

**PERSON COUNTY BOARD OF COMMISSIONERS**  
**MEMBERS PRESENT**

**JUNE 5, 2023**  
**OTHERS PRESENT**

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Gordon Powell  
C. Derrick Sims  
Kyle W. Puryear  
Charlie Palmer  
Jason Thomas  
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Katherine M. Cathey, County Manager  
Brenda B. Reaves, Clerk to the Board  
S. Ellis Hankins, County Attorney

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, June 5, 2023 at 7:00pm in the Commissioners' Boardroom 215 in the Person County Office Building located at 304 S. Morgan Street, Roxboro, NC.

Chairman Powell called the meeting to order and offered an invocation. Vice Chairman Sims led the group in the Pledge of Allegiance.

**DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:**

A **motion** was made by Vice Chairman Sims and **carried 5-0** to approve the agenda.

**PUBLIC HEARING:**

**COUNTY MANAGER'S FY 2023-2024 RECOMMENDED BUDGET:**

A **motion** was made by Vice Chairman Sims and **carried 5-0** to open the duly advertised public hearing for comments relating to the County Manager's FY 2023-2024 Recommended Budget.

Chairman Powell announced a three-minute time limit for each individual.

Speaking in favor of the County Manager's FY 2023-2024 Recommended Budget were the following:

Mr. Brandon Fox of 60 Poplar Lane Roxboro and a 10-year EMS employee stated the primary job of the Board was to ensure the health and safety of the county citizens and visitors. He said the agency he had plans to retire from has placed his family into a financial bind that was causing him and others to look elsewhere for employment. He did not blame the EMS administrators as they can only do so much with the budget. Mr. Fox asked the Board how a mega site investor would feel knowing essential 911 services are underfunded. Mr. Fox asked the Board to pay the county's local heroes a living and competitive wage by fixing the EMS salaries and fix the pay compression.

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Mr. Eric Kaplan of 504 Ridge Road, Roxboro and Person Memorial Hospital Chief Operating Officer stated support of the pay fixes noting EMS' ability to respond in a timely manner directly affects the hospital's ability to treat patients.

Dr. Dan Phillips of 464 Shady Oak Road, Roxboro and a former paramedic said EMS employees are working overtime which can be a double-edge sword; it gives extra income to the employee and provides needed coverage but is expensive for the county. He added overtime work leads to a decreased quality of life for the employee and to fatigue and burnout that can result in medical errors.

Ms. Cynthia Lynch of 395 Union Grove Church Road, Hurdle Mills stated her main concern with the budget is safety. She said she added up public safety, human services, education, culture and recreation; all things that should help people live a positive life which was 67.5% of the budget. Ms. Lynch said she would like county employees to work together to find a solution so that all can feel safe.

Speaking in opposition to the County Manager's FY 2023-2024 Recommended Budget were the following:

Ms. Liz Bradsher of 976 Estate Road, Semora said the budget did not do enough to address the future of the two Duke Energy coal plants in the county. She referenced the budget summary that did not address what will happen noting there has been no real communication to the public on this matter. Ms. Bradsher told the Board that jobs would not be maintained with battery storage noting nuclear could increase employment and economic activity in Person County. She reiterated the public and the county deserves transparency on this matter noting town halls are a good first step by the Board and Duke Energy with a community task force warranted. In addition, she stated letters to residents living on Hyco and Mayo Lakes addressing the matter were also needed.

Ms. Patricia "PJ" Gentry of 541 Byrd Creek Lane, Hurdle Mills said the budget does not feature any growth or improvement opportunities. She told the Board that it made no sense to spend \$38M on a Band-Aid on the county's schools but felt the county should be combining, closing and building new facilities and then selling off the land and assets of the old ones. She asked the Board to stop thinking about the new election and hurting people's feelings and do the right thing (something big and bold) for Person County.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to close the public hearing for comments relating to the County Manager's FY 2023-2024 Recommended Budget.

## **INFORMAL COMMENTS:**

The following individuals appeared before the Board to make informal comments:

Mr. Jim Brooks of 601 Estate Road, Semora expressed his concerns related to integrity and overall boat safety related to the Peninsula at Hyco Lake project that is likely to come before the Board for approval. He said work has begun on a proposed wastewater site. He conveyed his concerns for the residents on Hyco Lake to have an open platform to be informed, noting the impact on safety will create liability for Duke Energy, NC Wildlife Commission and Person County.

