

AGENDA



Andy Nickelston, Chairman
Ronnie Mendenhall, Vice Chairman
Rick Morris, Commissioner
Jimmy Walker, Commissioner
Ernest Lankford, Commissioner

REGULAR MEETING OF THE BOARD OF COUNTY COMMISSIONERS
Monday, October 26, 2020
1014 MAIN STREET
DANBURY, NC 27016
6:00 PM

Call to Order

Invocation

Pledge of Allegiance

I. Approval of the Agenda

II. Comments - Managers/Commissioners

III. Public Comments

IV. Consent Agenda

- a. Minutes**
- b. Budget Amendments**
- c. Tax Administration Monthly Report-Items for Approval**

V. Information Agenda

VI. Discussion Agenda

- a. Salary Study Report**
- b. PAPER System**
- c. Chest Compression System**
- d. Policies and Procedures Review related to Agritourism**
- e. Resolution of Appreciation for Sri Sarvarsi Ananda**
- f. City of King Planning Board Re-Appointment Request**
- g. Fire Commissioner Civilian Appointments**
- h. County Website Hosting Change**

VII. Action Agenda

- a. Stokes County Health Department -Request for Hazard Pay**
- b. Demolition of County Owned Property**

VIII. Closed Session

- a. Closed Session**

IX. Adjournment

*Anyone with a disability(is) who needs an accommodation to participate in this meeting is requested to inform us 48 hours prior to the scheduled time of the affected group meeting

*Attachments may be delivered before or at the time of the meeting

*Times may vary due to times preset for agenda items



**Board of County Commissioners
October 26, 2020
6:00 PM**

Item number: IV.a.

Minutes

Contact: Shannon Shaver

Summary:
Consent for Approval:

Regular Meeting Minutes- October 12, 2020

ATTACHMENTS:

Description	Upload Date	Type
Minutes	10/22/2020	Cover Memo

**STATE OF NORTH
CAROLINA

COUNTY OF STOKES**

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**OFFICE OF THE
COMMISSIONERS
STOKES COUNTY
GOVERNMENT
DANBURY, NORTH
CAROLINA
MONDAY OCTOBER 12, 2020**

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a Regular Session in the Stokes County Administration Building in the Commissioners Chamber located in Danbury, North Carolina on Monday October 12, 2020 at 6:00 pm with the following members present:

Board of Commissioners Present: Chairman Andy Nickelston, Vice Chairman Ronnie Mendenhall, Commissioner Rick Morris, Commissioner Jimmy Walker, and Commissioner Ernest Lankford

County Administration Present: County Manager Jake Oakley, Assistant County Manager/Clerk to the Board Shannon Shaver, Finance Director Julia Edwards, and County Attorney Ty Browder

CALL TO ORDER

Chairman Nickelston called the Regular Meeting of the Board of Commissioners to order.

INVOCATION

Commissioner Walker delivered the Invocation.

PLEDGE OF ALLEGIANCE

Chairman Nickelston lead the Board in the Pledge of Allegiance and invited those in attendance to join.

Request to Amend Agenda

Chairman Nickelston requested that two items be added to the Agenda:

1. Grant Funding Recommendations and Request for Additional Funding.
2. Energy/Rent Assistance Program Additional Funding from CARES ACT Funding.

The Board had no issue in adding these items to the Discussion Agenda.

APPROVAL OF AGENDA

Commissioner Morris moved to approve the agenda as amended.

Commissioner Lankford seconded the motion. The motion Passed.

COMMENTS - Managers/Commissioners

Commissioner Morris commented:

- Welcome to everyone here and online.
- Want to let everyone know I am still not doing office hours.
- I will probably hold off on that until the end of the year due to the virus.

Commissioner Walker commented:

- Welcome to everyone at the meeting and watching online.
- It is always good to look out and see people here who are interested in our county government.
- I hope you will find your time well spent this evening.
- It is great to finally see the sunshine.

Commissioner Lankford commented:

- I am very thankful to be here tonight.
- We all have a lot to be thankful for during these trying times.
- I know the Lord will be with us in all things that we do.
- He will lead, guide, and direct us because he is the master of the universe.
- I thank him for this.

Vice Chairman Mendenhall commented:

- Welcome to everyone.
- It is good to see so many seats full.
- It is always good to see the citizens come out and participate in their governmental process.
- I do want to remind everyone that early voting starts Thursday.
- I would ask if you are a candidate running for office this year and you have not received the new safety guidelines for this year please contact Elections Director Jason Perry and he will be glad to get you those.

Chairman Nickelston commented:

- I will echo what the other Commissioners have said.
- It is good to see everyone here.
- It is good to see Sonya Cox and Wayne Barneycastle here as they are candidates for County Commissioner.
- Thanks to both of them for being here.

County Manager Oakley commented:

- Welcome to everyone and hope everyone is doing well.
- I would like to mention one thing that has come to our attention today.
- This is concerning the South Stokes Volunteer Fire District Sub-Station on HWY. 8.
- They have been able to reduce the homeowners fire insurance rating within a 5 mile radius of the station.
- Brian Booe and Thomas Mabe were the main ones involved in this.
- This is good news for the people in that area.

Assistant County Manager/Clerk to the Board Shannon Shaver noted that I.T. had reported an issue with livestreaming earlier and were hopeful they could resolve the issue before the meeting but it appears it is not currently streaming. It was noted that in the worst case scenario the video of the meeting would be available in the morning.

Public Comments

Chairman Nickelston opened the floor for Public Comments at 6:08 pm.
The following individuals spoke during Public Comments:

Sri Srvasri Ananda
1060 Tyler Road
Walnut Cove, NC 27052

RE: Infectious Disease

- In the next 3 minutes I will provide information on types of diseases and give a short demonstration.
- There are two kinds of diseases; infectious and degenerative.
- Currently there is a 3% rate for birth defects which is a pandemic.
- These could have been prevented and treated naturally.
- The leading cause of childhood death today is cancer.
- These statistics are outrageous.
- Something is dreadfully wrong.
- Our toxic, devitalized food, and agricultural system is responsible.
- The solution is non-toxic biological agriculture which I described in detail at an earlier meeting.
- Today I am focusing on infectious diseases.
- It turns out we have had the cure for infectious diseases for over 5000 years.
- The answer is pure silver.
- Ancient Egyptians used it and it is still in use today.
- Bacterial and viral pathogens can't survive in the presence of silver.
- That's why activated carbon filters use silver, and why medical bandages and devices use it.
- Colloidal Silver prevents infections on burn patients.
- Over 650 pathogens have been tested and hundreds of research papers prove silver is the most powerful natural anti-viral antibiotic on earth.
- Nothing else comes close, and it's totally safe with no human side effects.
- Science Digest called it "Our Mightiest Germ Fighter".
- Colloidal Silver is most effective at a particle size of about 15nm, and a concentration of 10 to 20 parts per million.
- You don't need much.
- I have here a \$30.00 mesh nebulizer that holds half a teaspoon of colloidal silver.
- It turns on instantly and makes an aerosol mist that can be breathed into the lungs.
- According to medical researchers, it destroys SARS and Corona viruses by 90% in one hour and 99.9% in 24 hours.
- This means it can wipe out all seasonal flu viruses and all pandemic viruses in one day.
- It also destroys pneumonia and tuberculosis.
- Taken orally, researchers say it destroys all pathogenic bacteria and viruses within the body.
- This means we have the potential to eliminate all infectious diseases worldwide for about 10 cents per person.
- This knowledge needs to be spread throughout the county and the nation.
- Details are on my website at rebuildhealth.com.
- I also recommend reading the book Extraordinary Healthcare.

Timothy Nickelston
2517 Moore Road
Lawsonville, NC 27022

RE: Farm Fest Event

- As a citizen and taxpayer of Stokes County, I as others welcome any event that encourages tourism and the favorable recognition of Stokes County.
- I understand that some of our officials were criticized because they enforced some of the issues with the Farm Fest Event.
- I have issue with this.
- The Farm Fest event in my opinion was a great idea with great potential.
- Unfortunately there were some rules and regulations that were ignored.
- Is that in the category of being naive or arrogance?
- Our county officials cooperated with the event organizers and permitted the event to continue with the agreement that on the following Monday that any permit needed would be acquired.
- Evidently that has not happened so I guess this falls in the category of arrogance more so than being naive.
- The taxpayers and public were put into a position of litigation.
- As a business owner I have been met with a lot of endless regulations and have felt scrutinized at times but our officials have a job to do.
- They must uphold the regulations set forth by the state legislature.
- The other issue that is really the most troubling for me is that an elected official of Stokes County was complicit or at least deeply involved in this event creating a total conflict of interest for the taxpayers and citizens of Stokes County.
- In my opinion maybe this lead to the other organizers not being in compliance.
- I along with other hard working tax paying citizens of Stokes County do not need to be subjected to endless litigation due to the negligence of a few non-compliant individuals.
- My wife and I pay almost a quarter of a million dollars a year to Stokes County in property, equipment, and sales and use tax.
- We make it a point to use Stokes County as a hub.

(3 minute time limit called)

With no other individuals signed up to speak, Chairman Nickelston closed the floor for Public Comments at 6:14 pm.

CONSENT AGENDA

All attachments presented on the Agenda are available in the attachments of the Agenda on the County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

Minutes

Budget Amendments

Vice-Chairman Mendenhall moved to approve the Consent Agenda as presented.

Commissioner Lankford seconded the motion. The motion Passed.

INFORMATION AGENDA

All attachments presented on the Agenda are available in the attachments of the Agenda on the County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

Register of Deeds - Update

Register of Deeds Brandon Hooker presented the Board with an update on the Register of Deeds office.

DISCUSSION AGENDA

All attachments presented on the Agenda are available in the attachments of the Agenda on the County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

Tax Administration Monthly Report

Chairman Nickelston turned the floor over to Tax Administrator Richard Brim.

Tax Administrator Richard Brim presented the Board with the Tax Administration's Monthly Report:

1. Monthly Reports for the month of September 2020.
 - a. Tax Collections Status Reports FY 2020-2021.
 - b. Discovery and Garnishment Report.
 - c. EMS Billings and Collections.
 - d. DataMax (Interstate Collections & NC Debt Setoff).
 - e. Real and Personal Releases less than \$100.00 per N.C.G.S. 105-381(b).
2. Real and Personal Refunds more than \$100.00.
3. Late Application for Elderly Exemption.

Tax Administrator Richard Brim requested for the following items to be placed on the Consent Agenda at the next meeting:

1. Real and Personal Refunds more than \$100.00.

2. Late Application for Elderly Exemption.

Chairman Nickelston opened the floor for any discussion/questions/comments.

With no discussion and full consensus of the Board the items requested were placed on the Consent Agenda at the next meeting.

Foothills Farm Festival Discussion

Chairman Nickelston turned the floor over to Commissioner Morris.

Commissioner Morris read the following prepared statement:

During the past few years Agri-Tourism has been a major thrust by both the state and local governments to boost tourism and to provide an additional source of revenue to farmers. Farmers have been hit especially hard during the Covid 19 virus due to low commodity prices, high labor cost and labor shortages. Stokes County has strongly supported Agri-Tourism to assist our local citizen farmers. To make Agri-tourism feasible for farmers new regulations have been developed where many requirements that normally apply to commercial business activities have been relaxed when using bonafide farmland, farm buildings and other farm facilities to stage Agri-Tourism events. I was at such an Agri-Tourism event this past Saturday in Stokes County and observed a situation that I think requires the attention of Board of County Commissioners (BOCC). I was quite surprised to see the arrival of a group of county building and environmental health inspectors to the festival just as the event organizers were attempting to get the event started. I was there early because I was working with the Ruritans to sell food at the event. For the record, I had no other involvement in the planning or preparation for the event apart from putting out a couple of directional road signs in King and displaying my antique tractor at the event. This event was widely advertised by road banners, on local radio, on social media outlets and it was mentioned by one of our commissioners two weeks ago at our last regular meeting.

During the festival and afterward, I have been approached by several county citizens questioning me about the timing of the inspections and the disruption it caused at the beginning of the event. I told them I would investigate and get them an answer. As far as the actual inspections went, the inspectors conducted themselves in a very professional manner. They found some items that they asked the event organizers to address. I received no complaints from the Public about the inspectors or how they conducted their inspections. The complaints were just about the timing of the inspection and the disruption it caused, which was my concern as well. From a commissioner perspective, I have a larger concern which is policy. More specifically, do our local policies properly support Agri-Tourism? It is important that our policies facilitate Agri-Tourism events by preventing confusion and ensuring farmers feel they are supported by local government in staging these events. Things like last minute inspections that could totally disrupt an event could have a chilling effect on other farmers considering such events. Our job as commissioners is to provide sound policy that makes it as easy as possible for farmers to hold successful Agri-Tourism events in Stokes County.

Below are some questions I would like answered for the board. The purpose of the questions is to answer the public inquiries on the timing of the inspections at the Foothills Festival and to gain information needed for a review of the county's policies related to Agri-Tourism. My questions are not designed to criticize or put anyone on the spot. They are just to provide transparency to the Public and prevent future situations like the one at the festival that could damage the county's Agri-

Tourism component of economic development. My questions are:

1. Who specifically was involved in the decision process to send county building and environmental health inspectors to the Foothills Farm Festival?
2. Was there any suspicion by the decision maker(s) about the last-minute nature of the complaint just before close of business and only a few hours before the start of the event?
3. Was the person(s) who filed the complaint asked by anyone exactly when they became aware of the situation for which they were filing a last-minute complaint?
4. Was the county attorney involved and if so, what was the legal issue and who spoke to him?
5. Exactly what time was the decision made to send the inspectors out on Saturday morning?
6. When the decision was made to send inspectors on Saturday morning, was any consideration given to making a courtesy call to the event organizers to notify them of the impending visit and to inform them of the nature of the complaint? If not, why not since the county's policy is to support and facilitate Agri-Tourism events, not intentionally disrupt them?
7. Was any consideration given to notifying the entire board of commissioners that the decision had been made to send inspectors out during the weekend to conduct the unannounced inspections?

In summary, if policy changes are needed to address, facilitate, and encourage Agri-Tourism then I feel they should be made as soon as possible. Most of my concerns and those expressed to me by others are addressed in the 7 questions I have posed, though the responses may lead to additional questions from me or other board members. I would like to get written answers to the questions by next Monday so the board members can decide if additional information is needed for our policy discussions. I am especially interested in the responses to questions #3, #6 and #7. I think it is important that we can show the public that our policies do not allow an individual or group to weaponize county departments against other citizens or event organizers. If Stokes County is serious about promoting Agri-Tourism then its policies need to walk the talk and clearly demonstrate support for the farmers who want to assume the risk and make the financial investment to stage these type of events.

Chairman Nickelston opened the floor for any discussion/comments/questions.

