


Caswell County Board of Commissioners

144 Court Square, Yanceyville, NC 27379

www.caswellcountync.gov | ph: 336-694-4193 | fax: 336-694-1228

Commissioners Tim Yarbrough, Frank Rose, John Claggett, Finch Holt, Greg Ingram, Tony Smith, Brian Totten

BOC AGENDA | Work Session Meeting | September 2, 2025,* 5:00pm, Historic Courthouse

* meeting is Tuesday instead of Monday due to Labor Day holiday

Welcome:

(Chairman Yarbrough)

1. Welcome and call to order
2. Moment of silent prayer
3. Pledge of Allegiance
4. Consent agenda (*single vote/approval*):
 - A. Meeting agenda
 - B. Open session minutes for 8/18/25
5. Announcements and recognitions
6. Public comments* (*limited to 3 minutes per speaker*)

Reports:

7. Caswell Arts Unplugged 2025 summer camp report (*provided by Karen Williamson; no action needed*)
8. Economic development update (*provided by Ken Bowman; no action needed*)

Discussion items:

(County Manager Whitaker)

9. Public hearing re: FY26–27 Community Transportation Program (CTP) grants
(*Deputy County Manager Melissa Williamson and CATS Director Skyler Paschall*)
10. BOC's "Rules of Procedure" revisions

Appointments/re-appointments:

(County Manager Whitaker)

11. Juvenile Crime Prevention Council (JCPC)—Stephanie Williamson and Kayden Simpson

Reports, updates, or comments:

12. Manager
13. Attorney
14. Commissioners

Announcements, events, and meetings (*see the website calendar for the latest info and more detail*):

- September 1: County offices closed for Labor Day holiday
- September 4, 4pm–6:30pm: Farmers Market, 158 E. Church St.
- September 8, 5:30pm–6:30pm: author Marion Deerhake discusses *Jane Pratt: North Carolina's First Congresswoman*, Gunn Memorial Public Library
- September 15, 6:30pm: Board of Commissioners meeting, historic courthouse
- September 16, 2pm: Board of Adjustment meeting (as needed), 215 County Park Rd.
- September 23, 1pm: Planning Board meeting (as needed), Gunn Memorial Public Library
- September 27, 9am–8pm: Bright Leaf Hoedown Festival, downtown Yanceyville

15. Closed session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege as provided under NCGS 143-318.11(a)(3)
-

16. Other business *(if needed)*

17. Adjournment

* Speakers: Please sign in prior to the meeting start and speak from the podium when called. State your name and whether or not you are a Caswell resident. Speak directly to the full Board and be courteous in your language and presentation. Personal attacks will not be tolerated. The Commissioners and Administration will not respond during your comments or during the same meeting. Comments are limited to 3 minutes.

Reminders:

- BOC meetings: The first meeting of the month is generally a work session beginning at 5:00pm, and the second meeting is the regular monthly meeting beginning at 6:30pm. Each is recorded to Zoom and can be found online at www.caswellcountync.gov/government.
- Any topic to be considered for a future agenda should be submitted to the Clerk by noon the Tuesday before the BOC meeting with relevant supporting documentation. Any Commissioner may have an item placed on the agenda by a timely request.
- Please turn off sounds and alerts on cell phones and other electronic devices during the meeting.



Caswell County Board of Commissioners

144 Court Square, Yanceyville, NC 27379

www.caswellcountync.gov | ph: 336-694-4193 | fax: 336-694-1228

Commissioners Tim Yarbrough, Frank Rose, John Claggett, Finch Holt, Greg Ingram, Tony Smith, Brian Totten

BOC MINUTES | Regular Meeting | August 18, 2025, 6:30pm, Historic Courthouse

MEMBERS PRESENT

Tim Yarbrough, Chair
 Frank Rose, Vice Chair
 John Claggett
 Finch Holt
 Greg Ingram
 Tony Smith
 Brian Totten

OTHERS PRESENT

Scott Whitaker, County Manager
 Melissa Williamson, Deputy County Mgr.
 Russell Johnston, County Attorney

The Board of Commissioners (BOC) for the County of Caswell, North Carolina, met in a regular meeting scheduled on Monday, 8/18/25, at 6:30pm at the historic courthouse in Yanceyville, North Carolina.

Welcome: Chairman Yarbrough called the meeting to order. All were invited to pause for a moment of Silent Prayer and to recite the Pledge of Allegiance.

Consent agenda: This included the meeting agenda and open session minutes for 8/4/25. A motion was made by Commissioner Smith and seconded by Vice Chair Rose to approve the Consent agenda. The motion carried unanimously.

Recognitions: Commissioner Smith recognized Piedmont Community College for receiving financial aid from the State of North Carolina in a Pell Grant to be able to offer up to \$3,000 per student to attend PCC. The annual household income must be less than \$80,000.

Commissioner Ingram recognized that the 8/5 National Night Out event was a great success and thanked everyone who participated and Mr. Love for doing a great job. Vice Chair Rose echoed Commissioner Ingram's comments.

Public comments: No one signed up to speak.

Presentation items:

"2023 Community Health Assessment" and "2024 State of the County Health" presentations: Ms. Nicole Gibson, Health Educator with Caswell County, shared the background about the community health assessment. The assessment is conducted every four years, and it engages the community and identifies key health issues and provides decision makers with information necessary to make informed public health decisions. Key points shared included priority 1 (structured activities for youth) and priority 2 (improved race relations). There was a population change of 0.27% increase. The median age is 47 years old. The vulnerable population (less than 5 years old or above 65) is 26.3%. The Hispanic population has increased to 4.8%. The median income for Caswell is \$56,999. The high school graduation rate for 2020–21 was 86.9%. Poisoning and unintentional falls were the main reasons for children's ER visits. Peer counties were Greene and Chatham. The 2019 priorities remained the same for the current assessment.

For the “2024 State of the County Health” report, Ms. Gibson stated that progress has been made on the priorities. Progress for structured activities for youth include the development of the Youth Council, trauma training is being conducted, and four workgroups have been established to provide youth programming to make sure all Caswell County youth have safe spaces. Progress on race relations included trauma informed building trainings (racial equity training and community dialogue on racial healing).

Ms. Gibson highlighted emerging issues since the last report. In North Carolina for the 2022–23 flu season, there were 196 deaths in comparison to the 2023–24 season where there were 319 deaths, and 63% of the deaths were considered to be the vulnerable population, while 26.3% or 6,000 residents of the County’s population are considered vulnerable.

The “My Healthy Futures Alternative to Suspension Vaping Education Program” is being implemented in some middle and high schools. If students are caught vaping, they are offered the program in ISS to reduce the amount of time missed in school. Follow-up education sessions are offered through the Health Department and Alcohol and Drug Services.

Vice Chair Rose mentioned the unemployment rate in Caswell and commented that the out-of-work category was 26.9% and seemed high. Ms. Gibson responded that the data was collected in 2022, and it may have changed.

Action items:

2026 Caswell Comprehensive Plan—PTRC proposal and contract: Manager Whitaker recapped the discussion that occurred at the last meeting. The Plan is a budgeted item and will be an update of the 2014 Comprehensive Plan with the addition of a land use plan (LUP) component. Attorney Johnston had created a contract for Board consideration. Whitaker suggested that the Board may want to add the proposal as an exhibit. Attorney Johnston stated that he received the proposal and incorporated the terms of the proposal into the contract. Cost will not exceed \$48,000. The term would last through 8/31/26 based on the proposal, which indicates a 12-month process from beginning to end. Manager Whitaker added that it will be a long process because of the amount of public engagement. Staff will be coming back to the Board to ask for approval of a slate of steering committee members. Chairman Yarbrough asked if there would be three (3) public meetings. Planning Director Watlington concurred that there would be three public meetings and two additional community events. The public engagement will be distributed throughout the County. Chairman Yarbrough commented that he would like to cover each quadrant. A motion was made by Vice Chair Rose and seconded by Commissioner Ingram to proceed with the budgeted “2026 Caswell Comprehensive Plan” project using PTRC for the services outlined per the attached proposal and contract at a cost not to exceed \$48,000. The motion carried unanimously. Watlington noted that the plan does not have anything to do with zoning specifically.

Flock Safety license-plate-reader cameras—Sheriff’s Office contract: Manager Whitaker recapped the contract proposal that involves six license-plate-reader cameras and that it does not involve any new money. Cameras will be located strategically around the County. DEA funds will be split up into two budget years: \$21,900 for first year and \$18,000 for next year.

Chairman Yarbrough asked if there would be DEA money on both years. Manager Whitaker responded that if JAG grant money isn’t awarded, there will still be enough DEA funding. The Chair questioned if there will be enough funding past the two years, and Commissioner Ingram commented that DEA money usually comes in every year, but it’s hard to determine an exact amount.

Commissioner Smith asked about the breakdown between hardware and software. He suggested that hardware should be a one-time deal to purchase the cameras, and software may be renewable as technical support. The Manager will clarify.

A motion was made by Commissioner Smith and seconded by Commissioner Totten to proceed with the Flock Safety contract for the LPR equipment and services outlined in the proposal at a first-year cost of \$21,900 with the understanding that the second-year cost will be \$18,000 for a total of \$39,900. These amounts will be paid for with existing DEA forfeiture funds or a JAG grant, if awarded. The motion carried unanimously.

Hazard Mitigation Plan and resolution: Manager Whitaker stated that the current plan is valid until 9/30/25. Part of the value of the Plan is to ensure that the County receives state and federal assistance in case of a natural disaster. Sections 7 and 9 of the Plan are more applicable to Caswell. North Carolina Emergency Management is requesting approval prior to the 9/30 deadline.

A motion was made by Vice Chair Rose and seconded by Commissioner Ingram to adopt a resolution for the Northern Piedmont Regional Hazard Mitigation Plan as submitted to NCEM and FEMA. The motion carried unanimously.

FY25–26 budget amendment #7—Parks and Rec playground and equipment: Manager Whitaker explained that this item deals with different past approved grants that were in place before the current budget. The amendment will reallocate funds to this year's budget to be expended for past approved grants for installation of a playground and dog park, and purchase of obstacles, benches, a water fountain, baseball/softball equipment. The total amount is \$7,766.14. The money was approved but not allocated.

Chairman Yarbrough inquired about the Professional Services category. The Manager responded that it involved installation of equipment.

