

**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 | Regular Meeting | October 20, 2025, 6:30pm, Historic Courthouse**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 10/6/25
5. Announcements and recognitions
6. Public comments* (*limited to 3 minutes per speaker*)

Report:

7. Financial report (*no action needed*)

Discussion items:*(Deputy County Manager Williamson)*

8. Opioid Advisory Committee—formalization and by-laws
9. Safety Committee by-laws

Action item:*(County Manager Whitaker)*

10. CEAD Site Fence and Grading—PCC request of recently-committed Economic Development funds

Appointment/re-appointment:*(County Manager Whitaker)*

11. Safety Committee—Crystal Stauffer

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*):

- October 21, 2pm: Board of Adjustment meeting (as needed), 215 County Park Rd.
- October 27, 2:30pm–5pm: Caswell Candy Trail, throughout County offices (if questions, contact Ajarie Holman at 336-694-6241 ext. 4)
- October 28, 1pm: Planning Board meeting (as needed), Gunn Memorial Public Library
- October 31: Halloween
- November 3, 5:00pm: Board of Commissioners meeting, historic courthouse

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 Monday before the BOC meeting with relevant supporting documentation.*
- *Please turn off sounds and alerts on cell phones and other electronic devices during the meeting.*

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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 | Work Session Meeting | October 6, 2025, 5:00pm, Historic Courthouse****MEMBERS PRESENT**

Tim Yarbrough, Chair
 Frank Rose, Vice Chair
 John Claggett
 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 session meeting scheduled on Monday, 10/6/25, at 5:00pm 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 9/15/25. Commissioner Ingram requested to add an item to revisit the Steering Committee item. The Chair stated that this item would become 14a. The Chair stated that the the Voluntary Agriculture District ordinance had already been approved within General Statutes and the the Board could approve the changes by approving the consent agenda. A motion was made by Commissioner Smith and seconded by Vice Chair Rose to approve the agenda and minutes with the addition of item 14a. The motion carried unanimously.

Announcements and recognitions: Commissioner Ingram recognized the new Pelham Fire Department's grand opening and edication. He applauded all in attendance from the County. Vice Chair Rose recognized the efforts of the Solid Waste and Maintenance departments for their hard work prior to the Brightleaf Hoedown. He also recognized the Human Resources Director, 911 Director, and Deputy County Manager for organizing a great Employee Appreciation program 10/2 and echoed Commissioner Ingram's comments regarding the fire department dedication. Commissioner Smith recognized citizen Fred Smith for his long-term service to the County and for his help bringing the Charters of Freedom monuments to Caswell.

Public comments: There were no speakers.

Report:

Economic development updates: Ken Bowman highlighted local businesses and leadership that he has met with over the past three weeks. He reported that he visited and met with the owners of NorAg Technology, McCormick Insulation, and Weatherford. The Cherokee site is being graded and footings work was scheduled. A ground-breaking ceremony was recommended prior to the end of the month. He had spoken to Lynch Grading about a possible rough grade next to the Cherokee pad. Bowman recommended the rough grade, if the price was reasonable. He met with PCC representatives, tourism representatives, and Yanceyville Mayor Alvin Foster. He and Foster discussed infrastructure challenges, especially water. Bowman had a vendor introduction with Golden Shovels that assists with economic development websites. He recommended an update to the County's ED website in the next budget.

Mr. Bowman had spoken to a potential developer interested in obtaining the closed Family Dollar for a new business. K&K Machine has also closed due to the downsize at Danville Goodyear related to truck tires. TKT Transmission is negotiating to buy the next-door K&K building, and TKT will hire employees impacted by the closure of K&K. High school students will

become interns at TKT, which will benefit local students. A meeting with Royal Textile Mills was scheduled. Bowman provided his County email: kbowman@caswellcounty.gov. He referenced that there are 58.9 acres left on the Pelham Business Park to market and suggested grading a road so that potential developers would have access.

Commissioner Totten asked about the TKT Transmission location. Bowman responded that the building is located on Firetower Road. He offered to set up a tour of the commercial buildings.

Presentation:

Closed landfill and elevated PFAS findings: Solid Waste Director A.J. Fuqua reported that the State sent a letter in September regarding PFAS findings and explained that PFAS are manmade chemicals. In 2022, all counties were required to submit a plan to the State for monitoring PFAS. The County's environmental engineer, SM&E, presented Caswell's workplan to the State. In Fall 2023, the State required PFAS samples from all 11 wells and three surface water locations were determined to have levels higher and more dangerous. About 75 State landfills are currently in Phase 2. Fuqua and Whitaker met with SM&E to discuss next steps and a proposal would be forthcoming. A workplan will be required and it will have to be approved by the State. The tentative expectation is that 3–5 new monitoring wells on the outside perimeter would need to be drilled. Five other wells have been added over recent years. Most of the work will likely not start until the next budget year.

Commissioner Smith asked why the PFAS readings are being conducted throughout the State. Fuqua responded that testing began in late 2022. Most of the landfills have been closed about 30 years when monitoring was expected to cease. Whitaker indicated that PFAS is group of chemicals commonly called "forever chemicals," and the State is rethinking how much monitoring needs to be done.

The workplan will identify if contamination has spread from the subject property, but abnormal readings would result in corrective action. PFAS chemicals travel underground within the water supply. Fuqua noted that PFAS is a group of 15 chemicals, and there have been no high levels detected thus far in surface water samples.

Vice Chair Rose questioned initial well locations in relation to property lines. Fuqua responded that the geologist would drill as close as possible to the property line. It was estimated that the last wells installed cost approximately \$60,000 total. There has not been a monitoring period established by the State.

Commissioner Smith asked if treatment of the water was feasible. Fuqua wasn't sure, but promised to check with SM&E. Any new wells would be bid out by SM&E.

