

RECORD OF A WORK SESSION HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE ARMORY CIVIC CENTER MEETING ROOM ON WEDNESDAY – FEBRUARY 20, 2019 AT 6:00 PM.

The February 20, 2019 Work Session was opened by Chairman Tare Davis. Other Commissioners present: Vice-Chair Victor Hunt, Bertadean Baker, Jennifer Pierce, and Walter Powell. Others in attendance: County Manager Vincent Jones, County Attorney Hassan Kingsberry, and Finance Officer Katherine Brafford.

A moment of silence, prayer, and the Pledge of Allegiance were followed by acknowledgement of a written Department Head Report from Marshall Brothers, Director of Public Works. It was noted that the Bella Russell Rd. project is closed and assessments will be added to the property taxes of those property owners on Bella Russell Rd.

Item #2 Acceptance of Fiscal Year 2017-18 Comprehensive Annual Financial Report.

Tara Roberson of Winston, Williams, Creech, Evans, & Company, LLP presented the Annual Financial Report for the Board of Commissioners' information.

Item #3 Local Foods Promotion Council Update by Paul McKenzie, Area Agricultural Agent Cooperative Extension Services

Paul McKenzie introduced Bill Kearney and Alex Borst of the Local Foods Council who provided information on goals met and upcoming events.

Item #4 Magnolia & Ernest Recreation Complex Swimming Pool Repair

Parks and Recreation Director Dickie Williams provided information on estimates received to repair the pool at Magnolia & Ernest Recreation Complex. The following estimates were received: 1) Pearl Pool Plastering \$78,896, 2) Platinum Pool Service \$94,125, and 3) Aqua Tech Pool Services \$88,746. Mr. Williams recommended moving forward with Aqua Tech Pool Services because their estimate includes work on the pump room and their work is covered by a two-year warranty. The consensus of the Board of Commissioners was to move forward and bring a contract and budget amendment to a future Board of Commissioners Meeting.

Item #5 Update on Citizens Advisory Committee (CAC)

Mike Hairston and Bill Kearney, members of the Citizens Advisory Committee, discussed the role of the CAC with the Board of Commissioners. The main issues needing clarification are: 1) Do they strictly follow the Resolution creating the CAC, 2) Is the CAC supposed to act as the liason between the community and the Board, and 3) What is expected of the CAC in terms of time commitment. The Board consensus is to have the CAC present recommended changes to the resolution for consideration.

Item #6 Follow-up to January 23, 2019 Commissioner’s Retreat by County Manager Vincent Jones.

County Manager Vincent Jones presented draft minutes from the Retreat outlining goals identified. The Board requested that Mr. Jones make a list of all short-term goals and all long-term goals.

Item #7-A Public Utilities Departmental Re-Organization and Position Reclassification

Following the departure of former Public Utilities Director Macon Robertson, County Manager Vincent Jones and Human Resources Manager Lisa Alston presented a plan to restructure the department.

On motion of Vice-Chairman Hunt, which was seconded by Commissioner Powell and carried by unanimous vote, the addition of the new position of Assistant Director at a salary grade of 28 was approved.

On motion of Commissioner Baker, which was seconded by Vice Chairman Hunt and carried by unanimous vote, the reclassification of one Utility Technician at a salary grade of 15 to Utility Crew Leader at a salary grade of 18 was approved.

On motion of Vice Chairman Hunt, which was seconded by Commissioner Baker and carried by unanimous vote, the new organizational chart for Public Utilities was approved.



Item #7-B Departmental/Personnel Matters, Ryan Whitson, Director of Department of Social Services

Department of Social Services Director Ryan Whitson requested that the vacant Income Maintenance Program Administrator position at a salary grade of 27 be reclassified to Deputy Director of Social Services at a salary grade of 32.

On motion of Commissioner Baker, which was seconded by Vice Chairman Hunt and carried by unanimous vote, the position of Income Maintenance Program Administrator, salary grade 27, was reclassified to Deputy Director of Social Services at salary grade 32.

