

**PERSON COUNTY BOARD OF COMMISSIONERS**  
**MEMBERS PRESENT**

**OCTOBER 3, 2011**  
**OTHERS PRESENT**

Jimmy B. Clayton  
Kyle W. Puryear  
B. Ray Jeffers  
Samuel R. Kennington  
Frances P. Blalock

Heidi York, County Manager  
C. Ronald Aycock, County Attorney  
Brenda B. Reaves, Clerk to the Board

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, October 3, 2011 at 7:00 p.m. in the Commissioners' meeting room in the Person County Office Building.

Chairman Clayton called the meeting to order, led invocation and asked Commissioner Kennington to lead the Pledge of Allegiance.

**DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:**

A **motion** was made by Commissioner Jeffers, **seconded** by Vice Chairman Puryear and **carried 5-0** to approve the agenda.

**PUBLIC HEARING:**

**COMMUNITY BLOCK GRANT PROGRAM PROJECT #08-C-1834 CLOSE-OUT:**

A **motion** was made by Commissioner Jeffers, **seconded** by Vice Chairman Puryear and **carried 5-0** to open the duly advertised public hearing for the Community Block Grant Program Project #08-C-1834 Close-Out.

On behalf of Kerr-Tar Regional Council of Government Community Development Administrator, Julie Reid, County Manager, Heidi York stated a public hearing is required to hear any comment on the 2008 Scattered Site Program prior to its closeout. A grant of \$400,000 was received for the program. A total of \$398,587.01 was spent to:

- demolish three substandard houses, build three new homes
- rehabilitate an additional house
- provide urgent repairs to three more housing units

Ms. York noted that Ms. Reid informed that a 2011 Scattered Site Rehabilitation Program will be announced in November and staff has been working to prepare public outreach events through print media (newspaper, flyers) and senior center programs to inform the public of the programs available. Commissioner Kennington suggested an outreach effort through the Department of Social Services.

The recommended Board action requested naming the Chairman of the Board of Commissioners and the County Manager to be authorized to sign all required closeout documents.

No one appeared before the Board to speak in favor or in opposition to the Community Block Grant Program Project #08-C-1834 Close-Out.

A **motion** was made by Vice Chairman Puryear, **seconded** by Commissioner Jeffers and **carried 5-0** to close the public hearing for the Community Block Grant Program Project #08-C-1834 Close-Out.

Ms. York stated a committee reviews the applications for final decisions. Commissioner Blalock inquired if the Board had input with any other ways to potentially use the grant funds. Ms. York stated she would pose the question to Ms. Reid.

A **motion** was made by Commissioner Blalock, **seconded** by Vice Chairman Puryear and **carried 5-0** to approve the Community Block Grant Program Project #08-C-1834 Close-Out and authorize the Chairman of the Board of Commissioners and the County Manager to sign all required closeout documents.

#### **INFORMAL COMMENTS:**

There were no individuals appearing before the Board for informal comments.

#### **APPROVAL OF MINUTES:**

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Blalock, and **carried 5-0** to approve the minutes of September 19, 2011.

#### **ADMINISTRATIVE REPORTS:**

A **motion** was made by Commissioner Jeffers, **seconded** by Vice Chairman Puryear, and **carried 5-0** to approve the Administrative Report for the Airport.

#### **OLD BUSINESS:**

#### **RESOLUTION REQUESTING THE PERSON COUNTY BOARD OF EDUCATION TO TRANSFER THE OLD HELENA SCHOOL PROPERTY TO PERSON COUNTY:**

County Manager, Heidi York presented a Resolution requesting the Person County Board of Education to transfer the old Helena School Property to Person County for Board consideration as requested at the Board's last meeting.

A **motion** was made by Commissioner Kennington, **seconded** by Commissioner Jeffers and **carried 5-0** to adopt the Resolution requesting the Person County Board of Education to transfer the old Helena School Property to Person County. The Resolution requesting the Person County Board of Education to transfer the old Helena School Property to Person County will be presented to the Board of Education at the scheduled joint session on October 17, 2011.

