

**MINUTES OF A
BUDGET WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
MAY 23, 2024**

The Jackson County Board of Commissioners met in a Budget Work Session on May 23, 2024, 9:00 a.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Mark A. Letson, Chairman	Kevin King, County Manager
Todd Bryson, Vice Chair	Angela M. Winchester, Clerk to the Board
Mark Jones, Commissioner	Darlene Fox, Finance Director
John W. Smith, Commissioner	
Absent: Tom Stribling, Commissioner	

Chairman Letson called the meeting to order.

(1) WEBSTER VILLAGE PARTNERSHIP: Tiffany Henry, Economic Development Director; Si Simmons, Mountain Projects Deputy Director; Teresa Stephens, Givens Affordable Communities Vice President; and Rich Price, WCU Chief Marketing and Strategic Partnerships Officer, were present for this item.

Ms. Henry presented Webster Village Partnership Project Overview:

(a) Partners included Mountain Projects, Givens Communities and Western Carolina University.

(b) The Partnership intended to construct a master-planned, multi-income housing community that would yield between 210-235 new housing units, targeting multiple income sectors in a challenging housing environment.

(c) Ms. Stephens stated Givens Communities' mission was to improve lives through communities, services and outreach. Established first community over 40 years ago, beginning with affordable housing, they leveraged their experience and expertise to help older adults thrive.

(d) Mr. Simmons stated Mountain Projects was a Community Action agency founded in 1965 with offices in Waynesville and Sylva. Programs address the root causes of poverty and result in economic independence and self-sufficiency for their clients. To date, they completed 61 homes, with an average equity of \$35,000 for first-time homeowners.

(e) Mr. Price stated Western Carolina University's participation in the project further illustrated WCU's commitment to the economic well-being of the region by supporting the accessibility of workforce housing.

Mr. Price presented Project Details:

(f) Different housing clusters within Webster Village together would serve a broad range of residents in the county.

- Givens Communities: Plan to develop 120 low income senior living apartment units.
- Mountain Projects: Plan to develop up to 35 single-family homes for low to moderate income families.
- Western Carolina University: Plan to develop 50-85 multi-family apartments for workforce housing.
- Project site: 48.13+/- acres located at 137 Little Savannah Road. Mountain Projects acquired the property with funding from Dogwood Health Trust. The potential existed to include an on-site childcare center for up to 100 children and an EMS Base Station.

Ms. Henry presented:

(g) Project site preparation and infrastructure:

- Preliminary master plan, engineering and infrastructure cost estimates:
 - Approximately \$7,219,997 was needed for infrastructure and site development costs for housing only.
 - The total infrastructure costs, including a childcare facility and EMS Base would be \$7,902,693.
- The Partnership was required to identify additional sources of capital to bring the project to fruition. Investments in infrastructure would provide:
 - Givens Communities with the necessary matching funds to strengthen their highly competitive HUD application.
 - Mountain Projects with similar benefits, minimizing per lot development costs to maintain affordability.
 - Western Carolina University with similar benefits, lowering the cost of development in order to maintain affordability.
 - Necessary support to qualify for additional funding assistance.
- Webster Village Partnership requested \$1.5 million from the county.

General discussions were held.

Chairman Letson stated this was all great with the need in the county.

Ms. Henry stated she would keep the Board informed.

Commissioner Bryson suggested the Board go ahead and provide a letter of support.

Informational item.

(2) PUBLIC SCHOOLS: Dr. Dana Ayers, Superintendent; Jacob Buchanan, Deputy Assistant Superintendent; and Kristie Walker, Finance Officer were present for this item.

Dr. Ayers presented: Budget Request 2024-2025:

(a) JCPS 2024 accomplishments:

- The continued expansion of the preschool program, thanks to generous grantors and one additional classroom supported by school funding. The program grew to eight classrooms and included a preschool coordinator position.
- The implementation of the salary study impacted the non-certified staff such as bus drivers, school nutrition, custodial staff and more.

(b) Request summary:

- Provide requested funds for operations
- Provide funding to support any state salary increase and benefit rate changes
- Provide funding support for feeding all students at no cost
- Provide funding support for the JROTC program

(c) JROTC Junior Reserve Officers' Training Corps:

- 2024-2025 Establishing cost \$300,000
- Yearly ongoing program costs \$150,000
- SMHS applied for Air Force JROTC in 2018 and was currently on the waitlist. Last summer, she submitted an application for Army JROTC and they were on the waitlist for that branch too. They received positive communication in the last two weeks with some possible movement on the Army branch program. It was possible they may be granted the program for the upcoming year.

