

**OXFORD, NORTH CAROLINA**  
**February 12 and 13, 2015**

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met for the annual planning retreat in the Meeting Room, at the Granville Expo and Convention Center on Thursday, February 12, from 5:33 p.m. until 9:30 p.m. and on Friday, February 13, from 8:49 a.m. until 2:38 p.m.

***Present were:***

***Chairman:*** Tony W. Cozart

***Commissioners:*** R. David Currin, Jr.    Zelodis Jay  
(Currin & Jay arrived during dinner)  
Timothy Karan                    Ed Mims  
David T. Smith                    Edgar Smoak

***County Manager:*** Michael S. Felts

***County Attorney:*** James C. Wrenn, Jr.

***Assistant County Attorney:*** Gerald T. Koinis (present on Thursday only)

***News Reporters:*** Linda Nicholson – *Oxford Public Ledger*  
Chris L. Harris – *Butner-Creedmoor News* (present on Friday only)

**MEETING CALLED TO ORDER**

At 5:33 p.m., Chairman Tony W. Cozart called the retreat to order, had the invocation, and led the Pledge of Allegiance.

**DINNER BREAK**

At this point, Chairman Cozart declared a break for dinner.

**GOALS & EXPECTATIONS FROM BOARD MEMBERS**

Chairman Cozart mentioned that reports from Senior Services and Cooperative Extension were in the agenda books.

Board Members expressed goals and expectations such as identifying needs of departments in the County and municipalities; working together with municipalities; no tax increase; job creation; education; recreation; recreation for youth 13-18; partnering with the school system for tennis courts at the Granville Athletic Park; completing the jail study to determine needs; establishing benchmarks; joint agreements for facilities with municipalities and school system; middle mile fiber (broadband initiative); digital instruction; United States Department of Transportation (USDOT) Mayors' Challenge and "Watch for Me Campaign" for safe people and safe streets; transition from the viper radio system; identification of goals

and priorities; updating County website; Second Chance employment; supporting law enforcement that protect the County; coordinating inspections, planning and possibly 911 with municipalities; focus on economic development to build tax base; and supporting and working with the school system.

#### **LEGISLATIVE ISSUES AND UPDATES**

Chairman Cozart recognized Senator Floyd McKissick for an update on legislative issues. He asked Senator McKissick to support the North Carolina Association of County Commissioners' priority goals.

Senator McKissick stated that he was willing and able to address the priorities and updated the Board on the five priority goals that he supports: **HH-1:** Support continued state funding of Medicaid and support efforts by the state to provide healthcare access for all citizens; **PE-1:** Seek legislation to restore the statutory requirement that 40% of the net lottery proceeds be allocated to counties for school capital needs and increase the annual appropriation of lottery funds until the 40% allocation is restored; **PE-4:** Seek legislation to repeal the statutory authority under North Carolina General Statute 115C-431(c) that allows local school boards to file suit against a county board of commissioners over county appropriations for education; **GG-1:** Oppose any shift of state transportation responsibilities to counties; and **TF-1:** Oppose unfunded mandates and shifts of state responsibilities to counties. He talked about other issues that the General Assembly is dealing with such as economic incentives, teachers' salaries and school rankings. He also mentioned the need for appropriating funds to increase teachers' salaries and to provide additional resources to get our schools back on track. He noted that the constitution mandates providing a basic education. Commissioners mentioned concerns including pay raises for teachers, Medicaid cuts, Kerr Area Rural Transportation Services (KARTS) services, and newness of Department of Social Services Directors and lack of experience.

#### **BREAK**

At this point, Chairman Cozart called for a short break.

#### **PRESENTATIONS BY REPRESENTATIVES FROM OXFORD, CREEDMOOR, BUTNER, AND STEM**

Mayor Jackie Sergent and City Manager Randy Hemann of Oxford spoke from a PowerPoint presentation. They gave the following overview of the City of Oxford – Current Projects, Goals and Department Updates:

### Downtown Master Plan

- Streetscape
- Business Development Opportunities
- Upper Floor Residential
- Public Art
- Parking

### Public Infrastructure Development

- Flow Equalization Tank (1 million gallon)
- New Water Tower (750,000 gallons)
- Stormwater Project Prioritization
- Water Mains/Valves

### Finance

- New Financial Software
- Finance Director Search
- General Fund Balance – 21% to 31% (2 years)

### Recreation

YOUTH ATHLETICS	TOTAL	City Residents	Non-Residents	PERCENTAGES
Baseball	275	101	174	37% / 63%
Basketball	177	104	73	59% / 41%
Football	94	31	63	33% / 67%
Softball	36	20	16	56% / 44%
Volleyball	78	19	59	24% / 76%
Overall Average		City = 41%	County = 59%	

\* Residents are within city limits

- Greenway Planning
- Facilities Master Plan
- Potential Consolidation of programming staff in one location

### Police

- Captains Position
- Hot Spots
- Visibility (Coffee with a Cop & School Visits)
- 911 Dispatch
- Crime Reduction

### Fire

- ISO Rating
- Quality of Service/Response Times
- Prevention Efforts
- Partnerships

### Geographic Information System (GIS)

- New City GIS Program
- Importing County Data/Information
- Importing CAD Information
- Thank You Granville County

### Planning/Development

- Certified Local Government Status (Historic Preservation)
- Farmers Market/Armory Property
- Unified Development Ordinance
- Main Street Staffing
- Development Incentives

### 2014 Summary

- Foundation Building Year
- New City Staff

- Departmental Reorganizations Completed
- Second year of Goal Setting
- Triangle North Utility Partnership
- Opportunities for Collaboration

Commissioners mentioned areas of interest including youth athletics and joint use agreements.

