

Regular Meeting – Monday, October 19, 2009

The Graham County Board of County Commissioners met Monday, October 19, 2009 at 5:00 p.m. in the Conference Room of the Graham County Community Building located at 196 Knight Street Robbinsville, NC for their regular monthly meeting. Commissioners present were: Bruce Snyder, Sandra Smith, Billy Cable, Steve Odom and Gene Trull. Commissioner Snyder called the meeting to order.

1. Commissioner Cable gave the invocation.
2. Commissioner Trull made the motion to amend the agenda and add appendix 5A Advantage West Representative Scott Hamilton. Commissioner Cable seconded this motion. Vote unanimous.
3. Commissioner Cable made the motion to approve the agenda with the changes. Commissioner Smith seconded this motion. Vote unanimous.
4. Commissioner Smith made the motion to add appendix 2A Approval of Minutes to the agenda. Commissioner Odom seconded this motion. Vote unanimous.
5. Commissioner Odom made the motion to approve the October 5th and 13th minutes. Commissioner Smith seconded this motion. Vote unanimous.
6. Commissioner Snyder asks for public comment. No public comment was given.
7. Commissioner Snyder asks for an update on EMS Billing. EMS Billing Clerks Naomi Edwards and Tracy Williams presented the board with an update. Naomi spoke briefly on the changes that are being made and on the school that she and Tracy attended given by Sweet Soft, the billing office software company. Naomi presented the board a Credit Financial Services Client – Agency Agreement to be signed. See Attached! This agreement would allow any unpaid bills to be attached to credit reports of the people who owe Graham County and will not pay. Naomi discussed purging of the system but retaining all information in archives for future use. She also stated that she needed to buy some software updates for her system. She felt that she needed two modules desperately and a scanner to help in the debt set off instead of using the scanner in the tax office. She also stated that the county needed to get in contact with CIGNA Insurance about signing a contract to network their insurance into our system now that the county has CIGNA as their provider. She stated that Medicare has made a lot of changes also and she was trying to keep up daily on these issues. Commissioner Odom stated that we needed to network CIGNA into our system and gave a directive to Clerk Crisp to handle this matter. Naomi stated that she would need a letter from the county on county letterhead to request archiving our records. She stated this would include 1999 – 2005. Commissioner Smith stated that we should always keep the archives and never purge so that we can revisit our records if needed. Commissioner Smith gave a directive to allow the letter to be written requesting the archiving of the records from 1999 to 2005 and at the end of June to archive 2006 records. All board was in agreement of this directive. Commissioner Smith made the motion to purchase the EZ Review Module and a scanner to assist in collecting monies for the EMS Billing Office. Commissioner Trull stated that we should look around for pricing and then present to the board for final approval. Commissioner Smith withdrew her motion and wait for prices at the November 2nd meeting. She thanked the girls for coming and appreciated the information.

8. Commissioner Snyder asks Rebecca Garland for a finance report. Rebecca stated that she had closed out September 30 and we have around \$2.1 million in the bank but that if no revenues come in for the month of October then she projects the spend down to leave somewhere around \$1.5 million dollars in the bank. She stated that the county needed to be very careful and very close on the monies. She presented the board with the totals. See Attached! Rebecca stated that the sales tax revenue is down from last year with a loss of \$167,000.00 she stated that she and Lynn were keeping a close watch on the purchase orders and will only allow the bare minimum to be spent. She also stated that each department should have no less that 75% of their budget spent at this time. Rebecca presented the board with Budget Amendment #2 Health Department due to an addition of grant monies. Commissioner Odom made the motion to approve the budget amendment #2 Health Department. Commissioner Smith seconded this motion. Vote unanimous. Rebecca also stated that she was in the process of having a company do an inventory of all copiers, printers and scanners in the county to see if the county could replace all existing and replace with the same copiers, printers and scanners in all offices. This inventory will be done free of charge but the company would need a signed agreement to allow them on county property. All board was in agreement with the request. Commissioner Smith stated that she would like for Rebecca to check on the possibility of buying all same equipment. Rebecca stated yes that she would check into this. Commissioner Odom gave a directive to allow the company to give the county a free audit of equipment. All board was in agreement to the directive.
9. Rebecca also presented the board with a quarterly report from the Smoky Mountain Center. See Attached!
10. Rebecca also stated that she had written the letter to our legislative representatives concerning the TVA issues. She gave them the data that backs up what the counties concerns were about Georgia receiving North Carolina's power and if this is being done then we need the allocation for this.
11. Commissioner Snyder asks for Scott Hamilton to speak for Advantage West. See Attached! Mr. Hamilton gave a detailed speech on what the Advantage West Economic Development Group goals were. He stated that they create a business climate where advanced manufacturers can perform at their highest level and they also help in the Blue Ridge Food Ventures as well as others. Mr. Hamilton thanked the board for allowing him to speak and stated that it was an honor to talk with them. He stated the main goal is to make Western North Carolina a better place. The commissioners thanked Mr. Hamilton for coming.
12. Manager Cody gave the board an update on the Fire Inspections for the county. He stated that two people from the state had come to do our inspections and found two fire extinguishers that were mounted three inches too high and this needed to be corrected. He also stated that the state recommended purchasing new extinguishers and after they expire throw away and buys new rather than having them restored. See Attached! Manager Cody also stated that he would not be allowed to do the fire inspections for the county and that David Hyatt was pressed hard for answers concerning business inspections as well as having a plan on how the inspections will be accomplished. Commissioner Odom asks how many businesses we were talking about. Manager Cody stated that there were around 400 businesses to be inspected. He also stated that the churches in the county had to be inspected also. The commissioners agreed to exempt the