A motion was made by Commissioner Claggett and seconded by Commissioner Ingram to approve Budget Amendment #7 in the amount of \$7,766.14 as presented. The motion carried unanimously.

Discussion Items:

FY25–26 budget amendment #8—Community Computer Access Grant (Ag Extension laptops): Manager Whitaker indicated that this is a new item related to the County being awarded a computer access grant from Danville Regional Foundation. The purpose of the grant is to extend digital access so that more Caswell residents can gain skills and stay connected. Cooperative Extension is the fiscal agent, and the award is \$25,000 to be used for laptop purchases, outreach, and training. It is expected to conclude in March 2026. The grant is reimbursement based and matching funds are provided by the Piedmont Triad Regional Council. He added that the grant was not anticipated when the budget was developed.

The Cooperative Extension Director Hoesli explained that the grant is a collaborative effort between the local office and the Caswell Education Collaborative. Given improved Internet service within the County, there's a need to supply devices and train residents. Participants will have to complete 20 hours of training before getting a computer, and only one computer per household is allowed. Once completed, the grant will pay for computers at a cost of approximately \$200 per device. Seven laptops will initially be purchased, and leftover funds will provide 2–3-month memberships at CoSquare. The program will operate on a first-come, first-served basis. Proof of residency will be required. Manager Whitaker informed the Board that they could waive their rule and vote tonight, if desired.

Commissioner Totten asked how participants will know about the program. Director Hoesli replied that once funds are approved, there will be a news article and registration process.

Commissioner Smith commented that PCC has good programs. It is a win/win for the County.

Attorney Johnston stated that if the Board desired to suspend the rules, it would be Rule 27. The Board may suspend the rules with a 2/3 vote.

A motion was made by Commissioner Smith and seconded by Commissioner Totten to suspend Rule 27. The motion carried unanimously.

A motion was made by Commissioner Smith and seconded by Commissioner Ingram to approve Budget Amendment #8 in the amount of \$25,000. The motion carried unanimously.

Appointments/re-appointments:

1) Library Advisory Board; 2) Planning Board; 3) Hunting and Wildlife Advisory Committee—Darrell

Freeland: Manager Whitaker stated that the item involves one applicant, Darrell Freeland, and he applied for the Library Advisory Board, Planning Board, and Hunting and Wildlife Advisory Committee. His application and resume were included in the packet.

The Library Advisory Board has not had enough members for a quorum. After recent appointments, the Board is planning to meet, but there is still an opening.

For the Planning Board, Attorney Johnston, Manager Whitaker, and Planning Director Watlington discussed the Planning Board membership. The UDO states there should be nine members; however, the Board has traditionally operated with eight members. The Chair, Manager, Planning Director, and Environmental Health Director are all ex-officio. The Manager asked for clarity on how ex-officio membership counts toward the number of members as the policy wasn't clear. The policy indicates that an ex-officio member does not vote. Attorney Johnston recalled that about 10 years ago, the issue came up. At that time, the Chair and the majority of the Board agreed that an ex-officio member of the Planning Board could vote. In 2020, the policy was updated so that an ex-officio member doesn't vote. Attorney Johnston will do more research and formulate a response. Typically, there would be an advertisement for vacancies on boards and that has not happened for the Planning Board because those terms do not expire until December. No action will be taken until a determination is made.

Hunting and Wildlife had just met this summer for the first time in recent times. Billy Carden was appointed in February and there's still a vacancy, along with four members including Commissioner Holt as an ex-officio member. Chairman Yarbrough asked why Commissioner Holt is allowed to vote as an ex-officio member when other commissioner appointments on other boards cannot. The Manager spoke the individual board compositions and how each board didn't have an establishing document that addressed the issue well. He said that some jurisdictions have a document for each Board that specifies membership, but Caswell does not, and the CAB Policy was insufficient in this regard. Chairman Yarbrough stated that there needs to be clarity and consistency in commissioners voting. Manager Whitaker stated that some boards have commissioners as ex-officio and some are regular (voting) board members. Chairman Yarbrough stated the need to work on uniformity. Attorney Johnston stated that the State statutes allow ex-officio members to vote, unless by-laws state otherwise. The Manager will go through the directory and compare commissioner roles to share with the Chair. Chairman Yarbrough asked the Manager to identify ex-officio versus regular members.

It was the consensus of Board to take no action on the Planning Board since it had not been advertised.

A motion was made by Commissioner Claggett and seconded by Vice Chair Rose to appoint Darrell Freeland to the Library Board. The motion carried unanimously with only Vice Chair Rose voting no.

A motion was made by Commissioner Hunt and seconded by Chairman Yarbrough to appoint Darrell Freeland to the Hunting and Wildlife Board. The motion carried unanimously.

Reports, updates, or comments:

County Manager Updates: Water system: The Manager stated that it will be a slow process for the Yanceyville to repair and rehab its water filters. The current set up of buying emergency water from Danville will be in place through at least October or November.

Staff recruitment: Interviews were being conducted for the Finance Officer position, and a new employee was hired in Payroll. He was also currently advertising for the Deputy Clerk position.

OSHA inspection: The final OSHA inspection report is expected in mid-September. Safety training and improvements are on-going, and the new Safety Committee would be meeting the following day.

Emergency Management: The department is undertaking an inventory of assets and equipment, and the Manager will report on the findings later.

Pelham Industrial Park: The utilities access road is complete and seems to be functioning well (water drainage).

Farmer Lake: The Saturday Fishing Day was a big success.

County Attorney Updates: County Attorney Johnston said the County filed a tax foreclosure for civil action entitled Caswell County vs. Juanita Patterson for delinquent taxes owed in the Pelham township (7.5 acres).

Commissioner Comments: Vice Chair Rose asked Attorney Johnston about the letter concerning reimbursement for water from Danville. The Attorney responded that the County drafted an agreement and presented it to the Town. There have been no updates.

Commissioner Claggett stated that Budget work session minutes from 5/28 and 6/2 are not accessible on the website and asked how much the County is paying for contracted service for minutes. Manager Whitaker responded that traditionally budget workshop agendas and minutes haven't been placed on the website; however, he'd recently asked IT to create additional meeting slots and he was in the process of getting all meeting info on the website.

Commissioner Holt asked for clarification on the suspended rules. Chairman Yarbrough indicated that they are only suspended for the earlier item and rules are only suspended on an individual basis.

Commissioner Smith asked for an update on FY24 audit. Manager Whitaker replied that the County is still on track to have the 2024 audit completed by the end of the month with the exception of the financial statements that would carry over into September. The goal will be to have the FY25 audit completed on time. Commissioner Smith also asked the Manager to provide a copy of the Code of Ethics to all members.

Chairman Yarbrough asked if the new ambulance had arrived. The Manager thought it had and stated that photos and a press release will be forthcoming. Chairman Yarbrough read announcements and upcoming events. Vice Chair Rose planned to attend the upcoming joint-jurisdictions meeting.

Closed Session: Commissioner Ingram made a motion, seconded by Vice Chair Rose, to adjourn to Closed Session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body under NCGS 143-318.11(a)(3). The motion carried unanimously.

Adjournment: Commissioner Totten moved, seconded by Commissioner Ingram, to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at 7:52pm.

.....

Respectfully submitted by Michelle Parker (*external Clerk contracted to prepare minutes on behalf of Caswell*),

K. Scott Whitaker
Clerk to the Board

Tim Yarbrough
Board Chair

*(page intentionally blank so all topics start
on a “front” page if the packet is printed)*

**AGENDA ITEM 7****COVER SHEET**Caswell County Board of Commissioners

meeting date: September 2, 2025

topic: Caswell Arts Unplugged 2025 summer camp report

attachment(s): summer camp report

fiscal impact: (n/a)

staff comments or recommendation: The following report by Executive Director Karen Williamson shares the results of a \$5,000 grant that funded a two-week program that was free to Caswell youth (grades 1–12).

suggested action or motion: (none needed)

notes:



Attn: Scott Whitaker

Final Report: Arts Unplugged 2025 Summer Camp Caswell Arts / Karen Williamson to Caswell County Commissioners, August 22, 2025

Dear Caswell County Commissioners,

We are pleased to submit this final report on the Arts Unplugged 2025 summer camp, made possible by your generous grant of \$5,000. Your commitment to fostering arts education and enrichment for the youth of Caswell County has allowed us to deliver a vibrant and impactful two-week program free of charge to children in grades 1-12.

Program Overview

Arts Unplugged 2025 is a free, structured arts experiences that encouraged creativity, self-expression, and community engagement among Caswell County youth. The two-week camp offered a diverse range of artistic disciplines, aiming to inspire participants and introduce them to various forms of artistic expression.

Use of Grant Funds

The \$5,000 grant from the Caswell County Commissioners was instrumental in securing high-quality instructors for Arts Unplugged 2025, ensuring that our participants received expert guidance and instruction across a variety of art forms. The funds were allocated as follows:

- **Felice McWilliams:** \$1,200 (Visual Arts Instructor)
- **English Abriel Stowe:** \$1,200 (Performing Arts Instructor)
- **Phillip Shabazz:** \$1,500 (Poetry and Creative Writing Instructor)
- **Drums for Change:** \$700 (Rhythm and Percussion Workshop)
- **Tooth Fairy in Disguise:** \$200 (Interactive Educational Performance)
- **Kuumba African Dancers:** \$150 (Traditional African Dance and Culture)
- **NC Symphony from Raleigh:** \$100 (Musical Performance/Engagement)

The total cost for these instructors was \$5,050. The Commissioners' grant of \$5,000 directly covered the vast majority of these essential instructional costs, with the remaining \$50 covered by other program resources.

Achievement of Goals and Objectives

Our program set forth clear goals and objectives for Arts Unplugged 2025, and we are proud to report significant achievements across all areas, largely thanks to your support:

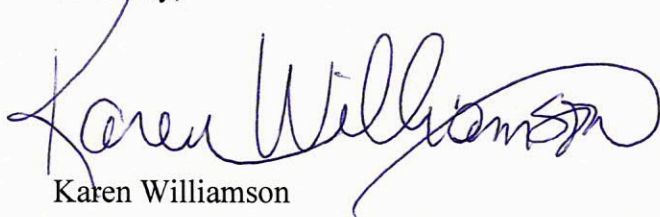
- **Goal:** To provide free, structured arts experiences during the summer of 2025 for youth in grades 1-12.
 - **Result:** This core goal was successfully met, offering a dynamic and accessible arts camp for the community.

