

**OXFORD, NORTH CAROLINA**  
**December 3, 2018**

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, December 3, 2018 at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

***Present were:***

***Chairman:*** Edgar Smoak

***Commissioners:*** Tony W. Cozart                      Sue Hinman  
Zelodis Jay    Timothy Karan  
Owen T. Roberts, Jr.                                David T. Smith

***County Manager:*** Michael S. Felts

***County Attorney:*** James C. Wrenn, Jr.

***News Reporters:*** Chris Harris – *Butner-Creedmoor News*  
David Murray – *Oxford Public Ledger*

**MEETING CALLED TO ORDER**

At 7:00 p.m., Chairman Edgar Smoak called the meeting to order and recognized Commissioner Zelodis Jay for the invocation and the Sheriff Department's Honor Guard for the Presentation of the Colors. Commissioner Jay then led the Pledge of Allegiance.

**CONSENT AGENDA APPROVED**

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the consent agenda as follows:

- (A) Approved the Summary of Contingency and Use of Fund Balance report which showed the following balances:

General Contingency Balance	\$ 41,793
School Contingency	\$ 100,000
Environmental Disaster Contingency	\$ 10,000

General Fund Appropriated Fund Balance                   \$ 755,546

(B) Approved Budget Amendment #4 as recommended by the Finance Director:

**Budget Amendment #4  
December 3, 2018**

**Be it ordained**, the FY 2018-2019 Annual Budget Ordinance is hereby amended as follows:

**GENERAL FUND**

Expenditures: Increase/(Decrease)

General Government

Administration	22,292
IT	3,440
Board of Election	43,080
Finance	11,498
Tax Administration	3,444
Register of Deeds	3,450
General Services	3,181

Public Safety

Sheriff's Department	495,491
Detention Center	9,426
Emergency Management	82,404
911 Operations	7,640
Animal Control	40,769

Community Services

4-H Best	1,226
County Library System	768
Jonesland Park Operation	8,900
Planning	1,675
Inspections	5,046
Construction Projects	25,000
Economic Development	1,577

Human Services

Social Services	42,723
Oxford Senior Center	1,643

Education

Granville County School System	9,284,526
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Area Projects and Other Appropriations

Special Projects	40,200
Non-Departmental	(140,510)

Contributions to Other Funds

Tourism Development Authority	1,079
Contributions	29,482,418
Contingencies	(146,600)

*Total Expenditures*

39,335,786

Revenues: Increase/(Decrease)

Licenses, Fees & Other Revenue	57,051
Debt Proceeds	38,529,139
Appropriated Fund Balance	749,596

*Total Revenues*

39,335,786

**EMERGENCY TELEPHONE SYSTEM FUND**

Expenditures: Increase/(Decrease)			
	Phone System	(1,000)	
	Software	(1,000)	
	Hardware	1,000	
	Training	1,000	
	<i>Total Expenditures</i>		0

**LANDFILL FUND**

Expenditures: Increase/(Decrease)			
	Landfill Operations	94,800	
	<i>Total Expenditures</i>		94,800
Revenues: Increase/(Decrease)			
	Appropriated Fund Balance	94,800	
	<i>Total Revenues</i>		94,800

**STORM WATER FUND**

Expenditures: Increase/(Decrease)			
	Soil Conservation	1,362	
	<i>Total Expenditures</i>		1,362
Revenues: Increase/(Decrease)			
	Appropriated Fund Balance	1,362	
	<i>Total Revenues</i>		1,362

Budget Amendment #4

**(For reference only)**

**Balance**

General Fund/Emergency Management				
Expenditures: Increase/ (Decrease)				
10-	4330 602	Supplemental Grant Expense	\$70,429	\$70,429
Revenues: Increase/ (Decrease)				
10-	3990 991	Appropriated Fund Balance	\$70,429	\$76,379

*Description:* To carry over funding from prior fiscal year. Funding consists of prior year EMPG grants.

General Fund/Construction Projects				
Expenditures: Increase/ (Decrease)				
10-	4251 201	Courthouse Interior Renovation	\$25,000	\$41,000
10-	9910 991	General Contingency	(\$25,000)	\$138,393

*Description :* to fund cleaning and mold remediation at the Courthouse, in accordance with the recommendation received by LRC Indoor Testing and Research, as approved by the Granville County BOCC on October 15, 2018.

General Fund/School Resource Officer  
Revenues: Increase/ (Decrease)

10-	3837	352	School Resource Officer	\$57,051	\$361,132
10-	3990	991	Appropriated Fund Balance	(\$57,051)	\$19,328

*Description:* Expected revenue from School Resource Office supplied by the County Sheriff's Department to Falls Lake Academy , as approved by the Granville County BOCC on Oct. 15, 2018.  
General Fund/Finance

Expenditures: Increase/ (Decrease)

10-	4130	395	Registration and Training	\$8,470	\$9,970
10-	8540	113	Performance Based Adjustment	(\$8,470)	\$291,530

*Description:* to fund anticipated tuition reimbursement for Finance personnel.

