

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
APRIL 10, 2018**

The Jackson County Board of Commissioners met in a Work Session on April 10, 2018, 1:00 p.m., Justice and Administration Building, Room A227, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman
Charles Elders, Vice Chair
Boyce Deitz, Commissioner
Mickey Luker, Commissioner
Ron Mau, Commissioner

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

Chairman McMahan called the meeting to order.

Commissioner Luker stated that it was Telecommunicators Week and Jackson County had the best. They did a phenomenal job and they never received enough credit for what they did. He wanted to take a moment to say that he appreciated them.

Also, he had received several messages and phone calls over the last few days and as most people knew, there were two incidents that day regarding the schools. People want to know what the Commissioners were doing to cure the problem. As Commissioners, they were committed to doing whatever was necessary to make sure the schools were safe and they had very much shown that. As a community as a whole, they were behind the law enforcement and staff in doing whatever was necessary to make sure the students and schools were safe.

(1) CLEANING UP THE MOUNTAINS INITIATIVE: Chad Parker, Public Works Director and Mike Clayton were present for this item.

Mr. Parker stated that in a work session, the Commissioners made a request for something be done regarding roadside litter. He spoke to the Adopt-A-Highway Program Coordinator and also discovered that Mike and Norma Clayton were working on this issue as well. They would hold a meeting on April 14th to promote a cleanup in the county on April 21st.

Mr. Clayton stated there was a serious problem in the county with roadside litter. He appreciated the county's support in dealing with the problem. This would not be the solution to the problem, but they hoped it would be a start to take steps to help control the issue in the county. The NCDOT would be putting on a state-wide litter sweep April 14th – 28th. The idea of the county litter sweep would be to piggyback the DOT sweep, as they had been a good partner and provided support with bags, safety vests and gloves. DOT would also provide extra manpower to pick up the bags on the 21st.

He printed 500 flyers and delivered them all over the county in order to reach as many people as possible. Also, he and Mr. Parker would be recording a clip at the radio station for the initiative. For safety, the cleanup would be held from 9:00 a.m. to 12 noon on a Saturday because that would be when the least amount of traffic would be on the roads.

The NCDOT now budgeted \$900,000 per year for District 14, which covered ten counties in Western North Carolina. They would need to take strenuous steps in the future to try and eliminate the problem. He requested that the County Commissioners designate the third Saturday in April as "Cleaning up the Mountains Day" annually.

Chairman McMahan stated that he appreciated all that had been done and he requested that everyone share the information with as many people as they could to get the word out. He inquired if there was an effort to reach out to the people and groups that adopted highways?

Mr. Clayton stated that he received a listing of everyone that adopted a highway in the county from the DOT and they had contacted those people. He thought there were some difficulties with that program that needed to be addressed.

Mr. Parker stated that he would be sending out an email to county employees that wanted to be involved and volunteer. They would receive a wellness point for participating.

Mr. Adams stated that staff could work to put together a proclamation to proclaim the third Saturday of April as "Cleaning up the Mountains Day" annually, for the Board to consider at their next regular meeting.

Informational item.

(2) CASHIERS WATER SYSTEM: Mr. Adams stated that an individual customer requested expanding their usage with the water system and the Board authorized him to proceed forward with an engineering study. Since that time another customer, that was in the process of expansion, made a request. He requested that the engineer reevaluate to include the other customer, The Village Green. He was still awaiting that information and would bring this item back to the Board at a later date.

Informational item.

(3) LANDSLIDE MAPPING PROJECT: Michael Poston, Planning Director, stated the Board received a report last fall from Appalachian Landslide Consultants (ALC) regarding the end product of the Landslide Mapping Project, which was the visual representation of the data that had been collected throughout the county. At that time, the Board tabled the item to become more familiar with the data.

He brought the item back to the Board to ascertain the next appropriate step and what manner they wanted to use to display the information. The Planning Department was not using this as a tool for any regulatory purposes, rather as an informational type of item. He thought Emergency Management may find the best use out of the data to help manage potential emergency situations, such as with heavy rain events.

Mr. Adams stated that at the last meeting, information about the data was provided to all of the Commissioners for review and each was invited to follow back up with the Planning Department if they had any questions.