Chairman Nickelston requested that Larry Lawson be allowed to address the Board regarding this due to the complaint was filed by him.

Larry Lawson provided information to the Board on the nature of the complaint and his rationale for filing this due to he was concerned for the safety of the public and that his knowledge as a licensed electrical contractor led to him filing the complaint. He noted that he was in support of anyone trying to promote Stokes County, but that it did need to be done in a safe manner.

County Manager Oakley noted that he would be glad to answer the questions asked tonight. He stated that he was in support of anyone having an event but due to the nature of the complaint that he was forced to act on this for the safety of the public. He noted that if the Board would like to discuss the policies and procedures surrounding events that he would be glad to gather any information and bring that back to the Board for future discussion.

Chairman Nickelston noted that he was in support of farmers and anyone trying to have an event. He noted that he provided the information on the event and the complaint to the County Manager

and the County Attorney and that the County Manager made the call on how to handle the situation.

Commissioner Lankford stated that this issue had been discussed enough and that they should move forward with the meeting.

Commissioner Morris noted that he agreed with the decision to go out and that his reasoning for wanting this on the agenda was to discuss the policy and the last minute calls. He requested that the written answers to the questions be put on the next agenda.

Chairman Nickelston noted that he had a duty to report this information and that according to the violations that were found the complaint was legitimate. He stated that he commended the county employees for handling this in a professional manner and helping to be sure the event could proceed.

Commissioner Walker noted that he did not see a problem and that he had not detected any ill intent in this situation. He stated that everyone seemed to be acting in good faith, and that he did not see a problem here, but rather an opportunity to learn from this and move on.

Stokes County Health Department -Request for Hazard Pay

Chairman Nickelston turned the floor over to Health Director Tammy Martin.

Health Director Tammy Martin presented a request for hazard pay for the employees at the Stokes County Health Department. She noted that the Stokes County Health Department received an Agreement Addendum in the amount of \$70,716.00 for COVID-19 Infection Prevention Support that can be used for hazard or overtime pay. She stated that the State and the Board of Health had approved the request that 12 employees receive \$500.00 per month, and 15 employees receive \$300.00 per month retroactive to July 1, 2020 for a total of \$63,000.00. She requested that upon approval that these funds be in a separate check from their regular pay check. She noted that additional funds will be used for a negative pressure room and that no county funds will be used for this or the hazard pay.

Chairman Nickelston opened the floor for any discussion/comments/questions.

Finance Director Julia Edwards provided a Budget Amendment that will be #28 if the Board chooses to approve this tonight.

After some discussion and full consensus of the Board this item was moved to the Action Agenda at tonight's meeting.

Portable Ventilators

Chairman Nickelston turned the floor over to County Manager Oakley.

County Manager Jake Oakley presented the Board with information received from EMS Director Brandon Gentry and Medical Examiner Dr. Darrell Nelson on the request for portable ventilators. He noted that the equipment requested could be purchased with CARES ACT Funds and that no county funds would be used. He requested that this item upon approval from the Board be moved to the Action Agenda tonight so that these can be ordered and paid from the funds which are

required to be used by December 31, 2020. He noted that a sole source resolution was also included for approval.

Chairman Nickelston opened the floor for any discussion/questions/comments.

After some discussion and full consensus of the Board this item was moved to the Action Agenda at the meeting tonight.

Commissioner Morris noted that Wayne Barneycastle was in attendance and could provide information on the ventilators if needed.

Mr. Barneycastle provided the Board with information on the need for the portable ventilators for the safety of medics as well as the patients.

Stokes County Health Department -Request for Hazard Pay

Finance Director Julia Edwards determined that there was an issue with the Budget Amendment for the Stokes County Health Department's Hazard Pay and that this would need to be completed at the next meeting. The Board had no issue with moving this from the Action Agenda tonight to the next meetings Action Agenda.

Demolition of County Owned Property

Chairman Nickelston turned the floor over to County Manager Oakley.

County Manager Oakley presented the following information to the Board:

- At the request of the Board an RFP was sent out for the demolition of the old prison camp property and the county owned property on Dodgetown Road adjacent to the prison.
- Each proposal includes a cost for the prison camp only and a cost including the additional property.
- Support Services Supervisor Glenda Pruitt received these proposals and has provided the information on the agenda.
- If the Board elects to move forward with this, the lowest bidder is \$110,512.00 and the company's name will become public record once the contract is awarded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

Commissioner Morris requested that this item be discussed further at the upcoming Budget Review in November and noted that he believed there to be a long term agreement on one of the buildings within the old prison camp in which a company is using for storage and has spent funds on for improvements.

County Manager Oakley noted that he would look into this and report back to the Board.

Commissioner Walker noted that he would be curious of the cost difference if the one building in question was not torn down. He stated that he is on board to move forward with this.

After further discussion and full consensus of the Board this item was moved to the Action Agenda at the next meeting.

Noise Ordinance Discussion

Chairman Nickelston turned the floor over to County Manager Oakley.

County Manager Jake Oakley presented the Board with the following information:

- At the last meeting Commissioner Walker requested a review of our current Noise Ordinance.
- I have spoken with the Sheriff on this and he is here tonight as well.
- You have on the agenda a copy of the current noise ordinance as well as some excerpts of minutes from August of 2010 when the Board was presented an amended ordinance for consideration.
- This was only discussed and the ordinance was not changed.

Chairman Nickelston opened the floor for any discussion/questions/comments.

Commissioner Mendenhall stated that in his opinion a noise ordinance can be a complex issue and that Sheriff Marshall is here, and he would like to hear his comments on this.

Sheriff Marshall provided information to the Board on the current ordinance from 1994 and the ordinance changes that were talked about in 2010. He noted that in order to look into the ordinance he would like to work with Economic Development on the impact to businesses. He stated that he was in agreement that there need to be some modifications made to the 1994 ordinance and that the Board give him time to look into this.

After some discussion the Board agreed to bring this back to a later meeting once the Sheriff has time to look into this and make suggestions on changes to the current ordinance.

Grant Funding Recommendations

Chairman Nickelston turned the floor over to Assistant County Manager/Clerk to the Board Shannon Shaver.

Assistant County Manager/Clerk to the Board Shannon Shaver presented the following information to the Board:

- We received 43 applications total for the Grant Funding for Small Businesses and Non-Profits.
- There were 18 applications received from Non-Profits and 25 applications received from small businesses.
- The Grant Review Committee met on Thursday October 8th and Friday October 9th.
- Funding was recommended for most applicants at either their actual loss or requested amount; whichever was less.
- This logic was used across the board for all applications.
- The applicants that did not receive funding were due to a gain in revenue, or other funding received.
- There was only one application not funded for lack of information in which we made multiple attempts to contact them.
- The original amount allocated for this program was \$500,000.00.
- You will see on the document the application number, and amount of funding recommended.
- We are asking for approval of the recommended funding and to increase the allotment to \$575,713.00.

- We are requesting that this item be approved tonight so that we can begin the process of notifying and getting the checks out to the recipients and notifying those that were not eligible.

Chairman Nickelston opened the floor for any discussion/questions/comments.

After some discussion and full consensus of the Board this item was moved to the Action Agenda at tonight's meeting.

Energy/Rent Assistance Program COVID-19 Funding

Chairman Nickelston turned the floor over to Assistant County Manager/Clerk to the Board Shannon Shaver.

Assistant County Manager/Clerk to the Board Shannon Shaver presented the following information to the Board:

- We received a request from DSS Director Stacey Elmes to utilize some of the CARES ACT Funding for the Energy/Rent Assistance Program.
- They are seeing a huge increase in requests for this program this year.
- They are only allocated a certain amount of funding for this program each year.
- Allocating some of the CARES ACT Funding would enable them to help more people during this difficult time.
- We are requesting approval on this item tonight so that they may begin accepting applications for this funding.

Chairman Nickelston opened the floor for any discussion/questions/comments.

County Manager Oakley recommended that \$100,000.00 be allocated for this program out of the CARES ACT Funds.

After some discussion and full consensus of the Board this item was moved to the Action Agenda at tonight's meeting.

ACTION AGENDA

All attachments presented on the Agenda are available in the attachments of the Agenda on the County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

Walnut Cove and Pinnacle Convenience Site Operating Hours

Vice-Chairman Mendenhall moved to approve returning the Walnut Cove and Pinnacle Green Box Site operating hours to the original hours.

Commissioner Lankford seconded the motion. The motion Passed.

Portable Ventilators

Vice-Chairman Mendenhall moved to approve the purchase of the portable ventilators as presented at tonight's meeting in the amount of \$98,024.70 with CARES ACT Funds and to approve the Sole Source Resolution.

Commissioner Lankford seconded the motion. The motion Passed.

Grant Funding Recommendations

Vice-Chairman Mendenhall moved to approve the recommendation of grant funding and the additional funding of \$75,715.00 for a total of \$575,715.00.

Commissioner Lankford seconded the motion. The motion Passed.

Energy/Rent Assistance Program COVID-19 Funding

Commissioner Morris moved to approve the request presented at tonight's meeting to utilize CARES ACT Funding for the Energy/Rent Assistance Program at DSS with \$100,000.00 being allocated.

Commissioner Lankford seconded the motion. The motion Passed.

CLOSED SESSION

Commissioner Morris moved to enter Closed Session to consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property pursuant to G.S. 143-318.11(a)(5).

Commissioner Walker seconded the motion. The motion Passed.

Adjournment

With no further business to come before the Board, Chairman Nickelston entertained a motion to adjourn.

Vice-Chairman Mendenhall moved to adjourn at 8:29 pm.

Commissioner Morris seconded the motion. The motion Passed.

Shannon Shaver
Clerk to the Board

Andy Nickelston
Chairman



Board of County Commissioners
October 26, 2020
6:00 PM

Item number: IV.b.

Budget Amendments

Contact: Julia E. Edwards, Finance Director

Summary:

Consent for Approval of Budget Amendment #'s 28,29,30,31, and 32

ATTACHMENTS:

Description	Upload Date	Type
Budget Amendment #28 #29 #30 #31 #32	10/21/2020	Cover Memo

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Sheriff's Office			
100.4310.000	Salaries & Wages	\$ 2,238,389.00	\$ 2,870.00	\$ 2,241,259.00
	Animal Control			
100.4380.000	Salaries & Wages	\$ 164,034.00	\$ 2,196.00	\$ 166,230.00
	Emergency Medical Services			
100.4370.000	Salaries & Wages	\$ 1,473,577.00	\$ 4,534.00	\$ 1,478,111.00
	Social Services			
100.5310.000	Salaries & Wages	\$ 2,723,229.00	\$ 10,740.00	\$ 2,733,969.00
	Arts Council			
100.6150.000	Salaries & Wages	\$ 105,512.00	\$ 191.00	\$ 105,703.00
	Contingency			
100.9910.100	Leave Contingency	\$ 85,086.00	\$ (20,531.00)	\$ 64,555.00
	Total	\$ 6,789,827.00	\$ -	\$ 6,789,827.00

This budget amendment is justified as follows:

To transfer funds from leave payoff contingency for retired, resigned, terminated and comp time over limit payoff as of 10/09/20.

This will result in a net increase of \$0.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
				\$ -
				\$ -
	TOTALS	\$ -	\$ -	\$ -

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 2th day of October, 2020.

Verified by the Clerk of the Board

N/A	
Department Head's Approval	Date
County Manager's Approval	Date
Julia E Edwards	10/14/20
Finance Director's Approval	Date

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.5100.000	SALARIES	\$ 515,592.00	\$ 40,000.00	\$ 555,592.00
100.5100.230	MEDICAL SUPPLIES	\$ 18,164.00	\$ 70,204.00	\$ 88,368.00
100.5100.180	PROFESSIONAL SERVICES	\$ 16,000.00	\$ 24,000.00	\$ 40,000.00
100.5100.352	MAINTENANCE & REPAIR BUILDINGS	\$ -	\$ 5,000.00	\$ 5,000.00
TOTALS		<u>\$ 549,756.00</u>	<u>\$ 139,204.00</u>	<u>\$ 688,960.00</u>

This budget amendment is justified as follows:

The Health Department received funds through the state to assist with COVID-19 related activities, such as enhancing detection, surveillance, and testing.

These funds will be used to pay salaries for employees working on COVID-19 response, including those who are responsible for enhancing detection, surveillance, and testing. These funds will also be used to purchase rapid COVID-19 tests, additional PPE that will be needed to provide testing, and assist with the repairs of the health department's negative pressure room. In addition to using these funds for salary and testing supplies, these funds will also be used to provide contracted contact tracers if needed.

This will result in a net increase of \$139,204.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year and must be expended by 6/30/21.


Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.3301.256	HEALTH COVID-19 CARES ACT	\$ 27,614.00	\$ 139,204.00	\$ 166,818.00
TOTALS		<u>\$ 27,614.00</u>	<u>\$ 139,204.00</u>	<u>\$ 166,818.00</u>

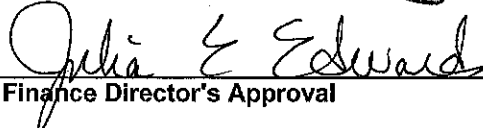
SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 26th day of October, 2020.

Verified by the Clerk of the Board


 Department Head's Approval 10/15/20
Date


 County Manager's Approval Date


 Finance Director's Approval 10/16/20
Date

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
GRANT FUND				
205.4972.180	COVID-9 Recovery Act	\$ 1,407,456.00	\$ (88,861.00)	\$ 1,318,595.00
205-4972.181	Municipality Appropriations	\$ 469,153.00	\$ (11,139.00)	\$ 458,014.00
205.4972.182	DSS Energy Assistance	\$ -	\$ 100,000.00	\$ 100,000.00
	Total	\$ 1,876,609.00	\$ -	\$ 1,876,609.00

This budget amendment is justified as follows:

To transfer funds due to the Town of Danbury declining their appropriation and to create a line item for DSS energy assistance for tracking the cost.

This will result in a net increase of 0.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
				\$ -
				\$ -
				\$ -
	TOTALS	\$ -	\$ -	\$ -

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 26th day of October, 2020

Verified by the Clerk of the Board

N/A
Department Head's Approval

Date

County Manager's Approval

Date

Finance Director's Approval

Date

10/15/20

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Sheriff's Office			
100.4310.351	Maint. & Repairs Auto	\$ 90,997.00	\$ 1,743.00	\$ 92,740.00
	Total	\$ 90,997.00	\$ 1,743.00	\$ 92,740.00

This budget amendment is justified as follows:

To appropriate funds from insurance claims to repair vehicle.

