

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

**October 16, 2023**  
**OTHERS PRESENT**

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

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Tony Smith, County Manager  
Melissa Williamson, Deputy County Manager  
Jennifer Hammock, Finance Director  
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 regular session on Monday, October 16, 2023 at 5:30 pm at the Historic Courthouse.

**COUNTY MANAGER RECRUITMENT WORK SESSION:**

Vice Chairman Yarbrough said good evening tonight we're here to have a discussion about County Manager Recruitment work, and with that I'll turn it over to the ladies from the state.

Amy Cannon said good evening and thank you for the opportunity to come back this evening. I want to thank you for the meeting we had two weeks ago. We felt like it was extremely productive. We appreciated your discussion and feedback, and we tried to send out the materials in advance. I think you had asked Johnna to go back and to pull some more demographic information about counties, and that was sent out in advance. We also had the vacancy announcement, and the revised schedule that I believe you also received. so this evening, if Ashley will pull up the presentation, we'll give her just a second. Go ahead to the next slide. So this evening we have a couple decisions points. We realized you needed some advanced time to look over the materials. In order to keep up with the schedule, the advance schedule that you all had asked about last time, we do need some decisions made. So we want to talk about the revised recruitment and selection schedule. Then we want to take some time and go through the vacancy announcement. Then finally we need to talk at the end about the compensation, and Johnna will go over that detailed information that was sent out. Next slide. So we heard you about wanting to move this process forward. I'll just walk through the revised schedule. Our goal is, if you are in a position this evening to make some decisions and are ready to move forward, we would work very quickly this week to get the vacancy announcement posted. Then there was a lot of discussion about having it open-ended or a final date. So we've tried to find a compromise here, and it will be open until filled. Then we'll have the first screening deadline of November the 15<sup>th</sup>. So I think that gives some finality to it. If applications or resumes are received after the 15<sup>th</sup>, they'll also be reviewed, but we want to move this process forward in response to your feedback two weeks ago. As soon as we receive the resumes and the applications, we will begin reviewing those. We have set tentatively pre-screening interviews for the week of November the 27<sup>th</sup>, which is the week following Thanksgiving holiday. Then our plan would be to ask the Board to have a closed session at your meeting on December the 4<sup>th</sup>. We, Johnna and I, would go over all

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the pre-screening interviews with the applicants and review all the information that we've received. If the Board was ready to move forward, we would recommend the Board setting aside some time the week of December the 11th and interviewing candidates. So let me stop here and see if you have any questions or thoughts about the revised schedule. All right, we'll move forward.

So what I tried to do is to make this a little bit easier because what I sent to you was narrative information. I want to take the vacancy announcement, and go category by category. So the position overview is an opportunity in the first paragraph to talk about the position in a broad and general sense. It basically carries out the duties of the Board, provides day-to-day oversight, uses innovative approaches to customer services and working with the departments, and identifies new opportunities through business process reviews. I thought that experience in leading large and complex organizations was so important, and I just realized I have that in there twice. So forgive me for that, but that is truly important. You do want someone that has some experience in large organizations with complex challenges, issues, and opportunities. You also want someone who communicates very effectively.

The next section is the community. We talked a lot last time, and I heard a lot of feedback about your thoughts about the attributes of the community. So first of all we've talked about where it's located. It's Central North Carolina and on the Virginia border, but your position is between two beautiful parts of the state, the mountains and the coastal communities. Although your community has a lot of local charm, culture, and history, you're very near some urban centers. Some key urban centers: Danville, Virginia, Raleigh, Durham, and Greensboro in North Carolina. We also tried to talk about the amenities, some of the recreational amenities, history, and we also highlighted your major festivals. But really your community offers a peaceful lifestyle and a family atmosphere.

The next area is the organization, and it's important to give the candidates some brief information about the organization. You operate under a council-manager form of government. You have a seven-member board. I wanted to include some information about the management team. You currently have budgeted a County Manager, Deputy and Assistant. You have approximately 300 employees, your HR director gave me that information this evening, with a \$40 million budget, and a population of about 23,000 citizens. Next slide Ashley.

So you may recall your surveys that you filled out in advance, they really led the discussion last time about what you're looking for in a manager. I just wanted to remind you of those four top personal characteristics. They are an excellent communicator, collaborative management style, someone who's innovative and strategic, and someone who mentors and motivates staff. The next slide is the desired attributes when it comes to experience. Your top three that fell out is someone who has some senior administrative leadership, financial management, and strategic planning. So just wanted to remind you of those as we go into the next section of the vacancy announcement, and that's the position. This is where we get very detailed about what the Board's looking for in

the next County Manager. We've tried to incorporate all of those previous words and attributes in this section. You're looking for a strong, innovative, strategic leader. An excellent communicator, that was in the overview as well as this section. You want someone with a collaborative management style, and also with some good, strong interpersonal skills. I know we specifically talked about financial management, but in the statutes, the manager is the budget officer. So I put in here budget development, forecasting, and long range planning as also important attributes. You also want someone that can help the Board facilitate the development of a strategic plan, but then you also want a manager that once the Boards approve that plan, he can implement the Board's goals and directives. You also want a compassionate leader, someone who will take the time to mentor and work with staff, and someone who believes in excellent customer service. So let me stop there and ask. Let me stop there and pause. Is there anything else? Do you have any questions thus far about the vacancy announcement and especially this piece about the position? Amy Cannon said okay, I'll move on.

So under qualifications, we have gone back and significantly worked on the qualifications piece. Johnna and I heard very loud; please do not exclude anyone. I think we heard multiple times that we want to leave this open-ended to include members of the private sector. We've done that. So under education and qualifications, we've put in here a Bachelor's degree in Business Administration, Public Administration, or a closely related field to kind of leave that open. We also have as a preference, but not a requirement, a Master's degree in Business Administration or Public Administration. Under experience, we are recommending that the candidates have at least eight (8) years of progressively responsible senior administrative work experience. We've left out the public sector, but senior administrative work or an equivalent combination of education, experience, and training. Then under leadership again looking for someone who has experience with financial management and budget management across several or multiple departments and divisions with large staffs and budgets. So are there any questions, changes, or additions to qualifications?

Vice Chairman Yarbrough said do you think the eight years is what we're supposed to be shooting for? Is that a good number? Could you work with somebody with three years? Amy Cannon said I think Johnna and I went back and forth about this eight (8) years, especially if you're not going to bring in someone, or you may not bring in someone, or you want to consider someone who's had private sector experience. I think the eight years of responsible senior level work is important. This is a large organization. You have a \$40 million budget and approximately 300 employees, but at the end of the day, eight is our recommendation. If you're comfortable with less, let us know, and we'll make that change. It's your process. Vice Chairman Yarbrough said I think, if they had 10 or 12, it'd be great, but I know the more experience, the more it's going to cost. Amy Cannon said I was happy with 10, but Johnna and I kind of settled on eight. We went back and forth. Then Amy Cannon asked if there were any other thoughts or questions about this piece? If not, that leads us into compensation, and Johnna's going to come up at this point since she did all this detailed work.

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Johnna Sharpe said Vice Chair, I guess when looking at the experience, it may drive the numbers as we talk a little bit about salary and qualifications. I included the slide from our last presentation where we had looked at those within the region and those counties in the state with similar population ranges. You requested that we go back and look at counties that had lower tax bases and that were more broadly agricultural. So on the next slide I have that information, and we did have it sent to you a couple weeks ago. But the results were interesting. Where I started is the North Carolina Association of County Commissioners puts out data each year about county comparisons. So I went and looked at those counties that that had low taxable property per capita because in that arrangement Caswell is 93rd in the state, and where 93 is not good. So I looked at those counties that were in that similar tax base range, and then I pulled some information about the counties that have the most agricultural basis in the state. When I pulled all that information together, actually the average salary went up pretty significantly. I think that might have not been the expected result, but in looking at these my impression of this is when you have communities that are more rural and have a lot of challenges, you have to pay to get experienced managers and to attract them there. I thought it was also interesting in the counties that did report Caswell did have the lowest salary of any of these counties with the next closest being Bertie County, which is more but about 7,000 people less in population. so you could probably take some of these outliers where the population is significantly higher such as Robeson and Randolph. They have populations in the 117,000 and 146,000, and they're being paid much more on the higher end. So as Amy and I were looking at this, we still wanted to give you a best guess recommendation of what we think it's going to take to attract somebody. I think our recommended hiring range would be 110 to 135, and that 135 is in that sweet spot of this average and the previous average from looking at things regionally and with similar populations. I think in this day to put your best foot forward out of the gate that would be our recommendation, but it it's certainly what you all are comfortable with. We seek your direction tonight because that's one of the biggest pieces that's left outstanding in the vacancy announcement.

Vice Chairman Yarbrough said I guess we're getting down brass tacks now that we're talking about the dollars. Anybody want to jump out there with a number to start with, Board members?

Commissioner Rose said you said the range was 110 to 135. I'm just asking a question. If we started off on the low end, but would there be some type of incentive we can put in place like a performance evaluation to move up that scale. Johnna Sharpe said certainly. I mean I think most people are going to, I mean most counties are giving some kind of annual increases. So at least if they're starting mid-year, it would probably be just six months before they would potentially get another increase. Again this is to kind of to attract that pool. You can certainly negotiate anything once you have the right candidate.

Commissioner McVey said Mr. Jefferies can't hear you all down there. I'm sorry. He couldn't hear Frank at all.

Commissioner Jefferies said I think one thing you might need to know is when we hired this County Manager, the past County Manager, he had no experience. None at all when he was coming into the picture with no experience. This is why his salary might not have been as high as the next experienced person coming in. He had no experience. Johnna Sharpe said yes sir. Absolutely, and that's why experience is a factor that's important to you all. That's going to require a little bit more than what you paid the previous County Manager.

Vice Chairman Yarbrough said so Johnna, you need a number tonight in order to post this vacancy. Correct? Johnna Sharpe said yes sir. Vice Chairman Yarbrough said no point in posting it if you don't have a salary. Mrs. Sharpe said no because you need that to manage expectations. If you don't put a salary, people may think oh I can go there and make \$200,000. You'll have 100 people applying that at the end of the day won't really have any interest in the position. So it's to manage expectations. Vice Chairman Yarbrough said I'll tell what, we'll just go around the table. For lack of a better solution.

