

**MINUTES OF BOARD OF COUNTY
COMMISSIONERS
OF GUILFORD COUNTY**

Greensboro, North Carolina
August 18, 2016

The Board of County Commissioners met in a duly noticed regular meeting on August 18, 2016 at 5:30PM, in the Commissioners' Meeting Room, 301 W. Market St., Greensboro; North Carolina.

PRESENT: Chairman Jeff Phillips, presiding; Vice Chairman Alan Branson; Commissioners Hank Henning, Kay Cashion, Carolyn Q. Coleman, J. Carlvena Foster, Justin Conrad, Alan Perdue and Ray Trapp.

ABSENT: None.

ALSO PRESENT: County Manager Marty Lawing; County Attorney Mark Payne; Deputy County Manager Clarence Grier; Robin Keller, Clerk to Board; Ariane Webb, Deputy Clerk to Board; Ben Chavis, Tax Director; Robert McNiece, Property Management/Facilities/Parks Director; Reid Baker, Finance Director; Alex Smith, Sr. Budget Analyst; Heather Skeens, DHHS-DSS Division Director; Catherine Johnson, Family Justice Center Director; Jeff Fowler, Security Director; members of the community and media.

I. INVOCATION

Board Chaplin, Ben Chavis, provided the invocation.

II. PLEDGE OF ALLEGIANCE

Chairman Phillips led those present in the Pledge of Allegiance.

III. WELCOME AND CALL TO ORDER

Chairman Phillips welcomed those present and called the meeting to order at 5:35PM.

IV. SPEAKERS FROM THE FLOOR

Chairman Phillips opened the floor for speakers. There being no speakers from the floor, this portion of the meeting was closed.

V. PRESENTATIONS

A. 2016-318 NACo ACHIEVEMENT AWARD TO GUILFORD COUNTY FAMILY JUSTICE CENTER

Legislation Text

Commissioner Cashion invited the Family Justice Center (FJC) Director Catherine Johnson, FJC staff members Sonya Desai and Angelina Mickens, and FJC student volunteer Taylour Johnson to receive the National Association of Counties (NACo) 2016 Achievement Award. She noted the rarity of receiving national recognition for a county initiative that has only been in operation for one (1) year.

Catherine Johnson, FJC Director, shared the award was a collaborative effort between County leadership and FJC staff. She thanked the Board and FJC administrative team for their efforts in operating the center.

Commissioner Phillips thanked Ms. Johnson and her staff for the accomplishments of FJC and the life-saving work offered by the center.

Commissioner Cashion requested Ms. Johnson share the Board's appreciation with all FJC partners.

Chairman Phillips advised the Board of the addendum to the agenda removing the closed session item.

Through general consensus, the Board amended the agenda to reflect the changes in the addendum.

Commissioner Coleman requested the opportunity to introduce an item during the New Business portion of the meeting.

VI. CONSENT AGENDA

A. MISCELLANEOUS

1. 2016-319 SALE OF SURPLUS PROPERTY: 1100 CAMPBELL STREET, HIGH POINT, NC

Accept an offer to purchase County owned surplus property located at 1100 Campbell Street, High Point, NC in the amount of \$3,701.84. Authorize the County Manager to enter into and execute a sales contract with the City of High Point, and authorize staff to take all reasonable and necessary steps to execute the sale of the property.

[Legislation Text](#)

[1100 Campbell signed OTP-08032016164852](#)

[1100 Campbell GIS](#)

[1100 Campbell Map](#)

[DSCN0961](#)

2. 2016-320 SALE OF SURPLUS PROPERTY: 1300 E. COMMERCE AVENUE, HIGH POINT, NC

Approve the sale of surplus property located at 1300 E. Commerce Avenue, High Point, NC 27260 (Tax Parcel No. 174585) for \$5,350 to the current highest bidder and authorize staff to take all reasonable and necessary steps to execute the sale of the property.