Mayor Darryl Moss of Creedmoor noted that Commissioner Thomas Jackson, Commissioner Del Mims and City Manager Tom Mercer were in attendance. He stated that he was appreciative of the opportunity to come before the County Commissioners and talk about things that are going on in our community and more importantly how we can seek ways to work together to benefit our entire County. He noted that earlier today he met with a gentleman from the North Carolina Department of Commerce and Harry Mills and talked about their work around infrastructure. He reported that he and Commissioner Karan have been working with CAMPO on NC 50, noting that the NC 50 widening from 540 North in Raleigh to Highway 98 is going to be occurring in the upcoming years. He added that also with their work through CAMPO they have received funding for the realignment of Highway 15, Highway 50 and Highway 56 in Creedmoor. He noted that the NC 56 Corridor Study is underway and work has just begun to receive public input and to begin putting some solutions together. He stated that they are tracking towards what is projected to be an April 1<sup>st</sup> close on Creedmoor's negotiation with SGWASA (South Granville Water and Sewer Authority). He stated that they are in the process of working with the City of Raleigh, City of Durham and NCDENR (North Carolina Department of Environment and Natural Resources) on developing a strategy around best management practices for stormwater. He reported that 32 houses are under construction in Creedmoor, the Learning Services Rehabilitation Center that houses brain injury patients is expanding, and there is also a \$1 million renovation project that will occur at the Food Lion located on Highway 56. He noted that they are putting the final touches on their 2035 Land Use Plan. He stated that on next Thursday he will be attending an event with Anthony Fox, Secretary of USDOT, at North Carolina State to talk about transportation issues. He added that as part of this opportunity to close the SGWASA deal, they are hopeful that they will be able to construct facilities to house both Fire and Police as a Public Safety Center. He stated that they have finished their Recreation Master Plan and that they have intentionally worked to make sure they are covering the entire spectrum from young to old in their process. He stated that they recognize that as citizens of Granville County we have some

responsibilities to reach out to our school system to help. He noted that on March 23<sup>rd</sup> he will be hosting Creedmoor Elementary at City Hall. He said the students will have a walking field trip down the new sidewalk from Creedmoor Elementary to City Hall. He stated that Commissioner Karan is asking us to look at ways that we can extend our recreation programming into our schools through a joint use agreement. He then reviewed with the Board six legislative goals that he felt would mutually benefit the County and the municipalities.

Questions were asked regarding Butner to Creedmoor Greenway, joint use agreement with schools, public safety and upgrades at the Senior Center in Creedmoor.

Mayor Tom Lane of Butner reported that the growth in Butner over the last seven years has been phenomenal. He noted that AW North Carolina, AMT Group, Stay Online, and Product Recovery Management (PRM) have filled vacant buildings. He updated the Board on the Gateway Project and the East End Connector (Richmond to Research Triangle without a stoplight). He thanked the Board for the relationship with the Economic Development Department. He reported that Butner adopted a policy to take over roads if they are brought up to Department of Transportation (DOT) standards. He thanked the Board for recreation funding and Tourism Development Authority (TDA) funds, noting that when Butner is successful, the County is successful. Mayor Lane mentioned that policies to extend boundaries and development adjacent to municipalities make sense to him. He said that the Chief of Police is looking at the "Watch for Me Campaign" and mentioned the take-over of Butner Public Safety and the hurdles they encountered going from 11 employees to 55 employees. He said they need help to work with DOT on safety and transportation issues, particularly the Central Avenue and B Street intersection with additional traffic in the area. He thanked the Board on behalf of the citizens for what the County does with and for Butner.

Mayor Renee Green of Stem stated the Stem Commissioners have put their differences aside and are working together. She reported that the Town of Stem under Lonnie Cole's leadership had five documented resuscitations. She said they have remodeled the Stem Town Hall, documents are now stored in Town Hall, they have a computer, law enforcement has iPads and shotguns, they have a new police chief and three new police officers. She also reported that the Stem Pedestrian Plan has been completed and will be implemented soon. She said they are working to update the Stem Town Ordinances that have not been updated since 1943. She said that 80 trailer loads of trash were removed from Stem by cleaning up ditches

and streets and new retroreflectivity street signs have installed. Mayor Green added that they are working on a 5/10/20 year plan for the Town of Stem and are in the process of purchasing property for a new Town Hall. She concluded by saying that she and a group of realtors are working on an initiative to work with the North Carolina Real Estate Commission to educate Home Owners' Associations about Best Management Practices (BMPs) that will help with the Falls Lake Rules.

**BREAK**

At this point, Chairman Cozart called for a break.

**UPDATE FROM MICHAEL D. WATERS, DISTRICT ATTORNEY**

Michael D. Waters, District Attorney, said that it has been a pleasure to serve the citizens of Granville County over the last six weeks since being recently elected to office. He mentioned that the year started with the Jerome and Dora Faulkner tragedy and assured the Board that he is working with the Sheriff to be sure justice is served. He reported he has retained talented individuals to work in his office and that in March 2015, Michael Putney, Jr. will join his office as Assistant District Attorney. He noted that his time has been dedicated to increase efficiency in the court system. He reported that he has met with J. Yancey Washington, Clerk of Court, to develop a website and to increase efficiency between their offices.

