

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS

Monday, July 10, 2023



Call to order @ 7:00 p.m.....Chair Russ May
Invocation and Pledge of Allegiance.....Commissioner Zelodis Jay
Fourth of July Recognition..... Chair Russ May/Commissioners

Consent Agenda

1. Surplus Vehicles (p. 1)
2. Tax Refunds, Releases & Write-offs (p. 2)
3. Revisions to Granville County Personnel Policy (p. 30)
4. Minutes (p. 101)

Introductions, Recognitions and Presentations

5. Recognition of Vivian Oney - Volunteer Service (p. 162)
6. JCPC County Plan and Membership List for Fiscal Year 2023-2024 (p. 164)

Public Comments

7. Public Comments (p. 167)

Grant Matters

8. FY 2023-2024 Parks, Greenways, and Recreation Mini-Grants (p. 168)

Project Management

9. Wireless Technology Infrastructure Installation Granville County Courthouse (p. 169)

Appointments

10. Granville County Planning Board (p. 173)
11. Oxford Planning Board -Extraterritorial Members (p. 174)
12. Vance-Granville Community College Board of Trustees (p. 175)

County Manager's Report

13. Opioid Settlement Funds Expenditure Authorization (p. 176)

14. DEQ Request for Comments on Proposed CertainTeed Expansion (p. 180)

15. County Manager's Report (p. 185)

County Attorney's Report

16. County Attorney's Report (p. 186)

Presentations by County Board Members

17. Presentations by County Board Members (p. 187)

Any Other Matters

18. Any Other Matters (p. 188)

Closed Session

19. Closed Session as allowed by G. S. 143-318.11(a)(6) – Personnel (p. 189)



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: July 10, 2023
Title: **Surplus Vehicles**

PURPOSE:

To consider declaring vehicles as surplus to be sold via online auction platform.

BACKGROUND:

North Carolina General Statutes § 160A-266 require the Board of Commissioners to formally declare items surplus prior to the sale. Per Granville County's surplus procedures, all vehicles must be approved for sale or transfer by the Granville County Board of Commissioners prior to their sale or transfer.

The vehicles to be declared surplus are:

Sheriff's Department

2011 Dodge Charger - VIN # - 0100
2010 Ford E-350 Van - VIN # - 6839
2015 Dodge Charger - VIN # -2971

RECOMMENDATION:

Finance Director and Internal Auditor recommend declaring items as surplus.

ACTION TAKEN:



Granville County Tax Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Jenny Griffin
Department: Tax Administration
Date: July 10, 2023
Title: Tax Refunds, Releases & Write-offs

PURPOSE:

To approve tax refunds, releases, and write-offs.

BACKGROUND:

Tax releases and refunds are generated according to N.C.G.S. 105-381. According to the resolution adopted May 1, 2003, the Board of Commissioners authorized the Tax Collector to forego the collection for all taxes which do not exceed \$2.00.

Tax refunds: When a person or business overpays their tax bill. Sometimes this is the result of a garnishment.

Tax releases: These are usually due to a clerical error.

The following tax refunds, releases and write-offs are recommended for approval:

Refunds	May 2023:	\$ 559.83
Releases	May 2023:	\$5,644.22
Write-offs (\$2 and less)	May 2023:	\$ 33.44

RECOMMENDATION:

Tax Administrator recommends approval of tax refunds, releases, and write-offs for May 2023.

ATTACHMENTS:

Write-offs
Releases
Refunds

ACTION TAKEN:

PARAMETERS SELECTED FOR ACTIVITY REPORT:

TRANSACTION DATE RANGE: 05/01/2023 12:00:00 AM - 05/31/2023 12:00:00 AM
PAYMENT DATE RANGE:
BATCH KEY RANGE:
BILL TYPE: Both
BILL YEAR/NUMBER RANGE:
DISTRICT/TYPE/FEE:
TRANSACTION TYPE:
TOWNSHIP:
CITY:
STATUS:
EXCLUDE STATUS:
USER/OPERATOR:
HISTORY TYPE: 07 - Underpayment
EXCLUDE USER/OPERATOR:
PAYMENT SOURCE TYPE:
PRINT TOTALS ONLY: No
SORT ORDER: Transaction Date
PRINT COMMENTS: N

ACCOUNT#:
ACCOUNT NAME:
LOCATION:
Print Payment Breakdown:No
CHECK NUMBER:
TRANS AMOUNT FROM:
TRANS AMOUNT TO:

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
05/01/2023	08:15:00	2022-11340	BA	55747305	HAWLEY KEON	VDS	Payment	05/01/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
05/01/2023	08:15:00	2022-13614	BA	55747301	HAWLEY ALTUREC KEON	VDS	Payment	05/01/2023			0.66		0.66
											TOTAL TRANSACTION:		0.66
05/01/2023	09:11:00	2022-544	G	78908302	MOORE ELTON	VDS	Payment	05/01/2023			0.01		0.01
											TOTAL TRANSACTION:		0.01
05/01/2023	11:03:21	2022-253292	MGAR	86318201	COMPTON JAMES	TYRELL	Payment	05/01/2023	mail	0200058255	0.83		0.83
											TOTAL TRANSACTION:		0.83
05/01/2023	11:03:55	2022-253308	MGAR	4840301	COOPER BILL O JR	TYRELL	Payment	05/01/2023	mail	0200058255	0.83		0.83
											TOTAL TRANSACTION:		0.83
05/01/2023	11:06:53	2022-561	MGAR	1868	FRAZIER KAREN ARRINGTON	TYRELL	Payment	05/01/2023	mail	0200058255	0.83		0.83
											TOTAL TRANSACTION:		0.83
05/01/2023	11:09:10	2022-39634	MGAR	1921	HOBGOOD AMY ROGERS	TYRELL	Payment	05/01/2023	mail	0200058255	0.83		0.83
											TOTAL TRANSACTION:		0.83
05/01/2023	11:13:31	2022-253023	G	321	BRIGGS WILLIAM LEE	TYRELL	Payment	05/01/2023	mail	0200058255	0.60		0.60
05/01/2023	11:13:31	2022-253022	G	321	BRIGGS WILLIAM LEE	TYRELL	Payment	05/01/2023	mail	0200058255			0.00
05/01/2023	11:13:31	2022-253021	G	321	BRIGGS WILLIAM LEE	TYRELL	Payment	05/01/2023	mail	0200058255			0.00
											TOTAL TRANSACTION:		0.60
05/01/2023	11:18:55	2022-253468	G	1820	DICKERSON STEWARD LANE	TYRELL	Payment	05/01/2023	mail	43344437	0.60		0.60
											TOTAL TRANSACTION:		0.60
05/01/2023	11:20:41	2022-38869	G	6942201	DANIEL LOUIS B JR	TYRELL	Payment	05/01/2023	mail	43344433	0.60		0.60
											TOTAL TRANSACTION:		0.60
05/01/2023	11:23:41	2022-40815	G	791	HERNANDEZ JAVIER ULISES TLACXANI	MH	Payment	05/01/2023	mail	0000035762	0.60		0.60
											TOTAL TRANSACTION:		0.60
05/01/2023	11:50:36	2022-252184	MGAR	22028201	THORPE JAMES FLETCHER JR	MH	Payment	05/01/2023	mail	43344430	0.83		0.83
											TOTAL TRANSACTION:		0.83
05/01/2023	11:51:40	2022-252965	G	63185302	BOWLING TIMOTHY NEAL	MH	Payment	05/01/2023	mail	43344434	0.60		0.60
											TOTAL TRANSACTION:		0.60
05/01/2023	11:56:52	2022-253345	G	1007703	CREWS ANNA C	TYRELL	Payment	05/01/2023	mail	0200058255	0.60		0.60
											TOTAL TRANSACTION:		0.60
05/01/2023	12:00:29	2017-82630	DL,N	98622117	SOUTHERN RAILROAD CO	MH	Payment	05/01/2023	mail	9440156			0.00
05/01/2023	12:00:29	2019-26865	DL	98622301	SOUTHERN RAILROAD CO	MH	Payment	05/01/2023	mail	9440156			0.00
05/01/2023	12:00:29	2022-26865		98622301	SOUTHERN RAILROAD CO	MH	Payment	05/01/2023	mail	9440156	0.06		0.06
05/01/2023	12:00:29	2020-26865	DL	98622301	SOUTHERN RAILROAD CO	MH	Payment	05/01/2023	mail	9440156			0.00
05/01/2023	12:00:29	2021-26865	DL	98622301	SOUTHERN RAILROAD CO	MH	Payment	05/01/2023	mail	9440156			0.00
05/01/2023	12:00:29	2018-26865	DL	98622301	SOUTHERN RAILROAD CO	MH	Payment	05/01/2023	mail	9440156			0.00
05/01/2023	12:00:29	2016-77319	DL,N	98622116	SOUTHERN RAILROAD CO	MH	Payment	05/01/2023	mail	9440156			0.00
											TOTAL TRANSACTION:		0.06
05/01/2023	15:00:19	2022-28227	G	35608301	HILL KENNY	TYRELL	Payment	05/01/2023	mail	43325558	0.27		0.27
											TOTAL TRANSACTION:		0.27
05/01/2023	15:59:11	2022-14779	BA	16276301	MORTON WILLIAM G JR	MH	Payment	05/01/2023	walk-in	0000496827	0.06		0.06
05/01/2023	15:59:11	2020-14779	BA,DS,PG	16276301	MORTON WILLIAM G JR	MH	Payment	05/01/2023	walk-in	0000496827			0.00
											TOTAL TRANSACTION:		0.06
05/03/2023	10:40:13	2022-252712	G	46104201	ADCOCK DAVID	TYRELL	Payment	05/03/2023	mail	03504141	0.50		0.50
											TOTAL TRANSACTION:		0.50