[Legislation Text](#)

[1300 Commerce GIS](#)

[1300 Commerce Location Map](#)

[1300 E Comm Tax-Fees Owed](#)

3. 2016-313 TAX COLLECTION AND BEVERAGE LICENSE REPORTS FOR MONTH ENDING JULY 31, 2016

Accept and approve the tax collection and beverage license reports for the month ending July 31, 2016.

[Legislation Text](#)

[401C All Guilford 07-31-16](#)

[Bev 07-31-16 Detail](#)

4. 2016-314 PROPERTY TAX REBATES AND RELEASES FOR MONTH ENDING JULY 31, 2016

Accept and approve property tax rebates and releases for the month ending July 31, 2016.

[Legislation Text](#)

[July 2016 Rebates & Releases](#)

[July 2016 NCVTS Pending Refund report](#)

5. 2016-261 MINUTES APPROVAL

Review and approve the following set of draft meeting minutes:
08/04/2016 Regular Meeting

[Legislation Text](#)

[dm080416](#)

Motion was made by Commissioner Justin Conrad, seconded by Commissioner Kay Cashion to adopt the consent agenda.

VOTE:	Motion carried 9 - 0
AYES:	Jeff Phillips, Alan Branson, Kay Cashion, Carolyn Q. Coleman, J. Carlvena Foster, Justin Conrad, Alan Perdue, Ray Trapp, Hank Henning
NOES:	None

VII. NEW BUSINESS

A. 2016-310 OLD COURTHOUSE HISTORICAL REPAIRS PROJECT UPDATE

Receive update on Phase One of investigation/repair of the exterior facade of the Old Courthouse.

Legislation Text

Robert McNiece, Property Management/Facilities/Parks Director provided an update to the Board regarding the status of the Old County Courthouse repair project. He reported they have begun Phase 1 of the project and noted a local architectural firm and historic preservationist were hired to evaluate construction details. McNiece stated the initial feedback indicates they are hopeful of repairing the existing roof pieces, which could reduce the estimated costs.

Chairman Phillips clarified the budgeted amount for building repair is \$8 million.

Vice Chairman Branson questioned the areas of the building requiring greater attention and the proposed plan for repair.

McNiece stated the northwest corner of the building has the greatest amount of corrosion and damage, and noted this will require disassembly and replacement of steel, while other areas of the roofing balustrade will only need to be removed and re-glazed. He spoke to the impressive quality of the building's construction.

Commissioner Trapp questioned the Minority and Women-Owned Business Enterprise (MWBE) participation on the project.

McNiece stated the current architect and historic preservationist are Historically Underutilized Business (HUB) certified firms, and anticipated strong MWBE participation when construction begins.

Commissioner Cashion questioned the timeline for repair.

McNiece proposed construction will begin within the next six (6) months.

Chairman Phillips questioned the source of potential project savings.

McNiece stated the original estimate assumed large portions of the building would require replacement and re-creation of damaged pieces; however, current evaluations have noted certain pieces could be retained, resulting in cost-savings.

Commissioner Cashion spoke to the need to retain the building's historical prominence.

McNiece confirmed they will work to utilize original materials in the construction and restoration.

B. 2016-315 DHHS - DIVISION OF SOCIAL SERVICES REQUEST FOR POSITION

Approve an increase of \$37,919 in Federal/State Funds and \$12,640 in Other Revenues; increase the DHHS - Social Services FY2016-17 budget by \$50,599 to reflect the additional revenues from Moses Cone and federal reimbursement; and approve the addition of one (1) Medicaid Eligibility Caseworker to DHHS - Division of Social Services, contingent upon continued funding from Moses Cone.

[Legislation Text](#)

Heather Skeens, DHHS-Social Services Division Director introduced the request from Cone Health to expand their existing contract to include a third out-sourced eligibility caseworker (ECW) at their Wesley Long location to process Medicaid applications. She stated 75% of the ECW salary is reimbursed by the federal government, and the remaining 25% County share will be covered by Cone Health.

Chairman Phillips questioned the total number of staff out-sourced to Cone Health, and if this arrangement is normal practice.