General Fund/Multiple Departments

Expenditures: Increase/ (Decrease)

10-	4120	121	Salaries	\$12,038	\$321,706
10-	4120	181	FICA	\$921	\$24,611
10-	4120	182	Retirement	\$933	\$21,708
10-	4122	121	Salaries	\$2,981	\$161,277
10-	4122	181	FICA	\$228	\$12,338
10-	4122	182	Retirement	\$231	\$12,499
10-	4130	121	Salaries	\$2,624	\$243,872
10-	4130	181	FICA	\$201	\$18,656
10-	4130	182	Retirement	\$203	\$18,900
10-	4145	121	Salaries	\$2,984	\$357,200
10-	4145	181	FICA	\$228	\$27,326
10-	4145	182	Retirement	\$231	\$27,683
10-	4170	121	Salaries	\$20,000	\$193,811
10-	4170	181	FICA	\$1,530	\$18,945
10-	4170	182	Retirement	\$1,550	\$15,002
10-	4180	121	Salaries	\$2,990	\$198,275
10-	4180	181	FICA	\$229	\$15,168
10-	4180	182	Retirement	\$232	\$15,367
10-	4260	121	Salaries	\$2,756	\$131,908
10-	4260	181	FICA	\$211	\$13,916
10-	4260	182	Retirement	\$214	\$10,223
10-	4310	121	Salaries	\$20,799	\$2,956,144
10-	4310	181	FICA	\$1,591	\$236,855
10-	4310	182	Retirement	\$1,612	\$19,682
10-	4320	121	Salaries	\$8,168	\$1,253,015
10-	4320	181	FICA	\$625	\$100,752
10-	4320	182	Retirement	\$633	\$101,758
10-	4330	121	Salaries	\$10,377	\$231,013
10-	4330	181	FICA	\$794	\$17,673
10-	4330	182	Retirement	\$804	\$17,903
10-	4350	121	Salaries	\$4,372	\$499,032
10-	4350	181	FICA	\$334	\$38,175
10-	4350	182	Retirement	\$339	\$38,675
10-	4380	121	Salaries	\$5,075	\$299,284
10-	4380	181	FICA	\$388	\$22,895
10-	4380	182	Retirement	\$381	\$23,182

10-	4390	121	Salaries	\$6,635	\$695,107
10-	4390	181	FICA	\$508	\$60,444
10-	4390	182	Retirement	\$498	\$59,667
10-	4910	121	Salaries	\$1,455	\$245,670
10-	4910	181	FICA	\$111	\$18,793
10-	4910	182	Retirement	\$109	\$19,036
10-	4920	121	Salaries	\$1,369	\$117,236
10-	4920	181	FICA	\$105	\$8,969
10-	4920	182	Retirement	\$103	\$9,083
10-	5300	121	Salaries	\$37,102	\$3,757,954
10-	5300	181	FICA	\$2,838	\$287,651
10-	5300	182	Retirement	\$2,783	\$290,734
10-	5831	121	Salaries	\$1,065	\$11,065
10-	5831	181	FICA	\$81	\$4,454
10-	5831	182	Retirement	\$80	\$4,511
10-	5860	121	Salaries	\$1,427	\$293,697
10-	5860	181	FICA	\$109	\$31,992
10-	5860	182	Retirement	\$107	\$22,758
10-	6110	121	Salaries	\$667	\$515,279
10-	6110	181	FICA	\$51	\$46,304
10-	6110	182	Retirement	\$50	\$39,932
10-	6130	121	Salaries	\$7,729	\$138,743
10-	6130	181	FICA	\$591	\$15,204
10-	6130	182	Retirement	\$580	\$10,734
10-	6180	121	Salaries	\$937	\$51,207
10-	6180	181	FICA	\$72	\$3,918
10-	6180	182	Retirement	\$70	\$3,966
10-	8540	113	Performance Base Adjustment	(\$177,040.49)	\$122,960

Description: Fund adjustments in departmental salary and benefits due to merit increases and vacation buyback for the balance of FY 2018-2019.

#### General Fund/Non-Departmental

##### Expenditures: Increase/ (Decrease)

10-	8500	670	Tar River Land Conservancy	\$40,000	\$41,000
10-	8540	120	Available for Grant Matching	(\$20,000)	\$26,509
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$20,000	\$39,328

Description: Fund request from Tar River Land Conservancy for the acquisition of Prestwick Tract as approved by the Granville County BOCC on Nov 6, 2018.

#### General Fund/Schools

##### Expenditures: Increase/ (Decrease)

10-	9800	048	Transfer to L.E.C. fund	\$180,287	\$180,287
10-	5911	710	Debt Principal	\$9,195,231	\$14,063,695
10-	5911	720	Debt Interest	\$48,491	\$1,892,049
10-	9800	048	Transfer to L.E.C. fund	\$29,302,131	\$29,302,131
Revenues: Increase/ (Decrease)					
10-	3432	910	Bond Proceeds at Par - LEC Project	\$34,665,000	\$34,665,000
10-	3432	911	Premium on Bond Proceeds	\$3,864,139	\$3,864,139
10-	3990	991	Appropriated Fund Balance	\$197,001	\$236,329

*Description:* to recognize the receipt of bond proceeds for the construction of the Law Enforcement Center and Animal Control Center, as well as the payout and refinancing of the 2007 Bank of America school construction loan and 2014 SunTrust Granville Central High School expansion loan.