- (d) 2024-2025 funding request:
 - County funding operations \$12,422,556
 - JROTC startup support \$ 300,000
 - At no cost school lunches: \$ 500,000
 - PILT receipts: \$ 147,605
 - Total request: \$13,370,161
- (e) State notable budget items:
 - Salary increase:
 - Non-educator 3%
 - Educator salary scales (increase expected)
 - Retirement decrease: 25.02% to 24.04%
 - Health increase: \$7,557 to \$8,095
 - Significant impact on locally funded personnel. The 2025 Appropriations Bill may change salary and benefits.
 - Governor’s budget highlights
 - Employer benefit costs
- (f) LEA funding shortfall:
 - State funds were not provided to cover locally paid personnel even when state mandates raises
 - Additional local money was needed to keep pay equitable with the higher pay now mandated and covered for the state paid coworkers
 - Change in state funding model for LEAs Funding in arrears

General discussions were held.

Chairman Letson inquired about the main driver for such an increase in the request?

Dr. Ayers stated it was salary.

Informational item.

(3) SOUTHWESTERN COMMUNITY COLLEGE: Dr. Don Tomas, President and Lisa Kim Fisher, CFO, were present for this item.

Dr. Tomas presented:

- (a) Assumptions affecting 2024-2025 budget:
 - Proposed 3.0% salary increase for FY24/25 plus associated benefits, including retirement, health and life insurance
 - Address State ADA Compliance outline in Facilities Condition Assessment Program report
 - Addressing Deferred Maintenance
 - Increased Operating expenses
- (b) Operating Expenses:
 - 21-22: Requested \$2,411,172 / Received \$2,401,296
 - 22-23: Requested \$2,534,382 / Received \$2,534,382
 - 23-24: Requested \$2,822,847 / Received \$2,635,757
 - 24-25: Requested \$2,930,622
- (c) Operating Expense Detail:
 - Management Operations, Salary and Benefits:
 - Budget FY 23-24 \$1,641,045
 - Budget FY 24-25 \$1,832,772
 - Utilities and Supplies:
 - Budget FY 23-24 \$708,712
 - Budget FY 24-25 \$738,350

- Insurance:
 - Budget FY 23-24 \$175,500
 - Budget FY 24-25 \$186,000
 - Software, Maintenance and General Expenses:
 - Budget FY 23-24 \$110,500
 - Budget FY 24-25 \$173,500
 - Total:
 - Budget FY 23-24 \$2,635,757
 - Budget FY 24-25 \$2,930,622
- (d) Capital Requests:
- 21-22 Requested \$312,782 / Received \$299,781
 - 22-23 Requested \$648,313 / Received \$398,313
 - 23-24 Requested \$870,600 / Received \$204,850
 - 24-25 Requested \$817,410
- (e) Capital Request Detail:
- | | |
|--|------------------|
| • State FCAP ADA Compliance (Summit, Bradford, Founders) | \$ 67,000 |
| • Maintenance Ship and Receive (motorized door) | \$ 5,550 |
| • 21 new controllers, air handlers – Burrell | \$ 60,000 |
| • FCAP Myers Auditorium roof | \$148,000 |
| • Automobiles | \$115,000 |
| • Network/backup Dell | \$255,000 |
| • Lift for mail van, Gator, LeafVac, parking lot striper | \$ 31,860 |
| • Safety cameras | \$ 7,500 |
| • Two 24' ramp for auditorium | \$ 6,500 |
| • Fencing behind Burrell | \$ 7,000 |
| • Burrell Administration office table and chairs | \$ 11,000 |
| • Summit automotive heater replace | \$ 5,000 |
| • Founders roof drainage | \$ 15,000 |
| • Incidental Capital | <u>\$ 83,000</u> |
| • Total | \$817,410 |
- (f) Summary of Total Requests:
- 21-22 Requested \$2,723,955 / Received \$2,701,077
 - 22-23 Requested \$3,182,695 / Received \$2,932,695
 - 23-24 Requested \$3,693,447 / Received \$2,840,607
 - 24-25 Requested \$3,748,032

General discussions were held.

Informational item.

(4) **LIBRARY**: Tracy Fitzmaurice, Librarian, presented: Public Libraries Report for 2023-2024 and 2024-2025:

(a) Libraries were busier than ever with door counts up 8.3% and circulation of materials up 11.6%.

