle down at the library with some of the young people. One of the young people finally had to get the library ladies to call the Sheriff's Department, but also I have been told that there was a gun involved and that nobody has done anything about it to this point that I'm aware of. The constituent has not called me back. It's a little rough being able to send your children to the library when a scuffle is going on and a gun is involved. I would like maybe the County Manager and Attorney Johnston to check into this, and see what needs to be done about this. County Manager Paschal said we've had some discussion on this incident. So first of all the library has a policy about behavior, and they will start enforcing that policy. We do have a Deputy stationed at the library after school from school time to six o'clock. On that particular day, they moved the Deputy to Bartlett Yancey for the football game, and that's why there wasn't a Deputy at the library. The Sheriff, as I understand it, and I'll be glad to provide more detail about this once I have had another chance to talk with the Sheriff. The Sheriff has made some arrests I believe as a result of this fight. Commissioner McVey said thank you. I appreciate you checking on this.

ANNOUNCEMENTS AND UPCOMING EVENTS:

- October 21, 2024 Board of Commissioners Meeting at 6:30 p.m. at the Historic Courthouse

CLOSED SESSION:

A motion was made at 7:02 pm by Commissioner Gwynn. Then Commissioner Dickerson asked to add the Personnel statute to the Closed Session. The motion was 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), to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, which privilege is hereby acknowledged. NCGS 143-318.11(a)(4), 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, Holt, Gwynn, and Jefferies)

The Board came out of Closed Session and the motion regarding the elimination of the Economic Development Director position was brought back up. Chairman Jefferies asked how did the Commissioners feel about this issue. Commissioner Rose said he felt like the priority should be to get a Finance Director and not focus on terminating this position. Commissioner McVey said this matter should be given to the next Board. Chairman Jefferies asked what did the current County Manager think. County Manager Paschal said she was not asked to do Economic Development when she accepted this position. No other comments were made so the vote was taken.

September 16, 2024

A **motion** was made by Commissioner Holt and seconded by Commissioner Dickerson and **carried 3 - 4** to eliminate the Economic Development Director position and assign these duties to the County Manager. (Ayes: Commissioners Holt, and Dickerson, and Gwynn. Nays: Commissioners Rose, McVey Yarbrough, and Jefferies.)

ADJOURNMENT:

A **motion** was made at 9:00 pm by Commissioner Rose and seconded by Commissioner Dickerson and **carried unanimously** to adjourn the meeting. (Ayes: Commissioners McVey, Yarbrough, Rose, Dickerson, Holt, Gwynn, and Jefferies)

Carla R. Smith
Clerk to the Board

Jeremiah Jefferies
Chairman

September 16, 2024



AGENDA FORM

TO: Board of Commissioners

FROM: Renee Paschal, Interim County Manager

SUBJECT: Reclassification of Finance Director to Finance Officer

BACKGROUND INFORMATION:

The Finance Officer is one of the most important positions in county government. Caswell County needs a strong leader with experience as a county or municipal finance officer to ensure the financial stability of the county, compliance with state and federal regulations and GASB, and timely financial audits.

Information included in the agenda packet and PowerPoint slide:

- Side-by-side comparison of the proposed job description and the current job description. In summary, the new job description differs from the current in the following ways:
 - Emphasizes accounting competence
 - Emphasizes organization-wide responsibilities (not just finance department duties)
 - Emphasizes responsibility for timely audit, budget compliance, and accurate federal/state reporting
 - Requires more than 6 years of progressively responsible experience in public finance administration
- Two neighboring counties with much higher salary ranges have recently gone through recruitment processes for a finance officer. Person County (hiring range: \$97,813-\$152,861) has gone through two recruitment processes, found one qualified candidate who backed out, and currently still has an interim finance officer. Rockingham County (hiring range: \$100,566-\$160,906) found a qualified candidate after four months and hired person from the City of Martinsville, VA. Currently, I have found 10 finance officer positions being advertised statewide. The closest is Stokes County with a salary range of \$83,700 to \$133,900.
- Comparisons show our hiring range (\$62,970 to \$92,955) is low compared to average of:
 - Surrounding counties: \$90,012 to \$141,326.
 - Counties our size: \$70,244 to \$106,993. Lowest is Yancey County with a salary range of \$54,060 to \$81,090. Caswell is the second lowest.
 - Counties with similar property tax per capita: \$79,680 to \$122,358. Caswell is the lowest.
- Information on the supply and demand of people entering the accounting profession shows there is a large deficit of qualified people, which is increasing yearly.

STAFF RECOMMENDATION, IF APPLICABLE:

N/A

RECOMMENDED ACTION/MOTION:

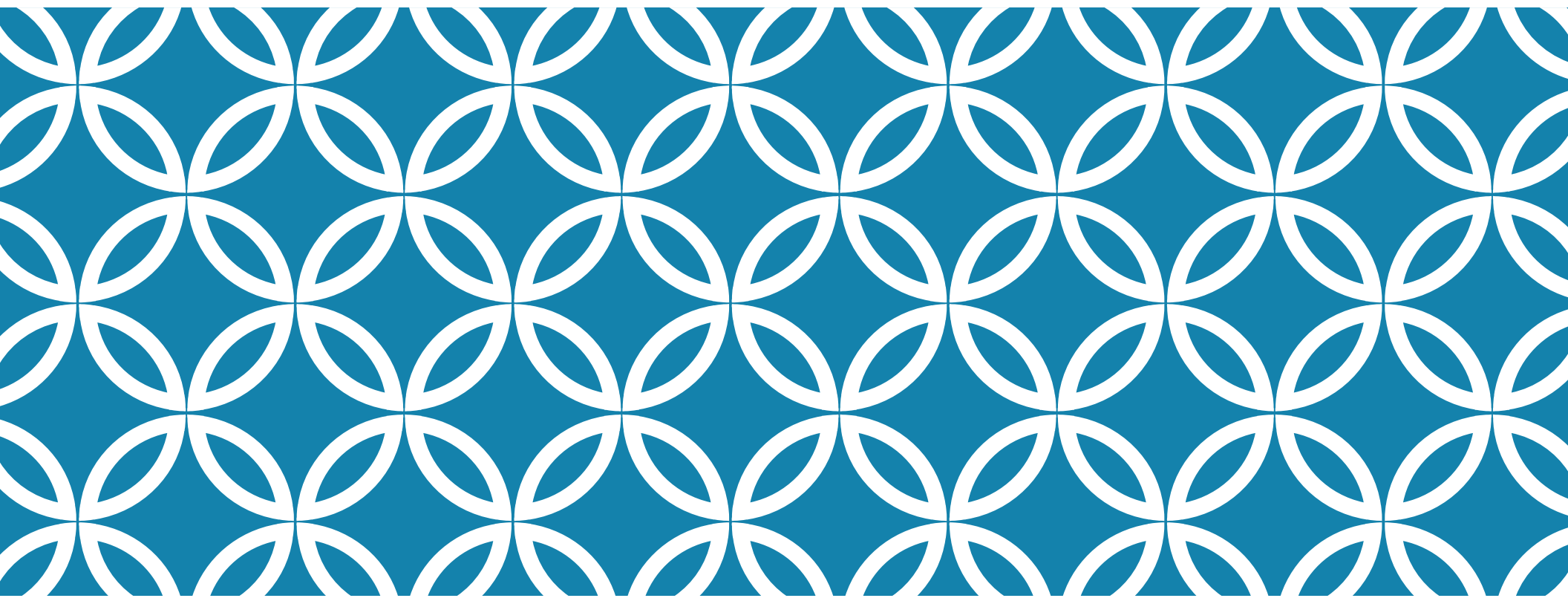
Approve the reclassification of the finance officer from Grade 78 (salary range: \$62,970 to \$92,955) to Grade 81 (salary range: \$71,447 to \$105,470) and approve the new job description.

