

**MINUTES OF A  
WORK SESSION  
OF THE JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
AUGUST 16, 2016**

The Jackson County Board of Commissioners met in a Work Session on August 16, 2016, 10:00 a.m., Justice & Administration Building, Room A227, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman  
Mark Jones, Vice Chair  
Charles Elders, Commissioner  
Vicki Greene, Commissioner  
Boyce Deitz, Commissioner

Don Adams, County Manager  
Heather C. Baker, County Attorney  
Angela M. Winchester, Clerk to Board

Chairman McMahan called the meeting to order.

**(1) SKYLAND SERVICES CENTER:** Odell Thompson, Architect, stated there were several decisions for the Commissioners to make before he could move forward with the project:

**(a) Building facelift:** Mr. Thompson presented two options to give a facelift to the building using the county flag and colors. He believed that painting the building would be the best option for value and impact. He also recommended adding two columns to the front of the building to complete the look.

**Consensus:** *Move forward with the flag concept for the front of the building.*

**(b) Commercial kitchen:** With help from NC State, they came up with a design for the commercial kitchen with estimates for the necessary equipment at \$65,000. The design included different sized storage closets that could be used by renters to store their supplies.

**Consensus:** *Commissioners requested the following from Mr. Adams:*

- *Invite Rob Hawk, Cooperative Extension Director, to attend the next regular meeting to further discuss the plan; and*
- *Locate samples of operating rules and regulations that other counties in the region had in place regarding commercial kitchen use.*

**(c) Storage issue:** The Public Works Department currently had storage space at the Skyland Services Center. Mr. Thompson presented three options that would allow Public Works to maintain storage at the facility.

**Consensus:** *Commissioners requested that Mr. Adams follow-up with Chad Parker, Solid Waste Director, to look at creating storage space at the garage facility by constructing a catwalk and overhead storage above the workstations, which would free more space at the Skyland Services facility. The Commissioners thought Option C would work best.*

(d) Estimate of potential construction costs:

	<b>QTY</b>	<b>UNITS</b>	<b>\$/UNIT</b>	<b>COST</b>
Cooperative Extension upfit*	2414	SF	\$110	\$265,540
Kitchen/Meeting construction*	1174	SF	\$125	\$146,750
Soil & Water upfit*	1932	SF	\$110	\$212,520
Commercial Kitchen	647	SF	\$130	\$84,110
Library/Lounge, Youth Lounge*	612	SF	\$110	\$67,320
Mechanical	328	SF	\$70	\$191,400
Unfinished undesignated spaces	1216	SF	\$50	\$60,800
Circulation space, solar tubes, new finishes	2848	SF	\$70	\$199,360
Re-work sprinkler system	11171	SF	\$6	\$67,026
Skylight feature over the common lobby	1	LS	\$150,000	\$150,000
Exterior facelift allowance	1	LS	\$100,000	\$100,000
Site work/landscape allowance	1	LS	\$50,000	\$50,000
<i>SUBTOTAL</i>				<i>\$1,594,826</i>
Contingency	10%			\$159,482.60
<b>TOTAL CONSTRUCTION COSTS</b>				<b><i>\$1,754,309</i></b>
A/E Fees (A, M, E, P, S)	1	LS	\$72,000	\$72,000
<i>TOTAL</i>				<b><i>\$1,826,309</i></b>
Furniture, Fixtures and Equipment for *	6132	SF	\$15	\$91,980
Allowance for commercial kitchen equipment & hood	1	LS	\$65,000	\$65,000
<b>GRAND TOTAL</b>				<b>\$1,983,289</b>

*Informational item only.*

(2) **GREENWAY PARK:** Alex Bell; Chad Parker, Solid Waste Director; and Rusty Ellis, Parks and Recreation Director, were present during this discussion. Chairman McMahan stated that it had been requested that the county look at opportunities to recognize, honor or memorialize individuals at the Greenway Park.

Alex Bell stated that that Brian Bryson was a Jackson County native, student, athlete, teacher, coach and community member that tragically passed away at age 42 of a heart attack. Brian was very active with his students at the river with the NC Wildlife hatchery program. Mr. Bell stated it would be a good time to honor the life of Brian.