Mr. Jefferies, what do you think on salary? Commissioner Jefferies said well you know, I think the salary if I have to go, I'd put on there \$110 to \$120,000. That's what my thing would be for Caswell County.

Vice Chairman Yarbrough said Mr. McVey? Commissioner McVey said \$125.

Next the Vice Chairman called on Mrs. Gwynn. Commissioner Gwynn said I'm going between to \$115.

Johnna Sharpe asked are those the end caps or the beginning caps? Commissioner McVey said mine was the beginning cap, and Commissioner Gwynn said min was the beginning cap. Mrs. Sharpe said okay.

Vice Chairman Yarbrough called on Mr. Holt. Commissioner Holt said I would say \$110 to \$125.

Then they moved on to Mr. Rose. Commissioner Rose said \$110-120.

Vice chairman Yarbrough said I'm going be in Mr. Holt's ballgame with \$110 to \$125. That's what I'm thinking. We've got to come with some sort of consensus though.

Commissioner Gwynn said what's the average? Vice Chairman Yarbrough said the average is round 115, your number other than Mr. McVey. Commissioner Gwynn said that's what I was thinking. It was around 115. Vice Chairman Yarbrough said and I believe Johnna you said \$110 to \$135; that's what is recommended. Johnna Sharpe said but if \$110 to \$125 is the Board's kind of comfort zone, I think we can certainly start with that and see what kind of applications we're getting. If we're not, I mean, we're going to keep you abreast of what the applications are looking like. But I think at least having that \$110 puts you at a good starting point.

Vice Chairman Yarbrough said clerk, do we need a motion to that effect? For the salary, would it be a good idea? The clerk said yes. Vice Chairman Yarbrough said okay. Would somebody make a motion as far as salary range.

A **motion** was made by Commissioner Gwynn and seconded by Commissioner McVey and **carried unanimously** to keep it within \$110 to \$125. (Ayes: Commissioners Holt, Gwynn, Rose, Jefferies, and Yarbrough)

Johnna Sharpe said all right thank you. I just have one last slide, and that is the distribution of advertising. These are the places that we're going to advertise. What we will do to keep the cost of advertising down low is we will put brief ads in these publications and reference them to the County's website where the full brochure will be posted. Then just a reminder on the process, we'll ask for cover letters and resumes to be sent to Amy directly. When she receives those, she will send back to people who have sent this information an application to fill out since that's probably the easiest thing to do since we're not advertising this off an electronic platform. But there are lots of things that you can capture on an application that you can't necessarily get in a resume and vice versa. So we want both of those pieces.

Vice Chairman Yarbrough said good. Thank you. What else ladies? Amy Cannon said that's it. Vice Chairman Yarbrough said the one thing I wanted to tweak on your County Manager notice is the community part. Johnna Sharpe said yes sir. Vice Chairman Yarbrough said the second sentence there where it says, "Caswell is home to one of the largest game lands in the state with a vast population of wild turkeys." Let's just put wild life. Amy Cannon said okay. Vice Chairman Yarbrough said we might have some deer hunters say well all they've got is a bunch of turkeys. Amy Cannon said you can tell I'm not a hunter. Johnna Sharpe said well we appreciate your input. You've helped make this a pretty easy process so far, and we look forward to continue working with you on this and giving you feedback as we start getting the applications rolling in. Vice Chairman Yarbrough said thank you ladies. I appreciate your work.

### **RECESS:**

Vice Chairman Yarbrough said folks we will go into recess until 6:30 pm when the Regularly scheduled meeting begins.

### **WELCOME:**

Vice Chairman Yarbrough called the meeting to order, and welcomed everyone to the October the 16th meeting of the Caswell County Commissioners. 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:**

**Danielle Elmore:** Good evening. My name is Danielle Elmore. I'm the Clinic Director for the Caswell County Health Department, and I stand before you all tonight to offer free flu vaccines for anyone that's interested in receiving them today. It is recommended from the CDC that

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everyone six months of age and older receive a flu vaccine and the COVID 23-24 dose. So in a few minutes, I'll be in this room over here offering free flu vaccines. If you have a child that's 9 years of age or younger that's never had a flu vaccine, it is recommended that they get two doses the first season that they receive their flu shot. The first one will prime their immune system; the second one will provide the immunity. Tomorrow the Caswell County Health Department will have our annual free Flu Clinic Drive-thru at the Parks and Rec. from 12:00 p.m. until 4:00 pm. We offer vaccines for the flu at the Health Department Monday through Friday 8:00 a.m. until 4:45 p.m. The COVID 23-24 vaccine is available. The Government's rolling it out differently this season. It's now commercialized, which means we are billing your insurance, and that's at any provider that you go to. With that being said we will ask you for your insurance information. If you are uninsured, then there is a program called the Bridge Program that will provide you with a COVID vaccine. The ACIP has recommended that all children should receive the COVID vaccine so they've included it in with the vaccines for children, which is a program give vaccines to children 18 and under that meet a certain criteria. If anybody has any questions about either the flu vaccine or the COVID vaccine, feel free to call our office, and we will connect you with someone that can answer your questions. Thank you.

Vice Chairman Yarbrough said would any of the Commissioners be interested in taking the vaccine tonight. If you do, we'll take a brief recess. If not, we'll move forward.

Then Vice Chairman Yarbrough said one more Kenny Lewis. Mr. Lewis, we have you on the agenda. Is there something you want to speak on during the public comments other than what you're going to bring to us later? Mr. Lewis said I can wait. Vice Chairman Yarbrough said thank you, sir.

#### **RECOGNITIONS:**

**Frank Rose:** Mr. Chairman, I would like to recognize members of the Pelham Volunteer Fire Department. I was advised this week by Chief Josh Benfield that the Department had received \$1.9 million in funding from the North Carolina Department of Administration. That was allocated in the legislation budget this year for them to construct a new station. I just wanted to thank all the members of the Fire Department who had a hand in this for a job with done.

Vice Chairman Yarbrough thanked Mr. Rose for the recognition, and asked if there were any other recognitions.

#### **RECESS FOR FLU SHOT CLINIC:**

Vice Chairman Yarbrough said if no one or none of the Board is interested in taking a flu shot, we will move on.

## **AGENDA:**

### **APPROVAL OF AGENDA:**

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

### **APPROVAL OF CONSENT AGENDA:**

a. October 2, 2023 Regular Meeting Minutes

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

## **DISCUSSION ITEMS:**

### **DEVOTED FILM COMPANY PRESENTATION:**

Interim County Manager Tony Smith said Commissioners, about 30 days ago we were contacted by Mr. Trey Carswell with Devoted Films about shooting some locations in Caswell County, particularly in Yanceyville Historic Courthouse, the old jail, and the Schoolhouse, for an upcoming movie he's producing based primarily out of Atlanta concerning assassination of Martin Luther King. We'd hope to have him on a zoom call tonight so we can give you more explanation. Trey Carswell said I'm here. Tony Smith said okay. If you would just take over and tell us what it's about.

Trey Carswell said awesome. Thank you so much everybody. Good evening and thank you for having me. Can I be heard? Vice Chairman Yarbrough said yes sir. Go right ahead. Mr. Carswell said okay. Alright, so again thank you for that introduction and that quick synopsis. Again I'm Trey Carswell, the creator and the Director of the project "The Shot". "The Shot" is about the young South African photographer Joseph Louw, who captures that iconic photo of Dr. Martin Luther King Jr. when he's assassinated in Memphis in 1968. This is a historical piece. It's a time piece of course, and I decided to take the direction of telling the story of King's assassination through a very quiet figure or through a very quiet witness who was there and captured one of the most iconic photos used throughout American history along with the JFK assassinating photo and a number of other very historical photos. Again the photo where Dr. King's entourage is pointing in the direction where they thought the shot had come from. With that being said, we are anticipating to shoot our project from the dates of December 1st through December 22nd in the North Carolina area. So we'll be shooting in Roxboro, again if I get you guys permissions and blessings we also shooting Yanceyville, and we'll be shooting Danville Virginia as well. With that being said, I had the opportunity to come to the Caswell County area and had an opportunity to check out the old courtroom. Now that's the courtroom that you guys are currently sitting in. It has such historical value and presentation in the architectural perspective trying to match it with an Old South African courtroom, as well as your jail cell, and your courthouse. Now the reasons

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why I anticipate or I desire to use these particular rooms and infrastructures is because of the historical value they add. Meaning they match the time period that we are aiming for in the project. So when it comes to the historical courtroom, we have our um actor Joseph Louw sitting in court. He's about to be sentenced because he was in a relationship with the white woman. Now this is during the Apartheid times where that was forbidden. So that's that scene. Again this gentleman had a very interesting story before coming over to the states, working with Dr. King, and capturing one of the most significant civil rights moments. Again like I said, he would end up going to jail because he was caught being in a relationship with the white woman during the Apartheid times. He's sentenced to like six months. With that being said, that's the reason I want to use the courtroom for that scene. Now the schoolhouse scene is for when we have a flashback showing our younger Joseph Louw, which is the photographer who's sentence. When we show his younger years being in school, he's being influenced and inspired to do photography by his teacher who's introducing the class to photos and photography back in South Africa. Of course leading up to the jail house scene once he's sentenced, we have a scene where he's sitting in the cell talking to his cellmate about his life and things of that nature. So that's the reasons why I desire to use your infrastructures there in the Caswell County area. Now I did send over a proposal, and I did kind of send over some information in regards to everything. I was able to raise \$1,000 to donate to the Historical Foundation there in your county. Again we noticed when we did go visit that a lot of the tourism have been stopped due to funding and things of that nature. Now I'm a firm believer of history and just holding history value. Tourism always of course brings money, but it also teaches and keeps the history and the legacy going. So that's why my team and I decided to raise some money to again donate to your historical tours sector in your county. With that being said, we have all the desire to make sure we keep everything clean, in this same format, and things of that nature. Again I work with a very professional crew. So when it comes to my production staff and my production assistants everything will literally be put back in the same order that you guys, if given me the opportunity to use, will be put back in the same position, the same spot, and things of that nature. As well, we will also be hosting our seventh year charity event in the Yanceyville area, "Toys for Talent". Now "Toys for Talent", it's aside from the movie. It's something we do every year for the holidays where we host auditions for up and coming movies that we have for the next year and give people in certain communities an opportunity. Last year, I believe we did New York, D.C., and Atlanta. In prior years we were all over the states: Chicago and you know you name it we've been there. This year we'll be doing it in the Roxboro, Yanceyville, and Danville area solely because we're already filming there, and our crew will be there. So again we raise toys, and then we go donate all the toys to children in need and things of that nature. But I would love to have the opportunity to shoot the film in your district and in your area. Again I think it would bring a lot of rich, I mean you guys already have such rich history in the county and in the area. I do feel, if you guys gave us the opportunity to produce some of our scenes in your county, it'll bring tourism, it'll shed the deserving light on the county that it deserves, and again you guys will be credited in a movie production. That's my introduction. I'm open to answering any questions.

