

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

Greensboro, North Carolina  
September 15, 2016

The Board of County Commissioners met in a duly noticed regular meeting on September 15, 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, Carolyn Q. Coleman, Justin Conrad, Alan Perdue and Ray Trapp.

ABSENT: Commissioners Kay Cashion and J. Carlvena Foster.

ALSO PRESENT: County Manager Marty Lawing; County Attorney Mark Payne; Deputy County Manager Clarence Grier; Robin Keller, Clerk to Board; Donna Riner, Legal; Ben Chavis, Tax Director; Merle Green, DHHS – Public Health Division Director; Heather Skeens, DHHS – Social Services Division Director; Jeff Fowler, Security Director; members of the community and media.

**I. INVOCATION**

Board Chaplin Ben Chavis led those present in 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 5:39PM. He referenced the addendum to the meeting to add a presentation honoring National Employ Older Workers Week, add a budget amendment regarding appropriation of prior year Law Enforcement grants to the consent agenda, remove the public hearing to consider zoning appeal case 16-05-GCPL-0233, and add appointments and reappointments to various Boards & Commissions.

Through general consensus, the Board accepted the addendum to the agenda.

#### 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. 2016-343 RESOLUTION SUPPORTING THE EXPANSION OF THE PIEDMONT TRIAD INTERNATIONAL AIRPORT

Approve resolution supporting the expansion of the Piedmont Triad International Airport.

#### Legislation Text

Commissioner Conrad read the resolution into record and shared his recent experience as a customer of Piedmont Triad International Airport (PTIA). He thanked PTIA staff for their service.

B. 2016-346 PROCLAIM SEPTEMBER AS NATIONAL RECOVERY MONTH IN GUILFORD COUNTY

Adopt proclamation declaring September 2016 as National Recovery Month in Guilford County.

#### Legislation Text

Vice Chairman Branson read the proclamation into record. Ralph Rodland, substance abuse counselor with Caring Services, shared his pride in his long-term recovery, and thanked the Board for recognizing National Recovery Month. He spoke to the advocacy and service provided by Commissioner Cashion on the Sandhills Board, and offered information on the services provided by the organization. Rodland announced a Recovery Rally would be held on Sunday, September 25, 2016 in Oak Hollow Park from 2:00PM-5:00PM.

Chairman Phillips shared his experiences with those struggling through addiction and recovery, and thanked the Caring Services team for their support and service.

C. 2016-338 PROCLAIM THE WEEK OF SEPTEMBER 25-30 AS NATIONAL EMPLOY OLDER WORKERS WEEK

Commissioner Trapp read the proclamation into record and expressed his honor in recognizing National Employ Older Workers Week. Brenda Cogsdale thanked the Board, on behalf of the National Caucus and Center on Black Aging, for acknowledging older employees. She noted Guilford County has forty-three (43) workers enrolled in its chapter.

## **VI. CONSENT AGENDA**

### **A. BUDGET AMENDMENTS**

1. 2016-351 CAPITAL PROJECT AMENDMENT FOR BUR-MIL PARK IMPROVEMENTS (ELECTRICAL SERVICES)

Approve attached amendment to Bur-Mil Park Improvements capital project ordinance to increase appropriated fund balance and project funding for modification and renovation of the electrical power systems at Bur-Mil Park.

[Legislation Text](#)

[Burmil Park Improvements - Amended 9-15-16.pdf](#)

[Burmil Park Proposal Review Findings & Recommendations](#)

2. 2016-352 APPROPRIATE ADDITIONAL FUNDS TO SEPARATION ALLOWANCE FOR LAW ENFORCEMENT OFFICERS - \$325,791

Appropriate an additional \$325,791 of Fund Balance and increase the Law Enforcement budget by \$325,791 to reflect an increase in the County's FY 2016-17 charge for the Separation Allowance for Law Enforcement Officers.