Mr. Ellis stated they had discussed a bronze plaque and signage detailing Mr. Bryson's legacy and contribution to the community.

Chairman McMahan stated that there had been interest, by citizens, to purchase benches or picnic tables that could be placed along the Greenway in honor or memory of an individual.

Commissioner Greene stated she would like to see folks who had contributed time and effort to the dog and cat population in the county receive recognition as well.

Commissioner Deitz stated he would like to see the Brian Bryson memorial be placed in a more substantial covered type area.

**Consensus:** *In favor of moving forward with the Brian Bryson memorial area at the Greenway. Mr. Ellis to work with Mr. Bell to set a day for a dedication ceremony.*

**(3) FREEDOM PARK:** Michael Poston, Planning Director; John Jeleniewski, Land Use Administrator; and Chad Parker, Solid Waste Director, presented detailed plan designs for the accent limestone and carvings from Fabrication Mill. Mr. Poston stated they were looking to have the monuments in place to have a ribbon cutting ceremony on September 17<sup>th</sup>, which was Constitution Day. It appeared that the best suited location would be adjacent to the old rescue squad building. The overall concept showed three monuments and an extension area for future monuments for North Carolina documents. Currently, plans allowed for three flag poles, United States, North Carolina and Jackson County, with lighting. Future plans would include re-paving and paving some of the gravel areas for added parking.

Chairman McMahan inquired as to whether a fan would be installed with the monument to keep air flow. This was a project that they were all excited about and the community had embraced. Funds had raised the funds to pay for the monuments, which have been ordered. There would be in-kind donations from the county to frame the concrete pad and the brickwork. The county would also be responsible for the sidewalk extension, shrubbery and flag poles. Freedom Forward had also requested equipment for excavation from the county. America's Homeplace would be providing the labor for the footers.

Mr. Adams stated that beyond the county providing labor and equipment, they would be responsible for the cost associated with the concrete pad, flagpoles and conduit.

Chairman McMahan stated he believed the timeframe may not be realistic and they may want to work to complete the project and then determine a date for a ribbon cutting ceremony and dedication. Also, they would suggest that in the future the ceremonies that were held at the fountain on Veteran's Day be moved to Freedom Park. They may also want to include all branches of service, which would mean adding five more flagpoles.

Mr. Adams stated that one of the decisions to be made would be to have brick pavers or concrete. It had been mentioned at one point about potentially selling pavers for a fundraiser for the Veteran's group. He suggested they could do a concrete solution for the main pad with the idea that pavers could be installed around it when they were sold, which would allow them to proceed forward at that time and have fundraising efforts at a later time. He thought having an American Legion or other organization behind the fundraising effort would be appropriate.

Chairman McMahan stated he liked the idea of pavers, he thought they looked more attractive. One option would be to go ahead and install plain pavers and if there were future fundraising efforts, those could be added to an enhanced area or they could laser the pavers afterwards.

***Consensus:*** *Delay the ribbon cutting ceremony. Add five more flagpoles for all branches of service, for a total of eight flagpoles. Staff to continue working on the plan to develop the park. Mr. Adams to touch base with Foundation Forward to inform them they want to move forward with the brick and to delay the ribbon cutting ceremony.*

**(4) OLD CHAMBER BUILDING:** Ms. Baker stated that the county had received two inquiries of interest to either buy or lease the building. One of the request came from the Tourism Development Authority.

Mr. Parker stated that the property was in very good condition with a new roof installed six months ago.

*Informational item only.*

**(5) RECYCLING CAMPAIGN:** Ms. Baker stated that she and Mr. Parker had a discussion regarding starting a recycling campaign in the county. The first step would be to increase recycling efforts in the county buildings.

Mr. Parker stated he also had a new handout to be posted at SRC locations of what items they accept. Regarding in-house recycling, there was a container at the Justice Center and at the Department on Aging to be able to haul waste to the facility at the transfer station. Last year, at the Justice Center there were 2.33 tons in that container for paper. At the Department on Aging, there were 8.67 tons of paper, which included most other buildings in the county, including the library. There were 3.43 tons of commingled containers. They wanted to revamp and revisit the in-house recycling in the county and make sure that staff was aware and had infrastructure in the offices. It cost \$40.55 to haul a ton of garbage to Homer, Georgia; however, the county was paid \$39.16 per ton for fiber.

