

**MINUTES OF BOARD OF COUNTY COMMISSIONERS
OF GUILFORD COUNTY
WORK SESSION**

Greensboro, North Carolina
June 8, 2016

The Board of County Commissioners met in a duly noticed Work Session at 1:00 PM in the Blue Room of the Old County Courthouse, 301 West Market Street, Greensboro NC.

PRESENT: Chairman Jeff Phillips, presiding; Vice Chairman Alan Branson; Commissioners Justin Conrad; Kay Cashion; J. Carlvena Foster and Hank Henning.

ABSENT: Commissioners Carolyn Q. Coleman; Ray Trapp and Alan Perdue.

ALSO PRESENT: County Manager Marty Lawing; County Attorney Mark Payne; Deputy County Manager Clarence Grier; Ariane Webb, Deputy Clerk to Board; Donna Riner; Legal; Michael Halford, Budget Director; Reid Baker, Finance Director; Jim Albright, Emergency Services Director; Merle Green, DHHS-Public Health Division Director; Charlie Collicut, Elections Director; Jeff Fowler, Security Director; members of the community and media.

I. WELCOME AND CALL TO ORDER

Chairman Phillips welcomed those present and called the meeting to order at 1:13PM. He stated agenda items not covered during today's work session would be covered during the work session scheduled for Thursday, June 9, 2016, and noted Guilford County Schools (GCS) would present their budget recommendations on tomorrow.

County Manager Marty Lawing confirmed this is a continuation agenda, and other budgetary matters not included on the agenda can be included by the Board during tomorrow's meeting. He stated the primary focus of the work sessions is to review the budget information and noted this meeting will begin with a status report on the current year's budget.

II. NEW BUSINESS

A. FY 2015-2016 BUDGET STATUS REPORT

Michael Halford, Budget Director, reviewed the FY 2016 – 2017 Budget Summary, and noted a positive variance of approximately \$8 million in revenues as of May 31, 2016.

Halford discussed the \$1.3 million Medicaid reimbursement from the state, and noted this revenue must be designated towards Public Health expenses.

Halford reviewed budget expenditures and noted the \$5.8 million positive variance in payroll, as well as, \$6.2 million variance in debt repayment as a result of extending the payment schedule.

B. REVENUE PROJECTIONS FOR FY 2016-17

Halford reviewed FY 2015 – 2016 revenues and noted the County has a positive variance of approximately \$28 million in revenues, but there is an \$8 million deficit in fund balance payments. He discussed comparisons between this FY 2015 and FY 2016 revenue collections, and noted potential challenges in meeting last year's collected totals.

Halford reviewed health fees and noted they have increased due to Medicaid revenue. He spoke to the decrease in inter-governmental revenues.

Chairman Phillips questioned if the presented tax revenues are through May 31, 2016.

Halford confirmed this presentation includes revenue from property and sales taxes collected through May 31, 2016. He noted this year's variance will be 1-1.5% on taxes overall this year.

Halford continued discussion of revenue sources and noted the actual amount collected of approximately \$350 million is less than the projection \$352 million. He stated the County has collected \$3.5 million more than anticipated in property taxes, but noted collections are at approximately 1/3 of the total amounts collected at this point in the prior fiscal years. Halford projected a total of \$360.5 million in taxes for FY2017, and anticipated fewer late payments and accumulated interest as more citizens pay taxes timely.

Chairman Phillips questioned the impact of delinquent taxes on the upcoming year and requested an update from staff during the 6/9/16 work session.

Halford compared Guilford County property tax rates with those in comparably sized counties and cities.

Vice Chairman Branson questioned the tax rate for City of High Point.

Commissioner Henning stated the tax rate is approximately \$0.60.

Halford reviewed sales tax revenues and expressed concerns with state refunds. He confirmed revenue has increased by 2.8% since February 2016, however noted additional refund income will depend upon construction and other economic development within the County. Halford stated he anticipated receiving an additional \$16 million in revenue during the remainder of this fiscal year. He projected \$80.6 million in revenue received during FY 2017, and spoke to

difficulties in receiving refund information from the state. Halford discussed his goals to develop contacts with local organizations and non-profits to determine their upcoming construction plans, to aid in future projections and trends.

Halford reviewed the ten-year budget history and spoke to the decrease in its purchasing power, and noted that the decrease in purchasing power per capita results from the increase in population.