**October 3, 2011**

**Resolution Requesting the Person County Board of Education to  
Transfer the old Helena School Property to Person County**

**Whereas**, the Person County Board of Education holds title to property in the southern part of Person County generally known as the "old Helena School Property" and identified in Tax Map Number A64 25 as Helena High School; and

**Whereas**, some of the property is not now used for school purposes and does not have a potential for school use in the foreseeable future: and

**Whereas**, General Statute 115C-518 provides in part "...when any real property to which the board holds title is no longer suitable or necessary for public school purposes, the board of county commissioners for the county in which the property is located shall be afforded the first opportunity to obtain the property..."; and

**Whereas**, all properties owned by public entities should be placed in productive public use, and;

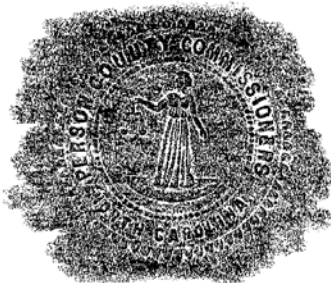
**Whereas**, the old Helena school property could be utilized by Person County for a multitude of public purposes including but not limited to:

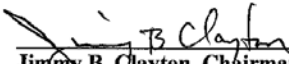
- 1- An extension of the Community College campus
- 2- An incubator for new businesses
- 3- A site for public recreation activities
- 4- A community meeting and activity center
- 5- A job skills training center

**NOW THEREFORE BE IT RESOLVED by the Person County Board of County Commissioners that:**


The Person County Board of Education is requested to convey the property generally known as the old Helena school property and identified in Tax Map Number A64 25 as Helena High School to Person County so that the Public may continue to enjoy the benefit of utilization of this valuable public asset.

Adopted this the 3rd day of October, 2011.



  
\_\_\_\_\_  
**Jimmy B. Clayton, Chairman**  
**Person County Board of Commissioners**

Attest:

  
\_\_\_\_\_  
**Brenda B. Reaves**  
**Clerk to the Board**

**October 3, 2011**

## **NEW BUSINESS:**

### **REORGANIZATION OF COUNTY EMERGENCY SERVICES:**

County Manager, Heidi York stated Person County Government has a unique opportunity to review the organizational structure and provision of emergency services to determine if more effective operations might be achieved through reorganizing. NC General Statute 153A-76 gives the Board of County Commissioners the authority to “organize and reorganize the county government in order to promote orderly and efficient administration of county affairs...” The vacancies in the 911 Telecommunications Director position along with Emergency Medical Services and Emergency Management Coordinator position prompted an analysis of best practices for organizing these functions and roles. A sizable number of similarly situated county governments have an Emergency Services Director that oversees the functional areas of 911, Fire Marshal, and EMS while performing the role of emergency management. This structure can provide better collaboration of duties and responsibilities, streamlining the coordination and communications, while allowing the operations manager positions to handle the day-to-day operations of these two functional areas. The proposed Emergency Services Director exempt position would direct and coordinate emergency management and would oversee 911 and EMS functions. Ms. York explained the structure using an organizational chart and job description for clarity of the various roles. Ms. York noted the newly proposed Emergency Services Director does not increase the number of positions; rather the funding comes from the vacant EMS Director position and eliminates one of the vacant telecommunications supervisor positions. Ms. York stated the reorganization will be effective November 1, if approved by the Board.

A **motion** was made by Vice Chairman Puryear, **seconded** by Commissioner Kennington, and **carried 5-0** to approve the reorganization for county emergency services as presented by the County Manager.

### **RESOLUTION ADOPTING PROCESS FOR PERSON COUNTY BOARD OF COUNTY COMMISSIONERS’ CLOSED SESSION SEALED MINUTES:**

County Attorney, Ron Aycok presented for Board consideration a Resolution to adopt a process for the Person County Commissioners’ Closed Session Minutes. Mr. Aycok outlined the request to adopt a uniform policy of sealing closed session minutes and withholding them from public inspection so long as public inspection would frustrate the purpose of a closed session and then releasing them for public inspection at such time as deemed appropriate by the County Attorney. The County Attorney will review the sealed closed minutes quarterly.

A **motion** was made by Commissioner Kennington, **seconded** by Commissioner Jeffers, and **carried 5-0** to approve the Resolution adopting a process for the Person County Board of Commissioners’ Closed Session Sealed Minutes.