(b) The libraries were guided by a five-year Long-Range Plan (2022-2027) which was required in order to receive State funding. The current plan was the outcome of information collected from the communities served. During September 2021, the Planning consultants met with Regional Library Board members, local Library Board members and Friends of the Library Board members. During October 2021, 75 organizations and businesses were identified as partners of libraries in the Fontana Regional Library system. During November 2021, the consultants had telephone interviews with the Jackson County Manager, the Town of Sylva Manager and several County Commissioners.

(c) Public surveys were conducted over several months and key findings were identified the most important priorities for the community's future and these priorities set the shape of the LRP. This plan factored into all of the decisions made for the libraries.

(d) For FY2023-2024, the county invested \$1,342,101 in the Albert Carlton Cashiers Community Library and the Jackson County Public Library.

(e) In April, 2024, 28,231 materials and services were used at the libraries with an estimated value of \$298,093 saved by the community members.

(f) For the fiscal year so far, those numbers were 279,482 materials and services used with a saving cost of \$2,941,050 for community members.

(g) JCPL and ACCCL were part of the Fontana Regional Library system belonging to the NC Cardinal consortium. This expanded service to the community meant there were very few books they did not have access to. NC Cardinal expanded that year to include libraries in Warren County.

(h) NC Cardinal had 224 physical branches in NC, which covered 64 counties including 52 library systems.

(i) Upgrades include:

- Multi power redundancy for all network backbone equipment.
- New network switches and related network hardware.
- New network rack cabinets, which provided a consistent network/hardware layout at each location.
- Network attached storage BUFFALO units installed at both locations.
- BalsamWest Internet services increase to 1 GB.
- On July 1st they would move to GoGuardian for Technology Protective Measures. GoGuardian was popular in school filtering and was Children's Internet Protection Act compliant.

(j) They were waiting to hear whether or not they would win a Digital Champion grant to increase Digital Equity services to the county.

(k) In order to maintain this level of service, they must support staff with competitive wages. Each time they lost a staff person to a better-paying job they also lost their knowledge and training invested.

(l) The proposed increase of 6.5% in the budget would be used to increase staff wages and help with the increase in health benefits and retirement costs. She requested a 3.2% cost of living increase for the library staff.

General discussions were held.

Informational item.

At 11:00 a.m., the Board recessed for lunch.

At 12:36 p.m., Chairman Letson called the meeting back to order.

(5) SHERIFF'S OFFICE: Sheriff Doug Farmer; Shena Phillips, Executive Assistant to the Sheriff; Captain Tony Cope; Captain Patrick McCoy; and Captain Tiffany Paul, were present for this item.

Sheriff Farmer submitted the budget on behalf of the men and women of the Sheriff's Office. The budget addressed the needs for the 2024-2025 budget year by continuing efforts to improve employee retention and recruiting while addressing needs for equipment and general funding for daily operations. Great care was taken to craft the budget to provide the citizens of the county with a professional and community driven Sheriff's Office that could be respected and trusted.

He summarized the budget request highlights:

(a) Compensation: Holiday Pay: In lieu of taking time off on holidays, deputies and detention officers work through the holidays to provide the necessary coverage of shifts. Call volumes frequently increase on holidays throughout the county. Other public safety agencies have addressed this by paying for holiday time in lieu of time off.