C. FUND BALANCE PROJECTION/ANALYSIS (GENERAL FUND)

Reid Baker, Finance Director introduced the fund balance and the presented information is based upon detailed projections from January 2016, with updates included for major revenue sources. He noted approximately \$3 million has been used from the fund balance this fiscal year, and spoke to the County's need to rely on the fund balance to subsidize the budget for FY 2017.

Baker discussed strategies to fund school capital outlay projects. He discussed use of cash flow from the General Fund with the intent to draw funds from a line of credit to balance the fund. Baker anticipated needing \$15 to \$20 million for school capital outlay by June 30, 2016, which could reduce 2/3 bond capacity from \$41 to \$28 million. He recommended waiting until July 2016 to issue a line of credit, and discussed the impact of approving a temporary loan between General Fund and school capital outlay fund. Baker also suggested utilizing limited obligation bonds to meet the difference between the bond capacity of 2/3 bonds and the funding deficit.

Chairman Phillips clarified the recommendation to transfer \$15 to \$20 million from an unassigned category of funding to school capital outlay bonds.

Baker reiterated the total fund balance will not change as a result of reclassifying categories, but the percentage of available funding will decrease to 10.52%.

Chairman Phillips questioned how this will affect existing school bonds.

Baker noted the budget includes \$115 million designated for Guilford County Schools (GCS) and Guilford Technical Community College (GTCC) capital projects, which could be utilized to pay off the existing line of credit, or extend it, and the remainder would be used for meeting capital needs with available cash flow. He stated this option would provide the County with time to plan for school capital needs, and noted this option is dependent upon the market. Baker confirmed the current line of credit ends December 2017, and noted additional costs incurred if the County chose to extend the line of credit

Chairman Phillips requested GCS provide better insight regarding the timeframes for capital projects and expressed concern with the temporary loan option. He requested staff provide additional information on the benefits or challenges associated with these strategies.

Baker noted this option could change the make-up of financing options under consideration.

Commissioner Cashion questioned the impact of the temporary loan on the County's credit rating.

Baker stated additional comments regarding the loan could be included in financial reports, with the note that the loan would be eliminated, or paid off, by the first of July. He stated he would provide compare the loan's impact to that of utilizing the line of credit, and stated this explanation would be sufficient for the rating agency.

Chairman Phillips questioned if a report was available with more current information.

Baker spoke to the difficulty and time involved in creating a detailed report, and noted the only major items that have changed since April 21, 2016 are decreases in sales tax and increases in property tax revenues, which offset each other. He confirmed an overall comparison would indicate the County's expenses are equal to revenue received, despite higher monthly expenses resulting from increased GCS capital projects and increased salaries.

Halford discussed changes in fund balance usage over the years and noted property tax, debt repayment, personnel savings and sales tax affect fund balance. He explained variances in sales and property taxes have the greatest impact upon the fund balance and compared the differences in variances between FY 2015 and 2016. Halford stated that as debt repayment increases in future years, variances will decrease and require the County to increase its use of fund balance. He discussed the need to manage revenues and expenses in anticipation of this trend.

Chairman Phillips questioned the potential for a decrease in the County property tax rate.

Halford stated he could not recommend a tax decrease at this time.

Chairman Phillips commented on the slow pace of school capital project completion, and questioned the amount of the initial issuance.

Baker recommended reducing appropriated fund balance versus reducing issuance.

Chairman Phillips requested additional information regarding this process.

Vice Chairman Branson questioned projections for sales tax revenue.

Lawing discussed the potential bill pending with the NC General Assembly to reduce the adjustment factor for sale tax distribution from 94% to 90% effective FY 2018.

Chairman Phillips questioned the change in sales tax dollars resulting from this bill.

Halford spoke to the need to return to the original statutory formula for lottery funding, which could result in \$5 to \$6 million more dollars for counties to assist with funding school projects and bonds. He urged the Board to contact state legislators regarding this issue.

Commissioner Conrad opined on the effect of changing the sales tax formula and expressed concerns that the state's decision would increase the tax burden for local citizens. He spoke to the need for municipalities to understand the tax rates effect upon competition for economic development.

Chairman Phillips urged the Board to contact state representatives regarding lottery funding.