Ms. Kathryn Lawrence of 1034 Terry Road, Hurdle Mills and a member of the Republican GOP requested the Board's support and vote to endorse a Person County GOP resolution supporting the identification of party affiliation for the Board of Education candidates in Person County. She said the local GOP party leadership adopted the presented resolution to aid in identifying candidates with Republican values.

Ms. Cynthia Lynch of 395 Union Grove Church Road, Hurdle Mills stated support of Person Industries' request on the agenda; she urged individuals to help with recycling efforts.

## **DISCUSSION/ADJUSTMENT/APPROVAL OF CONSENT AGENDA:**

A **motion** was made by Commissioner Puryear and **carried 5-0** to approve the Consent Agenda with the following items:

- A. Budget Amendment #20,
- B. Creation of the Person County Financing Corporation
  - a. Articles of Incorporation Nonprofit Corporation,
  - b. Unanimous Written Consent of the Board of the Board of Directors of Person County Financing Corporation adopting the Bylaws of the Corporation, Appointing Officers of the Corporation and addressing other matters related to the completion of the Organization of the Corporation,
  - c. Written Consent of Incorporator of Person County Financing Corporation to Action without Meeting, and
  - d. Bylaws of Person County Financing Corporation
- C. Person County Juvenile Crime Prevention Council (JCPC) Funding Recommendations for FY24

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**NEW BUSINESS:**

**CLASSIFICATION AND PAY STUDY UPDATE AND PERSONNEL POLICY REVISIONS:**

Human Resources Director Sonya Carver used the following presentation to provide information to the Board related to the Classification and Pay Study update and requested personnel policy revisions.

Ms. Carver provided an overview of the Classification and Pay Study and information regarding implementation, including the methodology for how employee salaries will be calculated within the new salary ranges. She also recommended revisions to the Personnel Policy Manual for Article II. Position and Classification Plan and Article III. The Pay Plan.

The presentation follows:

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## *Classification and Pay Study Update & Personnel Policy Revisions*

Person County Human Resources  
June 5, 2023


### *Commitments*

- Retain and attract well-qualified staff to provide a high standard of service to our community.
- “Employer of Choice”
- Transparency to the employees and public.
- Administer pay in a way that is fair and transparent to all and provide equal pay for equal work without bias.
- Improvement over past studies.


Human Resources partnered with Management Advisory Group (MAG) in October of 2022 to begin the Classification and Pay Study.



In October 2022, Human Resources and MAG had several meetings to establish criteria, discuss previous pay studies and develop timelines.



From November 2022 to early January 2023, Human Resources uploaded data that included current pay schedule, employee pay and positions to MAG. Employees completed Job Position Questionnaires.



Beginning mid February, Human Resources and MAG began the process of analyzing all data.

*Minimum / Mid point / Maximum*

In March, we shared the grade structure with Department Heads. Once the grade structure was finalized, the pay ranges were shared with Department Heads in April. New pay grades were established based on the market survey and a 7.2% inflationary adjustment was applied, as recommended by MAG.

## Criteria Considered

- Financial affordability
- The voice of our employees
  - Job Position Questionnaires completed by the employee and reviewed by supervisors.
  - Departments Heads reviewed grade structure and pay ranges.
- Relevant labor market
  - Market survey requests were from 15 organizations that included public and private sectors. Small and large surrounding counties were surveyed.
  - Not all positions were behind in pay when compared to the market.
- Internal relationships of job classifications
- Inflation
- Sustainability



## Implementation

MAG - Purpose of the Implementation:

- The foundation of the implementation calculation is one that is looking forward and does not look back on how current salaries came about.
- There may be isolated instances where administrative adjustments will be needed in order to address an inequity that is not readily apparent.
- The transition to a new plan is not meant to address every pay decision, promotion, demotion, etc. that has occurred over the tenure of the employee.

## Calculation

- Installation of *Classification Manager* software from MAG.
- Ensure employees are at minimum of proposed grade.
- Equity adjustments capped at 50% .
- This calculation is not based on hire date or time in position.

