

CASWELL COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

January 2, 2024
OTHERS PRESENT

Jeremiah Jefferies, Chairman
Finch Holt, Vice Chair
Ethel Gwynn
John Dickerson
Rick McVey
Frank Rose
Tim Yarbrough

Tony Smith, County Manager
Melissa Williamson, Deputy County Manager
Jennifer Hammock, Finance Director
Russell Johnston, County Attorney
Carla Smith, Clerk to the Board

The Board of Commissioners for the County of Caswell, North Carolina, met in a work session on Tuesday, January 2, 2024 at 5:00 pm at the Gunn Memorial Library.

COUNTY MANAGER RECRUITMENT WORK SESSION:

CLOSED SESSION:

A motion was made at 5:05 pm by Chairman Jefferies and **carried unanimously** to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee, which privilege is hereby acknowledged NCGS 143-318.11 (a) (6). (Ayes: Commissioners Holt, Gwynn, Rose, Jefferies, McVey, Dickerson, and Yarbrough)

RECESS:

Chairman Jefferies said we will go into recess until 6:30 pm when the regularly scheduled meeting begins.

WELCOME:

Chairman Jefferies called the meeting to order, and welcomed everyone to tonight's meeting of the Caswell County Board of Commissioners. Then all paused for a moment of Silent Prayer, and the Board of Commissioners and all the guest in attendance recited the Pledge of Allegiance.

PUBLIC COMMENTS:

There were no public comments.

RECOGNITIONS:

There were no recognitions.

AGENDA:

APPROVAL OF AGENDA:

Interim County Manager Smith said Mr. Chairman I've got a couple changes to the agenda. I'd like to remove item 13. Although Caswell County recognizes the need for racial equality, I recommend that number 13, the National Day of Racial Healing Proclamation, be deleted from

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tonight's agenda to ensure that the statements proclaimed align with the EEO plan currently being implemented by our HR department. Chairman Jefferies said so that's the reason you want to do this? Interim County Manager Smith said yes sir. I also would like to delete item 15. Yes, sir. As you recall back a month or so ago or maybe six weeks ago, we had a discussion with the NCACC that they were going to come in and offer a session to review the pay scale rate changes. As you know, we had a meeting tonight that caused us not to have that meeting. So as a result we having to delay the discussion with the Commissioners until the next meeting on the 16th.

Chairman Jefferies said you know delaying the proclamation, that kind of bothers me a bit. We put it on the agenda, and I don't think it's enough information for me. Interim County Manager Smith said you're exactly right. I think they put it on today's agenda back six weeks ago with the thought that maybe we'd have time to discuss it. It was planned for a work session tonight, but because of the County Manager review, the work session couldn't take place. As a result, we had to take off the action item. Chairman Jefferies said are we planning on putting it back on the agenda? Interim County Manager Smith said yes sir. We're planning on putting it back on the 16th. Chairman Jefferies said the 16th? Interim County Manager Smith said yes sir. Chairman Jefferies said okay thank you.

A **motion** was made by Commissioner McVey and seconded by Commissioner Gwynn and **carried unanimously** to approve the agenda as amended. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

APPROVAL OF CONSENT AGENDA:

- a. December 4, 2023 Regular Meeting Minutes

A **motion** was made by Commissioner McVey and seconded by Commissioner Holt and **carried unanimously** approve the consent agenda. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

DISCUSSION ITEMS:

VAYA HEALTH UPDATE:

Attorney Johnston said can you contact her? Interim County Manager Smith said can you hear us? Cara Townsend-Dohner said hi. This is Cara. I can hear you. Good evening. Now I can't tell if you all can see my presentation or not, but I can go ahead and start if you can't. Commissioner Yarbrough said we see you. Mrs. Townsend-Dohner said okay. Well I'll just go ahead and start. I'm Cara Dohner, the Community Relations Director for Vaya Health, which is one of the state's Managed Care Organizations. We manage Medicaid funding for the state for people with intellectual and developmental disabilities, substance use disorders, and also foster care. So what I wanted to share tonight is just some quick updates on how the county is doing. We're really excited about the new Behavioral Health Walk-in Center that we have in Caswell County, and that is very new, within the year. It's located right off of NC 86, and it's open from 8 to 5. It's not open on Saturday and Sundays, but we're seeing a lot of great movement there. There is even a

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group of teenagers meeting there for help in a peer related group. We find that working peer-to-peer really helps different groups especially teenagers, who see people who are dealing with some of the same issues they're dealing with on the behavioral health spectrum. I wanted to mention that and also just go through some figures for you. I wanted to let you know that Caswell is doing well. We've had more walk-ins since we last met. RHA is now handling the mobile crisis, and they're also handling the Walk-in Center. So that's been good news from the county because mobile crisis is a tool that not a lot of people use, but people are supposed to be responded to in two hours. So that's anyone who has any kind of mental health crisis regardless if they're on Medicaid or not. So that's a great service to be utilizing. But I did want to mention that RHA is now the Mobile Crisis provider, which is exciting for the county. Please stop me if you have any questions, or I can wait until the end. Just so you know there are about five providers that are top in Caswell County. That's Carolina Behavioral Care, Life Source of North Carolina, Easter Seals Youth, Youth Haven, and RHA. Those are your biggest providers in the county.

