

PERSON COUNTY BOARD OF COMMISSIONERS**APRIL 19, 2010****MEMBERS PRESENT****OTHERS PRESENT**

Johnny Myrl Lunsford

Heidi York, County Manager

Jimmy B. Clayton

C. Ronald Aycock, County Attorney

Kyle W. Puryear

Brenda B. Reaves, Clerk to the Board

B. Ray Jeffers

Samuel R. Kennington

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, April 19, 2010 at 9:00 a.m. in the Commissioners' meeting room in the Person County Office Building.

Chairman Lunsford called the meeting to order and asked Commissioner Clayton to lead in prayer and Commissioner Kennington to lead the Pledge of Allegiance.

PUBLIC HEARING:**PROPOSED FISCAL YEAR 2010-2011 COMMUNITY TRANSPORTATION PROGRAM APPLICATION:**

A **motion** was made by Commissioner Puryear, **seconded** by Commissioner Jeffers and **carried** to open the public hearing for the proposed Fiscal Year 2010-2011 Community Transportation Program Application.

County Manager, Heidi York stated the Person Area Transportation System (PATs) receives grant revenue through the NC Department of Transportation- Community Transportation Program for administrative and capital costs noting a requirement of the application process is a public hearing and approval of the request by the Board of County Commissioners.

The Community Transportation Program provides assistance to coordinate existing transportation programs operating in Person County as well as provides transportation options and services for the communities within this service area. These services are currently provided using demand response, deviated routes and trip referral. Services are rendered by utilizing vans, local taxi operators, volunteers, deviated route buses, and/or personal automobiles.

The total estimated amount requested for the period July 1, 2010 through June 30, 2011 is as follows:

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ <u>168,068</u>	\$ <u>25,210</u> (15%)
Capital (Vehicles & Other)	\$ <u>62,000</u>	\$ <u>6,200</u> (10%)
Operating (Small urban & regional systems)	\$ <u>0</u>	\$ <u>0</u> (50%)
<hr/>		
TOTAL	\$ <u>230,068</u>	\$ <u>31,410</u>
	Total Funding Requests	Total Local Share

April 19, 2010

Ms. York stated the upcoming fiscal year grant application requests \$168,068 in administrative costs and \$62,000 in capital costs. The local share for these is \$25,210 for administration (15% match) and \$6,200 for capital (10% match).

Ms. York requested Board approval of the grant application request for funding through the Community Transportation Program Grant for the PATS program.

No one spoke in favor or opposition of the grant application request for funding through the Community Transportation Program Grant.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Puryear and **carried** to close the public hearing for the proposed Fiscal Year 2010-2011 Community Transportation Program Application.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Clayton and **carried** to approve the proposed Fiscal Year 2010-2011 Community Transportation Program Application.

PUBLIC HEARING:

PERSON COUNTY NON-PROFIT FUNDING FOR FISCAL YEAR 2010-2011:

A **motion** was made by Commissioner Puryear, **seconded** by Commissioner Clayton and **carried** to open the public hearing for Person County Non-Profit Funding for Fiscal Year 2010-2011.

County Manager, Heidi York stated as part of the application process adopted by the Board of County Commissioners, a public hearing is being held. The public hearing is an opportunity for a representative from each non-profit agency that has applied for funding in the upcoming fiscal year to address the Board and briefly explain the need for Person County Government funding and to convey anything about the non-profit organization that is deemed appropriate. Each agency is limited to one speaker and each speaker will be allotted three minutes to address the Board. Ms. York highlighted the applicants request with the following chart:

Fiscal Year 2010-2011 Nonprofit Funding Applicants				
Organization and Description	Self-Described Grant Purpose	FY 08-09 Funded Amount	FY 09-10 Funded Amount	FY 10-11 Requested Amount
Person County Animal Coalition (AnimalKind, Inc.) provides financial assistance to the Triangle's lowest-income residents for pet spay/neuter	The \$20 FIX provides financial assistance for pet spay/neuter surgery; propose to sterilize 25 animals in Person County w/ county funding	\$0	\$0	\$1,750
Person County Council on Aging provides a place for seniors to participate in activities.	funding will go for nutrition; in-home aide services; transportation; fitness center; exercise programs; health education programs and other activities.	\$134,700	\$121,000	\$125,000
Person County Group Homes, Inc. - Generations Adult Day Care is a licensed adult day care provider providing lunch and two snacks per day, this is an alternative to nursing home placement allowing individuals to remain at home.	will serve eligible individuals (up to 44 people) with appropriate day services providing relief to family members and assisting older adults in maintaining a reasonable level of functioning.	\$23,700	\$21,330	\$50,000
Person County Partnership for Children strives to help all children (birth to five) be prepared to learn when they enter kindergarten	Links services for young children and families; SmartStart agency; county funding will support literacy, childhood obesity, kindergarten readinewss, outreach to Latino community and car seat safety. Anticipating a 5% increase in service from 1438 to 1509 children.	\$0	\$10,000	\$7,400
Person County United Way & Volunteer Center recruits volunteers and matches their skills with agency needs	The PCUW has taken over the Volunteer Center. Funds will be used to build an infrastructure to connect volunteers with agencies. The money will fund a staff position as well as operating expenses.	\$7,120	\$0	\$10,000
Roxboro Area Chamber of Commerce seeks to promote and support local businesses. Seeking support for Personality, the Chamber's largest fundraiser.	Requesting sponsorship of Personality Festival	\$5,000	\$3,000	\$3,000
Roxboro Development Group mission is to plan and implement continued revitalization of Uptown Roxboro by encouraging economic development	funds will be used to support economic development initiatives to develop an uptown that is attractive, vibrant, and a center for community activities. These activities include employing a part-time director, the Alive-After-Five and Clash of the Carts, Facade Grant Program, the Small Business Entrepreneurship Program, developing the Desert Sands Property, serving as property manager for all Uptown Properties, and displaying banners and decorations Uptown.	\$19,000	\$17,100	\$17,100
Roots & Wings, Person County, Inc. mission is to strengthen, support, educate, and stand with families in need; deliver educational programs to families	Grant would fund parenting classes and family advocacy for at-risk families referred to Roots & Wings by DJJDP, DSS, PCS, and Mental Health	\$0	\$3,500	\$3,000
Total		\$189,520	\$175,930	\$217,250

April 19, 2010

Non-profit agencies representatives appearing before the Board requesting Person County funding were:

1. Ronnie Bugnar, Chair of the Resource Development and Advocacy Committee of Person County Partnership for Children of 111 South Main Street, PO Box 1791, Roxboro, NC 27573
2. Beth Livingston, Executive Director of AnimalKind (Person County Animal Coalition for the \$20 Fix), PO Box 156, Leasburg, NC 27291
3. Paul Murray, Executive Director of the Roxboro Development Group, 105 North Main Street, Roxboro, NC 27573
4. David Forsythe, Executive Director of Person County Group Homes, Inc. (Generations ADS), PO Box 721, 202 N. Main St., Roxboro, NC 27573
5. Ronald Dunevant, Executive Director of roots and wings of Person County, Inc., of 1200 North Main Street, Roxboro, NC 27573
6. Sandra Hicks, Executive Director of Person County Council on Aging of 121 Depot Street, PO Box 764, Roxboro, NC 27573
7. Bill Arel, Volunteer Center Coordinator, PO Box 854, 203 N. Main Street, Suite 208, Roxboro, NC 27573
8. Marcia O'Neil, Executive Director of Roxboro Area Chamber of Commerce of 211 North Main Street, Roxboro, NC 27573

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Puryear and **carried** to close the public hearing for Person County Non-Profit Funding for Fiscal Year 2010-2011.

Chairman Lunsford stated appreciation to the non-profit organizations for the many services rendered to the county. Chairman Lunsford advised the non-profit representatives that the Board will take the funding requests under consideration.

DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:

A **motion** was made by Chairman Lunsford, **seconded** by Commissioner Kennington and **carried** to defer item #10 Governance of the Person County Airport and the Role of the Airport Comment to the Board's May 3, 2010 meeting agenda.

A **motion** was made by Commissioner Kennington, **seconded** by Commissioner Jeffers and **carried** to go into Closed Session for the purpose of discussing land acquisition and personnel.

A **motion** was made by Commissioner Clayton, **seconded** by Commissioner Puryear and **carried** to approve the agenda as adjusted.

April 19, 2010

INFORMAL COMMENTS:

Ms. Jackie Thompson, of 145 Rocky Ridge Drive, Roxboro and co-owner of Roxboro Media informed the Board of a nearly completed project called personculture.com which is an internet site in magazine format focusing on Person County and surrounding areas. Ms. Thompson requested feedback and support from the Board through sponsorship of articles and sponsorship funding ranging from \$2,200 - \$3,750 per year for a host of advertising and video support.