### Implementation Calculation

#### Employee: A

Current Pay: \$49,472

Current Grade: 67 (min: \$46,627/mid: \$59,449/max: \$72,271)

Proposed Grade: 115 (min: \$50,118/mid: \$64,221/max: \$78,324)

Proposed increase: \$2,210

**Proposed Pay: \$51,683**

#### Employee: B

Current Pay: \$40,638

Current Grade: 61 (min: \$34,794/mid: \$44,362/max: \$53,930)

Proposed Grade: 110 (min: \$39,269/mid: \$50,319/max: \$61,369)

Proposed increase: \$2,690

**Proposed Pay: \$43,328**

#### Employee: C

Current Pay: \$36,538

Current Grade: 62 (min: \$36,533/mid: \$46,580/max: \$56,627)

Proposed Grade: 111 (min: \$41,232/mid: \$52,835/max: \$64,437)

Proposed increase: \$4,697

**Proposed Pay: \$41,237**

## *Next Steps*

- Approval of Budget – June 19, 2023
- Human Resources will share proposed pay to Department Heads for review on June 20, 2023.
- Department Heads should submit recommendations for any changes to Human Resources no later than June 26, 2023.
- Human Resources will distribution final numbers to Department Heads to share with employees on June 29, 2023.
- Effective on timesheet period 6/30/2023 – 7/13/2023. Check date 7/26/2023.



Questions regarding the Pay Study before moving on to Personnel Policy revisions?

Vice Chairman Sims asked Ms. Carver if department heads would have training to explain the pay study process to their employees to which Ms. Carver responded department heads would have a step-by-step guide to follow and the Human Resources' staff would be available as needed. In addition, he asked if department heads would have an opportunity to appeal the results of the study if not in agreement; Ms. Carver said the department heads could speak with Human Resources and/or the County Manager to discuss any perceived inequities.



## *Personnel Policy Revisions*

### **ARTICLE II. POSITION CLASSIFICATION PLAN**

### **ARTICLE III. THE PAY PLAN**

## *ARTICLE II. POSITION CLASSIFICATION PLAN*

### **Section 5. Authorization of New Positions and the Position Classification Plan**

- A copy of the classification and salary plan will be posted on the County website under the Human Resources Department for review by the employees and the public.

## ARTICLE III. THE PAY PLAN

### Section 2. Administration and Maintenance

The County Manager may approve in-range adjustments to employee salaries ~~not to exceed ten percent~~ when necessary to accommodate inequities, special performance, achievements, ~~retention~~, or other issues. ~~The Department Head will submit documentation to the Human Resources Director explaining the reason for requesting an in-range adjustment. The Human Resources Director will make a recommendation to the County Manager.~~

### Section 3. Starting Salaries

We have expanded this section to include recommendations from MAG and to better explain the steps applied when determining a hiring rate.

- Meeting minimum qualifications
- Internal equity
- Hard to fill positions
- Elected officials

### Section 5. Probationary Increases

- Remove section because the pay schedule no longer has a "hiring rate"

### Section 6. Education and Certification Increase

- Currently is a stand alone policy that was implemented on July 1, 2009.
- Promotes higher education and certification achievements that are not a part of the job description.
- Greater guidance is given to what criteria should be met in order to receive an increase.
- 1.5% pay increase can be given up to two times a fiscal year and should be included in the budget process.

#### Section 9. Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

##### Promotions

- *apply a 5% increase to the previous salary for promotions of one pay grade, and an additional 2.5% for each additional pay grade up to a maximum of 15%.*

##### Demotion or *Voluntary Reassignment*

- Demotion is considered part of a disciplinary process
- *Voluntary reassignment* is to recognize a change that was mutually agreed upon between employee and supervisor. Typically is initiated by the employee.

##### Reclassifications

- *apply a 5% increase to the previous salary for promotions of one pay grade, and an additional 2.5% for each additional pay grade up to a maximum of 15%.*

#### Section 10. Salary Effect of Salary Range Revisions

- **Shall receive at least a 5% increase**
- (outside of a total county pay study), employees will be placed at minimum of pay grade and equity of old grade will be considered during the reclassification. Implementation process will be recommended by the Human Resources Director and approved by the County Manager. Budgetary funding will also be considered.

#### Section 11. Temporary or Permanent Additional Job Duties Assigned

- At times, employees may be temporarily assigned job duties that are outside of their normal job requirements. Consideration for extra pay will be given if the employee's assignment of extra duties is from a higher grade classification.
- Permanent additional job duties that are assigned will result in a re-evaluation of the position to determine if the position should be assigned a higher grade classification.