[Legislation Text](#)

[FY 2017 Separation Allowance LE Officers - Finance Letter](#)

[FY 2017 Separation Allowance LE Officers - Memo from Cavanaugh Macdonald](#)

3. 2016-330 RECEIPT OF 2016 GOVERNOR'S HIGHWAY SAFETY LAW ENFORCEMENT LIAISON GRANT - \$20,000

Approve receipt of the 2016 North Carolina Governor's Highway Safety Law Enforcement Liaison Grant in the amount of \$20,000 and adopt the accompanying local government resolution. Increase Federal/State Revenues by \$20,000 and the FY 2017 Law Enforcement budget by the same amount to reflect receipt of the grant funds.

[Legislation Text](#)

[Resolution LAW ENFORCEMENT LIAISON](#)

[Law Enf. Liaison Award document](#)

4. 2016-331 RECEIPT OF 2016 GOVERNORS HIGHWAY SAFETY DWI TASKFORCE ENFORCEMENT GRANT - \$104,939

Approve receipt of the 2016 North Carolina Governor's Highway Safety DWI Taskforce Enforcement Grant totaling \$419,754. Increase Federal/State Revenues by \$104,939 and decrease appropriated Fund Balance by the same amount. The required match of \$314,815 is already included in the FY 2017 Guilford County Law Enforcement and High Point Police Department budgets.

[Legislation Text](#)

[Resolution DWI TASKFORCE](#)

[taskforce award document](#)

5. 2016-332 RECEIPT OF 2016 GOVERNOR'S HIGHWAY SAFETY DWI EDUCATOR GRANT - \$39,087

Approve receipt of the 2016 Governor's Highway Safety Grant for the DWI Taskforce Educator in the amount of \$74,450 and adopt the accompanying Local Government Resolution. Increase Federal/State revenue by \$39,087, increase the FY 2017 Law Enforcement budget by \$8,395 to reflect receipt of the funds and decrease appropriated Fund Balance by \$30,692 (amounts reflect expected revenues and expenses from October 2016 through July 2017 - grant runs a full year beginning in October).

[Legislation Text](#)

[Resolution DWI EDUCATOR](#)

[Educator Award Doc final](#)

6. 2016-333 RECEIPT OF 2016 GOVERNOR'S HIGHWAY SAFETY BIKESAFE GRANT - \$5,000

Approve receipt of the 2016 North Carolina Governor's Highway Safety Bikesafe Grant in the amount of \$5,000 and adopt the accompanying local government resolution. Increase Federal/State Revenue by \$5,000 and increase the Law Enforcement FY 2017 budget by \$5,000 to reflect receipt of the grant funds.

[Legislation Text](#)

[Resolution Bike Safe](#)

[bikesafe award document](#)

**7. 2016-328 APPROPRIATE PRIOR YEAR LAW ENFORCEMENT GRANTS**

Appropriate prior year Law Enforcement grant funds by increasing Federal/State Revenue by \$25,797, increasing appropriations to Law Enforcement by \$21,936 and decreasing appropriated fund balance by \$3,861

**B. CONTRACTS**

**1. 2016-348 LEASE EXTENSION OF OFFICE SPACE AT 3309 BURLINGTON RD, GREENSBORO, NC**

Approve, in substantial form, a three (3) year lease agreement for rental of office space at 3309 Burlington Rd, Greensboro, NC, and authorize staff to take all reasonable actions to finalize and execute said lease.

[Legislation Text](#)

[USDA Lease Ext-08312016182609](#)

[USDA Ag Ctr Floorplan-08312016183013](#)

[Ag Center GIS 1](#)

**2. 2016-349 LEASE OF OFFICE SPACE AT 505 E. GREEN STREET; 211 S. CENTENNIAL STREET, HIGH POINT, NC; 201 S. EUGENE STREET; AND 232 N. EDGEWORTH STREET, GREENSBORO, NC**

Approve, in substantial form, a three (3) year lease agreement for rental of office space on the existing tower located at 505 E. Green Street and 211 S. Centennial Street, High Point, NC, AND 201 S. Eugene Street and 232 N. Edgeworth Street, Greensboro, NC; and authorize staff to take all reasonable actions to finalize and execute said lease.