churches from any fees but would need to set a fee for everyone else. Manager Cody stated that David Hyatt has his Level 1 certification and if the county agreed to hire help to assist then that person could work under David's license. Commissioner Odom asks if Jacob Nelms could do this as part of his job. Alicia Parham, Health Director stated that she had called the state to see if this would be possible. Commissioner Trull asks what the county needs to do about informing everyone about the cost of the fees. Manager Cody stated that we would notify everyone and then set the fee with the understanding that this is a state mandated issue. The board discussed these issues at length and decided to find someone to assist with these inspections.

13. Commissioner Snyder asks the board for old business. Commissioner Snyder asks about the status of the Watershed Ordinance. The commissioners discussed the need to have the county attorney draw up the ordinance with a 25 ft set back and present to the board at the next meeting. Commissioner Cable made the motion to draw up a Watershed Ordinance with the 25 ft set back. Commissioner Odom seconded this motion. After consensus by the board Commissioner Cable and Odom rescinded their motion and gave a directive to the county attorney to fix a draft and present to the board at the next meeting.
14. Commissioner Smith asks where we are on the personnel manual. Manager Cody stated that the board needed to go ahead and get their ideas together for completion. Commissioner Smith suggested a work session to complete the manual. All board agreed to meet Monday, October 26, 2009 at 9:00 a.m. for a workshop to finalize the personnel manual. All board was in agreement.
15. Commissioner Smith asks if Lavina's phone system had been installed. Manager Cody stated that the phone had been ordered by J.R. and he was still waiting on a piece of equipment that will integrate with our system.
16. Commissioner Smith asks about the 911 Road Naming Board and if the county needed to name someone to replace Larry Hembree's seat since he is now serving as the administrator. Commissioner Smith stated that the board needed to think up a name and appoint them at the next commissioner's meeting. All board was in agreement.
17. Commissioner Smith asks if the county had received any proposals on the fencing project. Manager Cody stated that the deadline is October 30, 2009 at 4:00 p.m.
18. Commissioner Smith asks about the surplus vans from Transportation Department. Commissioner Odom stated that he had the information.
19. Commissioner Smith asks if all departments are aware of the grants process in informing Josh Carpenter, County Planner in all grant aspects. Manager Cody stated that Josh was involved on the grant from the Sheriff's department and he would make sure that the departments were reminded of the policy.
20. Commissioner Smith asks about a cot request by Larry Hembree. Manager Cody stated that the cot was for the 4th ambulance at a cost of \$2000.00. The cot is a remanufactured one. Commissioner Odom asks the finance officer if money was available in the budget for this expense. Rebecca Garland stated that he did have some monies left but his total budget is at 73% and at this date the budget should be at 75%. The commissioners discussed the budget at length and decided to give a directive to Manager Cody to wait on the purchase of the cot until finances are in better shape. Commissioner Smith also stated that she had been told that medications are being given out at the base and she would like to have an inventory list to go by so the county can know where and how all medications

are distributed. Commissioner Smith gave a directive to the county manager to inform Larry Hembree that from this day forward an inventory list must be kept of all medication. All board was in agreement.