Ms. Baker stated that by increasing the number recycling receptacles inside the office suites and encouraging department heads to spread the word to staff, they could make an impact in the county buildings and then start getting the word out to the community.

Commissioner Jones stated there needed to be better communication with citizens about the importance of recycling. He did not see any type of signage at the SRCs to encourage citizens to recycle.

Mr. Parker stated they would be placing the new handouts at all of the SRC sites to inform citizens of what they can take to the SRC locations for recycling. There were currently signs about litter and keeping the county clean.

Chairman McMahan suggested he place the handout on a corrugated plastic sign at each SRC location. Also, the attendants needed to be fully informed of what items go in which bins.

Ms. Baker stated it would also be important to have buy-in with the campaign. The money saved from recycling could be a direct benefit to janitorial staff as an incentive to participate. If this was done by the county, then they would be in a better position to reach out to the community. They were looking at a small task force that could take some of the ideas and figure out how to move them forward.

Mr. Adams stated that the campaign did need to start at the top and had to be a policy decision by the governing body that this was what they were committed to. He thought it needed to be about convenience for employees and citizens. He was very supportive and recommended it, especially recouping paper. It would be an education process.

Mr. Parker stated that the county did have very good cleaning staff and it would not be a problem within the system. They were very good at what they did and took pride in doing their job well.

Chairman McMahan stated they may want to buy press time to get the word out to increase recycling in the county.

*Informational item only.*

**(6) SYLVESTER PROPERTY:** Ms. Baker stated that the Sylvester's owned a house on Keener Street that adjoined the Library (Old Courthouse) property owned by the county. It had been brought to her attention about an overlap issue where both the Sylvester deed and the county deed claimed the same area. The Sylvester's were asking for the overlap to be corrected. The concrete drive was only partially on the Sylvester property, but mostly on the county's property. Mr. Sylvester had the property surveyed and were only asking for the driveway area to be corrected. Ms. Baker also talked with Mr. Sylvester about including the hedge with the potential purchase. The hedge was planted by the owners of the house in the 80's.

Mr. Sylvester requested that the correction include the driveway and hedge, which he currently maintained.

Ms. Baker stated that since this would be a purchase, they would have to go through the upset bid process. That would determine fair market value instead of an appraised value.

**Consensus:** *Move forward with obtaining an updated survey showing the property line to include the hedge and driveway in order to proceed to the next step.*

**(7) CULLOWHEE PLANNING COUNCIL:** Mr. Poston stated that the Cullowhee Planning Council made a request to add language to the ordinance to allow for the Board to consider ex officio appointments to the Cullowhee Planning Council. It was also requested that WCU would have an ex officio representative on the council, which would be a non-voting position. The way that WCU grew in the future would have a direct impact on the Cullowhee Planning Area. The Board of Commissioners would have appointing authority.

Ms. Baker stated this would allow for the ability to add ex officio members to the council in the future, which would not be specific.

Commissioner Greene stated she would prefer the term “liaison” with regards to WCU as opposed to being an ex officio member.

Ms. Baker stated that the Council preferred the term ex officio in general. They were unable to articulate the difference between the two terms – liaison versus ex officio. As far as the county, she believed the term “ex officio” would provide consistency across the ordinances.

Mr. Adams stated that if the Board chose to find representation from another organization, upon recommendation from the Cullowhee Planning Council, the added language would allow them to also make that appointment.

**Consensus:** *Move forward with the request from the Cullowhee Planning Council to begin the process to add the ex officio language to the ordinance.*

**(8) CODE RED:** Todd Dillard, Emergency Management Director, presented CodeRED Weather Warning product overview and cost proposal:

**(a) Emergency Communications Network:** Emergency Communications Network, LLC (ECN) has developed affordable notification services capable of reaching thousands of citizens in minutes. ECN has been in the critical communications business for over a decade, pioneering technology that has delivered hundreds of millions of messages.

