

**CUMBERLAND COUNTY BOARD OF COMMISSIONERS
COURTHOUSE – ROOM 118
DECEMBER 1, 2003
9:00 AM**

PRESENT: Outgoing Chairman Talmage S. Baggett, Jr.
Chairman Jeannette M. Council
Vice Chairman John T. Henley, Jr.
Commissioner J. Breeden Blackwell
Commissioner Kenneth S. Edge
Commissioner Billy R. King
Commissioner Edward G. Melvin, Jr.
James Martin, County Manager
Juanita Pilgrim, Deputy County Manager
Cliff Spiller, Asst. County Manager
Amy Cannon, Asst. County Manager
Grainger Barrett, County Attorney
Marsha Fogle, Clerk to the Board

INVOCATION Commissioner Jeannette Council
The Honorable Marshall B. Pitts, Jr., Mayor, City of Fayetteville

Pledge of Allegiance

Recognition of Outgoing Board Member:

Richard Alligood, Cumberland County Juvenile Crime Prevention Council

Cumberland County 250th Anniversary History Briefing – Roy Parker, Jr.

Outgoing Chairman Talmage S. Baggett, Jr., thanked the Board and staff for their hard work during the past year.

1. Election of Officers:

A. Chairman

MOTION: Commissioner Blackwell moved to elect Commissioner Jeannette Council, Chairman of the Board of Commissioners.

SECOND: Commissioner King

VOTE: UNANIMOUS

Chairman Council thanked the Board for its support. She stated she would like to have a planning retreat in January to work on the Boards' goals for the coming year. Some of her aspirations are to further the advancement of economic development in the County, continue our good working relationship with Fort Bragg and Pope Air Force Base, provide our county employees with adequate compensation for the work they do for our citizens, support the children of this county, and continue to foster collaboration among all of the county's elected officials.

B. Vice Chairman

MOTION: Commissioner King moved to elect Commissioner John T. Henley, Jr., Vice Chairman of the Board of Commissioners.

SECOND: Commissioner Melvin

VOTE: UNANIMOUS

C. Presentation of Plaque to Outgoing Chairman

Chairman Council presented a plaque to former Chairman Talmage S. Baggett, Jr., and thanked him for his service.

2. Consent Agenda

MOTION: Commissioner King moved to follow staff recommendations on the items on the Consent Agenda.

SECOND: Commissioner Melvin

VOTE: UNANIMOUS

A. Approval of minutes for the November 17, 2003 regular meeting.

ACTION: Approve

B. Approval of Bonds for Public Officials.

ACTION: Approve Bonds

<u>Name/Position</u>	<u>Amount</u>	<u>Expires</u>	<u>Agent</u>	<u>Holder</u>
Finance Officer/Asst. Manager	\$ 100,000	Indefinite	Marsh	Fidelity & Deposit
Register of Deeds	10,000	Auto renew	Highland	Peerless
Tax Administrator	100,000	Indefinite	Marsh	Fidelity & Deposit
Sheriff	25,000	12/07/05	Tomlinson	W. Surety
Sheriff's Office (Cuyler Windham, Sr.)	20,000	10/09/04	Tomlinson	W. Surety
Mental Health Director (Hank Debnam)	20,000	Indefinite	BB&T	W. Surety
Mental Health (Densie Lucas)	20,000	Indefinite	BB&T	W. Surety
DSS – William Scarlett	20,000	Indefinite	BB&T	W. Surety
Civic Center (Rick Reno)	20,000	Indefinite	BB&T	W. Surety
Civic Center – Finance Off. (Lisa Foster)	20,000	Indefinite	BB&T	W. Surety
Civic Center – Finance Off. (Jason Torrance)	20,000	8/18/04	BB&T	W. Surety