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Vice Chairman Yarbrough said thank you, Mr. Carswell. Any questions for Mr. Carswell from anybody on the Board?

Mr. Carswell said can I give you one more thing. Vice Chairman Yarbrough said yes.

Ed Heintz, from the audience said I don't have a question. I just want to praise you for what you're doing. What you're trying to accomplish. I hear you, and I hear you loud. We're going to keep this up, and we'll work with you any way we can. I hope you can hear my voice.

Trey Carswell said I can hear you. Thank you, sir. Now I know I mentioned the dates of filming which is December 1st through December 22<sup>nd</sup>. Now I only need that one day, December 1st which is a Friday, to shoot the scenes in your location. So again just to break down even the time frame. The courtroom scene will be maybe four hours. We'll come in with lights, cameras, things of that nature, and our actors. Then the schoolhouse scene is same thing like four hours, and then the jail scene is the same like four hours. So we're talking anywhere from 6:00 a.m. to 6:00 p.m. which is almost a regular work day. Again we won't be stopping any traffic. We're very discreet with production. All of our equipment and all of our vehicles, if given the opportunity and the access, like I said we'll park in the designated area. Again like I said, you're dealing with a very professional team where we'll be in very discreetly, we shoot our scenes, like I mentioned everything put back to its T, and then we're out. Then we're on to our next production elsewhere around the regional area.

Vice Chairman Yarbrough said Mr. County Attorney. Are there any legal implications that the County could face? Attorney Johnston said certainly Mr. Vice Chair and members of the Board, we've had in-depth discussions with County Manager Smith and the Administration here in the county. That certainly is a potential implication or a potential of liability. I haven't been in the old County jail in many years, but I understand it may be in a dilapidated condition that would have potential for injury. So I would advise the Board that if you move forward with this process, we certainly need to have some type of liability waiver in place and signed by the production crew. Mr. Smith may be able to elaborate on what type of insurance bond this company may have in place already.

County Manager Tony Smith said Mr. Carswell, can you elaborate on this? Mr. Carswell said I can. I think that was a great perspective. That's definitely something that we do have to acknowledge because like he mentioned, the old jail is definitely old. I've had a chance to go and tour each and every location so I'm well aware of the conditions of each building. The team are as well. With that being said, we do have insurance, and we have a million dollar liability coverage for my production crew that my production manager will send over to you guys. When it comes to all the logistics like paperwork in regards to liability insurance, discretion agreements, you name it, we can send it over. I do agree with him, and I'm well aware of the risks I guess that we will be technically taking shooting in such older infrastructure properties and dilapidated almost properties. We have been in worse positions and we've shot in some worse conditions telling the story. That's what we do as filmmakers, but safety is my number one

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priority not only for myself but for my crew. As one of the leaders of the projects, I'm definitely adamant about making sure I'm safe, covering as well the individuals that are working alongside me, and as well as the people who are giving me the opportunity to possibly shoot on their property, their land, in their building, and things of that nature.

County Manager Smith said I recommend that the Board agree to move forward with this project, and that we ask Mr Carwell to provide us information he's got. Our decision can be based on the liability coverage.

Commissioner Holt said can I ask a question on the on the jail? I've never been in there. Is there like a, I know they probably have a lot of people in there trying to shoot and equipment. Is there a floor that would collapse or anything? Would we have to do anything to be ready for that kind of load? County Manager Smith said it's been some time since I've been in there. When I was there last, I did not see any such stuff. It was a place called concrete structure. It's got some decay. Here again before the Board moves forward, I would offer my services to kind of guide these guys through this operation to make sure someone's there on time, make sure they leave on time, and conduct things safely.

Vice Chairman Yarbrough said any other questions?

Attorney Johnston said Mr. Vice Chair, a thought just came to mind. It looks like Mr. Carswell is shooting for a date of December 1<sup>st</sup>. Commissioner Holt brought up a good point about the condition of the jail. As I said it's been many years since I've been there, but it may not be a bad idea to have the County Building Inspection/Planning Office take a look at it before we move forward. It's just a suggestion. Vice Chairman Yarbrough said it's not a bad idea.

Mr. Carswell said can I follow up with that, and Vice Chairman Yarbrough said yes sir. I've had an opportunity to go into the jail twice with Mr. Jeff Nidle, the Historical Director. With that being said, I did see the infrastructure on the first floor of the jail. It's steel. It's all steel of course. I didn't see any dilapidated floors so I wasn't too concerned, but still being mindful, that it is old building. When I talk about the individuals that'll be in the room, we're talking maybe two actors and five production crew members. The five production crew members I'm talking about my two lighting guys, my DP, which is the camera operator, the director assistant, and the production manager. That's solely because these are the people that has to be on the set as we're shooting each scene, but there will be no more than 10 people in that building at a time. Now when it comes to the equipment weight, if I can just give you an estimated weight of the equipment along with the bodies that will be in that building at one time. We're talking no more than 3,000 pounds or 3,000 to 3,500 pounds. This scene is a very dark scene, and I'm going to paint that picture for you. The scene is a very dark scene so my lighting setup won't be as heavy as other particular scenes throughout this movie. With that being said, I'm talking maybe one forensic light in the left corner and one forensic light in the right corner. Our forensic lights don't weigh more than probably 80 pounds each, and that's with the C-stand that holds them up. Then of course the generator is outside, and we have a cable cord running from the lights to the

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generator. Then two cameras with a tripod; this is definitely around anywhere from 250 to 300 pounds. Then of course like I said the crew body. We have people 175 pounds. We have people 200 pounds. We have people 160 pounds. So again that's just an estimated weight of what would be inside of the infrastructure while shooting the project.

Vice Chairman Yarbrough said what's pleasure of the Board. Commissioner Holt said I would like for the Building Inspector to look at the condition. Vice Chairman Yarbrough said let me ask you this. If they deem it safe and the company could provide the proper liability protection for the county, would the Board be willing to go along with it then? Commissioner Gwynn said if they will provide the liability, yes.

Commissioner Holt said do we have any hidden costs? What we would have to do to get ready? Vice Chairman Yarbrough said would we have any costs in getting prepares, the county? County Manager Smith said I just would say basically a little labor cost is all. They'll do the clean-up. They'll clean it up themselves, but I would come in early to get these guys going. I think they wanted someone to be here at 6:00 to kick him off, and you wouldn't have any costs there. So I don't know of any.

A **motion** was made by Commissioner Yarbrough and seconded by Commissioner Rose to grant them access pending reviewed by the Inspection Department, making sure the premises is safe, and that they provide the proper liability protection for the county.

Vice Chairman Yarbrough said we have a motion and a second, is there any discussion?

Commissioner Jefferies said I got one discussion because I really didn't hear what you were talking about. I don't want to vote for something I don't know what I'm vote for. I would like to put it off so I can read the minutes of what he had said. Then come back and make a motion to pass this because I know nothing he is talking about.

Vice Chairman Yarbrough said okay. What kind of deadline have you got Mr. Carswell? Trey Carswell said well today is what, October 16<sup>th</sup>. I mean in retrospect I would need to know by next week, and again I'm not trying to put anybody on deadlines because this is a favor that I'm asking of the County with all due respect. So if you guys grant us access, I'm super amazed and super happy. Even if not, I still will carry on with our charity event there and the thousand dollars will still be donated to the Historical Tour Foundation because I do believe in the rich history that you guys have. But as far as just giving you a timeline, do I need something by this week? Yes, sir. But if it can be next week, I can wait. I guess next week will help because again it gives me time to try to find another location. I do have my heart set on you all's locations because I think it's perfect. I do definitely respect the people of the Caswell County area. So again I don't want to do anything to jeopardize my relationship and just face card with any individual there. So I would say next week, sir, as far as the deadline I have so it gives me some time to try to find something else if need be. But I still will go ahead and do my part and due diligence by sending you guys over our liability documentation, weight of the crew to the T and

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get everybody's weight, and have all our equipment weighed out that I know I'll be using. so I guess you guys can share that with the inspector. I'll do all my due diligence and try to have that over to you by this week, but as far as your decision I would really be grateful if I can get it sometime no later than next Wednesday, sir. Vice Chairman Yarbrough said fortunately we don't meet again until November the 6<sup>th</sup>, which is three weeks from tonight. Mr. Carswell said yes sir. Commissioner Gwynn said some of the information was in our agenda packet. Vice Chairman Yarbrough said right. Mrs. Gwynn said I was wondering if we could take about a ten-minute break and give Mr. Jefferies time to read it or what have you. Vice Chairman Yarbrough said Mr. Jefferies, does that work for you, if you get a few minutes to look over it. Commissioner Mcvey said to Mr. Jefferies, he wanted to know if that would work for you if we give you a few minutes to look over the stuff that was in the packet. Commissioner Jefferies said yes, it might would. Mr. Jefferies asked can we put it off to the next meeting? Vice Chairmen Yarbrough said he needs to know by the middle of next week. I tell you what, let's take a 10 minute recess and give Mr. Jefferies time to look it over. You just got to bear with us a few minutes Mr. Carswell. Trey Carswell said no. Please sir, I appreciate each and every one of you guys. So I don't mind. I can just mute and wait.

#### **RECESS:**

The Board took a brief recess to talk the issue over with Commissioner Jefferies.

Vice Chairman Yarbrough called the meeting back to order after the short recess.

A **motion** was made by Commissioner Yarbrough and seconded by Commissioner Rose to grant this company access to the old jail in the courtroom here provided that the old jail is found to be usable and in safe condition and that this film company provides the county with our required liability protection.