D. CAPITAL FOLLOW-UP ITEMS

1. Capital Improvement Plan (CIP) Projects and Financing

Lawing reviewed high priority capital projects and provided cost estimates. He spoke to need to finalize locations for the EMS Maintenance and Logistics building and Animal Shelter, and noted the County would use 2/3 bonds, or another funding mechanism, to pay for these projects.

Baker spoke to the need to finance the construction on the High Point parking deck through a separate issuance of public building bonds. He explained parking decks are segregated from other capital projects by statute and noted need to have two (2) separate issuances, which would provide the County flexibility in using left-over funds from general public building bonds for other projects. Baker spoke to the need to finalize the cost of the High Point parking deck project and recommended utilizing a combination of County and bond funds, as this public building bond could not be used towards any other capital expenses besides the deck.

Chairman Phillips questioned if the approximately \$8 million designated for CIP would be appropriated solely for these projects.

Lawing stated staff have reviewed the projects and discussed the ongoing capital needs.

Halford confirmed \$1.2 million of the \$7.8 million within the capital fund was designated towards repair of the High Point HVAC system.

Chairman Phillips questioned the status of jail construction bonds.

Baker confirmed these bonds have lapsed.

Halford stated the remaining balance of the capital fund is designated for other projects.

Chairman Phillips questioned the feasibility of involving the public in fund-raising efforts for the Shelter, and spoke to the need to encourage community support.

McNiece reviewed plans for the Otto-Zenke Administration building and stated \$27 million is needed for building stabilization, which does not include building maintenance or structural reinforcements. He reviewed the Law Enforcement capital projects, including renovation of Old Jail and converting the Otto-Zenke building into a parking lot. McNiece discussed project timelines and associated costs, and noted construction would begin July 2017, with major expenses incurred within 12-15 months upon project initiation.

Vice Chairman Branson questioned the design phase timeframes.

McNiece noted design will begin within 90 days, and construction within 12-15 months.

Vice Chairman Branson questioned why a bid was not received for the High Point HVAC project.

McNiece spoke to the number of contractors that left the area, or the profession, during the 2008 recession, and noted there are more projects than contractors to complete them.

McNiece reviewed the Animal Shelter and EMS Maintenance Facility schedules and noted the EMS schedule is driven by site acquisition. He reviewed Old Courthouse repairs and discussed increased time allocated for the design phase, due to the historical nature of project.

Vice Chairman Branson questioned if a contractor had been identified to handle this project.

McNiece stated staff have contacted many firms, and noted the significant costs of the project is dependent upon design decisions.

Commissioner Henning left the meeting at 2:18pm.

Vice Chairman Branson questioned if the site had been thoroughly evaluated.

McNiece confirmed a preliminary evaluation had been conducted and staff would provide these details to the Board.

Commissioner Cashion questioned the total cost of the Courthouse renovation.

McNiece stated the initial estimate is approximately \$8 million.

Commissioner Cashion spoke to the unique nature of this construction project.

McNiece discussed the potential bid process and noted the design phase will allow staff to determine all the building needs.

Commissioner Henning returned to the meeting at 2:21pm.

Chairman Phillips questioned if the proposed timeframe was realistic.

McNiece spoke to the difficulty of the project and the need to consider vendors who could handle this level of construction and renovation.

Chairman Phillips suggested contacting a vendor who could provide feedback on the project. He expressed concerns with the potential expenses and timeline.

Halford discussed the need accurately time issuance of bonds to take advantage of lower rates, which could require taxpayers to pay the bonds prior to completion of assigned construction projects.

Baker discussed opportunities for lower rates and investment income, which could offset total expenditures.

McNiece reviewed the structural needs of the Independence and High Point parking decks, and noted Phase 1 has begun on the High Point deck.

Vice Chairman Branson questioned if both decks were originally built during same the timeframe.

McNiece confirmed both decks were designed and constructed in the 1980's and noted construction and design standards are different today, due to unsustainability of the existing decks.

Vice Chairman Branson commented on the effects of weather and usage upon parking deck viability.

Commissioner Conrad left the meeting at 2:28pm

McNiece updated the Board on the progress of Phase 1 of the High Point parking deck.

Commissioner Foster questioned if Phase 1 costs were included in the budget report.

McNiece confirmed these costs were included in the budget.

Commissioner Cashion questioned the timeframe of the High Point Parking deck construction.

Commissioner Conrad returned to the meeting at 2:30pm.

