Special Meeting Minutes - Budget Workshop

Board of County Commissioners of Hyde County

Monday, May 19, 2014

Following the commissioner's tour of the Hyde County Public Safety Center (PSC) at 5:00pm, Chairman Barry Swindell called the Special Meeting of the Hyde County Board of Commissioners to order at 6:05pm on Monday, May 19, 2014, in the Hyde County Government Center, Multi-Use Room, and the Ocracoke School Commons Room using electronic conferencing equipment.

The following members were present on the mainland: Commissioners Earl Pugh, Jr., Dick Tunnell, Benjamin Simmons, III and Barry Swindell; County Manager Bill Rich; Clerk to the Board Lois Stotesberry; and, members of the public.

The following members were present on Ocracoke: Commissioner John Fletcher; Public Information Officer Sarah Johnson.

Following opening prayer by Commissioner Tunnell and pledge of allegiance the meeting was called to order.

Agenda:

Chairman Swindell asked for any changes to the May 19, 2014 meeting agenda.

Chairman Swindell moved to approve the May 19, 2014, Budget Workshop Meeting Agenda as presented by the Clerk with addition of Items of Consideration: 2) discussion about the Public Safety Center. Mr. Tunnell seconded the motion. The motion passed on the following vote: Ayes – Fletcher, Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – None.

Public Comments:

Hearing no comments from the public, Chairman Swindell continued the meeting.

Hyde County FY2014-2015 Budget Discussion:

Expenditures

Commissioner Fletcher asked what the employee appreciation funds are used for.

10.4100.1900 – Governing Board – Employee Appreciation - $1,000.00

Manager Rich explained these funds are appropriated for the annual employee appreciation dinner (usually in December). Employees are recognized for years of service with certificates and pins during this event.

10.4200.0200 – Administration – Salaries - $125,660.00
.1400 – Travel - $25,000.00
.5300 – Dues & Subscriptions - $17,500.00
.5438 – Drug Testing Fees - $5,000.00

Manager Rich reported the administrative department salaries line represents his contracted annual salary with the County and the administrative assistant/clerk's salary plus a 3% increase. The travel line includes an increase of $5,000 to cover anticipated increases and continuing education. Dues & Subscriptions pay for membership fees to organizations such as the NCACC, NC20, etc. Drug testing is done on all safety sensitive positions (EMT, Paramedic, Nurses, Sheriff's Deputies and those having a CDL Driver's License) during pre-employment screening, quarterly and when an accident occurs.

10.4300.0300 – Elections – Fees To Local Officials - $12,000.00
.2020 – Salary Part-time - $26,755.00

Manager Rich reported both line items are used to pay the salaries of the Elections Director/Veteran Services Officer and her Assistant. Both positions are part-time.

10.4400.9800 – Finance – Education & Training - $4,000.00

Finance Officer Corrinne Gibbs reported she is attending finance classes at UNC-SOG.

10.4600.9800 – Tax – Training - $1,000.00

Tax Administrator Linda Basnight reported these funds are used to pay for annual tax school that she and Sue Gurganus, Deputy Tax Administrator attend.

10.4800.1400 – Planner – Travel - $10,000.00
10.4950.4504 – Various Grants – Various Grant Matches - $80,000.00

Planning Director Kris Noble reported the travel funds are used by herself and Assistant to the Planning Director Averi Simmons in the administration of various grants and projects within Hyde County. Funds are offset to cover various grant match requirements.

10.5000.0200 – Public Building Maintenance – Salaries - $91,064.00
.4500 – Contract Services - $40,256.00

Commissioner Swindell asked what salaries were paid from this department.

Utilities Director Clint Berry reported this salaries line covers 33% of his salary and Maintenance Supervisor Kerry Campbell's salary. Hyde County has a contract with Williams Fire Sprinklers & Security, Fire Fighter Products, Schindler Elevator Co., HVAC Maintenance, mowing and annual floor and carpet maintenance at the Government Center, Public Safety Center and Health Departments.

10.5100.0045 – Sheriff – Special Service Funds - $6,000.00
.0220 – Overtime Law Officers - $40,000.00
.1500 – K-9 Maintenance - &1,500.00
.7425 – Misc. Equipment/Capital Outlay - $25,000.00
10.5110.0000 – ABC Rehab – Alcohol Rehabilitation - $1,800.00
10.5150.3300 – Court Facilities – Operating Expense - $10,000.00
10.5200.0200 – Jail – Salaries Jailers - $42,938.00

Sheriff David Mason reported special service funds are used for drug intervention, etc. The Sheriff's Department usually does not use all of the over-time funds. The Sheriff's Department has two drug dogs and the funds are used to maintain them. One of the dogs will be retired soon. Miscellaneous equipment/capital outlay funds will purchase one new vehicle for the Sheriff's Department this fiscal year. The state of North Carolina funds the alcohol rehabilitation program and court facilities expenses. Sheriff Mason stated Jailer Barbara Deese's salary and inmate transport expenses come from this account. Although no inmates are being housed in the Hyde County Jail at this time, arrest records must be maintained and sent to the State.