FISCAL IMPACT:

The exact fiscal impact depends on the salary of the finance officer. Regardless, the recommended action will save money if it results in a qualified finance officer, as we can forego the contract with Greg Isley (budgeted at \$85,000 in FY 2025).

ATTACHMENTS:

1. PowerPoint
2. Side-by-side comparison of proposed and current job description
3. Comparisons with like counties



RECLASSIFICATION OF FINANCE OFFICER

October 21, 2024
Board of Commissioners Meeting

WHAT PROBLEM ARE WE TRYING TO SOLVE?

The county is currently one year behind on audits and is on the LGC UAL list, which affects operations

We may face payback situations and lose future revenues from state revenues and grants

We have paid \$425,003.79 to the Greg Isley for outside financial assistance since February 2022; currently budgeting \$85,000 per year for this

Johnna Sharpe has worked 1,959 hours from Feb. 2023 to September 2024 (equivalent to .59 FTE); her cost is covered by NCACC

“The Finance Officer is the second most important position in a county”

“Finance Officers will be paid as much as managers”

WHAT IS THE ENVIRONMENT? SUPPLY

The AICPA reports 75% of today's CPAs will retire in the next 15 years

Bloomberg reports there are 340,000 fewer accountants today than 5 years ago

- Bachelor's degree completions in accounting dropped 7.8% from 2021 to 2022 after steady decline of 1-3% per year since 2016.
- Master's degree completions also fell 6.4% from 2021 to 2022
- Combined bachelor's and masters have declined from a high of 79,854 in 2016 to 65,305 in 2022
- CPA candidates have fallen from a high of 103,609 in 2010 to a low of 67,336 in 2022

--Source: AICPA 2023 Trends

WHAT IS THE ENVIRONMENT? DEMAND

91% of US CPA firms reported they would hire more or the same number of new graduates in 2023 (AICPA 2023 Trends)

Xx finance officer positions are vacant in NC jurisdictions

Person County (hiring range: \$97,813-\$152,861) has gone through 2 recruitment processes; found one qualified candidate who backed out

Rockingham County (hiring range: \$100,566-\$160,906) found a qualified candidate after four months and hired from the City of Martinsville, VA

10 FO positions are being advertised across the state; closest is Stokes County with a hiring range of \$83,700 to \$133,900

MAKING THE SALARY CASE: COMPARISONS

The most recent pay & classification study placed the position of Finance Officer on Grade 78, (\$62,970 to \$92,955), three grades below the highest classified positions (not including manager)

Comparisons show our hiring range is low compared to the averages of:

- Surrounding counties: \$90,012 to \$141,326
- Counties our size: \$70,244 to \$106,993
- Counties with similar property tax per capita: \$79,680 to \$122,358

MAKING THE SALARY CASE: FISCAL IMPACT

Fiscal impact depends on starting salary

Regardless, with the proposed recommendation, the county will save money by foregoing the contract with the Greg Isley (budgeted at \$85,000 per year)

NEW JOB DESCRIPTION

See side-by-side comparison

- Emphasizes accounting competence
- Emphasizes organization-wide responsibilities (not just finance department duties)
- Emphasizes responsibility for timely audit, budget compliance, and accurate federal/state reporting
- Requires more than 6 years of progressively responsible experience in public finance administration

RECOMMENDATION

Approve the new job description

Increase the hiring grade and salary range

- From Grade 78 (\$62,970 to \$92,955)
- To Grade 81 (\$71,447 to \$105,470)

THIS STILL MAY NOT BE ENOUGH

Recruitment may be difficult under with an interim county manager

Person's recruitment experience with significantly higher pay (\$97,813 to \$152,861)

OUR PLAN

Advertise full salary range among professional publications: NCACC, NCLM, GFOA, NC County Finance Association, VA County Finance Association

If recruitment not successful:

- Plan B—Re-advertise at a higher salary (if approved by BOC)
- Plan C—Share the position with another county
- Plan D—Contract the position

Side-by-side Comparison

Proposed and Current Finance Officer

Current Salary Grade: 78, Salary Range of 62,970 to \$92,955

Proposed Salary Grade: 81, Salary Range of \$71,447 to \$105,470.

Employment Status: Exempt

Key differences are bolded.

Proposed Position	Current Position
Position Title: Finance Officer	Finance Director
Position Overview:	
<ul style="list-style-type: none">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.	<ul style="list-style-type: none">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 of payroll, accounts receivable, and accounts payable, general ledger, and preparation of monthly, quarterly and annual reports.Performs managerial, professional, and administrative in the development, planning, management and execution of the financial activities of the county as directed by NC general statutes, county manager and Board of Commissioners
<ul style="list-style-type: none">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.	
<ul style="list-style-type: none">The position formulates long-range goals for the organization, develops policies and procedures and advises the County Manager and Board of Commissioners.	
<ul style="list-style-type: none">Reports to County Manager.	
Essential Duties and Tasks:	

Proposed Position	Current Position
<ul style="list-style-type: none"> Maintains the County's financial records, general ledger (GL) and financial accounting and reporting systems. 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Works with the Manager in directing the formulation of county financial policies
<ul style="list-style-type: none"> Ensures that County agencies/departments follow required guidelines, procedures, eligibility, program purpose, grant purpose, etc. for federal and state awards and grants. 	<ul style="list-style-type: none"> Performs and supervises grant accounting
<ul style="list-style-type: none"> Ensures the County's annual audit and single audit are performed by external independent auditors. 	
<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> Supervises and participates in the preparation of AFIR and CAFR; coordinates the annual independent audit and responds to findings.
<ul style="list-style-type: none"> Ensures County's required reporting to federal and state agencies is completed by the required deadlines. 	

Proposed Position	Current Position
<ul style="list-style-type: none"> 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. Monitors department budgets monthly for expenditure control and compliance with county policies and state and federal regulations; follows up with departments in correcting issues identified Works with county manager to develop financial policies for adoption by the Board of Commissioners Works with the county manager to develop a capital improvements program 	<ul style="list-style-type: none"> 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; advises the 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 Reviews and monitors on-going administration of budget and develops methods for improvement Reviews each department's revenues and expenditure reports and analyzes actions; creates budget amendments and transfers and takes to the Commissioners
<ul style="list-style-type: none"> Directs and supervises debt management; determines the amount of money required for debt service and secures financing 	<ul style="list-style-type: none"> Manages the debt service and participates in debt financing analysis and strategies
<ul style="list-style-type: none"> Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. 	<ul style="list-style-type: none"> Supervises a staff of professional and paraprofessional positions; conducts hiring and provides training, motivation, communication, employee development, team building, mentoring, performance coaching and evaluation, creates a team atmosphere, develops employee skills and capacity
<ul style="list-style-type: none"> 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 	
<ul style="list-style-type: none"> Advises County officials on all financial matters of the County. 	<ul style="list-style-type: none"> Provides periodic statements of the financial condition of the county to the manager and board;