Another thing I wanted to mention is the innovations waiver. This is a really neat service offered by the state for people who would otherwise be living in a facility. The Innovations Waiver is something people apply for. It could take about a decade to get on the services, but once you do, it's really great for families who care for children or even other family members at home. But you get up to \$120,000 a year to help provide that care. So that can take someone out of an environment that may not be that great or might be across the state where family members can't visit and put the support in home or in an apartment near where family members live. Then people can live on their own and with support. It's a really cool system. We have a case for example in Chatham County, where a 23 year-old was really capable of living on his own. He was high functioning autistic. We were able to get him into a tiny home where he has all the services and support he needs. He has wraparound care with behavioral health staff coming in to make sure he's eating. He has meals he can prepare himself, and he has lists. But it's really great to see people getting transitioned out of institutionalized care. So Vaya is charged with transitioning about 30 people out of institutionalized living this year. Other MCOs across the state may not use their slots, and we'll take those to try to get more people transitioned out. It's a really great success to see that happen. Right now Caswell has 27 active Innovations waiver slots in the county, and people on the waiting list. It's about 10. So that's good news. The General Assembly, they are constantly adding more slots so that those are spread out through all the counties across the state. I just wanted to mention that program because I really think it's a great service that we offer in this state. I think that's pretty much the end of my presentation. I just wanted to give you those updates and open up the floor to any questions.

Chairman Jefferies asked if there were any questions from any of the Commissioners. Cara Townsend-Dohner said I'm sorry. I didn't hear that. Chairman Jefferies said no one has any questions, but I appreciate what you're doing. Mrs. Dohner said what was that. I'm sorry. Interim County Manager said thank you for your presentation. Chairman Jefferies said we definitely appreciate the job that Vaya is doing. Mrs. Dohner said yes sir. Thank you for letting us serve

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your county. It has been a pleasure, and I will say that I'm very impressed with Caswell County. A lot of different services are really helping meet the needs of people struggling with Behavioral Health and all of the different issues that come from that. So thank you. I appreciate all of your service and all of the staff in the county. The Board said thank you. Chairman Jefferies said I serve on that board. Vaya Health spends over \$200,000 per year in Caswell County. We don't have a hospital here in Caswell, but they do support us.

BOARDS AND COMMITTEES FOR COMMISSIONERS:

Interim County Manager said Mr. Chairman, this is a different list. Commissioner Yarbrough said it's talking about the ones where Commissioners sit on the boards. Not that one you've got in your hand. Chairman Jefferies said yes. The first one. I've got two but I was on A&T board before the pandemic. So I'll be willing to take two more. I'll be willing to take Personnel advisory and the Wildlife advisory committee if anyone is willing to give it up.

Vice Chair Holt said Mrs. Gwynn has volunteered to take Juvenile Prevention from me.

Chairman Jefferies said are you getting that down Clerk? Can you hear them? The clerk replied yes Sir. Chairman Jefferies said anyone else? Attorney Johnston said Commissioner Jefferies, did you say you were willing to volunteering to serve on the Personnel committee? Chairman Jefferies said I will. Attorney Johnston said will that be taken away... Chairman Jefferies said if someone wants to give it up. I see we got three on there. If someone wants to give it up, if they don't it will be fine. Commissioner Yarbrough said it will be fine to take out me off of that if he wants that slot. Chairman Jefferies said I will put the Personnel Committee under me.

Commissioner Rose said Mr. Chairman and Madam Clerk, I think you can remove me off of the PTRC Planning Organization. I think that's the one that Mrs. Gwynn has been doing. I had a conflict on the day of that meeting. Chairman Jefferies said is that a night meeting?

Commissioner Rose said that is a day meeting. Chairman Jefferies said where is it held? Mrs. Gwynn said it's in Kernersville, and I usually ride with Alvin Foster.

Attorney Johnston said Commissioner Jefferies, did you also offer to serve on the Wildlife Advisory? Chairman Jefferies said well nobody wanted to give it up. So it's fine. I got to take the Personnel Advisory, and that's it. Chairman Jefferies said is everyone else satisfied with what they got? Okay. Then we will move on.

COMMISSIONERS' PLANNING WORK SESSION:

Chairman Jefferies said next is the Commissioners Planning Work Session. I was thinking about a Saturday morning at 8 am. Would that be agreed upon by the Board? Vice Chairman Holt said how long you talking about? Chairman Jefferies said 8 to 12. Vice Chairman Holt said no I meant what day? Chairman Jefferies said I hadn't looked at the calendar. Any Saturday you come up with. Any you all come up with will be fine with me. Commissioner McVey said you've got the 6, 13, 20, and the 27. Vice Chairman Holt said the 6 and 13 is out for me. Commissioner Dickerson said the 6th is out for me. Chairman Jefferies said what about the 13th?

