

April 5, 2016 (Recessed)

**MINUTES  
BURKE COUNTY BOARD OF COMMISSIONERS  
RECESSED MEETING**

The Burke County Board of Commissioners held a recessed meeting on Tuesday, April 5, 2016 at 4:00 p.m. The meeting was held in the Commissioners' Board Room in the Burke County Services Building located at 110 N. Green Street in Morganton, North Carolina. Those present were:

**COMMISSIONERS:** Wayne F. Abele, Sr., Chairman  
Jack Carroll  
Johnnie W. Carswell  
Maynard M. Taylor

**ABSENT:** Jeffrey C. Brittain, Vice Chairman  
(Out of town on business.)

**STAFF:** Bryan, Steen, County Manager  
Paul Ijames, Deputy County Manager/Finance Director  
James R. Simpson, II, County & Tax Attorney  
Kay Honeycutt Draughn, Clerk to the Board

**CALL TO ORDER**

Chairman Abele called the meeting to order at 4:19 p.m. The 3 o'clock pre-agenda meeting ran longer than anticipated.

**APPROVAL OF MEETING MINUTES**

**Motion: To approve the meeting minutes of February 2, 2016 (Recessed) and February 16, 2016 (Regular) as presented.**

<p><b>RESULT:</b> APPROVED [UNANIMOUS]  <b>MOVER:</b> Jack Carroll, Commissioner  <b>AYES:</b> Wayne F. Abele, Sr., Jack Carroll, Johnnie W. Carswell and Maynard M. Taylor  <b>ABSENT:</b> Jeffrey C. Brittain</p>
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**APPROVAL OF THE AGENDA**

**Motion: To approve the agenda as presented.**

<p><b>RESULT:</b> APPROVED [UNANIMOUS]  <b>MOVER:</b> Jack Carroll, Commissioner  <b>AYES:</b> Wayne F. Abele, Sr., Jack Carroll, Johnnie W. Carswell and Maynard M. Taylor  <b>ABSENT:</b> Jeffrey C. Brittain</p>
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## ITEMS FOR DECISION

### **PURCHASING - MINORITY BUSINESS PARTICIPATION OUTREACH PLAN**

County Finance Director Ijames presented on the need to re-adopt a Minority Participation Outreach Plan. According to the minutes of the Board of Commissioners' meeting on November 3, 2009, a Plan was adopted as a requirement for the AMR meter project. This project was ARRA (America Recovery Reinvestment Act) funding and thus required an adopted plan. Since 2009 the executed copy has gone missing and the County needs a formally executed and updated participation plan for the Library - Senior Center project. Mr. Ijames reported that minor technical changes are needed and recommends that when adopted, the capability to make those minor changes be included. For building construction projects, the minority participation goal is 10 percent. Mr. Ijames also responded to a variety of questions from Commissioner Taylor. The Plan is on file in the Finance Department.

**Motion: To adopt the Minority Participation Outreach Plan and authorize staff to make technical changes as needed.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Maynard M. Taylor, Commissioner
<b>AYES:</b>	Wayne F. Abele, Sr., Jack Carroll, Johnnie W. Carswell and Maynard M. Taylor
<b>ABSENT:</b>	Jeffrey C. Brittain

### **COUNTY MANAGER - APPROVAL OF SCHEMATIC JAIL PLANS (TABLED FROM 3-15-16 TO 4-5-16)**

Chairman Abele noted the absence of Vice Chairman Brittain as reason to move the item to the April 19, 2016 meeting. Later in the meeting, County Attorney Simpson noted the need for a formal motion to table the item.

<b>RESULT:</b>	<b>TABLED [UNANIMOUS] TO THE NEXT MEETING ON 4/19/2016 AT 6:00 PM</b>
<b>MOVER:</b>	Maynard M. Taylor, Commissioner
<b>AYES:</b>	Wayne F. Abele, Sr., Jack Carroll, Johnnie W. Carswell and Maynard M. Taylor
<b>ABSENT:</b>	Jeffrey C. Brittain

### **HR - RECLASSIFICATION OF THE PARALEGAL TO THE COUNTY MANAGER**

County Manager Steen presented information related to the following request:

The Paralegal to the County Manager position was established last year in anticipation of bringing the County Attorney function in-house. The position provides primary administrative support to the County Manager as well as serving as the deputy clerk to the board. The position was recently vacated and recruitment efforts were difficult due to the narrowly defined recruitment criteria of paralegal experience/certification. In addition, it appears that for the foreseeable future the County Attorney will remain contracted and there is no need for the paralegal functions of the position. Therefore, the primary work of the position is to provide administrative support to the County Manager and serve as deputy clerk to the board assisting the Clerk to the Board. While the previous classification of this position was Assistant to the

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County Manager, this classification did not adequately address the deputy clerk functions needed in this position. Based on a classification review of the position, it is recommended that the position should be reallocated down one (1) salary grade and re-titled as Executive Assistant to the County Manager/Deputy Clerk, salary grade 22.