Commissioner Kennington stated Angie Brown, Chair of the Person Future's Committee Sense of Community will be inviting Ms. Thompson to address the committee on ideas for posting county-wide community calendar of events.

APPROVAL OF MINUTES:

Commissioner Kennington requested a correction in the April 1, 2010 Joint Session with the Board of Education meeting minutes. The fifth paragraph on page 36 should read as follows:

Commissioner Kennington confirmed with Board of Education staff the student population of 5,100 students. Student enrollment has decreased by 533 since 2006-2007 which has affected the planning allotment funding of the school budget.

A **motion** was made by Commissioner Clayton, **seconded** by Commissioner Jeffers, and **carried** to approve the minutes of the Board Retreat March 31, 2010, Joint Session with the Board of Education April 1, 2010 with correction noted above, Board of Equalization and Review April 6, 2010, and the Regular Scheduled Session April 6, 2010.

ADMINISTRATIVE REPORTS:

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Clayton, and **carried** to approve the Administrative Reports for the Inspection Department and the Annual Report for Person Industries.

RESOLUTION OF APPRECIATION:

Chairman Lunsford read and presented Gerald Tilley with a Resolution of Appreciation.

RESOLUTION OF APPRECIATION

WHEREAS, Gerald Tilley has served the people of Person County during his tenure working for Person County as a Public Works Building Maintenance Technician at the Person County Law Enforcement Center; and

WHEREAS, Gerald Tilley has served the citizens of Person County with honor, integrity, sincerity and dedication, providing accurate, concise services for sixteen years, March, 1994 – March, 2010; and

WHEREAS, Gerald Tilley has earned the respect and admiration of all who have known him and worked with him throughout his career; and

WHEREAS, the County of Person recognizes the many contributions Gerald Tilley has made to the County and offers him sincere best wishes for his retirement.

NOW, THEREFORE, I, Johnny Myrl Lunsford, Chairman of the Person County Board of Commissioners, do hereby extend this Resolution of Appreciation to Gerald Tilley for continually striving to make Roxboro and Person County a better place to live and work.

Adopted this the 19th day of April, 2010.

(signed)

Johnny Myrl Lunsford, Chairman
Person County Board of Commissioners

Attest:
(signed)

Brenda B. Reaves
Clerk to the Board

April 19, 2010

2009 OUTSTANDING COUNTY PROGRAM AWARD:

County Manager, Heidi York informed the group that Person County Recycling Center (PCRC) applied for and received one of the twelve of the 2009 Outstanding County Program Awards. The awards are given each year by the North Carolina Association of County Commissioners (NCACC) to programs within any of the 100 counties across the state to honor counties (not individuals) for their support of excellence. PCRC was selected by a distinguished panel of judges representing commissioners across North Carolina. To be considered for an award, PCRC had to meet specific criteria. The first was in the area of innovation wherein PCRC had to specify how it is unique and how it differs from other programs of its kind. The second was in the area of success. Judges looked to see how well PCRC meets objectives and what the anticipated long-term impact is to Person County and the region. The third area related to effort and difficulty. PCRC had to show how well it uses available resources and what challenges it had to overcome to be established. The fourth criterion considered was collaboration. PCRC had to show how it collaborated with other agencies, organizations or counties to open and operate in Person County.

Mr. Neil Emory, Outreach Associate for the NCACC presented the Award to Person Industries' Director, Wanda Rogers and some employees of the Recycling Center (Becky Clayton, Rhonda Gentry, Joe C, Casey C, Shondah W & Sean A were present). Mr. Emory praised the efforts of Person Industries program for the good of Person County residents and also for the State of North Carolina as others will learn from Person County. Ms. Rogers extended the award to all Person Industries' staff and all of Person County citizens as the Recycling Center is a result of community efforts.

The Board extended congratulations to the Person Industries' staff and employees of the Person County Recycling Center.

REQUEST FOR WATERLINE EXTENSION, GRACE LAND SUBDIVISION:

County Engineer, Paul Bailey told the Board that the City of Roxboro has received a request for a waterline extension to serve a proposed new subdivision, Grace Land, which is adjacent to Chub Lake Road. The property is owned by Perry Duncan and Portia Lewis. Mr. Bailey noted no financial assistance has been requested for the cost of this extension, further noting the size and length of the extension have not been finalized. Mr. Bailey stated in accordance with the City-County Joint Water and Sewer Agreement, the Person County Board of County Commissioners must approve any waterline extension outside the Roxboro City Limits.

Mr. Bailey informed the Board that Roxboro City Council considered and approved this request at their April 13, 2010 meeting. Both governing bodies will approve the plans noting the system shall be built to City of Roxboro standards. Mr. Bailey noted Person County does receive a percentage of the water bills on a system as the one presented for consideration.

A **motion** was made by Commissioner Puryear, **seconded** by Commissioner Clayton, and **carried** to approve the request for a waterline extension to serve Grace Land Subdivision.

PROPOSAL TO DELAY REVALUATION FOR ONE ADDITIONAL YEAR TO 2012:

Tax Administrator, Russell Jones told the Board the current real estate market is unstable and sales are still slow. A delay in the revaluation should allow time for the market to adjust, and the county/taxpayer will not be locked in to a value that is incorrect (either too high or too low) until the next revaluation cycle. Values can only be adjusted for market reasons during a revaluation cycle. Mr. Jones noted Person County's current assessment rate (2005 values) is 97 , based on a sales ratio randomized sampling. The sales ratio is the comparison of actually sales price and the tax value. This indicates that the 2005 values, on average, are only off by 3 . Values are higher today than they were in 2005; however there has been a recent decline in values. Mr. Jones stated a revaluation is not needed at this time, since values are so close to current market value.

Mr. Jones explained equalization occurs when our sales ratio falls below 90 in either a 1st, 5th, or 7th year of the revaluation cycle. Since this will be the 7th year of the revaluation cycle, equalization could be an issue. With a 97 sales ratio, Mr. Jones stated reducing state appraised properties is minimal. This issue is the one of the factors that Person County considered when we changed to a shorter cycle back in the 80's. Person County's sales ratio was audited by the North Carolina Department of Revenue last year and found to be accurate.

Mr. Jones recommended delaying the revaluation to 2012 allowing taxpayers to keep the 2005 tax values for another year.

Commissioner Puryear inquired to the costs of revaluation. Mr. Jones stated revaluation takes approximately 2 ½ years to complete at a cost of approximately \$300,000.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Clayton, and **carried** to approve the Resolution Delaying the Effective Date of a Reappraisal of Property in Person County.

**A RESOLUTION DELAYING THE EFFECTIVE DATE OF A
REAPPRAISAL OF PROPERTY IN PERSON COUNTY**

- WHEREAS,** General Statute 105-286 mandates a reappraisal of property at least every eight years; and
- WHEREAS,** General Statute 105-286(a)(2) Authorizes a Board of County Commissioners to advance the period so that a reappraisal occurs more often than every 8 years; and
- WHEREAS,** once an advanced reappraisal occurs, it has the effect of resetting the next required reappraisal for eight years after the advanced reappraisal; and
- WHEREAS,** Person County has advanced its reappraisal period so that the last reappraisal occurred on January 01, 2005; and
- WHEREAS,** Person County's next mandated eight year reappraisal is required for January 01, 2013; and
- WHEREAS,** Person County had planned to have an advanced reappraisal effective for January 1, 2011; and
- WHEREAS,** the Person County Board of Commissioners feel that a revaluation for January 1, 2011 should be delayed due to the unstable real estate market and that the 2005 tax assessments are fair and equitable; and
- WHEREAS,** to implement the planned reappraisal scheduled for January 1, 2011 would add substantially to the financial stress and uncertainty of the citizens of Person County.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF PERSON COUNTY THAT:

- 1- The scheduled reappraisal for an effective date of January 1, 2011 is hereby revoked and rescinded.
- 2- Pursuant to the authority granted in General Statute 105-286(a)(2), the next scheduled reappraisal for Person County is set for an effective date of January 1, 2012, and Person County will return to a four year revaluation cycle thereafter.
- 3- A copy of this resolution shall be provided to the Property Tax Division of the North Carolina Department of Revenue and to the City of Roxboro.

Adopted this 19th day of April, 2010.