- **Objective: Expand Program Offerings:** Increase the variety of arts-based experiences offered during the summer camp.
 - **Result:** We successfully expanded our program offerings to include a rich tapestry of experiences, thanks to the diverse talents of our instructors. New classes and activities included visual arts, performing arts, creative writing and poetry, rhythmic drumming, interactive educational theater, traditional African dance, and engaging musical sessions with the NC Symphony.
- **Objective: Double Participation:** Increase the number of youth participating in arts experiences to 80.
 - **Result:** We are thrilled to report that we significantly exceeded this objective, with a total of **90 youth** enrolled and actively participating in the camp. This demonstrates the strong community need and enthusiasm for quality arts programming.
- **Objective: Enhance Volunteer and Instructor Capacity:** Double the number of volunteers and instructors involved in providing arts experiences.
 - **Result:** Your grant enabled us to secure seven highly skilled and dedicated instructors (listed above), substantially enhancing our instructional capacity and offering specialized expertise to our campers. We also maintained a strong base of dedicated volunteers who supported daily operations and camper engagement.
- **Objective: Foster Community Partnerships:** Increase community involvement through partnerships with local businesses, individuals, and organizations to support arts experiences.
 - **Result:** We strengthened community involvement through our collaboration with various artistic talents and organizations, including local artists like Felice McWilliams, English Abriel Stowe, and Phillip Shabazz, as well as cultural groups such as Drums for Change and Kumba African Dancers, and regional institutions like the NC Symphony from Raleigh. These partnerships enriched the camp experience and broadened the scope of artistic exposure for our youth.

Conclusion

Arts Unplugged 2025 was a resounding success, providing 90 children in Caswell County with a truly valuable and joyful summer experience. This immersive two-week program fostered creativity, built confidence, and introduced participants to a diverse array of artistic expressions they might not otherwise encounter. The \$5,000 grant from the Caswell County Commissioners was absolutely vital in making this possible, directly funding the professional instructors whose passion and expertise enriched every session and inspired our young campers. We extend our deepest gratitude for your partnership and vision, which represents a crucial investment in the future development and well-being of our youth through the transformative power of the arts. We eagerly look forward to continuing to serve the Caswell County community by providing more enriching and accessible opportunities like Arts Unplugged.

Sincerely,



Karen Williamson

Executive Director

*(page intentionally blank so all topics start
on a “front” page if the packet is printed)*



AGENDA ITEM 8

COVER SHEET

Caswell County Board of Commissioners

meeting date: September 2, 2025

topic: Economic development update

attachment(s): ED report

fiscal impact: (n/a)

staff comments or recommendation: The following report by contracted K&B Consulting (Ken Bowman) details recent ED activities (work completed and upcoming priorities). Mr. Bowman will be reporting monthly, sometimes by written report and occasional in-person reports to afford the Board opportunities to ask questions. He can also be reached by email at kbowman@caswellcountync.gov.

suggested action or motion: (none needed)

notes:

- **Consultant:** K&B Bowman Consulting
- **Client:** Caswell County, NC – Office of the County Manager
- **Report Month:** August 2025
- **Prepared By:** Ken Bowman
- **Date Submitted:** September 1, 2025

Overview / Executive Summary

During August, work focused on supporting Caswell County's economic development efforts, IT setup, and project planning with the County Manager. Key highlights included meetings to discuss ongoing economic development strategy, start the review of Economic Development files, initiation of emails and IT access, and groundwork for future project tracking.

Work Completed

- Meeting with County Manager (Scott Whitaker) to review projects, strategy, and economic development files.
- Coordinated with IT personnel to set up county email access and systems.
- Attended EDC meeting at the Yanceyville Municipal Building, meeting with Planning Director (Jason), CoSquare Mgr (Kayla)
- Organized and continue to review economic development project files.
- Drafted framework for project tracking and prioritization.
- Reviewed files and CEAD Project. Meeting to discuss this project is scheduled for September 8 with PCC representative..
- Called Mrs Guidry reference NorAg Project and agreed to meeting for resolution around mid-September.
- Reviewed Economic Resilience Strategies for Caswell County (December 2023), NC and Caswell County Technical Assistance Report (June 2023). Both documents are provided by the International Development Council (IEDC). Started DRAFT Economic Development Strategy and preparing a Marketing Strategy.
- Consulted with County Manager regarding short-term goals and areas of interest for followup.
- Follow-up communication with IT on access and system updates.
- Visited the Caswell Industrial Park and met with USA RS Service representatives.
- Visited Pelham Industrial Park and met with onsite construction crew for Cherokee Tobacco.

Upcoming Priorities (September 2025)

- Continue refining Caswell County economic development strategy.
- Assist County Manager in organizing and prioritizing active projects.
- Explore potential opportunities for regional collaboration.
- Plan for round table meeting with business owners
- Setup individual meetings with business owners and prepare for a round table business meeting sometime in October-November timeframe
- Continue to review files and follow-up on possible potential projects that may have fallen through the cracks. This should be completed by the end of September.

Notes / Additional Information

- Good initial progress made in organizing project discussions.
- County leadership expressed interest in measurable outcomes and clear tracking of economic development goals.
- Would like to hear from County Leadership as to what goals they may have for economic development.



AGENDA ITEM 9

COVER SHEET

Caswell County Board of Commissioners

meeting date: September 2, 2025

topic: Public hearing re: FY26–27 Community Transportation Program (CTP) grants

attachment(s):

- Public hearing notice
- Public Transportation Program Resolution
- FY27 Local Share Certification for Funding

fiscal impact: No impact. FY27 funding opportunity.

staff comments or recommendation: Caswell County Area Transportation System (CATS) is required to complete the Community Transportation Grant Applications for FY27 by 10/3/25. The Director recommends that CATS apply for these grants to support the transportation services provided in the County.

suggested action or motion: Discussion only until 9/15 meeting, unless the Board wishes to move forward and vote on the topic. Either way, the recommendation is ultimately for adoption of the Section 5311 CTP Application, Capital 5310 and Capital Call for Projects Program, and related resolution.

notes:



CASWELL COUNTY
Area Transportation System

To: The Caswell County Board of Commissioners
From: Skyler Paschall, Director of CATS & Melissa Williamson, Deputy Co. Manager
Date: August 25, 2025
RE: FY 27 Community Transportation Program, Capital 5310, and Capital Call for Project Grant Applications

Caswell County Area Transportation System is required to complete the Community Transportation Grant Application and the Capital Call for Project Grant Applications for fiscal year 2026-2027 by October 3, 2025.

We are required to hold a Public Hearing on the proposed projects to allow members of the community the opportunity to comment on the transportation needs and the grant applications. The Public Hearing will be held at the Board of Commissioners meeting on September 2, 2025.

We are requesting three replacement buses in the FY 2027 Capital grant application. We are requesting Administrative funding in the 5311 CTP application.

The Capital 5310 purchase of service's objective is to provide transportation services that meet the special needs of elderly persons and person with disabilities to who mass transportation services are unavailable, insufficient or inappropriate.

We need to have a motion made by a Board member and seconded by another Board member for the adoption of the Section 5311 CTP Application and Capital Call for Projects Program and resolution and put to a vote to duly adopt the resolution. Our grant is due to PTD by October 3, 2025. Please note that if the standard language included in the Resolution provided by PTD is altered or changed in any way we will be required to submit a new Resolution. The requirement to submit a new Resolution may result in a delay in approval of our CTP grant application and funding availability.

All local matching funds required are transportation dollars. No ad valorem tax dollars are required for the operation of CATS. CATS is operating as a stand-alone enterprise fund.

Thank you for your cooperation in this matter.

UNIFIED GRANT APPLICATION

PUBLIC HEARING NOTICE

Section 5311 (ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

This is to inform the public that a public hearing will be held on the proposed Caswell County Community Transportation Program Application to be submitted to the North Carolina Department of Transportation no later than October 3, 2025. The public hearing will be held on September 2, 2025 at 5:00 PM before the (governing board) Caswell County Board of Commissioners at the Historic Court House located 144 Court Square, Yanceyville NC 27379.

Those interested in attending the public hearing and needing either auxiliary aids and services under the Americans with Disabilities Act (ADA) or a language translator should contact Melissa Williamson on or before August 26, 2025, at telephone number 336-694-1424 Ext 2 or via email at mwilliamson@caswellcountync.gov.

The Community Transportation Program provides assistance to coordinate existing transportation programs operating in Caswell County as well as provides transportation options and services for the communities within this service area. These services are currently provided using demand response. Services are rendered by CATS fleet.

The total estimated amount requested for the period July 1, 2026 through June 30, 2027.

NOTE: Local share amount is subject to State funding availability.

Project	Total Amount	Local Share
5311 Administrative	\$ <u>138,869.00</u>	\$ <u>20,830.00</u> (15%)
5311 Operating (No State Match)	\$ _____	\$ _____ (50%)
5310 Operating (No State Match)	\$ _____	\$ _____ (50%)
Combined Capital	\$ <u>346,500.00</u>	\$ <u>34,650.00</u> (10%)
Mobility Management	\$ _____	\$ _____ (10%)
5310 Capital Purchase of Service	\$ <u>54,900.00</u>	\$ <u>5,490.00</u> (10%)
ConCPT	\$ _____	\$ _____ (50%)
Capital Cost of Contracting	\$ _____	\$ _____ (%)
Travelers' Aid	\$ _____	\$ _____ (50%)
_____	\$ _____	\$ _____ (%)
_____	\$ _____	\$ _____ (%)
_____	\$ _____	\$ _____ (%)

Funding programs covered are 5311, 5310, 5339 Bus and Bus Facilities, 5307 (Small fixed route, regional, and consolidated urban-rural systems)

TOTAL	\$ <u>540,269.00</u>	\$ <u>60,970.00</u>
	Total Funding Requests	Total Local Share

This application may be inspected at Caswell County Area Transportation System from 8:00 AM – 5:00 PM. Written comments should be directed to Melissa Williamson before August 26, 2025.

End of Notice

Note: AN ORIGINAL COPY of the published Public Hearing Notice must be attached to a signed Affidavit of Publication. **Both the Public Hearing Notice and the Affidavit of Publication** must be submitted with the grant application.