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
05/03/2023	10:47:39	2022-252948	G	80829301	BOUFFARD JAMES	TYRELL	Payment	05/03/2023	mail	43400627	0.32		0.32
											TOTAL TRANSACTION:		0.32
05/04/2023	10:27:07	2022-252491	G	615	FLORES ISMAEL	TYRELL	Payment	05/04/2023	mail	5000401935	0.28		0.28
											TOTAL TRANSACTION:		0.28
05/04/2023	10:45:06	2022-19486	G	22438301	TUNSTALL WILLIAM TROY	TYRELL	Payment	05/04/2023	mail	32301187	0.06		0.06
											TOTAL TRANSACTION:		0.06
05/08/2023	11:08:12	2022-11388		70165301	FLOYD JAMES S	TYRELL	Payment	05/08/2023	mail	2009	0.04		0.04
											TOTAL TRANSACTION:		0.04
05/08/2023	11:33:34	2022-251672	G	2138	NORWOOD STEVE	TYRELL	Payment	05/08/2023	mail	36068302	0.89		0.89
											TOTAL TRANSACTION:		0.89
05/08/2023	12:00:04	2021-34903	DL,DS	8530201	EVANS DORIS	TJT	Payment	04/30/2023	Request from Finance	324225	0.76		0.76
05/08/2023	12:00:04	2017-80808	DS,MGAR,MPGAR,PG	87642117	EVANS ADRIENNE RACHAEL	TJT	Payment	04/30/2023	Request from Finance	324225			0.00
05/08/2023	12:00:04	2017-80809	DS,MGAR,MPGAR,PG	87642117	EVANS ADRIENNE RACHAEL	TJT	Payment	04/30/2023	Request from Finance	324225			0.00
											TOTAL TRANSACTION:		0.76
05/10/2023	10:56:10	2022-253549	G	87951201	EFFERSON CODY JOSEPH	MH	Payment	05/10/2023	mail	000001099086			0.00
05/10/2023	10:56:10	2022-253551	G	87951201	EFFERSON CODY JOSEPH	MH	Payment	05/10/2023	mail	000001099086	0.95		0.95
05/10/2023	10:56:10	2022-253550	G	87951201	EFFERSON CODY JOSEPH	MH	Payment	05/10/2023	mail	000001099086			0.00
											TOTAL TRANSACTION:		0.95
05/10/2023	11:03:05	2022-251625	G	1633001	PAINTER CRAIG DEAN	MH	Payment	05/10/2023	mail	000001097615	0.90		0.90
											TOTAL TRANSACTION:		0.90
05/15/2023	10:41:21	2022-35983	G	70535301	CRUTE TIMOTHY ADAM	MH	Payment	05/15/2023	mail	0000480987	0.34		0.34
											TOTAL TRANSACTION:		0.34
05/15/2023	10:45:08	2022-19219	G	47479302	JONES RICKEY T	MH	Payment	05/15/2023	mail	17009337			0.00
05/15/2023	10:45:08	2022-252768	G	50771201	ANDREWS RICHARD DUWAYNE JR	MH	Payment	05/15/2023	mail	17009337	0.85		0.85
											TOTAL TRANSACTION:		0.85
05/18/2023	10:57:17	2018-201506	MGAR,MPGAR	1012263	HICKS STEPHEN	TYRELL	Payment	05/18/2023	mail	000001105323	0.92		0.92
											TOTAL TRANSACTION:		0.92
05/19/2023	09:49:39	2022-251857	G	83473201	JONES LAUREN GLASS	MH	Payment	05/19/2023	mail	00458691	0.91		0.91
05/19/2023	09:49:39	2022-251858	G	83473202	JONES LAUREN GLASS	MH	Payment	05/19/2023	mail	00458691			0.00
											TOTAL TRANSACTION:		0.91
05/22/2023	10:57:57	2022-253647		35076201	EVANS SYLVESTER	MH	Payment	05/22/2023	mail	28384829065			0.00
05/22/2023	10:57:57	2022-253649		35076201	EVANS SYLVESTER	MH	Payment	05/22/2023	mail	28384829065	0.30		0.30
05/22/2023	10:57:57	2022-253648		35076201	EVANS SYLVESTER	MH	Payment	05/22/2023	mail	28384829065			0.00
05/22/2023	10:57:57	2019-48427		35076201	EVANS SYLVESTER	MH	Payment	05/22/2023	mail	28384829065			0.00
											TOTAL TRANSACTION:		0.30
05/22/2023	11:04:29	2021-60073	DS,G,MPGAR	1863	STEWART CHARLES RONNIE III	TJT	Payment	05/22/2023	Request from Finance	324509	0.89		0.89
05/22/2023	11:04:29	2008-60647	DS,T	33885108	BROOKS WAYNE HARRISON	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
05/22/2023	11:04:29	2010-62396	DS,T	33885110	BROOKS WAYNE HARRISON	TJT	Payment	05/22/2023	Request from Finance	324509			0.00

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
05/22/2023	11:04:29	2009-61562	DS,T	33885109	BROOKS WAYNE HARRISON	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
05/22/2023	11:04:29	2016-76483	DL,DS	33885116	BROOKS WAYNE HARRISON II	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
05/22/2023	11:04:29	2004-56483	DS,T	53816104	ROBERTSON KESHA DANIEL	TJT	Payment	05/22/2023	Request from Finance	324509	0.28		0.28
05/22/2023	11:04:29	2016-76484	DL,DS	33885116	BROOKS WAYNE HARRISON II	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
05/22/2023	11:04:29	2009-61634	DS,T	33885109	BROOKS WAYNE HARRISON	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
05/22/2023	11:04:29	2010-62639	DS,T	33885110	BROOKS WAYNE HARRISON	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
05/22/2023	11:04:29	2007-59938	DS,T	33885107	BROOKS WAYNE HARRISON	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
05/22/2023	11:04:29	2020-21016	DS,MPGAR,PG,S	36764301	BLACKWELL RONNIE	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
05/22/2023	11:04:29	2009-61434	DS,T	33885109	BROOKS WAYNE HARRISON	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
05/22/2023	11:04:29	2010-61979	DS,T	50206110	PEACE LATASHA PATRICE	TJT	Payment	05/22/2023	Request from Finance	324509	0.22		0.22
05/22/2023	11:04:29	2008-60238	DS,T	33885108	BROOKS WAYNE HARRISON	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
05/22/2023	11:04:29	2008-60755	DS,T	33885108	BROOKS WAYNE HARRISON	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
05/22/2023	11:04:29	2008-60539	DS,T	33885108	BROOKS WAYNE HARRISON	TJT	Payment	05/22/2023	Request from Finance	324509			0.00
											TOTAL TRANSACTION:		1.39
05/30/2023	13:15:15	2022-23765	BA	13383201	JONES JUDY E	TYRELL	Payment	05/30/2023	mail	182302	0.60		0.60
05/30/2023	13:15:15	2021-23765	BA,DL	13383201	JONES JUDY E	TYRELL	Payment	05/30/2023	mail	182302			0.00
											TOTAL TRANSACTION:		0.60
05/30/2023	14:14:59	2022-252179		82389201	RUIZ BAUDELY	TYRELL	Payment	05/30/2023	walk-in		0.86		0.86
											TOTAL TRANSACTION:		0.86
05/31/2023	23:00:28	2022-17408	G	60579301	NINE TRACY	ARCLEAR	Write Off	05/31/2023			1.30		1.30
											TOTAL TRANSACTION:		1.30
05/31/2023	23:00:28	2022-11240		10516301	HAMME STANFORD HEIRS	ARCLEAR	Write Off	05/31/2023			1.06		1.06
											TOTAL TRANSACTION:		1.06
05/31/2023	23:00:28	2022-38470	G	28639201	DOWNEY JAY	ARCLEAR	Write Off	05/31/2023			1.65		1.65
											TOTAL TRANSACTION:		1.65
05/31/2023	23:00:28	2022-38207	G	618	HOWARD NOAH A	ARCLEAR	Write Off	05/31/2023			1.70		1.70
											TOTAL TRANSACTION:		1.70
05/31/2023	23:00:28	2022-36634	G	1840	ELLIOTT JEFFREY	ARCLEAR	Write Off	05/31/2023			1.71		1.71
											TOTAL TRANSACTION:		1.71
05/31/2023	23:00:28	2022-252143	G	82504201	MORRISON KELLY	ARCLEAR	Write Off	05/31/2023			1.40		1.40
											TOTAL TRANSACTION:		1.40

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
05/31/2023	23:00:28	2022-252731	G	82652201	AKERS RYAN LAWSON	ARCLEAR	Write Off	05/31/2023			1.08		1.08
												TOTAL TRANSACTION:	1.08
05/31/2023	23:00:28	2022-253364	G	1811	CULLOM DAVID WAYNE	ARCLEAR	Write Off	05/31/2023			1.08		1.08
												TOTAL TRANSACTION:	1.08
05/31/2023	23:00:28	2022-253411		1019113	DARNELL BRANDON	ARCLEAR	Write Off	05/31/2023			1.22		1.22
												TOTAL TRANSACTION:	1.22
05/31/2023	23:00:28	2022-44119		470	FAMILY DOLLAR 20304	ARCLEAR	Write Off	05/31/2023			1.50		1.50
												TOTAL TRANSACTION:	1.50
												33.44	33.44
GRAND TOTALS												33.44	33.44

USER	TOTALS
ARCLEAR	13.70
MH	6.40
TJT	2.15
TYRELL	10.46
VDS	0.73

All Payments

TAX YEAR	TOTALS
2022	30.37
2021	1.65
2020	0.00
2019	0.00
2018	0.92
2017	0.00
2016	0.00
2010	0.22
2009	0.00
2008	0.00
2007	0.00
2004	0.28

RUN DATE: 6/1/2023 9:14 AM

RELEASES REPORT
Granville County

PARAMETERS SELECTED FOR RELEASES REPORT:

TRANSACTION DATE/TIME RANGE: 05/01/2023 - 05/31/2023

PAYMENT DATE RANGE:

BILL TYPE: Both

BILL YEAR/NUMBER RANGE:

PRINT TOTALS ONLY: No

USER/OPERATOR:

EXCLUDE USERS/OPERATORS:

SORT ORDER: Transaction Date

REPORT TITLE:

DISTRICT/TYPE/FEE:

BATCH MONTH RANGE:

BATCH YEAR RANGE:

BATCH REAL TIME:

INCLUDE ONLY THOSE WITH RELEASE NUMBERS: No

RELEASES REPORT
Granville County

NAME	BILL NUMBER	OPER	DATE/TIME	DISTRICT	VALUE	AMOUNT
89270301 DONERSON J W III	2020-242366	DY:20 PERSONAL PROPERTY CAS	5/2/2023 9:02:23 AM			
				C ADVLTAX	300.00	2.52
				C PEN FEE	300.00	0.25
				CI52ADVL TAX	300.00	1.85
				CI52PEN FEE	300.00	0.19
		DISC IN ERROR. TRLR WAS SOLD IN 2019		TOTAL RELEASES:		4.81
89270301 DONERSON J W III	2022-253478	DY:21 PERSONAL PROPERTY CAS	5/2/2023 9:03:09 AM			
				C ADVLTAX	300.00	2.52
				C PEN FEE	300.00	0.25
				CI52ADVL TAX	300.00	1.85
				CI52PEN FEE	300.00	0.19
		DISC IN ERROR. TRLR WAS SOLD IN 2019		TOTAL RELEASES:		4.81
89270301 DONERSON J W III	2022-253479	DY:22 PERSONAL PROPERTY CAS	5/2/2023 9:03:52 AM			
				C ADVLTAX	300.00	2.52
				C PEN FEE	300.00	0.25
				CI52ADVL TAX	300.00	1.85
				CI52PEN FEE	300.00	0.19
		DISC IN ERROR. TRLR WAS SOLD IN 2019		TOTAL RELEASES:		4.81
89270301 DONERSON J W III	2022-253480	DY:21 PERSONAL PROPERTY CAS	5/2/2023 9:04:30 AM			
				C ADVLTAX	2,540.00	21.34
				C PEN FEE	2,540.00	4.27
				CI52ADVL TAX	2,540.00	15.62
				CI52PEN FEE	2,540.00	3.12
		DISC IN ERROR. BOAT WAS SOLD IN 2019		TOTAL RELEASES:		44.35
89270301 DONERSON J W III	2022-253481	DY:22 PERSONAL PROPERTY CAS	5/2/2023 9:05:16 AM			
				C ADVLTAX	2,413.00	20.27
				C PEN FEE	2,413.00	2.03
				CI52ADVL TAX	2,413.00	14.84
				CI52PEN FEE	2,413.00	1.48
		DISC IN ERROR. BOAT WAS SOLD IN 2019		TOTAL RELEASES:		38.62
3752301 BRIGGS KATHRYN P	2022-400831	DY:20RP:096400000609 JGS	5/11/2023 11:24:08 AM			
				C ADVLTAX	111,901.00	939.97
		BILLED ROLLBACKS IN ERROR		TOTAL RELEASES:		939.97
3752301 BRIGGS KATHRYN P	2022-400832	DY:21RP:096400000609 JGS	5/11/2023 11:24:40 AM			
				C ADVLTAX	111,901.00	939.97
		BILLED ROLLBACKS IN ERROR		TOTAL RELEASES:		939.97
2235 BRIGGS RONALD	2022-400833	DY:22RP:096400000609 JGS	5/11/2023 11:25:12 AM			
				C ADVLTAX	111,901.00	939.97
				FR ADVLTAX	111,901.00	67.14
		BILLED ROLLBACKS IN ERROR		TOTAL RELEASES:		1,007.11