**Section 13. Pay for "Acting" or Temporary Assignments in a Higher-Level Classification (Interim duties)**

- Minimum of higher salary grade or 10% increase
- If the position extends beyond 30 days, but less than 6 months, there should be a 5% "temporary assignment" pay adjustment for the first pay grade and 2.5% for each additional pay grade to a maximum of 15% or the minimum of the grade, whichever is higher.



Questions?

### **FY23 FUNDING REQUEST FOR PURCHASE OF NEW AMBULANCE:**

Thomas Schwalenberg, Director, Department of Emergency Services requested a FY23 fund balance appropriation of \$433,000 to purchase and equip a new ambulance for the Division of Emergency Medical Services. This ambulance would replace an ambulance that is at the end of its service life in terms of mileage and increasing maintenance costs. By utilizing FY23 funds, Mr. Schwalenberg stated the county can have the opportunity to take advantage of purchasing before 2024 chassis model price increases go into effect and can order ahead of other EMS agencies that will be placing orders in the new fiscal year after July 1. The turnaround time on the manufacturing of an ambulance is 12-18 months, so the sooner the order can be placed, the quicker the unit will be delivered.

\$585,945 is included for the purchase of a new ambulance in the FY24 Manager's Recommended Budget. This estimate was based on the most recent purchase of a demo ambulance, which was purchased due to the lack of available new ambulances and had to be outfitted with aftermarket equipment. The current estimate for purchasing a new fully equipped ambulance is lower. The Board may consider reducing the FY24 fund balance appropriation and removing the ambulance from the budget or purchasing a second new ambulance at a lower price in FY24. The June 7 budget work session will offer an opportunity for further discussion of this potential FY24 expense. Mr. Schwalenberg stated the fleet of ambulances has issues, noting with the increased costs, the current fiscal year maintenance budget has been spent. On several occasions, Mr. Schwalenberg said the county has borrowed a truck from Caswell County.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to approve a FY23 fund balance appropriation of \$433,000 to allow the Department of Emergency Services to place an order for a new ambulance and related vehicle emergency equipment.



**PERSON INDUSTRIES REQUEST FOR FY23 FUND BALANCE APPROPRIATION:**

Person Industries Director Amanda Everett requested a fund balance appropriation of \$80,000 from the General Fund to ensure the Person Industries/Materials Recovery Facility (PI/MRF) Fund does not end FY23 in a deficit. FY23 revenues were affected by the expansion of the Public Health Emergency, which resulted in nine consumers not returning to services as planned when budget numbers were set and \$158,000 of lost revenue.

Ms. Everett presented an overview of the department's FY23 revenues and expenditures as she explained the need for the fund balance appropriation. Her presentation follows:

**June 5, 2023**

# PI/MRF Allocations

Presented by Amanda Everett  
Director, Person Industries and the Person County Recycling Center

## Reduction in Revenue FY'23

- 9 consumers have not returned to services since March 2020, due to Public Health Emergency order, forcing us to hold spots and unable to fill until after May 11, 2023.
  - **Annual revenue \$158,374.56**
- Reduction in Production/Sales contract with Eaton Corporation due to cuts/moving work to another country (issues resulting from pandemic).

## Increased Expenditures for FY'23

(unexpected)

- Baler Repairs (sufficient for operation) - \$15,250.00
- Vehicle Repairs (all vehicles are aging) - \$14,912.12
- Additional Equipment Repairs (Fork Lift and Skid Steer) - \$8,145.28
- Shredder Replacement – 2 machines, \$6,000

Surplus/Deficit	(Balance			
Sheet 5/8/23)		<b>\$ (72,256.86)</b>		
<b>REVENUES</b>				
2 quarters – Solid Waste	\$	17,000.00		
2 quarters – Tires	\$	38,000.00		
2 quarters – White Goods	\$	5,000.00		
Recycling Fee (Republic)	\$	25,000.00		
MRF Sales	\$	6,400.00		
Vocational Rehab				
Funds/Services	\$	23,540.00		
Medicaid (Services)	\$	197,700.00		
Local Services/Community				
Contracts	\$	8,000.00		
Sales	\$	38,000.00		
Transportation Fees	\$	1,400.00		
<b>EXPENSES</b>				
Payroll (4 remaining)	\$	140,000.00		
Worker's Comp, FICA, Benefits	\$	100,500.00		
PT Employee Payroll	\$	12,000.00		
Program Payroll	\$	40,000.00		
Other expenses (2 months)	\$	66,000.00		
Surplus/Deficit		<b>\$ (70,716.86)</b>		
(Worse Case Scenario)			Need	