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Then Attorney Johnston said that leaves January 27th. Well if there's no objection from the other board members. Commissioner Rose said I plan on attending unless something happens. Chairman Jefferies asked if the 27th suits everyone. Commissioner McVey said from 8 to 12? Chairman Jefferies said yes 8 to 12 on the 27th. We will go with that.

UPGRADE HISTORIC COURTHOUSE AUDIO SYSTEM:

Interim County Manager Smith said tonight we have representatives from Audio and Light Incorporated out of Greensboro to discuss a new audio system for the courthouse. You guys can come up.

The gentlemen came up and said thanks for having us here tonight. My name is Thomas Howard I'm from a company called Audio and Light in Greensboro, North Carolina. This is our owner Jim Hoyle, and we've sent out two quotes now to do upgrades in the Yanceyville Historic Courthouse. Jason Benson, IT Director, and I first met a few months ago to discuss some work in his office, and we've looked at the Yanceyville Courthouse as well. So for that I've produced two quotes to upgrade the audio system. The quote that we would recommend going with here is the one that has wired microphones versus wireless microphones. I am happy to go into detail about this quote, discuss what all it entails, and hopefully answer any questions that you all have. Mr. Howard said would you like me to begin?

Commissioner Yarbrough said go ahead and go into detail. Mr. Howard said okay. Sure. So right now the existing system has microphones on the desks and the other tables. All of those microphones will be replaced with new microphones. These are going to be a lot better suited for the purposes that you're using. All of that will go back to a systems processor that will handle all the audio to solve all the issues that you've had conferencing. When Jason first showed me the space and what you guys were using for conferencing, it was just the equipment's the wrong application for the room. I think that you guys are having a lot of blows because of that. So what this system will entail is the same number of microphones out there, but they will be different. A speaker on the wall for the audience, and then small speakers on the desk so the board members can not only hear the other board members, but when someone talks at the podium, and that sort of thing. Again all of that is going to be processed with a computer that we call a core essentially with a touchscreen control. So it'll be very simple for you all to come in and start a meeting and not have to worry about the audio both going to the stream and in the room. So it should work a lot better than what you currently have.

Vice Chairman Holt said yes sir. You said a speaker on the wall. Is it going to be one or both sides? Mr. Howard said right now from modeling the room with the software that we use, you're only going to need one speaker in the room for the reinforcement. It's a column speaker. So it's actually comprised of a lot of smaller speakers in the column that all work together, and it's steerable, which means that we can steer the sound where we need it. So we'll put it in the seats but not on the back wall and all the places where we don't want sound. Vice Chairman Holt said my second question if it's no trouble running through those desks, how do you get it to your

screens and all that with this wire laying on the floor? Mr. Howard said well so we did discuss this. I'm not sure that there are going to be other wire pass other than what currently is there which is running it on the floor. There will be less cables. Jason and I discussed maybe a more permanent solution to the carpets that you currently have such as some type of ramp or something, but it is going to take some investigation on our part. Because it's a historic and older building, where can we actually pull wire? Is it actually going to be possible to do? That's just going to take some further investigating.

Commissioner Yarbrough asked how many of the small speakers are you talking about installing for the Commissioners to be able to hear? Mr. Howard said five. So the five small speakers are about this big or about three inches diagonally on the desk. Then one speaker for all the audience members. Commissioner Yarbrough said so you just made the statement to Commissioner Holt that you would have to do some further investigation. Mr. Howard said yes sir Commissioner Yarbrough said is that going to change the price? Mr. Howard said it could potentially. Yes. Commissioner Yarbrough said hopefully come down. Mr. Howard said the one thing that we are that is the unknown at this time is we need to get power to the speaker on the wall, and we need to hang it on the wall. So because it's a historic building and those are old plaster walls, if we're unable to do that, then we're going to have to go to another solution. Right now this quote is based on assuming that it's all going to be standard, and we're going to be able to do it. Again that may change once we start investigating.

Vice Chairman Holt said have you met with Tony on this? Mr. Howard said yes sir. Interim County Manager Smith said yes, we met there. Vice Chairman Holt said he is capable of figuring out the cables. Interim County Manager Smith said I think we can work it out. We've got a platform there with the Commissioners on it. The platform is there and we can work through. Mr. Howard said one thing that I do want to mention as well is that installing this new equipment is going to require us to drill some holes in the desk to run the cables underneath it. So that was mentioned when this was sent out, and I just want all of us to know that. We're probably going to have to drill a couple access holes.

Commissioner Dickerson said so you said you were going to bring that speaker unit in and set it up. Is that implying that you are going to give us guaranteed results if we agree to this project? You're going to do what we need. Mr. Howard said I guarantee it will sound better than what you have now. Yes.