**UPDATE FROM J. YANCEY WASHINGTON, CLERK OF COURT**

J. Yancey Washington stated that he was elected as Clerk of Court in November and started the job on December 1, 2014. He reported that they are a State office, but serve the citizens of Granville County. He noted that his office was recently audited and they passed with flying colors due to the efficiency in which the office has been handled in the past. He said that they have made some changes and moved things around in his office. He reported that 60,000 people came through the metal detector last year and that does not account for officials that do not have to go through the metal detectors and noted that he would be asking for money to paint the office due to high traffic. He thanked the Board for the upkeep that has been done in the past to maintain the courthouse. He said that by statute the County is responsible for the jury system and that he will be requesting an additional computer to connect to the County server to have a back-up for the jury system that is now maintained on one computer. He said that Granville County was the first to sign up for the jury pool case

management system in North Carolina and because of this he has been told that they may be able to get a discount for a software upgrade.

**UPDATE FROM SCHOOL SYSTEM**

Toney W. Smith, Vice Chairman of the Board of Education, thanked the Board for the opportunity to address the Board and sent regrets from Dr. Dorwin Howard, Sr., Superintendent, who was not present due to the death of his father and from Donnie Boyd, Chairman of the Board of Education, who was out of town and unable to attend.

Mr. Smith stated that Granville County Public Schools has been through a difficult transition period over the past year or so and that they realize the concerns and fears that have been caused in the schools and communities. He noted they have made significant changes in leadership and believe they are positioned for the future. He said they are focused on moving forward, working together, and building stronger relationships between the two boards, their local governments and local businesses and industries.

He then introduced the A-Team (Administration) from Granville County Public Schools for the update: Dr. Michael Myrick, Assistant Superintendent for Curriculum and Instruction and Student Services; Mrs. Beth Day, Assistant Superintendent of Finance; and Dr. Gus Gillespie, Assistant Superintendent for Human Resources and Auxiliary Services.

Dr. Myrick stated that he would be speaking about curriculum and instruction and teaching and learning in Granville County. He talked about the School Report Cards that were released February 5, 2015 for the 2013-2014 year by the North Carolina Department of Public Instruction. Each school in the state received a letter grade from A-F and they were calculated using 80% proficiency and 20% growth. He said that the grades echo that Granville County Public Schools have significant work to do in the area of school proficiency. He reported that the following grades were received:

- 2 B's Granville Early College High School and J.F. Webb School of Health & Life Sciences
- 9 C's Butner-Stem Elementary School, Granville Central High School, Mary Potter Middle School, Mount Energy Elementary School, Stovall-Shaw Elementary School, Tar River Elementary School, Wilton Elementary School, South Granville School of Integrated Technology and Leadership, and South Granville School of Health & Life Sciences
- 6 D's Butner-Stem Middle School, C.G. Credle Elementary School, G.C. Hawley Middle School, J.F. Webb High School, Northern Granville Middle School, and Joe Toler Oak Hill Elementary School
- 3 F's Creedmoor Elementary School, West Oxford Elementary School, and Granville Magnet School

He noted that the Center for Innovative Learning, the alternative school, did not have enough data to assign a grade. He explained that areas of need have been identified and focus has been shifted. He mentioned that the restructuring of the Curriculum and Instruction

Department has allowed them to target four key areas – Literacy, Mathematics, Beginning Teachers’ Support and the Academically and Intellectually Gifted Programs and explained the work that is being implemented in these areas for improvement. He also talked about using social media to inform the community of events in the schools and districts and developing partnerships with organizations and businesses in the community. He concluded by saying that high student achievement is their top priority, invited the Board to visit the schools, and thanked the Board for their continued support.

Mrs. Day gave an update on school finance and the budget. She talked about the operating budget, per diem operating budget and capital. She reported that they ended last fiscal year in a better financial state than budgeted which allowed them to balance their 2014-2015 budget with the use of fund balance. She said they are facing a tough budget situation for 2015-2016 and that they are looking at ways to be the most efficient with their spending as possible. She said they are looking at transportation costs associated with the Choice Program and the One-to-One Laptop Program. She said that any cuts that will be made will have significant impacts on students, parents, staff and community. She continued by saying that student population is declining, but the supporting funding from the County has remained steady. The decline in student population is mostly due to students enrolling in charter schools. The law requires that for any Granville County students attending any charter school a per diem portion of the Granville County funding has to be sent to the charter schools. She reported that for 2014-2015 they received approximately \$12 million dollars in operating funds from Granville County. She noted that \$965,000 was sent to charter schools of which half of the funding went to students residing in Granville County going to charter schools in Granville County and the other half went to charter schools in surrounding counties. She explained that there are many capital outlay needs throughout the county and that a tour is being planned for the Board to see those needs. She said that they continue to work on long range plans for capital needs, noted that there are many capital needs, and that the goal is to maintain taxpayer investment in school property.