- (b) Personnel Request:**
 - Title change from Senior Deputy to Corporal. No funding was necessary for this item.
 - Full-time Evidence Technician: salary Step 1 Grade 22
 - Public Information Officer: salary Step 1 Grade 26
 - BLEET Cadet positions: part-time at \$15 per hour
 - Reclassify Admin Assistant II to Processing Assistant IV: salary from Grade 16 to Grade 18
 - (c) Non-Capital Line-Item Requests increases:**
 - On Call Compensation: \$4,200
 - Certification, Supplies, Training, Ammunition: \$4,465
 - Supplies/Materials: \$2,000
 - Travel: \$5,000
 - Telephone: \$5,000
 - Postage: \$1,000
 - Training and Certification: \$12,500
 - Contracted Services: \$12,500
 - Contracted Services DARE: \$3,000
 - New line item for Investigative Expenses: \$3,000
 - (d) Capital Outlay Total Requests:**
 - Desktop Computers: \$18,000
 - Mobile Computers: \$20,800
 - Surface Pro \$9,000
 - Radar Units: \$13,682.63
 - Medical Bags: \$10,196.60
 - Fire Extinguisher Mounts: \$4,000
 - Mobile Command Center: \$4,363.47
 - Rifle Plates for Vests: \$13,125
 - CVSA Computer/Software: \$11,000
 - (e) Capital Outlay – Motor Vehicles Total Requests:**
 - 10 LE Vehicles: \$450,000
 - LE Vehicle Upfitting: \$140,000
 - Vehicle Painting and Decal Update: \$30,000
 - (f) Facility Maintenance: Rekey Interior Doors \$14,835**
 - (g) Detention Center Budget Personnel Requests: Reclassification from Detention to Detention**
- Corporal
- (h) Detention Non-Capital Line Item Increase Requests:**
 - On Call Compensation: \$7,800
 - Contracted Services: \$30,053.03
 - Medical Services: \$26,675
 - Desktop Computers: \$1,800
 - BVMS Upgrade: \$125,500
 - (i) Detention Capital Outlay Motor Vehicle Total Requests:**
 - Jail Transportation Van: \$144,955
 - Jail Transportation Durango: \$55,000
 - (j) Goals:**
 - Recruitment and retention by implementing recommended compensation addendums.
 - Detention Officers pay to increase to match Deputy pay, as this would help with hiring and retention.

- Successfully balance needs and accomplish goals in efforts to provide a community driven approach to law enforcement, by adding a full-time Evidence Technician, a Public Information Officer and start a Cadet Program.
- Change transportation of Prisoners line-time to paid overtime.
- Paid holiday leave for employees to reduce compensatory time and provide more coverage.
- Provide efficient use of assets available by continuing to purchase needed equipment to enhance officer safety, while ensuring public trust and safe and securing housing of inmates.

General discussions were held.

Informational item.

(6) **AWAKE**: Crystal Jones, Executive Director, provided an overview of services provided by AWAKE. Some of the services provided included: Forensic Interviews of children that had been physically and sexually abused and severely neglected in the county; Child Medical Evaluations; Agent Advocacy; Mental Health Counselling for children and families; and Court Support for child abuse victims.

They served children from the ages of 0 to 18 and developmentally delayed adults. All services were provided at no cost to families. They partnered with many other organizations, nonprofits and schools in the county to provide resources. Funds provided by the county helped AWAKE provide food, clothing and transportation immediately to families for victim support. They were appreciative of the county's ongoing support.

General discussions were held.

Informational item.

(7) **CHRISTMAS CONNECTION**: Brian Chamberlin, President and Treasurer, stated they were an independent 5013c organization and were starting their 11th year. Their mission was to provide children and families that were either on food assistance or the children were on Medicaid went from \$75 to about \$85 worth of items for Christmas. For some kids, this was the only thing they received.

They worked with several agencies, schools and nonprofits in the county. They were an all-volunteer organization with no paid staff and had very little overhead. They strived for more community outreach and were trying to expand their board. Last year, they served 592 kids encompassing 249 families. They also helped families in times of emergency situations.

Last year they received \$10,000 from the county. They did have a reduction in sponsors last year and spent more per child due to increased prices. Also, they added the cost of storage and would like to setup to receive donations online.

General discussions were held.

Chairman Letson proposed to increase the donation to \$12,000 to help cover additional costs.

Informational item.

(8) **WEST BRIDGE VOCATIONAL**: Joe Rigdon, Chief Executive Officer, provided the history and general information for West Bridge Vocational. Their mission was to provide job training skills and job opportunities for individuals that had a barrier to employment. They also provided a manufacturing setting in their facility that funded their efforts. About 70% of the revenue generated went to support the programs.

He gave an overview of a few of their programs. Project Search was a collaborative effort for individuals 18-25 that were significantly disabled. The Pre-Employment Transition Services Program was in schools in Jackson, Swain, Macon and Cherokee. They provided services to 125 individuals with 85-90 in the school system that year to help them with job training skills.

The Bridge to Work Program, which was geared for individuals that may not qualify for the other programs. They had about 40 employees with budgeted salaries of \$1.3 million. He invited the Commissioners out to take a tour of the facility and services.

General discussions were held.
Informational item.

(9) WNC COMMUNITIES: Jennifer Ferre, Executive Director, provided a history of the organization. Their mission was to empower the people of Western North Carolina to cultivate vitality and prosperity in the mountain communities. They collaborated with other organizations and provided agriculture opportunities. All of their efforts went to improving rural community life with a positive impact on forestry and agriculture.