By: 
Johnny Myrl Lunsford, Chairman
Person County Board of Commissioners

Attest: 
Brenda B. Reaves, Clerk to the Board

April 19, 2010

FARMERS MARKET:

Cooperative Extension Services Director, Derek Day stated in August of 2009, Person County had the opportunity to apply for a Rural Advancement Foundation International (RAFI) grant to aid in the construction of a new farmers market. By applying as a governmental agency, Person County was eligible to receive up to \$30,000.00. With permission of county government, the monies were applied for, and in February notification was received that Person County was awarded the grant of \$30,000.00. All during the process, Mr. Day noted that additional funds would be needed to construct a suitable structure. The preliminary estimate in August was an additional \$20,000.00, based on market conditions at that time. Mr. Day stated six bids matching all specifications were submitted through the informal bid process. Bids ranged from a low of \$34,000.00 to a high of \$58,000.00. Since the low bid contains all necessary components, it is recommended that the low bid of \$34,000.00 be accepted. In addition to the \$4000.00 needed to complete the structure, an additional \$8000.00 (\$12,000.00 total) is requested to complete necessary lighting, permitting, and contingency. County Manager, Ms. York noted the funding is needed in the current fiscal year as the project is ready to move forward. Ms. York stated the fund balance would be the recommended funding source as the funding is a one-time capital investment. Mr. Day stated the farmer's market would be self-supporting with fees being charged out and no other funding would be requested. Mr. Day described the farmer's market facility as 100' x 45' with 20 slots for vendors and room for the public to walk down the middle aisle.

Commissioner Jeffers asked Mr. Day to keep the Board informed about federal legislation regarding the Food and Safety Modernization Act and any impacts to local farmers.

A **motion** was made by Commissioner Clayton, **seconded** by Commissioner Jeffers, and **carried** to approve the request of \$12,000 from the county fund balance to be used to complete the Farmer's Market structure including lighting and permitting.

CAPITAL IMPROVEMENT PLAN (CIP) ADOPTION:

Finance Director, Amy Wehrenberg and County Manager, Heidi York presented the final recommended 5-year (2011-2015) CIP for Person County to the Board of Commissioners for adoption. The CIP reflects changes from the Recommended CIP that was presented and discussed at the March 15, 2010 Board meeting and the March 31, 2010 Board Retreat. Ms. Wehrenberg highlighted the updated changes:

- 1) \$100,000 of contingency for project overages to be appropriated in the current fiscal year 2010,
- 2) the latest estimates and associated issuance costs for a group of selected roofing projects as part of the borrowing already scheduled for the Courthouse Renovation in FY 2011 for a total of \$5,446,000,
- 3) the addition of two roofs (PCC Bldg F & portion of Earl Bradsher) to the current financing proposal (included in project estimate above in #2),
- 4) the movement of the recommendation for DSS's request for a software system to FY 2011, and
- 5) a correction of the total project cost for the parking lot pavement at PHS & South Elementary for a total of \$100,000 versus \$75,000 that was erroneously stated on the Recommended CIP in the March 15th meeting.

Ms. Wehrenberg stated the adoption of the CIP will cover the needs and priorities for the 2011-2015 Plan as well as allocate funding for the projects in FY 2010-2011.

April 19, 2010

Public Works Director, David Rogers stated bids would be received for the Courthouse renovation project in late May, early June. Ms. Wehrenberg noted the financing closing would be scheduled for August, 2010. Ms. Wehrenberg guessed the debt payment on the financing project would be estimated at \$350,000 to \$400,000 annually for a 15-year term noting funds available in capital reserve fund will transfer to the debt service for next fiscal year's payment. Ms. Wehrenberg stated a new project ordinance will be presented to the Board for approval at their next meeting to add the additional roofs that will be included in the financing project.

Ms. Wehrenberg noted by adoption of the CIP, the funding allocated for the projects in FY 2010-2011 would become part of the Manager's Recommended Budget. Ms. Wehrenberg told the Board an amendment could be done to the CIP prior to the budget being adopted should priorities change.

Commissioner Kennington stated if the CIP is adopted, the Board is committing to \$633,941 in the County Manager's Recommended Budget on May 17, 2010 for operating costs. Ms. Wehrenberg stated the \$633,941 will be taken from the general fund with the exception of the debt service payment which is dedicated from capital reserve to debt service. Commissioner Kennington stated he would like to view the other parts of the budget prior to committing to adoption of the CIP. He did not want to adopt the CIP and a budget item at this time.

Chairman Lunsford stated the adoption of the CIP would guide the County Manager to place the capital project priorities in the Recommended Budget. Ms. York told the Board should the CIP be adopted, she can propose a budget reflecting fund balance allocations for capital projects and operating needs. Chairman Lunsford stated support of the CIP and the funding schedule outlined.

Commissioner Jeffers noted projects listed in the CIP should not be delayed pointing out the roof projects process should be initiated to meet the financing closing in August. Commissioner Jeffers stated support in creating a safe, working environment as well as preventive maintenance.

Commissioner Puryear stated his vote would be in opposition to adoption of the CIP even though the CIP is a good, long term plan, he cannot approve spending \$3.3 million to renovate a government building when Person County has over 12% unemployment rate.

Commissioner Clayton voiced his support to maintain buildings and placed priority on capital projects noting Person County's ability to make adjustments if the budget so dictated.

Ms. Wehrenberg clarified to the group that adoption of the CIP would state Board approval of the projects and approval for the County Manager to include in the Recommended Budget as priorities. Ms. Wehrenberg stated the funding of those priorities would not be adopted until such time the final budget is adopted.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Clayton, and **carried by majority vote 3/2** to approve the 2011-2015 Capital Improvement Plan as presented. Commissioners Jeffers, Clayton and Lunsford voted in favor. Commissioners Puryear and Kennington voted in opposition.

Person County Capital Improvement Plan 2011-2015

(Approved)



Heidi York, County Manager
Amy Wehrenberg, Finance Director

Presented to the Board of County Commissioners
April 19, 2010

**Person County
Capital Improvement Plan (CIP)
2011-2015
Approved - Projects by Year**

2011			
Courthouse Renovations	Public Buildings	Approved to be financed	3,326,000
New roof-Library	Public Buildings	Approved to be financed	239,000
New roof-Person Counseling Center	Public Buildings	Approved to be financed	68,000
New roof-Northern Middle School	Public Schools	Approved to be financed	1,332,000
New roof-portion of Earl Bradsher	Public Schools	Approved to be financed	158,000
New roof-Buildings F & G	PCC	Approved to be financed	273,000
Issuance Costs	Public Buildings	Approved to be financed	50,000
EMS diesel fuel tank	Public Buildings	Previously requested, partially funded	60,000
Rec Center/Senior Center Engineer Fees	Rec, Arts & Parks	Previously requested, partially funded	53,000
Helena gym-upgrade restrooms	Rec, Arts & Parks	Previously requested, not funded	53,000
Northwoods Electronic Document Management System	DSS	New	352,178
HVAC control system upgrade - Oak Lane Elem	Public Schools	New	71,000
Debt Service	County, PCC & Schools	New	1,145,000
2012			
New roof-Kirby Civic Auditorium	Public Buildings	Previously requested, not funded	700,000
Rec Center/Senior Center	Rec, Arts & Parks	Previously requested, not funded	6,000,000
New roof-Building I	PCC	Previously requested, not funded	225,000
2013			
Paving-6 Walking tracks	Rec, Arts & Parks	Previously requested, partially funded	130,000
Paving-PHS & South Elem	Public Schools	Previously requested, partially funded	100,000
Paving-tracks at PHS & SMS	Public Schools	Previously requested, partially funded	200,000
Chiller replacement @ PHS	Public Schools	Previously requested, partially funded	285,000
New roof-Airport Pump Building	Public Buildings	Previously requested, not funded	25,000
New roof-Olive Hill Gym	Public Buildings	Previously requested, not funded	160,000
Paving-driveway & parking lots-Anim Ctrl, Public Works Maintenance, & Mayo	Public Buildings	Previously requested, not funded	115,000
Paving and Expansion-Parking Lot 4	PCC	Previously requested, not funded	100,000
2014			
Replace carpet & tile (PCOB)	Public Buildings	Previously requested, partially funded	200,000
Window replacement-Earl Bradsher	Public Schools	Previously requested, partially funded	370,000
New Telephone System (Voice Over IP)	PCC	Previously requested, not funded	65,600
2015			
New roof-PCOB	Public Buildings	Previously requested, not funded	400,000
New roof-EMS	Public Buildings	Previously requested, not funded	200,000
New roof at Huck Sansbury Gym	Public Buildings	Previously requested, not funded	400,000
New roof-Early Intervention	Public Schools	Previously requested, not funded	125,000
New roof-portion of PHS	Public Schools	Previously requested, not funded	1,000,000
New roof-North End	Public Schools	Previously requested, not funded	500,000
New roof-Southern Middle School & Gym	Public Schools	Previously requested, not funded	1,600,000