[Legislation Text](#)

[NCDPS State Lease Change final.doc](#)

[505 E Green -09012016165921](#)

[211 S Centennial-09012016165957](#)

[201 S Eugene-09012016170034](#)

[232 N Edgeworth-09012016170108](#)

3. 2016-341 SOLE SOURCE EXCEPTION FOR TASER INTERNATIONAL

Approve sole source exception and authorize staff to enter into contract with Taser International, a company located at 17800 North 85th Street, Scottsdale AZ, in the amount of \$137,341.

[Legislation Text](#)

[Sole Manufacturer and Sole Source Letter 2016](#)

4. 2016-324 TRANSPORTATION AND MOBILITY SERVICES OF GUILFORD FLEET VEHICLE AND MOBILE DATA DEVICE REPLACEMENT

Approve (revenue) Public Transportation Section 5339 Capital Program Grant Agreement, in substantial form, in the amount of \$410,150 with North Carolina Department of Transportation by and through the Department of Health and Human Services (Division of Social Services) for the grant agreement period from July 1, 2016 and end on June 30, 2017. Increase Federal/State funds and the Transportation-Human Services budget by \$369,134 to reflect the appropriation of related federal and state grant funds.

[Legislation Text](#)

[NC Dept of Transportation 2016-2017 Public Trans 5339 contract.docx](#)

[NC Dept of Transportation 2016-2017 Public Trans 5339 contract appendix A](#)

[Mobile Data Terminal Definition](#)

**C. MISCELLANEOUS**

1. 2016-350 GRANTING OF PERMANENT SANITARY SEWER EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT TO THE CITY OF HIGH POINT

Approve the Temporary Construction Easement and Permanent Sanitary Sewer Easement as requested by the City of High Point and authorize staff to take all reasonable actions to finalize and execute said easements.

[Legislation Text](#)

[HP Easement Location Map-08312016195459](#)

[HP Sewer Easement Agreement-08312016193318](#)

[HP Sewer Easement Plans-08312016193008](#)

2. 2016-342 TAX COLLECTION AND BEVERAGE LICENSE REPORTS FOR MONTH ENDING AUGUST 31, 2016

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

[Legislation Text](#)

[401Collections Report All Guilford 08-31-16](#)

[Bev 08-31-16 Detail](#)

3. 2016-344 PROPERTY TAX REBATES AND RELEASES FOR MONTH ENDING AUGUST 31, 2016

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

[Legislation Text](#)

[August 2016 Rebates & Releases](#)

[August 2016 NCVTS Pending Refund report](#)

4. 2016-353 BUDGET AMENDMENT REPORT FOR BUDGET AMENDMENTS PROCESSED UNDER THE AUTHORITY GRANTED TO THE COUNTY MANAGER IN THE FY 2016-17 BUDGET ORDINANCE

Receive Budget Amendment report for budget amendments processed under the authority granted to the County Manager in the FY 2016-17 Budget Ordinance.

[Legislation Text](#)

[Budget Amends Report - 9-15-16.pdf](#)

5. 2016-337 MINUTES APPROVAL

Review and approve the following sets of draft meeting minutes:

08/24/2016 BOCC Internal Audit Committee

08/26/2016 BOCC Wellness Committee

09/01/2016 Regular Meeting

[Legislation Text](#)

[comInternalAudit 082416](#)

[comWellness 082616](#)

[dm090116](#)

**Motion was made by Commissioner Alan Perdue, seconded by Commissioner Justin Conrad, to adopt the consent agenda.**

**VOTE: Motion carried 7 - 0**

**AYES: Jeff Phillips, Alan Branson, Carolyn Q. Coleman, Justin Conrad, Alan Perdue, Ray Trapp, Hank Henning**

**NOES: None**

**ABSENT: Kay Cashion and J. Carlvena Foster**

**VII. PUBLIC HEARINGS**

**A. 2016-345 PUBLIC HEARING REGARDING TAX-EXEMPT BONDS TO BE ISSUED BY THE PUBLIC FINANCE AUTHORITY FOR THE BENEFIT OF WELL-SPRING RETIREMENT COMMUNITY, INC.**

The Corporation is requesting that the Board of Commissioners, in accordance with Section 147(f) of the Internal Revenue Code of 1986, as amended, (1) hold a public hearing to consider the proposed Project and Bonds and (2) adopt the proposed approval resolution approving the Project and the issuance of the Bonds.