General Fund/Public Safety and Schools

Expenditures: Increase/ (Decrease)					
10-	4310	720	Debt Interest - L.E.C	\$471,488	\$471,488
10-	4380	720	Debt Interest - Animal Control Center	\$34,925	\$34,925
10-	5911	720	Debt Interest - Refi of 2007 and 2014 Loans	\$12,804	\$1,856,362
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$519,217	\$755,546

*Description :* To fund the April 2019 debt interest payment for the LEC / Animal Control center construction project as well as the refinancing of the 2007 BoA and 2014 SunTrust loans.

General Fund/Administration

Expenditures: Increase/ (Decrease)					
10-	4120	124	Student Intern Program	\$8,400	\$8,400
10-	9910	910	Contingency Summary	(\$8,400)	\$154,993

*Description:* to fund the student intern program for FY 2019. It was inadvertently left out of the original budget

General Fund/Board of Elections

Expenditures: Increase/ (Decrease)					
10-	4170	199	Contracted Services - Labor	\$20,000	\$22,079
10-	9910	910	Contingency Summary	(\$20,000)	\$134,993

*Description:* to fund additional contract labor.

General Fund/Senior Service - CLL

Expenditures: Increase/ (Decrease)					
10-	5871	000	Creative Lifetime Learning	\$10,000	\$10,000
Revenue: Increase/ (Decrease)					
10-	3833	900	Creative Lifetime Learning Donations	\$10,000	\$10,000

*Description:* To fund Creative Lifetime Learning program expenditures and anticipated donations for FY 2019.

General Fund/Schools

Expenditures: Increase/ (Decrease)					
10-	5911	570	Direct Facility Support	\$28,000	\$28,000
10-	9910	910	Contingency Summary	(\$28,000)	\$106,993

*Description:* To fund payment of 2018 property taxes owed the County by the Granville County School System.

General Fund/Schools

Expenditures: Increase/ (Decrease)					
10-	8500	635	Friends of the Roanoke Basin	\$100	\$200
10-	8500	811	Oak Hill Heritage Museum	\$100	\$5,000
10-	9910	910	Contingency Summary	(\$200)	\$106,793

*Description:* to correct funding amounts for Friends of the Roanoke Basin and Oak Hill Heritage Museum. FotRB was paid an \$100 in addition to the regular \$100 FY 2019 allotment because they were inadvertently not paid in FY 2017.

General Fund/Non-Departmental

Expenditures: Increase/ (Decrease)

10-	8540	126	Jomar/Cristex Building	\$65,000	\$65,000
10-	9910	910	Contingency Summary	(\$65,000)	\$41,793

*Description:* To fund the purchase of the former Cristex property on Industry Drive, as approved by the Granville County BoCC on November 19, 2018.

Emergency Telephone System Fund

Expenditures: Increase/ (Decrease)

27-	4500	321	ETSF - Phone System	(\$1,000)	\$164,164
27-	4503	312	ETSF - Training Travel	\$1,000	\$2,000

*Description:* To fund additional yearly training for E-911 employees.

Emergency Telephone System Fund

Expenditures: Increase/ (Decrease)

27-	4501	352	ETSF - Software - GIS	(\$1,000)	\$164,164
27-	4502	355	ETSF - Hardware - UPS	\$1,000	\$2,000

*Description:* To fund unexpected repairs associated with a UPS.

Landfill Fund

Expenditures: Increase/ (Decrease)

60-	4725	510	Capital Outlay	\$78,300	\$79,300
60-	4725	599	Construction & Permitting	\$3,000	\$18,000

Revenues: Increase/ (Decrease)

60-	3991	991	Appropriated Fund Balance	\$81,300	\$993,544
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*Description:* to fund the contract to J.L. Williams and to allocate funds for utility service connection costs for the the Butner Scale House. Construction was originally approved by Granville County BOCC on May 7, 2018.

Landfill Fund

Expenditures: Increase/ (Decrease)

60-	4725	199	Professional Services	\$13,500	\$101,500
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Revenues: Increase/ (Decrease)

60-	3991	991	Appropriated Fund Balance	\$13,500	\$1,007,044
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*Description:* To fund the Granville County School Recycling coordinator position for FY 2019.

Storm Water Fund

Expenditures: Increase/ (Decrease)

65-	-4961	121	Salaries	\$1,183	\$56,096
65-	-4961	181	FICA	\$91	\$5,516
65-	-4961	182	Retirement	\$89	\$4,345
Revenues: Increase/ (Decrease)					
65-	3991	991	Appropriated Fund Balance	\$1,362	\$1,008,406

Description: Fund adjustments in departmental salary and benefits due to merit increases and vacation buyback for the balance of FY 2018-2019.