Discussion items:

FY25–26 budget amendment #9—Social Services (emergency placement funding for foster care): Whitaker stated that the amendment was related to emergency placement funding for foster care in the amount of \$10,532.00. He added that this money was received and is going into the General Fund. Deputy Manager Williamson thought the funds may be some additional State funding that may be awarded to many counties.

A motion was made by Vice Chair Rose and seconded by Commissioner Smith to approve budget amendment #9 as presented. The motion carried unanimously.

FY25–26 budget amendment #10—Public Health (various accounts): Whitaker introduced the item with a total allocation of \$775,089.57. A big part of the allocation was Medicaid reimbursement, and the additional funding was not anticipated during budget development.

A motion was made by Commissioner Smith and seconded by Commissioner Ingram to approve budget amendment #10 as presented. The motion carried unanimously.

FY25–26 budget amendment #11—Family Services (additional FVPSA grant allocation): Whitaker stated that this item was related to Family Services. It was a grant from 2024 for the NC Council for Women and Youth, and it was part of American Rescue Plan funding. The County received an allocation in the amount of \$62,000. Appropriations in the amount of \$22,750 represent the unspent funds as of June 30.

A motion was made by Commissioner Ingram and seconded by Commissioner Totten to approve budget amendment #11 as presented. The motion carried unanimously.

CEAD Site Fence and Grading—PCC request of recently-committed Economic Development funds: Whitaker provided a brief history. The Cherokee property sale generated approximately \$100,000, and a recent Board decision was made to commit the funds for economic development projects with the Board maintaining authority to approve individual uses. The utility access road access at Pelham was the first and only project to date and its cost was approximately \$26,000. PCC submitted a request for site fence and grading for the CEAD project. PCC President Dr. Kevin Lee and Executive Director Emily Buchanan were present to answer questions. They expressed a need for security at the project site.

Commissioner Smith questioned whether the contractor included or overlooked the area for fencing and stone. PCC responded that the State construction would consider this work to be done by the owner and separate before the contractor begins. The construction company supplied images of the affected area.

Commissioner Claggett asked why PCC was not on the agenda before now. If the board received a letter dated 8/12/25, why wasn't it on the agenda in September? Chair Yarbrough responded that he made the decision not to include the item until this meeting. Commissioner Claggett emphasized there were two agendas prior to this meeting and opined about the intent of corruption. Vice Chair Rose asked how many quotes were received. PCC responded that there was only one estimate and the project would have to go out for bid because it exceeds \$30,000. They did not anticipate the delays in the State construction, and there had been a lot of lag since the pandemic. Vice Chair Rose asked why the item was not requested at budget time. The representative responded that CEAD is new to PCC and PCC has historically put requests in for the Yanceyville campus.

Commissioner Smith stated that he felt PCC had been misled regarding the use of the funds. He stated that the County donated land for the CEAD project and fully supports it. There were competing requests and economic development was a high priority for Caswell County. The project would not go out for bid before approval by the Board.

BOC's "Rules of Procedure": Commissioner Claggett had requested the item for the agenda and expressed concern about agenda development. He stated that there is nothing in the Rules of Procedure that outlines the process for allowing or disallowing items to be placed on the agenda. He questioned whether the process should be in compliance with examples provided in Section 2 of the Code of Ethics and cited the need: 1) to be unaffected by improper influence while at the same time be open to consideration of the opinions of others; and 2) that Board members should make decisions based on public good and not their desires or considerations of special interests. He suggested that the Rules of Procedure contain an agenda-setting process that once a draft agenda is compiled, it should be sent to the entire Board for input before the formal vote on the agenda. He recommended the following: 1) *delegation of tasks*—the Board may delegate the primary responsibility for developing the draft agenda to a specific individual or group such as the Clerk or Manager; 2) *solicitation of input*—a formal process is put in place to allow staff and Board members to submit potential topics and issues for discussion; 3) *draft agenda development*—the designated individual or committee compiles with the submitted items into a draft agenda; 4) *review and revision*—the draft agenda is shared with all Board members for review, providing an opportunity to request changes or suggest additions; and 5) *final approval*—at the beginning of the Board meeting, the proposed agenda is presented for formal vote of approval by the Board.

A motion was made by Commissioner Claggett to approve his recommendations. The motion failed for lack of a second. Chair Yarbrough reiterated that each member of the Board can request to have business placed on the agenda. If there is an item not on the agenda that a member would like to have on the agenda, it can be amended at the beginning of the meeting.

Action items:

Caswell County Schools procurement process and resolution: Whitaker recalled a process by which the school system would request payment for capital projects. The memo shared at the last meeting outlined the procurement process. At the last meeting, the Board agreed with the process and directed the County Attorney to draft a resolution to memorialize the action.

A motion was made by Vice Chair Rose and seconded by Commissioner Totten to adopt the resolution that memorializes the procedures concerning the School Capital Reserve Fund and Capital Outlay Fund. The motion carried 5-1 (Claggett opposed).

Comprehensive Plan Steering Committee: Commissioner Ingram requested to revisit the committee appointments. He questioned whether a Commissioner's spouse should be on the same committee and questioned the transparency. Commissioner Ingram said he had spoken with Commissioner Claggett regarding the matter. Chair Yarbrough stated that there was not a policy regarding such a committee appointment. Commissioner Claggett suggested that the Planning Director might have comments. The Chair requested that Attorney Johnson draft a policy regarding nepotism and family members. The Manager asked that "immediate family members" be clearly defined in any future policy.

Appointments/re-appointments:

Planning Board—Darrell Freeland, Bryan Singleton (1 position, 2 applicants): Whitaker reminded that there was a vacancy on the Planning Board. The Board had requested that the vacancy be advertised. Darrell Freeland originally applied for the vacant seat prior to advertising and Bryan Singleton also applied once the vacancy was advertised.