Chairman McMahan stated that he had requested the item be placed back on the agenda after the Commissioners had an opportunity to further review the data. He inquired if the information could be placed on the county website for the public to utilize.

Mr. Poston stated there were different options. They could work with the GIS Department to determine what the best vehicle would be to make the information available for use. Appalachian Landslide Consultants were awaiting feedback before they placed the information on their website to make use of the data, as part of the contract with the county.

Mr. Adams stated that one of the questions would be did they want to also put the date on the county website as a GIS layer. Also, there were other potential uses of the data, which would require more conversations if it was used other than informational.

Commissioner Mau stated that when looking at the map, there was one physical feature that did not show up as being a landslide issue, which was the ridge tops. According to the map, ridge tops were safe, but the county ordinance stated they would have to go down so many feet, which would push them into the zone where slides were starting. They would potentially be putting something out that would be contradictory with the ordinance.

Mr. Poston stated that staff recognized that there were some issues with the ordinances and the UDO was one format that they were going to try and address these type issues.

Commissioner Deitz stated that there could be an issue with someone selling their property if it was shown on the map of being probable for a slide.

Mr. Poston stated that if they took the colors off the map it did not change the fact that they would still have the same concerns and issues. The map would just give a better visual representation of how the ground looked.

Commissioner Mau inquired if this would get clarified in going through the process with the UDO? Did they need to wait and see what came from that?

Mr. Poston stated that the intent was to get clarity and do so in a thoughtful manner. They needed to discuss how the landslide map and the UDO would interplay and what they were trying to achieve in regulating some of these items in order to have a way forward to make it practical to enforce.

Chairman McMahan stated that in the short term, since ALC indicated that they planned to post the information on their website, the county could they make people aware of where to find the information, if they wanted to use the tool. The county would not have to host it, but could maintain it in house for staff to use. He inquired of Ms. Baker regarding the potential liability of sharing the information.

Ms. Baker stated she saw the greater liability in that if the county had the information and did not allow access or share it and then something happened. This was an issue with liability all the way around. She did not believe they would necessarily have to make it a GIS layer, but at least have it available and that would help reduce the liability. It would be a public document when it was finalized so they could make a link from the county website directing people to the ALC website.

Commissioner Luker stated that he thought until the UDO was finalized, it needed to be put on hold. They could look at it after the UDO was finalized and decide if it was beneficial at all. He would want to hear what the public had to say about it as well.

Mr. Poston stated that they were currently on a 14 month timeline with the UDO. Also, based on the contract with ALC, they had the ability to share the information on their website. He did not believe it was posted at that time as ALC was awaiting feedback and guidance from the Board. ALC was also willing to hold a public workshop for users of the information to become familiar with the program.

Chairman McMahan stated they would formally provide any additional feedback from Staff and the Commissioners to ALC so they could proceed with posting the information on the ALC website and the county would direct anyone wanting to view the information to their website. Also, ALC could proceed with the training session. This would finalize the issue until the UDO was finished and at that time, the Board could decide if they wanted to incorporate the information into the county mapping system.

He inquired if there were any additional comments or feedback to provide to ALC from staff or the Commissioners. The Commissioners and staff indicated that there were no additional comments or feedback regarding the information to provide.

Informational item.

(4) HEALTH DEPARTMENT AND ONE STOP PERMITTING: Ron Smith, Principal in Charge, McMillan/Pazdan/Smith and Brandon Benzing, Asheville Health Care Lead, McMillan/Pazdan/Smith were present for this item.

Mr. Smith stated that in January, 2017, he made a presentation to the Board for renovations to the Health Department building. Since that time, the Board requested that they incorporate the Code Enforcement and Planning Departments into the building and they were able to do so without an addition to the building. They met with staff on a number of occasions and were now ready to make a presentation to the Board of Phase II, which was to incorporate all of the elements into the building.

(a) Mr. Smith presented the Health Department and One Stop Permitting Schematics.