Dr. Gillespie said that he works with Maintenance, Transportation, Child Nutrition and Human Resources. He explained that 85% of their budget is tied up with personnel and with increasing costs and decreasing budgets from the State, they are faced with towing a fine line between providing the supports and services that students need and meeting a budget that is

shrinking every year. He noted that they are aware of the perception that some areas seem overstaffed, noting that it is hard to know everything that goes on in running an effective school system. Positions added this school year were needed to correct deficits in curriculum and instruction. He said they did not wait for the school report card, but made changes immediately to address the student proficiency scores. He talked about some of the changes that have been made and gave examples. He mentioned that course offerings are closely monitored through Granville Online and flex classes to help reduce costs. He reported that the district turnover rate is 20.3% for the school district so the Recruitment and Retention Team has been reinstated and is working to keep highly qualified and effective teachers in the schools. A survey has also been sent out to receive input on how to best retain good teachers. He reported that as of February 2015 they have had to replace three chillers and two boilers in the schools at a cost of just over \$302,000. He said that the following work has been done at different schools: painted schools, replaced blinds, replaced flooring and carpet, cleaned up mold, replaced a roof, completed erosion repairs, replaced fire alarm systems, removed unused mobile units and replaced HVAC controls. He stated that 98.9% of the Category 1 Capital Outlay budget has been spent and there are still many needs that are unmet. He said with cuts at the state and district levels it is hard to meet all of the needs as well as address inequities throughout the district. He said they are looking at a plan to reduce transportation costs and increase efficiency. He gave an update about the addition at Granville Central High School and said it should be completed by the opening of the 2015-2016 school year. He closed by mentioning comments made by John Burns at a February 2, 2015 Board of Education meeting about a vision of Granville County Public Schools being recognized for great test scores and being a great school system as well as additions at Granville Health System as businesses moving in the area. He said Mr. Burns said this can be a reality as Granville County business leaders are willing and ready to lend a hand to help make necessary improvements in the school system. Dr. Gillespie said this can be a reality as we all partner together for the children of Granville County Public Schools.

Board members asked questions and discussion continued about the AIG Program, lack of teacher assistants and the impact on students, Common Core, ABC grading, teacher turnover, recruitment and vacancies including African-American and male teachers, and revamping the Prospective Teacher Scholarship.

County Manager Felts announced the Joint Meeting with the Board of Education on March 16, 2015 at the Granville Expo Center.

**COMMISSIONERS ADJOURN**

Upon a motion by Commissioner Ed Mims, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board adjourned at 9:30 p.m.

**BOARD RECONVENED ON FEBRUARY 13, 2015**

After breakfast was served, Chairman Cozart called the retreat back in session at 8:49 a.m. Commissioner Zelodis Jay had the invocation.

**UPDATE FROM GRANVILLE-VANCE DISTRICT HEALTH DEPARTMENT**

Lisa Harrison, Health Director of the Granville Vance District Health Department, said that they have a new logo and distributed a new marketing information card. She reported that the Community Health Assessment that is done every four years is due this year. She then spoke from the following PowerPoint presentation:



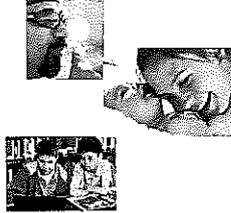
**GRANVILLE VANCE**  
public health

Your Environment. Your Community. Your Health.



**Local Community Health Priorities**

- Chronic Disease and Related Lifestyle Issues
- Reproductive Health and Pregnancy Outcomes
- Success in School



**GVPH Mission and Purpose**

- The mission of Granville Vance Public Health (GVPH) is to **Protect and Promote Health** in Granville and Vance Counties.
- 75 staff members work across locations with partners in the community to **assess** community health, **assure** access to health services, and work to **develop** policies that improve health and the environment.



**What do we do?  
Besides give vaccines...**



- Communicable Disease
  - Ebola preparedness and traveler monitoring, HIV testing and treatment, TB monitoring, foodborne illness and outbreak investigation, STD prevention, education and treatment
- Child Health, home visiting and outreach
- Environmental Health
- Home Health and Transitional care
- Maternal Health, prenatal care, case management
- Nutrition and WIC (women, infant, and children)
- Vital records and community statistics

North Carolina has 100 Independent Geo-Political Counties  
 North Carolinians have access to 100+ physical locations for local public health  
 There are 85 Local Health Department Administrative Units (83 local health directors)  
 Including 1 Local Hospital Authority (phs), 1 Local Public Health Authority (grocc)  
 and 5 Local Public Health Districts



## Recent Accomplishments

- Childhood Obesity has decreased in our district which is unique in the US
- GVPH became Accredited
- Home health is growing and adding transitional care
- Focusing on customer service, practice management, and the patient experience across all clinics
- Determining a new role for public health within the local health care system



## The New System of Health

- Quality improvement methods including *Lean* and *The Model for Improvement* are the way we function every day to address quality care.
- Evidence-based public health practice, policy and environmental change, and health-in-all-policies approaches are supported by our Boards.
- New approaches to data management in health care are here: Practice management, patient satisfaction, flow analysis, and financial indicators / data dashboards are necessary in leading health systems in the 21<sup>st</sup> century.
- Partnerships exist across the system – ours leads the way.