Interim County Manager Smith said can you speak of similar projects you've addressed in the past. Mr. Howard said sure. Then he yielded the floor to Jim Hoyle. Mr. Hoyle said other council chambers we've done recently is the historic courthouse in Asheboro. We've done work in Morganton and Statesville. Those are both historic courthouses where we have installed systems like this. Also Thomasville has other old courthouses similar in construction with plaster walls. The newer ones we've done recently are down in Pinehurst, and these types of system we're pretty good at it. Yes, we can guarantee that everybody would hear every word spoken if the

people are speaking into the microphones. Mr. Howard said that's video. Mr. Hoyle said you can't be far away from a microphone and expect to be heard. But if everybody talks into a microphone, everybody will hear every word, both council members on the dais and the audience members.

Chairman Jefferies said so you think out in the audience that you going have a speaker loud enough to where people sitting in the audience can hear? Mr. Howard said absolutely. Yes, sir.

Commissioner Yarbrough said what's the cost? Mr. Howard said bottom line for the wired mics, you're looking right under \$40. \$39,890.52 is what it came out to. Commissioner Yarbrough said \$39,890.52? Mr. Howard said yes sir. Commissioner Yarbrough said that's contingent upon everything working as planned. Mr. Howard said that's contingent on the building rigging being standard. Yes. If we have to come up with additional rigging to get that speaker on the wall, then that will incur some additional cost. Yes. Interim County Manager Smith said well possibly maintenance could help you with those special needs. Mr. Howard said right. So moving forward it's just going to take some investigating in the building to make those final determinations. Mr. Hoyle said and that's not a huge issue. All we need is a solid structure behind the plaster so we're assuming that there's standard wood blocking behind it.

Vice Chairman Holt said how much of a weight are we talking? Mr. Hoyle said that speaker is about... Mr. Howard said it's a pretty small speaker. It's about 3 feet in length. Mr. Hoyle said so it's no more than 30 lbs. I think. That shouldn't be a problem. Mr. Howard said so a good four by plumber would be plenty.

Commissioner Yarbrough said do we know that since the building is historic that we going be allowed to do that? Interim County Manager Smith said we can check on that to verify before. Commissioner Yarbrough said I know as a historical designation there's things you can and can't do. Mr. Howard said right. Commissioner Yarbrough said to modify, and Mr. Howard said right. Mr. Hoyle said I know that the courthouse in Asheboro is designated a historic building, and we didn't have any problem there. So I would assume it's under similar jurisdiction.

Interim County Manager Smith said as I understand it, the wireless system is almost \$25,000 more. Mr. Howard said yes. If you wanted to go all wireless, which again really the podium mic in there really does need to be wireless, but everything else we would do wired. Anyway at least I would recommend them be wired. You get a lot more or it's a lot more stable typically to have more wired than wireless mics. Interim County Manager Smith said and you do have the wireless at podium. Mr. Howard said right. The podium would be a wireless microphone, and everything else would be wired.

Commissioner Yarbrough said you mentioned a system processor I believe is the term. Mr. Howard said yes sir. Commissioner Yarbrough said where will it be located? Mr. Howard said that will be located in a rack next to the table where the meeting is run. On top of that will be a touch panel to run the system and turn it off and on. From that touch panel will be one USB

cable that will go into the computer for the meeting, for Zoom, or however you all want to stream. So that's how we'll be able to get all of the sound from in the room to your computer.

Chairman Jefferies said and I understand this is going to be all new wire. Right? Mr. Howard said yes sir. That is correct. We did assess the equipment that you have currently, and our recommendation would be to replace it.

Vice chairman Holt said Tony is it going to be hard to get, we talking about 110 I'm sure, to that podium? Not the podium, but the ... Interim County Manager Smith said no that will not be a problem. Mr. Howard said to the speaker? Vice Chairman Holt said yes. Interim County Manager Smith said R.D. Hayes met with us too, and he didn't see a problem.

Chairman Jefferies asked are there any more questions from the Board?

Commissioner Yarbrough said what kind of timeline are we looking at? Mr. Howard said right now we're starting jobs in March, and it will probably take about a week to complete. Again that kind of depends on if or once the equipment arrives, then we can do the job. Right. So if we don't order it till March, then we probably can't do it in March. Commissioner Yarbrough said so it'll be at least two months out from tonight. Mr. Howard said yes. Commissioner Yarbrough said okay. Mr. Howard said and things change that might change, but yes that would be a good estimate.

Chairman Jefferies said all right. Any more questions? If not, thank you. Mr. Howard said thank you guys for your time. Have a good night.

Commissioner Rose said Mr. Chairman, no questions for the gentleman tonight, but one thing I would bring to the Board's attention. I do know that we do need to upgrade, and we do have a problem. I'm just looking at it from a policy aspect on informal bids and supplies of \$5,001 to \$49,999. Do we need to put this out for bid? Do we need to put this out for bid and see who comes in below it that you going to look at the policy that we have set for our department heads? Are we going to be held to that same accountability? Chairman Jefferies said we should have, but it was before my time. I'm not sure if he put it out or not, but we have put stuff out for bid. That's what's going on. Interim County Manager Smith said we certainly could put it up bids, but seems to me like in this case, it's going to be hard to compare equals to equals. Somebody has come to quote separate, but nobody really knows what they're getting until they get it. So I think we need to rely a lot on reputation, previous jobs they've done, and how well the results are.