21. Commissioner Smith asks if contact had been made by Swain County. Manager Cody stated that Manger King with Swain County was supposed to let us know something by the end of this month.
22. Commissioner Odom presents the list of three vans from the Transportation Department that needed to be surplus. Those vans are: 2000 Dodge TK VIN # 2B6LB31Z8YK179392; 2002 Dodge Caravan VIN # 1B4GP44372B650292 and 2002 Dodge Caravan VIN # 1B4GP44352B650291. Commissioner Odom made the motion to declare these vehicles as surplus. Commissioner Trull seconded this motion. Vote unanimous. Commissioner Odom discussed the possibility of giving one of the vans to the Stecoah Valley Center to assist with the transportation of kids to the after school program and the possibility of giving Mt. Nebo Christian Academy the lift van to assist the hauling of handicap kids between buildings at the school and possible future field trips. Commissioner Cable questioned is the county could legally donate these vans. County Attorney Sawyer stated that the county could donate to non-profit agencies that file a 501-C3 with the state. The commissioners discussed the donations at length and decided to wait on the donation to the Stecoah Valley Center until clarification was obtained regarding a local law that Senator John Snow and Representative Roger West had gotten passed in the State Legislature regarding the use of school buses in transporting after school program students. Commissioner Odom made the motion to give the 2000 Dodge TK VIN # 2B6LB31Z8YK179392 to the Mt. Nebo Christian Academy which is a non profit school for public use with the condition that if within two years the school no longer has a need for the van then it will be given back to the county. Commissioner Smith seconded this motion. Vote unanimous.
23. Commissioner Odom stated that a meeting had been set up for November 3, 2009 at 6:00 p.m. at the United Community Bank Community Room for a meeting with all livestock farmers on the new livestock market currently being constructed in Canton, NC. The purpose of the meeting is to discuss the facility and its operation. He stated that all board members were invited to attend.
24. Commissioner Odom asks about the modular unit and stated that David Hyatt would like to move into the modular. He stated that Alicia Parham had agreed to place the modular at the health department. Commissioner Snyder commented that he would still like the modular to go to the school.
25. Commissioner Snyder asks the board for new business. Commissioner Odom stated that Donnie Orr's computer at the Sanitation Department needed new software to able to run the reports that the finance office needs. Rebecca Garland stated that the department did need the new software so that she could check monthly reports. The commissioners gave a directive to the county manager to find the software and present the cost to the board at the next regular meeting. Commissioner Smith stated that we as a board need to complete the tasks that are started and the county can run more efficiently.
26. Commissioner Odom made the motion to go into closed session under G.S. 143-318.11(A) (1) (2) (6) privileged or confidential information, attorney-client privilege, litigation and personnel. Commissioner Trull seconded this motion. Vote unanimous.

27. Commissioner Cable made the motion to go into open session. Commissioner Trull seconded this motion. Vote unanimous.
28. Commissioner Odom made a motion for the board to give a directive to the county attorney to get an opinion from the NC Attorney General's office on the county boards and the number of boards that an individual can sit on. Commissioner Cable seconded this motion. Vote unanimous.
29. Commissioner Odom made the motion to hire two full time paramedics Jade Shiver and Cindy Nations to fill vacancies in the EMS Department. Commissioner Smith seconded this motion. Vote unanimous.
30. Commissioner Odom made the motion to advance Patsy Cable to the full time position of Dispatcher to fill a vacancy in the 911 Communications Department. Commissioner Cable seconded this motion. Vote unanimous.
31. Commissioner Odom made the motion to grant Kayla Spencer leave time for the extent of time that she has available and to grant FMLA leave after her time has been exhausted. Commissioner Trull seconded this motion. Vote unanimous.
32. Commissioner Odom stated that our minutes are being scrutinized and regardless of how minor the board feels a subject may be, that after conferring with the county attorney, he felt the board should be as thorough as we can be on documenting all decisions or directives made by this board. That all votes or directives should be made by a show of hands and the vote reflected in the minutes. All board was in agreement.
33. Commissioner Odom made the motion to adjourn. Commissioner Snyder seconded this motion. Vote unanimous.