Commissioner Claggett stated in the past there have been times that it was not publicly advertised. Attorney Johnston recommended opening the floor for nominations. Chairman Yarbrough did so, and Commissioner Claggett nominated Darrell Freeland. Vice Chair Rose nominated Bryan Singleton. Vice Chair Rose made a motion seconded by Commissioner Ingram to close the nominations. Nominations were closed.

Vote for Darrell Freeland: Claggett. Votes for Bryan Singleton: Ingram, Rose, Yarbrough, Smith, Totten. Singleton was appointed.

ABC Board—Jon Crispin, Randy Poole (1 position, 2 applicants): Whitaker explained how the ABC Board became a five-member Board when it had been originally specified with only three. A candidate was mistakenly presented and approved creating a fourth member. Then the ABC Board wanted an odd number for voting purposes and Commissioners added a fifth member. Jon Crispin's term expired and he had applied for reappointment. Randy Poole had also applied for the same opening. The Chair opened the floor for nominations. Commissioner Smith nominated Jon Crispin. Commissioner Claggett nominated Randy Poole. Vice Chair Rose made a motion seconded by Commissioner Totten to close the nominations. Nominations were closed.

Votes for Jon Crispin: Ingram, Rose, Yarbrough, Smith, Totten. Vote for Randy Poole: Claggett. Crispin was appointed.

Library Board—Cynthia Claiborne): A motion was made by Commissioner Ingram and seconded by Commissioner Claggett to appoint Cynthia Claiborne to the Library Board. The motion carried unanimously.

Jury Commission—Ethel Gwynn: A motion was made by Commissioner Claggett and seconded by Vice Chair Rose to appoint Ethel Gwynn to the Jury Commission. The motion carried unanimously.

Reports, updates, or comments:

Manager: Manager Whitaker reported that he'd attended the Brightleaf Hoedown, Pelham VFD dedication, and Employee Appreciation event. He stated that the NCDOL OSHA report had still not been received. He stated that the important LGC meeting related to needed financing and projects wasn't expected until 1/6/26, and there'd be several Board actions needed prior to that. He spoke of the need for the County and school system to have regular interactions. He and Interim Superintendent Lance Stokes had discussed possible joint meeting dates and suggested 11/10 or 12/8. Whitaker announced that an offer had been made and accepted for the Finance Officer position.

Attorney: Attorney Johnston provided an update about the delinquent tax collection foreclosure process. He cited a case in which the County planned to sell a property and taxes were paid in full last week. He planned to file a voluntary dismissal.

Commissioners: Commissioner Smith reported that he was still receiving calls regarding the \$55 availability fee for Solid Waste and stressed the need to get the word out explaining the County's position. Commissioner Ingram announced that on

the Caswell County Candy Trail sponsored by the library would be 10/27, and maps are available at the library. The time would be 2:30pm–5:00pm. Chairman Yarbrough brought up a citizen request for NCDOT to install a turn lane on Firetower Road at Oakwood Elementary. Commissioner Smith stated that he met with NCDOT in the past and the agency acknowledged the problem. Commissioner Ingram further explained the problem and where cars are parking. A turn lane would be beneficial. Commissioner Smith will meet with the Manager and NCDOT at the site.

Chairman Yarbrough read announcements and upcoming events.

Closed Session: Vice Chair Rose made a motion, seconded by Commissioner Ingram, 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 Ingram moved, seconded by Commissioner Totten, to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at 6:39pm.

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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

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on a “front” page if the packet is printed)*



agenda item 7

meeting date: October 20, 2025

topic: Financial report

attachment(s): monthly report (to be provided by Interim Finance Director Melissa Miller and forwarded under separate cover)

fiscal impact: n/a

staff comments or recommendation: Info provided to keep the Board and community abreast of finances.

suggested action or motion: (no action needed)

notes:

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on a “front” page if the packet is printed)*



agenda item 8

meeting date: October 20, 2025

topic: Opioid Advisory Committee—formalization and by-laws

attachment(s): draft by-laws

fiscal impact: n/a

staff comments or recommendation: This committee was loosely formed in 2022 under previous administrative leadership. It has functioned as needed, but the members (based largely on position or areas of needed representation) were never formally appointed by the Board and its by-laws were never officially adopted by the Board. The purpose of this agenda topic is to transparently take care of member appointment and the rules the govern this important committee.

Melissa Williamson will present the info and address any questions. The committee has been operating with the following composition and membership shall reflect a diverse cross-section of stakeholders, which may include but is not limited to:

- | | |
|---|--|
| • Public health representatives, Health: | Jennifer Eastwood
Nicole Gibson |
| • Behavioral/substance abuse health providers | <i>(still vacant but Dr. Tim McGrath with Compassion Health Care has been contacted as potential member)</i> |
| • Law enforcement/criminal justice representatives | Grayson Allred
Melissa Poole |
| • Emergency Medical Services | John Yarbrough |
| • Individuals (or family members) with lived experience | <i>(still vacant)</i> |
| • Community College | Shelly Stone-Moye |
| • County government staff | Melissa Williamson |
| • Solid Waste | AJ Fuqua |
| • Community-based organization | Brandi Neumann with Starting Point Rural Harm Reduction Coalition |
| • Caswell County Schools school nurse | <i>(still vacant)</i> |
| • Social Services | Michelle Waddell |

suggested action or motion: If the Board is so inclined, suggested motions are:

- 1) "I move to appoint the Opioid Advisory Committee members as named and who have been serving already and to consider new members for current vacancies in the future via the normal Board appointment process."
- 2) "I move to adopt the by-laws of the Opioid Advisory Committee as presented."

notes:

Bylaws of the Caswell County Opioid Advisory Committee

Adopted October 20, 2025

Article I – Name

The name of this body shall be the Caswell County Opioid Advisory Committee (“the Committee”).