Last Updated: 02/21/2025

UNIFIED GRANT APPLICATION

LOCAL SHARE CERTIFICATION FOR FUNDING

Caswell County
(Legal Name of Applicant)

Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share**</u>
5311 Administrative	\$ <u>138,869.00</u>	\$ <u>20,830.00</u> (15%)
5311 Operating (No State Match)	\$ _____	\$ _____ (50%)
5310 Operating (No State Match)	\$ _____	\$ _____ (50%)
Combined Capital	\$ <u>346,500.00</u>	\$ <u>34,650.00</u> (10%)
Mobility Management	\$ _____	\$ _____ (10%)
5310 Capital Purchase of Service	\$ <u>54,900.00</u>	\$ <u>5,490.00</u> (10%)
ConCPT	\$ _____	\$ _____ (50%)
Capital Cost of Contracting	\$ _____	\$ _____ (%)
Travelers' Aid	\$ _____	\$ _____ (50%)
_____	\$ _____	\$ _____ (%)
_____	\$ _____	\$ _____ (%)
_____	\$ _____	\$ _____ (%)

Funding programs covered are 5311, 5310, 5339 Bus and Bus Facilities, 5307 (Small fixed route, regional, and consolidated urban-rural systems)

TOTAL	\$ <u>540,269.00</u>	\$ <u>60,970.00</u>
	Total Funding Requests	Total Local Share

****NOTE: Applicants should be prepared for the entire Local Share amount in the event State funding is not available.**

The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Apply to Grant</u>	<u>Amount</u>
<u>Enterprise Funds</u>	<u>5311 Admin</u>	\$ <u>20,830.00</u>
<u>Enterprise Funds</u>	<u>Combined Capital</u>	\$ <u>34,650.00</u>
<u>ROAP E&D</u>	<u>5310 Purchase of Service</u>	\$ <u>5,490.00</u>
_____	_____	\$ _____
_____	_____	\$ _____

UNIFIED GRANT APPLICATION

_____	_____	\$ _____
_____	_____	\$ _____
TOTAL		\$ <u>60,970.00</u>

**** Fare box revenue is not an applicable source for local share funding**

I, the undersigned representing (*Legal Name of Applicant*) **Caswell County** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2027 Community Transportation Program and 5307 Governors Apportionment will be available as of **July 1, 2026**, which has a period of performance of July 1, 2026 – June 30, 2027.

Signature of Authorized Official

Scott Whitaker

Type Name and Title of Authorized Official

Date

UNIFIED GRANT APPLICATION

PUBLIC TRANSPORTATION PROGRAM RESOLUTION**FY27 RESOLUTION****Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.**

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (*Board Member's Name*) _____ and seconded by (*Board Member's Name or N/A, if not required*) _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Capital Purchase of Service budget, Section 5310 program.

WHEREAS, (*Legal Name of Applicant*) Caswell County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received

UNIFIED GRANT APPLICATION

from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)* County Manager of (Name of Applicant's Governing Body) Caswell County Board of Commissioners is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (Certifying Official's Name)* Scott Whitaker (Certifying Official's Title) Clerk to the Board do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) Caswell County Board of Commissioners duly held on the _____ day of _____, _____.

Signature of Certifying Official

***Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me
(date) _____

*Notary Public **

Printed Name and Address

My commission expires
(date) _____

Affix Notary Seal Here

*(page intentionally blank so all topics start
on a “front” page if the packet is printed)*

**AGENDA ITEM 10****COVER SHEET**Caswell County Board of Commissioners

meeting date: September 2, 2025

topic: BOC's "Rules of Procedure" revisions

attachment(s): draft "Board of Commissioners Rules of Procedure" (POL-051-2020)

fiscal impact: (n/a)

staff comments or recommendation: This policy was originally adopted in 2020 and needs updates to bring it in compliance with current General Statutes (ex.: G.S. § 153A-27.1) and to make it more practical and in line with current practices and procedures (ex.: deadline to add an agenda item). Some changes are necessary while others are discretionary.

suggested action or motion: Discussion only until 9/15 meeting.

notes:

Caswell County Policies	<i>name:</i> Board of Commissioners Rules of Procedure	
<i>policy number:</i> POL-051-2020	<i>original adoption:</i> 4/20/2020	<i>last revision:</i> 9/15/2025

Board of Commissioners Rules of Procedure

I. APPLICABILITY

Rule 1. Applicability of Rules: These rules shall apply to all meetings of the Board of Commissioners of Caswell County at which the Board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law.

II. OPEN MEETINGS

Rule 2. Meetings ~~to~~ **in** the Open:

- a. It is the public policy of North Carolina and of Caswell County that the hearings, deliberations, and actions of this Board and its committees be conducted openly.
- b. Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Caswell County Board of Commissioners shall be open to the public and any person is entitled to attend such a meeting.
- c. For the purpose of the provisions of these rules concerning open meetings, an official meeting of the Board is defined as any gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of Board members **(a quorum; see Rule 28)** for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the Board.

Rule 3. Closed Sessions:

- a. Notwithstanding the provisions of Rule 2, the Board may hold a closed session and exclude the public under the circumstances provided by G.S. § 143-318.1, as amended from time to time, as follows:
 - (1) To prevent the disclosure of information that is privileged or confidential.
 - (2) To prevent the premature disclosure of an honorary degree, scholarship, prize or similar award.
 - (3) To consult with an attorney employed or retained by the County in order to preserve attorney/client privilege.
 - (4) To discuss matters relating to the location or expansion of industries or other businesses in the County, including agreement on a tentative list of economic development incentives that may be offered.
 - (5) To establish or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of a public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
 - (6) To consider the compensation, terms of appointment and performance of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.
 - (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
 - (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
 - (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist, activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
 - (10) To view a recording released pursuant to G.S. 132-1.4A.

Caswell County Policies	<i>name:</i> Board of Commissioners Rules of Procedure	
<i>policy number:</i> POL-051-2020	<i>original adoption:</i> 4/20/2020	<i>last revision:</i> 9/15/2025

- b. The Board may go into closed session only upon a motion made and adopted at an open meeting. A motion to go into closed session must cite one of the more of the permissible purposes listed in G.S. §143-318.11 as it is from time to time amended.
- c. Unless the motion to go into closed session provides otherwise, the County Manager, Deputy County Manager, County Attorney, and Clerk to the Board may attend the closed session. No other person may attend the closed session unless specifically invited by majority vote of the Board.

III. ORGANIZATION OF THE BOARD

Rule 4. Organizational Meeting:

- a. Even-Numbered Years. The Board shall hold an organizational meeting on the first Monday in December of each even-numbered year. The agenda for this organizational meeting shall be limited to induction of newly elected members of the Board of County Commissioners and other elected County officials and organization of the Board for the ensuing year. The Clerk to the Board of Commissioners shall call the meeting to order and shall preside until a Chair is elected. If they have not already been sworn and inducted into office, the newly-elected members of the Board shall take and subscribe the oath of office as the first order of business. As the second order, the Board shall elect a Chair and Vice-Chair from among its members. As the third order, the Board shall approve the bonds of the Sheriff and the Register of Deeds and induct them and any other newly elected County officials into office. As the fourth and fifth orders of business, the Board may appoint a Clerk and an Attorney.
- b. Odd-Numbered Years. At the first regular meeting in December of each odd-numbered year, the first order of business shall be approval of the minutes of the previous meeting. The Clerk to the Board of Commissioners shall call the meeting to order and shall preside until a Chair is elected. The second order of business shall be election of the Chair and Vice-Chair for the ensuing year. The third and fourth orders of business may be appointment of the Clerk and County Attorney.

Rule 5. Election of the Chair: The Chair of the Board shall be elected annually for a term of one year and shall not be removed from the office of Chair unless he or she becomes disqualified to serve as a member of the Board.

IV. REGULAR AND SPECIAL MEETINGS

Rule 6. Regular and Special Meetings:

- a. Regular Meetings. The Board shall hold a regular meeting on the first and third Monday of each month. If a regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting. The Board shall establish the time and place for regular meetings.
- b. Special Meetings. The Chair or a majority of the members of the Board may at any time call a special meeting of the Board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons who call the meeting shall cause the notice to be posted on the principal bulletin board of the County and delivered to the Chair and all other Board members or left at the usual dwelling place of each member at least 72 hours before the meeting. In addition, the notice shall be mailed or delivered to individual persons and news media organizations who have requested such notice as provided in subsection (d), below. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.
- c. Emergency Meetings. If a special meeting is called to deal with an unexpected circumstance that requires immediate consideration by the Board, the notice requirements of this rule do not apply. However, the person or persons who

Caswell County Policies	<i>name:</i> Board of Commissioners Rules of Procedure	
<i>policy number:</i> POL-051-2020	<i>original adoption:</i> 4/20/2020	<i>last revision:</i> 9/15/2025

call an emergency meeting shall take reasonable action to inform the other members and the public of the meeting. Local news media organizations, who have requested notice of special meetings as provided in subsection (d), below, shall be notified of such emergency meetings by the same method used to notify Board members. Only business connected with the emergency may be discussed at the meeting.

- d. Sunshine List. Any individual person and any newspaper, wire service, radio station, and television station may file with the Clerk to the Board of Commissioners a written request for notice of all special meetings of the Board. Requests by individuals must be renewed on or before the last day of each calendar quarter and are subject to a \$10.00 nonrefundable annual fee. Requests made by news media organizations must be renewed annually on or before January 1 and are not subject to any fee.
- e. Work Sessions and Committee Meetings. The Board may schedule work sessions, committee meetings, or other informal meetings of the Board or a majority of the members of the Board at such times and with respect to such subject matter as may be established by resolution or order of the Board. A schedule of any such meetings that are held on a regular basis shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held on a regular schedule are subject to the same notice requirements as special Board meetings.

Rule 7. All Meetings within the County: All meetings shall be held within the boundaries of Caswell County, except as otherwise provided herein:

1. A joint meeting with the governing board of any other political subdivision of this State or any other State may be held within the boundaries of either subdivision as may be stated in the call of the meeting. At any such joint meeting, this Board reserves the right to vote separately on all matters coming before the joint meeting.
2. A special meeting called for the purpose of considering and acting upon any order or resolution requesting members of the General Assembly representing all or any portion of this County to support or oppose any bill pending in the General Assembly or proposed for introduction therein shall be held in Raleigh or such other place as may be stated in the call of the meeting.