10.5310.0000 – Forestry – County Portion 35% - $64,420.00

Commissioner Fletcher asked why the requested amount approved is less than the $73,132.00 budgeted last year and how the 35% county portion of the forestry fire program is determined. Manager Rich will research this topic and report his findings to the Board.

10.5750.1500 – Solid Waste – Site Improvements - $5,000.00
.1501 – Site Improvements - $6,000.00

Utilities Director Clint Berry stated Ocracoke receives $6,000 and the mainland $5,000 for the solid waste site improvements.

10.5920.0201 – EMS Housing Allowance - $48,000.00
.0220 – Hyde County Emergency Medical Service (EMS) – Overtime - $113,836.00
.4500 – Contract Service - $40,000.00
.4508 – First Responder Program - $20,000.00
.7401 – Lease for Equipment - $51,000.00

Emergency Management Director Justin Gibbs explained that all of the EMT's get 24-hours of over-time per month based on current scheduling. A new shift will be added to the Ocracoke schedule with funds from the Ocracoke Occupancy Tax Board. Situational over-time will be reduced.

Commissioner Swindell asked how many EMT's does Hyde County employ.

Emergency Management Director Justin Gibbs reported the County employs twelve (12) on the mainland eight (8) EMT's on Ocracoke (will have twelve (12) soon). Mr. Gibbs explained that First Responder funds are distributed amongst the Volunteer Fire Departments who respond to EMS calls. Lease agreement for Automated External Defibrillators (AED's) cost $2,000 to $3,000 per month. Monitors are used on every call. Scheduling software $750.00 per year. Our EMT's respond to approximately 800-900 calls a year, 500-600 on the mainland and 200-300 on Ocracoke.

10.5760.0200 – Food & Lodging – Salaries - $29,359.00

Health Director Wesley Smith reported these funds are used by Hugh Watson, Environmental Health Coordinator and Ronni Collier, Environmental Health Intern, for conducting required inspections.

10.5770.0000 – Community Transformation Project – Total - $4,500.00

Health Director Wesley Smith reported this Project is grant funded and will end in September.

10.5780.4500 – Hyde County Transit – Contract - $40,000.00

Manager Rich reported Hyde Transit will increase access to projects in the county.

10.5900.0300 – Health – Fees to Local Officials - $ 2,200.00
.4514 – Contract Personnel Consultant - $1,500.00
.4516 – Contract Offsite Med Rec Storage - $750.00

Health Director Wesley Smith reported the Chairman ($100.00) and members ($50.00) of the Health Board receive a stipend for meetings attended. Personnel Consultant Sylvia Johnson is retired from the NC Personnel Department and now assists Hyde County Health and Home Health with personnel matters. Medical Records are being stored offsite in compliance with Health Information Privacy Protection Act (HIPPA) requirements.

Commissioner Simmons asked if grants cover 100% of funding.

Manager Rich reported no, local grant matches by the County are needed in some instances.

10.5962.0000 – Health – Breast & Cervical Cancer - $11,217.21

Health Director Wesley Smith reported the Health Department receives $225.00 per patient from the Division of Public Health to assist low income patients to receive breast and cervical cancer screenings. In 2015 the Health Department's target for this program is 45 patients. Mr. Smith reported Health Department staff will find funding to make sure women get screenings and help them get into rehab if necessary. He also reported the Health Department received a $5,000.00 grant from Vidant Beaufort Hospital.

Chairman Swindell excused Mr. Smith to travel to Durham.

10.5200.4701 – Jail – Inmate Safekeeping - $70,000.00

Commissioner Simmons asked about inmate safekeeping.

Sheriff David Mason reported this funding is for housing inmates outside of Hyde County and for medical supplies if they go to the hospital.

Chairman Swindell asked how many positions are not filled in the Sheriff's Department.

Human Resources Director Tammy Blake reported two (2) deputies in the Sheriff's Department, one (1) full-time Co-operative Extension position and one (1) full-time and two (2) part-time positions in the DSS.