This will result in a net increase of \$1,743.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
100.3839.850	Insurance Claims	\$ 12,997.00	\$ 1,743.00	\$ 14,740.00
	TOTALS	\$ 12,997.00	\$ 1,743.00	\$ 14,740.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 26th day of October, 2020

Verified by the Clerk of the Board

N/A

Department Head's Approval	Date
County Manager's Approval	Date
Finance Director's Approval	Date

10/15/20

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Economic Development			
100.4920.184	Professional Services-Grant	\$ -	\$ 10,000.00	\$ 10,000.00
	Total	\$ -	\$ 10,000.00	\$ 10,000.00

This budget amendment is justified as follows:

To appropriate N.C. Tourism Recovery Grant to promote tourism in Stokes County.

This will result in a net increase of \$10,000.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
100.3301.430	N.C. Department of Commerce-EDC	\$ -	\$ 10,000.00	\$ 10,000.00
	TOTALS	\$ -	\$ 10,000.00	\$ 10,000.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 26th day of October, 2020

Verified by the Clerk of the Board

<i>N/A</i>	_____	_____
Department Head's Approval		Date
<i>[Signature]</i>	_____	_____
County Manager's Approval		Date
<i>[Signature]</i>	_____	10/21/20
Finance Director's Approval		Date



**Board of County Commissioners
October 26, 2020
6:00 PM**

Item number: IV.c.

Tax Administration Monthly Report-Items for Approval

Contact: Richard Brim, Tax Administrator

Summary:

The following items were presented at the meeting on October 12, 2020 and moved to the Consent Agenda for the next meeting.

Items for Approval on October 26, 2020:

1. Real and Personal Refunds more than \$100.00.
2. Late Application for Elderly Exemption.

ATTACHMENTS:

Description	Upload Date	Type
Tax Consent Items	10/19/2020	Cover Memo

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR SEPTEMBER, 2020 (PAGE 1 OF 2)

REAL AND PERSONAL PROPERTY REFUNDS MORE THAN \$100 PER NCGS 105-381(b)

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>LEDGER</u>	<u>AMOUNT</u>	<u>REASON</u>
SMITH, RICKIE DBA RICKIE SMITH RACING INC	219 KIRBY RD KING, NC 27021	281147-2020-2020-01	100.2130.014	\$106.11	CORRECTION TO TAXING DISTRICT
BRITT, JAMES EDWARD	PO BOX 976 MADISON, NC 27025	53479807	100.3100.113 209.3100.112 211.3100.001 112.3100.001	\$116.63 \$32.40 \$16.20 \$134.45	VEHICLE SOLD
CHAMBERS, CHARLES ANTHONY CHAMBERS, DEBORAH PRUITT	1155 TAYLOR RD WESTFIELD, NC 27053	46107236	100.3100.113 209.3100.112 211.3100.001 112.3100.001	\$43.33 \$12.03 \$6.02 \$49.95	VEHICLE TOTAL LOSS
ESTATE OF BOBBY LEE DOSS	PO BOX 1845, KING, NC 27021	52582745	100.3100.113 206.3100.112 211.3100.001 112.3100.001	\$50.00 \$13.89 \$6.94 \$57.64	VEHICLE SOLD
DUDLEY, CHRISTOPHER JASON DUDLEY, LAUREN MICKEY	113 WILLOW BEND DR KING, NC 27021	16514294	100.3100.113 100.2130.068 211.3100.001 112.3100.001	\$28.72 \$42.09 \$3.99 \$33.11	VEHICLE SOLD

(CONTINUED)

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR SEPTEMBER, 2020 (PAGE 2 OF 2)

REAL AND PERSONAL PROPERTY REFUNDS MORE THAN \$100 PER NCGS 105-381(b)

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>LEDGER</u>	<u>AMOUNT</u>	<u>REASON</u>
HOLLOWAY, MICHAEL SCOTT	226 TURKEY HILL DR KING, NC 27021	53999721	100.3100.113	\$121.42	VEHICLE SOLD
			100.2130.068	\$182.92	
			211.3100.001	\$16.86	
			112.3100.001	\$139.97	
MANUEL, JERRY WAYNE MANUEL, JAYDEN DANIELLE	1095 STANLEY MABE RD DANBURY, NC 27016	53722262	100.3100.113	\$59.04	VEHICLE SOLD
			209.3100.112	\$16.40	
			211.3100.001	\$8.20	
			112.3100.001	\$68.06	

TOTAL AMOUNT	\$1,366.37
--------------	------------

Richard T. Brim
RICHARD T. BRIM
TAX ADMINISTRATOR

10/5/20
DATE

ANDY NICKELSTON
CHAIRMAN-STOKES COUNTY
BOARD OF COMMISSIONERS

DATE

COUNTY OF STOKES

ORIGINAL

Richard Brim
Tax Administrator



Jackie Hostetter
Business Personal Property
Appraiser

Phone (336) 593-2811

TAX ADMINISTRATION

Fax (336) 593-4019

Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

September 16, 2020

To: Board of Commissioners

From: Richard Brim

Re: Christine T. Shelton
Late application for elderly exemption for 2020

Abstract No: 291738

Parcel No: 599215541733

The above taxpayer owns land and dwelling located at 103 Brae Ridge Ln, King. She is requesting acceptance of a late application for the year 2020 for the elderly exemption. A review of her application and accompanying documents indicate that she qualifies for the exemption.

North Carolina General Statute 105-282.1(a1) states "...Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by...the board of county commissioners...as appropriate. An untimely application for exemption or exclusion approved under this subsection applies only to the property tax levied by the county or municipality in the calendar year in which the untimely application is filed."

Due to the circumstances of this request, and discussion with Ms. Shelton, the Tax Administration recommends approval by the Board of this late application.

Approval _____

Denial _____

Date _____

Richard Brim

Richard Brim
Stokes County Tax Administrator

Andy Nickelston
Chairman, Board of Commissioners



Board of County Commissioners
October 26, 2020
6:00 PM

Item number: VI.a.

Salary Study Report

Contact: Phillip Robertson

Summary:

Phillip Robertson with the Mercer Group will be available via telephone for the meeting to present the Compensation and Classification Study which has been updated from the last time it was presented.

ATTACHMENTS:

Description	Upload Date	Type
Stokes Final Report	10/23/2020	Cover Memo

**STOKES COUNTY,
NORTH CAROLINA**

**COMPENSATION AND
CLASSIFICATION STUDY**

**FINAL REPORT
22 OCTOBER 2020**

THE MERCER GROUP, INC.

COMPENSATION AND CLASSIFICATION STUDY

I. BACKGROUND

Stokes County engaged the services of the Mercer Group, Inc. to conduct a classification and compensation study in order to update the County's current pay structure to ensure that the County is competitive with the market at the level they choose.

II. METHODOLOGY

The Mercer Group, Inc. methodology for this classification and compensation study employed a combination of specific internal and external data which places the salary schedule into parity with the market and each position into parity with all other positions. From this internal and external data, pay levels are determined, positions are classified and placed into the salary schedule, and ongoing methods of maintaining the system are developed.

Detailed descriptions of the methodologies are described below.

A. Compensation/Market Survey Methodology

The Compensation/Market Survey is a data-collection process which ensures a fair and equitable comparison of the pay structure.

The core of this process is the comparison of the County's pay plan with the pay plans of comparable organizations. The primary objective of the market survey and analysis is to determine how the compensation levels for the County's job classes compare to that of similar employers with whom the County must compete for employees.

The results of the market survey were used to construct a pay plan that will ensure the ability of the County to recruit and retain qualified employees and to provide an effective basis for managing salary costs.

Market Survey Employer Selection

The employers selected for the market survey were defined as accurately as possible the "Labor Market" within which the County competes. Organizations were selected using the following criteria:

Geographic Proximity - Comparison organizations located within a reasonable commuting distance were selected. Selecting employers in relatively close geographic proximity ensures that the market will reflect the area's cost of living, growth rate and other demographic characteristics.

Nature of Services Provided – Organizations were selected which provide a similar range of services, these organizations are most likely to compete with each other for employees, likely to have comparable jobs, and are likely to have similar organizational structures.

Each of these factors was taken into consideration in the identification of an appropriate labor market for the County. County management assisted in the identification of market organizations.

The organizations from which data was obtained are:

- **DAVIE COUNTY**
- **FORSYTH COUNTY**
- **GREENSBORO**
- **GUILFORD COUNTY**
- **KERNERSVILLE**
- **KING**
- **REIDSVILLE**
- **ROCKINGHAM COUNTY**
- **RURAL HALL**
- **SURRY COUNTY**
- **WALNUT COVE**
- **WINSTON-SALEM**
- **YADKIN COUNTY**

Survey Benchmark Position Selection

The second step in preparing for the market survey is the identification and selection of Benchmark positions. The Benchmark positions are positions contained in the County's classification system for which adequate market matches can be found. Benchmark positions provide a reference point for developing salary recommendations for all non-Benchmark positions.

Benchmark positions are those which meet the following criteria:

- Well-defined positions presumed to exist within the local government and private organizations which are to be surveyed;
- Encompass a variety of skill levels within the organization;
- Reasonably well known and understood positions which are clearly and concisely described; and,
- Represent a variety of pay levels within the organization.

The Benchmark positions (current position titles) selected for the comparison market survey are listed below:

- ACCOUNTING TECHNICIAN I
- ADMINISTRATIVE ASSISTANT I
- ADVANCED EMERGENCY MEDICAL TECHNICIAN
- ANIMAL CONTROL OFFICER
- ASSISTANT FINANCE DIRECTOR
- BUILDING MAINTENANCE SUPERVISOR
- CHIEF CODE ENFORCEMENT OFFICER
- CHILD SUPPORT AGENT II
- CODE ENFORCEMENT I/ZONING ENFORCEMENT OFFICER
- CUSTODIAN
- DEPUTY II/SERGEANT
- DEPUTY SHERIFF II
- DEPUTY SHERIFF-CAPTAIN
- DSS DIRECTOR
- EMERGENCY MEDICAL SERVICES DIRECTOR
- EMERGENCY MEDICAL TECHNICIAN PARAMEDIC
- EMERGENCY MEDICAL TECHNICIAN PARAMEDIC SHIFT SUPERVISOR
- FINANCE ACCOUNTING TECHNICIAN I
- FINANCE ACCOUNTING TECHNICIAN II
- FINANCE DIRECTOR
- FIRE MARSHAL
- GIS SPECIALIST
- HUMAN RESOURCES OFFICER
- INFORMATION TECHNOLOGY DIRECTOR
- INFORMATION TECHNOLOGY SYSTEM ANALYST
- JAILER
- LICENSED PRACTICAL NURSE II
- MAINTENANCE TECHNICIAN I
- MAINTENANCE WORKER/PARKS
- OFFICE ASSISTANT II
- PERMITTING TECHNICIAN I
- PUBLIC HEALTH NURSE II
- REAL PROPERTY APPRAISER I
- REAL PROPERTY APPRAISER II
- RECORDS CLERK
- SANITATION TRUCK DRIVER
- SERGEANT
- SOCIAL WORKER III
- SOCIAL WORKER SUPERVISOR III
- TAX/EMS COLLECTIONS CLERK
- TELECOMMUNICATOR
- VEHICLE MAINTENANCE MECHANIC

It is not possible to conduct an adequate market survey for all positions within the County. No organization is structured the same way the County is structured. Therefore, the County will have unique positions that cannot be found in the market; tying classifications only to market does not take into account the priorities of the County. By combining the market survey data with the point factor system described below, both external equity and internal salary relationships are reflected in the resulting salary setting process.

B. Classification Methodology

The classification process began with an orientation for all employees. County management had an individual orientation session to review the overall structure, discuss areas of concern, and review the positions.

The position description questionnaires completed by each employee and followed by interviews, discussions with management, and insight from human resources were used to ensure a thorough understanding of each position. That understanding is critical, as it becomes the basis for the rating of each position using the Factor Evaluation System.

The Mercer Group, Inc. Factor Evaluation System (FES) is used to provide a numerical rating for all positions within the County that were included in the study.

Factor evaluation systems provide a method of classifying positions based on the work performed. The systems generally are easy to understand and apply and can be used to classify and re-classify both permanent and part-time positions.

In developing the factor system used by the Mercer Group, Inc. the following principles were applied:

- Important elements of each job should be measured by consistent factors.
- The factors must be explainable and clearly defined.
- Factors should relate to observable and measurable aspects of the job.
- Factors should relate to the business of the organization, i.e. local government.
- The number of factors should be limited for administrative ease but should reflect all aspects of the positions rated.

The factors used in the Mercer FES are:

Factor 1 - Knowledge Required:

Assigns points based on skills, knowledge, and educational level required by the job.

Factor 2 - Supervisory Controls:

Points are assigned based on the nature and extent of direct supervision required over the position.

Factor 3 - Supervision Exercised:

Measures the amount of supervision or management exercised by the position.

Factor 4 - Guidelines:

Measures the nature of existing guidelines and the judgment needed to apply them.

Factor 5 - Complexity:

Measures the nature, number, variety and intricacy of tasks, steps or processes in the work performed by the position.

Factor 6 - Scope and Effect:

Measures the nature of the work and its effect both inside and outside the organization.

Factor 7 - Personal Contacts:

Measures contacts with co-workers, the public and others required in performing the duties of the position.

Factor 8 - Purpose of Contacts:

Measures the level and purpose of informational exchange in the personal contacts identified in Factor 7.

Factor 9 - Physical Demands:

Includes physical characteristics and abilities needed as well as the level of exertion required in performing the duties of the position.

Factor 10 - Work Environment:

Considers the risks and discomforts in the physical surroundings.

Every position included in the study for the County was rated using this system. Those ratings were then used to determine where each position fits in the salary schedule. This process provided for internal equity.

III. FINDINGS

Through analysis and consultation with management, an extensive list of comparable organizations was chosen to be surveyed regarding the minimum, midpoint, and maximum salary offered for the Benchmark positions. The Mercer Group, Inc. was able to obtain information from 10 comparable organizations.

No individual employee's pay is determined by this survey data, nor is it accurate to compare an employee's actual salary with individual or aggregate salary information obtained for a particular Benchmark position.

The total cost to implement the new pay structure, that is to move employees whose current salary is below their new minimum up to the new minimum for their pay grade, will be \$366,193.58 (This amount may change depending on pending clarification of ongoing staffing changes, annualized salaries for part-time positions, and other factors.)