RELEASES REPORT
Granville County

NAME	BILL NUMBER	OPER	DATE/TIME	DISTRICT	VALUE	AMOUNT
1045133 VINSON & ALBRIGHT PROPERTIES LLC	2022-24609	DY:0RP:096300305998 TYRELL	5/17/2023 10:35:54 AM			
				C FOREFEE	68,876.00	30.00
				TOTAL RELEASES:		30.00
15545301 MCRAE CURTIS JR	2022-20033	FORECLOSURE FEE IN ERROR. MOVING TO GARNISHMENT FEE. DY: RP:103002685423 MH	5/19/2023 1:53:34 PM			
				C GARNFEE	15,937.00	30.00
				TOTAL RELEASES:		30.00
2704 UMANA-PERAZA, YOLANDA ANGELICA	2022-251961	HAD TO CHANGE THE DATE OF DUE DATE ON GARNISHMENT FEE DY:22 PERSONAL PROPERTY TYRELL	5/19/2023 4:43:36 PM			
				C GARNFEE	1,000.00	30.00
				TOTAL RELEASES:		30.00
2702 JONES BRANDI	2022-251954	RELEASE GARNISHMENT FEE APPLIED IN ERROR. DY:22RP:086504703664LH6 JGS	5/22/2023 2:58:12 PM			
				C ADVLTAX	45,479.00	382.02
				SW45FFEEFEE	45,479.00	25.00
				CI51ADVL TAX	45,479.00	193.29
				C GARNFEE	45,479.00	30.00
				TOTAL RELEASES:		630.31
852 SVI PIE LLC	2022-252507	MHP LISTED AS OWNER OF DWMH IN ERROR. BELONGS TO LARRY RIGSBEE DY:22 PERSONAL PROPERTY RDR	5/24/2023 2:30:58 PM			
				C ADVLTAX	63,780.00	535.75
				C PEN FEE	63,780.00	53.58
				CI51ADVL TAX	63,780.00	271.07
				CI51PEN FEE	63,780.00	27.11
				TOTAL RELEASES:		887.51
852 SVI PIE LLC	2021-251264	DUPLICATE BILL DY:21 PERSONAL PROPERTY RDR	5/24/2023 2:34:29 PM			
				C ADVLTAX	73,366.00	616.27
				C PEN FEE	73,366.00	61.63
				CI51ADVL TAX	73,366.00	267.79
				CI51PEN FEE	73,366.00	26.78
				TOTAL RELEASES:		972.47
3047 BOOKER DAWN	2022-254248	DUPLICATE BILL DY:22 PERSONAL PROPERTY CAS	5/25/2023 10:18:23 AM			
				C ADVLTAX	4,581.00	38.48
				C PEN FEE	4,581.00	7.70
				FR ADVLTAX	4,581.00	2.75
				FR PEN FEE	4,581.00	0.55
				TOTAL RELEASES:		49.48
82210150 OXFORD EXPRESS MART	2022-44164	DISC IN ERROR. MOTV 2005 DODGE REGISTERED IN NJ DY:22 PERSONAL PROPERTY TJT	5/31/2023 3:05:57 PM			
				BEOFFEEFEE	0.00	5.00

RELEASES REPORT
Granville County

NAME	BILL NUMBER	OPER	DATE/TIME	DISTRICT	VALUE	AMOUNT
				WIOFFFEFEE	0.00	25.00
		TOTAL RELEASES:				30.00

NET RELEASES PRINTED:	5,644.22					
TOTAL TAXES RELEASED						5,644.22

RELEASES REPORT
Granville County

BEOFFFEEFEE - BEER OFF

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	0	0	0	0.00	5.00	0	0.00	0	5.00
DIST TOTAL		0	0	0	0.00	5.00	0	0.00	0	5.00

C ADVLTAX - 1 Granville County Tax

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2020	2020	0	300	300	0.00	2.52	0	0.00	300	2.52
2021	2021	0	73,366	73,366	0.00	616.27	0	0.00	73,366	616.27
2022	2020	111,901	0	111,901	939.97	0.00	0	0.00	111,901	939.97
2022	2021	111,901	2,840	114,741	939.97	23.86	0	0.00	114,741	963.83
2022	2022	157,380	71,074	228,454	1,321.99	597.02	0	0.00	228,454	1,919.01
DIST TOTAL		381,182	147,580	528,762	3,201.93	1,239.67	0	0.00	528,762	4,441.60

C FOREFEE - FORECLOSURE

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	68,876	0	68,876	30.00	0.00	0	0.00	68,876	30.00
DIST TOTAL		68,876	0	68,876	30.00	0.00	0	0.00	68,876	30.00

C GARNFEE - Garnishment

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	61,416	1,000	62,416	60.00	30.00	0	0.00	62,416	90.00
DIST TOTAL		61,416	1,000	62,416	60.00	30.00	0	0.00	62,416	90.00

C PEN FEE - County Late List

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2020	2020	0	300	300	0.00	0.25	0	0.00	300	0.25
2021	2021	0	73,366	73,366	0.00	61.63	0	0.00	73,366	61.63
2022	2021	0	2,840	2,840	0.00	4.52	0	0.00	2,840	4.52
2022	2022	0	71,074	71,074	0.00	63.56	0	0.00	71,074	63.56
DIST TOTAL		0	147,580	147,580	0.00	129.96	0	0.00	147,580	129.96

CI51ADVL TAX - 51 Butner District

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2021	2021	0	73,366	73,366	0.00	267.79	0	0.00	73,366	267.79
2022	2022	45,479	63,780	109,259	193.29	271.07	0	0.00	109,259	464.36
DIST TOTAL		45,479	137,146	182,625	193.29	538.86	0	0.00	182,625	732.15

CI51PEN FEE - Butner Late List

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2021	2021	0	73,366	73,366	0.00	26.78	0	0.00	73,366	26.78
2022	2022	0	63,780	63,780	0.00	27.11	0	0.00	63,780	27.11
DIST TOTAL		0	137,146	137,146	0.00	53.89	0	0.00	137,146	53.89

CI52ADVL TAX - 52 Creedmoor

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2020	2020	0	300	300	0.00	1.85	0	0.00	300	1.85
2022	2021	0	2,840	2,840	0.00	17.47	0	0.00	2,840	17.47

RELEASES REPORT
Granville County

2022	2022	0	2,713	2,713	0.00	16.69	0	0.00	2,713	16.69
DIST TOTAL		0	5,853	5,853	0.00	36.01	0	0.00	5,853	36.01
CI52PEN FEE - Creedmoor Late List										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2020	2020	0	300	300	0.00	0.19	0	0.00	300	0.19
2022	2021	0	2,840	2,840	0.00	3.31	0	0.00	2,840	3.31
2022	2022	0	2,713	2,713	0.00	1.67	0	0.00	2,713	1.67
DIST TOTAL		0	5,853	5,853	0.00	5.17	0	0.00	5,853	5.17
FR ADVLTAX - Fire Rescue										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	111,901	4,581	116,482	67.14	2.75	0	0.00	116,482	69.89
DIST TOTAL		111,901	4,581	116,482	67.14	2.75	0	0.00	116,482	69.89
FR PEN FEE - Fire Rescue Late List										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	0	4,581	4,581	0.00	0.55	0	0.00	4,581	0.55
DIST TOTAL		0	4,581	4,581	0.00	0.55	0	0.00	4,581	0.55
SW45FFEEFEE - 45 Waste Conv Site Fee										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	45,479	0	45,479	25.00	0.00	0	0.00	45,479	25.00
DIST TOTAL		45,479	0	45,479	25.00	0.00	0	0.00	45,479	25.00
WIOFFEEFEE - WINE OFF										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	0	0	0	0.00	25.00	0	0.00	0	25.00
DIST TOTAL		0	0	0	0.00	25.00	0	0.00	0	25.00
GRAND TOTALS:		714,333	591,320	1,305,653	3,577.36	2,066.86	0	0.00	1,305,653	5,644.22

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

PARAMETERS SELECTED FOR ACTIVITY REFUND REPORT:

TRANSACTION DATE RANGE: 05/01/2023 12:00:00 AM - 05/31/2023 12:00:00 AM

PAYMENT DATE RANGE:

USER/OPERATOR:

TAX DISTRICT(S):

BILL YEAR RANGE:

BILL# RANGE:

BILL TYPE: Both

SORT BY: Transaction Date

RELEASE NUMBER ONLY:No

PAYMENT TYPE: ,ACH - ACH,Card - Credit Card,Cash -
Cash,Check - Check,DSO - DSO,EPA - EPA,MOrder - Money
Order,OPM - OPM,PPAY - PPAY,WEB - WEB

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
14777301 DUNHAM JAMES L DUNHAM SUZANNE M 632 ENON ROAD OXFORD, NC 27565	2022-253515	PERSONAL PROPERTY	603.04	TYRELL	5/1/2023 11:05:27 AM ** VOIDED **
1008213 SANDUSKY MARGARET S STRANGE VALERE 9090 TANGLEWOOD TRL BULLOCK, NC 27507-9601	2022-16331	STATE OF NORTH CAROLINA REFUND RECIPIENT: SUZANNE MARIE GARNISHMENT OVERPAYMENT 632 ENON ROAD OXFORD NC 27565 RP: 089900790291	236.63	TYRELL	5/1/2023 11:12:00 AM
31132301 BROOKS TIMOTHY A 1710 LYNNE AVE HENDERSON, NC 27536-2920	2022-4637	STATE OF NORTH CAROLINA REFUND RECIPIENT: MARGARET SANDUSKY GARNISHMENT OVERPAYMENT 9090 TANGLEWOOD TRL BULLOCK NC 27507 RP: 099900320201	88.15	TYRELL	5/1/2023 11:15:52 AM
18921201 RIGSBEE ROBERT LARRY 1576 LONELY OAK DRIVE CREEDMOOR, NC 27522	2022-3024	STATE OF NORTH CAROLINA REFUND RECIPIENT: TIMOTHY BROOKS GARNISHMENT OVERPAYMENT 1710 LYNNE AVE HENDERSON NC 27536	1.33	TYRELL	5/1/2023 11:24:29 AM
81394302 AVILA LETICIA JERONIMO 7028 SOUTHERN COURT OXFORD, NC 27565	2022-4543	PERSONAL PROPERTY STATE EMPLOYEES CREDIT UNION BANK ATTACHMENT REFUND RECIPIENT: ROBERT L RIGSBEE BANK ATTACHMENT OVERPAYMENT 1576 LONELY OAK DRIVE creedmoor NC 27522 RP: 191604801261	42.26	MH	5/1/2023 11:27:00 AM
		IDEAL FASTERNER CORPORATION			