## Healthier Communities Moving Forward

- Local stakeholder engagement in community
- A new Community Health Assessment in 2015
- Evidence-based policy, programs and interventions in shared action-plans
- Promote statewide health objectives to inform policy
- Add Hospice services in Granville County



## Emerging Issue – Prescription Drug Abuse



- Drug overdoses are the leading cause of unintentional injury death in America
- 16,651 overdoses from Opioid painkillers
- There is a relationship of sales of opioid painkillers and overdose death rates



## Mandated services

Provide:	Provide/contract/contract:
Food, lodging & institutional sanitation	Adult health
Individual on-site water supply	Home health
Sanitary sewage collection, treatment & disposal	Dental public health
Communicable disease control	Grade-A milk sanitation
Vital records registration	Maternal health
	Child health
	Family planning
	Public health laboratory



## State Funding and Actual Cost for Mandated Services

### Communicable Disease

State Funding Provided: \$31,595  
 Actual Program Cost GVDHD: \$352,865

### Environmental Health

State Funding Provided: \$16,500  
 Actual Program Cost GVDHD: \$411,761

### Vital Records

State Funding Provided: \$0  
 Actual Program Cost GVDHD: \$24,017



## Benjamin Disraeli

*"The health of the people is really the foundation upon which all their happiness and all their powers as a state depend."*



Ms. Harrison answered questions from Board members.

**BOARD HEARD REVIEW OF FINANCIAL CONDITION/FORECAST, HUMAN RESOURCES UPDATE, AND BUDGET PRE-PLANNING**

Steve McNally, Finance Director, highlighted the following information regarding the financial condition of Granville County:

- Property taxes account for approximately 61% (\$34.8 million budgeted) of total General Fund revenues
- Ad valorem property tax revenues are budgeted higher than the previous fiscal year
- County's collection rate is 98.12%, up a full percentage point from the last year
- Sales and Use taxes account for approximately 13% (\$7.5 million) of total revenue
- Sales tax revenue is 2% more than last year, reflecting the gradual economic improvement
- Restricted & Intergovernmental revenues make up approximately 16% (\$9.2 million) of General Fund revenues. Restricted revenue collections are at 67% due to the receipt of payments from Granville Health System to fund debt payments for the refinanced Emergency Room expansion as well as lump sum payment for CDBG building reuse grants and DOT grants
- License Fees and other revenues are trending slightly less than prior fiscal years
- Expenditures are at or below budgeted amounts when taken as a whole, departments expending approximately 52-58% of their allocations to-date. Community Services expenditures are lower because recreational funds have not been dispersed.
- County continues to maintain a manageable level of debt
- Unassigned fund balance is 38% compared to the Local Government Commission benchmark of 8%
- Fund Balance available for appropriation is 54% compared to state average of 29% for counties our size – healthy fund balance

Wendy Pennington, Human Resources Director, reported that employee race demographics are more in line with Granville County this year. She stated that a meeting with Blue Cross Blue Shield (BCBS) is scheduled next week for the mid-year review and she has requested renewal numbers. The Wellness Program had over 84% employee participation and completion of the program. She stated that her goals are to review the Personnel Ordinance and to make recommendations for changes, including reviewing salary ranges.

When asked, Mrs. Pennington reported that location, salary and retirement were reasons that some of the 39 employees left in 2014. Salary surveys will be conducted comparing salaries to surrounding counties. County Manager Felts stated that as employees leave, departments are reviewed before listing a position to see if a departmental reclassification needs to be done.

Mike Felts, County Manager, stated that some of the challenges for the 2015-2016 budget are website redesign, implementing e-government, overcrowding in the Detention Center, broadband throughout the County, reconciliation of voting and taxing jurisdictions, the 2016 Presidential election, and school funding issues. Last year at the 2014 Board Retreat, the

Board identified education and economic development as the top priorities and reported that they continue to be at the forefront of the County's conversations. He then gave the following updates:

- Economic Development – County has an ideal location and work force
- Tax – Improved tax collection rate
- Finance – Received 14<sup>th</sup> award for financial report
- IT – Improved infrastructure in the County
- Sheriff – Radio replacement plan
- Elections – Knowledgeable Director that keeps Board informed
- Development Services – Key staff with experience and working on succession plan
- Department of Social Services – Staff turnover, but low considering retirements and implementation of NC Fast with little additional funding
- Human Resources – Maintained merit pay during downturn of the economy
- Senior Services – Award-winning and dedicated staff
- Cooperative Extension and Environmental Services – Cost-sharing positions to reduce costs
- Animal Control – Improved customer service and better response time
- Emergency Management – Key players in our region due to Doug Logan's expertise and forefront in planning

Mr. Felts reported that the average institutional years of Department Heads is 13.75 years and is a strength of the County. He then reviewed the fiscal year 2015-2016 budget calendar.

Chairman Cozart asked Mr. Felts to check into why the recreation money has not been distributed. County Manager Felts and Commissioner Smith stated that the Granville County Parks and Recreation Advisory Committee has been working on the Recreation Masterplan and the formula for distribution of recreation funds and it should be completed soon.

Commissioner Mims asked questions about e-government, the County website, space needs, and audits. Mr. Felts reported that a committee has been selected to work on website updates and upgrades. Mr. Felts said that there is a space needs problem particularly for the Board of Elections and that he hopes that will be worked out in the next six months. He said that the building in most need of repairs is 122 Williamsboro Street that houses Elections, Planning, Inspections and Child Support Services. He also reported that the Internal Auditor and Finance Staff are developing a Request for Qualifications (RFQ) for utility and telephone audits.

#### **BOARD MEMBER LIAISON AND COMMITTEE UPDATES**

Commissioner Jay reported that he is a liaison on the Granville County Library Board, the Granville County Environmental Affairs Board and the Kerr Area Transportation Authority (KARTS) Board. He reported that there are four libraries in Granville County and there are

kiosks for checking out books in Oak Hill, Stovall and Wilton. The Library Board is working on restructuring and Deana Cunningham was appointed as Interim Director. The KARTS bus route shuttles 100-150 people in Oxford alone and has 48 buses, including two that are spares, which are being utilized. The capacity is 650 max and they are shuttling 750 a day with the first route beginning at 3:00 a.m. Land has been purchased to consolidate operations to one facility. The Environmental Affairs Board is seeking guidance on priorities and they continue to work on Coon Creek issues, trash issues in the County and a committee is studying the Clean Water Act.

