

**MINUTES OF A  
WORK SESSION  
OF THE JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
JUNE 08, 2021**

The Jackson County Board of Commissioners met in a Work Session on June 08, 2021, 1:00 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Boyce Deitz, Vice Chair  
Mark Jones, Commissioner  
Tom Stribling, Commissioner (via Zoom Video Conferencing)  
Gayle Woody, Commissioner  
Absent: Brian McMahan, Chairman  
Don Adams, County Manager  
Heather C. Baker, County Attorney  
Angela M. Winchester, Clerk to the Board

Vice Chair Deitz called the meeting to order.

**(1) AGRICULTURAL ADVISORY BOARD ORDINANCE AMENDMENT:** Ms. Baker stated that as the Board was aware, it had been difficult to fill the positions on the Agricultural Board. She, along with Barry Stevens, Soil and Water Conservation District Manager, looked at the ordinance to see if it was still meeting the needs. Mr. Stevens took this to the Agricultural Advisory Board and they were requesting a change to the ordinance as follows:

Amend Appendix C Regulated Districts - Agricultural Districts as follows:

Article 5 – Agricultural Advisory Board:  
Section 5.5 Tenure:

Initially, the terms of members shall be as follows: the three at-large members shall be appointed for a term of one year; the members from Regions 1 and 2 shall be appointed for terms of two years; and the members from Regions 3 and 4 shall be appointed for terms of three years. Thereafter, all appointments are to be for terms of three years, with reappointment permitted; ~~provided, however, no member (other than an ex-officio member) shall serve more than three consecutive terms.~~

Mr. Baker stated if the Board wanted to move forward with this, they could proceed in two ways. This particular ordinance did not require a public hearing before approving an amendment. However, they could choose to have a public hearing.

**Consensus:** *Add this item to the next regular meeting agenda to set a public hearing.*

**(2) FY 21-22 BUDGET ORDINANCE:** Darlene Fox, Finance Director was present for this item.

Mr. Adams stated that the Board would be requested to vote on the proposed budget ordinance on June 15<sup>th</sup>.

Ms. Fox stated presented: Changes to FY2021-2022 Proposed Budget:

<u>Description</u>	<u>Recommended Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Approved Budget</u>
Sheriff's Dept.	\$6,089,542	\$154,843		\$6,244,385
Jail	\$2,379,966	\$141,154		\$2,521,120
Rescue Squad/Ambulance Wages		\$147,687		\$147,687
Rescue Squad/Ambulance Debt	\$147,687		\$147,687	
Farmer's Market		\$15,000		\$15,000
SCC Capital	\$120,500		\$13,001	\$107,499
Contingency	\$321,253		\$22,996	\$298,257
Contingency - Wages	\$1,000,000		\$275,000	\$725,000
Various Depts. Capital Items	\$739,302		\$739,302	
Contingency Capital		\$739,302		\$739,302
	\$10,798,250	\$1,197,986	\$1,197,986	\$10,798,250

Mr. Adams stated that they generally moved the capital items over and a lot of those items were purchased in October to December after the audit.

Ms. Fox noted under ABC Revenues, the ABC Board was given an additional \$400,000 for next year. The county would receive 60% of that, which would be \$240,000. The Town of Sylva would receive \$160,000. This would be new money.

*Informational item.*

**(3) FOOD SERVICE AND KITCHEN MANAGEMENT SERVICES:** Eddie Wells, Aging Director; Patrick McCoy, Detention Center Captain; and Sheriff Chip Hall, were present for this item.

Mr. Adams stated this item was to discuss the Food Service and Kitchen Management Services contract for the kitchen located at the Department on Aging. The kitchen was being utilized by John Faulk's B & A. Mr. Faulk ran the kitchen and provided food service for the Aging meals and the Detention Center. The contract was executed in 2015 and he had been extending the contract on an annual basis.