Rule 8. Broadcasting and Recording Meetings:

- a. Except as provided in this rule, any person is entitled to broadcast all or any part of an official meeting of the Board that is required to be open to the public. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting required to be open.
- b. Any person wishing to broadcast any portion of an official meeting of the Board shall so notify the County Manager no later than twenty-four hours before the meeting. If the number of requests or the quantity and size of the necessary equipment is such that the meeting cannot be accommodated in the designated meeting room and no suitable alternative site in the County office building is available, the County Manager may require the news media either to pool equipment and personnel or to secure and pay the costs of an alternative meeting site that is mutually agreeable to the Board and the media representative.

V. AGENDA

Rule 9. Agenda:

- a. The Clerk to the Board shall prepare the agenda for each regular, special, and emergency meeting. A request to have an item of business placed on the agenda for a regular meeting must be received no later than 12:00 p.m. noon the Tuesday Monday before the meeting with supporting documentation that is relevant to the item. Any Board member may, by a timely request, have an item placed on the agenda.

Caswell County Policies	<i>name:</i> Board of Commissioners Rules of Procedure	
<i>policy number:</i> POL-051-2020	<i>original adoption:</i> 4/20/2020	<i>last revision:</i> 9/15/2025

- b. The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relevant to items on the agenda. A copy of the agenda packet shall be delivered to each member of the Board ~~at least ninety-six hours~~ **by 9am Friday** before the **Monday** meeting. Documents in the agenda packet, if not previously available for public inspection, shall become so when packets have been delivered **electronically** to each Board member **and the Sunshine List** or ~~left at his or her usual dwelling.~~ **printed for Board member pick-up.**
- c. The Board may, by majority vote, add an item that is not on the agenda.

Rule 10. Informal Public Comments: The Clerk to the Board shall include on the agenda of each regular meeting a period for comments or questions from members of the public in attendance. The County's "Public Comments Rules and Procedures" shall apply to the comments from the members of the public.

VI. CONDUCT OF DEBATE

Rule 11. Powers of the Chair: The Chair shall preside at all meetings of the Board. A member must be recognized by the Chair in order to address the Board. The Chair shall have the following powers to:

1. rule on points of parliamentary procedure, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;
2. determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. call a brief recess at any time; and,
4. adjourn in an emergency.

Rule 12. Presiding Officer When the Chair is in Active Debate: If the Chair wishes to become actively engaged in debate on a particular proposal, he or she shall designate another Board member or a staff member to preside. The Chair shall resume the duty to preside as soon as action on the matter is concluded.

Rule 13. Action by the Board: The Board shall proceed by motion. Any member, including the Chair, may make a motion.

Rule 14. Second Required: A motion shall require a second.

Rule 15. One Motion at a Time: A member may make only one motion at a time.

Rule 16. Substantive Motion: A substantive motion is out of order while another substantive motion is pending.

Rule 17. Adoption by Majority Vote: A motion shall be adopted if approved by a majority of the votes cast, a quorum being present, unless an extraordinary majority is required by these rules or the laws of North Carolina.

Rule 18. Debate: The Chair shall state the motion and then open the floor to debate, presiding over the debate according to these general principles:

1. The member making the motion or introducing the ordinance, resolution, or order is entitled to speak first.
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
3. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Caswell County Policies	<i>name:</i> Board of Commissioners Rules of Procedure	
<i>policy number:</i> POL-051-2020	<i>original adoption:</i> 4/20/2020	<i>last revision:</i> 9/15/2025

Rule 19. Procedural Motions:

- a. In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.
- b. In order of priority (if applicable), the procedural motions are to:
 - (1) Adjourn. The motion may be made only at the conclusion of action on a pending matter; if may not interrupt deliberation of a pending matter.
 - (2) Take a Recess.
 - (3) Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.
 - (4) Suspend the Rules. The motion requires a vote equal to a quorum.
 - (5) Divide a Complex Motion and Consider it by Paragraph.
 - (6) Defer Consideration. A substantive motion whose consideration has been deferred expires one hundred days thereafter, unless a motion to revive consideration is adopted.
 - (7) Call the Previous Question. The motion is not in order until there have been at least twenty minutes of debate and every member has had one opportunity to speak.
 - (8) Postpone to a Certain Time or Day.
 - (9) Refer to Committee. Sixty days after a motion has been referred to a Committee, the introducer may compel consideration of the measure by the entire Board, regardless of whether the Committee has reported the matter back to the Board.
 - (10) Amend. An amendment to a motion must be germane to the subject of the motion, but it may not achieve the opposite effect of the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendment to a proposed ordinance shall be reduced to writing.
 - (11) Revive Consideration. The motion is in order at any time within one hundred days of a vote deferring consideration of it. A substantive motion on which consideration has been deferred expires one hundred days after the deferral, unless a motion to revive consideration is adopted.
 - (12) Reconsider. The motion must be made at the same meeting at which the original vote was taken, and by a member who voted with the prevailing side. The motion cannot interrupt deliberation on a pending matter but is in order at any time before adjournment.
 - (13) Prevent Reconsideration for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires a vote equal to a quorum and is valid for six months or until the next regular election of County Commissioners, whichever occurs first.

Rule 20. Renewal of Motion: A defeated motion may not be renewed at the same meeting.

Rule 21. Withdrawal of Motion: A motion may be withdrawn by the introducer at any time before the Chair puts the motion to a vote.

Rule 22. Duty to Vote: It is the duty of each member to vote unless excused by a majority vote according to law. The Board may excuse members from voting on matters involving their own financial interest or official conduct. A member who wishes to be excused from voting shall so inform the Chair, who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.

Caswell County Policies	<i>name:</i> Board of Commissioners Rules of Procedure	
<i>policy number:</i> POL-051-2020	<i>original adoption:</i> 4/20/2020	<i>last revision:</i> 9/15/2025

Rule 23. Prohibition of Secret Voting: No vote may be taken by secret ballot. If the Board decides to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, at which time they may be destroyed.

Rule 24. Action by Reference: The Board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at this meeting can understand what is being discussed or acted on.

Rule 25. Introduction of Ordinances: A proposed ordinance shall be deemed introduced at the first meeting at which it is on the agenda, regardless of whether it is actually considered by the Board, and its introduction shall be recorded in the minutes.

Rule 26. Adoption, Amendment, or Repeal of Ordinance: To be adopted at the meeting where first introduced, an ordinance or any action with the effect of an ordinance, or any ordinance amending or repealing an existing ordinance (except the budget ordinance, a bond order, or another ordinance requiring a public hearing before adoption) must be approved by all members of the Board of Commissioners. If the proposed measure is approved by a majority of those voting, but not all the members of the Board, or if the measure is not voted on at the meeting where introduced, it shall be considered at the next regular meeting of the Board. If the proposal receives a majority of the votes cast at the next meeting or within one hundred days of being introduced, it is adopted.

Rule 27. Consideration of Unbudgeted Expenditures: No votes on expenditures for off-budget spending in excess of \$10,000 shall be held unless tabled from a prior meeting. **This rule may be waived at the Board's discretion.**

Rule 28. Quorum: A majority of the Board membership shall constitute a quorum. The number required for a quorum is not affected by vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members present, he or she shall be counted as present for the purposes of determining whether a quorum is present. The Board may compel the attendance of an absent member by ordering the Sheriff to take the member into custody.

Rule 29. Public Hearings: Public hearings required by law or deemed advisable by the Board shall be organized by the Clerk to the Board on the appropriate agenda, setting forth the subject, date, place, and time of the hearing as well as any rules adopted by the Board governing the conduct of the public hearing, including, but not limited to, the length of time allotted to each speaker and designating representatives to speak for large groups. At the appointed time, the Chair shall call the hearing to order and preside over it. When the allotted time expires, the Chair shall inform the Board, and the Board may, by majority vote, declare the hearing ended and resume the regular order of business. If there is no motion to conclude the hearing, it may continue until there are no more speakers, or until such a motion is made and adopted.

Rule 30. Quorum at Public Hearings: A quorum of the Board shall be required at all public hearings required by law.

Rule 31. Minutes: Minutes shall be kept of all Board meetings.

Rule 32. Appointments: The Board shall use the following procedure to make appointments to fill vacancies in other boards and public offices over which the Board has power of appointment:

1. The Chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. When debate ends, the Chair shall call the roll of the members, and each member shall vote. The votes shall not be tallied until each member has voted.

Caswell County Policies	<i>name:</i> Board of Commissioners Rules of Procedure	
<i>policy number:</i> POL-051-2020	<i>original adoption:</i> 4/20/2020	<i>last revision:</i> 9/15/2025

2. Each vote shall be decided by a majority of the valid ballots cast (a majority is determined by dividing the number of valid ballots cast by two and taking the next highest whole number). It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so does not invalidate that member's ballot.

Rule 33. Appointments to the Board of Commissioners: The Board shall use the following the procedures in G.S. § 153A-27 153A-27.1. (Vacancies on board of commissioners in certain counties), as amended from time to time, to make appointments to fill vacancies in the Board itself as follows:

- a. If a vacancy occurs on the board of commissioners, the remaining members of the board shall appoint a qualified person to fill the vacancy. If the number of vacancies on the board is such that a quorum of the board cannot be obtained, the chairman of the board shall appoint enough members to make up a quorum, and the board shall then proceed to fill the remaining vacancies. If the number of vacancies on the board is such that a quorum of the board cannot be obtained and the office of chairman is vacant, the clerk of superior court of the county shall fill the vacancies upon the request of any remaining member of the board or upon the petition of any five registered voters of the county. If for any other reason the remaining members of the board do not fill a vacancy within 60 days after the day the vacancy occurs, the clerk shall immediately report the vacancy to the clerk of superior court of the county. The clerk of superior court shall, within 10 days after the day the vacancy is reported to him, fill the vacancy.
- b. If the member being replaced was serving a two-year term, or if the member was serving a four-year term and the vacancy occurs later than 60 days before the general election for county commissioner held after the first two years of the term, the appointment to fill the vacancy is for the remainder of the unexpired term. Otherwise, the term of the person appointed to fill the vacancy extends to the first Monday in December next following the first general election for county commissioner held more than 60 days after the day the vacancy occurs; at that general election, a person shall be elected to the seat vacated, either to the remainder of the unexpired term or, if the term has expired, to a full term.
- c. To be eligible for appointment to fill a vacancy, a person must (i) be a member of the same political party as the member being replaced, if that member was elected as the nominee of a political party, and (ii) be a resident of the same district as the member being replaced, if the county is divided into electoral districts. The board of commissioners or the clerk of superior court, as the case may be, shall consult the county executive committee of the appropriate political party before filling a vacancy, but neither the board nor the clerk of the superior court is bound by the committee's recommendation.