Article II – Purpose and Authority

1. The Committee is established by the Caswell County Board of Commissioners (BOC) to provide guidance and recommendations on the planning, distribution, and oversight of Opioid Settlement Funds allocated to the county.
 2. The Committee’s purpose is to:
 - Advise the BOC on strategies that align with the NC Memorandum of Agreement (MOA) regarding the use of settlement funds.
 - Ensure funds are directed toward evidence-based programs and strategies for prevention, treatment, harm reduction, and recovery.
 - Promote transparency and accountability in the management of settlement funds.
-

Article III – Committee Representatives

1. Membership shall reflect a diverse cross-section of stakeholders, which may include but is not limited to:
 - Public health representatives/Health Department
 - Behavioral/Substance Abuse health providers
 - Law enforcement/criminal justice representatives
 - EMS
 - Individuals with lived experience (or family members)
 - Community College
 - County government staff
 - Solid Waste
 - Community Based Organization – Starting Point Rural Harm Reduction Coalition
 - Caswell County Schools – School Nurse
 - DSS
 2. All members must reside in or serve Caswell County.
-

Article IV – Terms of Service

1. Members shall serve staggered terms of 2 years, as determined by the BOC at the time of appointment.
 2. Members may be reappointed for additional terms.
 3. Any member may resign by providing written notice to the Committee Facilitator and the Clerk to the Board.
 4. The BOC may remove a member for cause, including failure to attend three consecutive meetings without good cause.
-

Article V – Facilitator

1. The Committee shall have a Facilitator designated by the County or appointed by the Committee, subject to approval by the BOC.
 2. The Facilitator shall:
 - Coordinate meeting agendas and schedules.
 - Preside over meetings and ensure orderly discussion.
 - Serve as the primary contact between the Committee, County staff, and the Board of Commissioners.
 - Ensure meeting materials, minutes, and reports are prepared and distributed appropriately.
 3. A Secretary (either staff or member) may be designated to record and maintain minutes of each meeting.
-

Article VI – Meetings

1. The Committee shall meet at least monthly and at such other times as called by the Facilitator or a majority of members. Once the program is more established, the Committee may choose to meet bi-monthly if agreed upon by a majority of members.
2. All meetings shall comply with the North Carolina Open Meetings Law (G.S. 143-318.9 et seq.).
3. A majority of the current membership shall constitute a quorum.
4. Actions shall be taken by majority vote of members present, unless otherwise required.

Section A – Virtual and Hybrid Meetings

1. The Committee may hold meetings in person, virtually, or in a hybrid format when appropriate and in compliance with North Carolina’s Open Meetings Law.

2. Meeting notices shall include information on how the public may access and observe virtual or hybrid meetings.
3. Members who participate virtually may engage in discussion but will not be counted toward quorum or permitted to vote unless future guidance from the County or State authorizes such participation for official actions.
4. Meeting minutes shall indicate whether the meeting was conducted in person, virtually, or in a hybrid format, and reflect the form of participation for each member.
5. If an in-person meeting is held, members unable to attend in person may participate virtually upon notification to the Facilitator prior to the meeting. Virtual participation shall be permitted for discussion and informational purposes only.

Article VII – Responsibilities

The Committee shall:

1. Review opioid settlement fund allocations and recommend funding priorities to the BOC.
2. Monitor funded programs and receive progress reports.
3. Provide opportunities for community input.
4. Maintain compliance with the NC MOA and any state reporting requirements.
5. Submit an annual report of activities and recommendations to the BOC.

Article VIII – Conflict of Interest

Members must disclose any potential conflict of interest (financial, organizational, or personal) related to funding recommendations. Members with conflicts shall recuse themselves from discussion and voting on that matter.



agenda item 9

meeting date: October 20, 2025

topic: Safety Committee by-laws

attachment(s): draft by-laws

fiscal impact: n/a

staff comments or recommendation: This committee was formed in July 2025 and has been meeting since that time to improve safety for employees, citizens, and County facilities. One of its first tasks was to develop by-laws the group felt were appropriate. The following draft is presented for the Board's consideration.

Note that the draft includes "Human Resources," which was not part of the original departmental representation. This is proposed to accommodate adding the HR Director from agenda item 11.

suggested action or motion: If the Board is so inclined, a suggested motion is: *"I move to adopt the by-laws of the Safety Committee as presented."*

notes:



Caswell County Safety Committee

Caswell County Safety Committee Bylaws

Purpose

The purpose of the Caswell County Safety Committee is to protect the health, safety, and well-being of county employees, citizens, and visitors. The committee achieves this by identifying hazards, developing and enforcing safety policies, coordinating training, and ensuring preparedness for emergencies across all county facilities.

Objectives

The Caswell County Safety Committee will:

1. Develop and recommend countywide safety policies and procedures.
2. Establish annual objectives and priorities for the county safety program.
3. Promote communication and employee involvement in safety matters.
4. Increase safety awareness through training, drills, and education.
5. Ensure safety inspections and activities are completed on schedule.
6. Review accidents, incidents, and near-misses to recommend corrective action.
7. Stay current with OSHA, state, and local safety regulations.
8. Support a positive safety culture that encourages reporting without fear of reprisal.
9. Maintain a corrective action system to track identified hazards through resolution.
10. Provide annual reports on safety performance and program improvements.

Committee Representatives

The Caswell County Safety Committee will be composed of representatives from various departments, appointed by county leadership to ensure broad participation. Departmental representation should include, but not be limited to:

- Manager's Office
- Emergency Management
- Sheriff's Office
- 911 Communications
- Maintenance
- Human Resources
- Health
- Central Permitting
- Solid Waste

Members may include both management and line-level staff to ensure diverse perspectives.