Approximately six months ago, he started discussions with Captain McCoy and Mr. Wells about what the process should be to proceed forward with the contract. They all felt they should go out and do an informal bid for companies that had the capacity to provide this service. As it related to the jail, this was a 365 per day, three meals per day service, which could be challenging at times.

He presented:

**(a) Request for Proposals for Food Service Kitchen Management Services:**

- Page 4: Department on Aging: In Fiscal Year 2019/2020, the current vendor provided approximately 42,859 meals at a total cost of \$234,447 for the Department on Aging Services. These meals consisted of a combination of congregate meals along with home delivered meals. The vendor charged approximately \$11,581 (included in the \$234,447 amount) for specialized trays to maintain appropriate temperatures during delivery. All meals were cooked and packaged at the facility. County staff and volunteers were responsible for delivering meals not served directly at the facility.
- He thought it was important to note that the meals being provided for the elderly were being done in accordance with a lot of regulations and requirements, which were best practices deemed appropriate and best for the citizens they served.

- Page 12: Sheriff Office Detention Center: In Fiscal Year 2019/2020, the current vendor provided approximately 65,400 meals at a total cost of \$379,076. Inmates held at the Detention Center required three meals a day, 365 days a year. All meals were cooked and packaged at the facility. The vendor delivered the meals to the Detention Center three times daily. The facility was approximately 3.7 miles from the Detention Center. The vendor charged \$10,000 (included in the \$379,076 amount) for delivery. The vendor charged \$28,998 (included in the \$379,076 amount) for specialized trays to maintain appropriate temperatures during delivery.
- There were statutory requirements that the provider must meet regarding the meals going to the inmates.
- He noted Page 18: “The county reserves the right to refuse any or all packages received, to solicit for new RFP responses, or to accept any RFP response deemed to be in the best interest of the county in its sole and exclusive discretion. The county reserves the right to alter or change any condition of this RFP that best meets the interest of the county. The county reserves the right to make its decision based upon the needs of the county. Pricing will not be the only item of consideration. Since this is a service contract, the responders’ ability to provide the requested high quality product/service consistently will be evaluated. The county reserves the right to negotiate with one or more respondents and is not obligated to enter into any contract with any company on any terms or conditions”.

**(b) Project Schedule Change:**

- RFP Invitation: March 12<sup>th</sup>
- Mandatory RFP site visit: March 24<sup>th</sup>
- Deadline for clarification questions: March 31<sup>st</sup>
- Response to clarification questions: April 9<sup>th</sup>
- RFP due date: April 14<sup>th</sup>
- Proposal presentation: April 19<sup>th</sup>
- Review proposals: April 19<sup>th</sup>-30<sup>th</sup>
- Recommend selection: May
- Finalize selection: June
- Finalize contract: July
- New contract start date: October 1<sup>st</sup>

Mr. Adams stated that Captain McCoy and Mr. Wells did spend a significant amount of time researching all of the responders.

**(c) Bid Form:**

- It was requested that vendors provide a price per meal for the Department on aging based on the amount of meals per day. The current contractor was allowed to use the facility kitchen for private catering service. They allowed the vendors to bid in two different ways. One way was to provide a price if they were allowed to use the facility for private catering service. The other was to provide a price only for the needs of the county.
- For the Sheriff’s Office, they requested pricing for three hot meals per day or two hot and one cold lunch per day.

**(d) Kimble’s Food By Design, DBA Skillet Kitchen:**

- Department on Aging:
  - Price per meal with being allowed to use kitchen for private catering services: \$5.6677
  - Price per meal for the Department on Aging Meal Services only: \$5.6677
- Sheriff Office Detention Center/Emergency Shelter and Emergency Operations Center:
  - Price per meal with being allowed to use kitchen for private catering service:
    - 3 hot meals a day: \$5.8284
    - 2 hot meals a day 1 cold lunch a day: \$5.8284