(Manager note: The following a–h items are verbatim language from the latest GS 153A-27.1 available online, which does not yet list Caswell in item h. It is understood that the General Assembly added “Caswell” this year, thus it’s been added below.)

- a. If a vacancy occurs on the board of commissioners, the remaining members of the board shall appoint a qualified person to fill the vacancy. If the number of vacancies on the board is such that a quorum of the board cannot be obtained, the chairman of the board shall appoint enough members to make up a quorum, and the board shall then proceed to fill the remaining vacancies. If the number of vacancies on the board is such that a quorum of the board cannot be obtained and the office of chairman is vacant, the clerk of superior court of the county shall fill the vacancies upon the request of any remaining member of the board or upon the petition of any registered voters of the county.
- b. If the member being replaced was serving a two-year term, or if the member was serving a four-year term and the vacancy occurs later than 60 days before the general election for county commissioner held after the first two years of the term, the appointment to fill the vacancy is for the remainder of the unexpired term. Otherwise, the term of the person appointed to fill the vacancy extends to the first Monday in December next following the first general election

Caswell County Policies	<i>name:</i> Board of Commissioners Rules of Procedure	
<i>policy number:</i> POL-051-2020	<i>original adoption:</i> 4/20/2020	<i>last revision:</i> 9/15/2025

for county commissioner held more than 60 days after the day the vacancy occurs; at that general election, a person shall be elected to the seat vacated for the remainder of the unexpired term.

- c. To be eligible for appointment to fill a vacancy, a person must (i) be a member of the same political party as the member being replaced, if that member was elected as the nominee of a political party, and (ii) be a resident of the same district as the member being replaced, if the county is divided into electoral districts.
- d. If the member who vacated the seat was elected as a nominee of a political party, the board of commissioners, the chairman of the board, or the clerk of superior court, as the case may be, shall consult the county executive committee of the appropriate political party before filling the vacancy, and shall appoint the person recommended by the county executive committee of the political party of which the commissioner being replaced was a member, if the party makes a recommendation within 30 days of the occurrence of the vacancy.
- e. Whenever because of G.S. 153A-58(3)b. or because of any local act, only the qualified voters of an area which is less than the entire county were eligible to vote in the general election for the member whose seat is vacant, the appointing authority must accept the recommendation only if the county executive committee restricted voting to committee members who represent precincts all or part of which were within the territorial area of the district of the county commissioner.
- f. The provisions of any local act which provides that a county executive committee of a political party shall fill any vacancy on a board of county commissioners are repealed.
- g. Counties subject to this section are not subject to G.S. 153A-27.
- h. This section shall apply only in the following counties: Alamance, Alexander, Alleghany, Avery, Beaufort, Brunswick, Buncombe, Caldwell, Carteret, Caswell, Cherokee, Clay, Cleveland, Cumberland, Dare, Davidson, Davie, Forsyth, Graham, Guilford, Harnett, Haywood, Henderson, Hyde, Jackson, Lee, Lincoln, Macon, Madison, McDowell, Mecklenburg, Moore, Onslow, Pender, Polk, Randolph, Rockingham, Rutherford, Sampson, Stanly, Stokes, Transylvania, and Yancey.

Rule 34. Reference to Robert's Rules of Order: To the extent not provided for in, and not conflicting with the spirit of, these rules, the Chair shall refer to *Robert's Rules of Order* to resolve procedural questions.

Revised **September 15, 2025.**

Board Chair Tim Yarbrough

date

Clerk K. Scott Whitaker

date

*(page intentionally blank so all topics start
on a “front” page if the packet is printed)*



AGENDA ITEM 11

COVER SHEET

Caswell County Board of Commissioners

meeting date: September 2, 2025

topic: Juvenile Crime Prevention Council (JCPC)
—Stephanie Williamson and Kayden Simpson

attachment(s):

- Applications for both
- JCPC Certification Standards with JPCP Council roster provided by Katlyn Webster who maintains it
- Citizen Advisory Board Policy 4-20-20

fiscal impact: (n/a)

staff comments or recommendation: Please review closely. This Council is more complex in that's its large and G.S. § 143B-846 specifies the composition to a large degree.

If appointed, Kayden Simpson will be specified member #12. While he is already listed on the roster, he is believed to be a new appointment to fill a vacancy there.

If appointed, Stephanie Williamson will be specified member #16 ("Member of Business Community") and a new appointment.

suggested action or motion: Committee/Board appointments are at the BOC's discretion.

notes:

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

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

Caswell County Manager's Office
Attn: County Manager & Clerk to the Board Scott Whitaker
Address: PO Box 98, 144 Court Square, Yanceyville, NC 27379
Email: swhitaker@caswellcountync.gov

Name: Stephanie Williamson

Home Address: 306 Cemetery Street, PO Box 324

City: Yanceyville Zip Code: 27379

Phone: 336-514-2496 Email: stephaniemwilliamson32@gmail.com

Place of Employment: State Employees Credit Union

Please list any County Boards you currently serve on: N/A

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

A. JCPC B. _____ C. _____

Why do you wish to serve on these boards?

To be able to help serve my community through the JCPC and give back where is needed.

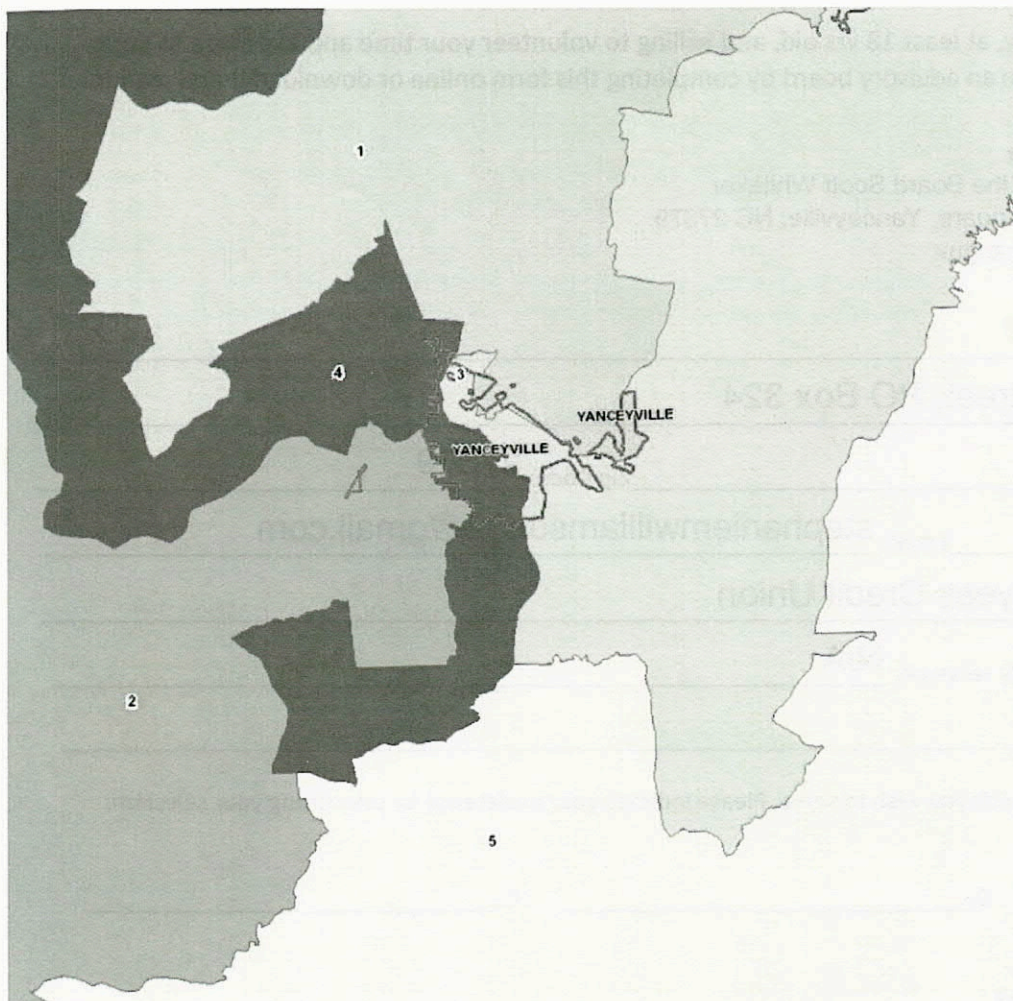
Please describe background, education, and abilities that qualify you for these boards:

Work in Finance for over 20+, Community Voluteer throughout Caswell, Background in HR, Finance, and Marketing.