ACTION ITEMS:

BOARD AND COMMITTEE APPOINTMENTS:

Caswell Adult Advisory Council: This Board has four vacancies, and we received 1 application.

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A **motion** was made by Commissioner Rose and seconded by Commissioner Dickerson and **carried unanimously to appoint Barbara Jeffries to the Caswell Adult Advisory Council.** (Ayes: Commissioners Holt, Jefferies, McVey, Rose, Gwynn, Yarbrough, and Dickerson)

Commissioner Yarbrough said Mr. Chairman, can I ask a question. Mr. Smith, how many members are on that board, the Ag. Advisory Committee? How many are slotted to be on it? Do you know? Is it nine? The Clerk said yes. Commissioner Yarbrough said we have five. When was the last time you had application? The Clerk said when we first posted it we got the five initially. That was maybe November because we were hoping to get the board filled before December so they could have a meeting, but we weren't able to. Commissioner Yarbrough said how does that number compare with other boards and committees? That nine. The Clerk said well I think it was nine initially because it was nine townships or something because they wanted someone from each area of the county. But most boards are seven or nine members. Commissioner Yarbrough said the Board of Adjustment is five. The Clerk said yes, them and the ABC Board are the only ones that are small a group. Everybody else is a bigger board. Commissioner Yarbrough said I would say that unless we have some applications in the very near future that we consider changing the number of members on some of these boards so they can go ahead and start meeting. That's just my two cents worth Mr. Chairman. If we come back another meeting or two and we still don't have anybody who wants to serve on it, I think we need to consider maybe lowering that board number. Chairman Jefferies said well maybe we can kind of put that down and bring it up at our work session. We can bring up some of these things in there.

VAYA HEALTH BOARD APPOINTMENT:

Interim County Manager Smith said item 12 is an appointment for the Vaya Health Board. Aisha Gwynn was on that board, and she resigned so that left a vacancy. We need to have someone in the county represent Caswell County for Region Four. I think Mr. Jefferies you're on the board, so it could be another commissioner, someone with DSS, or somebody with the Health department. Right now they are short staffed in Family Services.

Commissioner McVey said does that board meet here? Interim County Manager Smith said it meets...do you know Carla? The Clerk said they don't meet here. Commissioner Jefferies said they meet quarterly. The Clerk then said they do virtual sometimes, but they don't meet here. Cara Townsend-Dohner said I could answer any question about the board if you all have any questions about the regional board. Commissioner McVey said where do they usually meet at? Mrs. Dohner said sometimes we meet in Burlington. You can meet virtually. It's really a great board to be plugged in to what's going on in Behavioral Health in the state. We have, now let's see, the Caswell board it's with Alamance, Chatham, Franklin, Granville, Person, Stokes and Vance County. So the CEO of Vaya attends that meeting either virtually or in person, but you get great updates on mental health, what's going on in the region, events in the counties, and they serve lunch at the board meeting, if that entices anyone.

Chairman Jefferies said are you going to come up with somebody? Interim County Manager Smith said I've reached out to a couple of departments, and that was like Friday of last week. I've not heard back. I'm hoping we can get somebody from DSS or the Health Department to fill that position. Chairman Jefferies said DSS is pretty short too. I'm not sure if you will get anybody from there or not.

Commissioner Rose asked when is the normal date for the meeting? Mrs. Dohner said the normal date, let's see. I can look that up and tell you. It might take a second. Let me look that up. Commissioner McVey asked what time do these meetings take place? Mrs. Dohner said I believe they start around 10 o'clock and go for two hours. Let's see if I can find it in time. I'm sorry.

Chairman Jefferies asked Commissioner McVey if he was going to serve on that board? Commissioner McVey said if Mr. Smith doesn't get anybody else to do it, I'll try to help you out. Mr. Smith said I will put you down with a question mark. Commissioner McVey said okay Mr. Smith said thank you.

Commissioner Gwynn asked how many volunteers do they need, and Mr. Smith said just one.

Mrs. Dohner said it looks like the next board meeting is on Wednesday, January 17th from 9 am to 11 am in Burlington, and it will move around. We like to have the different counties host the board meeting. We had one in Caswell last year which was great. I know Commissioner Jefferies is on that board, but I look forward to seeing who decides to join us.