- Price per meal for Sheriff Office Detention Center/EM Center Only:
  - 3 hot meals a day \$5.8284
  - 2 hot meals and 1 cold lunch a day: \$5.8284
- (e) Mountain Projects, Inc.:
  - Department on Aging:
    - Price per meal for Department on Aging Meal Services only: \$5.79
  - Sheriff Office Detention Center/Emergency Shelter and Emergency Operations Center:
    - Price per meal for Sheriff Office Detention Center/EM Center Only:
      - 2 hot meals and 1 cold lunch a day: \$5.8284
- (f) B and Al's LLC:
  - Department on Aging:
    - Price per meal for Department on Aging Meal Services only: \$6.25
  - Sheriff Office Detention Center/Emergency Shelter and Emergency Operations Center:
    - Price per meal for Sheriff Office Detention Center/EM Center Only:
      - 3 hot meals a day \$6.25
      - 2 hot meals and 1 cold lunch a day: \$6.25
- (g) Valley Services, LLC dba TRIO Community Meals:
  - Department on Aging:
    - Price per meal for Department on Aging Meal Services only: \$8.15
  - Sheriff Office Detention Center/Emergency Shelter and Emergency Operations Center:
    - Price per meal for Sheriff Office Detention Center/EM Center Only:
      - 3 hot meals a day \$8.15
      - 2 hot meals and 1 cold lunch a day: \$8.15

(h) Recommendation: The recommendation of the committee would be to move forward with Skillet Kitchens to start developing the contract to be considered by the Board in July.

Captain McCoy stated that everyone he called for references for Skillet Kitchens were thumbs up with no issues. They already used their parent company, Kimble, for the commissary for the jail and never had an issue.

Mr. Adams stated they requested a plan of employment, the range of pay and if they would have benefits. Skillet Kitchen would look to hire eight full-time people. The pay range would be very competitive within the area and would offer benefits. They also requested them to help develop a transition plan.

General discussions were held.  
*Informational item.*

(4) **NCACC VOTING DELEGATE**: Mr. Adams stated that Commissioner Woody was planning to attend the conference. The Board would need to appoint a voting delegate.

**Consensus**: *Add this item to the next regular meeting agenda for consideration.*

(5) **JULY MEETING SCHEDULE**: Mr. Adams proposed that the Board consider cancelling the July 6<sup>th</sup> regularly scheduled meeting.

**Consensus**: *Add this item to the next regular meeting agenda for consideration.*

(6) **OTHER BUSINESS**:

(a) Commissioner Woody stated that as the Regional Representative on the North Carolina Association of County Commissioners for District 7, the initiative for the next two years for the Association was Food System Resiliency. The Association requested that all 100 counties in North Carolina consider a resolution in support of the NCACC Presidential Initiative to promote Food System Resiliency.

She thought that they were so fortunate in the county to have several organizations and churches that gave out food, but she thought transportation was an issue. Kelli Brown, WCU Chancellor, would be bringing together all of the providers of food and emergency help in the fall. One item of discussion would be how to address the issue of getting the food to people.

She requested that the Board consider adoption of this resolution in concert with all 100 counties in the state.

**Consensus:** *Add this item to the next regular meeting agenda for discussion.*

(b) Commissioner Deitz stated that he had a couple questions about adding a second person to the fire departments. Would the second person's hours be concurrent with the person already at the station?

Mr. Adams stated that at the fire chief meeting, he thought some would look to shift the hours and not run them concurrently. He did not know what the shifts would be.

Commissioner Deitz stated that he thought they should look at someone being at the station at two different times and on the weekend.

General discussions were held.

Mr. Adams stated they could put this on the July work session and delay advertisement for the jobs, if they wished to discuss this further.

*Informational item.*

There being no further business, Commissioner Jones moved to adjourn the meeting. Commissioner Woody seconded the Motion. Motion carried and the meeting adjourned at 2:32 p.m.

Attest:

Approved:

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Angela M. Winchester, Clerk to Board

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Brian Thomas McMahan, Chairman