

**STATE OF NORTH CAROLINA
COUNTY OF MCDOWELL COUNTY
BOARD OF COMMISSIONERS
ADJOURNED SESSION – JUNE 30, 2017**

ASSEMBLY

The McDowell County Board of Commissioners met in adjourned session on Friday, June 30, 2017, at 11:30a.m., at the County Administration Building, 60 E Court Street, Marion, North Carolina.

MEMBERS PRESENT

David N. Walker, Chair; Barry McPeters, Vice Chair; Matthew Crawford, and Lynn Greene

MEMBERS ABSENT

Tony Brown

OTHERS PRESENT

Ashley Wooten, County Manager; Cheryl Mitchell, Clerk to the Board; Robbin Silver, HR Director; Alison Bell, Finance Director

CALL TO ORDER

Chair Walker called the meeting to order.

POLICY CHANGES

Mr. Wooten presented changes to the personnel manual:

➤ **Article VIII Section 7. Wellness Program and Health Insurance Related Items**

Ms. Silver advised the revised section updated the policy to make it ADA compliant. The policy states every employee must submit a physician affidavit for an annual physical that occurred on or after the first day of the plan year. After a full lab panel the employee would go to their physician to go over results and obtain a signed physician affidavit. If the employee does not comply with the requirement they would pay 20% of the monthly cost of coverage. Any applicable contribution increase would take effect on January 1 on the immediate following calendar year. Discussion followed regarding the timeline of change.

Commissioner Crawford made a motion to approve Article VIII Section 7 including updating documentation on timeline of having to have the lab work done by 2018, second by Commissioner Greene. By unanimous vote, the motion carried.

➤ **Employee Shared Leave Policy**

Added new Section H -- The recipient (employee) receiving shared leave shall not work in any other full/part time capacity while receiving shared leave for any other private or public employer.

Discussion followed on how the department head knows an employee has another job. Mr. Wooten noted it is covered under outside employment in personnel manual.

Commissioner Crawford made a motion to approve shared leave policy letter H, second by Commissioner Greene. By unanimous vote, the motion carried.

Consensus from the Board was to revisit the outside employment policy at a future meeting.

➤ **Article IV Section 7. Limitation of Employment of Relatives**

The updated policy reads:

Two members of an immediate family shall not be employed as permanent full time employees in the same administrative department or administrative unit in the case of DSS. Administrative departments or units may hire immediate family members as part time employees so as long as the employees do not work the same work shift as other immediate family members. Two members of an immediate family shall not be employed at the same time, regardless of the administrative department or unit, if such employment will result in an employee supervising a member of their immediate family.

Commissioner Greene made a motion to approve Article 4 Section 7, second by Vice Chair McPeters. By unanimous vote, the motion carried.

Contract to Audit Accounts

Mr. Wooten presented a contract to audit accounts with Johnson, Price & Sprinkle, P.A. for approval.

Commissioner Crawford made a motion to approve the contract, second by Commissioner Greene. By unanimous vote, the motion carried.

ADMINISTRATIVE ITEMS AND BUDGET UPDATE

Budget Amendments

Ms. Alison Bell presented the following budget amendments for approval:

GF 77 – Jail and Courthouse Project

GF 78 – transfer the budget and allocate fund balance for self insurance charges

GF 79 – Emergency Services allocate additional revenue

GF 80 – Public works allocates additional revenue

GF 81 – Recreation allocate additional revenue

GF 82 – Register of Deeds allocate additional revenue

GF 83 – Sheriff's Dept allocate additional revenue

GF 84 – Social services allocate additional revenue and transfer between line items

GF 85 – Senior Center allocate additional revenue and transfer between line items

GF 86 – Various departments transfer between line items under \$3000

GF 87 – Various departments transfer between line items under \$3000

GF 88 – Emergency Service allocate additional revenue

GF 89 – Sheriff's Dept allocate additional revenue and transfer between line items

Amendment CP1 – County projects appropriate fund balance for Planning Board expenses

Amendment SP3 – School Project appropriate sales tax revenue for the HVAC and roofing field house

Amendment ENT3 – Enterprise Fund (Waste) transfer budget within the dept

Amd SI3 – Self Insurance Fund allocate revenue sources

Project Budget Ordinance – Jail and Courthouse Addition/Renovations

Commissioner Crawford made a motion to approve budget amendments as presented, second by Vice Chair McPeters. By unanimous vote, the motion carried.

CLOSED SESSION

Chair Walker called the meeting into closed session in order to discuss a personnel matter as permitted by NCGS 143-318.11(6).

Commissioner Crawford made a motion to go into closed session according to NCGS 143-318.11(6), second by Commissioner Greene. By unanimous vote the motion carried.

No action was taken.

ADJOURNMENT

There being no further business to transact at this time, upon motion by Commissioner Crawford, second by Vice Chair McPeters, the meeting was adjourned.

DAVID N. WALKER
CHAIRMAN

CHERYL L. MITCHELL
CLERK TO THE BOARD