Elizabeth White, DHHS-DSS Economic Services Director, confirmed there are currently two (2) ECW's out-sourced to Cone Health and one (1) ECW located at High Point Regional Health System (HPRHS), and noted Cone Health and HPRHS pay the County share of their salaries.

Motion was made by Commissioner Hank Henning, seconded by Vice Chairman Alan Branson, to approve an increase of \$37,919 in Federal/State Funds and \$12,640 in Other Revenues; increase the DHHS - Social Services FY2016-17 budget by \$50,599 to reflect the additional revenues from Moses Cone and federal reimbursement; and approve the addition of one (1) Medicaid Eligibility Caseworker to DHHS - Division of Social Services, contingent upon continued funding from Moses Cone.

VOTE:	Motion carried 9 - 0
AYES:	Jeff Phillips, Alan Branson, Kay Cashion, Carolyn Q. Coleman, J. Carlvena Foster, Justin Conrad, Alan Perdue, Ray Trapp, Hank Henning
NOES:	None

Chairman Phillips asked if Commissioner Coleman would like to introduce her new item at this time.

Commissioner Coleman stated she would wait until DHHS-DSS staff completed their presentation before introducing her item of new business.

VIII. HEALTH AND HUMAN SERVICES UPDATE

A. 2016-317 DHHS - DIVISION OF SOCIAL SERVICES UPDATE ON THE FOOD AND NUTRITION SERVICES PROGRAM

Receive DHHS - Division of Social Services update on the Food and Nutrition Services program.

Legislation Text

FNS Timeliness Trends July

FNS Updates July - Updated 081816

Skeens advised the Board this is the second Food and Nutrition Services (FNS) update and reported the department has achieved a 99.2% timeliness rate in processing FNS applications. She noted the federal government requirements for timely processing of FNS applications and recertifications is 95%, and noted this is a change to the former FNS recertification timely processing rate of 90%. Skeens confirmed that data reported in the coming months will be compared to the updated 95% processing rate requirements. She noted Guilford County's current processing rate for recertifications is 83%, which is well below the 95% threshold.

Chairman Phillips requested more detail regarding the total number of FNS recipients and the reasons behind the projected rise in applications.

White reviewed the departmental overtime hours for July 2016, and the potential impact of additional eligibility caseworkers to the division. She stated the department accrued 795 overtime hours dedicated to FNS processing during July 2016, and noted the addition of five (5) ECW's to the team would produce approximately 800 standard business hours of work, which is equivalent to the total overtime worked during the month. White spoke to the transitional nature of the ECW position, due to its entry-level status, and resulting performance issues.

Commissioner Perdue clarified the 795 hours of overtime was a monthly figure.

White confirmed staff worked three (3) of the four (4) weeks in the month of July.

Chairman Phillips thanked staff for their presentation.

VII. NEW BUSINESS

Commissioner Coleman shared she received several calls from employees regarding the dependent verification eligibility process for the health insurance audit. She expressed concern that employees married prior to this year must present tax returns, if they are requesting spousal coverage, to verify eligibility.

Commissioner Coleman noted employees requesting coverage of dependents must provide birth certificates with their names listed, as verification. She stated she has received complaints from employees regarding their inability to present their marriage license as verification, and expressed her concerns with the types of verifications required, and the methods used to handle these verifications.

Commissioner Coleman requested the Board consider accepting marriage licenses in lieu of tax forms as verification of dependent eligibility. She spoke to concerns with poor employee morale resulting from the process.

Commissioner Henning requested staff feedback regarding the requirement for tax forms as verification.

County Manager Marty Lawing noted this a best practice used to verify a spouse's eligibility for coverage under a health insurance plan. He noted if a couple is divorced, one could still present a marriage license as verification of eligibility, and stated the audit is designed to gain factual information and is not indicative of mistrust of employees. Lawing stated health insurance audits are common in both the private and public sectors, and noted the motivation for the audit is to ensure we maintain a strong health insurance plan.

Commissioner Foster questioned if any outcomes have been reported.