C. Approval of County Personnel Committee Report and Recommendation:

1. Reduction in Force Priority Consideration

BACKGROUND: The Personnel Committee met on November 25, 2003 and recommends to the Board the repeal of section 10-121 of the Cumberland County Code and revision of 10-119 of the Code relating to the County's Reduction In Force policy. The revision would make our county personnel ordinance regarding reductions in force (Section 10-119) conform with the State's policy, which is to give priority consideration to RIF'd employees for one year, as opposed to the three years which is currently our policy. The new section will read as follows:

Section 10-119. Reduction in Force

In the event that a reduction in force becomes necessary, as the result of budget limitations or departmental cutbacks, employees will be notified a minimum of 30 days prior to termination date. Consideration will be given to the needs of the county, seniority, and relative job performance in determining those employees to be retained.

An employee who is subject to reduction in force (RIF) and who is in a permanent status and is otherwise in good standing shall be referred for interview and evaluation for any vacancy for which the individual's training and experience qualify him/her, for a period of one (1) year from the date of the official RIF notification. The county manager may establish further policies and procedures to implement this section.

The recommended amendment above would incorporate the sections relating to RIF (Section 10-119, 121) into one section, thereby repealing section 10-121.

Note: The county manager policy regarding RIF, has also been amended to reflect the proposed changes above, along with other changes regarding employee elections regarding their priority consideration entitlement.

ACTION: Approve the amendment to the Code.

2. Cumberland County Code, Section 10-48, Employee Compensation

BACKGROUND: On November 25, 2003, the Personnel Committee met and proposes a revision to section of the Cumberland County Code. This revision is in response to recruitment and retention concerns in areas where insufficient staffing of positions has severely impacted the County's ability to meet certain obligations. One specific challenge is in the staffing of Investigative Social Workers in Child Protective Services. The revisions proposed for section 10-48 of the Personnel Ordinance provide the flexibility needed to address this issue, as well as others where the County faces critical staffing concerns.

The proposed revision grants the county manager the authority (in paragraph 4) to grant either salary increases or supplemental pay in response to problems associated with turnover or retention (not performance). The county manager may grant existing employees in critical classifications a pay increase up to the top of the salary range, or temporary pay supplements not to exceed 10% of the midpoint of the applicable salary range. The revision states:

Section 10-48. Employee Compensation

Each employee shall be appointed at the minimum salary which has been established for the classification in which he is employed except:

(1) If the employee does not meet the minimum requirements of the position, and qualified applicants for the position are not available, the county manager may designate the employee as a trainee to be appointed as a salary below the minimum;

(2) When the county manager shall determine that there has been a demonstrated inability to recruit at the minimum salary, or if an applicant possesses exceptional qualifications or prior experience, the county manager may authorize the employment of an applicant at a salary level up to and including the maximum of the salary range provided for that position classification, subject to the availability of appropriated salary and benefit funds;

(3) When the county manager shall identify critical staffing levels of a particular work unit within a department, or when unusual or peak work demands cannot be met, the county manager may authorize the emergency assignment of employees normally assigned to another work unit in that department to temporarily

serve in the critically-staffed work unit. These employees must be permanently assigned to the same or similar job classification as the position for which they will be temporarily performing duties. The county manager shall determine the rate of supplemental pay for work performed during the emergency assignment, based upon the critical nature of the work to be performed and the limited resources available to perform the work;

(4) When the county manager shall identify a developing trend indicating unusual or persistent difficulty in turnover and/or retention of sufficient staffing in a particular job classification or work unit or when the county manager shall identify a specific concern regarding the retention of a critical position, the county manager may authorize a salary increase up to and including the maximum of the salary range provided for the affected position(s) subject to the availability of appropriated salary and benefit funds. Or, the county manager may authorize a separate supplemental payment to employees in the applicable positions. The annual amount of these payments shall not exceed more than ten (10%) percent of the midpoint salary of the position classification. Employees must meet performance expectations to be eligible for salary increases or supplemental payments. Supplemental payments shall terminate when the county manager shall determine and notify in writing that the turnover and/or retention trend justifying the salary increases or supplemental payments has terminated. When determining appropriate salary or supplemental payment amounts, the county manager shall take into consideration relevant factors including salaries paid in comparable and competitive job markets, and liability impact for failure to meet State staffing mandates.

