

OXFORD, NORTH CAROLINA
January 4, 2022

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Tuesday, January 4, 2022, at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chairman: Tony W. Cozart

Commissioners: Jimmy Gooch Timothy Karan
Sue Hinman Russ May
Zelodis Jay David T. Smith

County Manager: Michael S. Felts

Assistant County Manager: Korena Weichel

County Attorney: James C. Wrenn, Jr.

News Reporters: David Murray – *Oxford Public Ledger*

MEETING CALLED TO ORDER

At 7:00 p.m., Chairman Tony W. Cozart called the meeting to order. He then recognized Commissioner Russ May for the invocation and Pledge of Allegiance.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the consent agenda as follows:

- (A) Approved the Summary of Contingency and Use of Fund Balance report that showed the following balances:

General Contingency Balance	\$	14,000
School Bond D/S Contingency	\$	100,000
Environmental Disaster Contingency	\$	10,000
General Fund Appropriated Fund Balance	\$	4,520,934

- (B) Approved Budget Amendment #4 for Fiscal Year as recommended by the Finance Director:

**Minor technical corrections made by Finance Director, so differs slightly from one in the agenda packet.

Budget Amendment #4
1/4/2022

Be it ordained, the FY 2021-2022 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government		
Register of Deeds		14,000
General Services		28,000
Public Safety		
Sheriff's Department		125,970
Detention Center		89,668
Fire Services		76,500

Emergency Management	1,000	
Community Services		
Jonesland Park Operation	29,000	
Inspections	4,000	
Construction Administration & Construction Projects	35,000	
Human Services		
Social Services	148,731	
HCCBG & Transportation	20,271	
Oxford Senior Center	4,000	
Area Projects and Other Appropriations		
Non-Departmental	(113,117)	
Pass Thru Funds and Transfers	(9,777)	
Contributions to Other Funds		
Contingencies	(37,450)	
<i>Total Expenditures</i>		450,796
Revenues: Increase/(Decrease)		
Licenses, Fees & Other Revenue	597,560	
Restricted and Intergovernmental	235,725	
Appropriated Fund Balance	(382,489)	
<i>Total Revenues</i>		450,796

Budget Amendment #4					
(For reference only)					Balance
General Fund/Administration					
Expenditures: Increase/ (Decrease)					
10-	4120	381	Computer Services	\$10,000	\$10,050
10-	8540	120	Available for Grant Match	(\$10,000)	\$40,000

Description : Fund eCivis software.

General Fund/Revenues					
Revenues: Increase/(Decrease)					
10-	3432	210	DoJ _ Housing & Trans Fed. Inmates	\$1,200,000	\$1,284,960
10-	3432	220	Out of County Inmate Housing	\$16,000	\$16,000
10-	3432	420	Boarding - State & Federal Prison - SMPC	(\$618,440)	\$110,000
10-	3990	991	Appropriated Fund Balance	(\$597,560)	\$6,624,411

Description : Adjust projection of annual inmate housing revenue by category.

General Fund/DSS					
Expenditures: Increase/ (Decrease)					
10-	5300	613	Independent Living - LINKS	(\$895)	\$6,105
10-	5300	639	LIHWAP	\$95,366	\$95,366
10-	5300	650	LIEAP	\$53,472	\$282,250
Revenues: Increase/ (Decrease)					
10-	3538	332	Public Assistance	\$147,943	\$310,015

Description : Update energy public assistance (DSS Budget Amendment #2).

General Fund/Construction Administration					
Expenditures: Increase/ (Decrease)					
10-	4250	581	Roofing Projects	\$35,000	\$100,000
10-	4251	401	Expo Center General Projects	\$5,000	\$43,000
10-	4251	801	Triangle North Road Road	\$10,000	\$70,000
10-	4251	810	GVHD Renovation	\$20,000	\$480,000
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$70,000	\$6,694,411

Description : Fund additional construction expenditures anticipated for the balance of the fiscal year.

General Fund/Sheriff's Department					
Expenditures: Increase/ (Decrease)					
10-	4310	122	Overtime	\$20,000	\$80,000
10-	4310	123	Separation Allowance	\$43,000	\$99,000
10-	4310	126	Court Personnel	\$18,000	\$65,000
10-	4310	181	FICA	\$1,530	\$284,557
10-	4310	183	Retirement	\$2,440	\$32,537

10-	4310	353	R&M - Vehicles	\$20,000	\$80,000
10-	4310	354	Contract Services	\$19,000	\$60,000
10-	4310	359	Dues and Subscriptions	\$2,000	\$6,500
10-	8540	113	Performance Based Adjustment	(\$84,970)	\$265,030
Revenues: Increase/ (Decrease)					
10-	3990	991	Approp Fund Balance	\$41,000	\$6,735,411

Description : to fund higher than anticipated overtime and additional operating expenses for the Sheriff's department.

General Fund/Detention Center					
Expenditures: Increase/ (Decrease)					
10-	4320	122	Overtime	\$56,000	\$112,000
10-	4320	181	FICA	\$4,284	\$287,311
10-	4320	183	Retirement	\$6,384	\$36,481
10-	4320	199	Service Contract	\$10,000	\$83,000
10-	4320	213	Inmate Clothing/Supplies	\$10,000	\$25,000
10-	4320	398	Professional Services	\$3,000	\$6,000
10-	8540	113	Performance Based Adjustment	(\$66,668)	\$198,362
Revenues: Increase/ (Decrease)					
10-	3990	991	Approp Fund Balance	\$23,000	\$6,758,411

Description : Fund higher than anticipated overtime and operating expenses for the Detention Center.

General Fund/Fire Services					
Expenditures: Increase/ (Decrease)					
10-	4340	631	Radio Grant to Districts	\$76,500	\$1,151,500
Revenues: Increase/ (Decrease)					
10-	3434	870	Contribution from GHS for Radios	\$76,500	\$76,500

Description : Recognize the expenditure and future reimbursement of funds from Granville Health Systems for purchase of radios for GHS by the County, as approved by the Granville County BoCC on September 7, 2021.

General Fund/Parks and Grounds					
Expenditures: Increase/ (Decrease)					
10-	6130	260	Supplies and Materials	\$27,500	\$79,000
10-	6130	396	CivicRec CC Fees	\$1,500	\$1,500
10-	9910	991	General Contingency	(\$29,000)	\$22,450

Description : Fund higher than anticipated supplies and credit card processing fees for the Parks and Grounds department.

General Fund/Non-Departmental					
Expenditures: Increase/ (Decrease)					
10-	8540	101	Workers Comp	\$15,000	\$277,832
10-	9910	991	General Contingency	(\$8,450)	\$14,000
10-	8540	113	Performance Based Adjustment	(\$6,550)	\$191,812

Description : Fund the balance for Workers Comp insurance coverage adjustment due to NCACC audit adjustment.

General Fund/Non-Departmental					
Expenditures: Increase/ (Decrease)					
10-	8540	808	Stovall Senior Center Land Purchase	\$81,071	\$81,071
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$81,071	\$6,839,482

Description : Fund the purchase of land for the Stovall Senior Center from Michael Williford and William Frazier, as approved by the Granville County BoCC as of Jan 4, 2021 and May 3, 2021.

General Fund/ROAP					
Expenditures: Increase/ (Decrease)					
10-	5300	314	Work First Transportation (Employment)	\$788	\$15,788
10-	5859	505	EDTAP - Transportation Grant	\$20,271	\$80,271
10-	8580	140	KARTS / RGP Allocation	(\$9,777)	\$95,883
Revenues: Increase/ (Decrease)					
10-	3327	333	ROAP Grant	\$11,282	\$211,282

Description : Reflect ROAP funding allocation for FY 2022.

General Fund/Revenue					
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	(\$2,318,548)	\$4,520,934
10-	3990	048	Transfer from L.E.C. Fund	\$2,318,548	\$2,318,548

Description : To transfer funds closed out from the Law Enforcement Center construction project to the General Fund.

General Fund/General Services					
Expenditures: Increase/ (Decrease)					
10-	4260	126	Part Time Salaries	\$26,000	\$76,000
10-	4260	181	FICA	\$2,000	\$16,791
10-	8540	113	Performance Based Adjustment	(\$28,000)	\$163,812

Description : Fund greater than anticipated part time salaries for Facility Maintenance department.

General Fund/Non-Departmental					
Expenditures: Increase/ (Decrease)					
10-	4350	381	Computer Services	\$4,000	\$11,475
10-	4330	510	Capital Outlay	\$1,000	\$3,400
10-	5860	510	Capital Outlay	\$4,000	\$6,500
10-	4180	510	Capital Outlay	\$14,000	\$14,000
10-	8540	128	IT and Connectivity Service	(\$23,000)	\$52,000

Description : Fund Permitting software, as well as County- wide computer purchase from SHI as approved by the Board on 12/6/21.

- (C) Approved the Project Ordinance Amendment #4 – Law Enforcement Center and Animal Shelter Closeout:

**Capital Project Ordinance
Law Enforcement Center/Animal Shelter
(Budget Amendment # 1 during Fiscal Year 2021-2022)
(Budget Amendment # 4 for capital project ordinance)**

Be it ordained, the Law Enforcement Center/Animal Shelter Project Budget Ordinance is hereby amended as follows:

Expenditures: Increase / (Decrease)		
Interest on Investment	\$	886,172
Donations - L.E.C. Construction	\$	(521,036)
Proceeds from Debt	\$	(2,605,000)
Premium from Debt	\$	2,976,409
Total Expenditures	\$	736,545
 Revenues: Increase / (Decrease)		
Building Construction	\$	(1,193,100)
Construction Reserve	\$	2,632
Design Fee	\$	74,493
Fixtures, furnishing and Equipment	\$	(364,438)
Financing & Legal	\$	(101,589)
Transfer to General Fund	\$	2,318,547
Total Revenues	\$	736,545

(For Reference Only)

			<u>Balance</u>
Revenue Increase/ (Decrease)			
48-3831-491	Interest on Investment	\$ 886,172	\$ 886,172
48-3833-000	Donations - L.E.C. Construction	\$ (521,036)	\$ 770
48-3910-000	Proceeds from Debt	\$ (2,605,000)	\$ 26,395,000
48-3911-000	Premium from Debt	\$ 2,976,409	\$ 2,976,409

Expenditure Increase/ (Decrease)			
48-4320-581	Building Construction	\$(1,193,100)	\$ 29,555,233
48-4320-582	Construction Reserve	\$ 2,632	\$ 2,632
48-4320-583	Design Fee	\$ 74,493	\$ 2,012,864
48-4320-584	Fixtures, furnishing and Equipment	\$ (364,438)	\$ 999,368
48-4320-589	Financing & Legal	\$ (101,589)	\$ 444,698
48-9800-010	Transfer to General Fund	\$ 2,318,547	\$ 2,318,547

Description: To close out the L.E.C./Animal Shelter project.

**RESTATEMENT OF BUDGET LEVELS
Capital Project Ordinance
Law Enforcement Center/Animal Shelter
(For County Auditors Reference)**

Expenditures		Revenues	
Land	\$ 694,296	Donations – LEC Const	770
Building Const.	29,557,864	Proceeds from Debt	26,395,000
Design Fee	2,012,864	Premium from Debt	2,976,409
Fixtures, Furnishings & Equip.	993,368	Interest	886,172
Financing & Legal	444,698	Transfer from Gen Fund	<u>5,763,287</u>
Transfer to General Fund	<u>2,318,548</u>		
Total Expenditures	36,021,638	Total Revenues	36,021,638

RECOGNITION OF FORMER MAYOR JANET C. PARROTT

On behalf of the Board of Commissioners, Commissioners David T. Smith and Zelodis Jay presented a proclamation to former Stovall Mayor Janet Parrott. Commissioner Smith talked about how he and Commissioner Jay have served Stovall’s citizens in Districts 1 and 2 for many years. Commissioner Smith read the following proclamation and all the Board members took a picture with Mayor Parrott:

Proclamation Recognizing Former Mayor Janet Currin Parrott

WHEREAS, Janet Currin Parrott was elected as Mayor of the Town of Stovall in 1979 and served in dual roles as Mayor and Town Administrator for 42 consecutive years until December 2021, and is the youngest known elected female Mayor of North Carolina; and

WHEREAS, Mayor Parrott worked tirelessly to advocate for the health and safety of small towns and rural areas. Her first goal was to seek funding to bring 20 plus homes from substandard to standard by seeking CDBG grant funds for major repairs. She was interviewed by the New York Times and World News Monitor to bring attention to the needs of Rural North Carolina versus Urban North Carolina; and

WHEREAS, Mayor Parrott also obtained funding and administrated grants and loans to extend the water system. During the 1980s she was asked by the North Carolina League of Municipalities to speak to the State House Budget Committee to urge legislators for funding for water and sewer in North Carolina, especially rural areas, and a state bond referendum for water and sewer funds was passed the following year; and

WHEREAS, after the death of a Town employee in an accident, Mayor Parrott urged citizens and other Board members to establish an ambulance service in Stovall. She worked tirelessly with others to help raise money for a building and ambulance and was a volunteer with North Granville EMS and served on that board as a charter member and as an EMT for 17 years; and

WHEREAS, Mayor Parrott worked on a committee to establish a Rural Health Center for Northern Granville County and served on the board as the secretary and was a charter member.

WHEREAS, Mayor Parrott was appointed by Governor James B. "Jim" Hunt to the Department of Transportation's Citizens Advisory Board and served on numerous committees with State and County officials.

NOW, THEREFORE, BE IT PROCLAIMED, that the Granville County Board of Commissioners thanks former Mayor Janet Currin Parrott for her years of public service for the Town of Stovall and Granville County and extends its sincere congratulations and best wishes to her on her retirement.

This the 4th day of January 2022.

PUBLIC COMMENTS

Mike Wood, 1145 Will Suitt Road, Creedmoor, NC, spoke about the selection of John Hardy for Sheriff and commended the Board of Commissioners on their choice. He then spoke about the efforts of the Northside community regarding the algal scrubber project proposed by the City of Durham. Mr. Woods stated that the residents have started a petition drive in opposition to the project which now has over 500 signatures. He continued that the petition would demonstrate that the community at large is against the project. Mr. Wood stated that he has reached out to Durham Mayor Elaine O'Neal and the City Council of Durham and advised them to seek another site in Durham County.

Lisa Oakley, 1150 Fleming Road, Creedmoor, NC, presented a packet of information to all the Commissioners about Cedar Creek Gallery and spoke about the number of publications that have profiled Cedar Creek over the years. Ms. Oakley stated that Cedar Creek is an experience, very dependent on the serenity and that the environment around the gallery needs to be protected. The gallery has a mailing list of over 30,000 people, 96% of which are from outside of Granville County. She stated that Cedar Creek is one of the largest tourism destinations in the county and believes this project will harm the number of visitors. Commissioner Russ May then read one of the items in the packet regarding Cedar Creek and spoke about his appreciation for the setting of the gallery being on a former tobacco farm.

Alan Bennett, Bath, New York, stated that he is from New York but sells his crafts at Cedar Creek. He spoke about the setting and stated that there is no place like it in the United States. Mr. Bennett stated that he grew up in rural New Jersey but had never experienced the peace and quiet that you find at Cedar Creek.

REVIEW OF SL 2021-138 PART VII, REQUIRING PSYCHOLOGICAL SCREENINGS FOR JUSTICE OFFICERS

Chairman Cozart read the background information from the packet regarding new psychological screening requirements for justice officers as imposed by the General Assembly in Session Law 2021-138. He stated that no action is needed by the Board, but that Administration prepared information to show the future impact it would have on the County's budget. Commissioner Smith asked what other communities had utilized The FMRT Group.

Assistant County Manager Weichel responded that they have been used by numerous cities and counties for this purpose.

Commissioners Smith talked about the psychological assessment requirement as it pertains to the law enforcement standards and training division. He stated that he believes it is worth the extra expense the County may incur. Commissioner May asked about EAP services for deputies in the event they are involved in some sort of traumatic incident.

Assistant County Manager Weichel stated that the EAP program is available to all County employees.

PROCLAMATIONS, RESOLUTIONS, AND LEGISLATIVE MATTERS

Commissioner Russ May stated that the trial started this week for the state district maps, and the dates for the new filing period will be resolved after that trial finishes. Local, state, and federal elections are all impacted by the delay in filing and the primary election. Commissioner May also stated that another legislative matter to consider would be the federal OSHA requirements for vaccines and testing, which is on the agenda later in the meeting.

Chairman Cozart spoke about the passing of Dr. Helen Chavis Othow and requested that the Board present a proclamation in her honor.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved preparing a proclamation for Dr. Helen Othow.

BOARD APPOINTED DOROTHY HUNT (DISTRICT 1) TO THE ORANGE STREET COMMUNITY CENTER BOARD OF TRUSTEES

Commissioner Sue Hinman reported that Ronnie Morton declined reappointment to the Orange Street Community Center Board of Trustees and requested to hold the appointment for a future meeting.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board appointed Dorothy Hunt (District 1) to the Orange Street Community Center Board of Trustees.

Commissioner David Smith then requested that the Board recognize Edward Latta for his service on the Orange Street Community Center Board.

BOARD REAPPOINTED JAMES “JIM BLAINE” BLAINE (DISTRICT 4 APPOINTED BY DISTRICT 3) TO THE GRANVILLE HEALTH SYSTEM BOARD OF TRUSTEES

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner David T. Smith, and unanimously carried, the Board reappointed James “Jim” Blaine (District 4 appointed by District 3) to the Granville Health System Board of Trustees.

Chairman Cozart recommended that Ethel Anderson be recognized for her work on the Hospital Board.

BOARD APPOINTED T.J. BHAGAT AND REAPPOINTED CHRIS HORRIGAN AND ALAN THORNTON TO THE GRANVILLE COUNTY TOURISM DEVELOPMENT AUTHORITY

Upon a motion by Commissioner Russ May, seconded by Commissioner Sue Hinman, and unanimously carried, the Board appointed T. J. Bhagat and reappointed Chris Horrigan and Alan Thornton to the Granville County Tourism Development Authority.

**Appointments/Reappointments were clarified after closed session and included in these minutes as Chris Horrigan is Creedmoor’s appointment and Alan Thornton is Oxford’s appointment.

OSHA COVID-19 EMERGENCY TEMPORARY STANDARD (ETS) ON VACCINATION AND TESTING

County Manager Mike Felts stated that staff is not asking for action at this time on the OSHA Testing and Vaccination Standard and requested that the board wait until later for discussion. There were no objections from the Board of Commissioners to wait.

BOARD PRESENTATIONS

Commissioner Smith said he hoped everyone had a Merry Christmas and wished everyone a Happy New Year. He stated that he enjoyed the holiday with his grandchildren.

Commissioner Hinman offered prayers for a healthy new year.

Chairman May reiterated on the psychological assessment requirement that was discussed earlier in the meeting and stated that he was glad that the Sheriff’s Office is moving forward with the necessary items for accreditation. He continued that he has a meeting on

January 5th with the County Manager and the Fire Consultant. He stated that there is a lot of data being prepared and he hopes to have information for the Board of Commissioners to consider at budget time.

Commissioner Karan wished everyone a Happy New Year.

Chairman Gooch said he hoped everyone had a Merry Christmas wished everyone a Happy New Year and stated that he is looking forward to 2022.

Commissioner Jay wished everyone a Happy New Year. He stated that he represented the Board at the retirement of Sharon Jones from the Tax Office. He stated that it was a very warm-hearted celebration and thanked the County's Tax Administration staff for recognizing Ms. Jones' work.

Commissioner Cozart shared a story on ABC 11 regarding staffing issues at other local governments. He thanked the County Manager and the Board for working on the pay and classification schedule that will help with retention as we see other governments having difficult times filling certain positions. Commissioner Cozart also stated that he may propose going to virtual meetings if the covid surge continues. He then wished everyone a Happy New Year.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) and (5) 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; and to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, the Board returned to open session.

BOARD APPROVED OSHA COVID-19 VACCINATION AND TESTING POLICY

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, the Board approved the OSHA Covid-19 Vaccination and Testing Policy that was presented at the December 6, 2021 meeting with minor language edits in Section 2, date

changes in Section 3, and the removal of Section 6 from draft version. The vote was 4-3 as follows:

Ayes: Commissioners Cozart, Smith, Jay, and Gooch
Nays: Commissioners May, Karan, and Hinman

Granville County
COVID-19 VACCINATION, TESTING, AND FACE COVERING POLICY
Required by OSHA COVID-19 Emergency Temporary Standard (ETS) on
Vaccination and Testing
Adopted January 4, 2022

SECTION 1: PURPOSE OF POLICY

Studies have shown that the COVID-19 vaccination is a vital tool to significantly reduce the presence and severity of COVID-19 cases in the workplace, community, and across the nation. Employees are encouraged to receive a COVID-19 vaccination to protect themselves and other employees; however, if an employee chooses not to be vaccinated, this policy has been developed to minimize the risk of COVID-19 transmission in the workplace. This policy complies with OSHA's Emergency Temporary Standard (ETS) on Vaccination and Testing (29 CFR 1910.501).

SECTION 2: SCOPE OF POLICY

This vaccination, testing, and face-covering usage policy applies to all Granville County employees. While employees are encouraged to be fully vaccinated against COVID-19, those who are not fully vaccinated will be required to provide weekly COVID-19 test results and to wear a face covering in the workplace.¹

Employees failing to comply with the requirements as set forth herein by February 9, 2022 (unless the ETS is enjoined or invalidated by court action or implementation is otherwise delayed by legal or agency action) will be subject to disciplinary action up to and including termination of employment per the requirements of the OSHA ETS on Vaccination and Testing.

All employees are required to report their vaccination status and proof of vaccination to Human Resources upon adoption of this policy.

Employees may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by submitting an exemption request to Human Resources using forms available through Human Resources. All such requests will be handled in accordance with applicable laws and regulations and this policy.

SECTION 3: PROCEDURES

Any Granville County employee that is currently vaccinated or chooses to be vaccinated against COVID-19 must be fully vaccinated no later than February 9, 2022 (unless the ETS is enjoined or invalidated by court action or implementation is otherwise delayed by legal or agency action).

¹ To be fully vaccinated, an employee must be:

- two weeks post obtaining the second dose of a two dose vaccine; or
- two weeks post obtaining one dose of a single dose vaccine.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

Employees are considered partially vaccinated if they have received only one dose of a two-dose vaccine; therefore, those employees must still submit to weekly COVID-19 testing if not fully vaccinated by the date indicated above.

Employees not fully vaccinated by February 9, 2022 (unless the ETS is enjoined or invalidated by court action or implementation is otherwise delayed by legal or agency action) will be subject to the weekly testing and face-covering requirements of this policy. Employees are required to schedule their own vaccination appointments with a health care provider, an on-site clinic, health department, or any other location that offers FDA-approved COVID-19 vaccinations.

Vaccinated Employees

All fully or partially vaccinated employees are required to provide proof of COVID-19 vaccination status to Human Resources by January 31, 2022 through the Employee Self-Service Portal hosted by the County's payroll software provider. Acceptable proof of vaccination status includes any of the following:

1. The record of immunization from a health care provider or pharmacy;
2. COVID-19 Vaccination Record Card;
3. Medical records documenting the vaccination;
4. Immunization records from public health, state, or tribal immunization information system; or
5. Any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Electronic records of employees' vaccination status are confidential with access restricted to Human Resources personnel only. Printed records of employees' vaccination status will be maintained in a confidential file separate from the employee's personnel file in the Human Resources office.

Unvaccinated Employees

All unvaccinated employees must inform Human Resources of their vaccination status and submit one of the following statements by January 31, 2022:

- You are unvaccinated but are planning to receive the COVID-19 vaccination by (date).
- You are unvaccinated and not planning to receive the COVID-19 vaccination.

SECTION 4: TESTING AND FACE COVERING

All employees who are not fully vaccinated as of February 9, 2022 (unless the ETS is enjoined or invalidated by court action or implementation is otherwise delayed by legal or agency action) will be required to undergo weekly COVID-19 testing and wear a face covering when in the workplace.

COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this policy for testing (see definition of fully vaccinated on page one). Employees are required to schedule and complete their testing at a COVID-19 testing location at their own expense.

Employees who report to the workplace at least once every seven days must:

1. Be tested for COVID-19 at least once every seven days; and
2. Provide documentation of the most recent COVID-19 test result through the Employee Self-Service Portal no later than the seventh day following the date on which the employee last provided a test result.

Employees who do not report to the workplace during a period of seven or more days must (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

1. Be tested for COVID-19 within seven days prior to returning to the workplace; and
2. Provide documentation of that test result through the Employee Self-Service Portal upon return to the workplace.

An employee who does not provide documentation of a COVID-19 test result as required by this policy will be removed from the workplace and further

disciplinary action will be taken if test results are not provided within seven days. The employee will be placed on leave without pay until negative test results are received.

Employees who have received a positive COVID-19 test or who have been diagnosed with COVID-19 by a licensed healthcare provider are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Face Coverings

Granville County will require all employees who are not fully vaccinated to wear a face-covering over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes.

The following are exceptions to face covering requirements:

1. When an employee is alone in a room with floor-to-ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. Where Granville County has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face-covering presents a risk of serious injury or death to the employee).

SECTION 5: EMPLOYEE NOTIFICATION OF COVID-19 AND REMOVAL FROM THE WORKPLACE

If an employee tests positive for COVID-19 or is diagnosed with COVID-19 by a licensed healthcare provider, Granville County requires employees to promptly notify their department head or supervisor who will ensure that the employee is immediately removed from the workplace.

Department heads and supervisors shall follow procedures regarding the employee being away from work and when they may return to work as established in the *Granville County Government Standard Operating Guidelines for Coronavirus Disease 2019 (COVID-19)* (revised with the latest CDC guidance on January 4, 2022).

SECTION 6: COMPENSATION

Employees will be permitted up to four hours of paid time-off per dose to receive the vaccination. Any additional time requested will be granted, if reasonable, but will not be paid; however, in that situation the employee can elect to use accrued leave (e.g., sick leave) to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave available will be granted up to two days of additional sick leave immediately following each dose if necessary.

A request to use sick leave or to be granted up to two additional days of sick leave due to side effects from the COVID-19 vaccine should be made to the department head or supervisor.

SECTION 7: NEW HIRES

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

New employees must submit proof of vaccination prior to beginning employment or present proof of a negative COVID-19 test within seven days prior to beginning work.

SECTION 8: CONFIDENTIALITY AND PRIVACY

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

BOARD CLARIFIED APPOINTMENTS AND APPOINTED T.J. BHAGAT AND REAPPOINTED HARRY MILLS AND LAUREN ROBERSON TO THE TOURISM DEVELOPMENT AUTHORITY BOARD

Chairman Cozart requested that the Board clarify the earlier motion regarding the Tourism Development Authority appointments.

County Manager Mike Felts believes the intention was to approve the staff recommendation but stated that the incorrect names were stated earlier in the meeting.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, the Board appointed T.J. Bhagat, and reappointed Harry Mills and Lauren Roberson to the Tourism Development Authority Board.

BOARD ADJOURNED

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board adjourned the meeting at 10:58 p.m.

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