Proposed Position	Current Position
<ul style="list-style-type: none"> Supervises receipt and administers the investment of all County revenues. 	
<ul style="list-style-type: none"> Attends Board meetings and presents financial items for consideration. 	
<ul style="list-style-type: none"> Performs related work as assigned. 	<ul style="list-style-type: none"> Performs related duties as required.
<ul style="list-style-type: none"> Ensures that investment of idle funds comply with North Carolina General Statutes governing investments statutes while maximizing interest earned 	<ul style="list-style-type: none"> Manages the receipt and investments of revenues and idle cash
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Coordinates and oversees financial technology package applications.
Knowledge, Skills, and Abilities:	
Knowledge:	
<ul style="list-style-type: none"> Comprehensive knowledge of public accounting principles, practices and procedures. 	<ul style="list-style-type: none"> Thorough knowledge Including principles and practices of governmental accounting
<ul style="list-style-type: none"> Comprehensive 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. 	<ul style="list-style-type: none"> Thorough knowledge of NC General statutes and of local ordinances governing county budgeting and financial practices and procedures and of the principles and practices of public finance administration
<ul style="list-style-type: none"> Considerable knowledge of accounting systems, policies, and procedures. 	
<ul style="list-style-type: none"> Considerable knowledge of computer operations and applications related to accounting, payroll and financial analysis and reporting. 	<ul style="list-style-type: none"> Considerable knowledge of payroll systems and related laws and regulations
<ul style="list-style-type: none"> Considerable knowledge of the County's budgeting and purchasing policies and procedures. 	<ul style="list-style-type: none"> Considerable knowledge of the principles and practices of county purchasing and related laws and regulations
<ul style="list-style-type: none"> Thorough knowledge of the organization and functions of county government and the financial issues that impact them. 	<ul style="list-style-type: none"> Considerable knowledge of the operation of county government including taxation and other sources of revenue, purchasing and bidding

Proposed Position	Current Position
	requirements and contract management, investments and issuance of debt
	<ul style="list-style-type: none"> • 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.
Skills:	
<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite, especially Excel, with strong skills in financial analysis and data management; 	
<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal, with the ability to explain financial information to non-financial stakeholders. 	
Abilities:	
<ul style="list-style-type: none"> • Ability to direct and supervise the activities of professionals and paraprofessionals. 	
<ul style="list-style-type: none"> • Ability to understand and apply policies to the maintenance of a variety of financial records and reports. 	
<ul style="list-style-type: none"> • Ability to analyze and interpret financial data, perform trend analysis, and to prepare clear and concise reports. 	<ul style="list-style-type: none"> • Ability to articulate issues and regulations in a clear way
<ul style="list-style-type: none"> • Ability to verify accounting and other financial documents and forms for accuracy and completeness. 	
<ul style="list-style-type: none"> • Ability to establish and maintain effective working relationships with department heads, vendors, employees, and the general public. 	<ul style="list-style-type: none"> • Ability to balance fiscal control responsibility with internal customer service and helping county provide services to citizens • Skill in collaborative conflict resolution, team building, internal customer service excellence and public speaking
	<ul style="list-style-type: none"> • 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

Proposed Position	Current Position
	<ul style="list-style-type: none"> • 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
Minimum Qualifications:	
<ul style="list-style-type: none"> • Bachelor's degree in accounting, finance, business administration, or a related field with expert knowledge of government financial management systems, related statutes, and regulations. 	<ul style="list-style-type: none"> • Graduation from a four-year college or university with a degree in business, public administration, or accounting
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Considerable management experience in local government finance administration or an equivalent combination of education and experience.
Preferred Experience:	
<ul style="list-style-type: none"> • Master's degree in a related field and/or CPA certification preferred. 	<ul style="list-style-type: none"> • Prefer Masters of public administration
<ul style="list-style-type: none"> • Experience with MUNIS, Tyler, State and Federal Grant program reporting and claims, audit 	

Proposed Position	Current Position
<p>preparation, and banking reconciliation processes.</p> <ul style="list-style-type: none"> • Possession of NC Finance Officers' Certification from School of Government and/or CPA 	
Special Requirements:	
<ul style="list-style-type: none"> • Successful candidate must be able to personally qualify for a \$1 million bond per NC general statute. 	<ul style="list-style-type: none"> • Ability to be bonded in the State of North Carolina
<ul style="list-style-type: none"> • Must possess and maintain a valid state driver's license. 	
	<p>Possession of NC Finance Officers' Certification from School of Government and/or CPA</p>

FINANCE OFFICER SALARY BENCHMARKS

County	Region of State	2023 Population (Note 1)	Population Ratio Relative To Caswell	Taxable Property Per Capita - FY23	FY 23 Property Tax/Capita	FY24 Tax Rate	Salary Survey Minimum (Note 2)	Salary Survey Maximum (Note 2)	
Within Region									
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
				Average Within Region			\$90,012	\$141,326	
Within Population Range									
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	
Caswell	North Central	22,245	0%	\$78,936	93	0.7350	\$62,970	\$92,955	
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	
				Average Within Population Range			\$70,244	\$106,993	

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 Rank	FY24 Tax Rate	Salary Survey Minimum (Note 2)	Salary Survey Maximum (Note 2)
Within Taxable Property Per Capita Range and Agricultural (shaded in Green)								
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
Caswell	North Central	22,245	0%	\$78,936	93	0.7350	\$62,970	\$92,955
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
Average							\$79,680	\$122,358
Average of Agricultural							\$81,626	\$126,104

Note 3

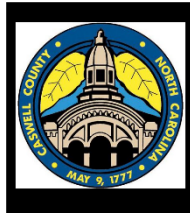
Average Within Region

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.

Meeting Date: October 21, 2024



AGENDA FORM

TO: Renee Paschal, **County Manager**

FROM: **Carla Smith, County Clerk**

SUBJECT: **Board and Committee Appointments**

BACKGROUND INFORMATION:

Boards and Committee members' terms expire and the Board of Commissioners must reappoint members to these committees.

STAFF RECOMMENDATION, IF APPLICABLE:

N/A

RECOMMENDED ACTION/MOTION:

If the Board of Commissioners so chooses:

Move to appoint members to the designated boards.

FISCAL IMPACT:

None

ATTACHMENTS:

- Board and Committee Vacancy Spreadsheet
- Volunteer Applications

Boards and Committees

ABC Board

Current Members

1. Graham Dailey
2. Wayne Barker

Term

10/31/2024
10/31/2024

Applications Received

1. Randy Poole
2. Graham Dailey
3. Wayne Barker

Board of Health

Current Members

1. Michelle Gaskins

Term

10/31/2024

Applications Received

1. Michelle Gaskins

Caswell Adult Advisory Council

Current Members

1. Cynthia Perkins

Term

10/31/2024

Applications Received

1. Cynthia Perkins

Juvenile Crime Prevention Council

Current Members

4 vacancies

Term

Applications Received

1. Cynthia Claiborne

Senior Center Advisory Board

Current Members

1 vacancy

Term

Applications Received

1. Cynthia Claiborne

Clerk's Office Use Only

Rec'd Date 9/10/2024

By: Csmith



Caswell County Volunteer Application for Boards and Committees

This application is a public document

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Administration
Attn: Carla Smith
P.O. Box 98
144 Court Square
Yanceyville, NC 27379

Email: csmith@caswellcountync.gov

Name: RANDY SHIELDS POOLE
Home Address: 596 JONES ROAD
City: DELHAM, N.C. 27311 Zip Code: 27311
Phone: 336-514-5920 Email: RANDY POOLE 5920@G-MAIL.COM
Place of Employment: RETIRED
Please list any County Boards you currently serve on: NONE

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. ABC BOARD B. _____ C. _____

Why do you wish to serve on these boards?