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

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

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



Demographic Information (Optional)

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

Male ☐ Female ☒

Age Range: 18-34 ☐ 35-59 ☒ 60+ ☐

Ethnic background:

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

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

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

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

Caswell County Manager's Office

Attn: County Manager & Clerk to the Board Scott Whitaker

Address: PO Box 98, 144 Court Square, Yanceyville, NC 27379

Email: swhitaker@caswellcountync.gov

Name: Kayden Cordell Simpson

Home Address: 559 Foster Rd

City: Yanceyville, NC Zip Code: 27379

Phone: 336-514-5798 Email: kckenneltva@gmail.com

Place of Employment: BYHS student

Please list any County Boards you currently serve on: _____

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

A. JCPP B. _____ C. _____

Why do you wish to serve on these boards?

to help my town be better and help people
around

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

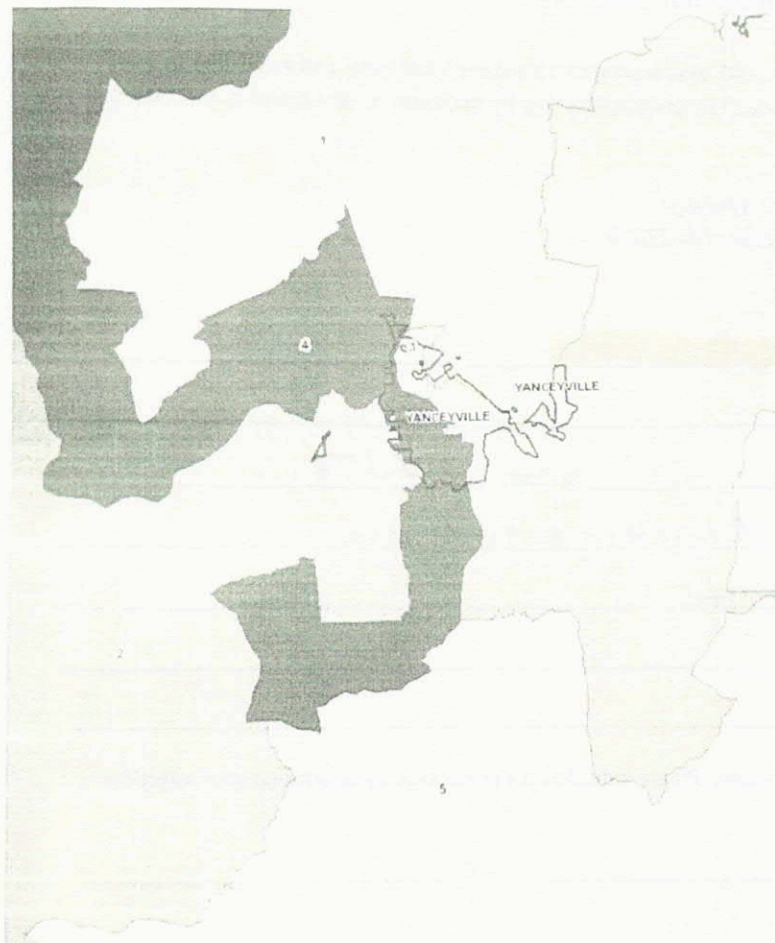
I am in 11th grade

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

believe murder by

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☐

Ethnic background:

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

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

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

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Caswell County - FY 25-26

Last Modified 08/18/2025 10:12 AM

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Medina Jones	Student Support Services Director	<input checked="" type="checkbox"/>	Black or African-American	Female
2) Chief of Police or designee	VACANT				
3) Local Sheriff or designee	Melissa Poole	Chief Deputy	<input checked="" type="checkbox"/>	White	Female
4) District Attorney or designee	VACANT				
5) Chief Court Counselor or designee	Marie Chapman	Chief Court Counselor		Black or African-American	Female
6) Director, Local Management Entity/Managed Care Organization (LME/MCO), or designee	Laura Sharpe	SOC Coordinator	<input checked="" type="checkbox"/>	Black or African-American	Female
7) Director DSS or designee	Christy Marlowe	CPS Supervisor	<input checked="" type="checkbox"/>	White	Female
8) County Manager or designee	Scott Whitaker	County Manager		White	Male
9) Substance Abuse Professional	Shana Mebane	Counselor		Black or African-American	Female
10) Member of Faith Community	Alan Locklear	Minister		White	Male
11) County Commissioner	Finch Holt	Commissioner		White	Male
12) A Person Under the Age of 21	Kayden Simpson	student		Black or African-American	Male
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles	VACANT				
14) Juvenile Defense Attorney	VACANT				
15) Chief District Judge or designee	James Grogan	Chief District Court Judge		White	Male
16) Member of Business Community	VACANT				
17) Local Health Director or designee	Katlyn Webster	JCPC Chair/Account Technician	<input checked="" type="checkbox"/>	White	Female
18) Rep. United Way/other non-profit	Kyle Warren-Love	Community Health Collaborative		White	Male
19) Representative/Parks and Rec	Randy Jefferson	Director		White	Male
20) County Commissioner appointee	Brenda Day	at large member.		Black or African-American	Female
21) County Commissioner appointee	Cynthia Claiborne	citizen		Black or African-American	Female
22) County Commissioner appointee	Gwen Vaughan	citizen		Black or African-American	Female
23) County Commissioner appointee	Raquel Hughes	Child Placement Supervisor		Black or African-American	Female
24) County Commissioner appointee	VACANT				

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

Specified Members	Name	Title	Designee	Race	Gender
25) County Commissioner appointee	VACANT				
26) County Commissioner appointee	VACANT				

CASWELL COUNTY POLICIES AND PROCEDURES			Source Document:	
Policy Number:	13	Title:	Caswell County Citizen Advisory Board Policy	
Date of Adoption:	4/20/2020	Date of Last Revision:		Page 1

Caswell County Citizen Advisory Board Policy

1. SCOPE OF POLICY

PURPOSE:

This document establishes policies and procedures for the Caswell County Board of Commissioners to make appointments to Caswell County citizen boards, committees, commissions, and councils (hereinafter referred to as “Citizen Advisory Boards” (CAB). It also provides operating procedures and clarifies expectations of the Board of Commissioners for all advisory boards. The intent of this policy is to provide consistency in operations, appointments, accountability and reporting.

The Caswell County Board of Commissioners may appoint a citizen advisory board whose purpose is to serve in an advisory capacity to the Board of Commissioners (BOC) concerning a variety of topics.

This policy replaces any previously adopted bylaws for specific advisory boards, unless the bylaws are required by statute.

AUTHORITY:

The Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the County. For statutory boards and committees, authority may include reference to applicable General Statutes.

The Board of Commissioners has the responsibility to appoint citizens to serve as members of citizen advisory boards that have been established by the BOC.

PERIODIC REVIEW:

Periodic review of this policy will be part of the Board of Commissioners annual review.

2. MEMBERSHIP

QUALIFICATIONS:

For purposes of consistency, all appointments to citizen advisory boards will be made by the Board of Commissioners. To qualify for an appointment to a citizen advisory board, a person must meet the following requirements:

- a. All applicants must complete a Caswell County application form to serve on advisory board, available on the county website and at our administrative offices. If a deadline is advertised, submitted applications may be considered after the deadline until all vacancies are filled.
- b. All committee members must meet the qualifications if specified by the specific citizen advisory board and/or the statutory requirements for an appointed position.

- c. All committee members must be eighteen (18) years of age or older unless applying under a youth designated position.
- d. All committee members shall be permanent residents, employees of Caswell County government, or maintain a place of business or be an employee of said place of business in Caswell County.
- e. No applicant may currently be a party to nor a legal representative involved in litigation against Caswell County.
- f. Each applicant must be prepared and committed to participating in citizen advisory board work in a manner that enhances relationships between Caswell County and the community.
- g. Citizen advisory board members serve the people of Caswell County. As such, their role includes their commitment for full participation in the citizen advisory board meetings and activities.

EXCEPTIONS:

The Board of Commissioners may waive requirements, with the exception of statutory requirements.

COMPOSITION:

- a. The Board of Commissioners shall appoint all voting members to citizen advisory boards, unless specified otherwise by statute. The County will strive to have the voting members reflect the cultural, geographical, and ethnic diversity of the community.
- b. No committees shall have less than five (5) total voting members except as regulated by state statute. However, the advisory board may have additional non-voting ex officio members.

SELECTION & APPOINTMENT:

- a. All members of citizen advisory boards serve at the pleasure of the Board of Commissioners.
- b. The Board of Commissioners will determine if applicants meet the required qualifications. They may choose to assign an individual or group of individuals to review and recommend candidates for advisory committees.
- c. Appointments to citizen advisory boards will be initiated with the applicant's completion of advisory board application form. As noted above, the Board of Commissioners may designate other groups or individuals to review applications and recommend applicants. Other entities, such as incorporated towns, also may be responsible to making nominations to some committees.
- d. The advisory board chairs should notify the Clerk to the Board's Office and the Chair of the Board of Commissioners when a vacancy has not been filled in a timely manner.

TERMS:

- a. Each appointed citizen advisory board member shall serve a term of three years and hold office until the qualification and appointment of his or her successor or until one year has elapsed since the expiration of the term for which the citizen was appointed, whichever first occurs. All appointments will be effective July 1 or otherwise defined by the individual boards.
- b. All advisory boards should have staggered terms for its membership. Once staggered terms are implemented, each new voting member shall serve for a three year term.
- c. Citizen advisory board members whose terms are due to expire may request or be asked to accept reappointment to the position.

ATTENDANCE:

CAB members are expected to attend meetings on a regular basis. Members should inform the chair of the advisory board as soon as possible when unable to attend an upcoming meeting, preferably at least 48 hours' notice due to quorum considerations. The advisory board should maintain attendance records, including all regular and special meetings. If a committee member has missed 25% or 3 meetings unexcused of the advisory board meetings during a calendar year, the committee chair should make a recommendation to the Chair of the Board of Commissioners on continued service of the member. The member in question will provide an explanation in writing. Based on this information, the Board of Commissioners will make a decision on the member's status.

RESIGNATIONS:

- a. A member of a citizen advisory board shall submit his or her resignation in writing, letter or email, to the chair of the advisory board on which he or she serves, noting the effective date of the resignation.
- b. The chair will forward a copy of the resignation to the Clerk to the Board of Commissioners.
- c. The Board of Commissioners shall recognize the individual's service via letter or certificate. The Clerk to the Board will handle this responsibility.

VACANCIES:

Upon expiration of the term of service of members or other type of vacancies, including resignations or removal by the Board of Commissioners, BOC shall have the responsibility of selecting and appointing a new member to the committee. The Clerk to the Board will be responsible for initiating public notices of vacancies as soon as possible, preferably before a seat becomes vacated. The urgency of filling vacancies may vary based on the circumstances.

RELEASE FROM SERVICE:

- a. When it is deemed necessary to release a member from his or her term of appointment on a citizen advisory board, the affected individual shall be notified by letter.
- b. When a citizen advisory board has completed its function, the members shall be informed of the termination of the citizen advisory board by letter or email from the Board of Commissioners.

3. ROLES & RESPONSIBILITIES**MEMBERS:**

- a. Members shall attend meetings of the citizen advisory board, serve on subcommittees, and perform other functions as assigned by the citizen advisory board chair. As noted above, for quorum considerations, if a member is unable to attend citizen advisory board meetings, the member shall contact the committee chair as soon as possible and at least forty-eight (48) hours before the scheduled meeting.
- b. Upon review of the above matters, the citizen advisory board shall make recommendations and identify concerns, if any, to the Board of Commissioners in writing.