(b) Health Department Permitting and Code Enforcement/Planning Opinion of Probable Cost April 2, 2018:

- Option 1 Renovation - approximately a two year period:

Phase 1	Construction Cost - 2nd Floor	\$2,650,000
Phase 2	Construction Cost - 1st Floor	\$2,850,000
Contingency	5% of Construction Cost	\$275,000
	Subtotal	\$5,775,000

Phase 1	Rental Space - 8,000 SF @ \$15/SF for one year	\$120,000
Phase 2	Rental Space - 9,600 SF @ \$15/SF for one year	\$144,000
	Subtotal	\$264,000
Project Cost	Soft Costs; Inflation Cost and Rental Upfit Costs not included	\$6,039,000

- Option 2 Renovation – approximately a one year period:

Phase 1	Construction Cost	\$5,300,000
Contingency	5% of Construction Cost	\$265,000
	Subtotal	\$5,565,000
Phase 1	Rental Space - 17,600 SF @ \$15/SF for one year	\$264,000
Project Cost	Soft Costs; Inflation Cost and Rental Upfit Costs not included	\$5,829,000

Mr. Smith stated that Option 2 would be his recommendation as it would be less expensive and only have an approximate one year construction time period.

Mr. Adams stated that as far as cost, currently they had \$7 million for the project in the CIP. When adding the soft costs and architectural fees, this would fall in line with what they had budgeted in the CIP. Regarding the timeline, first, he would need to know if the Board approved the schematics in concept. If the Board approved the schematics, the next step would be to contract with the architect. This would allow him to secure temporary space and start working on the transition. They were probably looking at next spring to begin construction.

Consensus: *The Board was comfortable with the schematic and design. Move forward with the architectural contract for consideration at the May 7th regular meeting.*

(5) CONSOLIDATED HUMAN SERVICES AGENCY BOARD: Shelley Carraway, Health Director and Jennifer Abshire, Department of Social Services Director, were present for this item.

Ms. Carraway presented names to the Board for consideration to fill the positions for the new Consolidated Human Services Agency Board for consideration:

<u>Name</u>	<u>Discipline</u>
VACANT	Psychiatrist
VACANT	County Commissioner
Dr. Nathan Roth	Psychologist
Dr. Turrentine	Optometrist
Dr. William (Bill) Mobley	Physician
Kim Cowan	Pharmacist Current BOH
Jerry DeWeese	Engineer Current BOH
Dr. David McGuire	Dentist Current BOH
Dr. Doug Holmoka	Veterinarian Current BOH
Dana Tucker	Social Worker
Kim Woodard	Registered Nurse Current BOH
Kathy Farmer	Consumer Current BOH
Debbie Stanley	Consumer
Charles Wolfe	Consumer Current DSS Board
Sherry Rogers	Consumer Current DSS Board
Sue Evans	Consumer
Dr. Cliff Faull	Consumer (Retired unlicensed Physician)

Mr. Adams stated that this would be a new board and the first three to six months would be educational for the board members. It would also be organizational as far as developing meeting policies and a process to hire a new director. He had requested that Ms. Baker participate with the new board to work to put together meeting and operational procedures. The two existing directors would work with the board as far as next steps in hiring the new director position.

Consensus: *Add this item to the May 7th regular meeting agenda for consideration.*

(6) CONSOLIDATED HUMAN SERVICES AGENCY DIRECTOR POSITION:

Danielle Wittekind, Human Resources Director, presented information regarding the Consolidated Human Services Agency Director position:

(a) Primary purpose of the position: The Health and Human Services Director acts as chief executive officer for the county Health and Human Services Department executing powers and duties as defined in NCGS 153A-77. The Health and Human Services Director's role includes difficult, complex administrative and managerial work with the primary responsibility for planning, organizing, staffing and directing the agency's internal operations under the direction of and through delegation from the County Manager and Board of Health and Human Services.

(b) Powers and Duties of Health and Human Services Director per NCGS 153A-77:

- Appoint staff of the consolidated human services agency with the County Manager's approval.
- Administer state human services programs.
- Administer human services programs of the local Board of County Commissioners.
- Act as secretary and staff to consolidated human services board under the direction of the County Manager.
- Plan the budget of the consolidated human services agency.
- Advise the Board of County Commissioners through the County Manager.
- Perform regulatory functions on investigation and enforcement of state and local health regulations, as required by state law.
- Act as an agent of the liaison to the state, to the extent required by law.
- Appoint, with the County Manager's approval, an individual that meets the requirements of G.S. 130A-40(a).
- Except as otherwise provided by law, the human services director or the director's designee shall have the same powers and duties as a social services director or a local health director.