(C) Approved Law Enforcement Center Project Ordinance Amendment #2:

**Capital Project Ordinance**  
**Law Enforcement Center/Animal Shelter**  
**(Budget Amendment # 1 during Fiscal Year 2018-2019)**  
**(Budget Amendment # 2 for capital project ordinance)**

**Be it ordained,** the Law Enforcement Center/Animal Shelter Project Budget Ordinance is hereby amended as follows:

**Expenditures: Increase / (Decrease)**

Land	(\$ 55,704)
Building Construction	9,626,533
Construction Reserve	(1,980,485)
Design Fee	165,489
Furniture	53,033
Financing & Legal	454,421

Total Expenditures \$ 8,263,287

**Revenues: Increase / (Decrease)**

Donations – LEC Construction	\$ 300,000
Proceeds From Debt	9,000,000
Transfer from General Fund	(1,036,713)

Total Revenues \$ 8,263,287

**(For Reference Only)**

			<u>Balance</u>	
Revenue Increase/ (Decrease)				
48-3833-000	Donations - L.E.C. Construction	\$ 300,000	\$	300,000
48-3910-000	Proceeds from Debt	9,000,000		29,000,000
48-3981-010	Transfer from General Fund	(1,036,713)		5,763,287
Expenditure Increase/ (Decrease)				
48-4320-570	Land	(\$ 55,704)	\$	694,296
48-4320-581	Building Construction	9,626,533		30,748,333
48-4320-582	Construction Reserve	(1,980,485)		0
48-4320-583	Design Fee	165,489		1,938,371
48-4320-584	Furniture	53,033		1,136,000
48-4320-589	Financing & Legal	454,421		546,287

**Description:** To adjust estimated construction expenditures and debt funding for the L.E.C. / Animal Shelter project.



**RESTATEMENT OF BUDGET LEVELS**

**Capital Project Ordinance  
Law Enforcement Center/Animal Shelter  
(For County Auditors Reference)**

Expenditures		Revenues	
Land	\$ 694,296	Donations – LEC Const	300,000
Building Const.	30,748,333	Proceeds from Debt	29,000,000
Design Fee	1,938,371	Transfer from Gen Fund	5,763,287
Furniture	1,136,000		
Financing & Legal	546,287		
Total Expenditures	<u>35,063,287</u>	Total Revenues	<u>35,063,287</u>

- (D) Approved Minutes of the District Tours on September 6, 2018, September 11, 2018 and September 19, 2018 as recorded.

**FALLS LAKE ACADEMY VOLLEYBALL TEAM RECOGNITION**

Chairman Smoak stated that the Board would recognize the Falls Lake Academy Volleyball Team for winning its first North Carolina High School Athletic Association 1A State Volleyball Championship. At this point, Debra A. Weary, Clerk to the Board, read the names of the Falls Lake Academy Volleyball Team and asked them to come forward.

**Volleyball Team Roster**

Chase Teal  
Austin Proctor  
Lauren Montren  
Gracey Sammons  
Hannah Collier  
Macey Sammons  
Christy Brogden  
Morgan Newton  
Halie Carroll  
Corrinna Sammons – Head Coach  
Karlee Michalina – Assistant Coach  
Kate Wright – Athletic Director  
Amy Hobgood – Executive Director

Commissioner Karan then presented the following proclamation on behalf of the Board:

**PROCLAMATION HONORING THE FALLS LAKE ACADEMY VOLLEYBALL TEAM  
“LADY FIREBIRDS”**

**WHEREAS**, the Falls Lake Academy Volleyball Team “Lady Firebirds” won its first North Carolina High School Athletic Association 1A State Volleyball Championship; and

**WHEREAS**, the team had a phenomenal volleyball season resulting in an outstanding overall record of 24-5; and

**WHEREAS**, students, players, coaches, parents and supporters have all come together to make a true championship team; and

**WHEREAS**, the dedication, hard work, long hours of practice, mutual support and commitment of the team and coaches exemplify the pride and heart of the Falls Lake Academy volleyball program; and

**WHEREAS**, the student athletes of the Lady Firebirds have exhibited a work ethic and level of confidence that transcends the volleyball court;

**NOW, THEREFORE, BE IT PROCLAIMED**, that the work, talent and dedication of the Head Coach, Assistant Coach, Athletic Director and Executive Director be honored for their commitment to the development of our youth through a remarkable volleyball program.

**BE IT FURTHER PROCLAIMED**, that the Granville County Board of Commissioners extends its sincere congratulations to the 2018 North Carolina High School Athletic Association 1A State Volleyball Champions.

**OATH OF OFFICE ADMINISTERED TO COMMISSIONERS-ELECT DAVID T. SMITH, TIMOTHY KARAN AND EDGAR SMOAK**

At this point, Clerk to the Board Debra A. Weary administered the oath of office to David T. Smith from District 2. Commissioner Smith introduced his family and then made comments. Representative Larry Yarborough then administered the oath of office to Timothy Karan from District 6. Commissioner Karan introduced his family and then made comments. Representative Yarborough then administered the oath of office to Edgar Smoak from District 7. Commissioner Smoak introduced his family and then made comments.

**RECESS FOR RECEPTION**

At this point the Board recessed to have a reception for the newly reelected Granville County Commissioners.

**CHAIRMAN AND VICE CHAIRMAN OF THE BOARD ELECTED**

At this point, the Clerk to the Board was asked to preside during the election of Chairperson of the Board of Commissioners for the 2018-2019 year. The floor was opened for nominations.

Commissioner Tony W. Cozart nominated Commissioner Zelodis Jay for Chairman of the Board of Commissioners. Commissioner Timothy Karan seconded the motion.