**Person County
Capital Improvement Plan (CIP)
2011-15
Approved - Funding Schedule**

Sources of Revenue for Project Costs:	Current Year	Budget Year 2010-11	Planning Year 2011-12	Planning Year 2012-13	Planning Year 2013-14	Planning Year 2014-15	TOTAL REVENUE SOURCES
Revenues:							
Fund Balance Appropriation	3,202,000	-	724,973	910,000	825,600	2,700,000	8,362,573
Capital Reserve Funds	624,812	-	-	-	-	-	624,812
Available Funds for Designated Projects at July 1	-	2,944,812	1,125,027	-	-	-	4,069,839
Available Funds for Undesignated Projects at June 30	(2,944,812)	(1,125,027)	-	-	-	-	(4,069,839)
State reimbursement (50%) for DSS software	-	117,393	-	-	-	-	117,393
Debt Proceeds - Financing	-	5,446,000	6,000,000	-	-	-	11,446,000
Total Sources:	882,000	7,383,178	7,850,000	910,000	825,600	2,700,000	20,550,778
Project Costs for County and PCC:	Current Year	Budget Year 2010-11	Planning Year 2011-12	Planning Year 2012-13	Planning Year 2013-14	Planning Year 2014-15	TOTAL PROJECT COSTS
Public Buildings:							
Hot Water repair at LEC (will need to do re-piping)	110,000	-	-	-	-	-	110,000
Contingency for Courthouse renov & roofing projects	100,000	-	-	-	-	-	100,000
New roof-Person Counseling Center	-	68,000	-	-	-	-	68,000
New roof-Library	-	239,000	-	-	-	-	239,000
Courthouse Renovations	-	3,326,000	-	-	-	-	3,326,000
Issuance Costs for Courthouse renov & roofing project	-	50,000	-	-	-	-	50,000
Remove 4000 Gallon UST (deisel fuel tank) @ EMS and Replace with above ground tank-used for the generator	20,000	40,000	-	-	-	-	60,000
New roof-Kirby Civic Auditorium	-	250,000	450,000	-	-	-	700,000
Paving-driveway & parking lots-Anim Ctrl, PW maint. & Mayo	-	-	-	115,000	-	-	115,000
New roof-Olive Hill Gym	-	-	-	160,000	-	-	160,000
New roof-Airport Pump Building	-	-	-	25,000	-	-	25,000
Replace carpet & tile (PCOB) (1 floor)	110,000	-	-	-	90,000	-	200,000
New roof-PCOB	-	-	-	-	200,000	200,000	400,000
New roof-EMS	-	-	-	-	100,000	100,000	200,000
New roof-Huck Sansbury Gym	-	-	-	-	100,000	300,000	400,000
Recreation, Arts & Parks:							
Rec Center/Senior Center Engineer Fees	27,000	26,000	-	-	-	-	53,000
Helena gym-upgrade restrooms	-	53,000	-	-	-	-	53,000
Recreation and Senior Center	-	-	6,000,000	-	-	-	6,000,000
Paving-6 Walking tracks	30,000	-	-	100,000	-	-	130,000
Debt Service for Person Counseling Center and Public Library:	-	320,000	-	-	-	-	320,000
DSS:							
Northwoods Electronic Document Management System	-	352,178	-	-	-	-	352,178
Total County Projects	397,000	4,724,178	6,450,000	400,000	490,000	600,000	13,061,178
Piedmont Community College (PCC):							
New roof-F&G Building	-	273,000	-	-	-	-	273,000
Debt Service for PCC Roof G	-	225,000	-	-	-	-	225,000
New roof-I Building	-	-	225,000	-	-	-	225,000
Paving and Expansion-Parking Lot 4	-	-	-	100,000	-	-	100,000
New Telephone System (Voice Over IP)	-	-	-	-	65,600	-	65,600
Total PCC	-	498,000	225,000	100,000	65,600	-	888,600
Total County and PCC Projects:	397,000	5,222,178	6,675,000	500,000	555,600	600,000	13,949,778

**Person County
Capital Improvement Plan (CIP)
2011-15
Approved - Funding Schedule**

	Current Year	Budget Year 2010-11	Planning Year 2011-12	Planning Year 2012-13	Planning Year 2013-14	Planning Year 2014-15	TOTAL PROJECT COSTS
Project Costs:							
Public Schools:							
Exterior wall waterproofing-PHS	60,000	-	-	-	-	-	60,000
Fire alarm & security system replacement-PHS	200,000	-	-	-	-	-	200,000
New roof-Northern Middle School	-	1,332,000	-	-	-	-	1,332,000
New roof-portion of Earl Bradsher	-	158,000	-	-	-	-	158,000
HVAC control system upgrade-Oak Lane Elem	-	71,000	-	-	-	-	71,000
Debt Service for Northern Middle School roof	-	600,000	-	-	-	-	600,000
Paving-tracks at PHS & SMS	50,000	-	50,000	100,000	-	-	200,000
Paving-PHS & South Elem	25,000	-	-	75,000	-	-	100,000
Chiller replacement @ PHS	50,000	-	-	235,000	-	-	285,000
Window replacement-Earl Bradsher	100,000	-	-	-	270,000	-	370,000
New roof-portion of PHS	-	-	500,000	-	-	500,000	1,000,000
New roof-Early Intervention	-	-	75,000	-	-	50,000	125,000
New roof-North End	-	-	250,000	-	-	250,000	500,000
New roof-Southern Middle School & Gym	-	-	300,000	-	-	1,300,000	1,600,000
Total Public Schools Projects:	485,000	2,161,000	1,175,000	410,000	270,000	2,100,000	6,601,000

Total Uses:	882,000	7,383,178	7,850,000	910,000	825,600	2,700,000	20,550,778
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	Current Year	Budget Year 2010-11	Planning Year 2011-12	Planning Year 2012-13	Planning Year 2013-14	Planning Year 2014-15	TOTAL OPERATING REVENUE SOURCES
Sources of Revenue for Operating Impact Costs:							
General Fund Revenues	94,768	633,941	1,274,791	1,395,791	1,516,791	2,087,791	7,003,873
Fees (Rec Center)	-	-	-	100,000	200,000	200,000	500,000
Total Sources of Revenue for Operating Impact Costs	94,768	633,941	1,274,791	1,495,791	1,716,791	2,287,791	7,503,873

	Prior Year	Budget Year 2010-11	Planning Year 2011-12	Planning Year 2012-13	Planning Year 2013-14	Planning Year 2014-15	TOTAL OPERATING IMPACT COSTS
Operating Impact Costs:							
Courthouse Renovation Project	-	2,500	5,000	5,000	5,000	5,000	22,500
Operating - Utilities	94,768	94,768	94,768	94,768	94,768	94,768	568,608
Personnel--additional judicial positions	-	-	-	250,000	500,000	500,000	1,250,000
Recreation and Senior Center Project	-	-	-	-	-	-	-
Personnel/Operating	-	-	-	-	-	-	-
Debt Service Payments:	-	-	-	-	-	-	-
Courthouse Renov. & Roofing Projects	-	377,000	446,000	437,000	428,000	1,019,000	2,707,000
Rec & Sr Center	-	-	700,000	680,000	660,000	640,000	2,680,000
DSS software	-	29,023	29,023	29,023	29,023	29,023	145,115
Maintenance	-	130,650	-	-	-	-	130,650
Professional Services	-	-	-	-	-	-	-
Total Operating Impact Costs	94,768	633,941	1,274,791	1,495,791	1,716,791	2,287,791	7,503,873

Note: Added in the current year a contingency designation of \$100,000 for any possible overages of cost estimates for the Courthouse Renovation and Roofing projects.

Items highlighted in blue are projects that are proposed to be financed.

*** Courthouse Renovation and Roofing Projects**

The Courthouse renovation and four critical roofing projects were approved by the Board via Capital Project Ordinance on 2-15-10, which states their intent to fund these projects with debt proceeds. This CIP proposal includes an additional roof from PCC (Building F) and a portion of a roof for Earl Bradsher in this financing at the designing architect's recommendation based on their current deterioration. Figures are different than what was on the original recommended CIP due to an update from the engineer on those estimated costs.

**** Rec and Senior Center**

If it is the Board's desire to issue general obligation bonds to fund this project, we have 7 years from November 2008 to be able to go out for bond issuance. This project is currently scheduled to begin in FY 2012 with the design fees to be incurred in FY 2011 (\$53,000).

BUDGET AMENDMENT:

Finance Director, Amy Wehrenberg presented and explained the following Budget Amendment.

Upon a motion by Commissioner Jeffers, and a second by Commissioner Clayton and majority vote, the Board of Commissioners of Person County does hereby amend the Budget of the General Fund(s) on this, the 19th day of April 2010, as follows:

<u>Dept./Acct No.</u>	<u>Department Name</u>	<u>Amount</u>
		Incr / (Decr)
<u>EXPENDITURES</u>	<u>General Fund</u>	
	Public Buildings	2,699
	Public Safety	4,044
	Culture & Recreation	1,500
	Transportation	31,919
	Special Appropriations	44,151
	Human Services	9,757
	<u>Person Industries Fund-Special Revenue Fund</u>	25,966
<u>REVENUES</u>	<u>General Fund</u>	
	Other Revenues	8,243
	Intergovernmental Revenues	85,827
	<u>Person Industries Fund-Special Revenue Fund</u>	
	Intergovernmental Revenues	20,404
	Other Revenues	5,562

Appropriate: Revenue received from the sale of phone cards to inmates (\$4,044); insurance claim received for cleanup of spill from EMS fuel tank (\$2,699) and damage to vehicle in Person Industries (\$5,562); Rural Operating Assistance Program (ROAP) funds received for the transportation costs associated with the Rural Grant Program (\$31,919), the Council on Aging (\$31,147), Group Homes (\$13,004), DSS Work First Program (\$9,757), and Person Industries (\$20,404); and donation received for Public Library (\$1,500).