(c) Required Minimum Training: Master's degree in human services, public health, social services, public administration or related field and three years of experience in public sector management work involving planning, administrative and budgetary responsibilities; or bachelor's degree in human services, public health, social services, public administration or related field and five years of experience in public sector management that provides required skills, knowledge and abilities necessary to perform all aspects of the position.

(d) Position approval: In order for the Office of State Human Resources to approve the position, a letter would need to submit a letter from the County Manager and a copy of the resolution for consolidation. The next step would be to submit an action form to the state and they would review and approve adding the position to the county.

(e) Proposed classification: Grade 37 with a salary range of \$74,156.75 - \$145,338.57.

Consensus: *Add this item to the May 7th regular meeting agenda for consideration.*

(7) FY2018-19 HEALTH INSURANCE: Darlene Fox, Finance Director, stated they were projecting a 7.5% increase in the health insurance premium. Currently, the county was paying \$9,990 per year, per employee and they were projecting that to go to \$10,644. There would be an increase to employees of just a few cents over what they were currently paying.

The recommendation would be to remain with Crescent and increase to \$125,000 on specific stop loss. Also, there was a recommendation to change from PharmAvail to Sona Select, with the benefits remaining the same.

Ms. Wittekind stated that Sona would be working one on one with the employees in advance of the July 1st implementation of Sona Benefit.

Mr. Adams noted that the 7.5% proposed increase was based on making the recommended changes for savings.

Ms. Fox stated the next recommendation would be to move to Hartford from AARP for the retiree insurance medical plan design. This would also move the drug liability from the self-funded plan.

Informational item.

(8) FY2018-2019 GENERAL FUND BUDGET: Ms. Fox presented:

(a) FY2018-2019 requested budget:

- Prior year budget FY2016-2017 \$63,622,337.74
- Current year budget FY2017-2018 \$64,163,778.22
- Requested budget FY 2018-2019 \$68,077,170.18
- Requested budget increase \$3,913,391.96

(b) Personnel requests that were included in the department requests. The top request was to complete the second year of the career path system: \$546,591, one step for current year \$322,453, combined total of \$869,044.

(c) Capital outlay requests from each of the departments. There was an increase of \$531,192.91.

(d) Improvement requests were at an increase of \$527,582.67.

(e) Non-profit grant applications were at an increase of \$95,698.58.

Mr. Adams stated that this information was distributed to the Commissioners to generate questions and to give a snapshot of what was to come. At the next work session, they would bring the full CIP details.

Informational item.

(9) MOUNTAIN PROJECTS CAPITAL FUNDING MATCH: Mr. Adams stated he received a request from the Haywood Interim County Manager for a capital funding match for Mountain Projects. The Haywood County Board of Commissioners approved a budget amendment of \$150,000 to equal an amount from Jackson County, as was discussed with the Board previously. If approved, this would be for an additional \$150,000 for a total of \$300,000 from Jackson County.

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

(10) VIDEO RECORDING OF MEETINGS: Mr. Adams stated this was an item that Commissioner Mau requested for discussion. He thought this would be a policy discussion about whether or not the Board wished to record or stream the meetings.

Commissioner Mau stated that people had asked him about past meetings that it would have been nice to go back and watch the meeting or have it streamed.

Mr. Adams stated this was two conversations. The technical legal and official record of the meetings were the minutes. Some Boards had chosen to continue with the minutes, other Boards had chosen the video. Also, the second part became the budgetary, financial and operations side of it. If the Board wished to move forward, he would sit down with the I.T. Staff and start putting together a budget. Once the service was provided to the community, they would want it to be at a high quality, consistent and have the ability to be mobile. This would be a policy and investment conversation.

Chairman McMahan inquired if they wanted to pursue this item any further?

Commissioner Deitz inquired if people were interested enough to do it?

Commissioner Elders stated he was not keen on it, but would go along with whatever.

Commissioner Luker stated he would like to see what the cost would be on it. He thought, from what he had heard, there was enough interest from the public to look into it.

Commissioner Mau stated he had a lot of people ask, but he wanted to see what the cost would be first before they spent time creating a policy.

Mr. Adams stated that the only policy would be to decide if the minutes would be the only official record. Once the videos were created, they never go away and would they substitute that as the permanent record.