WITH MY EXPERIENCE AS EMPLOYEE AT PONTA POWER EQUIP. MFG. AND 8.5 YEARS AS STORE CLERK IN ABC STORES IN CASWELL, I WOULD LIKE TO HELP ON THE BOARD

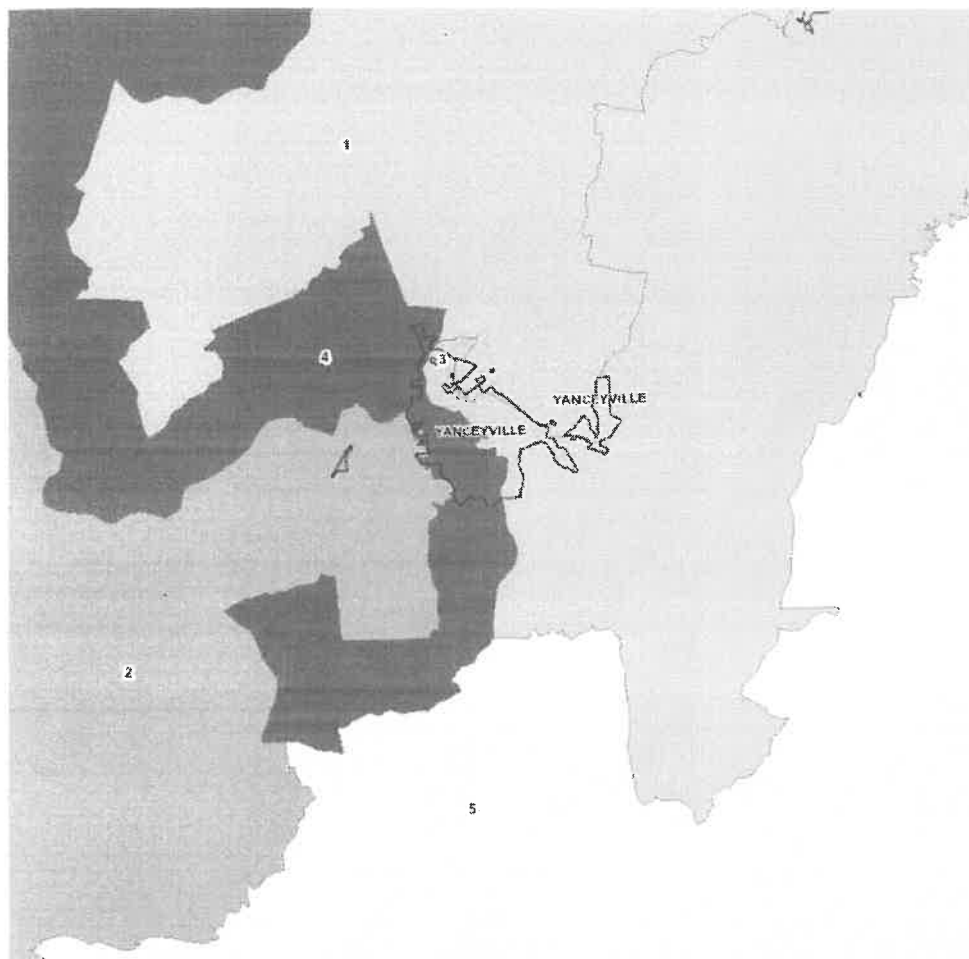
Please describe background, education, and abilities that qualify you for these boards:

HIGH SCHOOL GRADUATE
20 YRS. SERVICE AT HPE, COMPUTER LITERATE
8.5 YRS. CLERK IN ABC STORES IN CASWELL COUNTY.

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ____ No ☒ If yes please explain:

Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 ____ District 2 ____ District 3 ____ District 4 ☒ District 5 ____ Not Sure ____ NA ____



Demographic Information (Optional)

We ask your help in assuring diversity of membership by answering the following questions:

Male ☒ Female ____

Age Range: 18-34 ____ 35-59 ____ 60+ ☒

Ethnic background:

Asian ____ Black/African American ____ Hispanic ____ Native American ____ White ☒ Other ____

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page ____ Newspaper ____ Radio ____ Current Volunteer ____ Other ☒

**Caswell County Volunteer Application for Boards and Committees****This application is a public document**

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Administration
Attn: Carla Smith
P.O. Box 98
144 Court Square
Yanceyville, NC 27379

Email: csmith@caswellcountync.gov

Name: Graham Dailey

Home Address: 3122 Blanch Rd

City: Blanch Zip Code: 27212

Phone: (336) 694-6884 Email: _____

Place of Employment: retired

Please list any County Boards you currently serve on: ABC Board

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. ABC Board B. _____ C. _____

Why do you wish to serve on these boards?

I have served on this board for 12 years and wish to continue to make every effort to insure continuity of smooth day to day operations and fiscal responsibility.

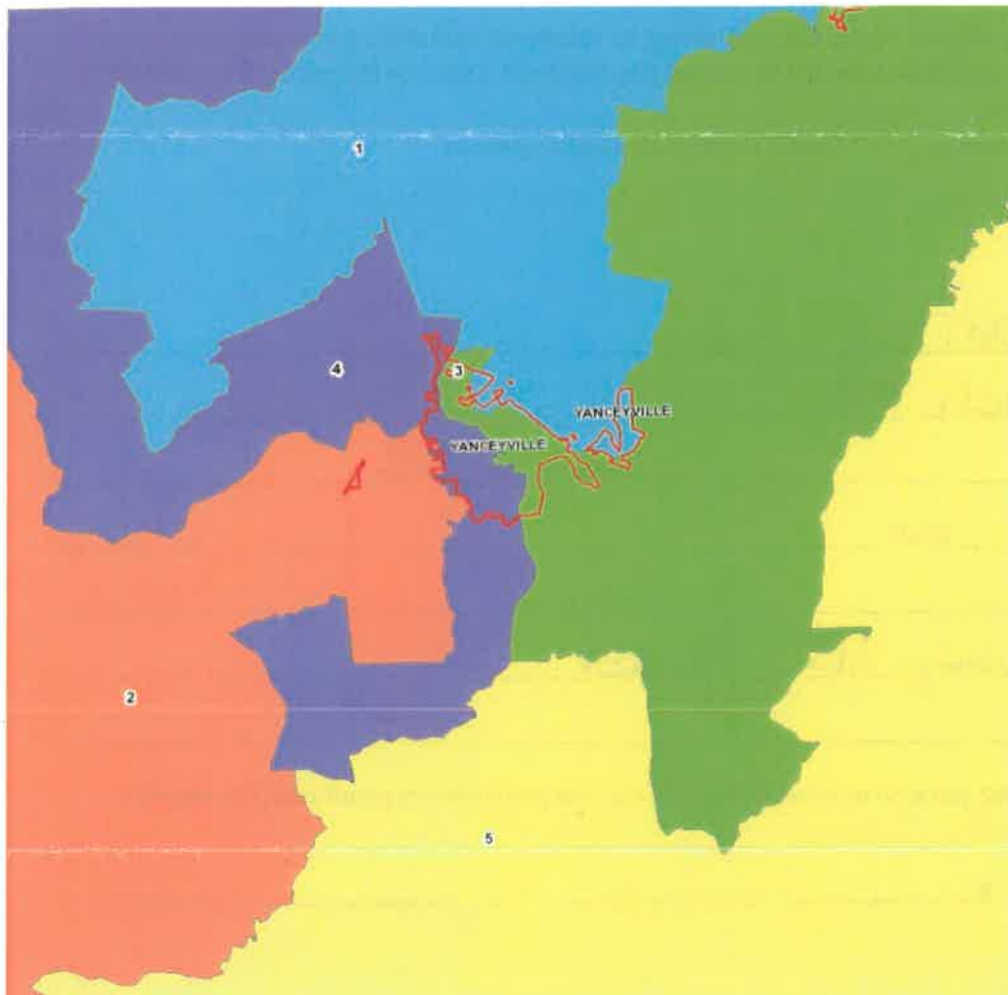
Please describe background, education, and abilities that qualify you for these boards:

The experience of serving on this board and a business background provides a wealth of knowledge & information that I feel is beneficial to this board especially when questions & issues arise.