Chairman Lunsford announced a ten-minute break at 10:49 a.m.

Chairman Lunsford called the meeting back in order at 10:57 a.m.

PERSON COUNTY GOVERNMENT'S PERFORMANCE REVIEW AND DEVELOPMENT SYSTEM POLICY:

County Manager, Heidi York stated she was directed through her work plan to develop and implement a performance review system including performance-based pay or merit pay. This system will ensure that employees are given the opportunity to not only receive feedback from their direct supervisor regularly, but also to increase and improve communications, morale, motivation, and foster employees' professional development throughout the organization. Since the fall of 2009, department heads have been working with the MAPS Group to develop the performance review process and tools. Ms. York noted employees at all levels throughout the organization are currently developing the standards and objectives by which they will be evaluated through job function groups. Supervisory classes are ongoing ensuring that reviews are conducted consistently throughout the organization. The next steps are to begin implementation of the Performance Review and Development System. Reviews will be conducted on or about the employee's hire date beginning July 1, 2010. Ms. York recommended a one-year pilot program to allow the organization to become proficient with the review process. The Performance Pay System is targeted to begin on July 1, 2011 and funding for the system will be included in the proposed Fiscal Year 2011-2012 budget. Ms. York presented the proposed policy governing the process for the reviews and the performance pay to the Board for review and approval.

Ms. Becky Veazey of the MAPS Group updated the Board of the process by which Person County has undergone to reach the Performance Review and Development System Policy before the Board. Ms. Veazey stated county staff is in step 3 of a 4 step process. Step 1 Ms. Veazey noted she met with department head to create the policies and procedures philosophy approach. The department heads selected an instrument approach that would contain performance standards for employees that have duties that are more consistent from year to year as well as a work plan approach for those employees that have a project based job that change from year to year. Step 2 Ms. Veazey stated she met with employees representing focus groups to get input for the performance standards. Ms. Veazey stated drafts of performance standards are now circulating for changes. For those staff that is involved in work plans, training is also taking place to inform staff how to create their work plan. Step 3 entailed supervisor training for all staff that would be conducting performance evaluation conferences. Step 4 Ms. Veazey explained would be the time to meet with employees to inform about the policy and tools. At the end of Step 4, the pilot program for the upcoming fiscal year would begin whereby staff will be using the new system with no financial impact to the budget.

Ms. Veazey explained to the Board the four components of a compensation system which are 1) Classification & Pay Plan, an on-going process, noting Person County is currently 2 years into the 3 year cycle in keeping the plan up to date ensuring job descriptions are accurately reflecting core responsibilities with salary ranges accurately reflecting the market, 2) Market Adjustment, sometimes called Cost of Living Adjustment (COLA). Ms. Veazey noted COLA is more frequently used when market and merit are separated and Market is used with when market and merit are combined. Ms. Veazey stated marked adjustment is when pay ranges are adjusted based on changes in the Consumer Price Index (CPI), 3) Range Movement – Ms. Veazey illustrated Pay Grades that represent the job and Pay Ranges that represent the employee. Ms. Veazey noted for ideal distribution, 2/3 of employees should be in the middle 1/3 of the scale, and 4) Longevity Pay, a way of telling staff they are appreciated.

Ms. Veazey gave the Board a handout illustrating Person County employee range distribution which indicated a compression in the first 1/3 of the scale which leads to issues with hiring new employees and causing moral issues with current employees which in turn create turnover.

Commissioner Kennington stated performance review is a critical element missing in government which is the necessary tool to annually evaluate employees as well as a tool for promotion, remediation, reduction in force, and/or dismissal. However, Commissioner Kennington stated support of implement the performance review without the performance pay at this time requesting the County Manager to bring back to the Board the costs associated with implementing the performance pay program.

Ms. Veazey confirmed for the Board that 401K is mandated at 5% for law enforcement personnel only, noting most organizations did not want two categories of employees therefore choosing to contribute 5% to all employees' 401K.

Ms. Veazey stated to the Board that laws and court cases exists prohibiting education be required at a high requirement beyond what the job knowledge and skills actually require. Ms. Veazey noted once a person obtains additional knowledge, skills, certifications, the incentive is present to move through the range.

Ms. York requested Board approval of the Person County Government Performance Review and Development System Policy noting specific language in the policy regarding the performance pay that the Board and County Manager have an opportunity on an annual basis to adjust based on budgetary limitations.

A **motion** was made by Commissioner Puryear, **seconded** by Chairman Lunsford to approve the Person County Government Performance Review and Development System Policy to implement the pilot program with no financial component as presented.

A **substitute motion** was made by Commissioner Kennington that the Board adopt the Person County Government Performance Review and Development System Policy and received further information on the performance pay program at the next Board meeting. The **substitute motion died** for lack of second.

The **original motion carried by majority vote 4/1**. Commissioners Puryear, Lunsford, Clayton, and Jeffers voted in favor of the Person County Government Performance Review and Development System Policy. Commissioner Kennington voted in opposition.

Performance Review and Development System Person County

I. Purpose

To establish and maintain a performance review and development system that contributes to the organization achieving its mission and goals and focuses on continuous performance improvement and recognition for all employees of the County.

II. Objectives

1. **Communications:** To create and nurture an atmosphere for open and direct two-way communications between supervisors and employees concerning job performance and expectations, to ensure that performance is discussed on a regular, on-going basis between supervisors and employees so that there are no surprises in the annual performance review. To build a partnership based on mutual respect and increase trust in the relationship between employees and supervisors. To provide a format for supervisors, when they choose, to request and receive feedback from employees. To enable employees to establish clear, challenging and achievable goals in consultation with their supervisors. To ensure that employees know how their jobs and their goals fit into overall organizational and departmental mission, vision, and goals.
2. **Continuous Performance Improvement:** To regularly discuss the performance of all county employees based on job-related criteria; to provide performance coaching, encouragement, and exploration of optional approaches where needed; to identify during discussions both accomplishments and areas for performance development for each employee; to discuss specific plans to bring about continuous improvement for each employee and the organization as a whole that translates into increasing service excellence for our customers and citizens.
3. **Employee Development:** To develop information which can be used jointly by supervisors and employees to determine appropriate training needs and resources including on-the-job training. To discuss and identify how employees can prepare for potential advancement opportunities where appropriate.
4. **Motivation:** To hold performance review meetings that develop encouragement, a sense of purpose in the job, and help employees increase their motivation to achieve important results for the County.
5. **Personnel Actions:** To provide background information and documentation for consideration in conjunction with any personnel actions that may occur, including performance pay and promotions.
6. **Recognition:** To establish a system of on-going feedback whereby employees receive recognition and appreciation for their good performance, accomplishments and achievements and feel affirmed for the contributions they make to the organization.

III. System

1. **Work Planning.** Many employees in professional and managerial jobs will, depending on supervisory discretion, develop an annual work plan to use as a tool to establish job related performance objectives with measurable and observable standards. Each employee covered by this approach to performance evaluation will participate in a workshop designed to help the employee prepare a first draft of the work plan.

Performance Review and Development System

Page 2

The work plan will be negotiated with the employee's supervisor as a method of communicating supervisory expectations and agreeing on a program of work for the year including benchmarks, time frames and outcomes.

2. **Occupational Groups.** All position classifications of the County whose incumbents are not using work planning have been assigned to an occupational group to allow for more specific performance criteria. These occupational groups are found in the Appendix to this document.
3. **Performance Standards.** Performance standards will be used for all positions. The performance standards are developed for each job classification by the employees in that classification and their supervisors. The forms cover all employees of the County. Performance standards are based on the following criteria:
 - a. Clearly job-related
 - b. Stated in terms of behavior that can be observed
 - c. Specific and descriptive of the behavior
 - d. Focused on results/outputs, not inputs, effort, etc.
 - e. Measurable when possible and feasible
4. **Supervisory Supplement.** A supplemental form is available to help focus on the supervisory aspects of an employee's job. Where employees have significant responsibility for supervising other employees (including conducting performance evaluations), this form should be used along with the appropriate occupational forms.
5. **Lead Worker Supplement.** A supplemental form is available to help discuss the lead worker performance for employees who have such responsibilities. Lead worker tasks are those involved in training, assigning and reviewing the work of co-workers when the employee is not the direct supervisor, and therefore, many of the Supervisory Supplement elements are not applicable.
6. **Weights.** Weights should be established in a conference jointly with the employee(s) and supervisor(s) at the beginning of the performance review period as part of communicating and understanding job expectations and requirements. All weights should add up to 100%.