McNiece reviewed the timeline and noted Phase 1 involves stabilization, which will allow public use of the deck, with the exception of certain areas.

Commissioner Cashion commented on public complaints received regarding citizens' inability to use deck.

Vice Chairman Branson questioned the challenges associated with renovating and/or expanding the Animal Shelter at its current site.

McNiece discussed the existing site and its topographical challenges.

Vice Chairman Branson questioned the feasibility of structural design options and opined on the potential challenges related to implementing these designs while utilizing the existing site.

Commissioner Conrad expressed his concerns regarding the safety of certain structural design options and noted the existing structure is almost at capacity.

Chairman Phillips commented on potential issues with the design and renovation of the shelter while housing animals.

Grier explained the challenges associated with this plan, and discussed an option of fostering animals with the Humane Society and within the community, during renovation.

Chairman Phillips questioned the number of animals' staff could safely care for in operational parts of the facility, while renovation is occurring, and requested staff provide feedback on this option.

Commissioner Foster questioned how capacity is predicted for a Shelter.

Grier noted capacity is dependent upon the size of the shelter, and noted Guilford County's Animal Shelter is licensed to accommodate approximately 500 animals, however the County budget's for approximately 400 animals.

Commissioner Foster questioned how staff projects capacity averages.

Grier discussed forecasting the volume of animals based upon seasonal and historical trends.

Commissioner Foster noted capacity determines the best design plan, and questioned how staff would determine if moving to a new site is the right option.

Grier spoke to concerns with operating in the current facility, and noted capacity should not exceed 350 animals, however with the current number of animals housed at the Shelter, the site is insufficient. He discussed the opportunity to develop community programs that would reduce the number of animals that would remain at the shelter for extended periods of time.

Commissioner Foster expressed her concerns with building a new facility to accommodate fewer animals.

McNiece stated construction cost is directly driven by the number of animals housed at the Shelter. He confirmed building at the existing site will cost more, due to structural and topographical issues.

Grier noted it will be difficult to achieve long-term goals for Animal Services at the existing site and spoke to the lack of space for Animal Control staff. He noted the goal is to house all Animal Services within the same building.

Commissioner Foster questioned if dispatch could be housed at another location.

Grier discussed the potential management and logistics challenges that could arise if Animal Control was located at another site.

Vice Chairman Branson expressed concerns with the potential timeframe for construction of the Shelter resulting from issues with site location, costs and public perception. He questioned if funds should be allocated towards this project in light of the outstanding issues.

McNiece discussed the timeframe and stated ninety (90) days would be allotted towards the rezoning process. He noted the option to evaluate other sites if the rezoning process was unsuccessful.

Vice Chairman Branson spoke to the need to utilize call volume and other facts to determine the best site location.

Commissioner Foster confirmed High Point conducts their own dispatch and delivers animals to the Shelter.

Chairman Phillips noted renovations at the existing Shelter would extend construction timeframes.

McNiece confirmed renovations will add approximately nine (9) months to one (1) year to the proposed construction timeframe.

Chairman Phillips expressed concern with topographical, structural, transitional and timeframe issues if the option to renovate the existing site is adopted by the Board.

McNiece reiterated cost is driven by capacity.

Commissioner Cashion questioned how staff will handle calls if the goal is to decrease capacity by 100 animals.

Grier discussed plans to collaborate with national foster organizations, develop community partnerships and an active spay/neuter program in order to monitor and manage the animal population.

Commissioner Cashion questioned if the Shelter would still be required to take in all animals received.

Grier confirmed, but noted these programs could manage the population and increase adoption rates. He stated the bulk of animals are those received from Animal Control. He noted the County has only been in the shelter business for approximately ten (10) months, and that staff are learning the capacity at which the Shelter operates efficiently.

Chairman Phillips encouraged visits to the existing Shelter to observe the limitations of the existing structure.

The Board recessed the meeting at 2:58pm.

The Board reconvened at 3:23pm.

2. Facilities Capital Projects from Operating Budget

Lawing stated the CIP plan is a supplement to the budget, but confirmed only \$1.5 million has been included in the debt service budget for FY 2017 to cover the five (5) recommended projects. He noted, if approved, the Board could determine which projects to finance and explained the potential debt repayment expenses in upcoming years.