Election of Officers

- **Chairperson:** Elected by committee members in July of every odd-numbered year, serving a two-year term.
- **Vice-Chair:** Elected by committee members in July of every odd-numbered year, serving a two-year term.
- **Secretary:** Elected by committee members in July of every odd-numbered year, serving a two-year term.

Vacancies in Vice-Chair or Secretary roles will be filled at the next scheduled meeting.

Responsibilities

Chairperson

- Schedule and set agendas for meetings.
- Facilitate meetings and guide discussions.
- Determine action items and assign responsibilities.
- Provide updates to County Manager and department heads.

Vice-Chair

- Serve in the absence of the Chair.
- Assist with committee assignments as needed.

Secretary

- Record meeting minutes.
- Prepare and distribute minutes to members and leadership.
- Maintain committee records.

Meetings

- Meetings will be held at least bimonthly, with agendas distributed one week in advance.
- Facility inspections, accidents, injuries, and drills will be reviewed at each meeting.
- Meeting minutes will be recorded and maintained for public record and internal distribution.

Workplace Inspections

- The Safety Committee will conduct inspections of all county-owned or operated facilities annually, or more frequently as needed.
- Findings will be documented, with corrective actions assigned and tracked until resolved.
- Inspection results will be reported to County Management.

Incident and Accident Analysis

- The Committee will review all workplace incidents and accidents to determine causes and recommend preventive measures.
- Serious incidents will be reviewed immediately, with findings shared with department leadership.
- Corrective actions will be tracked and verified during follow-up inspections.
- Incident and accident events should be entered in **Incidentli software**.

Training Requirements

- All committee members must complete baseline safety training within 90 days of appointment, including:
 - OSHA General Workplace Safety Basics
 - Hazard Recognition & Facility Inspections
 - Incident Reporting & Investigation
- Specialized training will be provided for committee roles (Chair, Vice-Chair, Secretary).
- Members will receive refresher training every two years or as new risks/policies are introduced.

Corrective Action Tracking

- All hazards identified during inspections, meetings, or employee reports will be entered into the Corrective Action Log.
- Each entry will include a description, location, responsible department, corrective measures, completion target date, and resolution verification.
- Progress will be reviewed at each meeting, and unresolved hazards older than 30 days will be escalated to the County Manager.

Emergency Preparedness

- The Safety Committee will review and recommend updates to fire evacuation, severe weather, lockdown/active threat, and medical emergency procedures.

- At least one countywide safety drill will be conducted annually, with outcomes documented and corrective measures assigned.
- Coordination will be maintained with the Fire Marshal, Sheriff, EMS, and Emergency Management.

Annual Report

- The Committee will prepare an annual safety report for the County Manager and Commissioners.
- The report will summarize incidents, inspections, corrective actions, training, and policy updates, as well as goals for the following year.
- This report will form part of the county's official safety record.

Employee Involvement

- Employees may submit hazards or safety concerns through the **Incidentli software** or app.
- The Committee will review reports at the next meeting and track responses in the Corrective Action Log.
- Departments or employees demonstrating exemplary safety practices may be recognized through county newsletters, meetings, or other means.

Management Oversight

- The Safety Committee reports directly to the Safety Committee Chairman.
- The Safety Committee Chairman reports directly to the County Manager.
- The County Manager will be informed of significant safety concerns, unresolved hazards, or policy recommendations.
- The Committee will provide an annual summary of activities for the county leadership.



agenda item 10

meeting date: October 20, 2025

topic: CEAD Site Fence and Grading—PCC request of recently-committed Economic Development funds

attachment(s):

- request letter from PCC President Dr. Kevin Lee
- CEAD site fence and grading proposal

fiscal impact: \$76,372.52–71,692.28, depending on options

staff comments or recommendation: In July, the Board considered how to best set aside funds specifically for economic development (ED) projects, and approximately \$100K was available from the Firebird/Cherokee property sale. What started as a conversation about the creation of an ED capital reserve fund evolved into the Board instead “committing” the funds for ED activities, which let the Board retain control over how those funds would be spent (the Board would still need to approve specific uses/projects). At the same meeting, the Board approved using approximately \$26K for the Pellam Industrial Park access road construction.

In August, PCC submitted a formal request for these funds for grading and a site fence at the CEAD site. The attached letter and proposal speak to the request, which is for secure storage of essential equipment. Dr. Lee and Ms. Buchanan were in attendance to answer questions about the project request at the 10/6 Board meeting, and that discussion is reflected in the draft minutes.

suggested action or motion: How the Board wishes to utilize the remaining committed ED funds are at its discretion.

notes:

OFFICE OF THE PRESIDENT

August 15, 2025

Mr. Scott Whitaker
Caswell County Manager
P.O. Box 98
Yanceyville, NC 27379

Dear Mr. Whitaker:

Thank you for considering Piedmont Community College's proposal (attached) for funding to address critical infrastructure needs at the CEAD site.

Over the past five years, PCC has raised and committed \$10,744,000 toward the first phase of the CEAD project. Final construction drawings for this phase are currently under review for approval with the NC State Construction Office. Construction is scheduled to begin in November 2025, to include occupancy and use of the food hub, barn, and incubator farm plots anticipated by November 2026.

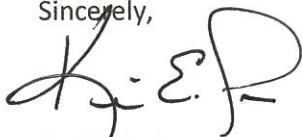
This progress has been made possible through the support of our community partners, particularly the Caswell County Board of Commissioners, who generously donated the land at the Pelham Industrial Park for this project. We remain grateful for the continued partnership and the trust that Caswell County's Board of Commissioners maintains with PCC.