GOVERNING BOARD:

- a. The Board of Commissioners will consider the citizen advisory committee's recommendations or concerns.
- b. Should any concerns remain unresolved after a response has been received, the Board of Commissioners may request that the matter be referred to the County Manager.
- c. To enhance trust between the Caswell County departments and the community, members of the citizen advisory board will:
 - If requested, assist any related Caswell County departments in achieving a greater understanding of the nature and causes of community issues, with an emphasis on improving relations between the department and the citizens.
 - Recommend methods to encourage and develop advisory boards.
 - Work throughout the community to gain relevant information about advisory board issues and communicate these with the Board of Commissioners and employees.

CHAIR, VICE CHAIR, AND SECRETARY SELECTION AND RESPONSIBILITIES:

The chair and any other officers of the citizen advisory board will be chosen by the advisory board for a one-year term.

All advisory board chairs and vice chairs shall be appointed members with at least one year remaining of their terms.

The chair and vice chair shall assume office when the board holds its first meeting of the calendar year. At the first citizen advisory board meeting upon assuming office, the chair shall present members with a copy of the citizen advisory board's charge, scope, membership roster and a copy of this policy.

- a. The CAB chair has the following duties as well as any other duties specified by state statute:
 - Calls all meetings.
 - Serves as presiding officer.
 - Serves as a voting member of the advisory board.
 - Assists any assigned county staff in developing the board meeting agenda.
 - Designates and dissolves subcommittees as needed, but the formation of any new subcommittees shall be reported to the County Manager and the Board of Commissioners
 - Appoints subcommittee chairs and members.
 - Works in consultation with any assigned department head or staff liaison
 - Carries out citizen advisory board assignments as required by the Board of Commissioners.
 - Conducts citizen advisory board meetings and presents a report of the proceedings and resulting motions for approval by the advisory board.
- b. The committee vice chair has the following duty:
 - Presides at citizen advisory board meetings in the absence of the chair.
- c. The committee secretary may be a role assigned to one member or rotated among several members. The Secretary has the following duties:

- Takes (or oversees) the taking of minutes for all board meetings.
- Submits minutes to the chair (or designated person) to be distributed to committee members in advance of CAB meetings.
- Assure that other records of the advisory board, including attendance records, are kept as directed by the Board of Commissioners.

Advisory boards may appoint an Executive Committee that includes the chair and vice chair or other designated members, if desired.

ACCOUNTABILITY & REPORTING:

Each advisory board will establish specific goals, objectives and measures based on the advisory board's mission and direction from the Board of Commissioners. The proposed goals and objectives will be submitted to the Board of Commissioners for review and approval. Progress towards goals and objectives will be reported annually to the Board of Commissioners and County Manager. The goals may include short term and long term steps and measures, but the intent is to identify measure of progress to report each year and/or barriers preventing the accomplishment of goals. The County Manager's Office will provide materials and/or training to assist advisory committees in developing and tracking specific goals, objectives, and measures.

Each advisory board should work with the Clerk to the Board's Office to establish a time on the agenda in July, August, or September of each year to make an annual report to the Board of Commissioners for the prior fiscal year. The presentation itself should not exceed fifteen (15) minutes plus time for questions. A copy of the annual report will be provided to the Board of Commissioners for review at least seven (7) days prior to the meeting where the report will be presented.

All recommendations or reports officially approved by a vote of the board shall be transmitted in writing in a timely manner to the County Manager who will forward to the Board of Commissioners. If there are opposing perspectives to the action or recommendation of the committee, the advisory board should provide a summary of the opposing viewpoints in its report to the Board of Commissioners.

4. MEETINGS:

In accordance with the North Carolina General Statutes, all meetings are open to the public as required by the Open Meetings Law. (NCGS 143-318.10)

The members of the citizen advisory board shall adopt rules and procedures relating to the operation of the committee, as needed. The citizen advisory board members shall determine the date, time, and place for each meeting as approved by the BOC.

- a. Regular Citizen Advisory Board and Subcommittee Meetings: The citizen advisory board convenes upon call of the chair and meets on a regular basis, at least four times a year. The meetings may be held in specified or various locations with the County. Subcommittee meeting dates will be set by the subcommittee chairs. Advisory boards are encouraged to schedule subcommittees in conjunction with citizen advisory board meetings, with a focus on convenience of members who must attend multiple meetings.
- b. Special Meetings: A majority of citizen advisory board members or the chair may call special meetings at any time for any specific business. Special meetings, such as appeals, are

- convened at a location selected by the chair.
- c. Emergency Meetings: A majority of citizen advisory board members or the chair may call a meeting in emergency circumstances by providing telephone notice to media outlets at least one hour prior to the meeting. An emergency situation includes a disaster that severely impairs the public's health or safety. In the event telephone services are not working, notice that the meeting occurred must be given as soon as possible after the meeting.
 - d. Meeting Notices: Notice of public citizen advisory board meetings and agenda shall be made available to all members and interested parties, and to any person who so requests, at least two calendar days in advance of the meeting by email and by posting on the county website. If a staff liaison is not assigned to the committee, dates of meeting for posting on the calendar should be sent to the Caswell County Webmaster.
 - e. All meetings should include a period of public input. The advisory board can adopt other rules as needed for the input period.
 - f. Agendas:
 - CAB chairs (and/or committee members) should submit agenda items to the designated person at least seven (7) calendar days prior to a scheduled meeting.
 - The agenda must provide a description of each item of business to be transacted or discussed so that interested members of the public will be capable of understanding the nature of each agenda item. As a general rule, only those items appearing on the agenda will be discussed or voted on. However, if an item is raised by a member of the public, the citizen advisory committee may accept testimony and discuss the item so long as no action is taken until a subsequent meeting. With the chair's agreement, any designated staff liaison will develop and distribute to each member an agenda listing the matters to be considered at upcoming citizen advisory board meetings. Also, so far as practical, copies of all written reports that are to be presented to the citizen advisory board for members' review will be included in this package at least five (5) calendar days before the meeting.
 - All meeting agendas should be posted on the county website and sent out as e-notice at least two (2) days in advance. If no staff liaison is assigned, the committee chair should send the agenda to the Caswell County Webmaster at least two (2) days prior to the meeting.
 - g. Minutes: The advisory board's secretary or other designated person will take minutes of all citizen advisory board meetings and approved by a vote of committee members. Once minutes are approved by the advisory committee, they should be posted on the Caswell County website on the committee's web page. If no assigned staff liaison is designated to handle this duty, approved minutes should be sent to the Caswell County Webmaster for posting within two (2) weeks of approval.
 - h. All recommendations and reports of the citizen advisory board, approved in the form of motions, shall be conveyed in writing exclusively to the Board of Commissioners for action. The chair should work with the County Manager to schedule a time on an upcoming Board of Commissioners meeting for the presentation of the recommendations or reports. Approved motions are forwarded to the Board of Commissioners for consideration, approval, or denial. Outcomes are reported back to the citizen advisory committee.

5. SUBCOMMITTEES:

Subcommittees may be formed by the citizen advisory board to research and make recommendations on special issues or areas in order to carry out the duties of the citizen advisory board. All subcommittees shall be reviewed on an annual basis by the advisory boards to determine continued need and realignment with the priorities of the citizen advisory board.

- a. Subcommittees are ad hoc and temporary in nature. Approved ad hoc subcommittees must have documented goals, deliverables, and a timeline, and the subcommittee will cease to meet when these are satisfied.

- b. Subcommittees Formation and Operation:

A subcommittee can be formed only by the chair of the advisory committee upon notification of the County Manager and the Board of Commissioners.

Subcommittees shall operate as specified:

- Voting members must be clearly identified.
- A member of the subcommittee shall take responsibility for assigning a note taker and for reporting to the full citizen advisory board the subcommittee's progress toward its stated objectives, including dissenting viewpoints.
- Subcommittees shall operate by majority vote.
- Subcommittees may request a technical representative to be approved by the County Manager and any related Department Heads.
- Subcommittees shall operate openly as defined by state laws and local policies.
- Membership on subcommittees shall be voluntary (unpaid) unless policy dictates otherwise.

6. QUORUM:

A quorum for a meeting of citizen advisory board shall consist of one more than half the voting members, excluding vacant voting positions and members who are disqualified from voting due to a conflict of interest.

7. VOTING:

Decisions are reached by a simple majority vote unless otherwise required by law. All voting will be conducted in open meetings, except when in closed session as defined in the North Carolina Opening Meetings Law. No issues can be voted upon unless a quorum is present. Unless statutes specify otherwise, the following applies:

- a. Only appointed members can vote at advisory board meetings. Appointed members shall not delegate their vote to another member.
- b. Board members holdings non-voting seats will not vote in any circumstances.
- c. The chair of the advisory board will vote on committee issues except in cases of conflicts of interest.
- d. Voting by proxy is not allowed.
- e. No qualified member shall abstain from voting unless there is a clear conflict of interest. The County Manager shall be consulted if there is any question about potential conflicts.

8. AUTHORIZED REPRESENTATIVE

The chairs of advisory boards are the official representative of the boards during presentations or comments at public events, including meetings or hearings of the Board of Commissioners. The chairs may designate another committee member to fill this role if needed or also may ask the County Manager, staff liaison or a Department Head to do so.

9. COMPENSATION & TRAVEL

Voting members of the citizen advisory committees are not employees of Caswell County. Appointed advisory board members shall receive no compensation or employee benefits for their services. Caswell County does not provide travel expenses without advance approval of the Board of Commissioners.

10. LIMITATION OR POWERS

Committees shall operate within the charge given by the Board of Commissioners and in compliance with state statutes and county ordinances.

Nothing contained in this statement of policy and procedures shall be construed to be in conflict with any state law or Caswell County ordinance. Should there be an appearance of conflict, the appropriate state law or Caswell County ordinance shall prevail.

Neither the citizen advisory board, not any member thereof, shall:

- Incur County expense or obligate the County in any manner.
- Release any written or oral report of any board activity to any individual or body other than the Caswell County Board of Commissioners or the County Manager. Caswell County will issue any press releases related to any reports from the advisory boards, in consultation with the committee chair.
- Independently investigate citizen complaints against a County department or any employee of that department.
- Conduct any activity that might constitute or be construed as an official government review of departmental or employee actions.
- Conduct any activity that might constitute or be construed as establishment of County or department policy.
- Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.

Matters pertaining to discipline of advisory committee members will be the sole responsibility of the Caswell County Board of Commissioners and not the citizen advisory committee. The activities of the citizen advisory committee shall, at all times, be conducted in accordance with all federal, state, and local laws.