McNiece reviewed the plan and discussed the \$3 million allocated towards facility maintenance at the BB&T building, Meadowwood EMS facility and planned HVAC system updates. He stated staff will target priority issues, as needs change.

Chairman Phillips confirmed these projects were included in the Facilities budget, separate from the capital budget.

Halford recommended utilizing the capital budget to offset these expenses. He noted \$1.3 million of the total \$7.8 million will be used to handle High Point HVAC issues, and discussed co-location plans for the Flemingfield and Burlington Road EMS facilities.

Jim Albright, Emergency Services Director, confirmed this plan be postponed, as the department would not be prepared to move forward with this option until FY 2018.

Halford noted the Juvenile Detention expansion could be deferred, as these plans are dependent upon state funding. He discussed the potential loss of revenue due to housing out-of-state children.

Commissioner Cashion questioned if the Juvenile Detention expansion was contingent upon changes to the juvenile age requirement at the state-level.

Halford confirmed and referenced other priority projects, such as the HVAC and electrical work at Bur-Mil park. He discussed the need to plan for FY 2017 work on the new Courthouse, as well as, other projects that could be delayed. Halford recommended preserving funding for FY 2017 projects, and postponing remaining projects until other funding sources were identified. He suggested ensuring \$4.5 million is available to accomplish FY 2017 facility priorities, if the Board chose not to allocate \$7.8 million in the capital budget.

E. ECONOMIC DEVELOPMENT AGENCY FUNDING ASSISTANCE

J. Leslie Bell, Planning & Development Director, reviewed proposed economic development funding appropriations for twelve (12) agencies, and discussed the associated public hearing requirement.

Commissioner Cashion questioned the process to reallocate funding.

Bell stated reallocating or increasing funding, or adding a new organization for appropriations, would require another public hearing, but there was no public hearing requirement to decrease funding.

Chairman Phillips requested staff direction regarding the listed agencies.

Lawing reviewed the recommended funding for the list of agencies and noted there were no changes to appropriations from prior years. He discussed the addition of Greensboro Partnership, Downtown Greensboro Incorporated, High Point Economic Development Corporation and Guilford County Economic Development Alliance to this list of recommended agencies.

Chairman Phillips questioned if the Board would like additional information regarding the list of agencies presented.

Commissioner Cashion questioned why the Piedmont Triad Film Commission was not included.

The Board and staff discussed the process of including the film commission in the budget.

County Attorney Mark Payne advised that the board could budget for future incentive grants such as the Film Commission and hold the required public hearing at any time during the fiscal year and appropriate the budgeted funds upon board approval.

Commissioner Cashion requested staff provide additional information regarding appropriations and public hearing requirements.

Commissioner Foster requested Friends of John Coltrane allocated an additional \$5000.

Baker requested clarification regarding Economic Development appropriation requirements.

Halford reviewed the requirements and referenced the option to increase the manager's contingency fund to accommodate all appropriation changes while staff researched the issue.

F. ORGANIZATION EXCELLENCE FOCUS AREA

1. Merit Pool

Lawing introduced the item and reviewed his recommendation for 2.75% merit raise, along with net costs to the County. He provided options to utilize a portion of the merit for pay grade adjustment and noted this percentage is average for comparably-sized local governments. He stated the merit and associated adjustments create a more meaningful merit system and competitive pay plan.

Commissioner Foster left the meeting at 3:52 pm.

Chairman Phillips requested the annualized impact of the merit percentage approved during the prior fiscal year.

Halford reviewed the impact up the prior fiscal year's adopted merit.

2. Internal Services Fund

Halford reviewed the fund and noted it is divided into the Health Care & Wellness and Risk Management categories. He stated the \$895,000 increase resulted from hiring additional employees.

Lawing confirmed there were no changes to the health insurance plan and schedule of benefits, and no changes to contributions. He discussed the need for work session in July or August to discuss health care claims and plan contributions.

Halford reviewed the increase in premiums for retirees on the Medicare Advantage plan effective FY 2017.

Halford discussed increases in Risk Management's recommended budget.

3. Recommended Positions

Lawing reviewed all recommended positions and noted the timeframe for hiring new positions. He discussed the school nurse positions, and stated Merle Green, DHHS-Public Health Division Director, has conducted research on the benefits of utilizing certified medical assistants (CMA) versus registered nurses (RN).

Lawing stated Department of Social Services (DSS) positions have been requested and staff are available to discuss eligibility caseworker (ECW) positions.