Vice Chairman Yarbrough asked if there was any discussion. County Manager Smith said Mr. Vice Chair, I was just told that December 1st was the day we're having Street lighting for Christmas, and it's going to be limited access. So Mr. Carswell, what time will we be finishing up? Trey Carswell said 6 pm sir, but visiting the old courtroom or the Old Courthouse I don't know how you light your community but we'll be in the back of the courthouse. So we don't need anything in the front of the courthouse or no exterior shots that I'll be outside shooting with the crew and cameras and getting in the way of the community or the boards that's in charge of Christmas setup because trust me I understand most towns, places, and cities are preparing December 1st to actually start putting up the decorations and things of that nature. So just to give you a mindful idea of where we'll be located, it'll be behind the courthouse. Like I said in the designated area where we won't be on the main streets I guess where majority of the lighting and the preparation for the Christmas holiday is going on. If I can just summarize this project, in case there's still people who don't know their decision. This project is a passion project. It took me

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years to do the research and due diligence on it. I'm a humanitarian. Yes, I'm well aware of what happened during the Civil Rights Era. I'm well aware of American History. This movie is not a black thing; it's not a white thing because in the project I highlight some very strong white individuals that stood for justice and cause and were just a good society. Hardworking men, hardworking family personnel. I highlight good black people in this project. In this project I highlight some bad black people who weren't really who they seem to be, as well as whites. So again this project is to tell an amazing story. I did it very creatively. It's a love story. It's a drama, and it's full of passion. Again it's a story that we all do know as being a part of our American history. I just creatively threw a spin on it using and incorporating this South African photographer like I said who had a very interesting story. Although he was arrested for being with a white woman, him and this white woman had such a beautiful relationship. They were truly in love, but because of the times, they couldn't be together. Now she had money, and her family was able to take her and put her elsewhere. That wasn't the situation for Joseph, and that's why he ended up doing jail time. He wasn't a crook. He wasn't a bad guy. He was this very sharp photographer; this very sharp journalist. Again luck wasn't on his side because of who he fell in love with. But with that being said, I'm here to make not only myself and my crew proud by making an amazing project, but you guys as well, and shed light on the amazing County if given the opportunity to shoot this project. I kid you not; I won't let anybody in that room down if you guys gave me that opportunity. I can promise you that.

Vice Chairman Yarbrough said I don't mean to cut you off, but we have a lot on our plate tonight as far as the agenda. You said the lighting is the same day he wants to shoot. County Manager Tony Smith said it is. Mr. Carswell, would you be willing to hang out with us until the lights were out for that night? It maybe 9 or 10:00 before you could move your equipment. If you're willing to hang out with us. Mr. Carswell said yes sir. Vice Chairman Yarbrough said so that clears that hurdle. Any other discussion? Hearing none, we will proceed to vote.

A **motion** was made by Commissioner Yarbrough and seconded by Commissioner Rose and **carried unanimously** to allowing Mr. Carswell and the Devoted film company access to this room, the old jail pending inspection from the Building Inspector saying that is safe, and the film company provides the county with the required liability protection for the county. (Ayes: Commissioners Holt, Gwynn, Rose, McVey, Jefferies, and Yarbrough)

Vice Chairman Yarbrough said Mr. Carswell, you provide the liability protection, we make sure the building's safe, and we're good to go. Mr. Carswell said awesome. Thank you all so much. For sure. Thank you. Vice Chairman Yarbrough said thank you, sir. Mr. Carswell said all right. Do you need anything else from me tonight? Vice Chairman Yarbrough said that's all for tonight. Thank you. Mr. Carswell said thank you. All right peace.

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## **DANVILLE CHURCH AND COMMUNITY TUTORIAL PROGRAM:**

Kenny Lewis said good evening. Thank you all so much for allowing me to come and share this program. I think we're going to pull up a little presentation that I'll go over with you, and I won't take much of your time. But to let you all know again, my name is Kenny Lewis. I'm the Executive Director for the Danville Church and Community Tutorial Program. I'm born and raised in Danville. I went to school there, went off to college, went to Virginia Tech, went on to the NFL for a while, and came back to Danville. I recognize the support that I had, myself, growing up, and that we needed a program like this to help youth. So when I came back, I worked in the school system. Danville Public Schools, which I retired not too long ago, but we started this program when we were there. This program is designed to hit the region in Danville, Pittsylvania County and Caswell. I certainly do appreciate the opportunity to share this. My goal is to kind of inform everybody of what's going on, what's happening, and how we can partner together to help our youth when it comes to an academic, behavioral, and activity standpoint.

Mr. Lewis said next slide. What our program is? We are a collaboration that partners with organizations, with schools especially with schools, and specifically with Danville, Pittsylvania, and Caswell County, colleges, and churches. What we do is we come set up our tutorial programs in churches and community centers to develop partnerships to help those kids to be successful. Next. Our mission is to inspire the youth in our region toward academic excellence by developing the partnerships and giving them the academic and tutorial support that they need to help them be successful. Then our next slide is our vision, which is we want to be known for a national model, but we can develop centers using churches and community centers where kids can develop those academic skills and go on to college or go on to a career. Next. In our history, we adopted this program when I was in the school system. I went to a conference in Arlington, Virginia, and we had a program where Dr. Donald Hunter was the speaker. I went along with some administrators from the school system, our city mayor went, and some of our administrators went, and we saw this program. We were looking for something that would help kids after school, and we adopted this program from Dr. Donald Hunter, who worked at the State Department but also he was a Baptist Minister. The school systems weren't doing too well, and what he did was he started an after school tutoring program in his church. He noticed how the kids' self-esteem was so low; the kids who needed the help. But man when they begin to help those kids and give them that support that they need, give them a snack, talk to them about their behavior, and just kind of building up their self-esteem, the kids began to break down those doors. Not literally but coming through those doors when they got their report card saying look at the grade that I got. It inspired them to do that, and what he did, to make a long story short, over about a 20-year period, he had developed close to 500 sites throughout his region to help those kids. It brought those academic scores up.

Next, just to kind of share with you what we do. We do a scorecard each year of how our program is doing, and last year we had about 32 sites. That's including Danville, Pittsylvania County, and Caswell. I forgot, if you notice that brochure that we gave you, we got about three

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sites in Caswell. I'd certainly love to and want to build that up and partner with our Commissioners here and with organization to get more sites here. Our scores, if you notice, our scores did very well when combined the grade core scores and the SOLs. We had 73% of our kids passed their reading standardized test, and 93% passed our math test. That's in third grade. Then in sixth grade, we had 83% in math and 83% with reading pass the SOL scores and their EOGs. So the program is proven. No question about it. It helps those kids after school. Next. Then you all are familiar with the scores here in Caswell. That's the report card you all have, and we want to get those scores up to B's and A's for sure.

Next is partnerships. We develop all kinds of partnerships in our schools especially with our schools. We want to develop that partnership with our school system, and we sign MOUs with the school system to help us to make sure that we are helping those kids who need help. We have partnerships with different organizations such as colleges: DCC and Averett University and use those kids as tutors also. In Pennsylvania County, the Buchanan Foundation is a major funder of ours. Next. Then we partner with the police department. It is a major partnership that we have with them. The Housing Authority, we have sites in every housing authority in Danville, and we partner with Parks and Recreation and different organizations. These are some other partnerships that we do have. All so tremendous. I can't stress it enough how the partnerships that we develop help strengthen our program. Yes. What we provide? Now we partner with organizations. What we do is I meet with them, and we will provide all the training for any volunteers or paid individuals. We provide a computer lab. We give them snacks. We provide an educational budget of \$200 per site, and we do all the enrichment activities that any kids want to do such as to a camp or enrichment activities where we pay for the kids to go there. We pay for the field trips and any stem programs that we do have. Some other partnerships that helps us to get through these, and we've been blessed with foundation to kind of help support all of our after school programs in Danville, Pittsylvania County, and in Caswell. Next these are some more of our partnerships that we've developed along the way that has helped us to be able to provide the computer labs, the educational budgets, the training, and the individuals to help support our program.

This is the structure of our program right here. We make sure we take attendance each year. We make sure we have a time we talk about kids' behavior and give them a snack. We focus on homework, and then we break into small groups to focus on math and reading. Then we have our stem enrichment activities. We use the stem through gardening. They have indoor gardens that we do with each site. This is one of our gardens that we do inside. We provide aeroponic gardens inside where kids are learning how to eat healthy, and also they are learning how to build their immune system by eating properly. They are learning how to grow their own food. All right, next. These are some maps of a strong math program that we use that really have helped the kids out with math and some resources. Go ahead. This is another one, Khan Academy, which is a national known program. Matter of fact, globally that will help kids with math all the way to Calculus, which is a really good program that we use. Next as I close out a little bit, these are

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some of the resources that we do have on our website that has been very helpful to our coordinator at each site and all of our tutors to kind of help them out. Next this is my contact information. I did give you all a brochure with all my contact information on there and the list of all the tutorial sites. Next. I just wanted to share with you all a program that we have, and I've been to the City Council in Danville, went to School Board in in Pittsylvania County, and now I'm here at Caswell. People said this is one of the best kept secrets, but I just want to partnership. Just partnership so people recognize that we have a program out there that's really free of charge to all parents and to all kids. We partner with organizations, with churches, and community centers to help our kids be successful. I know a lot of time we blame everything on schools, but man it takes a village. It takes us all to kind of come together and bring resources together to help these kids be successful. So I just want to bring the information to you all and let you know. Hopefully somebody see this that wants to develop a relationship so we can develop that partnership. Even with Danville, you all know about those Community Block Grants we received where we were able to put math and reading specialist in those sites that kind of help them with reading and math. So we want to partner together to strengthen our education. I certainly appreciate the opportunity and would like to entertain any questions anybody might have.

Commissioner Rose asked how many sites do you currently have? Three in Caswell. Mr. Lewis said yes, three in Caswell. We got three in Caswell, and would love to have as many as we can to kind of work a relationship with Caswell County and to continue to build. I got a really good, strong one in the Caswell County Community Center, which is a really, really strong one. It's been very well received and do a really good job over there. We have had one in the library. We partnered with the library when Rhonda was there, and the church right down the street, First Baptist. Sometimes when pastors change, one of the first things they pull is the tutorial program. Yeah, we have one also in Milton, and we have one in Pinnacle right here on Main Street also. So we certainly would love to partner and develop these sites. I think they really make a difference. With all my many years of working with it, it really makes a difference, and if we can partner together, we can make some things happen. Then Mr. Lewis asked are there any other questions?