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ____ No X If yes please explain:

Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 X District 2 ____ District 3 ____ District 4 ____ District 5 ____ Not Sure ____ NA ____



Demographic Information (Optional)

We ask your help in assuring diversity of membership by answering the following questions:

Male X Female ____

Age Range: 18-34 ____ 35-59 ____ 60+ X

Ethnic background:

Asian ____ Black/African American ____ Hispanic ____ Native American ____ White X Other ____

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page ____ Newspaper ____ Radio ____ Current Volunteer X Other ____

**Caswell County Volunteer Application for Boards and Committees****This application is a public document**

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Administration
Attn: Carla Smith
P.O. Box 98
144 Court Square
Yanceyville, NC 27379

Email: csmith@caswellcountync.gov

Name: WAYNE M. BARKER

Home Address: 16631 NC HWY 119 N

City: SEMORA N.C. Zip Code: 27343

Phone: 336-234 7346 Email: _____

Place of Employment: ABC BOARD

Please list any County Boards you currently serve on: _____

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. ABC BOARD B. _____ C. _____

Why do you wish to serve on these boards?

SEARVC ON THIS BOARD NOW.

Please describe background, education, and abilities that qualify you for these boards:

WORKED FOR SEMORA ABC STORE FOR 12 YRS.

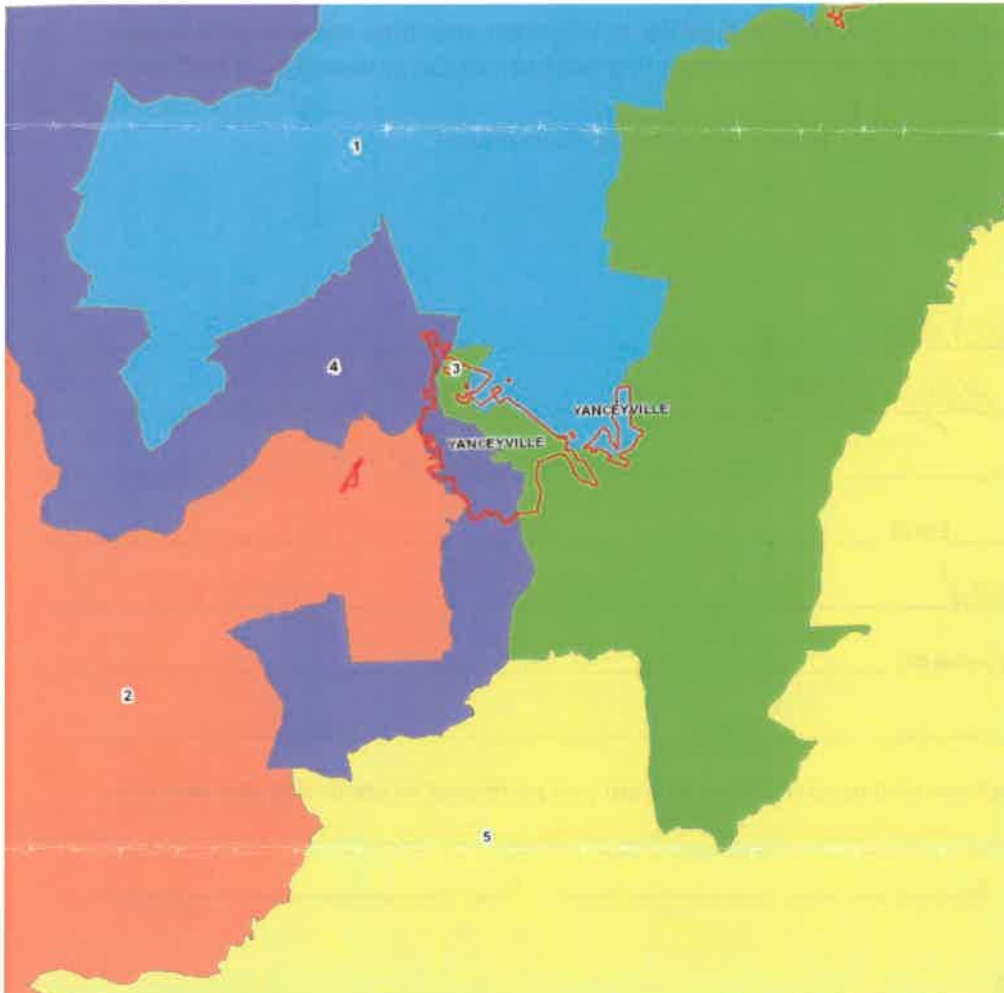
GRAD OF B.V.H.S. & ECU.

VOL. FIREMAN FOR 21 YRS. IN SEMORA

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ____ No ☒ If yes please explain:

Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 ____ District 2 ____ District 3 ☒ District 4 ____ District 5 ____ Not Sure ____ NA ____



Demographic Information (Optional)

We ask your help in assuring diversity of membership by answering the following questions:

Male ☒ Female ____

Age Range: 18-34 ____ 35-59 ____ 60+ ☒

Ethnic background:

Asian ____ Black/African American ____ Hispanic ____ Native American ____ White ☒ Other ____

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page ____ Newspaper ____ Radio ____ Current Volunteer ____ Other ☒

Clerk's Office Use Only
Rec'd Date 10/9/24
By: CSmith



Caswell County Volunteer Application for Boards and Committees

This application is a public document

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Administration
Attn: Carla Smith
P.O. Box 98
144 Court Square
Yanceyville, NC 27379

Email: csmith@caswellcountync.gov

Name: __Michelle Gaskins__

Home Address: __681 Hatchett RD__

City: __Yanceyville__ Zip Code: __27379__

Phone: __336-269-0133__ Email m.willis.106@hotmail.com

Place of Employment: __Duke University Medical Center, Children's services and UNC hospitals, heart and vascular services__

Please list any County Boards you currently serve on: __I currently serve on the Health board for Caswell County__

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. __Board of Health__ B. __ C. __

Why do you wish to serve on these boards?

I am currently licensed as a Registered Nurse in the state of North Carolina and would like to help give back to my community. I have over 24 years of nursing experience in Pediatric Nursing at a tertiary medical center taking care of children in all levels of care from general floor nursing, stepdown level of care, and for the last 18 years taking care of kids in the ICU.

I also work per diem at UNC hospitals at the Cardiology clinic that comes twice a month to the Caswell Family Medical Center and seeing patients there. I have done this for the last 10 years and I have seen some of the difficulties Caswell County residents face when seeking medical care.