ECN’s Web-based product suite features three hosted solutions for municipalities:

- CodeRED Weather Warning™ for automated severe weather warnings
- CodeRED® for community and staff notifications
- MyDailyCall™ for checking on at risk individuals

**(b) CodeRED Weather Warning:** The CodeRED Weather Warning (CRWW) product was designed to automatically deliver targeted severe weather alerts moments after warnings are issued by the National Weather Service (NWS). Messages are delivered so quickly they often arrive prior to any other public notifications, usually before television or weather radio broadcasts are aired, providing citizens with extra time to prepare

**(c) How it works.** When the National Weather Service issues a bulletin identifying a storm, CodeRED Weather Warning instantly picks it up and interprets it to determine the severity and the exact areas impacted. A calling database of all subscribers within the projected path is generated and messages are sent to them immediately.

To deliver the alerts, CodeRED Weather Warning utilizes a sophisticated dialing infrastructure capable of transmitting millions of messages an hour. But the real benefit comes from the automation, since alerts are initiated without human intervention, there is no delay in sending the messages.

**(d) Types of warnings:**

- Severe thunderstorm
- Tornado
- Flash flood
- Tsunami (only available to those regions prone to such conditions)
- Winter storm

(e) Features of CodeRED Weather Warnings:

- Automatically initiated messages. Warnings are generated automatically through proprietary computer algorithms. No impact is placed on internal resources as no staff action is required to initiate the notifications.
- Geographically targeted warnings. Using heading and speed to determine the most vulnerable areas, CodeRED Weather Warning notifies those most at risk first.
- Polygon methodology. Based on the National Weather Service's polygon methodology, only citizens in the path of projected weather are contacted, thereby increasing relevance and reducing false alarms.
- Opt-in model. Only citizens who sign up will receive the notifications. They may elect to receive alerts for any combination of severe weather warnings.

(f) Cost Proposal- pricing good for 90 days from 8/15/2016. Emergency Communications Network's innovative, geographically targeted weather warning product was built to alert citizens in the path of severe weather. Developed on the same calling network infrastructure as the CodeRED solution for community notification and tapping into the National Weather Service's Storm Based Warnings, CodeRED Weather Warning automatically sends messages to affected citizens moments after a severe thunderstorm, flash flood, tornado, tsunami or winter storm warning has been issued.

(g) A three (3) year add-on contract for CodeRED clients includes

- CodeRED Weather Warning system set-up
- Free one time use of the CodeRED system
- A community-wide call will be made to introduce the weather warning product and direct citizens to sign up to receive alerts
- Unlimited severe weather warnings: 24 hours a day, 365 days a year
- Detailed call statistics
- Design and hosting of custom web page for community enrollment

(h) Annual Cost = \$2,500

***Consensus:*** *Move forward with a three year contract with CodeRED in the amount of \$2,500, from contingency.*

**(9) TROUT CAPITAL RIVER ACCESS AND ROADWAY CONCERNS:** Present for discussions: Sheriff Chip Hall; Chief Deputy Kim Hooper; Tim Lominac, North Carolina Wildlife Enforcement Division; Sgt. Roger Smith NCHP; Ed Green, NCDOT; Jonathan Woodard, District Engineer NCDOT; Steve Buchanan, Deputy Traffic Engineer NCDOT; Scott Cook, Traffic Engineer NCDOT; and Brian Burch, Division Project Development Engineer NCDOT.

(a) River Access: Chairman McMahan stated that the Board had been working to have Jackson County designated as the Trout Capital of North Carolina. With this there would be a greater number of people in the area utilizing the river and greenways.

Mr. Lominac stated that concerning gaining access, as long as the property was not posted it was fair game. People can cross over private property to gain access to the river. If the property was posted, the person would need permission from the property owner. Also, as of 2013, if there was purple paint on the trees, the angler would have to have written permission to be on the private property. For the most part, the problems were not with the anglers themselves, it was from littering.