Commissioner Smith reported that the Kerr Tar Council of Government received a clean audit recently. He mentioned that the Senior Centers are doing a great job, that the Senior Center in Oxford won an award as a Center of Excellence, and that the capacity at the North Granville Senior Center in Stovall has doubled since they started operating full-time. The baby boomer generation is increasing 10,000 per day so they are hoping to keep seniors busy with the programs and the centers in the County. He thanked Barry Baker, Planning Director, for the job that the Planning Board and his department have done and mentioned new rules with solar farms. He talked about the Granville County Parks and Recreation Committee and the possibility of tennis courts at the Granville Athletic Park. He referred to a handout that gave statistics on the number of tennis courts in Granville and surrounding counties that reported that Granville County has three tennis courts. He talked about partnering with the school system to build more tennis courts. He asked that the County Manager look at some possible grant funding for tennis courts. Discussion ensued about tennis courts and other recreational needs.

Commissioner Currin serves as liaisons to Granville County Public Schools and Economic Development. He said that Granville County Public Schools gave a presentation last night and Harry Mills, Economic Development Director, would be giving a report today.

Commissioner Mims stated that Granville County is part of Franklin-Vance-Warren Opportunity Inc. that offers weatherization programs and assists individuals that have property that may need updating or upgrading. He mentioned working to get the group to have a greater presence in Granville County. He reported that the Juvenile Crime Prevention Council (JCPC) is meeting at this time at the Cooperative Extension Center. He handed out a brochure about the JCPC and mentioned that participation is not widespread throughout the County due to

transportation issues. He asked about the possibility of the Granville County Veterans Affairs Committee having space designated at the Richard H. Thornton Library for a display or information. He added that he serves on the Upper Neuse River Basin Association (UNRBA) which deals with the Falls Lake Rules and the implications on development. He reported that Granville County has 72,000 acres or 14% of acreage in the Falls Lake Watershed. He mentioned needing the help of Representative Larry Yarborough to speak on behalf of the initiatives that Granville County needs to make progress with deregulation of the Falls Lake Rules to help initiate growth in southern Granville County. He said that he serves as the Chairman of the Granville Vance District Board of Health this year.

Commissioner Karan reported that he serves on the Granville Parks and Recreation Advisory Committee and that they are awaiting the results of a survey to determine wishes of residents in the County. He talked about joint use agreements and the various ways that can be utilized to benefit citizens for activities such as gardening classes, tennis courts, etc. He reported that he does not attend all of the Capital Area Metropolitan Planning Organization (CAMPO) meetings, but is up-to-date on webinars and information that comes out of the organization. He said he has been actively involved in the Highway 56 Corridor Study meetings. He reported that funding for the Highway 50 Widening Project from Highway 540 to US 98 is finally happening. As Granville Greenway Representative, he talked about the Congestion Mitigation and Air Quality (CMAQ) Grant in the southern end of the County for the Butner to Creedmoor Greenway. He thanked staff for work on the road bond policy and noted that a presentation will be made to the Board soon. He said that there is a major restructuring in Cooperative Extension from the State level and the federal government. He said that he serves on the working group for the Voluntary Agricultural District and this will be presented to the Board in the near future. He reported that Workforce Development is revamping and restructuring to meet requirements of the Workforce Investment Act. He commended the new director of Animal Management and announced that they are not using the CO chamber for euthanasia anymore. He also reported that there are good rescues in place at the Animal Shelter and it is now functioning cohesively. He said that he has self-appointed himself to work with Emergency Management and has attended many Local Emergency Planning Committee (LEPC) meetings and received a certificate for courses and classes he has attended. He passed out a document prepared by Doug Logan, Emergency Management

Coordinator, regarding funding for volunteer fire departments and asked for the Board's consideration for future funding. He then talked about broadband opportunities and how it relates to recruiting industrial prospects. He then referred to a slide showing a map of download speeds in the County and that he wants to explore costs of getting broadband in the County.

Commissioner Smoak stated that he has most of Butner and Stem in his district. He said that Butner Public Safety no longer exists and now Butner has its own police department. He said he and Commissioner Currin serve as a liaison on the South Granville Water and Sewer Authority (SGWASA) and that the merger with the City of Creedmoor should be complete in 30-60 days. He said the biggest concern of the Soil and Water Board is cutbacks in funding. He reported that he serves on the Five County Community Operations Center (COC) Oversight Board and they have seen lots of changes in the last few years. He said that he serves on the Transportation Plan Work Group that looks at transportation needs for the future.

Commissioner Cozart said he serves on the Social Services Board and that Lou Bechtel, Social Services Director, will give the update on Social Services. He said that Franklin-Vance-Warren Opportunities Board is building a facility in Henderson. He reported that the Granville County Human Relations Commission is sponsoring a diversity event on February 23<sup>rd</sup> and a panel discussion will be held to talk about diversity issues. He noted that 24 patients have been referred from Franklin Memorial Hospital to Granville Health System. He noted that our schools are in a crucial state and mentioned that many parents are not involved and that all schools are not the same. He said that we have to prove to the public that our schools are safe and a good place for children to be.