Commissioner Timothy Karan made a motion to close the nominations. Commissioner Tony W. Cozart seconded the motion. When the Clerk called for the vote on the matter, it passed unanimously to close the nominations.

When the Clerk called for the vote on Commissioner Zelodis Jay as the Chairman of the Granville County Board of Commissioners, it passed unanimously.

The Clerk to the Board recognized Chairman Zelodis Jay to preside over the meeting. Chairman Jay opened the floor for nominations for Vice Chairman.

Commissioner Tony W. Cozart nominated David T. Smith to be the Vice Chairman. Commissioner Edgar Smoak seconded the motion.

Commissioner Timothy Karan made a motion to close the nominations. Commissioner Edgar Smoak seconded the motion. When Chairman Jay called for the vote on the matter, it passed unanimously to close the nominations.

When Chairman Jay called for the vote on David T. Smith as Vice Chairman of the Granville County Board of Commissioners, it passed unanimously.

Chairman Jay and Vice Chairman Smith made comments and thanked the Board for their support.

**BOARD APPROVED MEETING TIME, PLACE AND SCHEDULE**

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved meeting in the Auditorium of the Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford beginning at 7:00 p.m. for regular meetings and in the Meeting Room for budget workshops and the retreat on the following dates:

January 7  
January 22  
February 4  
February 21 & 22  
March 18  
April 1  
April 15  
May 6  
May 13-17  
May 20  
June 3  
June 17  
July 1  
August 5  
September 3  
October 7  
October 21  
November 4  
November 18  
December 2

**BOARD APPROVED COMMITTEE AND LIAISON ASSIGNMENTS**

Chairman Jay referred to the list of recommended board/committee/liaison assignments in the agenda. There were no changes requested.

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved the following assignments:

**District 1 – Commissioner Zelodis Jay**  
Board of Equalization and Review  
Environmental Affairs Advisory Committee Liaison  
K.A.R.T.S.  
Kerr-Tar Regional COG Board

Planning Board Liaison  
Solid Waste Liaison  
Water/Sewer Matters Liaison  
District Health Board  
Digital Infrastructure Planning Committee

**District 2 – Commissioner David Smith**

Board of Equalization and Review  
Finance Liaison  
Human Relations Commission  
Kerr-Tar Regional COG Board  
Oxford Downtown EDC Board  
Senior Center Advisory Committee Liaison  
Triangle North Board  
Audit Review Committee

**District 3 – Sue Hinman**

DOT Issues  
Board of Equalization and Review  
Granville Athletic Park/Recreation Committee Liaison  
Franklin-Vance-Warren Opportunity Inc.  
Library Board Liaison  
Staff Appreciation  
Animal Control Advisory Committee Liaison

**District 4 – Commissioner Tony Cozart**

Board of Equalization and Review  
Franklin-Vance-Warren Opportunity Inc.  
Human Relations Commission  
Public Safety Liaison  
Rural Transportation Advisory Committee (RTAC) – (RPO)  
School Administration Liaison  
Social Services Board  
Staff Appreciation

**District 5 – Owen Roberts**

Board of Equalization and Review  
CAMPO Alternate  
Hwy 50 Matters  
Juvenile Crime Prevention Council  
Planning Board Liaison  
Solid Waste Liaison  
Upper Neuse River Basin Committee  
Veterans Affairs Committee Liaison

**District 6 – Commissioner Tim Karan**

Board of Equalization and Review  
Extension Leadership Advisory Council  
Greenway Advisory Council  
Hwy 50 Matters  
Private Industry Council  
School Administration Liaison  
Economic Development Advisory Board

Granville Athletic Park/Recreation Committee Liaison  
Digital Infrastructure Planning Committee

**District 7 – Commissioner Edgar Smoak**

Area Mental Health Board  
Board of Equalization and Review  
CAMPO  
Public Safety Liaison  
SGWASA  
Soil & Water Board Liaison  
Transportation Plan Work Group  
Water/Sewer Matters Liaison  
Audit Review Committee

**BOARD APPROVED BONDS FOR 2018-2019 FOR GRANVILLE COUNTY OFFICIALS**

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved the following bonds for 2018-2019 Granville County Officials:

Finance Director	\$250,000
Tax Administrator	\$250,000
Sheriff	\$ 25,000
Register of Deeds	\$ 25,000

**BOARD APPROVED RESOLUTION IDENTIFYING ADDITIONAL REVIEW OFFICERS**

Chairman Jay stated that the Planning Director recommended adopting a resolution identifying additional Review Officers for Granville County.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board approved the following resolution:

***Resolution Identifying Additional Review Officers  
for  
Granville County***

**WHEREAS**, G.S. 47-30.2 requires that the Board of County Commissioners in each County to appoint one or more persons to serve as Review Officer to review each plat before it is recorded and certify that it meets the statutory requirements for recording; and

**WHEREAS**, it is the desire of the Granville County Board of County Commissioners to insure an expeditious review of all maps and plats as required by G.S. 47-30.2 before they are presented to the Register of Deeds for recording;

**WHEREAS**, Scott Phillips, Director of Development Services, Barry Baker, Planning Director, and Ann Stroobant, Planner were previously appointed as Review Officers as required by G.S. 47-30.2.