## HIGHLIGHTS

- Estimated Budget was off this year due to the plan of consumers returning, resulting in a \$158,000 revenue cut for services.
- Increase in Vocational Rehabilitation Services Contract for placements: \$44,000 increase during FY'24.
- Since the acquisition of Person Industries under Person County Local Government, we have maintained a healthy budget and contributed to our Fund Balance year after year.
- We are confident that our services and budget strength will trend upward with the expired Public Health Emergency as well as our MRF Upgrade/PI Merger.
- We are requesting \$80,000 from the general fund to ensure the fiscal year does not end in a deficit.

A **motion** was made by Commissioner Palmer and **carried 5-0** to approve a FY23 fund balance appropriation of \$80,000 from the General Fund to the PI/MRF Fund.

**CHAIRMAN'S REPORT:**

Chairman Powell reported the airport hangar lease has been signed for the new hangar at Raleigh Regional Airport at Person County; he commented this action might open the doors to additional hangars or even a public/private partnership. Chairman Powell stated appreciation of Bill Tougas, FBO at the airport and General Services Director Ray Foushee as being the point people for this transaction.

Chairman Powell stated new technologies are good prospects at the county's Duke Energy plants noting conversations are continuing to take place.

Chairman Powell mentioned the ongoing renovations in the County Office Building Auditorium were coming along nicely.

**MANAGER'S REPORT:**

County Manager Katherine Cathey introduced the county's new Public Information Officer, Kim Strickland, present in the audience.

Ms. Cathey stated the Opioid Settlement Advisory Committee has scheduled the annual meeting to be held on June 30, 2023 starting at 9:00am for engagement by county and city officials as well as citizens; she added the NC Association of County Commissioners would be conducting a summit on opioid funding.

Ms. Cathey said the Board has received the budget work session draft agenda which would convene in the commissioners' room 215 on Wednesday, June 7, 2023 at 9:00am.

**COMMISSIONER REPORT/COMMENTS:**

Vice Chairman Sims thanked all for coming out to the meeting as well as those making comments. He commented on the Memorial Day service of the county's veterans noting the event had great support.

Commissioner Palmer thanked all those coming out sharing their concerns; he noted his own concerns related to unrestrained dogs not being confined from the public. Commissioner Palmer asked county employees to be patient with the pay study implementation, noting it could be revisited and recalculated after the July 1<sup>st</sup> implementation date.

There were no reports from Commissioners Puryear and Thomas.



### **CLOSED SESSION #1**

A **motion** was made by Vice Chairman Sims and **carried 5-0** to enter into Closed Session #1 at 8:06pm per General Statute 143-318.11(a)(4) for the purpose of discussion of matters relating to the location or expansion of industries or other businesses in the county (economic development) with the following individuals permitted to attend: County Attorney Ellis Hankins, County Manager Katherine Cathey, Clerk to the Board Brenda Reaves, and Economic Development Director Brandy Lynch.

Closed Session #1 was called to order at 8:08pm.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to return to open session at 8:40pm.

### **CLOSED SESSION #2**

A **motion** was made by Vice Chairman Sims and **carried 5-0** to enter into Closed Session #2 at 8:41pm per General Statute 143-318.11(a)(3) for the purpose to consult with the county attorney in order to preserve the attorney-client privilege with the following individuals permitted to attend: County Attorney Ellis Hankins, County Manager Katherine Cathey, and Clerk to the Board Brenda Reaves.

Closed Session #2 was called to order at 8:41pm.

A **motion** was made by Commissioner Puryear and **carried 5-0** to return to open session at 8:48pm.

**RECESS:**

A **motion** was made by Commissioner Puryear and **carried 5-0** to recess the meeting at 8:49pm until Wednesday, June 7, 2023 at 9:00am in the commissioners' room 215.

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Brenda B. Reaves  
Clerk to the Board

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Gordon Powell  
Chairman