[Legislation Text](#)

[9012731 v2 TEFRA Resolution \(Guilford\) Well-Spring 2016 Bonds \(002\).docx](#)

Chairman Phillips introduced the item and noted the outlined the hearing process. He invited Brandon Lofton with Robinson, Bradshaw & Hinson, PA to review the request.



Mr. Lofton noted the bond issuance will assist Wellspring Retirement Community in making improvements to its Greensboro location. He discussed the process and advised the Board of the Internal Revenue Service (IRS) code requiring members of the public be allowed an opportunity to comment on the potential project. Lofton confirmed the bond issuance is not County debt.

Steve Fleming, Wellspring President/CEO, discussed the facility expansion that will be funded by the bond issuance, and shared their plans to create an activity center, auditorium and wood-working shop, art studios and rehearsal space for residents and members of the public. He spoke to the need to accommodate the residents by increasing the size of dining services.

Chairman Phillips opened the public hearing for proponents of the request. There being no proponents, the floor was opened to opponents of the request. There being no opponents, Chairman Phillips closed the public hearing.

RESOLUTION APPROVING THE ISSUANCE OF NOT TO EXCEED \$42,000,000 OF TAX-EXEMPT BONDS TO BE ISSUED BY THE PUBLIC FINANCE AUTHORITY TO FINANCE AND REFINANCE CERTAIN COSTS OF VARIOUS PROJECTS ON BEHALF OF WELL-SPRING RETIREMENT COMMUNITY, INC.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR THE COUNTY OF GUILFORD, NORTH CAROLINA:**

Section 1. For the sole purpose of qualifying the interest on the Bonds for exclusion from the gross income of the owners thereof for federal income tax purposes pursuant to the applicable provisions of the Code, the Board hereby approves the issuance of the Bonds by the Authority for the purpose of providing funds to finance and refinance the Project, *provided that* in no event shall the County of Guilford, the State of North Carolina or any political subdivision thereof be liable for such Bonds nor shall the Bonds constitute a debt of the County of Guilford, the State of North Carolina or any political subdivision thereof. It is the purpose and intent of the Board that this resolution constitute approval of the issuance of the Bonds by the applicable elected representative of the Project Jurisdiction for the Project, which is the governmental unit having jurisdiction over the area in which the Project is located, in accordance with Section 147(f) of the Code and Section 66.0304(11(a) of the Wisconsin Statutes and Section 4 of the Joint Exercise Agreement.

Section 2. This resolution shall take effect immediately upon its passage.

**Motion was made by Vice Chairman Alan Branson, seconded by Commissioner Justin Conrad, to adopt the request that the Board of Commissioners, in accordance with Section 147(f) of the Internal Revenue Code of 1986, as amended, (1) hold a public hearing to consider the proposed Project and Bonds and (2) adopt the proposed approval resolution approving the Project and the issuance of the Bonds.**

**VOTE: Motion carried 7 - 0**  
**AYES: Jeff Phillips, Alan Branson, Carolyn Q. Coleman, Justin Conrad, Alan Perdue, Ray Trapp, Hank Henning**  
**NOES: None**  
**ABSENT: Kay Cashion and J. Carlvena Foster**

**B. 2016-306 HOLD PUBLIC HEARING TO CONSIDER ZONING APPEAL CASE # 16-05-GCPL-02336**

Conduct required public hearing for rezoning case # 16-05-GCPL-02336. Resident James Kramer, MD has filed appeal of Planning Board decision to approve rezoning request on +/-31.39 acres. The request is located 1,475 ft southeast from the intersection of Ariel Farm Road and Church Street. Tax Parcels 0129358 (part of) and 0129346 owned by Ariel Farm LLC and Joseph and Melissa Pezik.