**NOW, THEREFORE, BE IT RESOLVED**, that Shana Hester, Zoning Technician, Eric Dodson, GIS/Tax Mapper, and Sharon Brooks-Powell, Tax Administrator are hereby appointed as additional Review Officers as required by G.S. 47-30.2.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be recorded in the Granville County Register of Deeds Office.

**BOARD APPROVED AMENDMENT TO AUDIT CONTRACT WITH WINSTON, WILLIAMS, CREECH, EVANS AND COMPANY**

County Manager Felts stated that this agenda item was to approve an amendment to the Audit Contract for Fiscal Year ending June 30, 2018 to extend the due date from October 31, 2018 to December 31, 2018. Granville County has two (2) discreetly presented component units that have not completed their audits for the inclusion in the County's report and both of these component units have represented that they will complete with their audits by mid-December. Based on this issue, the auditors are respectfully requesting an amendment of the contract to audit Granville County to allow for the inclusion and review of these component units in the overall audit report. He noted that the Granville County Audit Committee is scheduled to meet on December 19, 2018 and it is anticipated that the completed audit will be presented at the Board of County Commissioners regular meeting on January 7, 2019. The Granville County Finance Director and County Manager recommended approving the amendment to the audit contract.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board approved the Finance Director and County Manager's recommendation to approve the amendment to Audit Contract with Winston,

Williams, Creech, Evans and Company for fiscal year ending June 30, 2018 to extend the due date from October 31, 2018 to December 31, 2018.

**BOARD APPROVED CPI ADJUSTMENT FOR EXCLUSIVE WASTE COLLECTION FRANCHISE AND CONVENIENCE SITE CONTRACT WITH WASTE INDUSTRIES**

County Manager Felts referred to the agenda packet information regarding the modification of rates for solid waste collections and convenience site management costs as allowed by the “Exclusive Solid Waste Collection Franchise Agreement” Section 13.02. He recommended a 2.11% adjustment in billing rates based on the Consumer Price Index (CPI) change for the twelve month average. He noted that funding is included in the Solid Waste Management Enterprise Fund operating budget for the current fiscal year.

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved a 2.11% increase in solid waste collection fees and convenience site management for Waste Industries based on the CPI change for the twelve month average as allowed by the County’s Solid Waste Franchise to be effective January 1, 2019.

**BOARD DECLARED VEHICLES AS SURPLUS AND APPROVED TRANSFER TO VANCE-GRANVILLE COMMUNITY COLLEGE OR ONLINE AUCTION**

County Manager Felts stated that an email was received from Vance-Granville Community College (VGCC) regarding surplus resources such as police vehicles or bulletproof vests to assist with their policing staff. He explained that Granville County has two 2012 Dodge Chargers [Last 4 VIN Numbers: #1492 (County Asset #21341), and VIN # 1488 (County Asset #21360)] which could be transferred to VGCC. The 2012 Dodge Charger VIN #1488 was previously declared surplus and scheduled to be sold by online auction and VIN # 1492 has not been declared surplus. General Statutes allow counties to transfer property



between units of government. He noted that if these cars are offered to and accepted by VGCC, then VGCC would assume all costs associated with transferring title. The County Finance Director and County Manager recommended declaring the two 2012 Dodge Chargers as surplus and offering them to VGCC as transferred property. If not accepted by VGCC, then the cars were recommended to be sold by online auction.

Commissioner Smith requested that if Vance County transfers a vehicle, then Granville County would transfer just one vehicle and sell the other one.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Sue Hinman, and unanimously carried, the Board declared two 2012 Dodge Chargers as surplus (Vin #1492-County Asset #21341 and Vin #1488-County Asset #21360) and approved the transfer of the two vehicles to Vance-Granville Community College unless Vance County transfers a vehicle, then Granville County will transfer just one vehicle, and if the vehicles are not accepted by VGCC, then the vehicles will be sold online. VGCC will assume all costs associated with transferring titles of the vehicles

**BOARD REAPPOINTED L.C. ADCOCK (DISTRICT 2) AND VERNELL ANDERSON (DISTRICT 4) AND APPOINTED JAMES BLAINE (DISTRICT 3) TO THE GRANVILLE HEALTH SYSTEM BOARD OF TRUSTEES**

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed L. C. Adcock (District 2) to the Granville Health System Board of Trustees.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board appointed James Blaine (District 5 appointed by District 3) to the Granville Health System Board of Trustees.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner David T. Smith, and unanimously carried, the Board reappointed Vernell Anderson (District 4) to the Granville Health System Board of Trustees.

**BOARD APPOINTED REVEREND RONNIE MORTON TO THE ORANGE STREET COMMUNITY CENTER**

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner David T. Smith, and unanimously carried, the Board appointed Reverend Ronnie Morton (District 1 appointed by District 3) to the Orange Street Community Center Board of Trustees.

**BOARD REAPPOINTED SUE BRYANT (DISTRICT 2) TO THE KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS' ADVISORY COUNCIL ON AGING**

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Sue Bryant (District 2) to the Kerr-Tar Regional Council of Governments' Advisory Council on Aging.