**BREAK**

At this point, Chairman Cozart called for a short break.

**REPORTS FROM MAJOR DEPARTMENTS**

**Sheriff's Department Update**

Brin Wilkins, Sheriff, referred to the information in the agenda packet and talked about the statistics included. He pointed out that commitment orders/transport has dropped, but the time involved in taking care of the patient and process and mileage has increased. He noted that domestic violence orders, robbery, assaults, burglary, larceny and motor vehicle thefts are also down from 2013. He reported a 24.9% recovery rate of items stolen from breaking and

entering and larceny cases and noted that the state average is 18.4%. Granville County is in the top ten counties in North Carolina for the recovery rate. He also reported eight suicides and three murders in 2014. He talked about the work the Sheriff's Department is doing in the schools and about using Teen Court and other programs for youth offenders. He reported that 61,877 people passed through the security screening machine at the courthouse last year and does not include attorneys and staff that go in and out of the building every day.

Sheriff Wilkins reported that Stacey Harrison is the new 911 Communications Director/Supervisor and the department has made great improvements over the past year including updating the training manual and started a new training guide. In 2014, the 911 Center dispatched over 53,000 calls. There are 15 full-time and three part-time employees. He said EMD (Emergency Medical Dispatch) Priority Dispatch has been used since November of 2012 and three supervisors and the Director/Supervisor are certified in quality assurance for dispatch. He said that software upgrades are needed for Priority Dispatch and the recording system and that some of the costs are covered by 911 funds.

Sheriff Wilkins continued by saying that a jail study is being conducted. He referred to a letter in the agenda packet on page 37 that reported that \$250,320 was spent in 2014 to house inmates in other local jails, \$140,400 for safekeeping-state, \$58,316 for juvenile detention, and \$8,825 for gas for transport for a total of \$457,861 for overcrowding at the jail. He said this figure does not include outside medical costs. He also talked about medical savings through a drug subsidy program that saved \$12,975.18 on HIV medications, \$39,816.39 with Prime Health Services and \$809.82 at Walmart for medicine under the \$4 prescription program for a total savings of \$53,601.39.

Sheriff Wilkins said that the department needs include phase II of the radio replacement program, replacement of a cell bright machine, a crime scene scanner, and a quadcopter (drone). He said that the jail is in need of cell sense (detects contraband) and a portable air compressor. He also mentioned getting additional working dogs for the Sheriff's Department.

Sheriff Wilkins answered questions from Commissioners.

#### **Social Services Update**

Lou Bechtel, Social Services Director, said that Social Services is split into two major groups – Services and Public Assistance. He reported that they recently lost three employees and one will be retiring in March. He gave updates on Child Support and Foster Care Service

Programs, noting that the number of children in foster care is down to 48. He then reported on Public Assistance – Food Stamps, Work First and Medicaid. He said that NC FAST, the eligibility software program, continues to cause headaches for their department because of the time it takes to enter cases and the number of applications received on an ongoing bases. He said there are 2,238 records that need to be done by March 31<sup>st</sup>. He said they receive 554 applications a month for the different programs and they do not have enough employees to manage the cases. He reported that they have been using temporary staff to convert cases from the old system into the NC FAST system. He said they get cases as walk-ins, epass (online application process), email, mail, marketplace, and TurboTax. He then talked about the number of employees that the state says are needed for the work versus the number of actual employees. Mr. Bechtel said that he would be requesting three employees for the Family/Children Medicaid Program, one employee for Adult Medicaid Services, one employee for Guardianship and one employee for Administration in the upcoming budget. He talked about the staff being overworked and stressed to meet the deadlines and mandates, changes in cost sharing positions, and the amount of time to train new employees once they are hired.

Board members made comments and asked questions.

#### **BOARD HEARD UPDATE ON ECONOMIC DEVELOPMENT**

Harry Mills, Economic Development Director, stated that he began work July 15, 2014 and that he started his job by visiting with municipalities and informing them of the plans for economic development. He reported he attended classes at UNC School of Government and learned that his responsibilities include recruiting new businesses and taking care of existing businesses. He noted that there are some challenges, but Granville County has great assets including location, water and workforce. He says he continues to partner with Research Triangle Regional Partnership (RTRP), Kerr-Tar Regional Council of Government, the Economic Development Partnership, and attend events and conferences to put his face in front of people daily to promote Granville County. He mentioned the following new or expanding/expanded projects: Ideal Fastener, Stay Online, Air Clean Systems, CS Medical, Product Recovery Management (PRM), UPS and an existing industry. He said that economic activity has increased as the economy seems to be improving. He stated they would continue to work to be successful to grow jobs and create industry in Granville County.

### **STORMWATER UTILITY UPDATE**

Henrietta Locklear was unable to attend the retreat, so Chairman Cozart recognized Attorney Jim Wrenn for an update.

Attorney Wrenn stated that he and Forrest Westall, Executive Director of the Upper Neuse River Basin Association (UNRBA), have met with Representative Larry Yarborough and Senator Mike Woodard to discuss their ideas and concerns with the Falls Lake Rules. He said they will be speaking to the Person County Homebuilders Association on Tuesday night. He reported that the jurisdictions are working together to see what things can be done to make the Falls Lake Rules more efficient without throwing out all of the stage 1 rules. He said they need to look at careful legislative action, seek legislative action to put off stage 2 of the Falls Lake Rules until the relook process is complete, and seek funding to support the efforts of the UNRBA to reduce some of the local share.