Commissioner Greene stated that the professional outfitters were respectful of private property. Others on their own may not always share the same feeling. How could they help protect private property owners and encourage the Trout Capital designation at the same time.

Sheriff Hall stated that at some of the pullouts or wide areas along the river, the Sheriff's office was unaware of what portions were private property or DOT right-of-way.

Mr. Burch stated that typically, on secondary roads, this would be private property. The DOT only has a right-of-way for maintenance. They could only enforce parking if a vehicle had been abandoned for 24 hours. As far as someone just stopping to fish, they could not enforce "no parking".

Sgt. Smith stated that the Highway Patrol did not go out and look for vehicles to tow that were located in the right-of-way area. If a complaint came in, they would go out - it was all complaint driven.

Chairman McMahan stated they wanted to come up with written guidelines and suggestions to provide to groups or anglers that came to the area for things they should or should not do.

(b) **Greenway:** Chairman McMahan inquired about the posted speed limit on Old 107 at the Greenway Bridge and what would be the options to reduce it.

Mr. Cook stated the posted limit was 45 mph. They could consider looking at making changes to the speed limit, but they would want to do a speed study first. It was important to the DOT to establish speed limits that were reasonable, effective and enforceable. The county could formally request a traffic study be performed.

Sheriff Hall stated there was a large volume of people using the Greenway and they recently experienced break-ins at the north and south ends. He suggested that citizens not leave their cars unlocked or leave small items visible inside the car. This was not just at the Greenway, but also at other outdoor recreation areas around the county.

*Informational item only.*

**(10) TRANSIT DRIVER (FULL-TIME):** Chuck Norris, Transit Director and Danielle Wittekind, Human Resource Director, stated that in the past, Transit had provided transportation services to county residents with a workforce of five full-time drivers and nine part-time drivers, with one additional permanent part-time driver out posted in Cashiers. Over the past several years, more regulations had been enacted by the federal and state governments. In order to comply with the regulations, it was necessary to reassign a full-time driver to the position of Operations Supervisor to ensure compliance with vehicle maintenance, driver training and safety requirements. This full-time driver position was never filled with the hope that these duties could be covered by part-time drivers, which they had struggled to achieve.

During the past several months, they lost three part-time drivers and were unable to fill the positions. Only a small number of qualified applicants applied and it was becoming increasingly difficult to secure dependable part-time drivers. Money and time were often lost when a part-time employee goes elsewhere to secure full-time employment after the county incurred the cost for training.

Based on the information provided, it was requested that county assist in adding a full-time driver position. Mr. Norris believed the position could be supported by the reduction of part-time hours and utilizing 5310 grant funds. Also, the Transit Advisory Board made a recommendation to the Commissioners to consider granting the request to add a full-time driver.

**Consensus:** *Place this item on the agenda at the next regular meeting for consideration.*

**(11) FAIR LABOR STANDARDS ACT (FLSA):** Danielle Wittekind, Human Resource Director, presented Legislative Changes:

(a) **FLSA Background:**

- Under FLSA, an employee is entitled to overtime premium pay of one and one-half times their regular rate of pay after working 40 hours in a week, unless an exemption applies.
- If an exemption applies, an employee is considered to be “exempt” and is not entitled to overtime pay, no matter how many hours he or she works in a week.
- An exemption applies if the employee is salaried and is paid \$455/week (\$23,660 annually) and the position meets the requirements of the executive duties test, administrative duties test or the professional duties test.

**(b) History:**

- March 2014: President Obama calls for Overtime Regulations to be updated.
  - President Obama directed the U.S. Secretary of Labor to modernize and simplify FLSA regulations. Concern that the minimum required salary for exemption (\$455/week), known as the salary threshold, had not kept up with inflation.
  - 1975: \$250/week
  - 2004: \$455/week – poverty line for family of four, 12<sup>th</sup> percentile of full-time salaried workers.
- July 2015: DOL issues proposed new overtime regulations:
  - Raise to the 40<sup>th</sup> percentile of full-time salaried workers - \$921/week or \$47,892 annually based on data from 2013 and expected to be \$970/week or \$50,440 annually in 2016.