RECOMMENDED PAY PLAN			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
23	\$23,372.40	\$30,384.12	\$37,395.84
24	\$24,424.15	\$31,751.40	\$39,078.65
25	\$25,523.24	\$33,180.22	\$40,837.19
26	\$26,671.79	\$34,673.32	\$42,674.86
27	\$27,872.02	\$36,233.62	\$44,595.23
28	\$29,126.26	\$37,864.13	\$46,602.01
29	\$30,436.94	\$39,568.02	\$48,699.10
30	\$31,806.60	\$41,348.58	\$50,890.56
31	\$33,237.90	\$43,209.27	\$53,180.64
32	\$34,733.61	\$45,153.70	\$55,573.78
33	\$36,296.62	\$47,185.61	\$58,074.59
34	\$37,929.97	\$49,308.96	\$60,687.95
35	\$39,636.82	\$51,527.87	\$63,418.91
36	\$41,420.48	\$53,846.63	\$66,272.77
37	\$43,284.40	\$56,269.72	\$69,255.04
38	\$45,232.20	\$58,801.86	\$72,371.52
39	\$47,267.65	\$61,447.95	\$75,628.24
40	\$49,394.69	\$64,213.10	\$79,031.50
41	\$51,617.45	\$67,102.69	\$82,587.92
42	\$53,940.24	\$70,122.31	\$86,304.38
43	\$56,367.55	\$73,277.82	\$90,188.08
44	\$58,904.09	\$76,575.32	\$94,246.54
45	\$61,554.77	\$80,021.20	\$98,487.63
46	\$64,324.73	\$83,622.15	\$102,919.57
47	\$67,219.34	\$87,385.14	\$107,550.94

Once all positions were analyzed and factored and the pay plan was developed, the positions were grouped into pay grades as indicated by total factor scores and market analysis.

**RECOMMENDED POSITION TITLES
BY PAY GRADE**

PAY GRADE 24

CUSTODIAN
PROCESSING ASSISTANT III

PAY GRADE 26

ANIMAL SHELTER ATTENDANT
INCOME MAINTENANCE CASEWORKER I
PROCESSING ASSISTANT IV
SENIOR CUSTODIAN

PAY GRADE 27

ACCOUNTING TECHNICIAN I
COMMUNITY SOCIAL SERVICES ASSISTANT
DEPUTY REGISTER OF DEEDS
HEAVY EQUIPMENT OPERATOR
OFFICE ASSISTANT

PAY GRADE 28

ARTS OFFICE ASSISTANT
INCOME MAINTENANCE CASEWORKER II
MAINTENANCE TECHNICIAN
PUBLIC SAFETY TELECOMMUNICATOR
VETERAN SERVICE OFFICER

PAY GRADE 29

MANAGER OF ARTS PLACE
NUTRITION SITE MANAGER
PERMITTING TECHNICIAN
RECORDS SPECIALIST
SANITATION EQUIPMENT OPERATOR
SENIOR OFFICE ASSISTANT
TAX OFFICE ASSISTANT

PAY GRADE 30

ANIMAL CONTROL OFFICER
DRC WORK PROGRAM COORDINATOR
EMS/DEPUTY TAX COLLECTOR
MECHANIC
MOTOR VEHICLE APPRAISER/COLLECTION CLERK
PERSONAL PROPERTY LISTING APPRAISER
SHOP FOREMAN

PAY GRADE 31

FINANCE ACCOUNTING TECHNICIAN
ADVANCED EMT
DEPUTY ELECTION DIRECTOR
DETENTION OFFICER
INCOME MAINTENANCE CASEWORKER III
PROCESSING ASSISTANT V
WALNUT COVE SENIOR CENTER COORDINATOR

PAY GRADE 32

ASSISTANT REGISTER OF DEEDS
BUILDING MAINTENANCE SUPERVISOR
CHILD SUPPORT AGENT II
FTCC FACILITIES SUPERVISOR
GIS MAPPING SPECIALIST
INCOME MAINTENANCE INVESTIGATOR I
NUTRITIONIST II
PERMITTING OFFICE MANAGER
PERSONAL PROPERTY LISTING APPRAISER
WATER & SEWER MAINTENANCE TECHNICIAN

PAY GRADE 33

ADMINISTRATIVE ASSISTANT I
ADMINISTRATIVE OFFICER
ADMINISTRATIVE OFFICER I
DEPUTY SHERIFF
PAYROLL SPECIALIST
SOCIAL WORKER II

PAY GRADE 34

ADMINISTRATIVE AIDE
DEPUTY TAX COLLECTOR
ECONOMIC DEVELOPMENT ANALYST
PARAMEDIC
COMMUNITY PARAMEDIC
REAL PROPERTY APPRAISER II
SENIOR PERSONAL PROPERTY APPRAISER

PAY GRADE 35

CORPORAL
DETECTIVE
GIS SPECIALIST
SOCIAL WORKER III

PAY GRADE 36

ASSISTANT TAX COLLECTOR
ASST HUMAN RESOURCES DIRECTOR/RISK MANAGEMENT
CHIEF ANIMAL CONTROL OFFICER
CODE ENFORCEMENT OFFICER
GIS MAPPING SUPERVISOR
HEALTH EDUCATION SPECIALIST
LEAD CRIMINAL DETECTIVE
LICENSED PRACTICAL NURSE II
SENIOR PROGRAM DIRECTOR
PUBLIC SAFETY TELECOMMUNICATOR SUPERVISOR

PAY GRADE 37

ASSISTANT ASSESSOR
ASSISTANT FIRE MARSHALL
I.T. SYSTEMS ANALYST
INCOME MAINTENANCE SUPERVISOR II
SERGEANT
SOCIAL WORKER SUPERVISOR II
SOLID WASTE/LANDFILL SUPERVISOR
SR. CODE ENFORCEMENT OFFICER

PAY GRADE 38

CHIEF CODE ENFORCEMENT OFFICER
EMS TRAINING OFFICER
ENVIRONMENTAL HEALTH SPECIALIST
PARAMEDIC SHIFT SUPERVISOR
SUPPORT SERVICE SUPERVISOR

PAY GRADE 39

CHILD SUPPORT SUPERVISOR I
DETECTIVE SERGEANT
SOCIAL WORKER SUPERVISOR III

PAY GRADE 40

INCOME MAINTENANCE ADMINISTRATOR I

PAY GRADE 41

PUBLIC HEALTH NURSE II

PAY GRADE 42

DISTRICT RESOURCE DIRECTOR
LIEUTENANT
NUTRITIONIST III
SOIL AND WATER CONSERVATION DIRECTOR

PAY GRADE 43

ELECTIONS DIRECTOR
SOCIAL WORK PROGRAM MANAGER

PAY GRADE 44

ASSISTANT FINANCE DIRECTOR
CAPTAIN
FIRE MARSHAL

PAY GRADE 45

DIRECTOR OF ARTS & CULTURAL SERVICES
CHIEF DEPUTY
EMERGENCY COMMUNICATIONS DIRECTOR
ENVIRONMENTAL HEALTH SUPERVISOR I
PUBLIC HEALTH NURSE SUPERVISOR I

PAY GRADE 46

HUMAN RESOURCES DIRECTOR

PAY GRADE 47

ASSISTANT COUNTY MANAGER/CLERK TO THE BOARD
DSS DIRECTOR
EMERGENCY SERVICES DIRECTOR
FINANCE DIRECTOR
HEALTH DIRECTOR
INFORMATION TECHNOLOGY DIRECTOR
PHYSICIAN EXTENDER II
PLANNING AND DEVELOPMENT DIRECTOR
PUBLIC WORKS DIRECTOR
TAX ADMINISTRATOR

IV. SPECIAL PROVISIONS AND RECOMMENDATIONS

The Mercer Group, Inc., offers the following provisions and recommendations:

A. Hiring Offer

We recommend allowing hiring for applicants, with qualifications exceeding the stated minimum for the position, up to the Mid-point of the salary grade with a recommendation from the affected manager that is endorsed by the County Manager.

B. Annual Market Adjustment

We recommend the County make annual adjustments to the Pay Plans and employee salaries based on an annual analysis of the Consumer Price Index or other indices most reflective of the true cost of living for the Stokes County area.

C. Reclassification

When a new position is created or there is a need for a reclassification of an existing position, a Position Questionnaire (as used in the Study) should be completed. The Position questionnaire should then be evaluated using the Factor Evaluation System to determine the Pay Grade, thus continuing to maintain the internal equity of position array.

D. Salaries for Non-Classified Positions

“Non-classified positions” are positions that are compensated by the County but were not part of the study such as those positions under contract (e.g. County Manager and Economic Development Director [recommended, above]) and positions elected by County voters (Sheriff, Register of Deeds). Salaries and salary ranges for those and other such positions should be set by the Board of Commissioners or other appropriate NC general statutes.

“Classified positions” are those positions for which a pay grade may be determined and recommended using the Factor Evaluation System through the interview and questionnaire process as described above. That process is the sole method employed in recommending a pay grade for each position included in the study; thereby ensuring that all position pay grades were recommended in the same way.

This complies with an over arching federal mandate referred to as internal equity, i.e. all pay grades are recommended in the same manner using the same process. The manner in which contract positions are compensated is determined solely by the contract. Similarly there are no minimum requirements across these ten classification factors that voters must take into consideration for the elected positions.

E. Turnover Rate of Employees

Employee turnover can have numerous causes, some predictable, such as retirement, but most are not. It is recommended that the County track the turnover of its employees through exit interviews and post departure interviews to identify to the point possible (some employees are uncomfortable with an exit or other departure related interview) what the causes of turnover are and what may be done to retain employees.

One industry rule of thumb regarding the cost of replacing a fully trained and functioning employee is two to three times that employee’s annual salary.

F. Movement Through the Pay Range

The pay structure recommended by the study has a range from minimum to maximum for each pay grade that is structured to reflect the average ranges in your competitive market. It is recommended that the County establish policies that will move employees through this range based on time with the county, performance, or other criteria that can be applied fairly to all classified employees. As a reminder, the Annual Market Adjustment recommended in “B.”, above (often referred to as a Cost of Living Adjustment) does not move employees through their pay range as it adjusts the pay plan in the same percentage as the employee’s increase.

G. One-time Salary Adjustment Based on Time in Position (Compression Adjustment)

It is recommended that when funding becomes available the County make possible adjustments to employee’s positions in their new pay range based on the amount of time each employee has been in their current position. This adjustment is normally referred to as a “Compression Adjustment” and identifies the same maximum percentage of the pay range that no employee will be placed beyond.



Board of County Commissioners
October 26, 2020
6:00 PM

Item number: VI.b.

PAPR System

Contact: EMS Director Brandon Gentry

Summary:

The purpose of the PAPR hood system is to protect the EMS employees from COVID 19 during patient contact. This protection is 100% better than a N95 mask, or surgical mask. The PAPR has continuous filtered air flow and provides respiratory protection to the employees and helps protect against certain airborne contaminants.

ATTACHMENTS:

Description	Upload Date	Type
Quotes for PAPR System	10/21/2020	Cover Memo



8248 West Doe Avenue
Visalia, California 93291

QUOTE 21847

Customer No: 557691
Prepared For: Stokes County Emergency Services
Prepared By: Austin Maly
Prepared By Email:
amaly@guardiansafetyholdings.com
Customer PO:

Bill To:

Stokes County Emergency Services
PO Box 20
Danbury, NC 27016

Ship To:

Stokes County Emergency Services
106 Old Church Rd
Danbury, NC 27016

Item	Description	Quantity	UOM	Price	Ext Price
3MMTR-300N+HIK	Versaflo Heavy Industry PAPR Kt	22	CS	\$1,349.99	\$29,699.78
3MMTR-3712N-40	3M HE Filter TR-3712N-40, for Versaflo(T	22	EA	\$34.99	\$769.78
3MMTR-332	Versaflo Hi Capacity Bat.for TR-300 PAPR	1	EA	\$259.99	\$259.99

Subtotal: \$30,729.55

Tax: \$0.00

Shipping: \$525.00

Total: \$31,254.55

This quote is valid until 11/14/2020 and was provided to you by Austin Maly. Credit Card Only are the agreed upon terms for this quote. If paying by check, please make sure that your check has been made out to Enviro Safety Products. In the event that your account becomes overdue, your account will be subject to a service charge of 1.5% per month. To accept this quotation, this form must be signed and returned by an authorized purchaser to Austin Maly.

Printed Name: _____

Signature: _____

We take pride in offering a wide variety of high quality safety products at the lowest possible price. Our product selection is rigorously expanding, promoting the latest in protection technology for all your safety needs. Regardless of the type of environment you intend to secure, have it be OSHA, ANSI, DOT, or HFPA regulated, we have the products and product knowledge for you.



3M

PAPR System Kit, Universal, Belt-Mounted, Cartridges Included HE Filter, Ratchet Suspension

Item # 475M37 Mfr. Model # TR-300N+HIK
 UNSPSC # 46182007 Catalog Page # N/A

Country of Origin USA. Country of Origin is subject to change.

Tap image to zoom.

Web Price

\$1,997.10 / each

Qty
1

Add to Cart

☒ Shipping ☐ Pickup

Expected to arrive **Thu. Oct 15.**

Ship to **28697** | Change

Ship Availability Terms

Shipping Weight **8.8 lbs**

COVID-19 has created unprecedented demand for pandemic-related items. Availability & pricing are subject to change without notice due to high demand, limited supply & cost changes. Grainger reserves the right to limit quantity, frequency of purchase and discounts on any items.

Technical Specs

Item	PAPR System Kit	Includes	
PAPR Mount	Belt-Mounted		Airflow Indicator, Battery Charger, Filter, Heavy Duty Breathing Tube, High Capacity Battery, High Durability Belt, PAPR Unit, Pre-Filter, Respiratory Hard Hat Assembly, Spark Arrestor
Mask Size	Universal		
		Battery Type	High Capacity Lithium Ion - Rechargeable
		Cartridges Included	HE Filter

Add to List

Chat with an Agent

3M Versaflo Heavy Industry PAPR Kit TR-300N+ HIK 1 EA/Case



Hillas ID : HS-055443

UPC Number : 00076308942694

Vendor ID : 7100153815

Weight : 10 lbs

Get a Quote for Large Quantities

\$1,417.85

Case

Qty:

ADD TO CART

Add to Wish List

Product Detail

Specifications

Description

3M Versaflo Heavy Industry PAPR Kit TR-300N+ HIK 1 EA/Case

The 3M Versaflo TR-300N+ HIK is a complete, ready to use HE PAPR system for industrial applications. Provides protection against particulates.

- Stay productive - With our PPE equipment designed for compatibility, you can easily accommodate eyeglasses and attach earmuffs
- Beat harsh environments - Rugged work demands durable and strong head protection
- See clearer - Durable faceshield helps protect against flying objects and sparks while retaining optical clarity
- Breathe easier - When working in hot, humid conditions, stay comfortable with powered air
- Work longer - the High Efficiency battery allows you to work in a remote location for extended periods of time
- Two selectable flow rate options - 6.5 CFM and 7.2 CFM - offers more options and comfort to the user
- Easy-to-use and versatile PAPR system for particulate environments
- High Efficiency particulate filter
- Two types of alarms - one audible and one visual - alert user to either a low battery or low flow, such a when a particle filter is fully loaded.
- LED lights on the battery indicate its charge status on and off the charger.