[Legislation Text](#)

[Ariel Farm Road Maps.pdf](#)

[Planning Board Decision Appeal Packet # 16-05-GCPL-02336](#)

[GCPL July 2016 Final Minutes](#)

Per a request for continuance from both parties, the required public hearing for zoning appeal case 16-05-GCPL-02336 was tabled until the October 6, 2016 regular meeting of the Board of Commissioners.

**VIII. NEW BUSINESS**

**A. 2016-340 GUILFORD COUNTY INTERNAL AUDIT CHARTER**

Review and approve internal audit charter for Guilford County.

[Legislation Text](#)

[Internal Audit - Revised Charter 2016.doc](#)

Deborah Alston, Internal Audit Director, introduced the Internal Audit charter reviewed by the Board of Commissioners' Internal Audit Sub-Committee, for Board approval. She confirmed that, upon review of the County's auditing processes, no official charter had been adopted, in accordance with Institute of Internal Auditors (IIA). Alston reviewed the recommended standards for the charter. She shared the department is preparing for a peer review, which includes establishment of the charter.

Commissioner Trapp questioned who developed the charter.

Alston confirmed her staff developed the charter.

**Motion was made by Vice Chairman Alan Branson, seconded by Commissioner Carolyn Q. Coleman, to review and approve internal audit charter for Guilford County.**

<b>VOTE:</b>	<b>Motion carried 7 - 0</b>
<b>AYES:</b>	<b>Jeff Phillips, Alan Branson, Carolyn Q. Coleman, Justin Conrad, Alan Perdue, Ray Trapp, Hank Henning</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Kay Cashion and J. Carlvena Foster</b>

B. 2016-334 DHHS- PUBLIC HEALTH DIVISION: APPROVE PUBLIC HEALTH AGENCY GUIDELINES

Approve DHHS-Public Health Division Agency Guidelines.

[Legislation Text](#)

[PHL Policy Guideline Changes.pdf](#)

[Example Guideline Changes PHL.pdf](#)

Merle Green, DHHS – Public Health Division Director, introduced the updated policy guidelines, and shared the changes had been reviewed in detail with Commissioner Conrad, per direction from the Board. She reviewed the three (3) agency guidelines with substantive changes, and noted the remaining were administrative or clerical updates. Green detailed the changes to insurance types accepted by their in-house pharmacy services and prescription medication categories. She discussed changes to the rabies post-exposure and assessment policies, and updates to the Vaccine Disaster Recovery Plan to comply with vaccine handling and administration policies established by Centers for Disease Control (CDC) requirements. Green confirmed the full list of changes is on file with the Clerk to Board.

Commissioner Conrad confirmed his review of the guidelines and advised the Board he is satisfied with the work conducted by Public Health staff.

**Motion was made by Commissioner Justin Conrad, seconded by Commissioner Alan Perdue, to approve DHHS-Public Health Division Agency Guidelines.**

**VOTE: Motion carried 7 - 0**  
**AYES: Jeff Phillips, Alan Branson, Carolyn Q. Coleman, Justin Conrad, Alan Perdue, Ray Trapp, Hank Henning**  
**NOES: None**  
**ABSENT: Kay Cashion and J. Carlvena Foster**

## **IX. HEALTH AND HUMAN SERVICES UPDATE**

### **A. 2016-336 DHHS - PUBLIC HEALTH DIVISION: COMMUNICABLE DISEASE UPDATES**

Receive DHHS - Public Health Division Communicable Disease updates.

#### **Legislation Text**

Green shared there have been no communicable disease outbreaks in Guilford County this year, but noted there have been four (4) cases of Zika virus, which are being monitored by the department. She reported there is a high-risk patient registry at the state and local level which requires intensive monitoring of pregnant patients who have contracted the virus. She noted Guilford County has one (1) such patient, and noted careful monitoring and precautions are being taken.

Green outlined the primary factors related to the Zika virus, including transmission, vaccination, treatment and prevention. She confirmed that the existing cases in North Carolina did not originate in this state, as all cases under monitoring are for individuals who have travelled internationally.

Green shared the department's general protocol for outbreaks, and noted there is immediate investigation, testing and assistance from the state and CDC.