Please describe background, education, and abilities that qualify you for these boards:

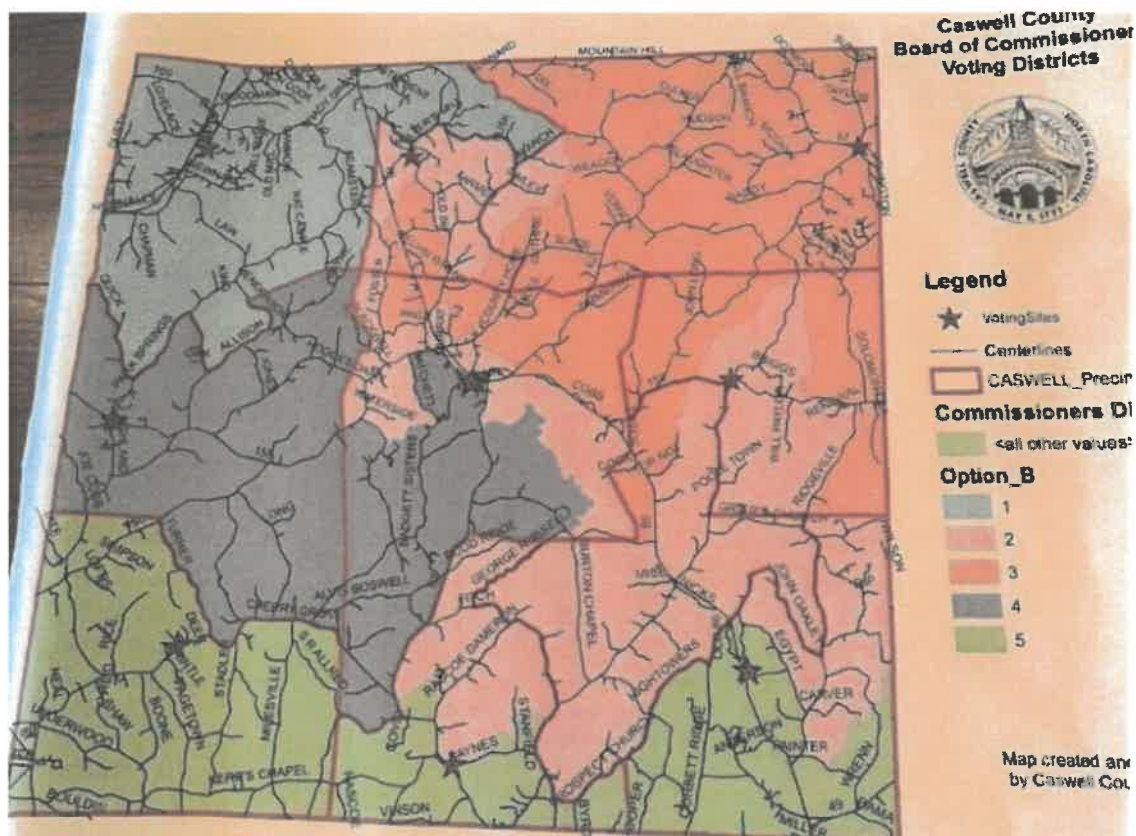
I am currently licensed as a Registered Nurse in the State of NC. I have received my Associates Degree in Nursing from Piedmont Community College in 1999. I currently work full time in the Pediatric Cardiac ICU at Duke University Medical Center in Durham, NC and have been in this position for the last 18 years. I also currently work per diem at UNC hospitals in the Heart and Vascular Services and come to the Caswell Family Medical Center in Yanceyville 1-2 times a month and see cardiology clinic outpatients there. I started my nursing career and spent 6.5 years of working at UNC hospitals on a General Pediatrics, Cardiology, Hematology/Oncology and Pulmonary floor and a Pediatric stepdown unit.

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ____ No X If yes please explain:

None that I am aware of

Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 ____ District 2 ____ District 3 ____ District 4 X District 5 ____ Not Sure ____ NA ____



Demographic Information (Optional)

We ask your help in assuring diversity of membership by answering the following questions:

Male ____ Female __X__

Age Range: 18-34 ____ 35-59 _X__ 60+ ____

Ethnic background:

Asian ____ Black/African American ____ Hispanic ____ Native American ____ White _X__ Other ____

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page _____ Newspaper _____ Radio _____ Current Volunteer __X__ Other _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Administration
Attn: Carla Smith
P.O. Box 98
144 Court Square
Yanceyville, NC 27379

Email: csmith@caswellcountync.gov

Name: Cynthia Briggs Perkins

Home Address: 23 Woody Road

City: Leasburg, NC 27291 Zip Code: _____

Phone: 919 704 0586 Email: cbperkins24@yahoo.com

Place of Employment: Ralph Scott Life Services, Burlington, NC

Please list any County Boards you currently serve on: Caswell County Adult Advisory Council

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. Caswell County Adult Advisory Council B. _____ C. _____

Why do you wish to serve on these boards?

I have served on the Caswell County Adult Advisory Council for the past year and have attended training classes via Piedmont Triad Council of Aging in Kernersville, NC. I welcome the opportunity to continue this process and serve the adult aging population of Caswell County.

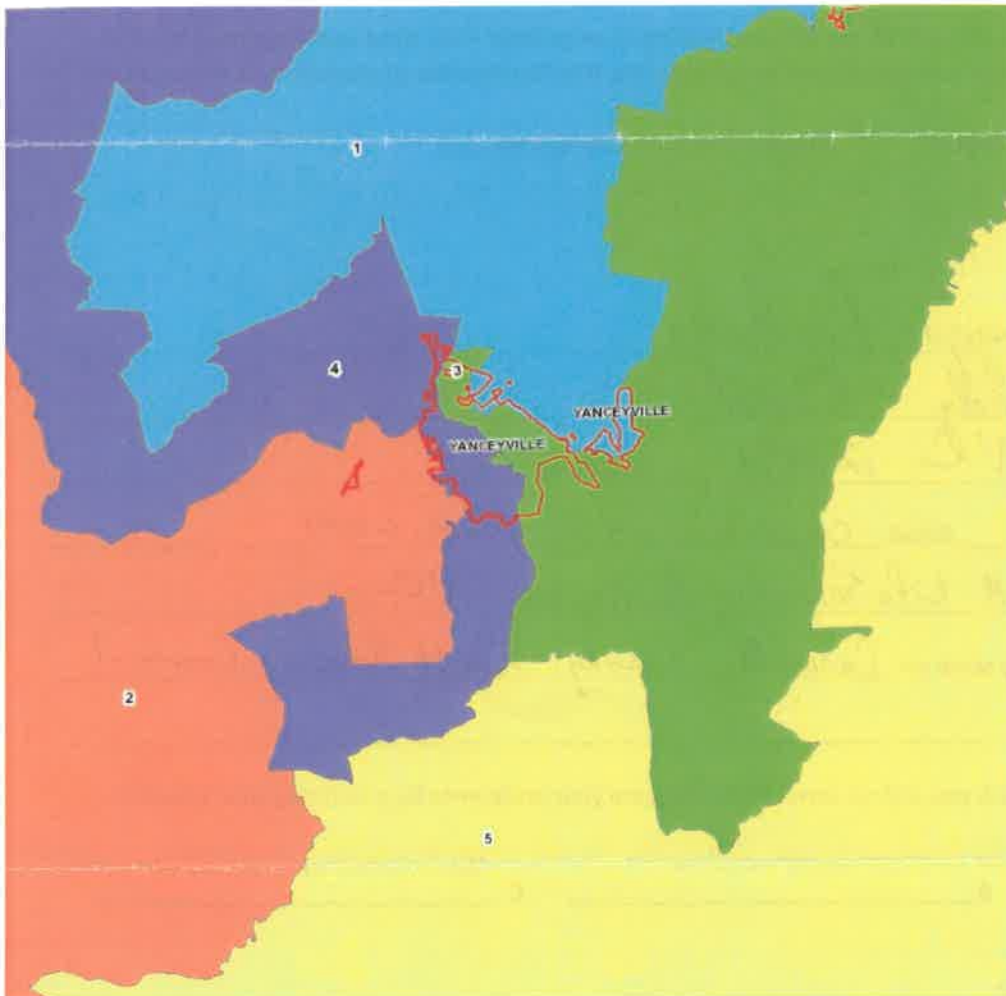
Please describe background, education, and abilities that qualify you for these boards:

BSW-1978 - Longwood College, Farmville, VA
Masters Degree - Special Education - NCCU, Durham, NC
Currently employed as the Educational Activities Coordinator with Ralph Scott Life Service in Burlington, NC Special Education Teacher - 17 years

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ☐ No ☒ If yes please explain:

Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☒ Not Sure ☐ NA ☐



Demographic Information (Optional)

We ask your help in assuring diversity of membership by answering the following questions:

Male ☐ Female ☒

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☒

Ethnic background:

Asian ☐ Black/African American ☐ Hispanic ☐ Native American ☐ White ☒ Other ☐

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☒ Other ☐



Caswell County Volunteer Application for Boards and Committees

This application is a public document

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Administration

Email: csmith@caswellcountync.gov

Attn: Carla Smith

P.O. Box 98

144 Court Square

Yanceyville, NC 27379

Name: Cynthia B. Claiborne

Home Address: 181 Park Avenue

City: Yanceyville Zip Code: 27379

Phone: 336 514 5690 Email: claibornecynthia@yahoo.com

Place of Employment: Carolina Enhancement Services

Please list any County Boards you currently serve on: Caswell County Education Collaborative

EPIC Caswell, Caswell Health Collaborative

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. Senior Center Advisory Board B. Juvenile Crime Prevention Council

Why do you wish to serve on these boards?