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
REFUND RECIPIENT: LETICIA JERONIMO AVILA GARNISHMENT OVERPAYMENT 7028 SOUTHERN COURT OXFORD NC 27565					
591	2022-252570	PERSONAL PROPERTY	63.42	MH	5/1/2023 11:43:18 AM
GOMEZ CASTRO ALMA ROSA					
800 E C ST LOT 86					
BUTNER, NC 27509-2546					
CARPE DIEM REFUND RECIPIENT: ALMA ROSA CASTRO GOMEZ GARNISHMENT OVERPAYMENT 800 E C ST LOT 86 BUTNER NC 27509 2546					
4228201	2022-253093	PERSONAL PROPERTY	35.40	TJT	5/2/2023 1:15:40 PM
BULLOCK GAIL G					
BULLOCK ALLEN W					
3658 HWY 56					
FRANKLINTON, NC 27525					
GAIL BULLOCK REFUND RECIPIENT: ALLEN W BULLOCK GAIL G BULLOCK MAIL OVERPAYMENT 3658 NC HWY 56 FRANKLINTON NC 27525					
4228301	2022-253094	PERSONAL PROPERTY	4.95	TJT	5/2/2023 1:17:53 PM
BULLOCK GAIL G					
BULLOCK ALLEN W					
3658 HWY 56					
FRANKLINTON, NC 27525					
GAIL BULLOCK REFUND RECIPIENT: ALLEN W BULLOCK GAIL G BULLOCK RELEASE OVERPAYMENT 3658 HWY 56 FRANKLINTON NC 27525					
84126201	2022-252660	PERSONAL PROPERTY	183.12	TYRELL	5/3/2023 10:56:21 AM
FLORES AMERICA					
628 TOBACCO LANE					
CREEDMOOR, NC 27522					
NOVO NORDISK PHARMACEUTICAL INDUSTRIES REFUND RECIPIENT: AMERICA FLORES GARNISHMENT OVERPAYMENT 628 TOBACCO LANE creedmoor NC 27522					
39458301	2022-19779	RP: 096600617131	109.49	MH	5/3/2023 10:56:59 AM
TINGEN MICHAEL THOMAS					

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
15 LISMORE LN					
CHURCHVILLE, VA 24421		CAROLINA SUNROCK LLC REFUND RECIPIENT: MICHAEL THOMAS TINGEN GARNISHMENT OVERPAYMENT 15 LISMORE LN CHURCHVILLE VA 24421			
2265	2022-252859	PERSONAL PROPERTY	37.26	TYRELL	5/3/2023 10:57:59 AM
BAUTISTA PEDRO TEHANDO MARIA 2073 PARTRIDGE CT					
CREEDMOOR, NC 27522-7225		PACIFIC CREST PROMOTIONS LLC REFUND RECIPIENT: MARIA TEHANDON GARNISHMENT OVERPAYMENT 2073 PARTRIDGE CT creedmoor NC 27522			
1853	2022-253709	PERSONAL PROPERTY	92.40	MH	5/3/2023 10:59:19 AM
FITE ANDREW TODD					
1710 FLINT CT					
CREEDMOOR, NC 27522		CAROLINA SUNROCK LLC REFUND RECIPIENT: ANDREW TODD FITE GARNISHMENT OVERPAYMENT 1710 FLINT CT creedmoor NC 27522			
1853	2022-253709	PERSONAL PROPERTY	83.51	TYRELL	5/3/2023 11:03:07 AM
FITE ANDREW TODD					
1710 FLINT CT					
CREEDMOOR, NC 27522		CAROLINA SUNROCK LLC REFUND RECIPIENT: ANDREW FITE GARNISHMENT OVERPAYMENT 1710 FLINT CT creedmoor NC 27522			
39582302	2022-26956	RP: 099203348988	84.34	TYRELL	5/3/2023 11:04:16 AM
CHASTAIN NANCENE D CHASTAIN JAMES 5148 LUCY AVERETTE RD					
OXFORD, NC 27565		CAROLINA SUNROCK LLC REFUND RECIPIENT: JAMES CHASTAIN GARNISHMENT OVERPAYMENT 5148 LUCY AVERETTE RD OXFORD NC 27565			
14020301	2022-25676	RP: 180603119605	430.27	TYRELL	5/3/2023 11:08:52 AM

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
FLORA TERENCE C FLORA CYNTHIA E 2736 DILLON COURT CREEDMOOR, NC 27522		DUKE UNIVERSITY REFUND RECIPIENT: BROOKE DUNN GARNISHMENT OVERPAYMENT 2736 DILLON CT creedmoor NC 27522			
44927301	2020-22243	RP: 192815545841	24.98	MH	5/3/2023 11:29:45 AM
REID VICKI W LIONEL B HICKS 622 PUCKETT ST STOVALL, NC 27582		CH 13/ANITA JO KINLAW TROXLER REFUND RECIPIENT: ANITA JO KINLAW TROXLER CHAPTER 13 CASE#22-80040 VICKI WINN REID P O BOX 1720 GREENSBORO NC 27402 1720			
85074301	2021-2412	RP: 088917115636	1.11	MH	5/3/2023 11:33:49 AM
BREEDLOVE MARY ELIZABETH M 108 W TALLY HO RD STEM, NC 27581		CH 13/ANITA JO KINLAW TROXLER REFUND RECIPIENT: ANITA JO KINLAW TROXLER CHAPTER 13 CASE#20-80245 STEVE DOUGLAS BREDDLOVE MARY M BREEDLOVE P O BOX 1720 GREENSBORO NC 27402 1720			
17696301	2022-15959	RP: 087609067742	3782.99	MH	5/3/2023 3:19:15 PM
PEACE WILLIAM R PEACE NANCY W 4016 BAHAMA ROAD ROUGEMONT, NC 27572		TRUIST BANKATTCHMENT/KIDDIE KLUBHOUSE 2 LLC REFUND RECIPIENT: KIDDIE KLUBHOUSE 2 LLC BANK ATTACHMENT OVERPAYMENT 832 DICK FAINES RD HENDERSON NC 27537			
48303201	2022-253683	PERSONAL PROPERTY	1.82	TYRELL	5/4/2023 10:26:15 AM
FAIRCLOTH KIMBERLY 3582 W THOLLIE GREEN RD STEM, NC 27581		ADUSA DISTRIBUTION LLC			

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
REFUND RECIPIENT: KIMBERLY FAIRCLOTH GARNISHMENT OVERPAYMENT 3582 W THOLLIE GREEN RD STEM NC 27581					
1004793	2019-400033	RP: 183300029713	160.12	TYRELL	5/4/2023 1:05:05 PM
BARANOSKI ROBERT D BARANOSKI CHRISTINA M 4003 STONEWAY CT WAKE FOREST, NC 27587-6092					
MIDTOWN PROPERTY LAW REFUND RECIPIENT: MIDTOWN PROPERTY LAW MAIL IN OVERPAYMENT 4800 SIX FORKS RD, STE 120 RALEIGH NC 27609					
2725301	2022-20365	RP: 181300579172	15.57	TYRELL	5/5/2023 10:48:35 AM
JONES HAROLD R 3143 VIRGINIA PINES COURT WAKE FOREST, NC 27587					
COUNTY OF GRANVILLE REFUND RECIPIENT: COUNTY OF GRANVILLE DEPTARMENT OF SOCIAL SERVICES CONTRIBUTIONS AND ENTRUSTED FUNDS MAIL OVERPAYMENT PO BOX 966 OXFORD NC 27565					
81042301	2022-33824	PERSONAL PROPERTY	33.10	TYRELL	5/5/2023 10:54:58 AM
DEVRIES ALEX R DEVRIES JENNIFER K 3580 COTTON FIELD COURT WAKE FOREST, NC 27587					
STATE EMPLOYEES CREDIT UNION REFUND RECIPIENT: JENNIFER DEVRIES GARNISHMENT OVERPAYMENT 3580 COTTON FIELD COURT WAKE FOREST NC 27587					
82427301	2022-3615	RP: 183800835939	41.64	TYRELL	5/5/2023 11:00:18 AM
PREDDY GLENN J PREDDY JEFFREY O 3049 PREDDY RD FRANKLINTON, NC 27525					
PNC BANK ATTACHMENT REFUND RECIPIENT: GLENN PREDDY BANK ATTACHMENT OVERPAYMENT 3049 PREDDY RD FRANKLINTON NC 27525					
57228201	2022-252750	PERSONAL PROPERTY	86.31	TYRELL	5/5/2023 11:04:14 AM
ALLEN ROSEMARY					

** VOIDED **

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
P O BOX 1					
CREEDMOOR, NC 27522		WELLS FARGO BANK NA REFUND RECIPIENT: ROSEMARY RAMSEY GARNISHMENT OVERPAYMENT P. O. BOX 1 creedmoor NC 27522			
44152301	2022-18117	RP: 098600814370	171.62	TYRELL	5/8/2023 11:18:20 AM
HOUSE BOBBI L					
1679 SATTERWHITE ROAD					
OXFORD, NC 27565		DLP LEASING INC REFUND RECIPIENT: BOBBI HOUSE GARNISHMENT OVERPAYMNET 1679 SATTERWHITE ROAD OXFORD NC 27565			
81394302	2022-4543	RP: 191604801261	54.13	TYRELL	5/8/2023 11:22:47 AM
AVILA LETICIA JERONIMO					
7028 SOUTHERN COURT					
OXFORD, NC 27565		IDEAL FASTENER CORPORATION REFUND RECIPIENT: LETICIA AVILA JERONIMO GARNISHMENT OVERPAYMENT 7028 SOUTHERN COURT OXFORD NC 27565			
1853	2022-253709	PERSONAL PROPERTY	32.11	TYRELL	5/8/2023 11:26:28 AM
FITE ANDREW TODD					
1710 FLINT CT					
CREEDMOOR, NC 27522		CAROLINA SUNROCK LLC REFUND RECIPIENT: ANDREW FITE GARNISHMENT OVERPAYMENT 1710 FLINT CT creedmoor NC 27522			
84424201	2022-36953	PERSONAL PROPERTY	5.65	TYRELL	5/8/2023 11:37:04 AM
GREENE WAYNE STEPHEN					
7602 WELLESLEY PARK N					
RALEIGH, NC 27615		CERIDAN CORPORATION REFUND RECIPIENT: WAYNE GREENE MAIL OVERPAYMENT 7602 WELLESLEY PARK N RALEIGH NC 27615			
1045773	2022-3604	RP: 183600870719	156.52	TYRELL	5/8/2023 11:51:17 AM

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
HALES WILLIAM PATRICK JR					
2143 GROVE HILL RD					
FRANKLINTON, NC 27525-8153		AUTOZONERS LLC			
		REFUND RECIPIENT: WILLIAM PATRICK HALES			
		GARNISHMENT OVERPAYMENT			
		2143 GROVE HILL RD			
		FRANKLINTON NC 27525			
50432201	2022-253471	PERSONAL PROPERTY	40.42	TYRELL	5/8/2023 11:56:42 AM
DILLARD LARRY C JR					
3060 WILLOW CREEK DR					
WAKE FOREST, NC 27587		ADVANCE STORES CO INC			
		REFUND RECIPIENT: LARRY C DILLARD			
		GARNISHMENT OVERPAYMENT			
		3060 WILLOW CREEK DR			
		WAKE FOREST NC 27587			
2667301	2022-13639	RP: 191315642173	398.95	TYRELL	5/8/2023 11:58:41 AM
YUREK ROBERT W					
107 ROBIN RD					
OXFORD, NC 27565		CERTAINTTEED			
		REFUND RECIPIENT: ROBERT YUREK			
		GARNISHMENT OVERPAYMENT			
		107 ROBIN RD			
		OXFORD NC 27565			
84861301	2022-24239	RP: 099000609600	168.66	TYRELL	5/8/2023 1:20:40 PM
SAWYER DEBORAH AND DENNIS					
4034 BELLTOWN RD					
OXFORD, NC 27565		CORELOGIC TAX SERVICES LLC			
		REFUND RECIPIENT: CORELOGIC TAX SERVICES			
		ATTN: REFUND DEPARTMENT			
		MAIL OVERPAYMENT			
		PO BOX 9202			
		COPPELL TX 75019			
44251201	2022-34830	PERSONAL PROPERTY	64.03	MH	5/10/2023 10:58:19 AM
EDGECOMBE ANDREW					
3030 PHILO WHITE RD					
FRANKLINTON, NC 27525		GENERAL ELECTRIC			