IV. Responsibilities

Each person or group identified below has a very important role to play in the Performance Review and Development Program to ensure the overall system's success. Because this program has a significant interdependence component, the effectiveness of each person in performing each aspect of his/her role may substantially affect the overall effectiveness of the program for the County.

1. Board of County Commissioners: The Board of County Commissioners responsibilities include:
 - supporting the system when the public and employees inquire about it;
 - adopting policies to govern the system;
 - respecting the County Manager's role as program administrator; and
 - providing consistent resources (funding) to support the program.
2. County Manager. The County Manager's responsibilities include:
 - ensuring a mechanism to evaluate effectiveness of the Performance Review and Development System;

Performance Review and Development System
Page 3

- helping establish and communicate organizational goals and objectives with all department heads regularly and working with departments and the Board on changing priorities;
- jointly developing management performance standards with department heads;
- monitoring the progress and success of the implementation and administration of the performance review program;
- educating, promoting, and keeping the Board informed of program status;
- working with department heads to make any needed improvements and approving changes to the administrative procedures in the system;
- monitoring the system for the degree to which the program is meeting its purpose;
- communicating expectations and giving feedback to department heads on their individual performance throughout the year and coaching them in the effective use of the system;
- keeping department heads informed of relevant Board activities;
- fairly and objectively conducting employee appeals of performance ratings; and
- conducting performance review conferences with department heads.

3. Department Heads. The responsibilities of department heads include:

- helping develop and communicate organizational goals and objectives to their employees;
- educating, promoting, and involving employees in program development, implementation, use, monitoring, and ensuring that new employees are oriented to the system;
- providing on-going feedback to their employees, including identifying specific ways employees can improve performance;
- identifying employee development and advancement needs and interests and recommending appropriate training opportunities;
- supporting the training activities of the program;
- ensuring that Performance Review and Development conferences are conducted in a timely fashion;
- ensuring that interim performance reviews are completed when supervision changes occur;
- keeping management informed on the effectiveness of the system and monitoring the performance ratings in their departments for logical documentation and consistency among divisions, sections, and different supervisors to ensure departmental fairness;
- conducting Performance Review and Development conferences with employees answering directly to the department head; and
- conducting any employee appeals fairly and objectively and making decisions based on valid performance ratings.

Department heads are accountable for the quality and effectiveness of the program in their departments.

4. Supervisors. The responsibilities of supervisors are:

- communicating department goals and expectations regularly, as well as the benefits of the performance review system;
- clarifying specific job expectations, communicating them to employees, and providing on-going performance feedback to their employees including identifying specific ways employees can improve their performance;
- conducting thorough Performance Review and Development conferences in a timely fashion, including making performance rating recommendations;

Performance Review and Development System

Page 4

- keeping department heads informed on the effectiveness of the system including the contents of the performance review forms and recommending changes necessary to maintain an accurate and fair system following the chain of command;
- following the policies and procedures established for the system and applying them fairly and consistently;
- identifying employee development and advancement needs and interests and recommending appropriate training opportunities;
- fairly and objectively considering all performance rating appeals; and
- training new employees in the performance review and development program purpose, objectives, procedures and expectations of employees as well as reviewing forms and performance standards and relating them specifically to the job and setting weights as appropriate.

Supervisors are accountable for the Performance Review and Development forms they complete and the recommendations regarding employee performance that they make.

5. Lead Workers. Lead workers are employees who make work assignments, monitor work quality and provide on-the-job training and coaching to co-workers. Lead workers may participate in performance review and development conferences or provide input for them. Lead workers are responsible for:

- providing accurate, thorough input regarding the performance of employees on their team including accomplishments/strengths and areas for improvement;
- respecting and maintaining the confidentiality of all personnel matters in which they are involved;
- assisting supervisors with documentation of performance, both positive and “needs improvement” when assigned;
- participating in performance review and development conferences fully and honestly when assigned; and
- assisting supervisors with communicating performance expectations and providing on-going feedback and coaching throughout the year.

6. Employees. Each employee is responsible for:

- knowing his/her job description, duties and responsibilities;
- keeping the mission and goals of the department and job in mind;
- working with his/her supervisor on a mutual understanding of work expectations;
- providing input and feedback into the Performance Review and Development conference including identifying accomplishments and areas for improvement and performing periodic self assessments regarding own performance;
- following the policies and procedures established for the program;
- following the chain of command to express concerns and make appeals;
- providing candid open feedback to supervisors concerning their satisfaction with the performance review program; and
- making suggestions regarding any needed changes in the performance dimensions related to their jobs.

7. Human Resources Department. The Human Resources Department is responsible for:

- continuing to provide training and information on implementing the system to Manager, department heads, supervisors, and employees;

Performance Review and Development System
Page 5

- working with department heads to make recommendations for any needed improvements to the system;
 - keeping materials and resources up to date and communicating changes;
 - facilitating/mediating performance review system appeals and processes;
 - monitoring the system for a) county-wide consistency from department to department; b) adherence to policies and procedures; c) training needs; d) consistency with other personnel actions; e) legality; and f) overall effectiveness, progress, and success of implementation and administration;
 - providing feedback where needed to manager and departments regarding timeliness, thoroughness, legal issues, fairness, consistency, and system statistical data;
 - processing personnel transactions and ensuring appropriate documentation;
 - providing internal consultation on the use of the system to employees, supervisors, and management;
 - being a resource on information regarding training programs for skills enhancement and continuous improvement as well as identifying trends that lead to training needs for the organization;
 - notifying departments of upcoming review dates one month in advance; and
 - tracking the status of reviews that are due.
8. Other Boards and Elected Officials. Members of other boards including Social Services, Health, Soil and Water and Elections and elected officials have the following responsibilities:
- Evaluate their appointees or staff;
 - Have at least one board member participate in training in use of the system; and
 - Understand the concepts of the Performance Evaluation and Development Program.

V. Performance Categories

The overall performance of all employees will be rated in one of three categories initially with the possibility of adding a fourth category two to three years after implementation and after the organization has gained skill in using the system:

Important Note: The purpose of the Performance Review and Development form is not to dictate a performance rating to the supervisor, but rather to help the supervisor 1) focus on job-related criteria; 2) review the whole period (three months, six months, or a year), not just most recent months; 3) give feedback on relevant aspects of the employee's performance; 4) help document performance, and 5) think through a logical decision on the overall performance rating. The performance standards are not necessarily the only indication of performance; some categories or standards are more important than others; other important aspects for consideration, such as disciplinary actions, may only be found in the summary comments. The supervisor is expected to use reasoned logic and good judgment in determining the overall rating of performance. Documentation is available to support the rating level. Employees should be rated against performance expectations, not against each other.

Exceeds Standards. Fully meets all major job requirements identified for the position. In addition, performance frequently exceeds job requirements in several areas. Supervision is required only for special or unusual assignments or problems. (Rating of 2)

Achieves Standards. Meets all major job requirements in a competent manner. The employee may occasionally exceed some job requirements. Accomplishes duties in a reasonable and consistent manner demonstrating full proficiency in the job. If there are occasional lapses in performance, they do not create any substantial problems for the organization, nor have any major impact on service delivery. Normal supervision is required. (Rating of 1)

Fails to Achieve Standards. Performance is inconsistent and one or more major job requirements are not met. Work tasks are not performed or must be repeated due to low quality. Remedial attention and close supervision are required. Failure to correct performance deficiencies in an appropriate amount of time may result in suspension, demotion, or dismissal. A rating at this level should be coordinated with the progressive disciplinary process. (Rating of 0).