Community Clubs and Organizations were the heart and backbone of the underserved in rural communities. Through these clubs and organizations, they were able to get support directly to these communities. This was a voluntary program the communities were invited to participate in. Also, they offered scholarship opportunities to students who participated in their communities through the Honors Program. They also supported the agricultural community through the Beef Cattle Commission. They provided many regional and county programs vital to the area and county.

They were committed to creating lasting positive economic and social outcomes for people in the communities. They were focused on building relationships and working with other organizations. She thanked the Board for their support of WNC Communities over the years that helped sustain their organizations.

General discussions were held.
Informational item.

(10) ROLLING START: Cliff Faull, Director, stated they were a nonprofit and had existed for five years in the county. Their mission was to accept donated vehicles and then refurbish them to be safe, reliable, presentable vehicles. Then the vehicle was gifted, at no cost, to local individuals who were in financial need. An auxiliary committee, made up of volunteers, worked with other local nonprofits and agencies to identify and vet applicants. They did have a part-time employee and had a shop off Sutton Branch. All other help was volunteer. In the last year, they refurbished 22 vehicles with 21 of them going to residents of Jackson County.

General discussions were held.
Informational item.

(11) UNITED CHRISTIAN MINISTRIES: Joyce Pope, Director of Outreach, provided a history of the organization. They provided a food pantry and financial assistance to county residents with the purpose of keeping them fed with nutritious food and keeping them in safe and healthy housing.

They were 100% funded by donations and grants with 30 volunteers. Last year, they paid out of \$103,619 in financial assistance and gave out over 260,586 pounds of food to families. They partnered with other nonprofit agencies and organizations in the county. They appreciated the county's ongoing support.

General discussions were held.
Informational item.

(12) CENTER FOR DOMESTIC PEACE: Wesley Myers, Executive Director, stated their mission was to end interpersonal violence through prevention, intervention and educational services. They were working to advocate for and provide direct services to survivors of domestic violence, rape, sexual assault and human trafficking. The shelter under construction was a clear statement to the community they would do whatever they could to protect those who experienced inter-personal violence.

In 2023, Center for Domestic Peace served 397 clients. They also provided a Healthy Relationships Curriculum for public school students. Staff operated a 24/7 Crisis Line that connected with a person in the county, who knew the resources, to help clients. They used the assistance of the grant from the county to provide direct services for victims. They appreciated the county's consideration.

General discussions were held.
Informational item.

(13) CIRCLES OF HOPE: Dawn Neatherly of Circles of Jackson County stated the mission of Circles was to provide short and long-term support that enabled individuals and families to move into self-sustainability. They did this through education, employment readiness assistance and a creation of community support systems. Their ultimate goal was to reduce the number of families in poverty in the county by 10%. Their two-step process was a 21-month commitment.

As a nonprofit organization, they were fully funded by grants and donations. They requested funds would help enabled them to provide crucial resources, guidance and opportunities for individuals to reach self-sufficiency. She thanked the community and county for continued support.

General discussions were held.
Informational item.

(14) CHAMBER OF COMMERCE: Julie Donaldson, Executive Director, provided a video to familiarize the Board with the work of the Chamber. It was their pleasure to serve the people of the county. It was their 101st year as a Chamber of Commerce and they had 427 active members. They were in their 15th year of Concerts on the Creek and she provided July 4th fireworks info. They were voted #6 in the county by USA today for best outdoor concern venue.

General discussions were held.
Informational item.

(15) WATERSHED ASSOCIATION TUCK RIVER: Ken Brown, Executive Director, provided a grant proposal and report. They were a 5013c nonprofit environmental group tasked with the preservation and enhancement of the Tuckasegee Watershed. They were working on programs to clean and preserve streams within the county. They were also working with the Town of Sylva and other municipalities in the county on programs. He sampled every week and was working to post data about the findings. He worked to write action plans and grants for funding for mitigation, repair and restoration. They were grateful for the support from the county.

General discussions were held.
Informational item.

(16) H.E.R.E.: Gretta Worley, Executive Director and Dr. Marilyn Chamberlin, Board President, were present for this item.

Ms. Worley stated HERE was an acronym for Housing, Equity, Resources and Education. She provided an overview of the program. HERE worked with people who were homeless. HERE's goal was to provide immediate shelter and support services to help these individuals to transition into stable permanent housing.