Even before construction begins, the site is already hosting activities to spur community involvement and awareness of the site's promising future. Agribusiness students are holding workshops and seminars on-site, and the community is invited to participate in a garden building event on August 22.

As site activity increases, it is becoming paramount to have secure storage for essential equipment, particularly farm tools used for these workshops and events. The funds requested would allow us to establish a safe storage solution that will not interfere with construction or pose safety risks, as confirmed by our construction manager. As we begin groundbreaking through the completion of the facility, we will have more equipment and tools located on-site. It is imperative that we secure these items to ensure fiscal responsibility and overall continuity of the site's purpose to our community without disruption of service.

Please feel free to contact me with any questions regarding this request and it is my absolute pleasure to continue to cultivate the existing great relationship we have with our friends in Caswell County.

Sincerely,



Dr. Kevin Lee
President

Person County Campus

 (336) 599-1181
 1715 College Drive
Roxboro, NC 27574

Caswell County Campus

 (336) 694-5707
 331 Piedmont Drive
Yanceyville, NC 27379

your hometown
COLLEGE

Proposal: CEAD Site Fence and Grading

Comprehensive Plan for Fencing, Grading, and Site Preparation

Introduction

This proposal presents a comprehensive plan for installing fencing, grading, and site preparation at the CEAD site. The objective is to ensure a secure, efficient, and low-maintenance environment suitable for equipment movement, storage, and future Phase 1 building construction. The plan is based on detailed site assessments, multiple design options, and a focus on long-term functionality and cost-effectiveness.

Fence Options

Two main fencing options are proposed:

- **Option 1:** Includes gates on all four sides of the fenced lot, enhancing flexibility for daily operations and creating multiple emergency egress points if the main gate becomes inaccessible.
- **Option 2:** Removes extra gates to reduce costs, but limits access and emergency egress opportunities.

The inclusion of extra gates (Option 1) is recommended, as it greatly improves usability while adding essential safety and operational advantages. The layout views provide options for both a 250x250 square (totaling 1,000 ft) and alternate shapes to fit the site's specific dimensions.

Grading

Site grading is necessary to create a flat, stable area for safe equipment transport and organized storage. After grading, the installation of rock will be needed at a later date to ensure year-round usability, regardless of weather conditions. Since it is not included in this proposal, temporary erosion control through seeding will be required until the rock can be added.

Site Layout and Area Configuration

Three different layout options were assessed to maximize space usage, maintain optimal site access, and support effective water runoff for erosion control. Layout #1 is recommended as it best utilizes the land's natural contours, facilitates water management, and allows for a shared driveway to be extended in the future.

Maintaining the current planned area is essential to accommodate a future building at the center, providing sufficient room for truck and trailer access around the structure without space constraints or collision hazards.

Summary of Attached Quotes, by Option

Quoted Item/Service	Price
Fence- Option1	\$39,913.66
Site Grading	\$36,458.86
Total	\$76,372.52

Quoted Item/Service	Price
Fence- Option 2	\$35,233.42
Site Grading	\$36,458.86
Total	\$71,692.28

Conclusion

This proposal is the result of a thorough evaluation of site needs, safety, and operational efficiency. The recommended fencing and grading will support current and future site uses while minimizing maintenance needs. All options have been carefully considered to provide the best value and long-term results for the CEAD site.

We appreciate Ole Oak Enterprises, LLC, a local vendor, for preparing these quote packages.

QUOTE

Ole Oak Enterprises LLC

3548 Park Springs Road, Providence, NC 27315
 434-770-3526
 Oleoakdss@gmail.com

INVOICE # A08142025
 DATE: 08-14-2025

EXPIRATION DATE 08-20-2025

TO: Emily Buchanan
 PCC CEAD site
 Fenced lot

DUE TO CURRENT SUPPLY CHAIN CONDITIONS ALL QUOTES ARE VALID FOR 5 DAYS.

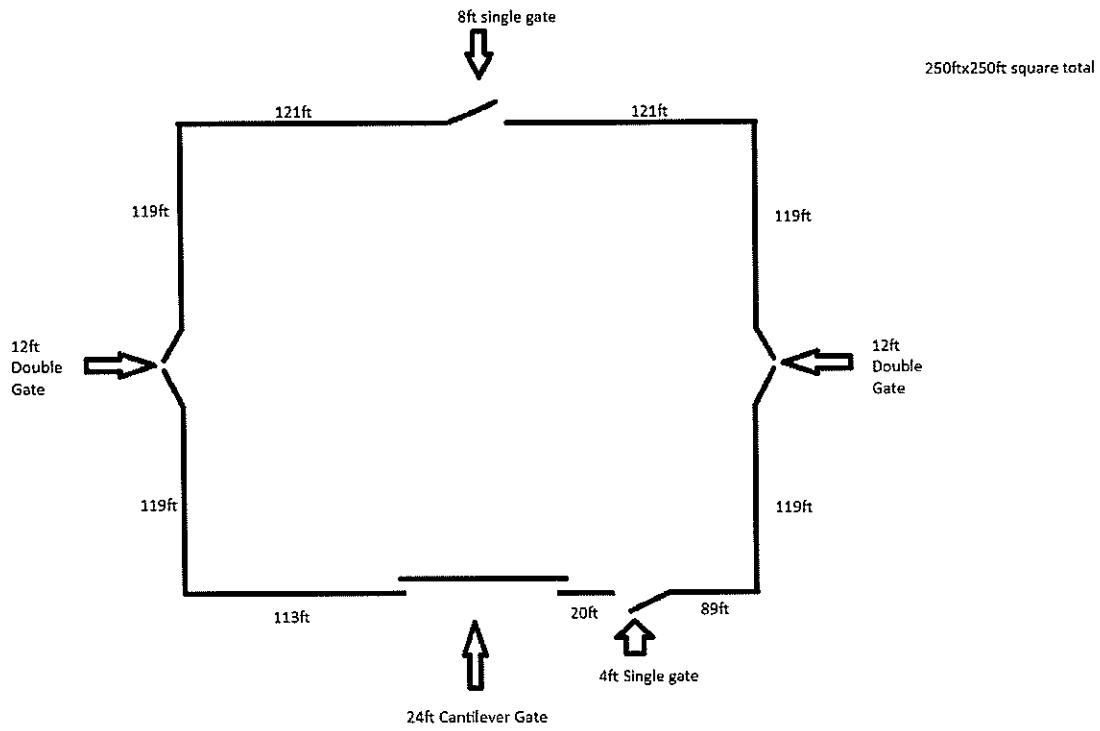
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Install 1000ft of 6ft tall commercial galvanized chain link fence to form a 250x250 square. Fence will have 3 strands of barbed wire installed on top for security. Fence will include one 24ft cantilever gate, one 8ft single gate, one 4ft single gate, and two double 12ft gates. All gate post and corner post are oversized to 4in post, and line post are oversized to 2.5in post, both for added strength.		\$39,913.66
SUBTOTAL			\$39,913.66
SALES TAX			
TOTAL			\$39,913.66