Commissioner Carroll asked what the current pay grade is for other Administrative Assistants in the County which Patrick McCoy, Assistant HR Director, responded was 20 and noted that the requested pay grade 22 was appropriate for the executive level. Commissioner Carroll asked where the title came from and what other counties have this position. Mr. McCoy responded that the job was a hybrid position combining the following: administrative assistance to the County Manager, Public Information Officer, Deputy Clerk to the Board, Grants Management, etc. so it would be difficult to find similar positions in other counties for comparison. The Clerk to the Board position is a pay grade 23 so it would be the highest level appropriate for the position's duties. Commissioner Carroll asked how long the County had been without an Executive Assistant to which Mr. McCoy noted that there was always someone in that position, the title was altered to accommodate the projected need for a paralegal in that position. Prior to a paralegal holding the position, the administrative person was at a lower pay grade due to the lower expectations of the position. The responsibilities and expectations of the position have increased so the pay grade 22 is appropriate. Commissioner Carroll stated he could not support the request.

County Manager Steen clarified that this is not the creation of a new position but a down-classification of the current position to better fit the needs of the office. The paralegal position was created when an in-house staff attorney was anticipated to be hired but ultimately will not be hired. The larger scope of the job duties including the grants management create a wider range of responsibilities than any other Administrative Assistant position in the County. There are currently Golden LEAF and ARC (Appalachian Regional Commission) grants that need to be managed with future additional funding desired. Commissioner Carroll asked for the total budget of the employee salary and benefits compared to five years ago. Finance Director Ijames noted that he could go back to 2010 and would run the report for that information. Commissioner Taylor remarked that when he studied that during last year's budget, the County had added 30 more employees and \$5 million to the budget for salaries and Commissioner Carrol noted that 102 have been hired for DSS in the past two (2) years. Commissioner Taylor asked what the percentage differential was between the two pay grades (20-22) which Rhonda Lee, HR Director, noted was a total 10 percent difference.

**Motion: To approve the reclassification of the Paralegal to the County Manager (Salary Grade 23) down to Executive Assistant to the County Manager/Deputy Clerk (Salary Grade 22) and add the new title to the County's pay plan.**

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<b>RESULT:</b>	<b>APPROVED [3 TO 1]</b>
<b>MOVER:</b>	Johnnie W. Carswell, Commissioner
<b>AYES:</b>	Wayne F. Abele, Sr., Johnnie W. Carswell and Maynard M. Taylor
<b>NAYS:</b>	Jack Carroll
<b>ABSENT:</b>	Jeffrey C. Brittain

#### **OTHER DISCUSSION ITEMS (NOT ON THE AGENDA)**

##### **EMPLOYEE BENEFITS**

Chairman Abele requested a meeting after the May pre-agenda regarding employee benefits and Mark III to better understand the employee benefit package.

<b>RESULT:</b>	<b>NO ACTION TAKEN</b>
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##### **LAKE JAMES / GLEN ALPINE FIRE DEPARTMENT ISSUES**

Commissioner Carroll asked for a brief update on the Lake James/Glen Alpine Fire Department issues since he has begun receiving letters and calls from residents. Chairman Abele explained that this was a situation that needed to be handled by the two (2) fire departments but the residents had an issue with the 75/25 tax revenue distribution and form letters are being sent in indicating that most want the distribution to go to Lake James. In previous years, Lake James did not hold a great service reputation but have since undergone training and are doing a great job. County Manager Steen noted that any changes to fire district lines would have to be agreed upon by both fire departments and the tax revenue distribution is part of the contract that was just approved which has another year left on it. Both departments were encouraged to resolve the issues within that two-year contract period and Glen Alpine is holding a closed session meeting tonight to discuss the matter. Chairman Abele remarked that if possible, the Board would like the fire departments to handle it internally as a first resort. Commissioner Carroll remarked that last year the Board gave them time to resolve their issues and if they don't, the Board will make the decision(s) for them. In response to questions, County Manager Steen clarified that public unrest and confusion has been stirred by misinformation stemming from Glen Alpine's trip to Raleigh to de-annex property for a future fire station that is no longer needed. Commissioner Carroll asked about the possibility of sending a letter explaining that the decision deadline isn't until 2017 to assuage the residents. Chairman Abele stated his distaste for form letters and remarked that he hoped the Board wouldn't have to step in for a resolution but that if the contract period comes to a close without one, the Board will make a decision.

##### **ADJOURN**

**Motion: To adjourn the meeting at 4:44 p.m.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Maynard M. Taylor, Commissioner
<b>AYES:</b>	Wayne F. Abele, Sr., Jack Carroll, Johnnie W. Carswell and Maynard M. Taylor
<b>ABSENT:</b>	Jeffrey C. Brittain

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Approved this the 19<sup>th</sup> of July 2016.



Wayne F. Abele, Sr., Chairman  
Burke Co. Board of Commissioners

Attest:



Kay Honeycutt Draughn, CMC, NCMCC  
Clerk to the Board