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
REFUND RECIPIENT: ANDREW EDGECOMBE GARNISHMENT OVERPAYMENT 3030 PHILO WHITE RD FRANKLINTON NC 27525					
85277302	2022-17799	RP: 191800088920	154.74	MH	5/10/2023 11:02:10 AM
MOTE KEVIN D MOTE ANGELA S 8139 HERMAN WILKERSON RD OXFORD, NC 27565					
ONESOURCE VIRTUAL HR INC REFUND RECIPIENT: ANGELA S MOTE GARNISHMENT OVERPAYMENT 8139 HERMAN WILKERSON RD OXFORD NC 27565					
18921201	2022-3024	PERSONAL PROPERTY	216.97	TYRELL	5/10/2023 11:11:47 AM
RIGSBEE ROBERT LARRY 1576 LONELY OAK DRIVE CREEDMOOR, NC 27522					
TRUIST BANK ATTACHMENT REFUND RECIPIENT: ROBERT LARRY RIGSBEE BANK ATTACHMENT OVERPAYMENT 1576 LONELY OAK DRIVE creedmoor NC 27522					
59654302	2022-19928	RP: 087719610661	32.64	TYRELL	5/10/2023 11:14:15 AM
CURTIS MARY H 306 27TH ST BUTNER, NC 27509					
DUKE UNIVERSITY REFUND RECIPIENT: MARY H CURTIS GARNISHMENT OVERPAYMENT 306 27TH ST BUTNER NC 27509					
316	2022-252935	PERSONAL PROPERTY	1.06	MH	5/11/2023 10:24:17 AM
BOONE LEON 1602 ROGERS POINTE LN CREEDMOOR, NC 27522-8255					
UNC HEALTH CARE SYSTEM REFUND RECIPIENT: LEON BOONE GARNISHMENT OVERPAYMENT 1602 ROGERS POINTE LN creedmoor NC 27522 8255					
81304301	2022-32322	RP: 098200773445	31.73	MH	5/12/2023 10:07:52 AM
GRAHAM SCOTT MICHAEL 1650 TOMMIE DANIEL RD					

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
OXFORD, NC 27565		SCOTT M GRAHAM REFUND RECIPIENT: SCOTT M GRAHAM MAIL OVERPAYMENT 1650 TOMMIE DANIEL RD OXFORD NC 27565			
39582302	2022-26956	RP: 099203348988	130.28	TYRELL	5/15/2023 10:33:01 AM
CHASTAIN NANCENE D CHASTAIN JAMES 5148 LUCY AVERETTE RD					
OXFORD, NC 27565		CAROLINA SUNROCK LLC REFUND RECIPIENT: JAMES CHASTAIN GARNISHMENT OVERPAYMENT 5148 LUCY AVERETTE RD OXFORD NC 27565			
67637303	2022-75028	RP: 192317029325	195.19	TYRELL	5/15/2023 1:09:02 PM
HIGHT CHARLES BENTON II HIGHT TRACEY DUNCAN 7132 DEXTER RD					
OXFORD, NC 27565-9145		CITY OF DURHAM REFUND RECIPIENT: CHARLES HIGHT GARNISHMENT OVERPAYMENT 7132 DEXTER RD OXFORD NC 27565			
1019683	2022-251948	PERSONAL PROPERTY	36.84	TYRELL	5/16/2023 10:01:16 AM
STEWART BRANDON STEWART CANDICE 4265 FAIRPORT RD					
OXFORD, NC 27565-5965		FIRST NATIONAL BANK - BANK ATTACHMENT REFUND RECIPIENT: CANDICE STEWARD BANK ATTACHMENT OVERPAYMENT 4265 FAIRPORT RD OXFORD NC 27565			
4127300	2022-19669	RP: 181803418379	104.00	MH	5/16/2023 10:05:43 AM
SATTERWHITE VICKIE SATTERWHITE ERNEST E 1118 A COLLEGE ST					
OXFORD, NC 27565		DIALIGHT CORPORATION REFUND RECIPIENT: ERNEST SATTERWHITE GARNISHMENT OVERPAYMENT 1118 A COLLEGE ST OXFORD NC 27565			
1045773	2022-3604	RP: 183600870719	179.38	TYRELL	5/22/2023 10:43:25 AM
HALES WILLIAM PATRICK JR					

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
2143 GROVE HILL RD					
FRANKLINTON, NC 27525-8153		AUTOZONERS LLC			
		REFUND RECIPIENT: WILLIAM PATRICK HALES			
		GARNISHMENT OVERPAYMENT			
		143 GROVE HILL RD			
		FRANKLINTON NC 27525			
66658301	2022-25311	RP: 089800289309 LH2	13.87	TYRELL	5/22/2023 10:47:27 AM
BOWLES JANICE					
3175 E THOLLIE GREEN ROAD					
STEM, NC 27581		BEST BUY STORES LP			
		REFUND RECIPIENT: JANICE BOWLES			
		GARNISHMENT OVEPRAYMENT			
		3175 E THOLLIE GREEN ROAD			
		STEM NC 27581			
50432201	2022-253471	PERSONAL PROPERTY	90.09	TYRELL	5/22/2023 10:51:27 AM
DILLARD LARRY C JR					
3060 WILLOW CREEK DR					
WAKE FOREST, NC 27587		ADVANCE AUTO STORES			
		REFUND RECIPIENT: LARRY DILLARD			
		GARNISHMENT OVERPAYMENT			
		3060 WILLOW CREEK DR			
		WAKE FOREST NC 27587			
14621302	2022-32928	RP: 183200188266	31.65	MH	5/22/2023 11:03:41 AM
MARSHALL TANYA M					
169 JONAH DAVIS ROAD					
YOUNGSVILLE, NC 27596		VETS PETS			
		REFUND RECIPIENT: TANYA M MARSHALL			
		GARNISHMENT OVERPAYMENT			
		169 JONAH ROAD			
		YOUNGSVILLE NC 27596			
1853	2021-60057	PERSONAL PROPERTY	82.77	TJT	5/22/2023 11:07:06 AM
FITE ANDREW TODD					
1710 FLINT CT					
CREEDMOOR, NC 27522		DEBT SETOFF 5/3/2023 GC CK			
		REFUND RECIPIENT: ANDREW TODD FITE			
		DEBT SETOFF OVERPAYMENT			
		1710 FLINT CT			
		CREEDMOOR NC 27522			

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
81394302 AVILA LETICIA JERONIMO 7028 SOUTHERN COURT OXFORD, NC 27565	2022-4543	RP: 191604801261	66.33	MH	5/22/2023 11:08:08 AM
1011023 MATT BALDWIN HOMES LLC 4009 GRAHAM SHERRON RD WAKE FOREST, NC 27587-7849	2022-30727	IDEAL FASTERNER CORPORATION REFUND RECIPIENT: LETICIA JERONIMO AVILA GARNISHMENT OVERPAYMENT 7028 SOUTHERN COURT OXFORD NC 27565 RP: 183400016218	739.16	TYRELL	5/22/2023 11:08:18 AM
1946 JUNKER MCALLISTER 1541 WILL SUITT RD CREEDMOOR, NC 27522	2021-60182	CORELOGIC TAX SERVICES LLC REFUND RECIPIENT: CORELOGIC CENTRALIZED REFUNDS MAIL IN OVERPAYMENT PO BOX 9202 COPPELL TX 75019 PERSONAL PROPERTY	236.60	TJT	5/22/2023 11:09:20 AM
85277301 MOTE KEVIN D MOTE ANGELA S 8139 HERMAN WILKERSON RD OXFORD, NC 27565	2022-6533	DEBT SETOFF 5/3/2023 GC CK REFUND RECIPIENT: MCALLISTER JUNKER DEBT SETOFF OVERPAYMENT 1541 WILL SUITT RD CREEDMOOR NC 27522 RP: 191800168716	490.46	TYRELL	5/24/2023 9:53:53 AM
998 SV PIE LLC DOMINOS STORE 449 5512 MIDDLETON RD DURHAM, NC 27713-1744	2022-22913	ONE SOURCE VIRTUAL HR REFUND RECIPIENT: ANGELA MOTE GARNISHMENT OVERPAYMENT 8139 HERMAN WILKERSON RD OXFORD NC 27565 PERSONAL PROPERTY SVI PIE LLC	25.67	MH	5/24/2023 2:21:35 PM

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
REFUND RECIPIENT: SVI PIE LLC DUPLICATE BILLING 5512 MIDDLETON RD DURHAM NC 27713 1744					
852	2021-251264	PERSONAL PROPERTY	991.93	MH	5/24/2023 2:39:16 PM
SVI PIE LLC					
5512 MIDDLETON RD					
DURHAM, NC 27713-1744					
SVI PIE LLC REFUND RECIPIENT: SVI PIE LLC DUPLICATE BILLING 5512 MIDDLETON RD DURHAM NC 27713 1744					
1003503	2022-16544	RP: 190000265911	245.86	TYRELL	5/30/2023 11:45:19 AM
STOVALL NATHAN ALEXANDER					
146 DUSTY TRL					
TIMBERLAKE, NC 27583-9254					
UKG INC REFUND RECIPIENT: NATHAN STOVALL GARNISHMENT OVERPAYMENT 146 DUSTY TRL TIMBERLAKE NC 27583					
39582302	2022-26956	RP: 099203348988	155.33	MH	5/30/2023 11:54:57 AM
CHASTAIN NANCENE D					
CHASTAIN JAMES					
5148 LUCY AVERETTE RD					
OXFORD, NC 27565					
CAROLINA SUNROCK LLC REFUND RECIPIENT: JAMES CHASTAIN GARNISHMENT OVERPAYMENT 5148 LUCY AVERETTE RD OXFORD NC 27565					
27351201	2022-252444	PERSONAL PROPERTY	2.40	TYRELL	5/30/2023 1:20:26 PM
THORPE BERTRAM LEE					
103 24TH STREET LOT 2					
BUTNER, NC 27509					
THORPE BERTRAM LEE REFUND RECIPIENT: BERTRAM THORPE BANK ATTACHMENT OVERPAYMENT 103 24TH ST LOT 2 BUTNER NC 27509					
38607301	2022-11947	RP: 190800211138	168.16	TYRELL	5/30/2023 1:33:40 PM
CLAYTON LESHEA					
2540 LITTLE MOUNTAIN CREEK RD					

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
OXFORD, NC 27565		COUNTY OF VANCE REFUND RECIPIENT: LESHEA CLAYTON GARNISHMENT OVERPAYMENT 2540 LITTLE MOUNTAIN CREEK RD OXFORD NC 27565			
1011023	2022-30727	RP: 183400016218	722.75	TYRELL	5/31/2023 10:48:26 AM
MATT BALDWIN HOMES LLC					
4009 GRAHAM SHERRON RD					
WAKE FOREST, NC 27587-7849		DUKE UNIVERSITY REFUND RECIPIENT: REBECCA MCGOWAN GARNISHMENT OVERPAYMENT 4009 GRAHAM SHERRON RD WAKE FOREST NC 27587			
TOTAL REFUNDS PRINTED:	12,481.16				
TOTAL VOID REFUNDS:	-618.61				
TOTAL:	11,862.55				

RUN DATE: 6/1/2023 9:10 AM

GRANVILLE COUNTY REFUND REPORT

VOIDED REFUND AMOUNTS OF REFUNDS NOT IN 5/1/2023 - 5/31/2023

NAME	BILL NUMBER		AMOUNT	OPER	PAYMENT TYPE	DATE TIME	REFUND DATE
4228201 - BULLOCK GAIL G	2022-253093	PERSONAL PROPERTY	39.40	TJT	Check	5/2/2023 1:10:30 PM	4/25/2023 02:57 PM
1024003 - CTC SOLUTIONS LLC	2022-32554	RP: 086612863063	520.43	TJT	Check	5/17/2023 12:33:30 PM	4/14/2023 10:47 AM
TOTAL VOID REFUNDS:			559.83				



Granville County Human Resources

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Korena Weichel, Deputy County Manager
Department: Human Resources
Date: July 10, 2023
Title: **Revisions to Granville County Personnel Policy**

PURPOSE:

To approve revisions to the Granville County Personnel Policy.