*Initial payment of \$19,956.83 is required to secure materials and schedule project. Remaining balance due within 10 day of project completion. *

- 50% deposit due in advance, balance due upon completion of project.
- Coring or rock drilling, underground obstacles, and design changes requiring additional time and/or materials may incur additional charges which will be billed with final invoice.
- Ole Oak Enterprises will coordinate with 811 and/or Dig Safe to locate primary utility lines if necessary, but the customer is responsible for location any secondary utilities (i.e., sprinklers, septic systems, well lines, and underground dog fences.) We don't want to dig these up, so please tell us first!
- By submitting a deposit, you are entering into a contract to have Ole Oak Enterprises erect a fence on your property and any goods or products related to the contract or used in its completion will remain the property of Ole Oak Enterprises until final balance is paid in full.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



QUOTE

Ole Oak Enterprises LLC

3548 Park Springs Road, Providence, NC 27315
 434-770-3526
 Oleoakdss@gmail.com

INVOICE # B08142025
 DATE: 08-14-2025

EXPIRATION DATE 08-20-2025

TO: Emily Buchanan
 PCC CEAD site
 Fenced lot

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1	Install 1000ft of 6ft tall commercial galvanized chain link fence to form a 250x250 square. Fence will have 3 strands of barbed wire installed on top for security. Fence will include one 24ft cantilever gate and one 4ft single gate. All gate post and corner post are oversized to 4in post, and line post are oversized to 2.5in post, both for added strength.		\$35,233.42
SUBTOTAL			\$35,233.42
SALES TAX			
TOTAL			\$35,233.42

*Initial payment of \$17,616.71 is required to secure materials and schedule project. Remaining balance due within 10 day of project completion. *

-50% deposit due in advance, balance due upon completion of project.

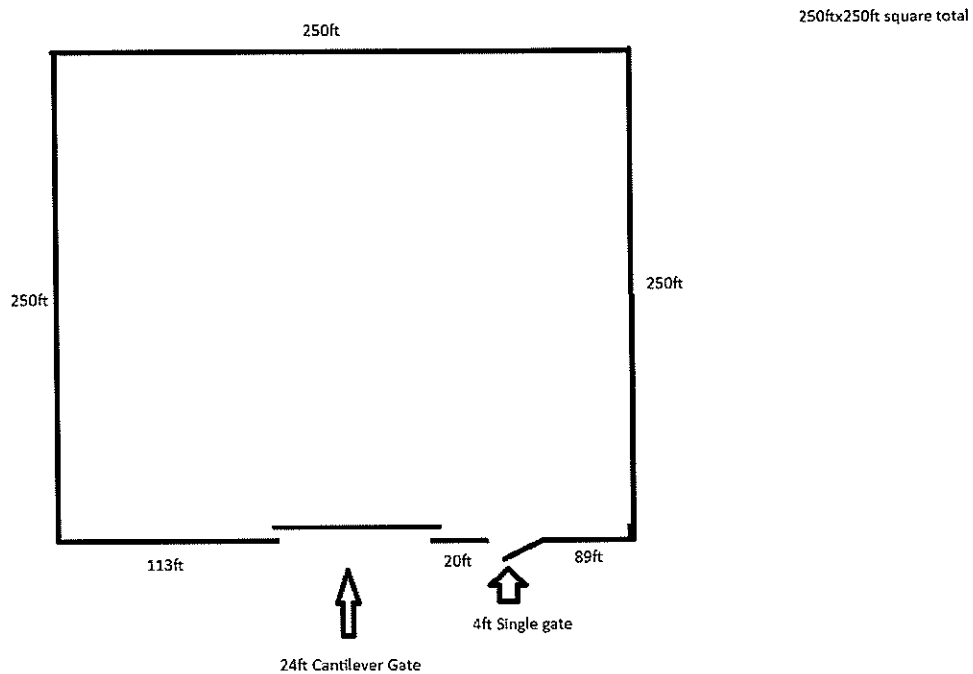
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To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



QUOTE

Ole Oak Enterprises LLC

3548 Park Springs Rd, Providence, NC 27315
434-770-3526
oleoakdss@gmail.com

INVOICE # NO.E08142025
DATE: 08-14-2025

EXPIRATION DATE: 08-20-2025

TO Emily Buchanan
PCC CEAD Site

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Grade and prepare the area for a 250x250ft fenced lot. Topsoil will be removed and stockpiled. Dirt will be removed from the surrounding area to build the pad and slope for proper water runoff. The pad slope grade will be verified by laser measurements. The driveway will be built and tied into the existing road. Pipes will be placed under the driveway for proper water runoff. The dirt pad and driveway will be compacted with a roller. A compaction test will be performed on the base at the start of pad build and once the pad is finished. A compaction test will also be completed on the driveway. The dirt area outside of fence will be seeded with fescue and straw on top. 50% deposit is required before work starts.		\$36,458.86
SUBTOTAL			\$36,458.86
SALES TAX			
TOTAL			\$36,458.86