I wish to serve on these boards because I am a senior. I would like to become knowledgeable of resources and activities to share with other senior citizens. I have always had a passion for youth and would like to continue helping.

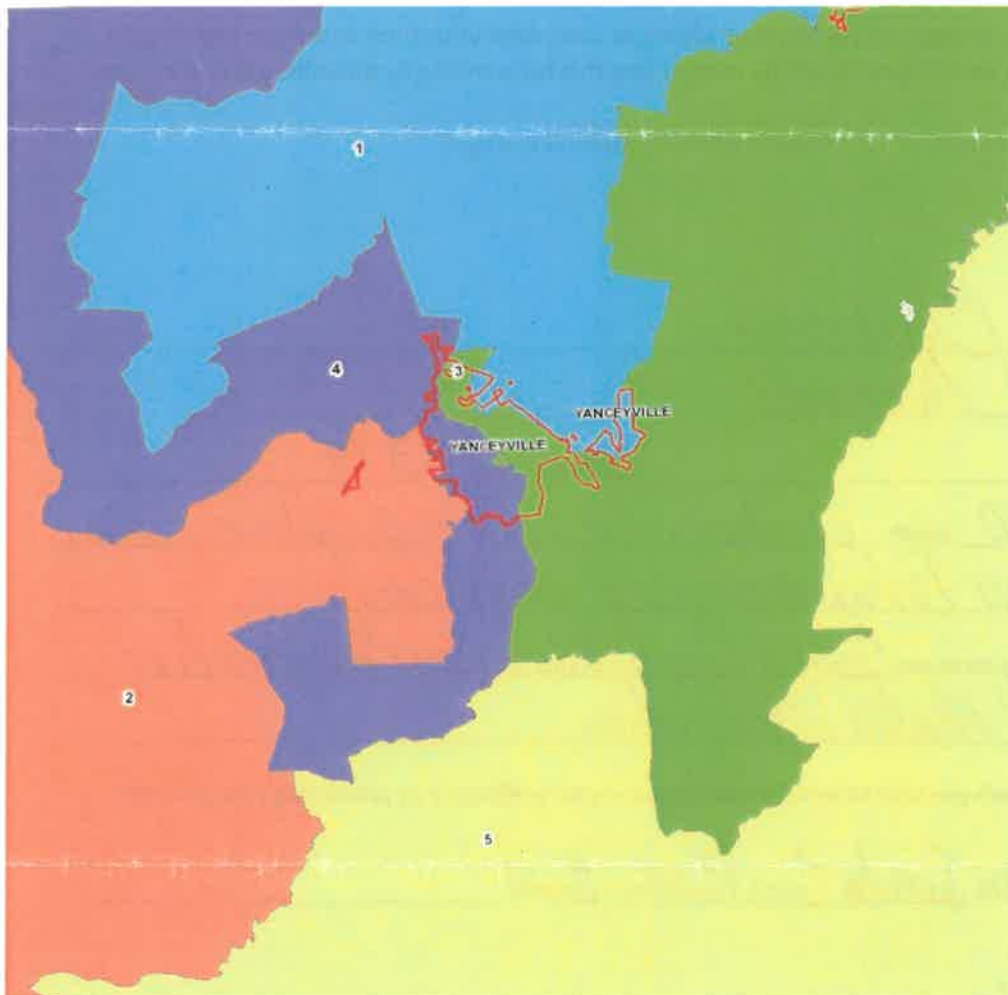
Please describe background, education, and abilities that qualify you for these boards:

I have a bachelor's of arts degree in Psychology with a concentration in Education. Provided life skills to at risk youth while employed at PCC. I presently assist Vocational Rehabilitation referrals with finding employment.

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ☐ No ☒ If yes please explain:

Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☒ District 5 ☐ Not Sure ☐ NA ☐



Demographic Information (Optional)

We ask your help in assuring diversity of membership by answering the following questions:

Male ☐ Female ☒

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☒

Ethnic background:

Asian ☐ Black/African American ☒ Hispanic ☐ Native American ☐ White ☐ Other ☐

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☒ Other ☐


NOTICE

Are you looking for some way to serve your Community? Volunteer to serve on a County Board or Commission.

The Caswell County Board of Commissioners would like any individuals who are interested in serving on the following Boards or Committees to contact Carla Smith, Clerk to the Board, at (336)694-4193, Ext. 1201, or csmith@caswellcountync.gov

ABC Board (2 Vacancies)
Agricultural Advisory Committee (1 Vacancy)
Board of Adjustment Alternate (1 vacancy)
Board of Health (2 vacancies)
Caswell County Adult Advisory Council (3 vacancies)
Caswell County Hunting and Wildlife Advisory Committee (3 vacancies)
Gunn Memorial Library Advisory Board (7 vacancies)
Juvenile Crime Prevention Council (4 vacancies)
Senior Center Advisory Committee (1 vacancy)

The Citizen Participation Application can be found on the Caswell County website at: www.caswellcountync.gov in the Document Center/Administration.
The deadline for applications to be received is Thursday, , 2023.

10/30  **Mark III**
Employee Benefits VAC.

ABC - 2 ✓	✓ Bas Altern. 1
BoH - 1 ✓	Agri. 1 ✓
Adult Adv. 1 ✓	BoH - 1 ✓
Hunting - 1 ✓	✓ Hunt - 2
	✓ JCLC
	✓ Senior 1

800-532-1044



CASWELL COUNTY

Board of Commissioners

"Preserving the Past — Embracing the Future..."

September 24, 2024

Mr. Graham Dailey
3122 Blanch Road
Blanch, NC 27212

Dear Mr. Daily:

I am writing to inform you that your term on the ABC Board is ending October 31, 2024. The Board will be considering appointments at the October 21, 2024 meeting. I am enclosing a Citizen Participation Application for you to complete and return to me by Wednesday, October 16, 2023 at 5:00 pm. You may email the application to me at csmith@caswellcountync.gov or complete the application which is on the website at www.caswellcountync.gov.

Sincerely,

Carla Smith
Clerk to the Board

Cc File



CASWELL COUNTY

Board of Commissioners

"Preserving the Past -- Embracing the Future..."

September 24, 2024

Mr. Wayne Barker
16631 NC Hwy 119 N
Semora, NC 27343

Dear Mr. Barker:

I am writing to inform you that your term on the ABC Board is ending October 31, 2024. The Board will be considering appointments at the October 21, 2024 meeting. I am enclosing a Citizen Participation Application for you to complete and return to me by Wednesday, October 16, 2023 at 5:00 pm. You may email the application to me at csmith@caswellcountync.gov or complete the application which is on the website at www.caswellcountync.gov.