BACKGROUND:

Draft revisions to the County personnel policy and a summary of key changes were first presented to the Board at the May 15, 2023 regular meeting.

The attached final draft policy includes an additional revision based on General Statutes to incorporate the Board of County Commissioners responsibility for conducting annual performance reviews and/or awarding merit or other pay increases for elected officials and employees who report to independent boards (see page 20 of attached document).

RECOMMENDATION:

County administration recommends approving the attached *Resolution to Revise the Granville County Personnel Policy*.

ATTACHMENTS:

Summary of Key Revisions to Personnel Policy
Granville County Personnel Policy Revisions (July 10, 2023)
Resolution to Revise the Granville County Personnel Policy

ACTION TAKEN:

SUMMARY OF KEY REVISIONS TO PERSONNEL POLICY

July 10, 2023

Periodic updates to Granville County's Personnel Policy are necessary in order to address changing needs, to provide additional clarification on application of specific policies, and/or to reflect the most current employment law legislation.

Key changes to the attached personnel policy are listed below for quick reference.

	Article	Section Title	Page	Recommended Modification	Additional Explanation
1.	III	Sections I-9	6-8	Removes hiring rate from the Pay Plan. New hires would start at minimum for the salary range (5% above the current hiring rate) or at a trainee position when applicable. Removing the hiring rate would eliminate the need for the 5% probationary pay increase after six months of employment for employees hired at hiring rate.	County is in extreme minority of jurisdictions still using a hiring rate. The lower hiring rate negatively impacts recruitment efforts and miscommunicates actual pay. Elimination of the probationary pay increase for those hired at hiring rate will prevent employee confusion on whether they are eligible for the increase, prevent payroll issues when supervisors fail to process the increase in a timely manner, and reduce HR/payroll processing time spent to administer it.
2.	III	Section 11: Overtime Pay Provisions	10	Restates policy that exempt positions are not eligible for payout of compensatory time.	
3.	III	Section 12: On-Call Compensation	10	Provides additional information related to on-call/standby compensation.	Departments must have a valid business need for on-call service; compensation is provided on a per day basis at a weekday or weekend rate; up to 30 minutes of travel time each way is included.
4.	III	Section 13: Payroll Schedule and Deductions	10	Revises section to reflect new 28-day and bi-weekly work periods.	
5.	III	Section 18: Certification and Educational Incentives	11	Provides additional detail regarding when certifications or designations are not covered by the policy.	Certifications must be earned and maintained through continuing education hours or other requirements.
6.	V	Section 10: Performance Review	20	Updates performance review cycle to accommodate new bi-weekly schedule.	Annual performance reviews will be conducted from May 1 – May 31 each year.

Article	Section Title	Page	Recommended Modification	Additional Explanation	
7.	V	Section 10: Performance Review	20	Adds direction for performance review process for elected officials and employees who report to independent Boards.	In line with referenced General Statutes, this addition establishes that the Board of County Commissioners will be responsible for awarding any merit or other pay increases for these two groups based on the results of the annual performance review.
8.	V	Section 21: Travel Policy	30	Expands travel policy under certain conditions to cover volunteers who provide significant service to the County.	Travel costs for volunteers must be approved by the County Manager.
9.	VI	Section 9: Locally Authorized Separation Allowance	37	Provides clarification on how to request the local allowance and eligibility criteria.	Inserted to avoid confusion of former staff who retired prior to the policy’s adoption.
10.	VI	Section 10: Tuition Reimbursement	37	Caps tuition reimbursement at a maximum of \$2000 per fiscal year and maximum of \$10,000 over the course of employment.	
11.	VII	Section 6: Annual Leave Accrual Rate	40	Removes monthly accrual rate and provides calculation for new work periods (28-day and bi-weekly)	
12.	VII	Section 10: Annual Leave Payment Upon Separation	41	Codifies current practice of transferring annual leave above the 225-hour maximum to the employee’s sick leave balance.	
13.	VII	Section 17: Bereavement Leave	43	Expands bereavement leave policy to allow for 5 days of leave at full pay for death of a spouse, legal domestic partner, child, or parent of an employee.	Current policy only provides for 2 days for these losses.
14.	IX	Sections 1 - 7	52-54	Adds and clarifies requirement for human resources involvement with all disciplinary actions.	



GRANVILLE COUNTY PERSONNEL POLICY

Effective January 16, 2021
Revised February 25, 2022

[July 10, 2023](#)

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GRANVILLE COUNTY
PERSONNEL POLICY

BE IT RESOLVED by the Granville County Board of Commissioners that the following policies apply to the appointment, classification, benefits, salary, promotion, demotion, dismissal, and conditions of employment for the employees of the County.

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ARTICLE I. GENERAL PROVISIONS

SECTION 1. PURPOSE OF THE POLICY

This Personnel Policy (hereinafter "Policy") is established under authority of NC General Statutes §153A, Article 5 and §126. The purpose of the Policy and the rules and regulations set forth herein is to establish a fair and uniform system of personnel management for all County employees under the administration of the county manager, sheriff, register of deeds, Board of Elections, Soil and Water Conservation Board, or Social Services Board as governed by Chapter 108A of the North Carolina General Statutes. These are the official appointing authorities covered by this Policy.

For positions subject to the State Human Resources Act, state requirements will supersede this document whenever there is a conflict. Employees holding those positions should consult Chapter 126 of the North Carolina General Statutes, "The State Human Resources Act", and 25 NCAC 11.

SECTION 2. MERIT PRINCIPLES

All appointments and promotions will be made based solely on merit and these decisions are within the County's discretion. Positions requiring performance of the same duties and fulfillment of the same responsibilities will be assigned to the same class and same salary range. No applicant for employment or employee will be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual's race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, non-disqualifying disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior.

SECTION 3. RESPONSIBILITIES OF THE COUNTY BOARD OF COMMISSIONERS

The Granville County Board of Commissioners (herein referred to as "Board of Commissioners") will be responsible for establishing and approving the Personnel Policy and the Position Classification and Pay Plan and may change the policies and benefits as necessary. The Board of Commissioners will also make and confirm appointments when so specified by the General Statutes.

SECTION 4. RESPONSIBILITIES OF THE COUNTY MANAGER

The county manager is responsible to the Board of Commissioners for the administration and technical direction of the human resources program. The county manager or his/her designee will appoint, suspend, and remove all County officers and employees except those elected by the people or whose appointment is otherwise provided for by law as shown in Section 9 of this Article. The county manager will make appointments, dismissals, and suspensions in accordance with state statutes and other policies and procedures spelled out in this Policy.

The county manager is responsible for performing or overseeing the following duties:

- (a) recommending policies and revisions to the personnel system to the Board of Commissioners;
- (b) making changes as necessary to maintain an up to date and accurate Position Classification Plan;
- (c) recommending necessary revisions to the Pay Plan;
- (d) determining which employees are subject to overtime provisions of the Fair Labor Standards Act (FLSA);
- (e) developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the County's needs;
- (f) carrying out other duties not inconsistent with this Policy as assigned by the Board of Commissioners; and
- (g) appointing an employee to the role of human resources director or serve in that role for the County.

SECTION 5. RESPONSIBILITIES OF THE HUMAN RESOURCES DIRECTOR

The county manager will appoint a human resources director or perform this role himself or herself. If serving in the role of human resources director, the manager may delegate any or all these responsibilities as he or she may deem necessary and proper.

The human resources director is responsible for the following:

- (a) recommending policies and revisions to the personnel system to the county manager;
- (b) recommending changes as necessary to maintain an up to date and accurate Position Classification Plan;
- (c) recommending necessary revisions to the Pay Plan;
- (d) recommending which employees will be subject to the overtime provisions of FLSA;
- (e) maintaining a roster of all persons in County service;
- (f) establishing and maintaining a list of authorized positions at the beginning of each budget year which identifies all authorized positions, class titles, salary ranges, any changes in class title and status, and other such data as may be useful;
- (g) developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the County's needs;
- (h) developing and coordinating training and educational programs for County employees;
- (i) investigating the operation and effect of the personnel provisions of this Policy;
- (j) ensuring the County complies with various human resources related laws and regulations;
- (k) performing other duties as may be assigned by the county manager not inconsistent with this Policy;
- (l) identifying and working to resolve barriers to employee engagement and effective performance;
- (m) providing consultation to employees, department heads, and elected officials regarding legal and current human resources practices, employee relations and morale, equal treatment of employees, and other issues; and
- (n) ensuring all employees receive and acknowledge receipt or access to this Policy and any revisions.

SECTION 6. RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

Supervisors will meet their responsibilities as directed by the Board of Commissioners and/or the county manager, being guided by this Policy and County Ordinances. The County will require all supervisors to meet their responsibilities by:

- (a) dealing with all employees in a fair and equitable manner and upholding the principles of equal employment opportunity;
- (b) developing and motivating employees to reach their fullest potential through continued education and training;
- (c) communicating clear performance expectations and making objective evaluations of individual work performance at least annually and discussing these evaluations with each employee to facilitate effective employee performance and bring about any needed improvements;
- (d) keeping employees informed of their role in accomplishing the work of their unit and of conditions or changes affecting their work; and
- (e) making every effort to resolve employee problems and grievances and advising employees of their rights and privileges.

SECTION 7. APPLICATION OF POLICIES, RULES, AND REGULATIONS

This Policy and all rules and regulations adopted pursuant thereto will be binding on all County employees. The county manager, county attorney, elected officials, and appointed members of the County's advisory boards and commissions will be exempted except in sections where specifically included. An employee violating any provisions of this Policy will be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws that may have been violated. All employees are expected to fully cooperate with any investigations conducted by the County.

SECTION 8. DEPARTMENTAL RULES AND REGULATIONS

Because of specific personnel and operational requirements of various departments, each department is authorized to establish supplemental rules and regulations applicable only to the personnel of that department. All such rules and regulations must not in any way conflict with the provisions of this Policy but will be considered as a supplement to this Policy. For instances when department-specific policies conflict with provisions of this Policy, this Policy shall take precedence.

Department-specific policies must be approved by the county manager and/or the respective departments' governing boards and the current version must be kept on-file in the human resources department.

SECTION 9. DEFINITIONS

For the purposes of this Policy, the following words and phrases will have the meanings respectively ascribed to them by this section:

Appointing Authority. The county manager will be designated as the appointing authority with the following exceptions:

- (a) The sheriff shall be the appointing authority for positions in the Sheriff's Office;
- (b) The register of deeds shall be the appointing authority for positions in the Register of Deeds Office;
- (c) The Board of Elections which is governed by Chapter 163 of the North Carolina General Statutes;
- (d) The Department of Social Services is governed by Chapter 108A of the North Carolina General Statutes;
- (e) The Soil and Water Conservation Board is governed by Chapter 139 of the North Carolina General Statutes; and
- (f) Others as designated by the county manager.

Full-time employee. An employee who is in a position for which an average work week equals at least 37.5 hours and continuous employment of at least 12 months is required. Such employees are eligible for benefits.