Commissioner Trapp questioned if DHHS-Public Health assisted the City of Greensboro with a recent bed bug outbreak in one of their housing complexes.

Green confirmed they are providing assistance.

Commissioner Coleman stated she is receiving calls regarding the lack of school nurses within the Guilford County School (GCS) system, and questioned the nurse to student ratio.

Green reported the nation-wide recommendation is 1:750 students.

Commissioner Trapp noted Guilford County's ratio is 1:2,217 students.

Commissioner Coleman questioned the reason behind the shortage.

Green shared she requested new nursing positions during the budget process, and noted the Board approved three (3) certified nursing assistant (CNA) positions. She confirmed they are conducting the interview process to fill these positions, but noted the need for additional nurses in the schools. Green noted the Health & Human Services Advisory Board has developed a sub-committee tasked with investigating alternate funding sources for school nursing positions.

Commissioner Coleman spoke to the need to support the schools and ensure children remain healthy by funding additional school nurse positions.

Green confirmed the school nurses serve an average of three to four schools.

Commissioner Coleman requested the Board provide additional funding for school nursing.

Commissioner Conrad spoke to his experience in the GCS system and questioned when the number of school nursing positions were reduced.

Green stated she has worked with the County for nineteen (19) years and did not recall a time when there were more than thirty-three (33) nurses in the system.

Commissioner Conrad questioned the historical perspective for the reduction, and expressed his belief in the CNA pilot program supporting school nurses and benefiting students.

Commissioner Trapp shared his personal experiences with GCS nurses, and noted a nurse is available only one (1) day per week at his daughter's school. He spoke to the impact made by the nursing shortage.

Commissioner Coleman shared this Board is in a position to correct a history of under-funding school programs.

Chairman Phillips expressed his interest in learning the history of the decline in nursing positions, and noted the need to continue these discussions. He stated the Board's initial step was creating the CNA pilot program, and noted his desire to continued assessment of this programs value to the schools.

Green confirmed there are many models available to introduce more healthcare within the school system, but noted the need for more nurses, due to the trend of mainstreaming students with high-risk health conditions.

Vice Chairman Branson requested information on the number of school nurses employed by the City of Greensboro and City of High Point school systems, prior to the merger into a county-wide system.

Green noted they have reviewed the history and confirmed a few positions were funded by the City of High Point; however, the positions were retained and funding merged into the county-wide system. She noted there has always been a need for additional nurses within the system.

Commissioner Conrad concurred with Commissioner Coleman regarding the Board's need to correct prior actions, and noted the first step has been taken to address these needs through the pilot program.

Commissioner Trapp questioned the number of nurses that could be hired with \$8 million.

Green noted each nurse positions averages \$60,000, with benefits.

Commissioner Conrad noted taxes were raised multiple times in prior years, but no school nurse positions were added to the GCS system.

**B. 2016-347 DHHS - DIVISION OF SOCIAL SERVICES UPDATE: FOOD AND NUTRITION SERVICES PROGRAM**

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

[Legislation Text](#)

[FNS Updates August](#)

[FNS Timeliness Trends August](#)

Heather Skeens, DHHS – Social Services Division Director, shared the new adoption commercial that will run on Time Warner Channel 14. She noted Division of Social Services (DSS) completed 106 adoptions last fiscal year, and will provide a full update to the Board regarding foster care recruitment in January 2017.

Elizabeth White, DSS Economic Services Division Director, referenced the updated information included in the Board agenda packets and noted the department continues to maintain 98% application processing requirement. She reviewed the Food & Nutrition Services overdue recertification cases for August, and confirmed they are not reaching the goal of 5% overdue for recertification processing.

White reviewed staffing levels, with regards to processing expectations, and noted there are four (4) employees currently in training, and two (2) voluntary resignations last month. She discussed caseload sizes for the economic services programs, and noted Adult Medicaid caseloads have increased, while FNS caseloads have decreased. White attributed some of the decline to the new Able-Bodied Adults without Dependents (ABAWD) requirements.

Chairman Phillips questioned the plateauing trend observed in caseload sizes.