FY24 BUDGET AMENDMENT #7:

Jennifer Hammock, Finance Director said good evening. I'm not sure exactly how we want to handle this since we just discussed possibly bidding out. But this budget amendment was brought up earlier, and there needed to be more discussion. So we're bringing it back in front of you for consideration. This is for funds transferred to purchase the new audio equipment for commissioner meetings in the Historical Courthouse. I've given you an updated amendment to the original one that was passed out at a previous meeting. We consolidated and kind of made this a little bit easier to read. The justification is currently the audio sound equipment being used for Commissioners meetings in the Historical Courthouse is not the grade required for that room and acoustics. The microphones and speakers are not adequate. Rather than using funds from the current 2024 budget to cover the cost of new equipment, it is recommended that the majority of the cost be covered by funds remaining from the close out of an equipment and automation line item which has been dormant with no activity since 2018. This fund, fund 440, will be eliminated at the close of fiscal year 2021, and the funds will become part of the general fund fund balance. The remaining cost would be transferred from the supply line in the commissioner's fiscal year 2024 budget. So if you take a look at the revenues, we would be appropriating fund balance increasing by \$37,425, and the overall amended budget for fund balance would become \$2,034,095. The expenditure line, the governing body supply line, was originally appropriated at \$12,000. We would take \$5,000 from that expenditure line; leaving the amended budget at \$7,000. Maintenance and repair for buildings it had an original appropriation

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of \$35,000, and with the increase, it would become \$42,425. The amended overall budget for that line would become \$77,425. I did want to note that the governing body supply line has a current available budget of \$10,002.12 as of December the 31, 2023, and the maintenance and repair building line has an available budget of \$27,879.47 as of December 31st with projects pending.

Commissioner Dickerson said so with projects pending, what projects are pending? Mrs. Hammock said well currently the repairs for the courthouse, the painting, and I know there's been some carpet installed at DSS. I'm not sure what else. Commissioner Dickerson said will we run short of money in that line with what else is out there to be done? Mrs. Hammock said if we do not do the budget amendment, possibly.

Chairman Jefferies said do any other board members have questions for Jennifer Hammock.

Commissioner Yarbrough said Mrs. Hammock, maybe I'm not looking at these numbers right. You're getting it out of maintenance and repair expenditures. You're talking about amending that budget by \$42,000. Correct? Mrs. Hammock said yes. Commissioner Yarbrough said for a total of \$77,425. Mrs. Hammock said the amendment would be an actual \$37,425 because the expenditure line, this is the total expenditure line. We're pulling \$5,000 from the supply line. Commissioner Yarbrough said right. Mrs. Hammock said and we are adding that to the \$42,425. Well that would make \$42,425 in the maintenance and repair line. Commissioner Yarbrough said right, but I'm looking over at that last column. The \$77,425. Mrs. Hammock said that would be the amended budget allocation for maintenance and repair building. Commissioner Yarbrough said okay. Mrs. Hammock said but take into consideration that in actuality they only have \$27,879.47 available. Commissioner Yarbrough said the \$35,000 was the original. Mrs. Hammock said the original allocation. Commissioner Yarbrough said now the \$37,425 you've got there, is that the number that you're using as far as the cost the sound system? Mrs. Hammock said it was. Commissioner Yarbrough said okay, because I know he quoted \$39,000. Interim County Manager Smith said it was a little more. Mrs. Hammock said we may have to do an adjustment after the fact. Commissioner Yarbrough said it's a little over \$2,400. Mrs. Hammock said this \$37,425 amount is actually the balance that was available in that fund 440 that we're closing out. So that's where that figure came from, and then we just did an additional 5,000 from the supply line from the commissioners. Commissioner Yarbrough said okay. Thank you. Mrs. Hammock said so that should be a little bit more than what's needed.

Chairman Jefferies said the 37,425 and \$7,000, that was enough to pay for that equipment right? Mrs. Hammock said yes sir. If you take that \$37,425 and the \$5,000 from the governing body supply line, it'll actually be a little bit more than what was needed. He quoted at \$39,000 I think. So there would be a little extra there. Which if they can't do what he was talking about, it might cost a little bit more if they have to do more upon inspection. That gives you a little bit of a safety net.

Commissioner Yarbrough said I think this is all contingent upon whether or not we approve the bid that we talked about tonight. Am I correct? So which one do we do first? Take the bid and then do the budget amendment? That's what we normally would. Interim County Manager Smith said if we got the money, I can go ahead and get more bids if that's what the Board wants me to do. Mrs. Hammock said we can bring this back. Interim County Manager Smith said we won't exceed that so we definitely can do it if the money's there. Mrs. Hammock said if you would rather wait and have them go in, look, and make sure that they can do what they're saying they can do. Commissioner Yarbrough said I'd rather not have any surprises. I don't want you to have to come back, and say hey it went over \$5,000 more. We're up to \$42,000. Mrs. Hammock said right and have to do another one. Commissioner Yarbrough said yes.

Commissioner Rose said I'd like to not have the surprises; plus, I'd like to put it out to bid. I understand some companies don't have the exact same equipment as others, but in today's market and the technology we got, they're pretty compatible. We may get another bid that comes in \$5,000 cheaper, and that saves us \$5,000. Interim County Manager Smith said we can get two more bids.

Chairman Jefferies said what's the pleasure of the Board? Are we going to pass this amendment now or wait until later to get this equipment in? Commissioner McVey said I'd get the other prices before we did the amendment. Chairman Jefferies said thank you.