Limited service. An employee appointed to a position for which continuous employment required is less than 12 months. Such employees are not eligible for benefits other than FICA and workers' compensation with the exception that employees scheduled to work more than 30 hours per week for more than three consecutive months are eligible for health insurance under the Affordable Care Act.

Part-time employee. An employee who is in a position for which continuous employment of at least 12 months is required and an average work week over the course of a year is less than 37.5 hours. Eligibility for benefits and enrollment in the North Carolina Local Governmental Employees' Retirement System are dependent on the hours worked over the course of a calendar year.

- (a) Positions requiring an average work week of less than 20 hours (i.e., less than 1,000 hours of work in a calendar year) are not eligible for benefits other than FICA and workers' compensation.
- (b) Positions requiring an average work week of at least 20 hours but less than 30 hours (i.e., at least 1,000 hours of work in a calendar year) are not eligible for benefits other than FICA and workers' compensation. As a condition of employment, such employees shall join the North Carolina Local Governmental Employees' Retirement System as outlined in this Policy. This classification of part-time employees is not currently authorized for use except as may be specifically authorized by the county manager.
- (c) Part-time employees in positions with an average work week of at least 30 hours, but less than 37.5 hours, are eligible for FICA, workers' compensation, health insurance under the Affordable Care Act, and pro-rated holiday, annual, and sick leave as outlined in this Policy. As a condition of employment, such employees shall join the North Carolina Local Governmental Employees' Retirement System as outlined in this Policy. This classification of part-time employees is not currently authorized for use except as may be specifically authorized by the county manager.

Permanent position. A position authorized for a full 12 months and budgeted for 20 or more hours per week. All County positions are subject to budget review and approval each year by the Board of Commissioners and all employees' work and conduct must meet County standards; therefore, reference to "permanent" positions or employment should not be construed as a contract or right to perpetual funding or employment.

Probationary employee. An employee appointed to a full or part-time regular position who has not yet successfully completed the designated probationary period. Persons in trainee appointments are a probationary employee for the full duration of their appointment in that status.

Regular employee. An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Work Against Appointment. The County will follow the requirements of the State Human Resources Act where required. When qualified applicants are unavailable and there is no trainee provision for the classification of the vacancy, the appointing authority may appoint an employee below the level of the regular classification in a "work against" appointment. This appointment is for the purpose of allowing the employee to gain the qualifications needed for the full class through on-the-job experience. A "work against" appointment may not be made without clear justification when applicants are available who meet the training and experience requirements for the class in the position being recruited.

ARTICLE II. POSITION CLASSIFICATION PLAN

SECTION 1. PURPOSE

The Position Classification Plan ("Classification Plan") provides a complete inventory of all authorized and permanent positions in County service, and a description and specification for each class of employment. The Classification Plan standardizes job titles, each of which is indicative of a defined range of duties and responsibilities. All positions are classified according to assigned duties, responsibilities, qualifications needed, and other required factors. In order to ensure its continuing value as a personnel management tool, the Classification Plan will be maintained to reflect the current work assignments and other conditions and requirements which are factors in proper classification and allocation of regular positions.

Positions in the Department of Social Services will be classified by the NC Office of State Human Resources in compliance with the rules and regulations under the State Human Resources Act.

SECTION 2. COMPOSITION OF THE POSITION CLASSIFICATION PLAN

The Classification Plan will consist of:

- (a) a grouping of positions in classes which are approximately equal in difficulty and responsibility, which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
- (b) class titles descriptive of the work of the class;
- (c) written specifications for each class of positions; and
- (d) an allocation list showing the class title of each position in the classified service.

SECTION 3. USE OF THE POSITION CLASSIFICATION PLAN

The Classification Plan is a guide for recruiting and examining applicants for employment; for determining lines of promotion and developing employee training programs; for determining salaries for various types of work; for determining personnel service items in departmental budgets; and for providing uniform job terminology.

SECTION 4. ADMINISTRATION OF THE POSITION CLASSIFICATION PLAN

The county manager will be responsible for administration of the Classification Plan and the human resources director will assist in allocating each position to its appropriate class. The Classification Plan will be reviewed periodically, and revisions recommended when warranted to ensure that classifications accurately reflect current job duties and responsibilities.

The Office of State Human Resources shall administer a position classification plan for employees who are subject to the State Human Resources Act.

SECTION 5. AUTHORIZATION OF NEW POSITIONS AND THE POSITION CLASSIFICATION PLAN

New positions will be established upon approval of the Board of Commissioners. New positions will be recommended with a class title and will be allocated into the appropriate existing class, or the Classification Plan will be revised to establish a new class to which the new position(s) may be allocated. The Classification Plan, along with any new positions or classifications, will be approved by the Board of Commissioners and kept on file with the human resources director. Copies will be available to all employees for review upon request.

SECTION 6. REQUEST FOR RECLASSIFICATION

Any employee who considers the position in which he or she is classified to be improper must submit a written request for reclassification to their immediate supervisor, who will transmit the request to the human resources director through the chain of command. The human resources director will study the request, determine its merit, and recommend any changes to the county manager for consideration.

ARTICLE III. THE PAY PLAN

SECTION 1. DEFINITION

The Pay Plan is adopted by the Board of Commissioners and includes the assignment of classes to salary grades and ranges as well as the salary schedule which consists of minimum and maximum rates of pay for each job classification. Salary increases within the pay range shall be based on criteria established by the county manager and approved by the Board of Commissioners.

SECTION 2. ADMINISTRATION AND MAINTENANCE

The county manager will be responsible for the administration and maintenance of the Pay Plan. All employees covered by the Pay Plan will be paid at a rate within the salary range established for the respective position classification, except for employees in trainee status or employees whose existing salaries are above the established maximum rate following transition to a new Pay Plan.

The Pay Plan is intended to provide equitable compensation for all positions, reflecting differences in duties and responsibilities, the comparable rates of pay for positions in public employment in the area, changes in the cost of living, the financial conditions of the County, and other factors. To this end, from time to time the county manager, assisted by the human resources director, will make comparative studies of all factors affecting the level of salary ranges and may make minor adjustments in the allocation of positions to salary grades. When major adjustments encompassing numerous positions are needed, or when a general adjustment is needed to the Pay Plan, the county manager will recommend to the Board of Commissioners such changes in salary ranges. As part of the annual budget process, the Board of Commissioners will adopt the salary schedule and assignment of job classes to salary grades, including any minor adjustments made by the county manager during the previous budget year.

When necessary, the county manager may approve in-range salary adjustments not to exceed ten percent to accommodate inequities, special performance or achievements, or other appropriate reasons.

Periodically, the county manager will recommend that individual salary ranges be studied and adjusted as necessary to maintain market competitiveness. Such adjustments will be made by increasing or decreasing the assigned salary grade for the class and adjusting the rate of pay for employees in the class when the action is approved by the Board of Commissioners.

SECTION 3. STARTING SALARIES

All persons hired in positions approved in the Position Classification Plan will usually be employed at the minimum rate for the classification in which they are employed. On the recommendation of the department head and human resources director and with the approval of the county manager or designee, employee salaries may be approved above the minimum of the pay range. Reasons for hiring above minimum include education and experience qualifications of the applicant, a shortage of qualified applicants, and/or the refusal of qualified applicants to accept employment at minimum. The human resources director and department head will consider internal equity of other department employees when making a recommendation above minimum.

Elected officials (i.e., the sheriff and register of deeds) shall be paid upon initial election or appointment at the rate of pay of the previous incumbent less 1% for each year of service in the position by the previous incumbent.

SECTION 4. TRAINEE DESIGNATION AND PROVISIONS

Applicants being considered for employment or employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the appointing authority to a "trainee" status, or under the State Human Resources Act job classes as a "work against". In such cases, the supervisor must prepare a Trainee Progress Report which tracks progress in training competencies and identifies a specific time period for the employee to meet the minimum qualifications for the job classification. A report must be completed at least every 90 days and submitted to the human resources

department for the duration of the trainee period. An employee will remain at the trainee or "work against" salary level until the department head certifies that the employee is qualified to assume full responsibilities of the position and the county manager or human resources director approves the certification. The department head will review the progress of each employee in a trainee or "work against" status every six months or more frequently as necessary to determine when the employee is qualified to assume full responsibilities of the position.

"Trainee" salaries may be two grades below the minimum rate established for the position for which the person is being trained (Note: Positions subject to the State Human Resources Act may be assigned no more than two grades below for trainee purposes). The actual assignment should be reviewed and approved by the human resources director. A new employee designated as a "trainee" appointment will remain in probationary status until all requirements for the full job class are met.

If the training is not successfully completed as planned, the employee will be transferred, demoted, or dismissed. If the training is successfully completed, the employee will be paid at least the minimum rate established for the job class.

SECTION 5. PERFORMANCE PAY

Upward movement within the established salary range for an employee is not automatic but rather based upon specific performance criteria. Procedures for determining performance levels and performance pay increases will be established and approved by the county manager, consistent with budgets approved by the Board of Commissioners. Employees at or above the maximum of the range are not eligible for a performance pay increase but may be eligible for a performance bonus.

SECTION 6. PERFORMANCE BONUS

Employees who are at or above the maximum amount of the salary range for their position classification will be eligible to be considered for a performance bonus when performance pay has been authorized and budgeted. Performance bonuses will be awarded based upon the employee's performance as described in the performance evaluation and will be the same percentage of annual salary as employees within the salary range with the same performance level. Performance bonuses do not become part of base pay and are awarded in a lump sum payment.

SECTION 7. SALARY EFFECT OF PROMOTIONS, DEMOTIONS, TRANSFERS, AND RECLASSIFICATIONS

See [Article IV](#) for definition of promotions, demotions, and transfers as used in this Policy.

Promotions. The purpose of the promotional pay increase is to recognize and compensate an employee for assuming increased responsibility. When an employee is promoted to a position with a higher salary grade, the employee's salary will usually be advanced to the minimum rate of the new position or to a salary which provides an increase of at least 5% over the employee's salary before the promotion, whichever is greater.

In the event of highly-skilled and qualified employees, shortage of qualified applicants, or for other reasons related to the merit principle of employment, the county manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the County, taking into account the range of the position and relative qualifications of other employees in the same classification. In no event will the new salary exceed the maximum rate of the new salary range.

The amount of the salary adjustment should be based upon:

- (a) the employee's related education, training, and experience;
- (b) the nature and magnitude of the change in jobs;
- (c) budget availability;

- (d) consistency with similar situations in the past;
- (e) internal equity within the work unit; and
- (f) other relevant issues.

Cost of living (or market adjustment) and other in-range increases cannot take the place of a promotional increase. The position of the employee's adjusted salary within the new salary range will not exceed the position of the employee's salary in the current range.

Demotions. When an employee is voluntarily demoted or requests to be moved to a position for which he or she qualifies, the salary will be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job. If the current salary is within the new range, the employee's salary may be retained at the previous rate, if appropriate. Consideration should be given to whether the employee is receiving the same pay for decreased workload or responsibility level and internal equity of the pay rate of other employees in the same classification.

If the demotion is the result of disciplinary action, the salary will be decreased at least 5% and may be no greater than the maximum of the new range.

Transfers. The salary of an employee reassigned to a position in the same salary grade will not be changed by the reassignment.

Reclassifications. An employee whose position is reclassified to a class having a higher salary range will receive a pay increase of approximately 5% or an increase to the minimum rate of the new pay range, whichever is greater. If the position is reclassified to a lower pay range, the employee's salary will remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee will be maintained at the current level until the range is increased above the employee's salary.