The kit includes :

- M-307N+ Respiratory Hard Hat Assembly
- TR-302N+ PAPR Unit
- TR-326 High Durability Belt
- TR-341N Battery Charger
- TR-3712N Filter
- TR-362 Spark Arrestor
- TR-3600 Pre-Filter
- TR-332 High Capacity Battery
- BT-40 Heavy Duty Breathing Tube
- TR-971 Airflow Indicator

Product ID: Versaflo TR-300N+ HIK UPC: 00-076308-942694-0, 00076308942694 Stock ID: 7100153815



Board of County Commissioners

October 26, 2020

6:00 PM

Item number: VI.c.

Chest Compression System

Contact: EMS Director Brandon Gentry

Summary:

The purpose of the LUCAS 3 CPR device has many benefits. We currently have this device on the supervisor unit. This piece of equipment is utilized daily during cardiac arrest that happen in Stokes County. Placing this device on all the units during this Pandemic will cut down on exposure of first responders. On most CPR calls EMS and Fire Departments arrive on scene first and start manual CPR on the patient. This requires multiple responders to provide 200 compressions per 2 minutes manually due to the response time of the supervisor unit. For example if a Cardiac Arrest happened in King and the supervisor is leaving the office in Danbury they will have a 20 minute response to get the device placed on the patient. With this device on all front line units it will cut down on responders needed to perform CPR and reduce risk of exposure. Also in the county 2 fire departments are sent on all CPR calls with exception of King due to having 6 paid staff daily for 24 hours. Overall this device will provide the best high quality CPR without human error. This device provides nonstop compressions at a rate of 120/min, with responders we see a lot of fatigue and poor CPR being administered.

ATTACHMENTS:

Description	Upload Date	Type
Quote	10/21/2020	Cover Memo
Sole Source Resolution	10/21/2020	Cover Memo



LUCAS QUOTE

Quote Number: 10269052

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Version: 1

Prepared For: STOKES COUNTY EMS

Rep: Tim Richardson

Attn:

Email: tim.richardson@stryker.com

Phone Number: (336) 977-6584

Mobile: (336) 977-6584

Quote Date: 10/15/2020

Expiration Date: 01/13/2021

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	STOKES COUNTY EMS	Name:	STOKES COUNTY EMS	Name:	STOKES COUNTY EMS
Account #:	1267253	Account #:	1267253	Account #:	1154669
Address:	106 OLD CHURCH RD	Address:	106 OLD CHURCH RD	Address:	PO BOX 20
	DANBURY		DANBURY		DANBURY
	North Carolina 27016		North Carolina 27016		North Carolina 27016-0020

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	6	\$13,876.50	\$83,259.00
2.0	11576-000071	LUCAS External Power Supply	6	\$332.35	\$1,994.10
3.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	6	\$605.20	\$3,631.20
4.0	11576-000089	LUCAS Grip Tape for Slim Back Plate	6	\$23.80	\$142.80
5.0	TR-THMP-LUC3	TRADE-IN-MICHIGAN INSTRUMENTS THUMPER TOWARDS PURCHASE OF LUCAS 3.1	2	-\$2,000.00	-\$4,000.00
Equipment Total:					\$85,027.10

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
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ProCare Products:

#	Product	Description	Qty	Sell Price	Total
6.1	78000020	ProCare LUCAS Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	6	\$4,212.00	\$25,272.00
ProCare Total:					\$25,272.00



LUCAS QUOTE

Quote Number: 10269052

Version: 1

Prepared For: STOKES COUNTY EMS

Attn:

Remit to:

Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Tim Richardson

Email:

tim.richardson@stryker.com

Phone Number:

(336) 977-6584

Mobile:

(336) 977-6584

Quote Date: 10/15/2020

Expiration Date: 01/13/2021

Price Totals:

Grand Total:

\$110,299.10

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

AUTHORIZED CUSTOMER SIGNATURE

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.



October 16, 2020

Stryker is the sole-source provider in the Hospital (hospitals and hospital-owned facilities), Emergency Response Services and Emergency Response Training (paramedics, professional and volunteer fire) markets in the U.S. and Canada for the following products:

- New LIFEPAK® 15 monitor/defibrillators
- New LIFEPAK 20e defibrillator/monitors
- New LIFEPAK 1000 automated external defibrillators
- New LUCAS® chest compression system
- TrueCPR® coaching devices
- CODE-STAT™ data review software and service

Stryker is the sole-source provider in all markets for the following products and services:

- RELI™ (Refurbished Equipment from the Lifesaving Innovators) devices
- LIFENET® system and related software
- Factory-authorized inspection and repair services which include repair parts, upgrades, inspections and repairs
- HealthEMS® Software
- HomeSolutions.net® Software
- ACLS (non-clinical) LIFEPAK defibrillator/monitors
- Heart Safe SolutionSM Government Campus Solution
- MultiTech 4G and Titan III gateways

Stryker is also the sole-source distributor of the following products for EMS customers in the U.S. and Canadian markets:

- McGRATH™ MAC EMS video laryngoscope

Stryker does not authorize any third parties to sell these products or services in the markets listed above. We will not fulfill orders placed by non-authorized businesses seeking to resell our products or services. If you have questions, please feel free to contact your local Stryker customer service representative at 800.442.1142.

Sincerely,

Matt Van Der Wende, Senior Director, Americas Sales

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GDR 3321967_M

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Emergency Care

11811 Willows Road NE, Redmond, WA 98052 USA | P +1 425 867 4000 | Toll-free +1 800 442 1142 | stryker.com



June 8, 2020

Dear valued customer,

Based on the required regulatory applicability of certain products during the COVID-19 pandemic, please review the following information regarding Stryker's LUCAS® 3, v3.1 chest compression system.

Providing high-quality, Guideline-consistent chest compressions during a sudden cardiac arrest with minimal interruptions, the LUCAS device is designed to improve CPR quality while prioritizing caregiver and patient safety.

Some key features of the LUCAS 3, v3.1 device that can help with caregiver safety during COVID-19 include:

- Ability to maintain distance from suspected and confirmed COVID-19 patients during CPR
- Reduced number of caregivers needed to administer chest compressions during a code compared to a rotation of caregivers providing manual CPR
- Improved caregiver safety when providing CPR during transport

Additional guidance

The American Heart Association¹, U.S. Department of Defense² and Canadian Cardiovascular Society³ propose a role for mechanical CPR in resuscitation during the COVID-19 outbreak.

In order to reduce the risk of SARS-CoV-2 transmission to caregivers, there are additional factors to consider when providing CPR:

- Manual CPR is a possible transmission route for caregivers because the mouth and nose of the personnel come close to mouth and nose of the patient⁴ (that is valid for any other airborne transmission, such as meningitis)
- During manual CPR, the operator is performing an aerobic activity that increases his/her minute volume and makes it more likely to breathe in aerosol from the patient (patient exhalation of breath including airborne virus)
- During CPR, the patient may be ventilated with an airway device that is not a closed system
- The rotation of operators during manual CPR exposes more people to the disease transmission. When managing suspected and confirmed cases of COVID-19, the number of individual staff members involved in the resuscitation should be kept to a minimum with no or minimal exchange of staff for the duration of the case, if possible.⁵

Please visit [strykeremergencycare.com](https://www.strykeremergencycare.com) for more information on the LUCAS chest compression system.

Sincerely,

Chris Walsh
Director of Marketing

Instructions for use: https://www.lucas-cpr.com/resources/#instructions_for_use

1. Edelson, et al. Interim guidance for basic and advanced life support in adults, children, and neonates with suspected or confirmed COVID-19. *Circulation*. 2020. (Online ahead of printing)
2. Matos RI, et al. DoD COVID-19 practice management guide; clinical management of COVID-19. <https://health.mil/Reference-Center/Technical-Documents/2020/04/14/DoD-COVID-19-Practice-Management-Guide-Version-2>
3. Canadian Cardiovascular Society. Guidance from the CCS COVID-19 rapid response team. https://www.ccs.ca/images/Images_2020/NEW_CCS_RRT_Inhospital_infection_reduction_30Mar.pdf
4. Jang L, et al. COVID-19: A critical care perspective informed by lessons learnt from other viral epidemics. *Anaesth Crit Care Pain Med*. 2020 (Online ahead of printing)
5. Peng WHP, et al. Outbreak of a new coronavirus: what anaesthetists should know. *British Journal of Anaesthesia*. 2020;124(5):497-501.

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Emergency Care

11811 Willows Road NE, Redmond, WA 98052 USA | P +1 425 867 4000 | Toll-free +1 800 442 1142 | [stryker.com](https://www.stryker.com)

RESOLUTION

EXEMPTION FROM GENERAL STATUTES Lucas 3, v3.1 Chest Compression System

WHEREAS, North Carolina General Statutes 143-129 require public bidding for the purchase of apparatus, supplies, materials, or equipment requiring an estimated expenditure of public money over a stated dollar amount and further provided that no contract may be awarded therefore, by any board or governing body of the State, or of any institution of the State government, or of any political subdivision of the State, unless provisions of these statutes are complied with;

WHEREAS, North Carolina General Statute 143-129 contains the following exception;

(e) (6) Exceptions – The requirements of this Article do not apply to:

Purchases of apparatus, supplies, materials, or equipment when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration. Notwithstanding any other provision of this section, the governing board of a political subdivision of the State shall approve the purchases listed in the preceding sentence prior to the award of the contract.

WHEREAS, the Board of Commissioners is convened in a regular meeting:

NOW THEREFORE, THE BOARD OF COMMISSIONERS OF STOKES COUNTY RESOLVES THAT:

The purchase of six (6) Lucas 3, v3.1 Chest Compression System be made exempt from the provisions of North Carolina General Statute bidding requirements per 143-129(e)(6) for the following reasons:

- Stryker is the sole source provider of the Lucas 3, v3.1 Chest Compression System
- Lucas 3, v3.1 Chest Compression System is only system compatible with current use heart monitor
- Lucas 3, v3.1 Chest Compression System is only system compatible with current use Lifenet software

Adopted the ____ day of October 2020.

Andy Nickelston- Chairman

Jimmy Walker – Commissioner

Ronnie Mendenhall – Vice Chairman

Rick Morris - Commissioner

Ernest Lankford – Commissioner

Attest _____
Shannon Shaver – Assistant County Manager/Clerk to the Board



**Board of County Commissioners
October 26, 2020
6:00 PM**

Item number: VI.d.

Policies and Procedures Review related to Agritourism

Contact: Commissioner Rick Morris

Summary:

At the last meeting the Board discussed the Farm Fest Event and it was requested that the policies and procedures for these types of events be discussed at the next meeting. Attached are the current policies and procedures as well as the questions asked at the last meeting with the answers.

ATTACHMENTS:

Description	Upload Date	Type
Policy and NCGS	10/16/2020	Cover Memo
Questions and Answers related to Foothills Farm Fest	10/21/2020	Cover Memo

Section 41 Definitions of Specific Terms and Words

Agricultural Tourism (Agritourism): Any activity carried out on a bona fide farm or ranch as defined by NC General Statute 153A-340 (2) (a through e) that allows members of the general public, for recreational, entertainment, or educational purposes, to view or enjoy rural activities. these activities include farming, ranching, historic, cultural, harvest your own activities, or natural activities and attractions, or an agricultural use where agricultural products are processed, treated sorted, blended, made, stored, sold at wholesale or retail for consumption on or off the premises, offers tours to the public, provides samples and or sales of agricultural products or similar uses that will enhance the over-all property for agricultural tourism. See North Carolina General Statute references, GS106-581.1 Agriculture defined, and GS99E-30 Definitions, GS99e-31 Liability, GS99E-32 Warning required concerning Agritourism Activity Liability.

ARTICLE VIII

Use Requirements by District

Within the districts indicated on the zoning map no building or land shall be used, and no building shall be erected or altered which is intended or designed to be used in whole or in part, for any use other than those listed as permitted for that district in this Article.

Section 80 R-A—Residential-Agricultural District

The RA Residential Agricultural district is intended to accommodate crop and livestock production, forestry, as well as scattered non-farm development on traditional rural lots. Site-built, modular, or multi-sectional Class A, and single - wide Class B manufactured dwelling units situated on scattered individual lots and in minor subdivisions shall be the principal residential use permitted provided they meet the required lot and yard size requirements. Any proposal for a major single-family subdivision, manufactured home park or multi-family development shall require a rezoning from the RA Residential Agricultural district to an appropriate residential district that will accommodate a more intense use.

80.1 Permitted Uses

Agricultural Tourism (Agritourism):

Any activity carried out on a bona fide farm or ranch as defined by NC General Statute 153A-340 (2) (a through e) that allows members of the general public, for recreational, entertainment, or educational purposes, to view or enjoy rural activities. these activities include farming, ranching, historic, cultural, harvest your own activities, or natural activities and attractions, or an agricultural use where agricultural products are processed, treated sorted, blended, made, stored, sold at wholesale or retail for consumption on or off the premises, offers tours to the public, provides samples and or sales of agricultural products or similar uses that will enhance the over-all property for agricultural tourism. See North Carolina General Statute references, GS106-581.1 Agriculture defined, and GS99E-30 Definitions,

§ 153A-340. Grant of power.

(a) For the purpose of promoting health, safety, morals, or the general welfare, a county may adopt zoning and development regulation ordinances. These ordinances may be adopted as part of a unified development ordinance or as a separate ordinance. **A zoning ordinance may regulate and restrict the height, number of stories and size of buildings and other structures, the percentage of lots that may be occupied, the size of yards, courts and other open spaces, the density of population, and the location and use of buildings, structures, and land for trade, industry, residence, or other purposes.** The ordinance may provide density credits or severable development rights for dedicated rights-of-way pursuant to G.S. 136-66.10 or G.S. 136-66.11.

(b) (1) These regulations may affect property used for bona fide farm purposes only as provided in subdivision (3) of this subsection. This subsection does not limit regulation under this Part with respect to the use of farm property for nonfarm purposes.

(2) Except as provided in G.S. 106-743.4 for farms that are subject to a conservation agreement under G.S. 106-743.2, bona fide farm purposes include the production and activities relating or incidental to the production of crops, grains, fruits, vegetables, ornamental and flowering plants, dairy, livestock, poultry, and all other forms of agriculture, as defined in G.S. 106-581.1. For purposes of this subdivision, "when performed on the farm" in G.S. 106-581.1(6) **shall include the farm within the jurisdiction of the county and any other farm owned or leased to or from others by the bona fide farm operator, no matter where located.** For purposes of this subdivision, the production of a nonfarm product that the Department of Agriculture and Consumer Services recognizes as a "Goodness Grows in North Carolina" product that is produced on a farm subject to a conservation agreement under G.S. 106-743.2 is a bona fide farm purpose. For purposes of determining whether a property is being used for bona fide farm purposes, any of the following shall constitute sufficient evidence that the property is being used for bona fide farm purposes:

- a. **A farm sales tax exemption certificate issued by the Department of Revenue.**
- b. **A copy of the property tax listing showing that the property is eligible for participation in the present use value program pursuant to G.S. 105-277.3.**
- c. **A copy of the farm owner's or operator's Schedule F from the owner's or operator's most recent federal income tax return.**
- d. **A forest management plan.**

Question 1. Who specifically was involved in the decision process to send county building and environmental health inspectors to the Foothills Farm Festival?

