

December 5, 2016 (Special)

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

The Burke County Board of Commissioners held a special meeting on Monday, December 5, 2016 at 4:00 p.m. The meeting was held at the Commissioners' Meeting Room, located in the Burke County Services Building, 110 N. Green Street, Entrance E, in Morganton, North Carolina. The purpose of the meeting was to: (1) Consider a request from the Board of Elections to payout a non-exempt employee for 64.89 hours of compensatory time utilizing approximately \$950 of General Fund, Fund Balance; and (2) Consider a request from the Board of Elections to extend the hours of a temporary time-limited Election Specialist position to work four (4) Tuesdays in December (32 hours). The notice was executed by Chairman Abele and published on November 23, 2016.

Those present were:

**COMMISSIONERS:**

Jeffrey C. Brittain, Chairman  
Johnnie W. Carswell, Vice Chairman  
Wayne F. Abele  
Scott Mulwee  
Maynard M. Taylor

**STAFF PRESENT:**

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

**CALL TO ORDER**

Chairman Brittain called the meeting to order at 4:30 p.m.

**APPROVAL OF THE AGENDA**

**Motion: To approve the agenda.**

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

**ITEMS FOR DECISION**

**BOE - PAYOUT OF COMPENSATORY TIME FOR BOE NON-EXEMPT EMPLOYEE**

Debbie Mace, Elections Director, reported that due to the recent November 2016 Presidential Election, coupled with the current vacancy of an Elections Specialist position, the non-exempt employee in the Elections Department is again carrying a comp balance over the 240-hour mandate that may be accrued by local government employees. As of today, the employee carries 284.89 hours (44.89 hours over). A payout of 64.89 hours is recommended and the

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estimated cost is approximately \$950. An appropriation of General Fund, Fund balance is required to cover this expense. Further, Ms. Mace reviewed the employee's scheduled leave which will reduce the accrued balance and advised that in 2017, she will begin providing a quarterly report of employees' compensatory balances to the Election's Board to ensure overages do not occur again in the future. Ms. Mace reiterated a request for additional employees.

Commissioner Taylor asked if this would be the last payout expected to be brought to the Board for the year and Ms. Mace affirmed. A short discussion ensued regarding the staff work volumes with the possible recount and the composition of the Elections staff. County Manager Steen referenced the Board's previous approval to fund a temporary time-limited Election Specialist employee for the General Election to replace the worker who left in September and asked what the difference in job titles and duties were for the temporary employee and the non-exempt employee. He asked if both positions were accountable for the same responsibilities and Ms. Mace detailed the duties of both positions, noting that the temporary worker did not have the experience or knowledge to do more than answer calls, lookup residents in the system and assist voters at the front counter. County Manager Steen asked about the previous vs. current accrual balances and discussion continued noting the worker's scheduled time off to continue decreasing the standing balance. Commissioner Abele asked County Manager Steen about the requested report on staffing levels from comparable counties and he responded that he has received several responses and is awaiting data from one additional county but will have the report to the Board by the end of the week. Discussion continued on current staffing levels and vacancies.

**Motion: To approve the payout of compensatory time (64.89 hours, approximately \$950) for a non-exempt Board of Elections employee utilizing General Fund, Fund Balance as presented.**

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

**BOE - REQUEST FOR EXTENSION OF TEMPORARY TIME-LIMITED ELECTION SPECIALIST POSITION**

Debbie Mace, Elections Director, reported that an extension of the temporary time-limited Election Specialist position is requested to fill a permanent position recently vacated in the Board of Elections office. If approved, the temporary position would work four (4) Tuesdays in December 2016 (32 hours) while staff works toward filling the permanent position. There is no budgetary effect. Existing salary funds from the permanent position would be utilized to cover the salary for the temporary time-limited position.

Vice Chairman Carswell asked if, once the full-time vacancy is filled, if the non-exempt employee who is currently working 32 hours will be retained and Ms. Mace affirmed. The only position lost once the vacancy was filled will be the temporary time-limited election specialist.

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**Motion: To approve the extension of the temporary time-limited Election Specialist position working four (4) Tuesdays in December 2016 (32 hours), as presented.**

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

**ADJOURN**

With there being no further business to come before the Board, Chairman Brittain adjourned the meeting at 4:45 p.m.

Approved this 24<sup>th</sup> day of January, 2017.

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Jeffrey C. Brittain, Chairman  
Burke Co. Board of Commissioners

Attest:

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Kay Honeycutt Draughn, CMC, NCMCC  
Clerk to the Board