**BOARD APPROVED DEPARTMENT OF HEALTH AND HUMAN SERVICES MEMORANDUM OF UNDERSTANDING MODIFICATION**

County Manager Felts stated that Session Law 2017-41 requires all counties to enter into an annual written agreement with the Department of Health and Human Services (DHHS) for all Social Services programs excluding medical assistance (Medicaid). DHHS submitted the original Memorandum of Understanding (MOU) to counties on May 31, 2018 and Granville County signed the MOU on June 25, 2018. Since that time, the DHHS team has received feedback from counties about the agreement. After considering the feedback and information received from counties following the execution of the MOU's, DHHS's ongoing analysis of performance data, and the impact of Hurricanes Florence and Michael on county and state operations, the Department is modifying the MOUs. The modifications include changes to several of the performance measures from static to growth measures and providing

clarification that no performance improvement or corrective action will be initiated on the basis of this MOU for fiscal year 2018-2019. However, ongoing oversight and monitoring activities will continue as they have in prior years. He noted that the agenda contained two documents: (1) A cover letter that described the modifications to the 2018-2019 Memorandum of Understanding between DHHS and counties and (2) the Modification Agreement to the Memorandum of Understanding (MOU) between Granville County and DHHS covering fiscal year 2018-19.

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved the Modification Agreement to the Memorandum of Understanding (MOU) for fiscal year 2018-2019 between Granville County and the Department of Health and Human Services.

**BOARD APPROVED PAYING OUT COMPENSATORY TIME FOR DEPARTMENT OF SOCIAL SERVICES PROCESSING BLITZ**

County Manager Felts noted that this item was not related to the previous item. He stated that this item was to provide an update to the Board of Commissioners on the Granville County Department of Social Services (DSS) Corrective Action Plan and to consider the cash payout of compensatory time earned during a scheduled Medicaid application and review processing blitz by Granville County DSS. He continued by explaining that on October 30, 2018, North Carolina Department of Health and Human Services (DHHS) staff met with Granville County Department of Social Services (DSS) staff concerning application processing timeliness performance. It was noted that Granville County DSS has failed the monthly DHHS Medicaid Report Card for 8 of the last 12 months. Since this meeting, DSS has submitted to DHHS a draft Corrective Action Plan to meet the State Timeliness Plan. This draft plan will be reviewed during a required meeting scheduled for December 4, 2018 at 9:00 a.m. A copy

of the letter dated November 26, 2018 from DHHS and a list of positions and adjustments made to DSS staff since fiscal year 2015-2016 was included in the agenda packet.

County Manager Felts said that on November 9<sup>th</sup>, DSS scheduled a processing blitz on two Saturdays, December 1<sup>st</sup> and December 8<sup>th</sup> and all Medicaid workers were asked to give at least four (4) hours each Saturday to work on overdue Medicaid applications and reviews only. Workers could choose any 4 hours between 6 a.m. – 7 p.m. (this is the time frame the State has the NC FAST system available). It is anticipated that approximately 30 staff members will participate in the blitz.

During the processing blitz, staff will earn compensatory time. Currently, DSS staff is operating in an environment in which they are earning more compensatory time than they are able to utilize. Mr. Felts stated that County Administration is requesting that any compensatory time earned by County Staff, during the two Saturdays scheduled as the Processing Blitz, be authorized to be paid out. Granville County Human Resources has estimated that this would generate approximately \$7,500 in additional payroll before any offset from State or Federal funding. He noted that in addition to keeping compensatory balances down, we believe this action would provide additional incentive to clear up the current backlog of Medicaid applications and reviews.

County Manager Felts said that earlier today he met with some of the DSS staff. He then gave the following update from a memo he distributed, entitled DSS Corrective Action Plan Update:

As you know, the State Department of Health & Human Services (DHHS), Division of Health Benefits met with Granville County Department of Social Services (DSS) staff concerning the County's Medicaid application processing timeliness performance and requested DSS develop and implement a corrective action plan (CAP). County DSS Staff have developed the CAP and have submitted this to DHHS. This need for a corrective action plan does not impact all DSS functions. The area of concern is Medicaid. This includes; Traditional

Medicaid, MAGI, and Long-Term Care Medicaid. The questions most commonly asked today are:

1. Where are we today?
2. How are we going to correct the problem?

Today, we have approximately 39 long-term care Medicaid applications overdue and 21 private living Medicaid applications overdue. We have approximately 213 pending MAGI applications, 23 pending traditional applications, with 6 applications overdue. (Note: because some of the applications include multiple people, the State considers this 18 overdue). We also have 4 reviews overdue. In addition to these items, we have several items held pending assistance from the NCFASST Help Desk.