VI. Procedures

1. **Performance Review and Development Conferences and Dates.** Performance Review and Development conferences with all County employees will be conducted by the employee's review date. Performance Review and Development conferences will be conducted by the employee's supervisor who may also be accompanied by the next level of supervision. The conference will encompass one year. Informal interim Performance Review and Development conferences may be conducted when needed or according to departmental policies. Performance Review dates will be the anniversary date of the employee's initial hire or rehire. Performance Review dates will remain unchanged by promotion, reclassification or salary range reassignment.
2. **Performance Coaching.** (A No Surprises Approach to performance review) An integral part of the Performance Review and Development System is on-going performance feedback and coaching. Whenever a supervisor observes good performance or performance needing improvement, the supervisor should provide specific, timely feedback to the employee. Performance improvement feedback should be designed to help the employee become more successful. Other coaching activities include helping employees identify optional approaches and develop problem-solving skills, planning projects, providing encouragement for difficult tasks, identifying training and resource possibilities, and general problem-solving discussions designed to help employees learn, develop their capacities, and develop their careers. The No Surprises Approach also includes keeping documentation on both positive and improvement feedback provided to employees throughout the year to ensure accurate details at performance review time.
3. **Probationary Performance Review and Development Conferences.** Probationary Performance Review conferences with new or promoted employees will be conducted before the end of the probationary period. Additional/interim conferences may be held at the employee's or supervisor's request. An employee must receive a rating of no less than "Achieves Standards" in order to move from probationary to regular status. An employee whose performance fails to meet expectations but shows clear promise of successful performance may have the probationary period extended for three months and up to a maximum of an additional six months. This provision in no way restricts the County from dismissing an employee whose performance or conduct is considered unsatisfactory at any point in the probationary period.
4. **Performance Review and Development Forms.** Departments/divisions may update and revise Performance Review and Development forms as needed to maintain current and accurate performance criteria. The reviewing supervisor shall be responsible for notifying the

Performance Review and Development System
Page 7

- department head through appropriate channels when updates are needed. Department heads are responsible for initiating changes due to changes in position classifications. All revisions must be reviewed and approved by the Human Resources Director. Revisions will be reviewed for the degree to which they are objective, observable, and job-related performance criteria.
5. **Coordination with Discipline.** Overall performance ratings of “Fails to Achieve Standards” will be coordinated with the County’s graduated disciplinary policies and procedures. Such a rating may be followed by a written warning. When such a rating is earned, additional counseling sessions and performance review sessions will be conducted in six to 12 weeks and careful performance monitoring and coaching will occur. In no case should an employee’s performance remain in the “Fails to Achieve Standards” level for more than six months.
 6. **Changes in Supervision.** Upon the decision of the department head or Human Resources Director, when a change in supervision is imminent due to promotion, transfer or other action involving the employee or supervisor, the current supervisor should conduct an interim Performance Review and Development conference including meeting with the employee and completing all necessary forms. The interim Performance Review and Development information should be considered by the new supervisor, along with performance observed and documented by the new supervisor in determining the employee's overall rating for the performance period. In addition, when there is a change in supervision, the new supervisor and employee should jointly review the employee's performance standards, discuss meanings of words and expectations, and set weights.
 7. **Documentation.** All Performance Review and Development forms will be signed by the employee, supervisor, intermediate levels of supervision, and department head and forwarded to the Human Resources Department no later than 10 working days following the anniversary date of the employee. The employee shall be given a copy of the forms and other documents to keep after all signatures and comments have been completed. All relevant sections of Performance Review and Development forms, including all signatures, will be completed by the appropriate person prior to processing the forms. A personnel action form should accompany all forms.
 8. **Appeals.** Any employee who believes that the application of this policy or his or her performance rating is unfair or inaccurate may make a formal appeal by writing the specific disagreement(s) and filing it with the evaluating supervisor within ten calendar days. The supervisor will provide a written response within seven calendar days after investigation of the appeal. If the employee is dissatisfied with the response from the supervisor, the employee may follow the chain of command to continue to appeal the decision using the County’s Complaint Resolution Procedures, a copy of which is available from the supervisor or Human Resources Department.
 9. **Training.** Department heads are responsible for identifying training needs of supervisors and ensuring that these are met to ensure that Performance Review and Development conferences are conducted effectively. New supervisors will participate in some form of training in the County's policies and procedures as well as effective techniques for conducting performance and development conferences prior to performing them. The Human Resources Department will coordinate this training.

Performance Pay Program Person County

I. Purposes

The purposes of the Performance Pay Program are:

1. To provide a systematic program to reward employees based on job performance, accomplishments, and contributions to the organization;
2. To provide recognition and demonstrate appreciation for job performance; and
3. To provide incentive for improved performance and productivity and to maintain a high level of employee performance and morale.

II. Definitions The pay table will be designed with the following rates for each grade:

Hiring - the entry level rate for the pay grade. Employees meeting the requirements on their respective class specification should be hired at the Hiring Rate. Applicants who significantly exceed the education and experience requirements on their respective class specification may be considered for hiring above the hiring rate.

Minimum - the probation completion position for employees who are hired at the hiring rate. This rate is 5% above the hiring rate.

Midpoint - a rate that is half way between the Hiring Rate and the Maximum Rate. The midpoint represents the average salary for the job. The County's Performance Pay philosophy includes a belief that employees should not be compensated above the Midpoint (average pay) unless their performance is above average (Exceeds Standards).

Maximum - a rate that is 55% greater than the Hiring Rate. No employee should be compensated above the maximum rate for his/her job.

Definitions for performance levels are found in the Performance Review and Development Policy.

III. Responsibilities

1. County Manager. The County Manager will recommend to the Board sufficient funding to ensure an effective Performance Pay program. The County Manager will make decisions regarding Performance Pay awards to department heads. The County Manager will monitor the Performance Pay program in the organization for consistency, fairness, and accurate and complete information. The County Manager may overturn the decision of department managers to award performance pay increases where inconsistencies, failure to follow established policies and procedures, funding availability, or other circumstances dictate. The County Manager will make periodic reports to the Board and Department Heads on the effectiveness of the Performance Pay Program.
2. Department Heads. Department heads will make performance pay decisions in the department, subject to the review and approval of the County Manager, assisted by the

Performance Pay Program
Page 2

Human Resources Director, based on completing and/or reviewing the Performance Review and Development forms completed by immediate supervisors and upon any other information that is needed. Department Heads will make performance pay decisions regarding increases for their direct subordinates. They will communicate their recommendations to employees, explaining that the recommendation is subject to the review and approval of the County Manager. Department Heads are accountable to the County Manager for the pay decisions they make.

3. Human Resources Department. The Human Resources Department will monitor the Performance Pay Program in the organization for consistency, fairness, adherence to policies, and accurate and complete information. The Human Resources Director will periodically report to the County Manager on the effectiveness of the Performance Pay Program.

IV. Performance Pay Amounts

Performance pay amounts (includes performance bonus) will be awarded based on the overall performance rating the employee receives for the full year on the final performance review form. Performance pay amounts will include both the market adjustment (cost of living) and performance (merit) increases. These amounts may vary from year to year depending on budget availability and market adjustment amount. Unless a different schedule is published by the County Manager by July 15 of any given year, the following schedule will apply:

	Below Midpoint	Above Midpoint
Fails to Achieve Standards	No increase	No increase
Achieves Standards	Market adjustment plus 2%	Market adjustment
Exceeds Standards	Market adjustment plus 3%	Market adjustment plus 2.5%

An employee whose performance fails to meet expectations will have the performance review scheduled again in six weeks to three months. If the employee's performance is rated "Achieves Standards" at that time, the employee will receive a market adjustment only at that time. If the employee's performance is rated "Fails to Achieve Standards" the disciplinary process will continue.

Performance Pay Program

Page 3

- V. **Performance Pay Bonus.** Employees who are at the top of the salary range for their position classification are eligible to be considered for a Performance Pay Bonus. These bonuses shall be awarded based upon the performance of the employee as described in the Performance Review and Development forms. They shall be awarded in lump sum amounts and not built into base pay.

If an employee's current salary is below the maximum of the salary range but awarding the full performance pay amount places an employee above the maximum, then the employee will have the amount that would place him or her above the maximum awarded in a lump sum amount.

VI. **Probationary Pay Amounts**

Employees whose salary is at the hiring rate or below the minimum rate for their salary grade shall move to the minimum rate of the established salary range upon successful completion of probation.

VII. **Promotions**

The review date for employees will not change because of a promotion. All promoted employees will serve a probationary period and have a probationary review. If the employee is promoted to the hiring rate of the new salary range, and is eligible to receive a 5% probationary increase, the amount received during that fiscal year for Performance Pay will be the market adjustment as long as performance "Achieves Standards". This means that within a period of 12 months, the employee will have received a promotion increase, a probationary increase and a market adjustment. If the employee is promoted above the hiring rate of the new salary range, the employee is eligible to receive the amount earned based on his/her level of performance in the performance pay system.

VIII. **Procedure**

1. **Performance Pay Eligibility Dates.** Employees will be considered for a performance pay increase on their anniversary date. Performance pay begins on the first day of the payroll period immediately following the anniversary review date.
2. **Documentation.** All Performance Review and Development forms will be signed by the employee, supervisor and department head and forwarded to the Human Resources Department with any accompanying memoranda or other documentation for review and filing, along with the Personnel Action Form (PAF). The employee shall be given a copy of the forms and other documents to keep.
3. **Appeals.** Any employee who believes that his or her performance pay decision is unfair or inaccurate may make a formal appeal by following the appeals procedure described in the appeals section of the Performance Review and Development Policy.