Answer: County Manager Oakley, Chairman Andy Nickelston, and County Attorney Ty Browder

Question 2. Was there any suspicion by the decision maker(s) about the last-minute nature of the complaint just before close of business and only a few hours before the start of the event?

Answer: No, every complaint must be taken seriously and the appropriate safety measures taken no matter the time of day.

Question 3. Was the person(s) who filed the complaint asked by anyone exactly when they became aware of the situation for which they were filing a last-minute complaint?

Answer: Yes, the person filing the complaint was asked by the Planning and Inspections Department.

Question 4. Was the county attorney involved and if so, what was the legal issue and who spoke to him?

Answer: Yes the County Attorney was involved. Chairman Nickelston spoke with County Attorney Browder upon the recommendation of the County Manager. The legal issue stated by the County Attorney was that once we were made aware of any potential dangerous situation no matter who files the complaint; we must look into it or the county could be held liable in the event that something did happen.

Question 5. Exactly what time was the decision made to send the inspectors out on Saturday morning?

Answer: Approximately 8:30 pm on Friday October 2, 2020

Question 6. When the decision was made to send inspectors on Saturday morning, was any consideration given to making a courtesy call to the event organizers to notify them of the impending visit and to inform them of the nature of the complaint? If not, why not since the county's policy is to support and facilitate Agri-Tourism events, not intentionally disrupt them?

Answer: No, due to the many moving pieces of this situation there was not a call made and this was not discussed. Those involved felt that arriving early Saturday morning to check into the situation would not disrupt the event and this was the only choice they were left with as far as timing. There was never any intention to disrupt the event; we were only performing our job duties.

Question 7. Was any consideration given to notifying the entire board of commissioners that the decision had been made to send inspectors out during the weekend to conduct the unannounced inspections?

Answer: No, there has never been a protocol for notifying members of the BOCC for any types of inspections or permitting issues.



**Board of County Commissioners
October 26, 2020
6:00 PM**

Item number: VI.e.

Resolution of Appreciation for Sri Sarvarsi Ananda

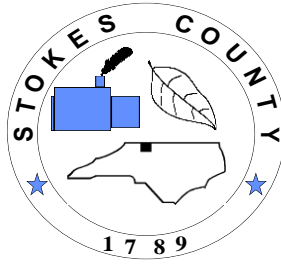
Contact: Shannon Shaver

Summary:

The Board of Commissioners requested that a Resolution of Appreciation be presented at this meeting in place of the prior Letter of Support related to the efforts of Sri Savarsi Ananda.

ATTACHMENTS:

Description	Upload Date	Type
Sarvasri Resolution	10/19/2020	Cover Memo



RESOLUTION OF APPRECAITION

WHEREAS, Sri Ananda Sarvasri has appeared before the Stokes County Board of Commissioners many times over the past five years promoting natural health care solutions to the various mental, emotional and physical health problems that exist our society today; and

WHEREAS, the Stokes County Board of Commissioners wishes to express its appreciation for the concern and efforts of Sri Ananda Sarvasri to improve the health and well-being of the citizens of Stokes County;

NOW THEREFORE IT IS HEREBY RESOLVED that the Stokes County Board of Commissioners hereby expresses its appreciation to Sri Ananda Sarvasri for his efforts to improve the health and well-being of Stokes County Citizens.

Adopted this the **26th** day of **October 2020**.

Andy Nickelston- Chairman

Ronnie Mendenhall – Vice Chairman

Jimmy Walker- Commissioner

Rick Morris – Commissioner

Attest:

Ernest Lankford- Commissioner

Shannon Shaver – Clerk to the Board



**Board of County Commissioners
October 26, 2020
6:00 PM**

Item number: VI.f.

City of King Planning Board Re-Appointment Request

Contact: Jake Oakley

Summary:

We received a request from the City of King for the re-appointment of ETJ Member Norma Cox. Board Member Cox is willing to serve and the Planning Board recommends this re-appointment.



Board of County Commissioners

October 26, 2020

6:00 PM

Item number: VI.g.

Fire Commissioner Civilian Appointments

Contact: Shannon Shaver

Summary:

There are currently (2) Fire Commissioner Civilian Position Appointments that are about to expire. The two members that are currently serving have stated that they would be willing to serve another term. They are Steve Fagg and Robert Knight.

I. Size and Selection of Fire Commission

The Stokes County Fire Commission shall consist of **eight** members with no more than one member affiliated with a single service district agency:

1. ***Three appointed Members Affiliated with a Service District Agency:***

The Stokes County Board of Commissioners shall appoint three individuals who are affiliated with a service district agency to serve on the Fire Commission. In making these appointments, the Board of Commissioners shall give priority consideration to candidates recommended by the Stokes County Fire and Rescue Association. Each member shall serve a term of two years without a limit on the number of terms to which he/she can be re-appointed provided that he/she continues to meet the qualifications and duties described in Parts III and IV of this document. During the term in which the member is serving, if the member's status changes and he/she no longer meets the qualifications described in Part III, the member shall resign and the Board of Commissioners shall appoint a successor to complete the remainder of his/her term, following the same process used in making the initial appointment. Each member will have one vote on any item of business that comes before the Fire Commission, except as limited in Part VI of this document.

2. ***Three appointed Civilian Members Not Affiliated with a Service District Agency:***

The Stokes County Board of Commissioners shall appoint three individuals who have *no* affiliation with a service district agency to serve on the Fire Commission. In making these appointments, the Board of Commissioners shall identify possible candidates by using the same recruitment procedures as with other appointed boards, committees, and commissions, but shall specifically invite recommendations from the Stokes County Fire and Rescue Association. Each member shall serve a term of two years without a limit on the number of terms to which he/she can be re-appointed provided that he/she continues to meet the qualifications and duties described in Parts III and IV of this document. During the term in which the member is serving, if the member's

status changes and he/she no longer meets the qualifications described in Part III, the member shall resign and the Board of Commissioners shall appoint a successor to complete the remainder of his/her term, following the same process used in making the initial appointment. Each member will have one vote on any item of business that comes before the Fire Commission, except as limited in Part VI of this document.

3. ***Stokes County Fire Marshal:*** The Fire Marshal shall serve as an ex-officio, non-voting member of the Fire Commission. This member will advise the Commission as an unbiased member on the needs of the service district agencies and on the constantly changing standards and regulations from the state and federal government. This person will also serve as Secretary of the Fire Commission. The Fire Marshal may designate another member of his/her department to attend any meeting in his/her absence.

4. ***President of the Stokes County Fire and Rescue Association.*** The President of the Stokes County Fire and Rescue Association shall serve as an ex officio member of the Fire Commission. This member shall provide technical advice to the Fire Commission, serve as a liaison to the Association and its member agencies, and facilitate coordination among the various agencies and the Fire Commission to promote fiscally responsible use of available resources. This member shall not vote except to break a tie among the appointed members.

The Stokes County Fire & Rescue Association met last month and have decided to keep Wayne Barneycastle as the Fire Service Member. They know he is running for County Commissioner and if he wins they know he will need to be replaced. I think because they are behind they decided to just go with this and then figure out who would replace him if he wins.

The appointed Civilian Members come directly from the County Commissioners recommendations so these positions will need to be advertised for.

We have advertised for the following:

A. *Commissioners Not Affiliated with Service District Agencies (Civilian)*

The three appointed members not affiliated with a service district agency shall possess the following qualifications:

1. The member shall have business management skills and experience.
2. The member shall *not* be an active member or an active Board member of a fire department and/or rescue squad that serves a response district within the Stokes County Fire Service District.
3. The member shall be a resident of Stokes County and reside in a location served by a Fire Service District agency.
4. The member shall not hold any public office while serving as a Fire Commissioner.

IV. Duties of the Members of the Fire Commission

Each member of the Fire Commission shall perform the following duties:

1. The secretary of the Fire Commission shall assign each appointed commissioner a number of specific agencies. A commissioner shall not be assigned to an agency in which the commissioner is an active member. The secretary of the Fire Commission shall have the authority to make any needed changes to the assignments, as he/she thinks necessary.

2. The commissioner shall meet with the representatives of each agency that he/she is assigned at least twice each year, including at least once during the agency's development of its annual budget. The commissioner is responsible for initiating contact with the agency to determine a convenient time for both parties to meet.
3. Each commissioner shall attend the annual service district budget workshop sessions.
4. Each commissioner shall receive a copy of the budget request of each service district agency from the secretary of the Fire Commission prior to the scheduled service district budget workshop sessions.
5. Each commissioner shall attend called emergency sessions of the Fire Commission during the county budget process as needed.
6. After the Fire Commission completes its annual budget duties, the chairperson of the Fire Commission shall present the recommended combined service district budget and recommended service district tax rate to the Board of Commissioners.

Members not performing their duties as described above will be terminated from the Fire Commission by the Stokes County Board of Commissioners. A recommendation for termination may come from a majority vote of a quorum of the Stokes County Fire and Rescue Association or be initiated by the Board of Commissioners following consultation with the Association. Members may be excused from their duties because of a *temporary* incapacitation such as a short-term illness, family problem, or occupational priority. Members not performing their duties because of a *long-term* incapacitation shall submit their resignation. Any member who is terminated or submits his/her resignation will be replaced by another member appointed by the Board of Commissioners, following the same process used in making the initial appointment, to serve the remainder of the term.



Board of County Commissioners

October 26, 2020

6:00 PM

Item number: VI.h.

County Website Hosting Change

Contact: Shannon Shaver

Summary:

The State has hosted county websites at no cost up until now. The State will no longer do this and we have to go with a private company. We are one of only 2 counties that are still using the State. They are requesting that we take care of this immediately. The I.T. Department has been meeting virtually with companies and have narrowed down the parameters to the needs of Stokes County. The startup cost for this will be approximately \$17,000.00 with a yearly support fee of \$3,000.00. The CARES ACT Funds can be used for the initial start up as many counties have done during this time to make their websites more user friendly and allow the public to do more online without having to make a trip to the county offices. A few of the counties that have recently upgraded their sites with the company that I.T. is working with are Edgecombe, Gaston, and Surry County if you would like to take a look at those sites. We are requesting that the Board approve for I.T. to move forward with this redesign and allow the County Manager to sign off on this.



**Board of County Commissioners
October 26, 2020
6:00 PM**

Item number: VII.a.

Stokes County Health Department -Request for Hazard Pay

Contact: Health Director Tammy Martin

Summary:

Attached is the request from Health Director Tammy Martin to provide hazard pay with funds received for the Health Department. The Board of Health has approved the request at their meeting. This information was presented at the last meeting and moved to the Action Agenda for the next meeting. Budget Amendment #33 is included.

ATTACHMENTS:

Description	Upload Date	Type
Health Department Hazard Pay Information	10/7/2020	Cover Memo
Budget Amendment #33	10/21/2020	Cover Memo



Stokes County Health Department



P.O. Box 187
1009 Main Street
Danbury, NC 27016
(336) 593-2400

Tammy Martin, MSHE, Health Director
Samuel C. Newsome, MD, Medical Director

October 6, 2020

Stokes County Board of Commissioners

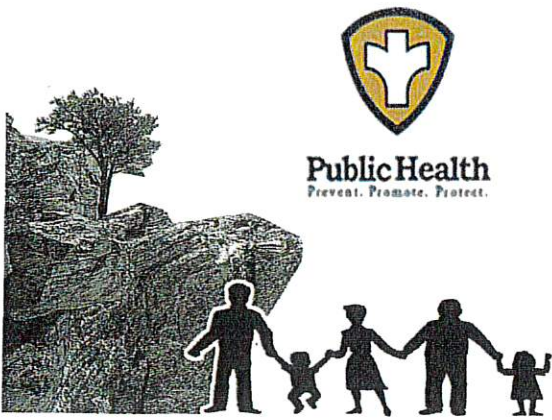
The Stokes County Health Department has received an Agreement Addendum from the Division of Public Health for COVID-19 Infection Prevention Support. This AA states that these funds can be used for hazard pay or overtime pay. We have received \$70,716 from this AA to be spent from July 1, 2020 through December 31, 2020. We have included the written request that was sent to Susan Little, Chief Public Health Nurse Branch Head at the Division of Public Health. This request was approved via email that is also included dated September 30, 2020.

I am requesting as stated in the proposal that is attached 12 employees receive \$500.00 per month and 15 employees receive \$300.00 a month, retroactive to July 1, 2020. This is a total of \$63,000.00. I am requesting that there be a check cut for each employee separate from their paycheck as soon as this is approved for the retroactive portion. I also am requesting that the remainder of the hazard pay checks be separate checks monthly until the six-month period is over per AA.

Thank you,

Tammy Martin
Health Director, Stokes County Health Department

Stokes County Health Department



P.O. Box 187
1009 Main Street
Danbury, NC 27016
(336) 593-2400

Tammy Martin, MSHE, Health Director
Samuel C. Newsome, MD, Medical Director

AA 115 COVID-19 Infection Prevention Support Funding Request

Stokes County Health Department is requesting hazard pay for all health department staff, retroactive to July 1, 2020. At this time, all health department staff are either working on preventing the spread of COVID-19, testing community citizens, providing outreach, billing services, contact tracing, interpretation services, and are facing overall general exposure to COVID-19 due to the nature of our positions in public health.

Stokes County Health Department currently has nine clinic staff, one health director and their assistant, and one health educator that would receive \$500.00 per month, retroactive to July 1, 2020 through December 30, 2020, if approved. There are also 15 other staff members at the health department that make up billing, check-in and check-out of patients, WIC, and environmental health that are at risk of exposure to COVID-19 and have expanded their daily job duties to accommodate COVID-19. The 15 employees mentioned above would receive \$300.00 per month, retroactive to July 1, 2020 through December 30, 2020, if approved.

This request would total \$63,000.00 and would fall within the budgeted amount of AA 115 funds for Stokes County.

Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Tammy Martin".

Tammy Martin, Health Director

Hayley Shelton

From: Little, Susan H <susan.little@dhhs.nc.gov>
Sent: Wednesday, September 30, 2020 1:59 PM
To: Hayley Shelton
Subject: RE: [External] RE: Stokes AA 115 COVID-19 Infection Prevention Support Hazard Pay
Attachments: Funding Request.pdf

CAUTION: This email originated from outside of the County Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Hayley,
Yes, hazard pay for employee working on COVID-19 related infection prevention activities as detailed in your attached proposal fits within the scope of the AA115
Thanks,
Susan

Susan Haynes Little, DNP, RN, PHNA-BC, CPH, CPHQ, CPM
Chief Public Health Nurse
Branch Head
Division of Public Health, Local Technical Assistance and Training Branch
[NC Department of Health and Human Services](#)

Help protect your family and neighbors from COVID-19.
Know the 3 Ws. Wear. Wait. Wash.
#StayStrongNC and get the latest at nc.gov/covid19.