Lawing stated they are currently collecting data and a detailed review has not begun.

Commissioner Foster noted instances where dependents are not listed on tax returns, or parents are not listed on birth certificates.

Lawing stated there are other documents that can provide verification, such as an affidavit of parentage or guardianship forms. He confirmed staff will work with employees who have unique situations to verify dependent eligibility.

Commissioner Foster questioned if tax returns are unavailable or not representative of the household, would a marriage certificate suffice as verification.

Lawing confirmed there are other forms of verification that can be accepted, besides a marriage certificate.

Commissioner Foster questioned if the vendor, Secova, is unable to verify eligibility, County HR would assist the employee in obtaining verifications.

Lawing confirmed if the findings are inconclusive, they will work to obtain other forms of verification.

Commissioner Trapp questioned the total amount paid to the consultant and if the audit could have been conducted in-house.

Lawing stated the consultant was paid \$30,000, and noted concerns with staff time and availability in conducting a thorough audit.

Commissioner Trapp expressed concerns with the ongoing out-sourcing of duties from the Human Resources (HR) department to outside vendors and questioned why they were unable to complete the audit. He questioned if HR staff will assist with verification issues.

Lawing stated they have not reached this point in the audit and is unsure of staff's role in the process.

Commissioner Trapp stated concerns regarding abuses of County benefits speaks to an HR recruitment issue, and questioned if the County should assess the HR department's recruiting practices.

Lawing noted thorough screenings of staff prior to hiring were implemented within the past year and half, which has improved recruiting practices and the quality of employees hired.

Commissioner Trapp spoke to the need to trust employees, as there are many who have access to highly sensitive information, and should be trusted to perform their jobs and handle County benefits responsibly.

Commissioner Cashion questioned if any complaints or feedback were received regarding the process.

Lawing confirmed there were initial technology issues with internet submittals, however those have been resolved with no further complaints.

Chairman Phillips questioned the timeframe to receive an affidavit of parentage.

Payne stated these documents are typically obtained through Child Support or when establishing guardianship. He stated the affidavit could be obtained in a matter of days, while guardianship documentation requires appearance before a judge and could take several weeks.

Chairman Phillips questioned if the County would be willing to provide a grace period to employees requiring additional time to obtain proper documentation, and if this information had been communicated to the employees.

Lawing stated employees are encouraged to communicate primarily with Secova; however, HR Benefits Manager, Carol Campbell, is a point of contact, as well.

Chairman Phillips emphasized the importance of a grace period to assist employees in obtaining eligibility verifications.

Commissioner Coleman expressed concerns that these alternatives have not been clearly communicated to employees, and with the lack of information provided to the Board during the process. She urged the Board to be more diligent in obtaining specific information when working with vendors.

Chairman Phillips spoke to the need for clear communication with employees, and requested data provided to the Board prior to terminating insurance coverage. He emphasized the need for sensitivity during the process.

Commissioner Coleman stated her desire to go on record that she was not supportive of the process and resulting treatment of the employees.

Commissioner Perdue shared his experience as a County retiree and stated he received a notice to submit audit information. He stated we have a responsibility to tax payers and noted the need to remain flexible while working to avoid hardships for employees. Perdue noted if the recommended methods are not successful, the County will give every option to ensure eligible dependents are not terminated.

Commissioner Foster shared her experience in determining eligibility for certain services and requiring tax information or other verifications. She questioned if birth certificates are sufficient forms of verification.

Lawing reiterated the purpose of the audit is to ensure the health insurance plan remains flexible, and noted he will contact the auditor regarding the verification requirements, and provide share this information with the Board.

Commissioner Trapp shared these directives are not being given by the Commissioners, and noted he did not approve the audit.

Chairman Phillips requested a future work session scheduled to provide additional details regarding the audit process.

Commissioner Coleman questioned the name of the auditor.

Lawing stated the company's name is Secova.