**(c) Final Rule:**

- Effective December 1, 2016:
  - Raises minimum salary necessary for an employee to be exempt from overtime from the current \$455/week (\$23,660 annually) to \$913/week (\$47,476 annually);
  - Raises the minimum salary necessary for an employee to be exempt from overtime as a highly compensated employee from \$100,000 annually to \$134,004 annually;
  - Provides for automatic updating of the salary thresholds every three years;
  - Allows employers to include nondiscretionary bonuses in an amount up to 10% of the minimum salary level;
  - Makes no changes to the duties test;
  - Makes no changes to any of the other rules regarding compensable time and overtime.

<u>Current</u>	<u>Proposed</u>	<u>Final</u>
\$455/week	\$970/week	\$913/week
\$23,660/year	\$50,440/week	\$47,476/year

**(d) Automatic increases:**

- Next salary threshold increase: January 1, 2020
- DOL estimates: Minimum salary threshold \$984/week (\$51,168/year)
- Rough projections based on DOL's estimated increase from 2017-2020:
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<u>Year</u>	<u>Minimum Salary Threshold</u>
2017	\$47,476
2020	\$50,168
2023	\$55,148
2026	\$59,437
2029	\$64,060
2032	\$69,042
2035	\$74,411

**(e) Overtime provisions that will remain unchanged:**

- Public employers may continue to use compensatory time-off or comp time in lieu of cash overtime.
- Public employers may still use the 28 day work cycle of the 207(k) exempt for paying overtime to law enforcement officers and fire fighters.

- The fluctuating work week will continue to be available as a method of paying overtime to those employees who sometimes work fewer than 40 hours per week and sometimes work more than 40 hours per week.
  - Rules governing what time is compensable and what is not remain the same.
- (f) Next steps:
- Review all employees and their salaries:
    - Those below the new threshold \$47,476 non-exempt automatically.
    - Those above the new threshold \$47,476 HR to review with department heads against FLSA duties test (executive, administrative, professional) and determine whether or not they are exempt.
  - Correct any misclassified positions.
  - Develop list of positions/employees losing exemption status and classifications contain both exempt and non-exempt employees for Board review.
  - Develop a communication plan to discuss FLSA changes:
    - Informational meetings with department heads.
    - Written communication to staff losing exemption status regarding the change in the rule, change in the exemption status and what that means to them.
- (g) Duties tests – executive:

<u>Executive Test - Employee must meet ALL of the below to qualify as exempt under the executive duties test:</u>	
Earns at least \$913/week (\$47,476 annually)	Yes / No
Management is primary duty	Yes / No
Supervises two (2) or more full-time (or equivalent) employees	Yes / No
Has hiring, firing or promotion authority or recommendations are given particular weight	Yes / No

(h) Duties test – administrative:

<u>Executive Test - Employee must meet ALL of the below to qualify as exempt under the administrative duties test:</u>	
Earns at least \$913/week (\$47,476 annually)	Yes / No
Primary duty is performance of office or non-manual work directly related to the management or general business operations of the county	Yes / No
Primary duty includes exercise of discretion and independent judgment with respect to matters of significance	Yes / No

(i) Duties test – professional:

<u>Professional duties learned</u>	
<u>Executive Test - Employee must meet ALL of the below to qualify as exempt under the professional duties test:</u>	
Earns at least \$913/week (\$47,476 annually)	Yes / No
Performs work requiring advanced knowledge	Yes / No
Advanced knowledge is in a field of science or learning	Yes / No
Advanced knowledge acquired by a prolonged course of specialized instruction	Yes / No
<u>Professional duties test</u>	
<u>Executive Test - Employee must meet ALL of the below to qualify as exempt under the professional duties test:</u>	
Earns at least \$913/week (\$47,476 annually)	Yes / No
Earns at least \$27.63 per hour	Yes / No
Performs system analysis, techniques and procedures to determine hardware, software or system functional specifications	Yes / No
Designs, develops, documents, analyzes, creates, tests or modifies computer system or programs, either based on and related to user or system design specifications or relates to machine operating systems	Yes / No

*Informational item only.*

**(12) COUNTY MANAGER COMMENTS:** Mr. Adams stated he had visited 22 entities and had good conversations with everyone. He wanted to setup a process to discuss, with the Board, where their priorities were as far as facilities, programming and operations in the county. He spoke highly of county staff and thought the county was very fortunate.