Sincerely,

Carla Smith
Clerk to the Board

Cc File



CASWELL COUNTY

Board of Commissioners

"Preserving the Past – Embracing the Future..."

September 24, 2024

Ms. Michelle Gaskins
681 Hatchett Road
Yanceyville, NC 27379

Dear Ms. Gaskins:

I am writing to inform you that your term on the Board of Health is ending October 31, 2024. The Board will be considering appointments at the October 21, 2024 meeting. I am enclosing a Citizen Participation Application for you to complete and return to me by Wednesday, October 16, 2023 at 5:00 pm. You may email the application to me at csmith@caswellcountync.gov or complete the application which is on the website at www.caswellcountync.gov.

Sincerely,

Carla Smith
Clerk to the Board

Cc File



CASWELL COUNTY

Board of Commissioners

"Preserving the Past – Embracing the Future..."

September 24, 2024

Ms. Cynthia Perkins
23 Woody Road
Leasburg, NC 27291

Dear Ms. Perkins:

I am writing to inform you that your term on the Caswell County Adult Advisory Council is ending October 31, 2024. The Board will be considering appointments at the October 21, 2024 meeting. I am enclosing a Citizen Participation Application for you to complete and return to me by Wednesday, October 16, 2023 at 5:00 pm. You may email the application to me at csmith@caswellcountync.gov or complete the application which is on the website at www.caswellcountync.gov.

Sincerely,

Carla Smith
Clerk to the Board

Cc File



CASWELL COUNTY

Board of Commissioners

"Preserving the Past – Embracing the Future..."

September 24, 2024

Mr. Steve Harris
1450 Jack Pointer Road
Semora, NC 27343

Dear Mr. Harris:

I am writing to inform you that your term on the Caswell County Hunting and Wildlife Advisory Committee is ending October 31, 2024. The Board will be considering appointments at the October 21, 2024 meeting. I am enclosing a Citizen Participation Application for you to complete and return to me by Wednesday, October 16, 2023 at 5:00 pm. You may email the application to me at csmith@caswellcountync.gov or complete the application which is on the website at www.caswellcountync.gov.

Sincerely,

Carla Smith
Clerk to the Board

Cc File

Information Items

Items

Social Services October 15, 2024 Agenda and September 17, 2024 Meeting Minutes

Piedmont Community College Letter of gratitude

Free COVID-19 Test Flyer

CASWELL COUNTY

SOCIAL SERVICES BOARD MEETING

REGULAR MEETING

October 15, 2024

Social Services Conference Room

9:00 a.m.

Call to Order

Approval of the Agenda

Approval of the Minutes of the Meeting Held September 17, 2024

Public Address to the Board

Action Items

1. Budget Amendment #1 – DSS Emergency Placement – Foster Care allotment in the amount of \$23,289.00.
2. Review of Trust Fund Accounts

Information Items

1. Staffing Report
2. Mr. Bernardo Wiley's official retirement date will be November 1, 2024.

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 Social Services Board is scheduled for November 19, 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 September 17, 2024 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman; Mr. Rick McVey; Mrs. Bonnie Byrd; Mrs. Marcea Foster; Mrs. Tammy Paschal, Administrative Officer and Ms. Dianne Moorefield, Secretary to the Board. Mrs. Dorothy McCain was absent from the meeting.

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

The Agenda for the meeting was reviewed and approved upon a Motion by Mrs. Byrd and Second by Mrs. Foster.

Minutes of the meeting held August 20, 2024 were reviewed and approved upon a Motion by Mrs. Foster and Second by Mrs. Byrd.

There was no Public Address to the Board.

There were no budget amendments for consideration.

A staffing update was provided. At present we have one Foster Care Social Worker position vacant, one Child Protective Services Social Worker position vacant and one Work First Social Worker position vacant.

We are beginning to receive Crisis Intervention Allotments. They are issued as Direct Deposits.

Our Agency will have a Child Fatality Review in 2025 resulting from a Domestic Violence situation during which a child was killed. The State will conduct the Review in 2025.

Supervisors attended the meeting and reported on work being done in their respective programs. Mrs. Christy Marlowe and Mrs. Jennifer Anderson were absent from the meeting due to scheduling conflicts.

The next regularly scheduled meeting of the DSS Board was scheduled for October 15, 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 9:30 a.m.

Respectfully Submitted:

X 

Mr. Jeremiah Jeffries, Chairman

X 

Ms. Dianne Moorefield, Secretary

10/15/2024

Date

10/15/24

Date

October 7, 2024

Caswell County Government
PO Box 98
Yanceyville, NC 27379

Dear Mr. Meszaros,

We extend our heartfelt gratitude for your recent generous donation to the Piedmont Community College (PCC) Foundation. Your commitment to supporting the students and programs of PCC has left an indelible mark on our college and our community.

Each semester, our dedicated Foundation Team collaborates with students as they navigate their academic journey and participate in a variety of student engagement and leadership programs. We love when students stop by, eager to share their experiences.

Your contributions are the driving force behind creating these opportunities!

Beyond providing scholarships or enhancing programs, your generosity serves as a beacon of encouragement, instilling confidence and introducing exciting possibilities that can kindle goals and dreams. Your donations often act as the key that unlocks doors to the future.

With your ongoing support, we will continue to help make dreams come true not only for the current generation of students but for countless others who will benefit from the ripple effect of their achievements and contributions to society.

Once again, thank you for your invaluable support. We are profoundly grateful for your dedication to making a difference in the lives of our students and your hometown college!

Sincerely,



Catherine English
Executive Director, PCC Foundation

*Thank you for
your support!*

*Your support allows the
PCC Foundation
to provide:*

SCHOLARSHIPS for
deserving students!



MINI-GRANTS for
innovative projects & new
technologies!



BRIGHT FUTURES
in our community!





PIEDMONT TRIAD
AREA AGENCY ON AGING

FREE COVID-19 TESTS

Every U.S. Household has the option to order 4 free at home COVID-19 tests through the U.S. Department of Health and Human Services Administration for Strategic Preparedness and Response (ASPR) and the United States Postal Service (USPS).

About At-home COVID Tests

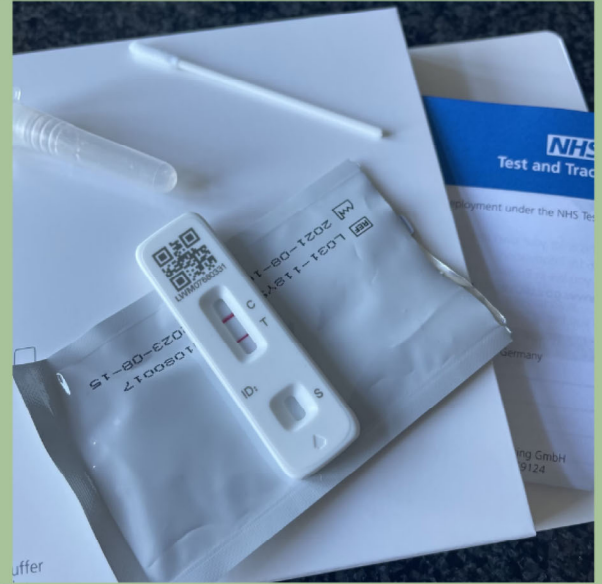
They are rapid antigen at-home tests, not PCR

Can be taken at home. Give results within 30 minutes

Can be used for testing even if you do not have COVID-19 symptoms

Can be used for testing whether you are up to date or not

Are also referred to as self-tests or over the counter (OTC) tests



Order Free At-home Tests

Need help placing an order for your at-home tests?

Call 1-800-232-0233 (TTY 1888-720-7489).

<http://www.covidtests.gov/>