Between November 1, 2023 and March 31, 2024, HERE provided emergency shelter during 94 freezing nights when temperatures were 32 degrees or below. During this time, they served 89 individuals, with 88 being Jackson County residents, including 76 adults and 13 children with an unprecedented waitlist. They also were informed the University Inn had been sold, which provided over half of the rooms they used. They may have to lease a building for their clients, which would incur more costs.

HERE, provided housing and other services, such as transportation, medication, phone, food, laundry, etc. They partnered with several other nonprofit organizations in the county. Investment in the most vulnerable citizens was not only the right thing to do, but was also a sound, economic decision. By supporting an initiative to help alleviate homelessness, they could reduce the burden on the health care system, decrease crime rates and improve the quality of life for everyone in the community. She thanked the county for the continued support.

General discussions were held.

Informational item.

(17) THE VILLAGE GREEN: Ashlie Mitchell, Executive Director, stated on behalf of The Village Green, their board and the Cashiers Community, she thanked the Board for investing in their master plan. She provided a booklet of all the free community events throughout the year to be held at The Village Green.

Informational item.

(18) HARRIS EMS: Matthew Burrell, EMS Operations Manager; Kyle Dowling, Supervisor and Training Officer; Toby Moore, Supervisor; and Ashley Hindman, Harris Regional Hospital CFO, were present for this item.

Mr. Burrell presented: Proposal to expand services:

(a) Reports provided for monthly volume, calls by unit number, by medical category, response code and fire district

(b) Response times: EMS goal was to have an average emergency response of less than 10 minutes and average routine response of less than 15 minutes.

(c) Base 2 update: Since January 1, 2020, they leased space from the Rescue Squad. They spoke to some members of New Hope Baptist Church and renovated the old Base 2 location. They anticipated moving back to the location in the next couple of months.

(d) Quality Improvements: Harris Regional EMS updated protocol to include new medications aimed at reducing mortality and morbidity in certain patient groups:

- Have ability to start IV antibiotics in the pre-hospital setting for severe sepsis patients as well as open fractures and amputations.
- Studies showed early antibiotic administration in these cases show better outcomes.

(e) Blood Products: Harris Regional EMS carried blood products in supervisor vehicle currently 12 hours per day and were looking to expand the program to carry 24-hours a day.

- Prehospital blood product administration could reduce mortality and morbidity in severely anemic patients.
- Harris EMS was 1 of 7 in the Western Region (34 counties) of NC that could administer blood products in the prehospital setting.
- They were 1 of 17 in the entire state

- They were the westernmost service in NC with the capability

(f) History of Harris EMS QRV: In 2015, the decision was made to add a supervisor on a quick response vehicle (QRV) 7a-7p 7 days a week. This supervisor had been a valuable resource to the EMS system. Since the QRV resource went offline from 7pm to 7am, both supervisors and the EMS Manager rotated on call status to try to support responsibilities as needed.

(g) Responsibilities:

- Responding to calls for service with an ambulance to assist with high acuity patients. Some of these high acuity patients required an additional paramedic to perform an advanced skill called drug assisted intubation. This skill required additional resources including two paramedics on scene. Most days EMS units were not staffed with two paramedics.
- Becoming 3rd caregiver on an ambulance to transport critically ill and injured patients that were intubated and on a mechanical ventilator to tertiary care facilities.
- Responding in a QRV with a Lucas Device to all cardiac arrests.
- Truck maintenance scheduling and troubleshooting
- Scheduling employees and ensuring units were staffed adequately
- Scheduling all transports
- Office duties including billing and quality assurance chart review
- Many other duties, as needed

(h) Training Officer: Currently one EMS supervisor served as the training officer. The training officer role had many responsibilities.

(i) Salary increase:

- They completed a market salary study. They were below the market starting salary for paramedics in the region.
- Current starting paramedic pay was \$19.20 per hour
- Lost 10 full-time employees

(j) Proposal: Add an additional three FTEs to make the supervisor unit 24 hours and have a dedicated training officer Monday-Friday. Also, a salary adjustment to stay competitive and help with recruitment and retention.

- Total yearly cost of 3 FTE: \$239,982.60
- Market adjustment cost: \$239,537
- Total \$479,519.60

General discussions were held.

Informational item.

There being no further business, Commissioner Smith moved to adjourn the meeting. Commissioner Bryson seconded the Motion. Motion carried and the meeting adjourned at 4:22 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Mark A. Letson, Chairman