Commissioner Jefferies said I have a question. I like what I heard. I really did. Have you presented this to School Board? Mr. Lewis said yes, I have. I've been to the School Board, and I have talked to the last Superintendent. I know they got an Interim right now. I've reached out to the Interim Superintendent, and he said he's going get to me when he can. I know his plate is filled, but I'd love to get together with him. Dr. Barker, which I know him and know his wife, but yes, I've definitely reached out. I'm doing all I can to kind of make myself known, and we're here to help and support.

Commissioner Gwynn said are all the tutorials after school or during school hours? Mr. Lewis said yes, this is all after school. It's all an after school tutorial program. Yes, and then we do summer enrichment. We play for kids to go to summer camps, cheerleading camps, and whatever type of camps they want to go to. The kids in our program, we make sure they're

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exposed to and do college visits and get them exposure to colleges. We work with those kids that are in our program. They all go free.

Vice Chairman Yarbrough asked are there any other questions for Mr. Lewis? Thank you, sir. We appreciate you. It sounds like a good program.

#### **TAX SCHEDULE/REVAL:**

Thomas Bernard said good evening Commissioners. Mr. Gillikin is sick. We have Gary Piner here from Piner Appraisal. What we're doing is, and we passed them out tonight. All we're doing is presenting the schedule of values for the 2024 Reval. You'll have 30 days to review those. Then you need to make a motion tonight to have a public hearing on November the 20th on those schedule of values. Then after that public hearing is closed, we can vote to approve them or whatever.

Vice Chairman Yarbrough said it's a lot to look through. Mr. Bernard said yes sir. Vice Chairman Yarbrough said so this will come up at our second meeting in November, correct? Mr. Bernard said yes sir. If you can make a motion tonight to have a public hearing on the 20th on the schedule of values for the 2024 Reval.

A **motion** was made by Commissioner Rose and seconded by Commissioner Gwynn and **carried unanimously** to have a public hearing on the schedule of values on November the 20th. (Ayes: Commissioners Holt, Gwynn, McVey, Rose, Jefferies, and Yarbrough)

#### **ACTION ITEMS:**

##### **COOPERATIVE EXTENSION MOA:**

Travis Hoesli said good evening Commissioners. Thank you for giving us the time tonight. I want to start here first. We have a new addition to our staff. We were included in a grant opportunity with the State Department of Digital Equity and Inclusion. There was a \$20 million grant process. The extension applied for a grant last year, and we got awarded it. They are putting seven full-time Extension Agents, paid through this grant, in tier one counties to work on digital inclusion, digital training, and skills. Caswell was one of those counties that got approved. So on Friday Tyler Cobb started. If you want step up here, we hired him to be our new Digital Inclusion and Skills Agent for Caswell County.

Vice Chairman Yarbrough said can I stop you. Could you explain what all that means? Mr. Hoesli said it is going to be a new position that we've never really had, but it's a lot of things we've done. So it's going to cover a lot of things. We know we got a lot of technology coming into the Ag world in just different areas with the expansion of internet. He's going to have a lot on his plate. Part of the grant, he's got to do trainings throughout the county; at least two a month to meet the grant requirements. It's going to be anywhere from teaching people how to set up an email address to access Medicaid and Medicare to working with the County and County IT and

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doing some County training in Excel, Word, and anything like that. If he doesn't have the background and resources, then he's going to tap into our digital team that we have put together on the state level to get more resources. There's a ton of resources already out there; it's just finding what the needs are, bringing them in here, and presenting them. He's going to have access to a computer lab that's on wheels that he'll be able to go to the community, to the different churches, and community centers throughout the county and do his trainings there. The County's going to allow him to set up in Co-Square. He's going to have his desk and office in Co-Square. It kind of fits that model too as far as the digital. He could help with some promotion for Co-Square and get some people maybe to come in and utilize that building a little bit more for what it's designed to do. It's a fabulous technology centered building, and we need to be using it a lot more. Vice Chairman Yarbrough said thank you. Go ahead. I didn't mean to interrupt you. Mr. Hoesli said so he'll be around if you've got some things. He'll be putting some surveys out. We'll be putting together a Digital Equity Advisory Board and working on a county Digital Equity and Inclusion Plan. Right now we're included in the Regional Plan that doesn't really address our needs for Caswell through the Regional Triad Commission. So we're going to kind of work on our own and identify the needs and things for our community.

Next up is what we're here for. It's for the MOU. I have Tyrone Fisher, our County or Regional Director for this district. He's going to give you a little background on the reason for the MOU, why the university is working on updating them throughout the state this year, how it came to be, and answer any questions you have might have over the MOU that were presented to you in your packet.

Tyrone Fisher said good evening everyone. I provide leadership for 20 counties along the Virginia line. Our task for the last 18 months coming and hopefully it'll end in 24 is to get 101 MOAs, Memorandums of Agreement, resigned and redistributed to all the counties. Why are we doing this? During COVID, County Administration asks what can we do for our Extension employees? They're our employees together. So the university has updated the language on the MOU to change it to MOA. We found out issues during COVID. These were signed in the mid-2000s. You may have been here; you may not have been here as a County Commissioner, as a County Manager, as a County Finance Director, or as a County HR but some could not be located. Some of them had food stains on them. Some of them had scratch on initials and didn't know who the initials were, and had amendments on them but didn't know who amended it. So we decided to basically not overhaul because the current MOA you have right now is still in existence. It's still good. We decide to just redo them and have a fresh copy for everyone to have on site. This probably be done maybe every 15-20 years in the future as well because of changing of County Commissioners, changing Administration, and changing of County directors as well. So basically we are going around to make sure everybody understands what the MOA brings to you. They are our employees. Our meaning County employees and State employees. We're trying to educate Finance Directors, educate Human Resource Directors, and everyone that's involved with county Extension staff. This came about when a lot of counties gave COVID

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bonuses. A lot of counties gave hardship bonuses, and the question that came from the County was can we do this for Extension as well. Some of them were already doing it, and some of them were not. So we definitely want to educate and close this gap to make sure that Travis's staff knows where the Health Department is. He may not know where the Health Department is on the State campus is, but he knows Caswell County. He's County first, and he takes care of Caswell County. So we want to make sure that you understand that you can take care of Travis and staff as a County employee when it comes to salary adjustments, COLA, and all those things involved with the salary based on this MOA. You don't have to wait for us. We will be part at the table with you, if you're dealing with salary that's within the market of its adjustments, but situations come up where if he has a staff member that gets a title promotion, depending on if you are lock in or non-lock in determines how much salary promotion they get from that title promotion. So definitely I want to make sure that because currently you are non-lock in meaning that Travis has to ask for salary raises on the county side every time there's a county raise opportunity. If we give like this year, we did a 4% raise. I would use this year for example. The state salary raises this year will be 4% this year and 3% next year. If you are lock in, it would automatically happen. We will not ask or send you a notice. If you are a lock in County, it'll automatically generate already done. Travis will get 4% on the state portion of his salary and 4% on his County portion of salary. Now if you are non-lock in, Travis will get 4% on the state side, and he would have to ask you for 4% through the Finance Director for 4% raise on the County side. You have that right to say not this year, and he'll ask again next year as a good Director for him and his employees. But situations come that if he has somebody that is say 20% State salary and 80% County salary, we'll give that 4% to that 20% of salary but be aware that staff member that has 80% County funds will be not getting anything as far as a raise unless Travis ask for it for you. We've got counties where we're getting 4% this year on our state side, but we have counties that are getting six, seven, or 10% salary raises on the county side. So that throws it off balance there. All you do is ask on either end. So it all depends on what you determine. Either right now you are non-lock in or whether you want to go lock-in is what we're just making sure that you understand the education that you have, the power you have, and involvement that you have in the salaries of your Extension employees. So that is a quick elevator speech, but I'm definitely here to answer any questions if you have any concerns involving the new MOA that's come before you today.

Vice Chairman Yarbrough said do you Board members have any question? Then Vice Chair Yarbrough asked this MOA, when do you want this done? Do you want it done tonight? Mr. Fisher said no sir. We started this campaign January of 23; our goal is to get everyone signed and sealed by June 30th of 24. We got an 18-month gap because we know everybody got busy with budgets and everything else, but our goal is to get everybody now. We don't want Travis to be the last one. So I've got 20 counties, and I've got I want to say 10 or 11 of mine done so far in my 20 counties. But definitely we wanted to make sure that you understand if you have any questions about this because we want to make sure that we have retention and keep our good

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employees because in this we'll make sure that you can be involved, you are involved, and we'll make sure that you're aware of that as well because it's a MOA.

Vice Chairman Asked if there were any other questions. Would the Board like to take action tonight or think on this for a while? Commissioner Holt said I'll make a motion that we don't act tonight. We just look through it. I'm sorry.

Commissioner Rose said question. You did say we were a non-lock in County as of right now? Mr. Fisher said as of today your current agreement is non-lock in. So Travis, every time you have a County pay raise, he asks for it and put it in his budget. We don't automatically do that. We only automatically do things on the state side. Commissioner Rose said but let's say that the state gives a 4%, and then the county is not able to at that year to do anything. If you were locked in you would have to do the 4%. Mr. Fisher said you would automatically be done. Now there is a 90-day window to change the MOA, if I remember correctly in the MOA. You have 90 days to change to go from lock-in to non-lock in. So yes, if you are lock in, there will be no discussion or no email saying it's coming. When we do ours, it's automatically being done. If you're non-lock in and we did 4%, y'all may be doing 3%. Travis will ask for the 3% or he may ask for 4% it all depends on how he manages his staff and his budget. So you will always have that choice. Like I said we've had people get title promotions in non-lock in. The county did not have the funds that year but asked for it again the following year, and the person had that funds and was able to get that salary raise for their title promotion. Commissioner Rose said thank you.

Commissioner McVey said Vice Chairman, I think we need to hold this over for a little while to consider. Vice Chairman Yarbrough said I agree. Commissioner McVey said thank you. Vice Chairman Yarbrough said if Board consensus is we will hold off on approving this memorandum of agreement at the time till we have further discussion on it. Anyone object to that? Vice Chairman Yarbrough said all right. Thank you gentlemen. We'll be taking action, but just not tonight. Mr. Fisher said no problem at all. I'll feel free to come back or for a one-on-one visit as well. Vice Chairman Yarbrough said all right. Thank you, sir.