White stated the Family & Children's Medicaid cases have stabilized, but noted the potential for increase in Adult Medicaid cases, due to a rise in the aging population. She spoke to the impact of the local economy on FNS caseload sizes.

Chairman Phillips questioned the improvements in the application process.

White confirmed processes in Greensboro and High Point have changed, and noted staff cross-training has occurred to streamline the intake process.

Skeens noted FNS and Medicaid are separate economic programs, and spoke to the different types of information required for each application.

White discussed the application intake process for FNS and Medicaid programs.

Commissioner Coleman questioned the FNS intake and application processing steps.

White reviewed the process for face-to-face, mail-in, and web-based application opportunities. She discussed assignment of applications to caseworkers for reviews, collection of third-party verifications, and assignment of an electronic benefits transfer (EBT) card.

Commissioner Coleman requested additional clarification regarding the intake process.

White clarified the intake process and noted the customer only works with an eligibility caseworker.

Commissioner Coleman questioned who has access to these applications.

White confirmed the eligibility caseworkers, supervisors, program managers and up the chain of command have access to applications through the NCFAST case management system.

Commissioner Coleman questioned a recent DSS memo requesting employees divulge to management if they receive FNS benefits.

White stated employees are not required to provide this information. She confirmed an email was forwarded to staff requesting they notify their program manager if they receive FNS benefits to increase the sensitivity level of their cases, which would limit access and protect the confidentiality of the employees' information.

Commissioner Coleman noted she received calls from DSS employees regarding this email, and questioned the purpose of the memo.

Skeens stated the purpose of the communication was to ensure the confidentiality of information provided by an eligibility caseworker or social worker receiving economic services benefits.

Commissioner Coleman urged additional communication with employees to clarify the information in the memo.

White provided an update on the volume of applications approved versus those denied or withdrawn during FY 2016. She noted the number of application denials will increase for Medicaid applications due to Federal Market Place requirements for subsidized health insurance plans.

Skeens noted staff make 40,000+ changes annually within the NCFAST system, and this type of casework, in addition to applications and denials, are considered when determining caseload size and staffing levels.

Chairman Phillips expressed his frustration with Federal Market Place requirements and shared the workload increase is a result of the inefficiencies within this process.

Commissioner Coleman requested additional clarification regarding the Medicaid application process, as it related to the Federal Marketplace. She noted that, although additional work is required, the goal is to provide more assistance to citizens.

Chairman Phillips reviewed the income thresholds and requirement to prove ineligibility for Medicaid, to qualify for insurance subsidies.

Commissioner Coleman questioned if staff understood the concept behind the Federal Marketplace.

White explained the Federal Marketplace application procedure.

Commissioner Coleman noted citizens eligible for Medicaid would benefit from receiving Medicaid.

White confirmed the department is maintaining the timely processing threshold of 95% weekly for FNS applications.

Skeens shared this timeframe is being met through consistent use of overtime, and noted Guilford County is the only large county in the state this consistently meets these timeframes.

Chairman Phillips questioned if the amount of overtime has decreased with the addition of new staff.

Skeens confirmed overtime usage has decreased, but noted they department has expended approximately \$90,000 in overtime since July.

Commissioner Coleman expressed concerns with DSS management providing minimal notice to staff when mandatory overtime is required.

Skeens stated the mandatory overtime schedule is advertised a month in advance, while voluntary overtime is noticed, based upon departmental needs. She confirmed there are times when there is limited approval for vacation requests, based upon work load demands.



Commissioner Coleman questioned if there was any mandatory overtime required during June through August 2016.

Skeens confirmed there was mandatory overtime to process Medicaid recertifications due to a huge increase in the number of cases.

Chairman Phillips thanked the department for maintaining the current level of timely processing.

**X. APPOINTMENTS AND REAPPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS**

Review and approve the recommended reappointments to the listed Guilford County Boards and Commissions: Fire Fighter's Relief Fund - Appoint Wesley Combs Sandhills Board of Directors - Appoint Dixie Branch

Chairman Phillips read the list of recommended appointments to various advisory boards and commissions.