10.5990.000 – Health – Animal Control - $14,881.95

Commissioner Pugh asked if Animal Control would be the same as last year.

Manager Rich reported Tyrell County will enter into a mutual aid agreement with Hyde County Animal Control this year. The Board of Commissioners will pursue regionalization with Tyrell and Washington Counties (consolidation).

10.6090.0000 – DSS – Day Care - $282,953.00

Commissioner Pugh asked if the DSS Day Care Program is 100% grant funded.

DSS Director Gloria Spencer reported the Day Care Program requested $647,000.00 in local funding this year, which is up $30,000.00 from last year.

10.6810.0920 – Education – Total Expense - $1,830,770.08

Chairman Swindell and Commissioner Simmons asked about school funding and the continuation of technical classes.

Manager Rich reported the Board of Education will receive $1,324,000.00 less a portion of their requested legal fees (same as 2010-11 and 2011-12).

10.6081.7401 – Water/Sewer System – Capital Improvements - $216,216.00

Chairman Swindell asked about new water meters in the county.

Utilities Director Clint Berry – reported no county tax dollars will be used for the installation of new water meters in Hyde County and plans to begin installing city water on the 49 roads that use well water. He reported a $1.2 million Enterprise Fund Balance.

Chairman Swindell excused Co-Operative Extension Director Natalie Wayne to travel to Raleigh.

Revenue

10.3602.0000 – Sales & Services – EMS Bills By Collection Service – Mainland - $350,000.00
10.3603.0000 – Sales & Services – EMS Bills By Collection Service – Ocracoke - $180,000.00
10.3640.0002 – Sales & Services – Airport Lease

Commissioner Tunnell asked about EMS revenue and collections.

Emergency Management Director Justin Gibbs reported projected revenue of $350,000.00 from mainland EMS billing collections, $180,000.00 from the Ocracoke Occupancy Tax Board for EMS services provided on the Island, and $90,000.00 for salaries collected in additional fees.

Commissioner Fletcher asked why EMS collections are low. He suggested EMS staff turn in patient information to Colleton Medical Billing Company in a timely manner.

Emergency Management Director Justin Gibbs stated the EMT's are required to collect and report the patient information to Colleton for each EMS transport. He reported the new EMS trip reporting equipment and the recently approved fees schedule should increase collection percentages for EMS.

Airport Manager Jane Hodges reported the Hyde County Airport is funded by the State and Hyde County pays a 10% local grant match.

Budget Discussion Conclusion

Chairman Swindell stated Public Hearing on the FY2014-2015 Budget is set for Monday, June 2, 2014 @ 6:00pm. or as soon thereafter as possible. He asked if anyone had questions before the proposed budget is presented to the Board for adoption.

Sheriff David Mason asked the Board to reconsider his second vehicle purchase.

Finance Officer Corrinne Gibbs reported $1,500.00 returned from Jane Hodge's travel line and $12,000 from E-9-1-1 will be put in the general fund. She reported some of the $478,000.00 appropriated funds last year may be used.

Commissioner Fletcher asked if these funds are used will the general fund drop from $4.5 to $4 million.

Manager Rich reported yes but the County has not yet received the $700,000.00 due from FEMA.

Commissioner Fletcher recommends Sheriff Mason use his low mileage cars on the mainland and his high mileage cars on Ocracoke because they do not drive as many miles on the Island as on the mainland.

Commissioner Simmons recommends citizens pay to install city water on their road if they want to be first on the list of county (49) roads to get city water.

Public Safety Center Tour

Sheriff David Mason reported on temperature conditions in the mobile dispatch unit and employees who have allergic reactions when in the Public Safety Center (PSC) dispatch room.

Chairman Swindell moved to direct Utilities Director Clint Berry to: 1) have the PSC building thoroughly and professionally cleaned now and to hire a part-time employee to continue maintenance of the building, 2) have repairs on the outside of the building to include the roof completed, and 3) replace damaged ceiling tiles in the building. Mr. Fletcher seconded the motion. The motion passed on the following vote: Ayes – Fletcher, Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – None.

Manager Rich reported bid for the PSC building room repair will be let the end of June.

Closed Session (none)

Adjourn

Commissioner Pugh moved to adjourn the meeting at 8:00p.m. Mr. Simmons seconded the motion. The motion passed on the following vote: Ayes – Fletcher, Pugh, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

Respectfully submitted:

Minutes approved on the 2nd day of June, 2014.

Lois Stotesberry, CMC, NCCCC
Clerk, Hyde County Board of Commissioners

Barry Swindell
Chair, Hyde County Board of Commissioners

Attachments: (none)

SEAL