## **COMMISSIONER BOARDS AND COMMITTEES:**

### **Board of Health:**

Attorney Johnston said Mr. Vice Chair, if I may? I'll address the Board of Health. There was an issue that came up at the last meeting. Commissioner McVey said Mr. Johnston is your mic on? Attorney Johnston said it appears to be sir. Commissioner McVey, can you hear me now? Commissioner McVey said you don't have to scream. Attorney Johnston said yes sir. Mr. Vice Chair and members of the Board at the last meeting there was a question about whether it would be a conflict of interest for a Commission member to serve as Ex-officio on the Board of Health even though a family member was a member or employee of the Health Department. So in researching that issue, I looked through the Caswell County Personnel Policies and Procedures, and in Section 4.3 it's entitled Employment of Relatives. It states as follows: "Employment of an

immediate family member of any member of the governing body or administrative official of the county is strongly discouraged. No person shall be hired or assigned to work under the administrative influence or supervision of an immediate family member.” So reference to the Board of Health, I think that answers our question about the conflict of interest. I just wanted to bring that to the attention of the Board because I think we still need to fill that position.

County Manager Smith said with that being said, it's my understanding that Commissioner Dickerson has agreed to serve on that board. Is that correct Commissioner Gwynn?

Commissioner Gwynn said correct. County Manager Smith said so that does fill that vacancy.

#### **Caswell Regional Economic Development Commission:**

County Manager Smith said however, we do have a vacancy remaining on the EDC Board. Vice Chairman Yarbrough said on the what? County Manager Smith said the Economic Development Board still has a vacancy for a Commissioner. Vice Chairman Yarbrough asked if anyone was interested in the Economic Development commission board? Commissioner Rose asked when does that meet? County Manager Smith said it meets on Mondays; the second Monday of each month at 1:00 pm. Vice Chairman Yarbrough said I cannot, and Commissioner Rose said I'm unable to. Commissioner McVey said I've been on it for a while, and I want off. Vice Chairman Yarbrough said that's just the long and the short. There's still no takers as of tonight, Mr. Smith. Commissioner Holt asked if Commissioner McVey would like to elaborate because I was thinking about it. The Board chuckled.

#### **BOARD AND COMMITTEE APPOINTMENTS:**

County Manager Smith said we have a number of boards with vacancies.

**Agricultural Advisory Committee:** There 4 vacancies currently on the Agricultural Advisory Committee, but no applications were received at this time.

**Board of Adjustments:** This Board needs 5 alternates, and we received 2 applications.

A **motion** was made by Commissioner Holt and seconded by Commissioner Gwynn and **carried unanimously** to **appoint Kim Steffan and Mark Zimmerman to the Board of Adjustments as Alternates.** (Ayes: Commissioners Holt, Jefferies, McVey, Rose, Gwynn, and Yarbrough)

**Caswell Adult Advisory Council:** There is 6 vacancies on the board with one application. I recommend that we vote to put her on and see if we can add to her to come up with some people on that board. Maybe we can get enough people to make decisions on the board.

A **motion** was made by Commissioner Rose and seconded by Commissioner Gwynn and **carried unanimously** to **appoint Gwendolyn Lunsford to the Caswell Adult Advisory Council.** (Ayes: Commissioners Holt, Jefferies, McVey, Rose, Gwynn, and Yarbrough)

**Hunting and Wildlife Committee:** There is 1 vacancy on the board.

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A **motion** was made by Commissioner Holt and seconded by Commissioner Yarbrough and **carried unanimously to appoint Kelsey Langley to the Hunting and Wildlife Committee.** (Ayes: Commissioners Holt, Jefferies, McVey, Rose, Gwynn, and Yarbrough)

## **GUN ON PREMISES POLICY**

Attorney Johnston said Mr. Vice Chair, at your last meeting we discussed the potential draft of a Gun on Premises Policy provision in the Caswell County Safety Manual, which will be added under the Workplace Violence Section. So tonight you have two drafts in front of you. They are identical with the exception of the highlighted portion in the first paragraph. The first draft states as follows:

“Whenever a gun is discovered or presented on county government property, then the county employee or county Department Head shall call the Caswell County Sheriff’s Department (911) immediately. The county employee or Department Head shall then notify the County Manager. The highlighted portion here states that: **The County Manager shall work in conjunction with the Sheriff’s Department to determine if the county property shall be shut down and evacuated.**”

The last sentence reads: “County employees and the general public shall not be allowed back on the county premises until given permission by the Caswell County Sheriff’s Department.”

So during your last meeting there was discussion about whether the County Manager shall work in conjunction with the Sheriff’s Department or if we should leave that determination solely in the discretion of the Sheriff’s Department to determine whether the county property shall be shut down and evacuated. So those are the two drafts in front of you tonight, and we also have exceptions to this policy, which are similar to what’s found in the Caswell County Code of Ordinance. That’s Section 22-60, 22- 61, and 22- 62 in our Code of Ordinance. The last exception, Exception number 14, states that “Persons carrying a concealed handgun on county property, but not in county buildings who have a concealed handgun permit as provided by North Carolina General Statutes.” So the reason Exception 14 was added is because in Section 22- 61 of our Code of Ordinances of carrying weapons on county property it states: “It is unlawful for any person to possess or carry a concealed weapon on any property owned or operated by the county unless the weapon is a concealed handgun carried by a person who has a concealed handgun permit.” So the way our ordinances read, there’s no concealed carry allowed inside buildings, but they are allowed on county properties outside the buildings if you have a concealed carry permit now unless it’s one of these 13 other exceptions. So what we’re trying to do is have our Caswell County Safety Manual mirror the same language that’s in our Caswell County Code of Ordinances.

Vice Chairman Yarbrough said so the only two difference in these two is like you said in the opening paragraph where either the Sheriff’s Department will make the sole decision or the County Manager and the Sheriff’s Department will work together making the decision. Attorney Johnston said that’s correct. Then Vice Chairman Yarbrough said questions anyone.

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Commissioner Rose said Mr. Johnston, what would happen in the event the County Manager is not available, on vacation, or out of the country, and you have something happen? Is there any liability going to fall within that? Attorney Johnston said well Commissioner Rose, I think if the County Manager is unavailable, then that decision would fall to the Deputy County Manager, but we can certainly add language in there to you alleviate your concerns. I think the intent of the first draft was just to keep the County Manager and the county informed of any potential safety threat. Obviously the Caswell County Sheriff's Department, if they're investigating an active threat, they can't drop everything to make a phone call. But I think the intent is just to have the Sheriff's Department, the County Manager, and the administration communicate with one another.

Vice Chairman Yarbrough said to address Mr. Rose's concern Mr. Johnson if you just change the wording the County Manager and in that absence the Deputy County Manager. Attorney Johnston said certainly Mr. Vice Chair. I think that would be acceptable. Commissioner Rose said it would just cover in case the County Manager is not here. Attorney Johnston said yes, sir. Vice Chairman Yarbrough said one of the two should be available. Now in order to make that, do you need to go back and make that change, or can we just amend it tonight as far as adding the Deputy County Manager? Attorney Johnston said you're welcome to make that motion tonight.

A **motion** was made by Commissioner Rose and seconded by Commissioner McVey to amend the gun policy to include the Deputy County Manager if the County Manager is unavailable.

Vice Chairman Yarbrough said all right, any discussion on that amendment. All Commissioner Rose is saying is if the County Manager is not available the Deputy County Manager will be contacted and work with the Sheriff's Department in case something happens. Any more discussion? If not, let's vote

A **motion** was made by Commissioner Rose and seconded by Commissioner McVey and **carried unanimously** to amend the gun policy to include the Deputy County Manager if the County Manager is unavailable. (Ayes: Commissioners Holt, Gwynn, McVey, Rose, Jefferies, and Yarbrough)

Vice Chairman Yarbrough said now we have the amended Gun on Premises Policy. Do we have a motion to approve it as amended?

A **motion** was made by Commissioner McVey and seconded by Commissioner Gwynn to approve the gun policy as amended.

Vice Chairman Yarbrough asked if there was any discussion. Commissioner Holt said help me out here. Is the policy right now that a person could be out there in the yard with a conceal and carry, but they couldn't come in this building? Attorney Johnston said as it relates, if you refer to our County Code of Ordinances, that is the current law. Commissioner Holt said okay, and

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you're wanting to change it to where it's not even on property. Attorney Johnston said no sir. That's not the intent. Commissioner Holt said what was the change here? Attorney Johnston said well see this all came about with an incident at the Caswell County Recreation center. The purpose of this draft was to address an external or internal threat of violence. When a gun is presented on county property that is legally there, and this gives us a provision of how to address that. Before now there was really no recourse or plan in place to address someone on county property with a gun for legal purposes. Now the 13 exceptions allow certain individuals to be on county property. Obviously if the Sheriff's Deputy is here, they're allowed to have their weapon with them. Other exceptions include District Court Judges, Clerks of Court, and Parole Officers, but it's not the intent to make any change to the Code of Ordinance. Vice Chairman Yarbrough said but number 14 is an exception to the rule. Correct? Attorney Johnston said that's correct. Vice Chairman Yarbrough said if a person has a valid conceal to carry permit, they can have a firearm on them but not in a county building. Attorney Johnston said not in the building. Vice Chairman Yarbrough said but on the grounds, they can. Attorney Johnston said that's correct, and Commissioner Holt that is identical to the language that's in our Code of Ordinance.

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

#### **COUNTY MANAGER'S UPDATES:**

County Manager Smith said the Board of Education contacted us today to schedule a joint meeting between the Board of Education and the County Commissioners for January 22, 2024. The meeting be held at 5:30 pm for meal, and the meeting following from 6:00 pm to 6:30 pm. That's January 22<sup>nd</sup>. I don't think that's a regular date for us to meet, but it is a night for their meeting. Commissioner Holt asked what date did you say, and County Manager Smith said January 22<sup>nd</sup> at 5:30 pm for a meal followed by the meeting from 6:00 pm to 6:30 pm.