Person County Occupational Groups

Administrative / Administrative Support

4 - H Yes Program Assistant

Accounting Specialist

Accounting Technician

**Accounting Supervisor

Administrative Support Specialist

Administrative Assistant

Animal Shelter Assistant

Clerk to the Board - Executive Assistant

Deputy Register of Deeds

Desk Officer

EMS Billing and Insurance Specialist

Finance Technician

Library Technician

Appraisal Technician

Business Personal Property Appraiser

Data Entry Operator

Deputy Elections Director

Deputy Register of Deeds

Deputy Tax Collector

Desk Officer

Detention Administrative Officer

Land Records Technician

Office Assistant

Office Deputy

Permits Technician

Planning Technician

Processing Assistant

Public Works Safety Officer

Senior Administrative Support Specialist

Senior Office Deputy

Senior Finance Technician

April 19, 2010

Senior Appraisal Technician
Senior Tax Customer Service Representative
Tax Customer Service Representative
Veterans Services Officer

Public Safety

Animal Control Officer
Deputy Sheriff
**Deputy Sheriff - Division Supervisor
*Deputy Sheriff - Special Assignment
**Deputy Sheriff - Unit Supervisor
Detention Administrative Officer
**Detention Shift Supervisor
Detention Officer
*EMT Assistant Shift Supervisor
EMT-Intermediate
EMT – Paramedic
**EMT-Shift Supervisor
*Senior Detention Officer
*Senior Telecommunicator
Telecommunicator

Labor and Trades

Building Maintenance Mechanic
Building Maintenance Technician
**Building Maintenance Supervisor
**Grounds Maintenance Supervisor
Custodian
Grounds Maintenance Worker
Facility Technician
Heavy Equipment Operator

Human Services

After School Program Coordinator
Child Support Agent

Community Health Technician
Community Social Services Assistant
Foreign Language Interpreter
Transit Monitor
Transit Specialist
Family Connections Social Worker
Income Maintenance Caseworker (*III)
Income Maintenance Investigator
**Income Maintenance Supervisor
Human Resources Technician
Physical Therapy Assistant
Practical Nurse
Public Health Nurse
Public Health Educator
Social Worker

Technical and Professional

Environmental Health Program Specialist
Environmental Health Specialist
Code Enforcement Officer
Fire Code Enforcement Officer
GIS Technician
Medical Laboratory Technician
Medical Laboratory Technologist
Network Administrator
Park Ranger
Recreation Specialist
Senior Code Enforcement Officer
SOS / One-on-One Program Coordinator

Work Planning

Adult Medicaid Supervisor
Adult Service Supervisor
Animal Control Manager
Assistant County Manager
Assistant Finance Director

Assistant to the Library Director
Athletic Program Supervisor
Building Codes Administrator
Building Maintenance Supervisor
Chief Deputy Sheriff
Child Protective Services Supervisor
Child Support Supervisor
County Engineer
County Planner
Cultural Arts Program Supervisor
Deputy Sheriff - Investigations Commander
Deputy Sheriff - Operations Commander
Detention Center Administrator
Detention Center Operations Manager
District Technician
DSS Clerical Supervisors
DSS Administrative & Accounting Supervisors
Elections Director
Emergency Services Director
Emergency Medical Services Manager
EMT Paramedic Training Officer
Environmental Health Supervisor
Facility Maintenance Program Supervisor
Finance Director
Fire Marshal
Food Assistance Supervisor
Foster Care Supervisor
GIS Analyst
Grounds Maintenance Supervisor
Human Resources Director
Income Maintenance Program Manager
Information Technology Director
Library Director
Nutritionist
Parks and Recreation Director
Park Supervisor
Person Industries Director
Physical Therapist
PI Program Manager
PI Production Manager
PI Job Coaches
PI Productions Assistants

PI Habilitation Assistants
PI Program Specialist
PI Field Supervisors
PI Vocational Evaluator
PI Business Officer
PI Production/Maintenance Technician
Property Revaluation Manager
Public Health Accounting Technician III
Public Health Director
Public Health Education Specialist
Public Health Nursing Supervisor
Public Transit Director
Public Works Director
Recreation Program Supervisor
Register of Deeds
Self Sufficiency Unit Supervisor
Sheriff
Social Services Director
Social Services Program Manager
Social Work Supervisor
Tax Administrator
Telecommunications Supervisor
Telecommunications Technology Specialist

* Lead Worker Supplement

** Supervisory Supplement

**Performance Review and Development System
Development and Training Schedule**

I. Focus Groups for Occupational Group Standards

Tuesday March 23, 2010 – FEMA Space

9:30 – 11:30 Administrative Support Occupational Group
Up to 3 employees in jobs in the occupational group and 1 supervisor who supervises one or more employees from the occupational group from each of the following:
Tax Department
Register of Deeds Department
Social Services Department
Public Health Department
Sheriff
Plus 1 employee from any other department that has employees in this occupational group

1:00 – 3:00 Labor and Trades Occupational Group

One employee from each classification in the occupational group, plus to two supervisors from each department that has employees in the occupational group

3:00 – 5:00 Public Safety Occupational Group

One employee from each classification plus up to three supervisors from each department represented in the occupational group

Wednesday, March 31, 2010 - Person County Office Building Auditorium

9:30 – 11:30 Technical and Professional Occupational Group

One employee from each classification plus one supervisor from each department represented in the occupational group

1:00 – 3:00 Human Services Occupational Group

One employee from each classification plus one to two supervisors from each department in the occupational group

3:00 – 5:00 Lead Worker Supplement (these are the single asterisks)

One to two employees from each classification plus one supervisor of each classification

Thursday, April 1, 2010 – Annex (old Social Service Building)

9:30 – 11:30 Supervisory Supplement – (these are the double asterisks)
One to two employees from each classification plus one supervisor of each classification

II. Work Planning Training Workshops

There are three possible times for employees in the classifications that will be developing work plans to attend a workshop. They are as follows:

Wednesday, March 24, 2010: either 9:00 – 12:00 or 1:30 – 4:30 – Annex (old Social Services building)
Thursday April 1 1:30 – 3:30 - Annex – (Old Social Services building)

III. Supervisory Training

Each supervisor who will conduct performance evaluations should participate in 2 days of training, one Session I and one Session II. It appears there are approximately 90 supervisors who will be conducting performance evaluations. Each session is limited to 30 participants. Possible dates are as follows:

Session I: all sessions at FEMA space

April 13 9:00 – 4:30

April 14 9:00 – 4:30

April 20 9:00 – 4:30

Session II:

April 21 9:00 – 4:30

April 28 9:00 – 4:30

April 29 9:00 – 4:30

IV. Employee Orientation

Each employee who did not attend supervisory training will attend a one half day employee orientation session for the new Performance Review and Development System.

The MAPS Group will conduct the first two sessions (MAY 11) and then the Human Resources Director will conduct the remaining sessions.

Employee Orientation Sessions: There are a maximum of 40 employees in each – Email Gladys who will attend which sessions

<u>Date</u>	<u>Location</u>	<u>Times</u>
May 11	FEMA space -	9:30 – 12:00 and 1:30 – 4:00
May 12	Person County Office Building Auditorium	9:30 – 12:00 and 1:30 – 4:00
May 13	Person County Office Building Auditorium	9:30 – 12:00 and 1:30 – 4:00
May 14	Person County Office Building Auditorium	9:30 – 12:00 and 1:30 – 4:00

***** IT needed May 11 – 14 for PowerPoint presentation setup

CHAIRMAN'S REPORT:

Chairman Lunsford had no report.

MANAGER'S REPORT:

County Manager, Heidi York requested the Board to set a date for an additional work session to follow up on some issues raised at the Board Retreat related to the Sheriff's Department and Emergency Medical Services (EMS). Ms. York suggested May 3 or May 10 at 9:00 a.m. It was the consensus of the Board to schedule the additional work session on May 3, 2010 to begin at 5:00 p.m.

COMMISSIONER REPORT/COMMENTS:

Commissioner Kennington had no report.

Commissioner Puryear had no report.

April 19, 2010

Commissioner Jeffers commented on the Week of the Young Child events held last week.

Commissioner Clayton had no report.

CLOSED SESSION:

A **motion** was made by Commissioner Kennington, **seconded** by Commissioner Jeffers, and **carried** at 11:40 a.m. to enter into Closed Session pursuant to General Statute 143-318.11(a)(5) to discuss land acquisition as well as pursuant to General Statute 143-318.11(a)(6) to discuss personnel. Chairman Lunsford announced a five-minute break.

Commissioner Puryear requested to be excused from the Board meeting during Closed Session at 12:21 p.m.

A **motion** was made by Commissioner Kennington, **seconded** by Commissioner Jeffers, and **carried** to return to open session at 12:24 p.m.

ADJOURNMENT:

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Clayton, and **carried** to adjourn the meeting at 12:26 p.m.

Brenda B. Reaves
Clerk to the Board

Johnny Myrl Lunsford
Chairman