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



Outlook

Re: [EXT] CEAD Site Fence and Grading

From Emily B. Buchanan <Emily.Buchanan@piedmontcc.edu>

Date Fri 8/15/2025 9:47 AM

To Sledge Sartin <oleoakdss@gmail.com>

Cc Martha A. Pruitt <Martha.Pruitt@piedmontcc.edu>

This is great. Thank you! I will submit this information to our President and keep you posted.

I appreciate everything you've done to help us. Have a great day!

Emily Buchanan, M. Ed.

Executive Director, Caswell County Campus



331 Piedmont Drive, Yanceyville, NC 27379

Phone: (336) 694-8042 | Office: K105

www.piedmontcc.edu

From: Sledge Sartin <oleoakdss@gmail.com>

Sent: Friday, August 15, 2025 8:00 AM

To: Emily B. Buchanan <Emily.Buchanan@piedmontcc.edu>

Subject: [EXT] CEAD Site Fence and Grading

CAUTION: This email originated from outside Piedmont CC. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Emily, I have attached multiple documents of quotes, drawings, and area views. I will try to explain how I have broken it all down for you so it doesn't sound confusing.

First off, the fence, I have 2 options quoted. #1 has all of the gates included on all 4 sides of the fenced lot. If the extra gates aren't needed, I added quote #2 that has the extra gates removed. Having the extra gates in the fence tremendously improves the use of the lot and does not limit the users to one gate for day-to-day activities, as well as adding different areas for emergency egress in the event of an emergency, and the front main gate is not accessible. As you are looking at the different layout views of the fenced lot, I have the drawings for a 250x250 square or 1000ft total. We can change the sides to any measurement to make it fit in the area, as you will see the different shapes in the area layout images. Just wanted to clarify that we are not set on having to keep it in a square.

Next is the grading and rock. The site needs to be graded to have a flat area where equipment can safely be moved around, and implements stored and kept organized. Once the area is graded, rock needs to be added so no matter the weather, if it's rain or snow the area will still be able to be used at

any time and not have to worry about the ground not being stable. I understand it is very expensive, so I broke it down if the rock would not be able to be done right away. Just keep in mind that if the dirt is graded and the choice is made not to rock it right away, then I'll need to add in seeding it for erosion control in place of the rock. The labor to add the rock is in a quote by itself. The amount of rock I have included is to provide a solid base with a nice, clean rock dressed on top to help keep the dust down. The only other option that I don't have added would be going with a smaller amount of rock for the time being, with plans to add more rock at a later date. I can generate a quote for that if that is the route that is chosen to take. I also don't think making the area smaller is a good idea. The size that is planned now will give enough room for a building to be installed in the middle of the pad and be able to drive in with a truck and trailer all the way around the building, and not be tight on space, with a chance to come close to hitting anything.

The rock order is such a large bulk I didn't know if PCC could have the taxes removed if PCC paid for the rock directly, and would save a good amount of money. We can discuss this further at a later date if need be.

Last, I have included the area layout photos. 3 different options for trying to fit the pad in the corner of the property that works well with the current lay of the land, doesn't interfere with the current direction of travel into the back of the site, and a location that uses the most of the back corner that will allow for proper erosion control with water run off without wasted space. I think that area layout #1 will be the best of all of them because of how the lay of the land currently is. This is the layout that I have based all of the quotes off of because this would be the best one for water runoff control, and being able to have a shared driveway that will continue on into the back of the site at a later date.

I know this is a lot of information, but I have put a lot of thought into building and developing a plan that will be safe, efficient, and maintenance-free for years to come.

If you have any questions, please let me know.

Thank you again for the opportunity.

--

David "Sledge" Sartin III

Owner Ole Oak Enterprises LLC

3548 Park Springs Road Providence NC 27315

Cell (434)770-3526

Deputy Fire Chief Providence Fire & Rescue Inc

P.O. Box 93 Providence NC 27315

All e-mail correspondence to and from this address is subject to the North Carolina Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement. (NCGS.Ch.132)
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*(page intentionally blank so all topics start
on a “front” page if the packet is printed)*



agenda item 11

meeting date: October 20, 2025

topic: Safety Committee—Crystal Stauffer

attachment(s): Citizen Advisory Board Policy-4-20-20

fiscal impact: n/a

staff comments or recommendation: The new Safety Committee was formed 7/21/25 and the slate of members and departments represented was proposed by the Manager and approved as presented. Current members are:

1. Clayton Myers (*Sheriff's Office*)
2. Jennifer Eastwood (*Health*)
3. R.D. Hayes (*Maintenance*)
4. A.J. Fuqua (*Solid Waste*)
5. Kenneth Everett (*911 Communications*)
6. John Yarbrough (*Emergency Management*)
7. Donnie Powell (*Central Permitting*)
8. Melissa Williamson (*Manager's Office*)

The Manager described then that these County employees had all been vetted by the nature of their employment and the policy requirement of applications wasn't needed. (The policy allows the Board to "waive requirements, with the exception of statutory requirements.")

Around the time the committee was formed, HR Director Crystal Stauffer was hired and began attending the meetings to facilitate its work as HR deals with components of safety (e.g., workers' compensation insurance). She wishes to be a member, and three-year term requirements would apply.

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

notes:

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 holding 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.