This backlog of applications must be addressed while keeping pace with new applications files. Applications can originate from a multitude of locations such as; Health Department, Hospitals, online, or in person. Many of the applications coming from outside sources are incomplete and/or inaccurate. DSS Staff have identified the following reasons for failing the State's report card:

- Staff Turnover
- Training of new employees
- Misinterpretation of policy
- Request for information not sent timely (5097's)

Actions taken already to assist the County in meeting the processing targets include:

- Compensatory Time (Overtime) offered in an effort to reduce overdue applications.
- Ongoing intensive training began in February 2018 which consisted of 3-4 months of in class policy training. Four sessions have been held so far; 2 Intake Class Sessions and 2 ongoing Class Sessions

**The key goals of the (CAP) are** "To meet State Timeliness plan for applications. To meet timeliness targets for 85% of all applications processed. To process applications according to appropriate policies. Three months in a row for all Medicaid"

The strategies in place to meet these goals include:

- **Strategy/Action #1** Supervisors will monitor application report daily and staff will notify Supervisor by 3:00 that day. Workers will start pulling their own reports.
- **Strategy/Action #2** Establish a productivity standard for Case Managers (we did not set "productivity standard" as a goal because we do not have the metrics/formula for productivity. We stated set a standard number of applications and recertifications to be completed by workers and hold workers accountable).
- **Strategy/Action #3** Complete training in Learning Gateway/ On-site training for PLA budgeting. FPP and deductible cases.

In addition to implementing the (CAP), the County should address centralized leadership. It is very important that DSS Staff are supported in their efforts by County Administration and DSS Leadership. Granville County DSS Staff have been working in and continue to work in a

challenging environment. They are asked to maintain a heavy workload while compensating for a number of employee turnover events.

I will continue to update the Board as we work to process the backlog of cases and as we work to provide timelier processing.

County Manager Felts stated that a work session was held on Saturday and gave the following overview of what was accomplished and noted it was a successful workday:

- Long term Care (noted that it is a timely process) – processed 4 outstanding cases
- Private Living Applications – processed 70+ applications
- Intake – processed 21 Medicaid applications and
- Review Team – 28 cases completed and 25 cases were started

He noted that the second blitz will be a big help with the backlog but will not resolve all the issues. He said the DHHS will meet with County leadership, the DSS Board, and DSS staff on December 4<sup>th</sup>.

Commissioner Smith asked if there was 100% participation from the staff that was supposed to be at the blitz this past Saturday.

County Manager Felts said there was not 100% participation as some elected not to be participate. He said it was requested to see if the blitz could be made mandatory and that options are being reviewed.

Commissioner Smith made a motion to hold off on action on paying out compensatory time until follow-up is received that there was 100% participation. He noted that until a better handle on participation could be determined, he would like to hold off instead of putting the workload on a few employees when everyone should be helping with this.

Commissioner Hinman said she believed it would be an incentive to come in and work if you know you are getting paid instead of getting compensatory time that you could not take.

Commissioner Smith said if only some come to the work session, then those that do not work the blitz are not pulling their weight. He said he had no problem with paying for the

extra time worked and believed it would be an incentive if everyone came and it was a team effort.

Commissioner Smoak seconded the motion to hold action on the matter.

Commissioner Karan asked when the next meeting of the Board of Commissioners will be held.

County Manager Felts said the next meeting is in January, but pay could be retroactive if necessary. He said if that is done, then paying for compensatory time for the December 8<sup>th</sup> blitz could not be used as an incentive.

Discussion ensued regarding the matter and County Manager Felts provided more information.

Commissioners Smith and Smoak withdrew the motion.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Edgar Smoak, the Board approved the County Manager's recommendation to pay out compensatory time earned by Granville County staff during the DSS processing blitzes to address the backlog of Medicaid applications and review on December 1<sup>st</sup> and December 8<sup>th</sup>, 2018 by a vote of 6-1. The Board requested a follow-up on the blitzes.

Ayes: Commissioners Cozart, Jay, Karan, Roberts, Smith and Smoak

Nays: Commissioner Hinman

### **COUNTY MANAGER'S REPORT**

County Manager Felts stated that he had an attorney-client matter and a personnel matter for closed session.

### **BOARD PRESENTATIONS**

Commissioner Smith announced that Bill Hopper and his group would be performing at the Granville County Senior Center on December 16<sup>th</sup> at 3:00 p.m.

Commissioner Hinman thanked those who participated in the Turkey Trot.

Commissioner Cozart thanked the Board for the action taken tonight to help the Medicaid staff, thanked former Chairman Smoak for his leadership and calmness while dealing with big issues, and wished everyone a wonderful holiday.

Commissioner Roberts thanked former Chairman Smoak for his leadership this past year.

Commissioner Karan also thanked former Chairman Smoak for his leadership and said he anticipated that Chairman Jay will do well also. He announced the new grant cycle for recreation is open and then wished everyone a Merry Christmas and blessed holiday.

Commissioner Smoak thanked those who participated in the recent southern Christmas parades and Christmas tree lighting ceremonies. He said he had one matter for closed session.

Chairman Jay wished everyone a Merry Christmas and asked that everyone remember those less fortunate during this season. He then thanked the Board for electing him as Chairman and said he would do his best and also thanked former Chairman Smoak for his leadership and staff for doing a great job.

**BOARD WENT INTO CLOSED SESSION**

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner David T. Smith, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) and (6) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.



Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Sue Hinman, and unanimously carried, the Board returned to regular session.

**COMMISSIONERS ADJOURN**

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Sue Hinman, and unanimously carried, the Board adjourned.

Respectfully submitted,  
Debra A. Weary, NCCCC, CMC  
Clerk to the Board

*APPROVED BY:*

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*Zelodis Jay, Chairman*