919-215-4471 mobile
Susan.little@dhhs.nc.gov

From: Hayley Shelton <hshelton@co.stokes.nc.us>
Sent: Tuesday, September 29, 2020 1:36 PM
To: Little, Susan H <susan.little@dhhs.nc.gov>
Subject: [External] RE: Stokes AA 115 COVID-19 Infection Prevention Support

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report.spam@nc.gov

Susan,

Please see the attached request from our health director.

Thanks,

Hayley Shelton
Admin Officer
Stokes County Health Department
O: (336) 593-2400 ext. 1201
F: (336) 593-9361

Division of Public Health

Agreement Addendum

FY 20-21

Page 1 of 3

Stokes County Health Department
Local Health Department Legal Name

115 COVID-19 Infection Prevention Support
Activity Number and Description

07/01/2020 – 12/30/2020

Service Period

09/01/2020 – 01/31/2021

Payment Period

☒ Original Agreement Addendum
☐ Agreement Addendum Revision # _____

Administrative, Local, and Community Support /
Local Technical Assistance and Training (LTAT)
DPH Section / Branch Name

Susan Little, 919-215-4471
susan.little@dhhs.nc.gov

DPH Program Contact
(name, phone number, and email)

n/a

DPH Program Signature
Date
(only required for a negotiable agreement addendum)

I. Background:

The North Carolina General Assembly passed Session Law 2020-4 (H1043) to fulfill their constitutional duty to appropriate all funds, including federal CARES Act funds appropriated or otherwise made available under the COVID-19 Recovery Legislation, and to direct the use of those funds in a manner that is consistent with the authorizing federal legislation and that responsibly provides for the public health and economic well-being of North Carolina. Through this legislation, the Coronavirus Relief Fund (CRF) was established.

The primary purpose of the CRF is to provide necessary and appropriate relief and assistance from the effects of COVID-19. These funds were provided to the Department of Health and Human Services to provide flexible funds for local health departments to support infection-prevention related activities.

II. Purpose:

This Agreement Addendum enhances the Local Health Department's ability to support infection prevention during the COVID-19 pandemic.

III. Scope of Work and Deliverables:

1. These funds may be used by the Local Health Department (LHD) to support any locally identified need to support **COVID-19 infection prevention**, through any public health program. Examples of infection-related expenditures may include, but are not limited to, staffing support related to infection control services or programs, environmental health services related to infection prevention and control (e.g., site assessments), technological needs including those for providing telehealth services, testing, investigation, contact tracing, infection-control training, disinfection of public areas

Health Director Signature

(use blue ink)

Date

Local Health Department to complete:
(If follow-up information is needed by DPH)

LHD program contact name: _____

Phone number with area code: _____

Email address: _____

Signature on this page signifies you have read and accepted all pages of this document.

July 2019

and facilities, purchase of personal protective equipment, COVID-19 infection control related medical expenses including clinical care, and infection prevention capital improvements directly related to the COVID-19 public health emergency.

2. Infection prevention and related activities must support standardized infection control basic principles as described in the NC DHHS COVID-19 Guidance found here:
<https://covid19.ncdhhs.gov/guidance>

IV. Performance Measures/Reporting Requirements:

1. Performance Measure

100% of LHD funds expensed will be for the specific purpose of infection prevention and related support activities.

2. Reporting Requirements

The LHD shall provide Infection Prevention Reports for Activity 115 COVID-19 Infection Prevention Support which detail and justify how the funds were allocated to infection-prevention related activities. The LHD must provide monthly Infection Prevention Reports using the attached templates, C-1 and C-2 as mandated by the NC Pandemic Relief Office according to the following schedule:

<u>Report Period</u>	<u>Report Submission Deadline</u>
July 2020 – August 2020 (2 months)	September 15, 2020
September 2020	October 15, 2020
October 2020	November 16, 2020
November 2020	December 15, 2020
December 2020	January 15, 2021

Email reports to: Beth Murray beth.murray@dhhs.nc.gov and copy Jeneen Preciose jeneen.preciose@dhhs.nc.gov and Pat Ward pat.ward@dhhs.nc.gov.

V. Performance Monitoring and Quality Assurance:

Performance will be monitored by the LTAT Branch Head by a review of the Activity 115 Infection Prevention Reports. If additional information is required, a phone conference will be conducted.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the LHD receiving federally funded Agreement Addenda.
 - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda funded by more than one federal award will receive a disclosure Supplement for each federal award.
 - b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the LHD throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the LHD even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. Any infection prevention capital improvement directly related to the COVID-19 public health emergency **must receive preapproval** from DPH Program Contact, Susan Little, in writing prior to expending.
3. The following is a nonexclusive list of costs that would **not** be eligible expenditures:
 - a. Administrative costs. Neither indirect costs nor allocated overhead are allowable costs. All salary expenses for permanent employees must be direct expensed.
 - b. Lobbying. Federally funded lobbying, either directly or indirectly (i.e., “grassroots” lobbying), is prohibited by law.
 - c. Expenses for the State share of Medicaid.
 - d. Damages covered by insurance.
 - e. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 - f. Expenses that have been or will be reimbursed under any federal program.
 - g. Reimbursement to donors for donated items or services.
 - h. Workforce bonuses other than **hazard pay or overtime.**
 - i. Severance pay.
 - j. Legal settlements.
 - k. Elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death.
 - i. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.
 - ii. Furthermore, no government which receives payments from the Coronavirus Relief Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.
4. **The final drawdown of funds for services performed through December 30, 2020 request must be submitted in the Aid-to-Counties database no later than 01/15/2021.**

DPH-Aid-To-Counties

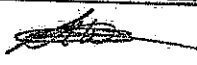
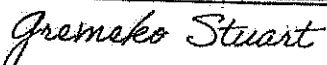
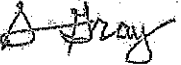
For Fiscal Year: 20/21

Budgetary Estimate Number : 0

Activity 115		1175 4026 HN		
Service Period	AA	07/01-12/30	Proposed Total	New Total
Payment Period		08/01-01/31		
01 Alamance	* 0	201,857	201,857	201,857
D1 Albemarle	* 0	335,813	335,813	335,813
02 Alexander	* 0	61,801	61,801	61,801
04 Anson	* 0	47,598	47,598	47,598
D2 Appalachian	* 0	164,871	164,871	164,871
07 Beaufort	* 0	71,811	71,811	71,811
09 Bladen	* 0	57,723	57,723	57,723
10 Brunswick	* 0	169,625	169,625	169,625
11 Buncombe	* 0	304,908	304,908	304,908
12 Burke	* 0	119,750	119,750	119,750
13 Cabarrus	* 0	248,252	248,252	248,252
14 Caldwell	* 0	110,898	110,898	110,898
16 Carteret	* 0	97,153	97,153	97,153
17 Caswell	* 0	45,842	45,842	45,842
18 Catawba	* 0	192,957	192,957	192,957
19 Chatham	* 0	101,047	101,047	101,047
20 Cherokee	* 0	51,949	51,949	51,949
22 Clay	* 0	32,723	32,723	32,723
23 Cleveland	* 0	128,195	128,195	128,195
24 Columbus	* 0	81,577	81,577	81,577
25 Craven	* 0	133,055	133,055	133,055
26 Cumberland	* 0	382,064	382,064	382,064
28 Dare	* 0	60,376	60,376	60,376
29 Davidson	* 0	203,445	203,445	203,445
30 Davie	* 0	66,901	66,901	66,901
31 Duplin	* 0	85,231	85,231	85,231
32 Durham	* 0	359,582	359,582	359,582
33 Edgecombe	* 0	77,539	77,539	77,539

D7 Foothills	* 0	165,280	165,280	165,280
34 Forsyth	* 0	430,678	430,678	430,678
35 Franklin	* 0	94,224	94,224	94,224
36 Gaston	* 0	261,191	261,191	261,191
38 Graham	* 0	29,479	29,479	29,479
D3 Gran-Vance	* 0	156,187	156,187	156,187
40 Greene	* 0	42,944	42,944	42,944
41 Guilford	* 0	603,148	603,148	603,148
42 Halifax	* 0	76,260	76,260	76,260
43 Harnett	* 0	165,335	165,335	165,335
44 Haywood	* 0	88,578	88,578	88,578
45 Henderson	* 0	147,530	147,530	147,530
46 Hertford	* 0	0	0	0
47 Hoke	* 0	78,923	78,923	78,923
48 Hyde	* 0	25,673	25,673	25,673
49 Iredell	* 0	215,054	215,054	215,054
50 Jackson	* 0	67,821	67,821	67,821
51 Johnston	* 0	238,037	238,037	238,037
52 Jones	* 0	31,127	31,127	31,127
53 Lee	* 0	86,438	86,438	86,438
54 Lenoir	* 0	82,049	82,049	82,049
55 Lincoln	* 0	112,491	112,491	112,491
56 Macon	* 0	59,398	59,398	59,398
57 Madison	* 0	44,403	44,403	44,403
D4 M-T-W	* 0	103,301	103,301	103,301
60 Mecklenburg	* 0	1,207,755	1,207,755	1,207,755
62 Montgomery	* 0	50,144	50,144	50,144
63 Moore	* 0	128,467	128,467	128,467
64 Nash	* 0	124,033	124,033	124,033
65 New Hanover	* 0	273,459	273,459	273,459
66 Northampton	* 0	42,501	42,501	42,501
67 Onslow	* 0	236,891	236,891	236,891
68 Orange	* 0	178,869	178,869	178,869
69 Pamlico	* 0	34,579	34,579	34,579
71 Pender	* 0	87,846	87,846	87,846

73 Person	* 0	63,880	63,880	63,880
74 Pitt	* 0	214,737	214,737	214,737
75 Polk	* 0	43,502	43,502	43,502
76 Randolph	* 0	177,244	177,244	177,244
77 Richmond	* 0	69,327	69,327	69,327
78 Robeson	* 0	163,619	163,619	163,619
79 Rockingham	* 0	120,125	120,125	120,125
80 Rowan	* 0	174,753	174,753	174,753
D5 R-P-M	* 0	0	0	0
82 Sampson	* 0	89,940	89,940	89,940
83 Scotland	* 0	59,009	59,009	59,009
84 Stanly	* 0	89,112	89,112	89,112
85 Stokes	* 0	70,716	70,716	70,716
86 Surry	* 0	99,920	99,920	99,920
87 Swain	* 0	35,761	35,761	35,761
D6 Toe River	* 0	116,460	116,460	116,460
88 Transylvania	* 0	58,322	58,322	58,322
90 Union	* 0	273,696	273,696	273,696
92 Wake	* 0	1,187,939	1,187,939	1,187,939
93 Warren	* 0	41,899	41,899	41,899
96 Wayne	* 0	156,092	156,092	156,092
97 Wilkes	* 0	96,298	96,298	96,298
98 Wilson	* 0	109,433	109,433	109,433
99 Yadkin	* 0	61,580	61,580	61,580
Totals		13,338,000	13,338,000	13,338,000

 Sign and Date - DPH Program Administrator	09042020 Sign and Date - DPH Section Chief
 Sign and Date - DPH Contracts Office	 Sign and Date - DPH Budget Officer

SH 9/4/2020

Supplement reason: ☒ In AA+BE or AA+BE Rev -OR- ☐ -

CFDA #: 21.019	Federal awd date: 03/27/20	Is award R&D? no	FAIN: H.R. 748 – 116 th Congress (2019-2020)	Total amount of fed awd: \$ 3,585,391,176			
CFDA name: Coronavirus Relief Fund		Fed award project description:	Coronavirus Aid, Relief, and Economic Security Act, Coronavirus Relief Funds (to States)				
		Fed awarding agency: U.S. Treasury	Federal award indirect cost rate: NC DHHS limited to: 0% Subawardee limited to: 0%				
Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity
Alamance	965194483	201857	201857	Jackson	019728518	67821	67821
Albemarle	130537822	335813	335813	Johnston	097599104	238037	238037
Alexander	030495105	61801	61801	Jones	095116935	31127	31127
Anson	847163029	47598	47598	Lee	067439703	86438	86438
Appalachian	780131541	164871	164871	Lenoir	042789748	82049	82049
Beaufort	091567776	71811	71811	Lincoln	086869336	112491	112491
Bladen	084171628	57723	57723	Macon	070626825	59398	59398
Brunswick	091571349	169625	169625	Madison	831052873	44403	44403
Buncombe	879203560	304908	304908	MTW	087204173	103301	103301
Burke	883321205	119750	119750	Mecklenburg	074498353	1207750	1207750
Cabarrus	143408289	248252	248252	Montgomery	025384603	50144	50144
Caldwell	948113402	110898	110898	Moore	050988146	128467	128467
Carteret	058735804	97153	97153	Nash	050425677	124033	124033
Caswell	077846053	45842	45842	New Hanover	040029563	273459	273459
Catawba	083677138	192957	192957	Northampton	097594477	42501	42501
Chatham	131356607	101047	101047	Onslow	172663270	236891	236891
Cherokee	130705072	51949	51949	Orange	139209659	178869	178869
Clay	145058231	32723	32723	Pamlico	097600456	34579	34579
Cleveland	879924850	128195	128195	Pender	100955413	87846	87846
Columbus	040040016	81577	81577	Person	091563718	63880	63880
Craven	091564294	133055	133055	Pitt	080889694	214737	214737
Cumberland	123914376	382064	382064	Polk	079067930	43502	43502
Dare	082358631	60376	60376	Randolph	027873132	177244	177244
Davidson	077839744	203445	203445	Richmond	070621339	69327	69327
Davie	076526651	66901	66901	Robeson	082367871	163619	193619
Duplin	095124798	85231	85231	Rockingham	077847143	120125	120125
Durham	088564075	359582	359582	Rowan	074494014	174753	174753
Edgecombe	093125375	77539	77539	Sampson	825573975	89940	89940
Foothills	782359004	165280	165280	Scotland	091564146	59009	59009
Forsyth	105316439	430687	430687	Stanly	131060829	89112	89112
Franklin	084168632	94224	94224	Stokes	085442705	70716	70716
Gaston	071062186	603148	603148	Surry	077821858	99920	99920
Graham	020952383	29479	29479	Swain	146437553	35761	35761
Granville-Vance	063347626	156187	156187	Toe River	113345201	116460	116460
Greene	091564591	42944	42944	Transylvania	030494215	58322	58322
Gulford	071563613	603148	603148	Union	079051637	273696	273696
Halifax	014305957	76260	76260	Wake	019625961	1187939	1187939
Harnett	091565986	165335	165335	Warren	030239953	41899	41899
Haywood	070620232	88578	88578	Wayne	040036170	156092	156092
Henderson	085021470	147530	147530	Wilkes	067439950	96298	96298
Hoke	091563643	78923	78923	Wilson	075585695	109433	109433
Hyde	832526243	25673	25673	Yadkin	089910624	61580	61580
Iredell	074504507	215054	215054				

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.5100.000	SALARIES	\$ 515,592.00	\$ 51,736.00	\$ 567,328.00
100.5100.090	SOCIAL SECURITY TAX (FICA)	\$ 30,379.00	\$ 3,906.00	\$ 34,285.00
100.5100.091	MEDICARE	\$ 7,105.00	\$ 913.00	\$ 8,018.00
100.5100.100	RETIREMENT	\$ 50,125.00	\$ 6,445.00	\$ 56,570.00
100.5100.352	MAINTENANCE & REPAIRS BUILDING	\$ -	\$ 7,716.00	\$ 7,716.00
TOTALS		<u>\$ 603,201.00</u>	<u>\$ 70,716.00</u>	<u>\$ 673,917.00</u>

This budget amendment is justified as follows:

The Health Department received funds through the state to assist with COVID-19 infection prevention support.