**October 3, 2011**

**RESOLUTION**

**Person County Board of Commissioners  
Closed Session Sealed Minutes**

**WHEREAS**, under the North Carolina Open Meeting Law N.C.G.S. 143-318:0, et seq., public bodies are authorized to meet on certain statutorily defined topics in closed session; and

**WHEREAS**, pursuant to that law, the Person County Board of Commissioners are required to keep minutes of said closed sessions; and

**WHEREAS**, the minutes of said closed sessions seals and “withheld from public inspection so long as public inspections would frustrate the purpose of a closed session”; and

**WHEREAS**, a uniform policy of sealing said minutes and then releasing said minutes for public inspection when appropriate is desirable; and

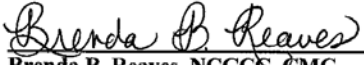
**NOW, THEREFORE BE IT RESOLVED** the Person County Board of Commissioners by adoption of this continuing resolution:

- (1) Approves the minutes of all closed sessions to be sealed until their release will not frustrate the purpose of the closed session; and
- (2) Designates the County Attorney to periodically review said sealed minutes and determine the appropriateness of releasing such minutes for public inspection; and
- (3) Authorizes the release of the sealed minutes, if in the opinion of the County Attorney the release “would not frustrate the purpose of the closed session”, and then, in that event, the Clerk to the Board is authorized to transfer such to the public minutes of the Board.

Adopted this the 3rd day of October, 2011.



  
\_\_\_\_\_  
Jimmy B. Clayton, Chairman  
Person County Board of Commissioners

ATTEST  
  
\_\_\_\_\_  
Brenda B. Reaves, NCCCG, EMC  
Clerk to the Board

October 3, 2011

## **FRAUD POLICY:**

County Manager, Heidi York informed the Board as a best practice and at the recommendation of the County's auditors Person County has developed a proposed Fraud Policy for Board review. Ms. York highlighted the purpose of the Policy, "the purpose of this Policy is to affirm that fraud and corruption will not be tolerated and to define the consequences of fraud and corruption. It also sets out the framework to ensure a timely and appropriate response to instances of alleged fraud or corruption." Ms. York stated staff's intent that the Fraud Policy provides an easy means to employees as well as the public to report any instances of fraud or potential fraud that may prevent and minimize financial losses.

Ms. York stated the Fraud Policy:

- defines fraud and related behavior
- develops procedures for the prevention, reporting, investigation, and consequential actions of fraudulent activities
- makes known the various reporting options for employees and public

Ms. York highlighted the email and hotline set up to report fraud: fraud.personcounty.net and 330-330-2230 respectively.

Commissioner Kennington stated his desire to include the applicability to board appointed individuals on county boards, committees and commissions as well as any hired staff by any boards, committees and commissions.

A **motion** was made by Commissioner Kennington, **seconded** by Vice Chairman Puryear, to approve the Fraud Policy with the inclusion of appointed committees and commissions in Section 2.0. Before a vote was taken on the motion on the floor, a **motion** was made by Commissioner Kennington, **seconded** by Vice Chairman Puryear, and **carried 5-0** to table the previous motion for further clarification of the revised text of Section 2.0.

It was the consensus of the group to restructure the Fraud Policy to include applicability to board appointed individuals on county boards, committees and commissions as well as any hired staff by any boards, committees and commissions.

**BUDGET AMENDMENT:**

Finance Director, Amy Wehrenberg presented and explained the following Budget Amendment.

Upon a motion by Vice Chairman Puryear, and a second by Commissioner Kennington and majority vote (5-0), the Board of Commissioners of Person County does hereby amend the Budget of the Fund(s) listed below on this, the 3rd day of October 2011, as follows:

<u>Dept./Acct No.</u>	<u>Department Name</u>	<u>Amount</u> Incr / (Decr)
<u>EXPENDITURES</u>	<u>General Fund</u>	
	General Government	(82,604)
	Public Safety	81,064
	Transportation	15,415
	Economic Development	2,249
	Environmental Protection	363
	Human Services	13,783
	Culture & Recreation	2,977
	Transfer to Other Funds	5,187
<u>REVENUES</u>	<u>General Fund</u>	
	Intergovernmental Revenues	5,000
	Other Revenues	7,660
	Fund Balance Appropriation	25,774
<u>EXPENDITURES</u>	<u>Person Industries Special Revenue Fund</u>	5,187
<u>REVENUES</u>	<u>Person Industries Special Revenue Fund</u>	
	Transfer from Other Funds	5,187

**Explanation:**

Appropriating the transactions needed to transfer the cost associated with the property and liability insurance and an insurance deductible payment from the Contingency Insurance line along with the interfund transfers to various departments in the General Fund and Person Industries Fund; insurance claim received for lightning damage to the 911 Communications facility (\$6,859.50) and damage to light fixtures at Mt Tirzah ballfield (\$800); Gang Violence Prevention Grant for Roots & Wings received from the Department of Juvenile Justice and Delinquency Prevention (\$5,000); and fund balance appropriated in the Law Enforcement Restricted Fund for federal-approved expenditures (\$25,774).