Ms. Baker stated that it was not recommended to have a video as the permanent record based on technology. Ten years from now, the technology may not support the recordings made at this time.

Chairman McMahan stated it was an important decision not to be taken lightly.

Informational item.

(11) COMMISSIONER GOALS:

(a) Complete:

- Performance evaluation for the County Manager.
- Referendum or resolution on when to put sales tax issues on a ballot.

(b) Ongoing:

- Administration and departmental goals. Departments were instructed to document their accomplishments on FY 17-18 goals. They were also instructed to establish some measurable goals for the FY 18-19 year.
- Land Use Plan - follow up with the plan and support departments. The action items listed in this plan were distributed to county departments that have direct responsibility for the particular action item. They were instructed to include at least some of these items in their FY 18-19 goals.

(c) In Progress:

- Off-site meetings in different communities from time to time.
 - Tuckasegee VFW Post Meeting September 18, 2017.
 - “Brunch Bill” Public Hearing in Cashiers Monday, April 16, 2018 at 5:30 p.m. Location – Cashiers Recreation Center. (Note – Public Hearing on this issue was been held on Monday, March 19, 2018 at 5:30 pm in Sylva. Location – Commissioner Meeting Room, Justice/Administration Building).
- Refocus on the “one-stop” issue - create and develop a plan to cross-train and where to house everyone.
 - Contract was signed with McMillan/Pazdan/Smith Architecture for updating the Health Department programming to include Code Enforcement and Planning.
 - Rough schematic drawings were discussed with staff on February 27, 2018. Staff gave substantial feedback and a general consensus was reached.
 - Revised schematics and revised cost estimates would be presented to the Board on April 10, 2018.
- Indoor pool at the Cullowhee Recreation Center - bond referendum for the public to decide.
 - Architect recommendation on December 12, 2017.
 - Board tabled architect decision on December 18, 2017 and January 29, 2018.
- Capital projects and where they would be located.
 - Joint meeting held with Town of Dillsboro and with WCU representatives at 5:30 p.m. on March 5, 2018 to discuss the closed landfill, Staffed Recycling Center and Green Energy Park Campus.
 - Board authorized staff at March 19, 2018 regular meeting to proceed with requesting the Town of Dillsboro to make changes to zoning to allow for proposed use.

- Combining social services and the health department.
 - Board of Commissioners’ Meeting on November 16, 2017.
 - Public Hearing held on Monday, January 29, 2018.
 - Board Passed Resolution forming a Consolidated Human Services Agency on January 29, 2018.
 - The nomination list for the new Human Services Agency Board was being created. They were seeking only four additional required members. One of these being a County Commissioner.
 - The proposed new board members would be discussed at the April 10, 2018 work session.
 - The proposed new board nominations would be put onto the May 7, 2018 regular meeting agenda for approval.
- Affordable housing.
 - Initial planning meeting held December 11, 2017.
 - Planning Department creating an executive summary of existing programs.
 - Committee met on March 20, 2018.
 - Staff met March 28, 2018 to continue discussions.

Informational item.

(12) OTHER BUSINESS:

(a) Chairman McMahan stated that all of the Commissioners received a copy of a resolution supporting a statewide referendum on a bond issue for school facility needs. They had previously discussed this issue and he inquired if there was interest to draft a resolution for Jackson County, for consideration to officially take a stand to request that the bond be placed on the agenda for voters to vote on.

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

(b) Chairman McMahan stated that he received a request for a proclamation for Absalom Hooper, who was a Revolutionary War soldier that had an interesting and distinguished career. He settled in Haywood County, what was currently the Tuckasegee area of Jackson County and died in 1845 before Jackson County was formed.

Mr. Hooper did not have a grave marker or indications about his Revolutionary War service. The Blue Ridge Mountains Chapter of the Sons of the American Revolution would hold ceremony at Mr. Hooper’s grave site and install a marker on April 21st at the East Laporte Cemetery. They requested that the Board adopt a proclamation for Absalom Hooper Day that they would read during the ceremony.

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

There being no further business, Commissioner Elders moved to adjourn the meeting. Commissioner Mau seconded the Motion. Motion carried and the meeting adjourned at 3:32 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman