

OXFORD, NORTH CAROLINA
June 30, 2022

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in an emergency meeting on Thursday, June 30, 2022 at 8:30 a.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chair: Tony W. Cozart

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

County Manager: Michael S. Felts

Assistant County Manager: Korena Weichel

County Attorney: James C. Wrenn, Jr.

MEETING CALLED TO ORDER

At 8:30 a.m., Chair Tony W. Cozart called the meeting to order. He announced there were a couple of items for consideration and recognized County Manager Michael Felts.

BOARD APPROVED BUDGET AMENDMENT #8

County Manager Felts said that a copy of Budget Amendment #8 was distributed. He then reviewed the changes made including the IAIA payment to South Granville Water and Sewer Authority (SGWASA) due today, June 30th that was approved at the last meeting. He noted that there were also minor adjustments to departments due to staffing and salary changes and the county health plan to shore up before the end of the fiscal year. He asked the Board to approve the budget amendment.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved Budget Amendment #8 for fiscal year 2021-2022 as follows:

Budget Amendment #8
6/30/2022

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

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government		
IT	3,500	
Community Services		
Soil Conservation Program	300	
Inspections	8,900	
<i>Total Expenditures</i>		12,700

Revenues: Increase/(Decrease)

Appropriated Fund Balance	12,700	
<i>Total Revenues</i>		12,700

STORM WATER

Expenditures: Increase/(Decrease)			
		Stormwater Operations	42,000
		<i>Total Expenditures</i>	42,000
Revenues: Increase/(Decrease)			
		Appropriated Fund Balance	42,000
		<i>Total Revenues</i>	42,000

COUNTY HEALTH PLAN

Expenditures: Increase/(Decrease)			
		Administration	30,000
		Current Year Claims	70,000
		<i>Total Expenditures</i>	100,000
Revenues: Increase/(Decrease)			
		Appropriated Fund Balance	100,000
		<i>Total Revenues</i>	100,000

Budget Amendment #8

(For reference only)

Balance

General Fund/IT

Expenditures: Increase/ (Decrease)					
10-	4122	121	Salaries	\$500	\$250,911
10-	4122	183	Health Insurance	\$3,000	\$38,309
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$3,500	\$6,157,648

Description: Fund possible salary related overages in the IT department.

General Fund/Inspections

Expenditures: Increase/ (Decrease)					
10-	4350	121	Salaries	\$3,000	\$537,074
10-	4350	182	Retirement	\$500	\$60,972
10-	4350	183	Health Insurance	\$500	\$79,047
10-	4350	251	Gas	\$4,000	\$21,415
10-	4350	325	Postage	\$700	\$1,000
10-	4350	353	R & H Vehicle	\$200	\$2,498
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$8,900	\$6,166,548

Description: Fund possible salary and miscellaneous overages in the Inspections department.

General Fund/Soil Conservation

Expenditures: Increase/ (Decrease)					
10-	4961	121	Salaries	\$200	\$49,465
10-	4961	181	FICA	\$50	\$4,958
10-	4961	183	Health Insurance	\$50	\$9,498
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$300	\$6,166,848

Description: Fund possible salary-related overages in the Soil Conservation department.

Storm Water Fund

Expenditures: Increase/ (Decrease)					
65-	7110	199	Professional Services	\$30,000	\$133,932
65-	7110	251	Gas, Oil &Tires	\$500	\$500
65-	7110	260	Supplies	\$500	\$2,500
65-	7110	360	Dues & Subscriptions	\$10,000	\$186,394
65-	7110	395	Registration and Training	\$1,000	\$1,000
Revenues: Increase/ (Decrease)					
65-	3991	991	Appropriated Fund Balance	\$42,000	\$42,000

Description: Fund participation in IAIA (Interim Alternative Implementation Approach) by making contributions to SGWASA to pay a portion of the cost of wastewater infrastructure improvements to eliminate illicit discharges, as approved by the Granville County BoCC on October 19, 2020. Also, to fund possible overages in several stormwater operational line items.

COUNTY HEALTH PLAN

Expenditures: Increase/ (Decrease)					
85-	4200	193	Administration	\$30,000	\$918,699
85-	4200	477	Current Year Claims	\$70,000	\$2,727,323
Revenues: Increase/ (Decrease)					
85-	3991	991	Appropriated Fund Balance	\$100,000	\$250,000

Description: Fund possible overages in the County Health Plan

BOARD APPROVED SIGN-ON AND RETENTION BONUS FOR DETENTION CENTER STAFF

County Manager Felts referred to a handout distributed for a sign-on and retention bonus limited for the Detention Center staff to address the urgent need to increase recruitment and retention tools for that department. He explained the following information in the handout:

Proposed Sign-on Bonus Program for Detention Staff:

The recommended sign-on bonus would be \$5,000.00 and upon successful completion of the probationary period detention employees would receive this in three installments \$1,600 at 6 months, \$1,600 at 12 months, and \$1,800 at 18 months (requires the employee to remain an active employee of the Granville County Detention Center through the period of installment payments). This would be implemented for any detention staff new hires starting on or after July 1, 2022, and before July 1, 2023. The program can be re-evaluated as part of the fiscal year 2023-2024 budget process and continued if necessary.

Retention Bonus Program for Detention Staff:

Detention Staff who have a hiring date prior to July 1, 2022, would be eligible for the retention bonus program. Detention staff can only participate in one of the two programs. Since this program is effective for the staff hired prior to July 1, 2022, it is considered a one-time program and does not extend beyond the final payments approved under the program. For this program to recognize staff who have remained with the detention center during this difficult staffing period and provide an incentive to help retain new hires, it is recommended that this bonus also be paid out in installments.

The recommended retention bonus program for detention staff would be \$5,000.00 and staff would receive this in three installments if they remain active detention employees through the installment periods. The first installment of \$1,600 would be included in the July 2022 paycheck, the second installment of \$1,600 would be included in the July 2023 paycheck (12 months after the initial installment) and the final installment of \$1,800 would be paid out once the detention vacancy rate drops below 10% and is maintained below 10% for two pay periods as certified by HR. (It should be noted that it is possible that this installment may be paid out prior to the July 2023 installment).

County Manager said the retention bonus is to encourage employees who have served during these challenging staffing periods to stay and to encourage new employees to stay. Currently, there are 33 employees in the Detention Center with 49 approved positions and 16 vacancies with a 32.6% vacancy rate.

Board members asked for clarification. County Manager said that the approximate starting salary for Detention Officers is \$34,000 and the bonuses will bring the salary close to \$40,000. He explained that vacancies in the non-supervisory positions have a 6-month probationary period by Granville County standards. It was noted that there is a 12-month probation period to become certified by Sheriff's Standards and Training, but that will be changing to requiring certification before starting. After hearing comments about putting the responsibility on the Sheriff's Office to get Detention Center employees trained, County Manager Felts said the second and third sign-on payments can be tied to 18 months of service and completion of certification. When asked about who will get the retention bonus, County

Manager Felts said it applies to all employees in the Detention Center including management. When asked, he said that the Chief Deputy position is a salary grade 78 and the Detention Administrator position is a salary grade 75. He noted that this is not a salary increase, but a one-time bonus paid in installments.

Chair Cozart said that there are some short and long-term things that need to be done at the Detention Center and that he was glad to see this proposal. He said he hoped this would help.

Commissioner Russ May made a motion to approve the recommendation proposed by the County Manager on a one-year basis to determine its flexibility in the budget.

County Manager Felts asked if this included the second and third installments for retention and sign-on bonuses tied to certification.

Commissioner May amended his motion to approve the proposed recommendation with no time period in place, with the understanding that the Board always can come back and review pay, merit, and different personnel actions as deemed appropriate by the next incoming Sheriff or County Manager, and that the second and third installments for retention and sign-on bonuses are tied to certification.

County Manager Felts noted that if the program is offered, you cannot take it away from those receiving it, but can stop it for new hires.

Commissioner May clarified the motion by noting that at some point the new County Manager or new Sheriff may decide to do something different, but at this point, the motion be as the County Manager recommended.

Commissioner Sue Hinman seconded the motion.

Commissioner Karan asked about the implementation of this and if the Sheriff's Office will work with Human Resources (HR) for recruitment or do something different because at this point, he has not seen cooperation between the Detention Center, Sheriff's Office, and HR.

County Manager Felts said in recent weeks, that Detention Center staff and HR staff have talked about job fairs and recruitment opportunities. He said there has not been cooperation with the Detention Center to allow HR staff to assist them with a training program for new hires, noting that they have not accepted or requested help with a training program.

Commissioner Karan asked if a training program was not just approved for purchase for training purposes, and County Manager Felts confirmed that it was.

Commissioner Smith emphasized for clarification that you can offer help, but you cannot force the Sheriff to take help as you can other departments as the Sheriff is an elected official that serves at the pleasure of the people.

Commissioner May clarified that you can amend something to the budget understanding those terms if the Sheriff does not want to cooperate you can make an amendment to the budget. He said we do not want to go down this road again. He said there has to be a level of cooperation and that he hopes the Sheriff's Office will lean into the services that will help him and if they decide not to, he hoped that the Board will decide at a later date how to manage the budget in that regard.

Commissioner Smith noted that if he was 16 employees down, he would take all the help he could get.

County Manager Felts was asked how many vacancies there are in the Sheriff's Office.

Commissioner Hinman called for the question on the floor.

When Chair Cozart called for a vote on the motion, the Board unanimously approved the Sign-On and Retention Bonus Programs for Detention Staff as follows:

BONUS TYPE/AMOUNT	WHO IS ELIGIBLE TO RECEIVE	DISTRIBUTION SCHEDULE
<p>Sign-on Bonus (\$5,000)*</p> <p>A payout budget of \$25,600 to \$32,000 is recommended for fiscal year 2022-2023)</p>	<p>Detention Staff hired on or after July 1, 2022 and before July 1, 2023.</p>	<p>\$1,600 at probation completion</p> <p>\$1,600 12 months after hire</p> <p>\$1,800 18 months after hire</p>
<p>Retention Bonus (\$5,000)*</p> <p>Note: Total maximum payout under this program is \$165,000 with a maximum of \$112,200 in fiscal year 2022-23</p>	<p>Detention Staff hired prior to July 1, 2022.</p>	<p>\$1,600 with July 2022 paycheck</p> <p>\$1,600 with July 2023 paycheck</p> <p>\$1,800 <i>once detention center vacancy rate drops below 10% and remains below 10% for two pay periods</i> (County HR Director will provide certification of this condition being met)</p>

Please note that both programs require employees to remain active detention center staff during the installment payment periods in order to be eligible for the installment payments. Employees must also obtain their detention officer certification to be eligible to receive the 2nd and 3rd installments. Payments are subject to retirement, FICA, and state & federal withholding as required by law.

Comments were made about the vacancies by some Board members.

County Manager Felts stated that as of June 15th there were eight vacancies in the Sheriff's Office with an allotment of 71 positions, so that equates to an 11% vacancy rate.

Board members mentioned others possibly leaving the Sheriff's Office from different positions. When asked if exit interviews are done, it was noted that exit interviews are offered and that not many people are leaving because of money.

Chair Cozart said he hopes this incentive will be of great help as adequate staffing is necessary for the Detention Center.

BOARD WENT INTO CLOSED SESSION

Commissioner Hinman requested a closed session for a personnel matter related to this matter for closed session.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried the Board went into closed session as allowed by G.S. 143-318.11(a) (6) to discuss a personnel matter.

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

BOARD ADJOURNED

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Russ May, and unanimously carried, the Board adjourned the meeting at 9:52 a.m.

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