Commissioner Cashion questioned why the Family Justice Center (FJC) administrative assistant position was not included in the recommendations.

Lawing stated the list does not include requested positions, only recommended positions.

Commissioner Cashion expressed her concerns with the position not being included in the manager's recommendations.

Lawing noted there will be an opportunity during the work sessions for department directors to discuss their budgets with the Board, and make additional requests.

Commissioner Henning questioned the Parks Administrative Assistant position.

McNiece explained this position was previously eliminated, however is essential for efficient management of clubhouse activities.

Commissioner Foster returned to the meeting at 4:01PM

Vice Chairman Branson stated the position was eliminated with the introduction of the online reservation system, and noted the prior assistant generated more revenue in clubhouse rentals. He opined on the ability of the administrative assistant to promote other Guilford County facilities.

Commissioner Henning questioned the process for determining the need for the recommended position.

Lawing reviewed the justification for certain positions.

Chairman Phillips questioned if the Board was interested in receiving information from other directors regarding requested and/or recommended positions.

Commissioner Cashion questioned if school nurses would be discussed today or tomorrow.

The Board discussed the need to review school nurse positions.

Vice Chairman Branson questioned who would manage the Public Information Officer (PIO) position.

Lawing stated the position would be housed within Administration and any generated information would be scrutinized by the Deputy Manager and Clerk to Board's office. He noted this position would work County-wide to disseminate factual information to the public.

Vice Chairman Branson questioned staff regarding their prior experience working with dedicated PIO's in other counties. He expressed concerns with expanding government and the potential quality of information shared with the public.

Lawing noted the goal of the position is to remain proactive in disseminating information.

Commissioner Henning expressed concerns with the scope of the PIO's responsibilities regarding the release of quality information.

Lawing reiterated the PIO will only provide factual information, and noted many organizations of County's size have this position. He spoke to the officer's need to participate in meetings to understand the content of information and have sufficient experience to effectively disperse accurate information.

Chairman Phillips expressed concerns with the potential issues related to publicizing information. He spoke to the value of the role and the need to ensure the decision was thoroughly analyzed.

The Board and staff discussed the benefits and potential issues with the PIO position.

Chairman Phillips expressed concerns with the seven (7) additional ECW positions requested, as thirty (30) previously approved positions have not been fully integrated into the eligibility process.

Elizabeth White, DHHS-DSS Economic Services Division Director noted these positions will be fully integrated by December 2016 and these seven (7) positions were included to eventually bring the division to full capacity.

Chairman Phillips questioned if timeliness standards were being met.

White confirmed application standards were met; however, the department continues to exceed processing timeframes for recertifications. She noted they are continuing to utilize overtime for processing these cases, but this is not a sustainable, long-term plan.

Myra Thompson, DHHS-DSS Administrative Services Division Director stated overtime will continue if these seven (7) positions are approved, as hired staff will require time for training.

Lawing announced Guilford County led the state last month with an application processing timeliness rate of 99.1%.

Commissioner Conrad questioned the Assistant County Attorney.

Payne stated this position will primarily handle DSS litigation. He noted the recommended case level for this type of work is 60 cases per attorney, but stated Guilford County averages 110 cases per attorney.

H. FOLLOW-UP ITEMS

1. School Nurses

Merle Green, DHHS-Public Health (PH) Division Director, discussed the concept of school nursing and new situations encountered at schools throughout the County.

Commissioner Henning left the meeting at 4:23pm.

Green reviewed the concept of mainstreaming students, regardless of chronic conditions experienced by students, and discussed the specialized care provided by nurses in schools. She stated Guilford County Schools (GCS) has approximately 7,004 students with chronic conditions, which requires monitoring care plans and approximately 5,000 medications. Green noted school nurses served over 37,000 students last year.

Green discussed the starting salary range for school nurses, and noted they are ten (10) month employees. She stated the state recommended nurse to student ratio is 1:750 and Guilford County's ratio is 1:1,112.

Green reviewed the option for school health technicians to increase health care offered in schools. She stated this Certified Nursing Assistant (CAN)-level of healthcare has been integrated in Maryland, California and Hawaii school systems within the past five (5) years.

Commissioner Henning returned to the meeting at 4:27pm.