- Item #8 Authorization to Honor Facsimile Signature of Finance Officer Katherine Brafford on:
- 1 – Warren County Operating Account:
 - 2 – Warren County General Fund Payroll Account, &
 - 3 – Warren County Flexible Spending Account

On motion of Commissioner Baker, which was seconded by Commissioner Pierce and carried by unanimous vote, authorization to honor facsimile signature of Finance Officer Katherine Brafford on all three accounts was approved.

- Item #9 2019 County Government Celebration, April 12th Preview Day, April 13th, 2019
Commissioner Pierce

Commissioner Pierce gave a brief update on the upcoming County Government Day Celebration.

- Item #10 Resolutions for Consideration
- a. Supporting Local Control of School Calendars, Authorize Chairman Davis to sign
 - b. Supporting the JCPC Allocation Expansion, Authorize Chairman Davis to sign
 - c. 2019 Spring Litter Sweep, Authorize County Manager Jones to sign

By consensus of the Board, the resolutions are moved to the March 11, 2019 Regular Meeting Consent Agenda.

- Item #11 County Attorney Follow-up by Hassan Kingsberry

- a. Authorize County Attorney to establish Noise Ordinance Review Task Force
On motion of Commissioner Baker, which was seconded by Vice Chairman Hunt and carried by unanimous vote, County Attorney Hassan Kingsberry is authorized to establish a Noise Ordinance Review Task Force. Those interested in serving on the Tash Force will need to fill out a Statement of Interest to Serve form.
- b. Retreat Follow-up: Member Appointments to Boards and Committees
After researching ways in which other counties make Commissioner appointments to Boards and Committees, the consensus of the Board of Commissioners is to allow the Chairman to make appointments.
- c. Establish Policy for Approval of Opening of Closed Session Minutes and General Accounts
On motion of Commissioner Baker, which was seconded by Vice Chairman Hunt and carried by unanimous vote the Policy for Approval and Opening of Closed Session Minutes and General Accounts was approved.

RESOLUTION

TO ESTABLISH POLICY FOR APPROVAL & OPENING

OF CLOSED SESSION MINUTES AND GENERAL ACCOUNTS

WHEREAS, the North Carolina Open Meetings Statute, G.S. §143-318.11 allows public bodies to meet in Closed session for certain purposes; and

WHEREAS, the Statute required “full and accurate minutes” and “a general account of the Closed Session so that a person not in attendance would have reasonable understanding of what transpired, for all Closed Session meetings, and requires these documents be made public once it is determined that public inspection would no longer frustrate the purpose of a Closed Session.

NOW THEREFORE BE IT RESOLVED, that the Warren County board of Commissioners do hereby establish the following policy for approval and opening of Closed session minutes and general accounts:

- The Board authorizes the approval of Closed Session minutes and general account by County Attorney review, “to prevent the disclosure of information that is made privileged or confidential by G.S. §143 - 318.10(e)”. Closed Session minutes and general accounts shall be sealed immediately.
- The Board delegates to the County Attorney and Clerk to the Board of Commissioners the responsibility to periodically review the Closed Session minutes and general accounts and to open the Closed Session minutes and general accounts when the purpose of the Closed Session would no longer be frustrated by keeping them closed.
- The Board authorizes the County Attorney to sign and date the action to open any Closed Session minutes or general account; and to sign and date the action upon determination that any Closed Session minutes or general accounts should remain permanently sealed.
- The Board authorizes the Clerk to insert the ‘opened’ Closed Session minutes and general accounts into a separate “**Opened** Closed Session Minutes and General Accounts Book.” The Closed Session minutes and general accounts that the County Attorney determines should remain permanently sealed shall be kept in a separate “**Sealed** Closed Session Minutes and General Accounts Book.”

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Item #12 Discussion Regarding a County Building Utilization Committee

County Manager Vincent Jones will work on this issue with Buildings & Grounds Manager Terrance Williams.

Item #13 Meeting was adjourned at 7:45 PM.

_____ *Paula Pulley* _____
Paula Pulley, Deputy Clerk to the Board