Commissioner Jeffers asked the County Manager for the protocol for informing applicants of JCPC funding (roots and wings) of the decision. County Manager, Heidi York stated she would follow up and report back.

**October 3, 2011**

**CHAIRMAN’S REPORT:**

Chairman Clayton reported a NC Association of County Commissioners Environmental Committee meeting will be held on October 18, 2011. Chairman Clayton also noted a State Commission Study Bill may be up for legislative approval soon.

**MANAGER’S REPORT:**

County Manager, Heidi York told the group that lighting improvements are now being installed at the County Office Building which is funded through an energy grant.

Ms. York stated the response deadline for the RFP feasibility study related to the joint industrial park that Person County is partnering with Durham County is due within a week or so.

Ms. York told the group a tool is in place on the county website to begin a comprehensive calendar of events as requested by Commissioner Kennington.

Ms. York followed up on a request made by Commissioner Blalock related to Administrative Reports noting there were many departmental reports that may be added to the current report list, further noting the Administrative Reports may be submitted to the Board in another format separate from the agenda packet.

**COMMISSIONER REPORT/COMMENTS:**

Commissioner Kennington announced that on September 30, 2011, Person Memorial Hospital closed with Duke LifePoint thus creating a for profit hospital as well as reported a new CEO, Chad Brown, had been hired.

Commissioner Kennington congratulated Airport Commission Chairman, Brantley Burnett on receiving Pepsi-Cola’s Lifetime Achievement award.

Commissioner Blalock stated her completion of the Research Triangle Institute survey questions noting she had only received input from Chairman Clayton. County Manager, Heidi York requested Commissioner Blalock to send her the final survey.

Commissioner Blalock told the group she recently attended a two-day training at the School of Government which focused on Development Finance Toolbox.

Commissioner Jeffers asked the County Manager to let him know what the total capacity of the jail.



Commissioner Jeffers stated basketball registrations are underway at Parks and Recreation noting a scholarship program funded by donations is available for children that are eligible to receive free or reduced lunch for a discount to the registration fees.

Commissioner Jeffers asked the County Manager to look into the NCNC \$1 Million Fund available to counties for fiber optics in underserved areas.

Commissioner Jeffers stated legislative redistricting allows 14 counties to elect 60% of the legislation and Person County is not one of those 14 counties.

Vice Chairman Puryear stated the Chair on the Animal Control Advisory Board has resigned thereby creating a vacancy to be advertised as well as updated the group that the advisory board is finalizing their bylaws.

Vice Chairman Puryear said he had spent some time with City Council members and candidates recently noting some members are open to the Upper Neuse coalition and suggested after the upcoming City election to lobby the City of Roxboro to join the group.

#### **CLOSED SESSION:**

A **motion** was made by Commissioner Jeffers, **seconded** by Vice Chairman Puryear, and **carried 5-0** to enter Closed Session pursuant to General Statute 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the county (economic development) at 7:56 p.m. and to allow the Assistant County Manager, Gene Hodges, Jim Stovall, PCBIC Economic Development Director, Barbara Currier and Economic Development Commissioner Vice Chair, Ray Wilkins to attend such.

Chairman Clayton announced a brief recess prior to Closed Session. Chairman Clayton called the Closed Session to order at 8:04 p.m.

A **motion** was made by Commissioner Blalock, **seconded** by Vice Chairman Puryear, and **carried 5-0** to return to open session at 8:50 p.m.

A **motion** was made by Commissioner Kennington, **seconded** by Commissioner Jeffers, and **carried 5-0** to enter into Closed Session per General Statute 143-318.11(a)(2) for the purpose to consult with the county attorney in order to preserve the attorney-client privilege at 8:51 p.m. and to allow Assistant County Manager, Gene Hodges to attend.

A **motion** was made by Commissioner Kennington, **seconded** by Vice Chairman Puryear, and **carried 5-0** to return to open session at 9:20 p.m.

It was the consensus of the group to have an agenda item on the next Board's meeting agenda related to the structure of economic development and transition plan. County Manager, Heidi York stated she would be contacting the Board members to schedule an individual meeting to discuss the transition of economic development prior to the next meeting.

**ADJOURNMENT:**

A **motion** was made by Commissioner Kennington, **seconded** by Commissioner Blalock, and **carried 5-0** to adjourn the meeting at 9:22 p.m.

---

Brenda B. Reaves  
Clerk to the Board

---

Jimmy B. Clayton  
Chairman