Green explained the CNA will have the ability to administer minor first aid, review immunization records, report safety hazards, conduct clerical duties and report major illnesses, under the supervision of a registered nurse (RN).

Green offered two (2) staffing options for school nurse staffing: Option 1 – the addition of six (6) school nurses only; and Option 2 – the addition of seven (7) school nurses, where one supervises three (3) CNA's participating in a pilot project to test integration of this service level.

Commissioner Conrad thanked staff for researching alternate options and questioned the recommended number of school nurses.

Green spoke to the goal of decreasing the gap between the state recommendation student to nurse ratio and Guilford County's current ratio of 1:1,112. She stated approximately 67 nurses would be required to satisfy recommendations.

Vice Chairman Branson questioned the total number of nurses hired by GCS.

Green stated GCS reimburses Public Health for five (5) nurse positions, and noted nurses hired by GCS primarily work with exceptional children (EC).

Vice Chairman Branson questioned the total number of exceptional children assisted by these nurses.

Felicia Reid, DHHS-PH School Nurse Director, stated the number of children with chronic issues have increased and noted those with severe disabilities are served at specialty schools by nurses hired by GCS.

Vice Chairman Branson questioned nursing practices at local private and charter schools.

Reid stated PH nurses provide consultation and trainings to charter school nurses throughout the year.

Commissioner Conrad questioned the recommended nurse position.

Lawing reviewed the position and stated only one (1) nurse is being recommended this fiscal year, with a beginning salary of \$65,900.

Commissioner Conrad suggested piloting the program with one (1) nursing supervisor and three (3) CNA's, to further evaluate the benefits of assigning CNA's to existing nursing staff, and assign the recommended one (1) nursing position to another school.

Green stated primary need is to address the state recommended ratio and introduce new nurses to the system.

Reid noted the nursing supervisor's attention would be directed away from their assigned school to accommodate training and monitoring the performance of CNA staff.

Commissioner Conrad stated the CNA's could be placed in the schools to expand services.

Reid reiterated the nursing supervisor would still have to address issues and problems at each school.

Commissioner Conrad thanked staff for researching this option.

Chairman Phillips echoed Commissioner Conrad's comments, and expressed support for utilization of existing nursing staff to manage CNA's.

Green confirmed the value of the CNA role.

Chairman Phillips questioned the total campuses served.

Reid noted nursing staff serve 106 traditional schools, in addition to other specialized schools.

Chairman Phillips requested clarification on the nursing structure.

Reid explained each nurse serves an elementary, middle and high school.

Green suggested adding a third staffing option, which would not include the originally recommended nurse position, but add CNA's which would be supervised by existing nursing staff.

Commissioner Cashion questioned the recommended number of CNA's with this option.

Green stated the option could include only three (3) CNA positions, or a combination of nursing and CNA positions.

The Board discussed personnel options for the school nursing program.

Commissioner Cashion expressed her desire for more RN positions, and spoke to the benefits of nurses as primary caregivers for GCS children.

Chairman Phillips spoke to the need for thorough consideration prior to making a decision.

Commissioner Foster recommended considering the population of students served by school nurses and questioned if staff had evaluated this information to determine the total number of CNA's required to serve specific schools.

Green confirmed they have considered population and demographics to determine the number of staff required by each school.

Commissioner Foster discussed the needs of Title I schools and noted these students may require more CNA's or nurses compared to schools with fewer disadvantaged students. She questioned if staff will be prepared to address differences in healthcare needs.

Chairman Phillips expressed appreciation for the pilot option, and recommended adding three (3) CNA positions assigned to high priority schools.

F. ORGANIZATIONAL EXCELLENCE FOCUS AREA

4. Election Worker Pay Adjustments

Charlie Collicut, Elections Director, discussed the recommended pay increase for election workers. He discussed the responsibilities of elections workers, and noted they coordinate with staff and work from home to ensure successful elections. He noted election workers have not received a pay raise in ten (10) years, and stated this raise will only increase expenses by \$5,000 per election.

Chairman Phillips thanked Collicut for the information.

IV. RECESS WORK SESSION TO JUNE 9, 2016 AT 1:00PM

At 4:56PM, by unanimous consent, the Board recessed the meeting until Thursday, June 9, 2016 at 1:00PM, to be held in the same location.

Jeffrey M. Phillips, Chairman
Guilford County Board of Commissioners

Ariane Webb
Deputy Clerk to Board