RESOLUTION WITH ENTERPRISE FOR SHERIFF'S DEPARTMENT VEHICLES:

Interim County Manager Smith said before you Commissioners you have a resolution authorizing us to lease vehicles from Enterprise. This is necessary because we're having to go before the LGC to get approval to be able to lease these vehicles for the Sheriff's Department. Currently, it's going to be five Durangos that were ordered back in May of 2022, and they just got delivered about six weeks or two months ago. So it took that long, but we found out that we have to go before the LGC since we're a UAL listed county to get approvals because they consider a lease the same thing as a loan. So we've made contact with the LGC, and they've told us what all they needed. This was one of the last items they needed for us to make our presentation to get their opinion.

Vice Chairman Holt said so they haven't given you the opinion. Interim County Manager Smith said they have not. It's going to be February.

Chairman Jefferies said so what's the pleasure of the Board?

Commissioner Yarbrough said did you say this was something that we're supposed to have a copy of, and we could look over it? I hadn't seen it. The Clerk said no, it not in the agenda packet.

Chairman Jefferies said we ordered these cars a time ago. I think it was \$50,000 for 5 cars. Interim County Manager Smith said it's just under \$40,000 I believe per vehicle. They are Durangos, and they will be leased over 48 months. It's just under \$1,000 per month. The money

was in the budget for the 2023-24 budget year. Commissioner Yarbrough said okay. This is not something new? Interim County Manager Smith said no. This is just a step towards getting approval.

A **motion** was made by Commissioner Yarbrough and seconded by Commissioner McVey and **carried unanimously** to approve the resolution. (Ayes: Commissioners Holt, Jefferies, McVey, Rose, Gwynn, Yarbrough, and Dickerson)

COUNTY MANAGER'S UPDATES:

Interim County Manager Smith said I have a couple items tonight. We're currently working with the town of Yanceyville to put together an Interlocal Agreement to collect an extra 3% occupancy tax for the Tourism Development Authority. It is to be effective January 1, 2024. So after that is accepted within the town limits, a bed and breakfast or hotel would pay 6% tax. All of which would go to the Tourism Development Authority. Outside of town limits, it will still be 3%, but we have to collect the money and disperse it to the town. So we need this Interlocal Agreement to be authorized by the Commissioners to be able to proceed. Chairman Jefferies asked do we need a motion for that? Interim County Manager Smith said I don't know that we need a motion for that. If we proceed, we can bring the agreement to you once we have it in hand to get it approved. Vice Chairman Holt said can I ask a question? It's our responsibility to get taxes? Interim County Manager said we collect the taxes. Vice Chairman Holt said do Yanceyville come at us if we fail to get the taxes? Interim County Manager Smith said I guess they could, but our history with collecting taxes has been good. I think it's one hotel in the town that's going to be paying. So he understands it's going to go up to 6%.

Chairman Jefferies said this is something like tax on hotels? Interim County Manager Smith said yes sir.

The next item is financial updates. The budget process for the 2024-25 year kicks off tomorrow at the departmental meeting. We're going to have a training session with all the department heads to go over the changes proposed by Johnna Sharp and the NCACC as far as the budget presentation to the Commissioners. So I think it'll be, I've not seen the old budget, but I understand it's a real improvement. So we'll see soon, but it will kick off tomorrow. We're expecting the 2021 report from auditors uh by the next meeting, January 16th. That's what we've been told. So we're hopeful that they can make that deadline. They would like to come to this meeting and make his presentation. We continue to work toward providing our auditors financial information for fiscal year end 2022 and 2023. Data for both years are being compiled concurrently. So once we've got one, we've got the other. So we're make good progress on that. And as I mentioned earlier, we've got current information coming to Commissioners for this year, 2023-24. What I provided you over the weekend was for November.

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The next item is the Historical Courthouse painting project is progressing. However, it's delayed by extensive prep work and holidays. We expect the completion to be the 26th of January. There is no additional money. It's just that they're finding more bad spots, and it's taking longer.

The next item is the Finance Department experienced a cyber-threat on December 22nd when an email directed to the state of North Carolina was intercepted and altered by an outside source. The hacker attempted to redirect funds requested from the treasures office to their personal accounts. So we've taken preventive measures to foil these attempts in the future as well as this attempt. What we're going to do is close out the existing checking account since they got a checking account number on the emails. We're going to close that out, and I think we did that today. We opened a new account. Additionally, we're going to separate the regular checking from payroll disbursements to provide a better audit trail. So we'll have two different accounts in finance. We changed the affected email password that got hacked, and then we're going to have increased awareness and monitoring of what goes on or the transactions. We'll be on the lookout for that. It could have been a lot of money, but our system caught it. We were alerted and took care of it, but hopefully we can find the source behind it. Commissioner Rose said that was going to be my next question. Do we know where it originated from? Interim County Manager Smith said we're going to get a report from IT next week so I'd be glad to share that with you when I've got it. Thank you.