### **LUNCH BREAK AND ROUNDTABLE DISCUSSION WITH DEPARTMENT MANAGERS**

At this point Department Managers were divided into groups to have lunch with Commissioners. The meeting started back at 1:12 p.m.

### **DISCUSSION OF TOPICS FROM LUNCH DISCUSSIONS**

Board members reported that some of the topics discussed during lunch were: community services to improve the quality of life, space needs now and in the future, cyber security, updating computers, raising level of purchase order authorization, familiarity with policies and ordinances, lack of understanding by public of difficulties in jail work environment, turnover rate in the 911 Department, insurance renewal, downtown Masterplan, decrease in volunteer firemen, updating website, positioning for economic development, working with municipalities to provide better services, issues in inspections and planning, and addressing school issues.

### **BOARD HEARD UPDATE FROM DEVELOPMENT SERVICES**

Barry Baker, Planning Director updated the Board on current development trends.

Some of the other highlights he pointed out were as follows:

- 450 zoning permits were issued in the County in 2014, up by 10% from 2013
- 82% (223) of the single-family dwellings were issued for the four southernmost townships
- 72% of the zoning permits for single family dwellings were site built
- 324 total single-family building permits were issued
- 100 single-family permits issues in the Falls Watershed
- 43 major lots that were approved and 25 minor lots were approved

Mr. Baker mentioned the following planning, transportation and greenway items that they are working on:

- Planning enabling legislation may be readopted by the North Carolina Legislature this year
- Amend ordinance to lengthen the timeframe for when reconstruction of a nonconforming building can begin
- NC 56 Corridor Study to be completed by July 2015 ([www.nc56corridorstudy.com](http://www.nc56corridorstudy.com))
- Funded Projects in Draft State Transportation Improvement Plan – R-5707: US15/NC56/NC50 intersection realignment in Creedmoor (FY 2018) and U-5829: 26<sup>th</sup> Street Extension in Butner with grade separation over I-85 (FY 2021)
- Completed Bicycle and Pedestrian Plans (there is a need to update the Granville County Greenway Master Plan to incorporate and be consistent with all the municipal plans and maps)
- Various sidewalk and greenway projects in Butner, Creedmoor, Oxford, and Stovall are in planning and design

**BOARD HEARD UPDATE ON BUILDING INSPECTIONS AND CONSTRUCTION PROJECTS**

Scott Phillips, Development Services Director, gave an update on building inspections as follows:

- Residential permits – 414 permits issued in 2014; 180 site built, 12 modular, 50 manufactured housing, 82 remodels & additions, and 118 other
- Building permits up slightly – \$61,079,507 in construction values, a decrease in the industrial sector, and a slight increase in the commercial sector
- Building permits – revenues down from 2013 to \$364,674
- Building permits – work load was up to 4579 from 4284 in 2013

Mr. Phillips talked about retention and recruiting for Planning and Inspections and noted that the entire Inspections Department will be able to retire in 3-5 years. He mentioned that career path development needs to be implemented to retain qualified employees.

Mr. Phillips then gave the Board a brief review of the following completed capital improvement projects:

- Department of Social Services – moved in building June 2014, unanticipated hardships, final invoice yet to be invoiced
- CMAQ Greenway – completed September 2014, unanticipated hardships, undergoing final North Carolina Department of Transportation (NCDOT) review, processing final reimbursement

Mr. Phillips then gave the Board a brief review of the following current capital improvement projects:

- Granville County Senior Center (Lanier Street) – constructing beginning March 1<sup>st</sup>, completion November 30<sup>th</sup>
- Roof replacement at 122 Williamsboro Street, engineering evaluation-recommendation, preparing bid documents, replacement March 2015
- Electrical upgrades at some of the convenience sites
- Steps between Wall Street and Richard H. Thornton Library
- Bullock Convenience Site – opening mid-late spring

**GOAL SETTING, LONG RANGE PLANS AND RECAP**

Chairman Cozart asked Board members to talk about goals and long range plans. Board members mentioned the following: Middle Mile Fiber, economic development, improving the Granville County website, strategic planning with the school system, loss of revenue with the schools and upcoming plans, assessment of the Center for Innovative Learning (CIL) and students that attend, review of policies and ordinances, improvement and enhancement of getting information out, and funding for tennis courts. County Manager Felts added that other things mentioned during the retreat were: providing questions to the Board of Education before the upcoming joint meeting, taking advantage of services offered by the Franklin-Vance-Warren Opportunity Board, partnering with municipalities, succession planning, career development path, second chance employment hiring and veteran opportunities, and joint use agreements with the school system. Board members discussed addressing litter issues and it was noted that community service workers are utilized when possible. Discussion continued and the possibility of Board members sending specific questions to be addressed by the Board of Education for the upcoming joint meeting and the possibility of sending a letter to municipalities about working together on economic development initiatives. Long range plans and setting objectives for departments, joint meetings with municipalities and recreation for all residents were also mentioned. County Manager Felts concluded that as staff works on the upcoming budget, they will develop the direction for the County with the goal of continuing services without a tax increase.

**BOARD ADJOURNED**

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Ed Mims, and unanimously carried, the Board adjourned at 2:38 p.m.

Respectfully submitted,  
Debra A. Weary, NCCCC, CMC  
Clerk to the Board