Chairman McMahan stated in a few weeks or at the next work session the Board could share their views on capital projects and how they ranked each project.

**(a) Health department / animal shelter:** Mr. Adams stated he would like to have more in depth discussions about the goals and purpose for the animal shelter and health department. He wanted to ensure that when they proceed forward to the design and operation of these facilities, that they were achieving the Board's purpose, the staff's purpose and ultimately the citizen's purpose. He wanted to make sure the appropriate conversations had been held when looking at the different alternatives to ensure a better product in the end. He also wanted to think in terms of any major initiatives for programming.

Commissioner Greene stated she would like to see both the health department and animal shelter completed. Mr. Wooten had given them a timetable that in the current year they acquire property, the next year the design would begin and 18 months from there they could begin construction. She stated they were fortunate to have animal advocates that gather the funding for transportation to take animals to other states for adoption. She wanted to have more conversations about doing more.

Chairman McMahan stated there were many unknowns at the time and they could not make an informed decision without all of the facts. It was critical for them, in light of what they had been told about the decrease in health department staff and programming, to have the study from Ron Smith where he would reevaluate the programming and what the needs would be. After receiving the study, they could sit down and have a discussion about how to move forward. He thought their number one priority was to make sure the citizens had adequate access to health care through the health department and the services they offered, whether that be through a remodeled facility or a new facility.

Mr. Adams stated that the flow of operations and the customer experience and how that compared to a new facility versus renovation. He thought there were two different types of conversations, the flow of operations and customer experience or renovating the facility within a certain budget. He thought they needed a clear understanding of the purpose of the animal control building as well. Animals control versus adoption center, those were different operations with different needs. The real work would be in the programming in the buildings. Long term, he thought they needed to think about what was their purpose and what were they doing to serve the citizens.

Chairman McMahan stated he thought that at some point they needed to think about how to solve the issue of animals coming into the shelter by increasing adoption rates.

Commissioner Greene stated that they needed to increase money for spay and neutering so that there were not unwanted animals ending up at the animal shelter.

Chairman McMahan stated that Mr. Smith was making his site visit to the health department on August 31<sup>st</sup> to make sure the programming was in line for the report.

Ms. Baker stated that Mr. Wooten requested that she follow up with Mr. Smith at the end of July regarding the report. Mr. Smith stated that with the county having a new health director and new county manager, he wanted to speak with both of them before he continued with the report because he thought they were an important part of the discussion.

Commissioner Jones stated it was important for Ms. Smith to meet with Mr. Adams and Ms. Carraway and to see the facility again since the initial study was done in 2006.

**(b) ROK Software:** Chairman McMahan stated that another item to work on was the ROK Software. He requested that the county manager follow-up about some inadequacies with the software.

Ms. Baker stated there was an upcoming meeting with ROK with fixes and plans for updates on issues.

Mr. Adams stated he had gotten positive feedback regarding the software, he thought there was just a handful of items to work on. He thought they could give a report to Commissioners in September.

(c) Personnel manual: Chairman McMahan stated he also wanted to review and work on adopting a new personnel manual.

(d) County manger's report: Chairman McMahan requested that the Commissioners think about what they wanted Mr. Adams to report to them with the county manager's report.

Commissioner Elders stated that any information that he had heard from citizens or employees to share any ideas or suggestions with Commissioners may be helpful to them as well.

Mr. Adams asked the Commissioners to give consideration to the points and questions being asked today. He also wanted to start spending time with the Commissioners at their meetings as a Board or individually to gain a better understanding.

*Informational item only.*

There being no further business, Commissioner Greene moved to adjourn the meeting. Commissioner Jones seconded the Motion. Motion carried and the meeting adjourned at 3:08 p.m.

Attest:

Approved:

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Angela M. Winchester, Clerk to Board

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Brian Thomas McMahan, Chairman