COMMISSIONER COMMENTS:

Commissioner Holt: I'd like to offer my condolence on the loss of your sister. Chairman Jefferies said thank you. I don't know when the funeral is going to be, but I do know she going to be buried in the Veterans' Cemetery on top of her husband. We have to have a date, and we haven't got that yet. They will inform us.

ANNOUNCEMENTS AND UPCOMING EVENTS:

- January 15, 2024 County Offices closed for Martin Luther King's Birthday
- January 16, 2024 Board of Commissioners Meeting at 6:30 pm at the Gunn Memorial Library

CLOSED SESSION:

A motion was made at 7:34 pm by Commissioner McVey and seconded by Commissioner Gwynn and **carried unanimously** to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, which privilege is hereby acknowledged NCGS 143-318.11 (a) (4). (Ayes: Commissioners Holt, Gwynn, Yarbrough, Jefferies, McVey, Rose, and Dickerson)

ADJOURNMENT:

A **motion** was made at 7:59 pm by Commissioner Holt and seconded by Commissioner Dickerson and **carried unanimously** to adjourn the meeting. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Jefferies, Rose, McVey, and Dickerson)

Carla R. Smith
Clerk to the Board

Jeremiah Jefferies
Chairman

January 2, 2024

COMMISSIONER BOARDS AND COMMITTEES

2024

Commissioner Rose

*E-911 Board

EMS Peer Review Committee

*NCACC Government Subcommittee

*NCACC Health & Human Services Subcommittee

Cemeteries Board of Trustees (Alternate)

Commissioner Jefferies

Personnel Committee

*Social Services Board

Vaya Health Advisory Board

Commissioner Yarbrough

*Caswell County Area Transportation System

Agriculture Advisory Committee

Planning Board

*Piedmont Triad Rural Planning Organization (alternate)

Commissioner Holt

Caswell County Hunting & Wildlife Advisory Committee (Alternate)

Caswell County Regional Economic Development Commission

Local Emergency Planning Committee

Cyber Security Committee

Library Advisory Board

Commissioner Dickerson

Board of Health

Cyber Security Committee

Personnel Committee

Caswell County Hunting & Wildlife Advisory Committee

Cemeteries Board of Trustees

Commissioner Gwynn

Caswell County Adult Advisory Committee

Juvenile Crime Prevention Council

*Piedmont Triad Council of Governments

*Piedmont Triad Regional Workforce Consortium

*Piedmont Triad Rural Planning Organization

PTRPO Transportation Advisory Council

Commissioner McVey

Farmer Lake Board

Personnel Committee

Social Services Board

**RESOLUTION AUTHORIZING LEASE OF VEHICLES UNDER A FLEET
MANAGEMENT AGREEMENT WITH ENTERPRISE FM TRUST**

WHEREAS, the Board of Commissioners (**the “Board of Commissioners”**) of the County of Caswell, North Carolina (**the “County”**) entered into a contract with Enterprise FM Trust (**the “Lessor”**) titled Master Equity Lease Agreement dated April 4, 2019 (**the “Lease Agreement”**) for the lease of certain vehicles pursuant to North Carolina General Statutes Sections 153A-158 and 153A-165 authorizing the County to lease personal property for any authorized public purpose; and

WHEREAS, the Master Lease Agreement provides for the lease of vehicles thereunder from time to time in accordance with schedules to be agreed between the Lessor and the County; and

WHEREAS, the Lessor has submitted a proposal to the County for the lease of five vehicles (**the “Vehicles”**), each as described in a schedule titled “Open-End (Equity) Lease Rate Quote” dated November 14, 2023 (**the “Lease Agreement Addendum”**) a sample of which is attached hereto as Exhibit A, under which the Lessor will lease the Vehicles to the County pursuant to the Lease Agreement and the Lease Agreement Addendum, and the County desires to accept such proposal.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners as follows:

1. There exists in the County a need to lease the Vehicles for law enforcement purposes.
2. The Board of Commissioners hereby approves the Lease Agreement Addendum in substantially the form presented at this meeting. The Mayor or Mayor Pro-Tem, the Interim County Manager and the County Finance Director, and each of them, are each hereby authorized to execute

Finance Director, and each of them, are each hereby authorized to execute and deliver on behalf of the County such documents in substantially the forms presented at this meeting.

3. The Interim County Manager, the County Finance Director, the County Attorney and their designees are authorized to present the Lease Agreement Addendum, and other information as may be requested, to the North Carolina Local Government Commission for such approvals as are required by the North Carolina Local Government Commission, and to take such other actions as shall be deemed necessary or appropriate to consummate the transactions described above. Any such actions heretofore taken by such persons prior to the date hereof that is within the authority conferred herein is hereby ratified, confirmed and approved.

4. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was duly adopted by the County Board of Commissioners at a meeting held on January 2, 2024.

WITNESS my hand and the official seal of said County this 9th day of January, 2024.

Carla R. Smith

County Clerk
County of Caswell, North Carolina