ACTION: Approve the revision to the Code as shown above.

D. Budget Revisions:

ACTION: Approve

(1) Social Services

Revision in the amount of \$75,000 to recognize a Duke Endowment Grant that will support the Neighborhood Guardian program. (B04-166) **Funding Source - Grant**

(2) Tax Administration

Revision in the amount of \$5,643 to appropriate fund balance to budget for Tax Management Audits. (B04-167) **Funding Source – County Fund Balance**

(3) Planning and Inspections

Revision in the amount of \$1,689 to adjust salaries for new levels of certification. (B04-169) **Funding Source - Reallocation of Budgeted Expenditures**

(4) Health

a. Maternal Health - Revision in the amount of \$7,500 to budget State funds for the Maternal Health program. (B04-173) **Funding Source – State**

b. Family Planning - Revision in the amount of \$47,708 to budget additional State Family Planning funds for the Health-TANF program. (B04-172) **Funding Source – State**

(5) Workforce Development Statewide Activities

Revision in the amount of \$57,270 to budget the Incumbent Worker Development Grant that provides funding to established private businesses to provide educational and skills training for current workers. (B04-175) **Funding Source - Grant**

(6) Inmate Welfare Fund (Canteen)

Revision in the amount of \$400,000 to establish a budget for the Inmate Welfare (Canteen) Special Revenue Fund. (B04-177) **Funding Source-Other**

(7) General Government Other

Revision in the amount of \$60,000 to fund projected expenditures for the County's 250th anniversary celebration. (B04-178) Funding Source – Reallocation of Budgeted Expenditures

REGULAR AGENDA

3. Consideration of Canceling or Rescheduling the January 20, 2004 Board of Commissioners Meeting Due to a Hospital Conference.

BACKGROUND: Several commissioners will be attending a hospital conference out of town on this date.

ACTION: Cancel the January 20, 2004 meeting.

MOTION: Commissioner Edge moved to cancel the meeting.
SECOND: Commissioner Melvin
VOTE: UNANIMOUS

4. Nominations to Boards and Committees

A. Adult Care Home Community Advisory Committee (1 Vacancy)

BACKGROUND: Pam Griffin has completed her first term on this Committee and does not wish to be reappointed.

ACTION: Nominate to fill the position.

Nominee: Lisa Chavez

5. Appointments to Boards and Committees

MOTION: Commissioner Blackwell moved to appoint the nominees listed in A-E.
SECOND: Commissioner Henley
VOTE: UNANIMOUS

A. Community Child Protection Fatality Prevention Team (3 Vacancies)

Nominees:

Parent of a Child Who Died Before Reaching Their 18th Birthday Representative: Vivian Strickland

At-Large Representatives: Mattie Pipkin & Kathryn Person

- B. Cumberland County Home and Community Care Block Grant Committee
(3 Vacancies)

Nominees:

Older Consumer Representatives: Carolyn Kitts
Virginia Kelly

Aging Service Provider Representative: Toney McCray

- C. Mental Health Board (1 Vacancy)

Nominee:

Drug Abuse Rep. (Family Consumer) Christopher B. Godwin

- D. Transportation Advisory Board (4 Vacancies)

Nominees:

Urban Transit Provider Representative: Jerome Brown

County DSS Director or Designee: William Duke

DSS Work First Representative: Richard Everett

Workforce Development Center
Director or Designee: Patrick Hurley

- E. Wrecker Review Board (3 Vacancies)

Nominees:

Wrecker License Appointee: Gary Holder
Larry Sessoms

County Appointee: Chuck Epler

MOTION: Commissioner Henley moved to adjourn.

SECOND: Commissioner King

VOTE: UNANIMOUS

MEETING ADJOURNED: 9:20 AM