**Guilford County Firefighter's Relief Fund Board of Trustees**

Appoint Wesley Combs (term expiring September 15, 2018)

**Sandhills Center Board**

Appoint Dixie Branch (term expiring September 15, 2019)

**Motion was made by Commissioner Alan Perdue, seconded by Commissioner Justin Conrad, to review and approve the recommended appointments to the listed Guilford County Boards and Commissions: Fire Fighter's Relief Fund Board of Trustees - Appoint Wesley Combs and Sandhills Center Board - Appoint Dixie Branch.**

**VOTE: Motion carried 7 - 0**

**AYES: Jeff Phillips, Alan Branson, Carolyn Q. Coleman, Justin Conrad, Alan Perdue, Ray Trapp, Hank Henning**

**NOES: None**

**ABSENT: Kay Cashion and J. Carlvena Foster**

**XI. COMMENTS FROM COUNTY MANAGER**

County Manager Marty Lawing confirmed the dedication of the Dr. George Simkins sculpture has been scheduled for October 4, 2016 at 10:00AM, and noted the celebration will be moved to the Commissioners Chambers if there is inclement weather.

Lawing requested a work session to consider wellness clinic proposals from several vendors on September 29 or September 30, 2016. He also requested a work session to replace today's cancelled work session to review letters of inquiry for the Golden LEAF grantsmaking initiative.

The Board discussed potential dates and times.

The Board scheduled a work session for Wednesday, September 21, 2016 at 3:00PM to review letters of inquiry for the Golden LEAF initiative, and requested the Clerk schedule a work session for wellness clinic proposals for September 28 or September 29, 2016.

Lawing referenced the annual grape-picking event, and noted community partners are needed to assist in harvesting over 6,000 pounds of grapes. He noted these grapes will be distributed to community organizations that provide food to those in need.

County Attorney Mark Payne stated a member of the Sedgefield Sanitary District has passed and the Board has until October 16, 2016 to replace the member on their board. He confirmed it is the Board's responsibility to select an appointment who resides within the district.

Chairman Phillips questioned if the appointment must reside within the district.

Clerk to Board Robin Keller confirmed this is an elected position and the appointee must reside within the district.

## **XII. COMMENTS FROM COMMISSIONERS**

Commissioner Conrad shared the Animal Services Advisory Board met on Thursday, September 15, 2016, and noted the large public attendance. He stated the meeting was productive and spoke to the talented individuals serving on the board.

Commissioner Perdue spoke to the wonderful work of those responsible for the 2016 National Folk Festival.

Vice Chairman Branson shared his attendance at the National Folk Festival and expressed his interest in learning about the variety of cultures represented at the event.

Chairman Phillips thanked all stakeholders involved in producing the National Folk Festival. He shared the inaugural class of the Firearms and Safety program for Concealed Carry permit holders will be held on Saturday, September 24, 2016 from 8:00AM-12:00PM.

## **XIII. HOLD CLOSED SESSION PURSUANT TO N.C.G.S. §143-318.11 (3) AND (4) (5) FOR THE PURPOSE OF CONSULTING WITH THE COUNTY ATTORNEY, AND TO DISCUSS THE POTENTIAL LOCATION OR EXPANSION OF INDUSTRIES OR OTHER BUSINESSES.**

**Motion was made by Commissioner Alan Perdue, seconded by Commissioner Hank Henning, to hold closed session pursuant to N.C.G.S. §143-318.11 (3) and (4) (5) for the purpose of consulting with the County Attorney, and to discuss the potential location or expansion of industries or other businesses.**

**VOTE: Motion carried 7 - 0**  
**AYES: Jeff Phillips, Alan Branson, Carolyn Q. Coleman, Justin Conrad, Alan Perdue, Ray Trapp, Hank Henning**  
**NOES: None**  
**ABSENT: Kay Cashion and J. Carlvena Foster**

The meeting went into recess at 7:24PM.

The Board reconvened from closed session into open session at 8:42PM.

#### **XIV. ADJOURN**

There being no further business, the meeting was adjourned by unanimous consent at 8:43PM.

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Jeffrey M. Phillips  
Chairman

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Robin B. Keller  
Clerk