Next, I was contacted last week by the President of the Danville Regional Foundation, and he informed me that we have \$254,000 that we have not claimed. It's a grant that was awarded us in 2020 for operating expenses for Co-Square. We have not applied for the funds from the grant. So I will proceed to do so, and we should expect the sum in three installments of that amount hopefully within the coming months. Vice Chairman Yarbrough asked how much? Two what? County Manager Smith said \$254,000 that was start up for the Co-Square. We got the initial \$416,000. Then we got the first installment right after we got the construction installments, but I guess with the change in Economic Developers and so forth, it just fell in the cracks and never got applied for. That money is there. Vice Chairman Yarbrough said good job.

County Manager Smith said next, the safety manual update has kicked off. We had a meeting October 12th with the Safety Committee, and the initial review by the Safety Committee. That's a work in progress. so we will go through it, revise it, and make a presentation to the Board of Commissioners at a later date.

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Next, the financial Review Committee will meet on October 27th with the Finance Director to review the progress of closing out the year 2021 and 2022. The committee will consist of Commissioner Gwynn and Commissioner Holt, Interim County Manager, Deputy County Manager, James Eanes with the Finances Department in the Health Department. So we'll have the first meeting next week. So hopefully that'll be an ongoing thing. We can do that monthly until we can get caught up. Then we can move to quarterly.

Next I'd like to recognize Roger Hayes, our Maintenance Director. He spent four days last week getting his certification in back flow testing. With that certification, he could save the county \$6,000 per year. So that's a big thing to help us. Before we had to sub it out to C & J Utilities.

Currently, we have vacancies for directors in Planning, the Library, and HR. So we're actively looking for replacements. I think we have some interviews tomorrow, and hopefully within the next 30 days we can fill those vacancies. That's our plan. Vice Chairman Yarbrough said good.

County Manager Smith said next, Commission Jefferies asked me to check to see when \$120,000 was deposited for the incentive money for Mesur i.o., and that was deposited in July 2020. We paid it back in June of 2023. It sat in our account for three years. Vice Chairman Yarbrough said question about that before we go on. That was my understanding is that it was incentive money. County Manager Smith said that's correct. Vice Chairman Yarbrough said if Mesur i.o. had created X number of jobs that they agreed to, they would have received the \$120,000. Am I right? County Manager Smith said that's correct. Vice Chairman Yarbrough said it was never going to be any County's account for us to spend. County Manager Smith said no. It sat in the checking account. They never earned that incented money so it went back after a period of time.

County Manager Smith said I sent out an expense report to Commissioners this week. I wanted to see if everybody understood or had any questions. That is an accurate up to-date statement that shows expenses to date versus the budget. There may be some line items where maybe you've got one thing posted to a line that shouldn't be and vice versa, but the numbers are an accurate subtotal. I asked them to go back and correct some those things, but they said well do you want us to take away from closing out 2021, 2022 and 2023 to fix this report. I said let's send it like it is. At least we can see what we're looking at here, and we can fine tune it in the coming days. So we should receive that report every month now on a regular basis. That's good information for everybody. That's all I've got.

### **COMMISSIONER COMMENTS:**

**Commissioner Gwynn:** I have to report that PCC is ranked number 15 in the nation of 845 other similar colleges. Vice Chairman Yarbrough said it sounds like they're doing something right. Commissioner Gwynn said that's exactly right. I thought that was some good news.

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

- October 30, 2023 Caswell Candy Trail for Halloween from 2-5 pm in Yanceyville, NC

October 16, 2023

- November 6, 2023 Commissioners Meeting at 6:30 pm at the Historic Courthouse
- November 10, 2023 Offices Closed to observe Veteran's Day

**CLOSED SESSION:**

A motion was made at 7:51 pm by Commissioner Rose and seconded by Commissioner Holt 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). (Ayes: Commissioners Holt, Gwynn, Rose, Jefferies, McVey, and Yarbrough)

**ADJOURNMENT:**

A **motion** was made at 8:16 pm by Commissioner Rose and seconded by Commissioner McVey and **carried unanimously** to adjourn the meeting. (Ayes: Commissioners Holt, Gwynn, Rose, Jefferies, McVey, and Yarbrough)

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Carla R. Smith  
Clerk to the Board

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Tim Yarbrough  
Vice Chairman

October 16, 2023



# Caswell County Manager Recruitment Work Session

**October 16, 2023**

Amy Cannon, NCACC Outreach Associate

Johnna Sharpe, Consultant to Counties through NCACC

# **Purpose of Today's Session Consensus on Decision Points**

Revised Scheduled: Recruitment & Selection

## **Vacancy announcement**

- Position Overview
- The Community
- The Organization
- The Position
- Qualifications
- Compensation – review additional demographic comparisons



## Recruitment and Selection Schedule

Posting of vacancy announcement –  
**October 17**

Application – Open until filled, first screening on  
**November 15**

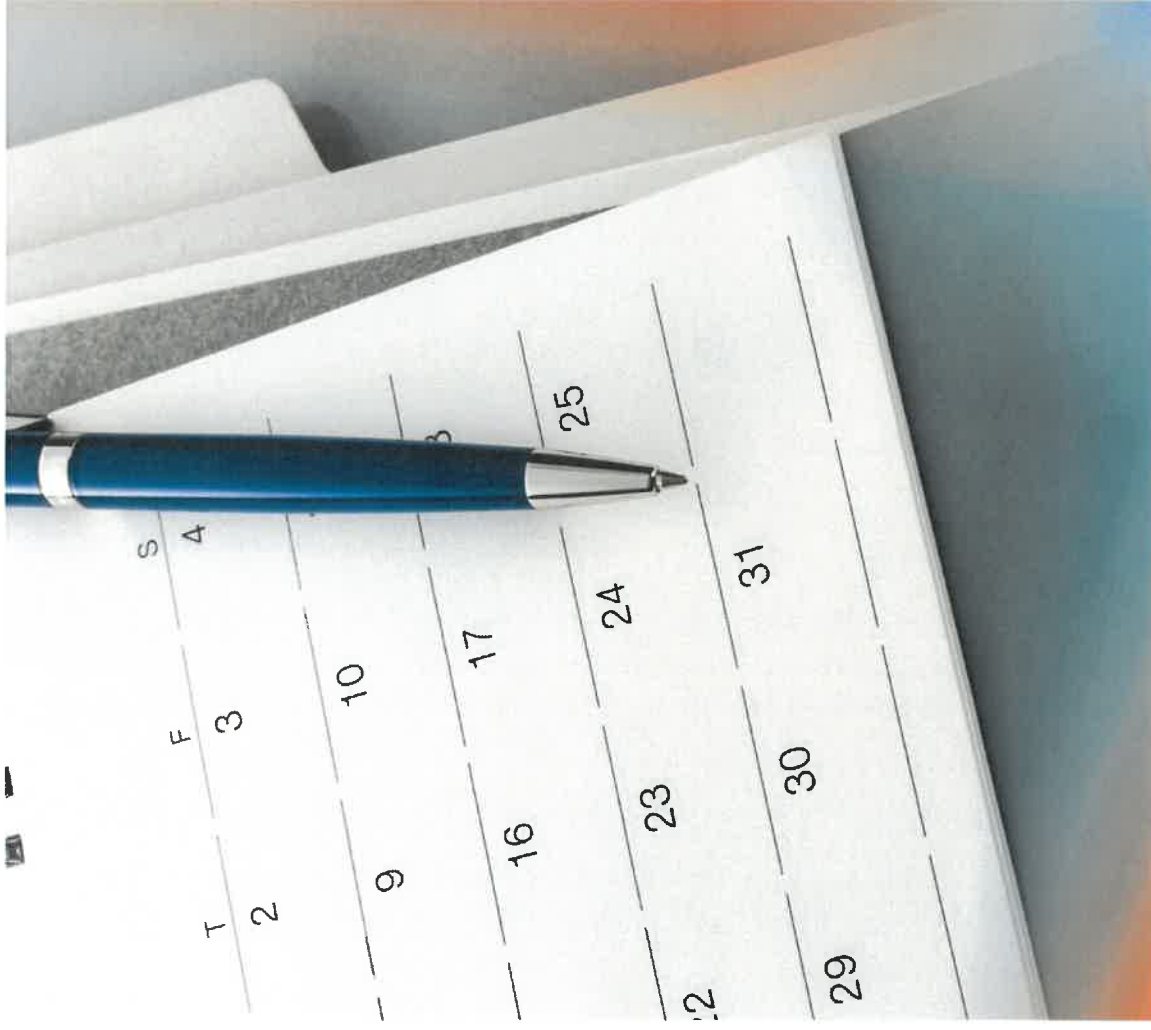
Application review – Upon receipt

Prescreening interviews – Week of **November 27**

Review applicant pre-screening results with  
Board – **December 4**

Board interview process – Week of **December 11**

Board selection, offer, reference/background  
check, develop contract



## **Vacancy Announcement: Position Overview**

- Carries out Board's goals and directives
- Implements approved policies
- Provides oversight of day-to-day operations
- Leads strategic direction of county departments
- Utilizes innovative approaches
- Identifies new opportunities through business process improvement
- Experienced in leading large, complex organizations
- Communicates effectively
- Experienced in leading large, complex organizations

## Vacancy Announcement: The Community

- Located in north central North Carolina, on the Virginia border
- Positioned between mountains and coastal communities
- Near urban centers, Danville, Raleigh, Durham and Greensboro
- Boasts picturesque beauty and local charm
- Offers cultural, historical and recreation options
- Game lands, Hyco and SR Farmer Lake
- Community Arboretum
- Museums, historic district, major festivals
- Peaceful lifestyle, family atmosphere



## Vacancy Announcement: The Organization

- Operates under Council-Manager form of government
- Comprised of seven-member board
- Management Team – County Manager, Deputy and Assistant
- \$40 million FY2024 budget with \_\_\_\_ employees
- Population of approximately 23,000
- Manager is Chief Executive Officer appointed by board
- Oversees county departments, programs and operations
- Implements policies and procedures adopted by board

# The Position: Personal Characteristics Desired Attributes

## Top Four

Excellent Communicator

Collaborative Management Style

Innovative and Strategic

Motivates and Mentors Staff

PERSONAL CHARACTERISTICS	Survey 1	Survey 2	Survey 3	Survey 4	Survey 5	Survey 6
Excellent communicator	6	4	2	2	3	9
Strong interpersonal skills	5	7	9	3	7	1
Innovative and strategic	8	1	8	4	1	5
Collaborative management style	1	3	5		2	3
Dynamic, approachable leader	7	8	6	1	5	7
Diplomatic, politically astute and apolitical	9	6	1		9	6
Dedicated public servant	3	5	7		8	2
Values excellent customer service	2	9	4	6	6	8
Motivates and mentors staff	4	2	3	5	4	4