IX. COMMENTS FROM COUNTY MANAGER

Lawing provided an update on the High Point Parking Deck project and stated work has been completed on the initial stabilization. He confirmed all but thirty (30) spaces are open. Lawing stated bid opening for permanent remediation and construction occurred August 17, 2016, and expressed hope that a vendor recommendation would be included on the September 1, 2016 regular meeting agenda for Board consideration.

Lawing stated the estimated project schedule is approximately 300 days, and the goal is to construct in phases to allow utilization of portions of the deck for parking. He noted arrangements have been made for surface parking to accommodate those who normally park in the deck.

Chairman Phillips spoke to the need to schedule a work session to discuss the Golden Leaf Grant submissions.

The Board discussed potential meeting dates and times.

By unanimous consent, the Board scheduled a work session for September 15, 2016 at 3:00PM.

X. COMMENTS FROM COMMISSIONERS

Commissioner Perdue recognized Guilford County Metro 911 in achieving APCO International's agency training program and noted they are one of 63 international 911 centers who have obtained this certification. He congratulated the High Point Fire Department on achieving accreditation status through the Centers for Public Safety Excellence program.

Commissioner Branson wished all high school and college students on a successful 2016-2017 school year, and advised drivers to be aware of the students returning to school.

Commissioner Trapp announced the NACo Achievement Award Food Desert Storm celebration will occur on August 24, 2016 at Warnersville Recreation Center, and announced the initiative's upcoming partnership with Carl Chavis Memorial YMCA in High Point. He thanked those who attended the NC Association of County Commissioners (NCACC) Annual Conference, and congratulated Commissioner Foster on her recent appointment as Secretary to the NC Association of Black County Officials (NCABCO).

Commissioner Conrad welcomed Stokesdale Mayor, Randy Braswell, and Mayor Pro Tem, William Jones, to the meeting. He reminded residents that Guilford County is currently hosting the Wyndham Golf tournament, and encouraged all citizens to attend the event.

Commissioner Foster congratulated Commissioner Trapp on his election as First Vice Chair of NCABCO, and recognized Jeff Thigpen, the Register of Deeds and Veterans Services offices for receiving the Local Government Federal Credit Union 2016 Excellence in Innovation award for the Thank a Vet program. She shared she attended the Youth in Government breakfast, and congratulated them for their representation. Foster thanked the Eastside Community for their work with the elderly population in High Point. She announced the Carl Chavis YMCA will sponsor its Back to School bash on Saturday, August 20, 2016, and will provide school supplies for High Point residents.

Commissioner Cashion shared her attendance at the Sandhills Center Stakeholders breakfast meeting and reviewed the updates regarding the state of Mental Health within Guilford County. She encouraged Commissioners to attend the annual breakfast to receive updates regarding the status of local mental health initiatives. Cashion shared her attendance at the NCACC Annual Conference and shared her activities on the Board of Directors. She noted her attendance at work sessions that offered information on education funding, and encouraged the Board conduct a joint work session with the Board of Education on this topic.

Commissioner Phillips shared the monument honoring Dr. George C. Simkins, Jr., was a gift from the Bryan Foundation, sponsored by Jim Melvin, and thanked them for the donation. He questioned if there was an update regarding the installation of monument.

Lawing stated there was no update at this time.

Chairman Phillips shared his attendance at the Union Square ribbon-cutting and shared the facility is a collaboration between Cone Health, UNC-Greensboro, GTCC and NCA&T University. He shared it will house a new nursing program with technology this is not readily available within the community.

XII. ADJOURN

Motion was made by Commissioner Alan Perdue, seconded by Commissioner Kay Cashion, to adjourn the meeting.

VOTE:	Motion carried 9 - 0
AYES:	Jeff Phillips, Alan Branson, Kay Cashion, Carolyn Q. Coleman, J. Carlvena Foster, Justin Conrad, Alan Perdue, Ray Trapp, Hank Henning
NOES:	None

There being no further business, the Board adjourned the meeting by unanimous consent at 6:59PM.

Jeffrey M. Phillips
Chairman

Robin B. Keller
Clerk