These funds will be used to pay hazard pay for health department staff. The remaining funds will be used to repair the health department's negative pressure room.

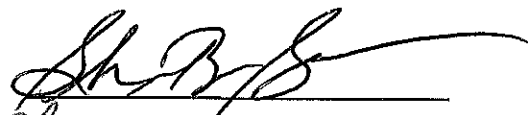
This will result in a net increase of \$70,716.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year and must be expended by 12/30/20.

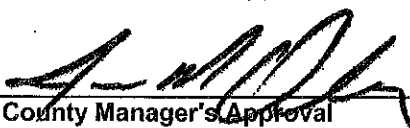
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.3301.256	HEALTH COVID-19 CARES ACT	\$ 27,614.00	\$ 70,716.00	\$ 98,330.00
TOTALS		<u>\$ 27,614.00</u>	<u>\$ 70,716.00</u>	<u>\$ 98,330.00</u>

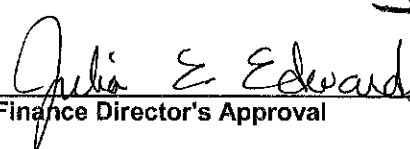
SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 26th day of October, 2020.

Verified by the Clerk of the Board


 Department Head's Approval Sammy Martin 10/13/20
 Date


 County Manager's Approval _____ Date _____


 Finance Director's Approval _____ 10/21/20
 Date



Board of County Commissioners

October 26, 2020

6:00 PM

Item number: VII.b.

Demolition of County Owned Property

Contact: County Manager Jake Oakley

Summary:

The Board approved to send out request for proposals on the old prison camp and one single dwelling. Attached you will see a list of all proposals received.

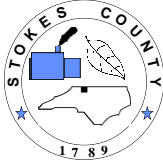
This information was presented at the last meeting and moved to the Action Agenda for the next meeting with the following requests from the Board:

- Information on the RFP and why the bidders information is not public record until the contract is awarded.
The reason for submitting an RFP for this project was due to the funds were not already budgeted. Normally when we are working with a construction/repair project there are funds allotted for the specific project and we would do a bid packet & we would open publicly. (Information is attached related to this and Support Services Supervisor Glenda Pruitt will be in attendance if further information is needed)
- Information on one of the structures being used by a company for storage
- Information on if the cost would be reduced if the Board elects to keep the one structure in question

A budget amendment is included and Finance Director Julia Edwards will provide the budget amendment number upon request if this item is approved.

ATTACHMENTS:

Description	Upload Date	Type
Demo RFP's	10/7/2020	Cover Memo
Bid Information on Demo	10/22/2020	Cover Memo
Budget Amendment	10/22/2020	Cover Memo



Stokes County
Purchasing Department

Memorandum

To: Shannon Shaver, Clerk to the Board, Assistant County Manager

From: Glenda Pruitt, Support Services Supervisor

Date: October 6, 2020

Re: Proposals for demolish and dispose

Attached are proposals received from the RFP you had requested for demolish and disposal of:

Option 1 Old Prison Camp 1075 Dodgetown Road:

Demolish and dispose of fifteen (15) structures located at 1075 Dodgetown Road Walnut Cove, NC 27052 Parcel # 6955167445

Option 2 1125 Dodgetown Road:

Demolish and dispose of one (1) Single Family Dwelling, other miscellaneous structures, and items for removal located at 1125 Dodgetown Road Walnut Cove, NC 27052 Parcel # 6955260763.

Proposal		Option 1		Option 2	Total
Proposal 1		\$ 99,887.00		\$ 10,625.00	\$ 110,512.00
Proposal 2		\$ 144,410.00		\$ 14,829.00	\$ 159,239.00
Proposal 3		\$ 149,500.00		\$ 9,995.00	\$ 159,495.00
Proposal 4		\$ 159,833.00		\$ 9,983.00	\$ 169,816.00
Proposal 5		\$ 167,950.00		\$ 16,050.00	\$ 184,000.00
Proposal 6		\$ 176,625.00		\$ 29,834.00	\$ 206,459.00
Proposal 7		\$ 178,770.00		\$ 7,730.00	\$ 186,500.00
Proposal 8		\$ 179,500.00		\$ 12,500.00	\$ 192,000.00
Proposal 9		\$ 196,458.00		\$ 15,520.00	\$ 211,978.00
Proposal 10		\$ 198,700.00		\$ 26,300.00	\$ 225,000.00
Proposal 11		\$ 267,000.00		\$ 36,000.00	\$ 303,000.00

NOTE: Due to submittals are in RFP format contractors' names are not public record until project is awarded.

withdraw his bid to Superior Court within 20 days of receiving the local government's ruling. Any bidder who withdraws may *not* rebid on the project or provide materials, equipment, or labor to a contractor or subcontractor performing on the contract from which the bidder withdrew without the written permission of the local government; a violation of this second prohibition is a Class 1 misdemeanor. A withdrawn bid counts toward the 3-bid minimum required for formal bid opening. [G.S. 143-129.1]

3. **When bid documents become public records** – Bid documents submitted by bidders eventually become open to public inspection³. The point in time when bids submitted by bidders become public varies depending on the procurement method.
 - a. **Below informal bidding range** – Bid documents become open for public inspection when they are received by the local government (or, if sealed, when opened).
 - b. **Informal bidding range** – The record of bids (and bid documents) become open for public inspection when the contract is awarded.
 - c. **Formal bidding range** – Bid documents become open for public inspection when the bids are opened at the public bid opening.

Step 5: Evaluate Bids

1. **Evaluation** – Once bids are received (informal) or opened (formal), the local government must evaluate bids to determine if the bids conform to the project specifications and meet all applicable legal requirements.
2. **Bidders must be licensed** – A licensed general contractor must oversee the project if it costs over \$30,000. [G.S. 87-1(a)] General contractor oversight is not required if the local government is acting as its own general contractor by using its own forces. [G.S. 143-135, G.S. 87-1(b)(2)] If the local government is acting as its own general contractor, it must submit an owner-contractor affidavit to the local building inspector attesting to its eligibility to act as its own general contractor. [G.S. 87-14]⁴

³ Information in bids that is a "trade secret" remains confidential even after the bid becomes public. [G.S. 132-1.2; G.S. 66-152] For more information on trade secrets, see, Youens, Eileen, "[Bidding Confidential](#)," Coates' Canons Local Government Law blog, UNC School of Government, April 8, 2010. For more information on when bid documents become public records, see Youens, Eileen, "[When are Bids and Proposals Subject to Public Inspection?](#)" LGLB No. 119, UNC School of Government (February 2009).

⁴ The affidavit requirement for owner-contractor construction projects was enacted by the General Assembly in 2011 ([S.L. 2011-376](#)). More information about this new requirement and a sample affidavit are available on the SOG's [Local Government Purchasing and Contracting website](#) under "[Legislative Updates](#)."

3. **Record of bids** – For bids on projects in the informal bidding range, local governments must keep a record of all bids received [G.S. 143-131]; bids on projects in the formal bidding range are normally summarized in bid tabulations.
4. **Negotiations with bidders** – The local government cannot negotiate with bidders on projects in the formal bidding range unless the bid submitted by the apparent lowest responsive, responsible bidder exceeds funds available for the project. In this case, the local government may negotiate with that bidder and make “reasonable” changes in specifications and plans to bring the contract price to within funds available, and then it may award the contract to that bidder. If negotiations are unsuccessful, the project must be re-bid. [G.S. 143-129(b)]

Step 6: Determine Successful Bidder (Standard of Award)

1. **Standard of Award** – For projects in both the informal and formal bidding ranges, the local government must award the contract to the lowest, responsive, responsible bidder taking into consideration quality, performance, and time specified in proposals for performance of the contract. [G.S. 143-129(b), G.S. 143-131(a)]
 - a. **Lowest cost** – The lowest proposed cost among all bidders for the contract.
 - b. **Responsive Bid** – Bid documents conform to bid specifications and meet all applicable legal requirements.⁵
 - c. **Responsible Bidder** – North Carolina courts have interpreted “responsible” to imply “skill, judgment and integrity necessary to the faithful performance of the contract, as well as sufficient financial resources and ability.”⁶
2. **Waiving deviations** – Minor deviations or defects in bid submittals (which goes to the *responsiveness* of the bid) can be waived if the waiver does not disadvantage other bidders; the local government cannot waive material deviations in bid submittals or statutory requirements (such as advertised deadlines, bid deposits, and licensure requirements). Under no circumstances may the bidder modify or correct his bid.

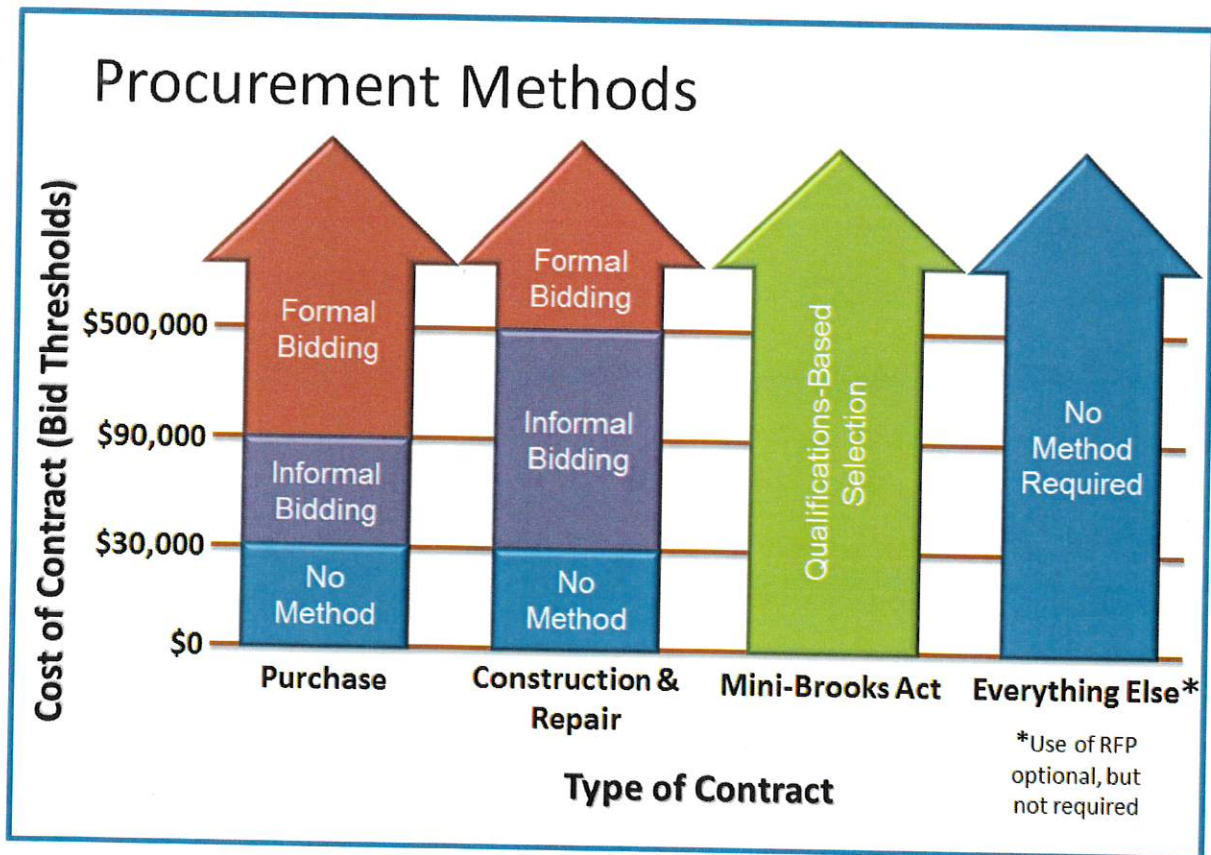
Step 7: Award the Contract

1. **Projects below informal bidding range** - Governing board approval is not required (unless by local policy); the contract can be awarded by any official or employee authorized by the governing board to award contracts on behalf of the local government.

⁵ *Prof'l Food Servs. Mgmt. v. N.C. Dep't of Administration*, 109 N.C. App. 265, 426 S.E.2d 447 (1993).

⁶ *Kinsey Contracting Co. v. City of Fayetteville*, 106 N.C. App. 383, 385, 416 S.E.2d 607, 609, *disc. review denied*, 332 N.C. 345, 421 S.E.2d 149 (1992).

The chart below combines the type of contract



STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
	Public Buildings			
100.4190.590	Improvements	\$ 61,542.00	\$ 110,512.00	\$ 172,054.00
	Total	\$ 61,542.00	\$ 110,512.00	\$ 172,054.00
	Capital Reserve Fund			
201.4190.013	Public Buildings	\$ 180,272.00	\$ (110,512.00)	\$ 69,760.00
201.9810.000	Transfer to General Fund	\$ 52,764.00	\$ 110,512.00	\$ 163,276.00
		\$ 233,036.00	\$ -	\$ 233,036.00

This budget amendment is justified as follows:

To appropriate funds for the demolish and dispose at the old prison camp and single dwelling.

This will result in a net increase of \$110,512.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
100.3982.960	Transfer from Capital Reserve Fund	\$ 52,764.00	\$ 110,512.00	\$ 163,276.00
	TOTALS	\$ 52,764.00	\$ 110,512.00	\$ 163,276.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 12th day of October, 2020

Verified by the Clerk of the Board

N/A

Department Head's Approval

[Signature]

County Manager's Approval

[Signature]

Finance Director's Approval

Date

10/21/20

Date

10/21/20

Date



**Board of County Commissioners
October 26, 2020
6:00 PM**

Item number: VIII.a.

Closed Session

Contact: Chairman Andy Nickelston

Summary:

Rationale for Closed Session:

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant to GS 143-318.11(a)(3)