# The Position: Experience Preferences

## Desired Attributes

### Top Three

Administrative Leadership

Financial Management

Strategic Planning

EXPERIENCE PREFERENCES	Survey 1	Survey 2	Survey 3	Survey 4	Survey 5	Survey 6
Administrative Leadership	2	1	7	1	3	1
Strategic Planning	3	4	6	2	1	3
Financial Management	1	3	1	3	2	5
Community Engagement	5	6	4	6	7	7
Human Resource Management	4	2	5	4	4	4
Emergency Management	7	7	2	7	6	6
Legal and Regulatory Compliance	6	5	3	5	5	2

## Vacancy Announcement: The Position

- Seeking strong, innovative, strategic leader
- Must be excellent communicator
- Collaborative management style, exceptional interpersonal skills
- Strength in financial management, budget development, revenue forecasting and long-range planning
- Good steward of County's resources
- Effectively implements Board's goals and initiatives
- Manager is Chief Executive Officer appointed by Board
- Compassionate, confident, motivates and mentors staff
- Emphasizes culture of providing excellent customer service

# Qualifications



## Education and qualifications

Bachelor's degree in business administration, public administration or closely related field  
Master's degree in business administration or public administration preferred



## Experience

Eight (8) years of progressively, responsible senior administrative work experience  
Or an equivalent combination of education, training, and experience



## Leadership and management skills

Demonstrated success in managing multiple programs/departments, staff and budgets

# Original Salary Survey Data

Current Salary Range for Caswell Manager			
MINIMUM	MID POINT	MAXIMUM	
\$ 88,188.00	\$ 107,086.00	\$ 130,183.00	

County	Region of State	2023 Population (Note 1)	Population Ratio Relative To Caswell	Surveyed Salary (Note 2)	Age Salary to FY24 -3% per year
Within Region					
Alamance	North Central	178,943	704%	\$144,891	\$153,584
Granville	North Central	62,776	182%	\$126,501	\$134,091
Person	North Central	39,681	78%	\$141,793	\$150,301
Rockingham	North Central	91,991	314%	\$172,550	\$182,903
Average Within Region				\$146,434	\$155,220
Within Population Range					
Ashe	Western	26,685	20%	\$103,000	\$109,180
Avery	Western	17,951	-19%	\$87,398	\$92,642
Bladen	South Central	29,077	31%	\$128,444	\$136,151
Caswell	North Central	22,245	0%		\$102,538
Cherokee	Western	29,387	32%	\$107,454	\$113,901
Greene	South Central	20,120	-10%	\$126,499	\$134,089
Hertford	Eastern	19,365	-13%	\$154,500	\$163,770
Martin	Eastern	21,291	-4%	\$136,017	\$144,178
Montgomery	South Central	25,745	16%	\$121,680	\$128,981
Yancey	Western	18,439	-17%	\$73,626	\$78,044
Average Within Population Range				\$115,402	\$122,326
Note 1: Source is NC State Demographer Population Projects					
Note 2: Source is UNC SOG NC County Salary 2021-22					



# New Salary Survey Data

Current Salary Range for Caswell Manager			
MINIMUM	MID POINT	MAXIMUM	
\$ 88,188.00	\$ 107,086.00	\$ 130,183.00	

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	Surveyed Salary (Note 2)	Age Salary to FY24 -3% per year
<b>Within Taxable Property Per Capita Range and Agricultural (shaded in Green)</b>								
Alexander	Western	36,560	164%	\$78,323	94	0.6700	\$126,179	\$133,750
Anson	South Central	21,433	96%	\$100,290	66	0.7770	Did not report	
Bertie	North Eastern	16,655	75%	\$84,412	89	0.8650	\$101,000	\$107,060
Bladen	South Central	29,077	131%	\$117,695	50	0.7850	\$128,444	\$136,151
Caswell	North Central	22,245	0%	\$78,936	93	0.7350		\$102,538
Columbus	South Central	49,851	224%	\$85,841	88	0.8050	Did not report	
Duplin	South Central	48,754	219%	\$100,876	65	0.7350	\$112,614	\$119,371
Edgecombe	Eastern	47,122	212%	\$72,688	96	0.9500	\$134,100	\$149,000
Granville	North Central	62,776	282%	\$86,380	87	0.8400	\$126,501	\$134,091
Greene	South Central	20,120	90%	\$65,232	100	0.7860	\$126,499	\$134,089
Hoke	South Central	56,404	254%	\$84,362	90	0.7300	Did not report	
Lenoir	Eastern	54,299	244%	\$80,764	91	0.8450	\$134,611	\$142,688
Randolph	Central	146,470	658%	\$86,906	86	0.5000	\$161,554	\$171,247
Robeson	South Central	117,372	528%	\$68,100	99	0.7700	\$205,279	\$217,596
Sampson	South Central	58,961	265%	\$88,372	83	0.8250	\$161,868	\$171,580
Scotland	South Central	33,005	148%	\$76,315	95	0.9900	\$124,668	\$132,148
Vance	Noth Central	41,815	188%	\$71,094	98	0.8900	\$121,418	\$128,703
Wayne	Eastern	117,447	528%	\$80,099	92	0.7425	\$189,340	\$200,700
Wilkes	Western	65,600	295%	\$93,733	73	0.6600	\$115,802	\$122,750
<b>Average</b>							<b>\$137,992</b>	<b>\$146,728</b>
<b>Average of Agricultural</b>							<b>\$136,859</b>	<b>\$145,071</b>

## Average Within Region

Note 1: Source is NC State Demographer Population Projects

Note 2: Source is UNC SOG NC County Salary 2021-22

# Distribution / Advertising of Vacancy

International  
City/County  
Manager's  
Association (ICMA)

N.C. City/County  
Manager's  
Association

N.C. County  
Commissioners  
Association  
(NCACC)

Virginia  
Association of  
Counties (VACO)

Indeed

Contacts by  
NCACC Outreach  
Staff

County Website



"Whenever a gun is discovered or presented on county government property, then the county employee or county Department Head shall call the Caswell County Sheriff's Department (911) immediately. The county employee or Department Head shall then notify the County Manager. The County Manager shall work in conjunction with the Sheriff's Department to determine if the county property shall be shut down and evacuated. County employees and the general public shall not be allowed back on the county premises until given permission by the Caswell County Sheriff's Department."

This policy shall not apply to the following persons as outlined in Section 22-62 of the Caswell County Code of Ordinances:

**Exceptions:**

- (1) Officers and enlisted personnel of the Armed Forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms and weapons.
- (2) Civil and law enforcement officers of the United States.
- (3) Officers and soldiers of the militia and the National Guard when called into actual service.
- (4) Officers of the state, or of any county, city, town, or company police agency charged with the execution of the laws of the state, when acting in the discharge of their official duties.
- (5) Any person who is a district attorney, an assistant district attorney, or an investigator employed by the office of a district attorney and who has a concealed handgun permit issued in accordance with G.S. 14-415.10 et seq., or considered valid under G.S. 14-415.24, provided that the person shall not carry a concealed weapon at any time while in a courtroom or while consuming alcohol or an unlawful controlled substance or while alcohol or an unlawful controlled substance remains in the person's body. The district attorney, assistant district attorney, or investigator shall secure the weapon in a locked compartment when the weapon is not on the person of the district attorney, assistant district attorney, or investigator.
- (6) Any person who is a qualified retired law enforcement officer as defined in G.S. 14-415.10 and meets any one of the following conditions:
  - a. Is the holder of a concealed handgun permit in accordance with G.S. 14-415.10 et seq.
  - b. Is exempt from obtaining a permit pursuant to G.S. 14-415.25.
  - c. Is certified by the state criminal justice education and training standards commission pursuant to G.S. 14-415.26.

(7) Detention personnel or correctional officers employed by the state or a unit of local government who park a vehicle in a space that is authorized for their use in the course of their duties may transport a firearm to the parking space and store that firearm in the vehicle parked in the parking space, provided that:

- a. The firearm is in a closed compartment or container within the locked vehicle; or
- b. The firearm is in a locked container securely affixed to the vehicle.

(8) Any person who is a state district court judge, state superior court judge, or a state magistrate and who has a concealed handgun permit issued in accordance with G.S. 14-415.10 et seq., or considered valid under G.S. 14-415.24, provided that the person shall not carry a concealed weapon at any time while consuming alcohol or an unlawful controlled substance or while alcohol or an unlawful controlled substance remains in the person's body. The judge or magistrate shall secure the weapon in a locked compartment when the weapon is not on the person of the judge or magistrate.

(9) Any person who is serving as a clerk of court or as a register of deeds and who has a concealed handgun permit issued in accordance with G.S. 14-415.10 et seq., or considered valid under G.S. 14-415.24, provided that the person shall not carry a concealed weapon at any time while consuming alcohol or an unlawful controlled substance or while alcohol or an unlawful controlled substance remains in the person's body. The clerk of court or register of deeds shall secure the weapon in a locked compartment when the weapon is not on the person of the clerk of court or register of deeds. This subsection does not apply to assistants, deputies, or other employees of the clerk of court or register of deeds.

(10) Sworn law enforcement officers, when off-duty, provided that an officer does not carry a concealed weapon while consuming alcohol or an unlawful controlled substance or while alcohol or an unlawful controlled substance remains in the officer's body.

(11) State probation or parole certified officers, when off-duty, provided that an officer does not carry a concealed weapon while consuming alcohol or an unlawful controlled substance or while alcohol or an unlawful controlled substance remains in the officer's body.

(12) Persons carrying or discharge of guns or muskets on outdoor county facilities for ceremonial or battle re-enactment purposes where such activities have been granted approval and written permission by the county manager or his designee. However, in no event shall live ammunition be discharged.

(13) Persons storing a firearm or lawfully possessed weapon within a locked vehicle within the trunk, glove box, or other enclosed compartment or area within or on the motor vehicle; or persons storing an unloaded shotgun, rifle or other long gun within the cab of a locked truck. A person may unlock the vehicle to enter or exit the vehicle, provided the weapon remains in the

closed compartment or truck cab at all times and the vehicle is locked immediately following the entrance or exit.