SECTION 8. SALARY EFFECT OF SALARY RANGE REVISIONS

When a class of positions is assigned to a higher salary range as a result of labor market conditions, employees in that class will receive a 5% increase for each salary grade increase, if such increases do not exceed the midpoint of the new range. At a minimum, the employee will receive a 5% increase for the range revision even if such an increase takes the employee above the midpoint of the new range. When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If the assignment to a lower salary range results in an employee being paid at a rate above the maximum established for the new class, the employee's salary will be maintained at that level until such time as the salary range is increased above the employee's current salary.

SECTION 9. TRANSITION TO A NEW PAY PLAN

The following principles will govern the transition to a new pay plan:

- (a) No employee will receive a salary reduction as a result of the transition to a new pay plan.
- (b) Employees being paid at a rate lower than the minimum rate established for their respective classes will have their salaries raised to the new minimum rate for their classes. The only exception will be those employees currently being paid at a trainee rate, or in a "work against" status. These employees will remain in their same relative pay status in the new salary grade assigned.
- (c) Employees being paid at a rate above the minimum rate and below the maximum rate are considered as being paid at a competitive rate for the job class and may receive any approved pay plan implementation increases as authorized by the Board of Commissioners.
- (d) Employees being paid at a rate above the maximum rate established for their respective classes will be maintained at that salary level with no increase in base pay until such time as the salary range is increased above the employees' current salary (i.e., no performance/merit pay increase, market adjustment/cost of living increase, or any other increase to the base pay until the employee is within the appropriate salary range).

SECTION 10. EFFECTIVE DATE OF SALARY CHANGES

Salary changes approved after the first working day of a pay period will become effective at the beginning of the next pay period, or at such specific date as may be approved by the county manager.

SECTION 11. OVERTIME PAY PROVISIONS

County employees can be requested and may be required to work overtime hours as necessitated by the needs of the County and determined by the supervisor. All overtime work must be authorized in advance and properly documented on the employee's time sheet.

Supervisors will attempt to arrange employee work and schedules to accomplish the required work within the standard workweek to avoid incurring overtime. The standard workweek begins at 12:00 am on Sunday and ends at 11:59 pm on Saturday, unless the county manager designates an alternate schedule.

The County will comply with the provisions of the Fair Labor Standards Act (FLSA). The county manager will determine, based on the recommendation of the human resources director, which jobs are "Non-Exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Non-Exempt Employees. Employees are expected to work during all assigned periods except during scheduled breaks or mealtimes. Except in emergency situations, employees are not to perform work at any time not scheduled unless they receive prior approval from their department head or supervisor.

Non-exempt employees will be paid a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a seven-day period; or 171 hours in a 28-day cycle for sworn law enforcement and detention officers). Hours worked beyond the FLSA established limit will be compensated in time or pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked will be considered: annual leave, sick leave, holidays, or hours not worked while serving in on-call status (subject to applicable laws) are not included in the computation of physically worked hours for FLSA purposes.

Whenever practical, instead of permitting non-exempt employees to work overtime, departments will schedule time off on an hour-for-hour basis within the applicable workweek or work period. When time off within the applicable workweek or work period cannot be granted, overtime worked will be given in the form of compensatory time or paid time in accordance with the FLSA.

Earned compensatory time may be granted whenever feasible and determined by the department head, based on recommendations from the supervisor. As of the adoption date of this Policy, the FLSA permits non-exempt employees to accumulate a maximum of 240 hours of compensatory time (sworn law enforcement officers may accumulate a maximum of 480 hours).

Whenever possible, supervisors should approve the use of compensatory time within three months of it being earned. In all cases, employees must use accrued compensatory time before using any accrued annual or sick leave. Non-exempt employees separating from employment will be paid for their compensatory time balances.

In a declared local, state, or federal state of emergency where employees are required to work long and continuous hours over multiple days, to ensure safe working conditions the county manager is authorized to approve compensation at a rate up to double time for those hours worked in excess of 40 hours per week and/or grant time off with pay for rest and recuperation. This provision applies to both exempt and non-exempt employees including the county manager.

Exempt Employees. Employees in positions determined to be "Exempt" from the FLSA (executive, administrative, or professional staff) will not receive pay for hours worked in excess of their normal work periods. Exempt employees may be granted compensatory leave by their supervisor on an hour for hour basis where the convenience of the department allows and in accordance with procedures established by the county manager. Exempt employees will not receive pay for compensatory leave balances. Compensatory time is not guaranteed to be taken and ends without compensation upon separation from employment.

Elected Positions. Elected sheriff or register of deeds positions are not eligible for compensatory leave.

SECTION 12. ON-CALL AND CALL-BACK COMPENSATION

The County provides continuous service to citizens 24 hours a day, seven days a week; therefore, it is necessary for certain employees to respond to reasonable requests for duty at any hour of the day or night. One of the conditions of County employment is the acceptance of a share of the responsibility for continuous service in accordance with the nature of each job. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee may be subject to disciplinary action up to and including dismissal.

On-Call/Standby. On-call (standby) time consists of scheduled non-work hours in excess of the standard work period when an employee is required (1) to be available to be called back to work on a regular or emergency basis; (2) to respond within a reasonable period of time; and (3) to be free from the influence of alcohol or narcotics and able to work. To be eligible for on-call/standby status, departments must have a need for on-call service wherein its employees are required to be on standby for at least one out of every six weeks or more frequently. Compensation for serving in on-call/standby status will be provided on a per day basis according to a standard weekday or weekend rate as established by the county manager. Departmental on-call/standby positions and schedules must be submitted and kept on file in the human resources department where a list of employees who are approved for on-call compensation arrangements will be maintained.

When non-exempt employees are required to be on-call and the time is not substantially restricted, employees may be compensated according to the procedures outlined above. Hours actually worked while on stand-by include up to 30 minutes of travel time each way for time spent traveling between their home location and the work site. Hours worked and up to a maximum of 60 minutes of travel time are added to the regular total hours worked for the week.

Employees who must remain on the employer's premises, near an established telephone, or otherwise substantially restrict personal activities in order to be ready to respond when called are required by the FLSA to be compensated with regular pay for the on-call time. An employee who is required to remain on-call at home or at a location of their choice, or who is allowed to leave a message where he/she can be reached, is not working while on-call (in most cases) and is not required to be compensated. See U.S. Department of Labor Wage and Hour Division Fact Sheet #22.

Call-back. Call-back time consists of actual time spent when called into work to handle an emergency or urgent situation. When not in on-call/standby status, non-exempt employees are guaranteed a minimum of two hours of pay for being called back to work outside of normal working hours. Call-back provisions do not apply when serving in on-call/standby status, for remote work, or for previously scheduled overtime work, training, meetings, etc. (scheduled one or more days in advance).

SECTION 13. PAYROLL SCHEDULE AND DEDUCTIONS

The payroll schedule will be established by the county manager and administered by the finance department. Full-time sworn law enforcement and detention officers observe a 28-day work period with a pay date every 28 days. All other full-time and part-time employees observe a bi-weekly work period and bi-weekly pay date. If a pay date falls on a Saturday, Sunday, or holiday, employees will be paid on or before the last working day prior thereto.

Deductions will be made from each employee's salary as required by law. Additional deductions may be made upon the employee's request and upon determination by the county manager in consult with the finance director as to the capability of payroll systems and appropriateness of the deduction.

SECTION 14. HOURLY RATE OF PAY

Employees scheduled to work less than 30 hours per week in a part-time or limited-service capacity will be compensated at the pay rates approved in the Granville County Part-Time Pay Schedule.

Employees scheduled to work at least 30 hours per week in a part-time or limited-service capacity with the same duties as full-time employees will work at a rate in the same salary range as full-time employees.

SECTION 15. TIMESHEET ROUNDING RULE

Employees are required to record their time accurately; however, recording time a few minutes before or a few minutes after a regularly scheduled workday can create recordkeeping difficulties when tracking time worked to the exact minute. The Fair Labor Standards Act (FLSA) permits employers to utilize the 'rounding rule' to round an employee's time to the nearest quarter hour (see 29 CFR 785.48 (b)); therefore, to simplify payroll processing, the County has elected to utilize the 'rounding rule' and round employee worked time to the nearest quarter hour.

This practice of computing working time must be applied consistently so that it does not result in failure to compensate employees properly for time they have actually worked. Employee time *from 1 to 7 minutes is rounded down* to the nearest 15-minute increment and is not counted as hours worked. Employee time *from 8 to 14 minutes is rounded up* to the nearest 15-minute increment and is counted as a quarter hour of work time.

Employees should enter totals in quarter hour increments (i.e., .00, .25, .50, or .75). For example, if an employee records time in as 8:31 am and time out as 5:10 pm with a one-hour lunch break, total time worked for the day would be entered as 7.75 hours. Supervisors must give careful attention to ensure the rounding does not inadvertently result in excessive overtime or undertime calculations.

For departments utilizing time clocks, minor variations can be expected based on the nature of time clocks; however, employees are instructed to clock-in as close to the scheduled start of their work shift as possible and clock-out as close to the end of their scheduled shift as possible. Similarly, non-exempt employees should not begin work earlier or stay later than their normal work schedule for the purpose of accumulating additional compensatory time or pay. Work time should only be recorded once actual work has begun for the day (i.e., arriving early or staying late is not counted as work time when it is used to care for personal convenience or needs).

SECTION 16. PAY FOR AN INTERIM ASSIGNMENT IN A HIGHER-LEVEL CLASSIFICATION

An employee who is formally designated to perform the duties of a job that is assigned to a higher salary grade than the employee's regular classification for a period of at least one month will receive an increase for the duration of the interim assignment. The employee will receive a salary adjustment to the entry level (minimum rate) of the job in which the employee is acting or an increase of 10%.

Criteria involved in determining the amount of compensation will includes:

- (a) the difference between the existing job and that being filled on a temporary basis, and
- (b) the degree to which the employee is expected to fulfill all the duties of the temporary assignment.

The salary increase will be temporary; upon completion of the assignment, the employee will go back to the salary he or she would have had if not assigned to the interim or acting role taking into account any increase the employee would have received if not placed in the interim or acting role.

SECTION 17. DIRECT DEPOSIT

Employees will be paid by electronic transfer to their designated bank account(s) and must furnish sufficient information to effectuate the direct deposit. Employees will receive electronic documentation of their wages, deductions, and leave balances each pay period.

SECTION 18. CERTIFICATION AND EDUCATIONAL INCENTIVES

Certifications. Note: This Section does not apply to the certification structure in place for the Inspections Department.

An employee may be requested or required to obtain an initial certification, or to attain additional certification levels that exceed the requirements on the position classification specification in order to fill a need identified

by the department head as approved by the county manager.

In recognition of the additional level of responsibility, employees are eligible for a 2.5% salary increase for each level of certification or specific certification(s) attained as outlined in this section. Employees who receive a pay incentive based on this policy must maintain the level of certification achieved. If the certification lapses, is suspended, or the employee changes roles within the organization and the certification is no longer utilized, any pay incentive(s) may be removed at the discretion of the county manager. See [Article V, Section 13](#) for requirements to report lapses, sanctions, suspensions, revocations, or other loss of credentials.

Pay incentives subject to this Section do not apply in the following situations:

- (a) When the certification or designation is solely based on participation or attendance at seminars or other similar events;
- (b) When the certification or designation does not require continuing education hours or documentation of participation in other learning opportunities in order to maintain it;
- (c) When the certification is or was a required condition of an employment offer;
- (d) When the certification is or was a requirement of the employee's position classification specification upon acceptance of an employment offer (pay for certification requirements and related levels of responsibility are considered when assigning positions to salary grades); or
- (e) When an employee independently obtains certifications for his or her own personal or professional development without being requested or required and does not obtain prior approval from the County.

The County will pay for one certification school and up to two attempts at an exam for a single certification level. If the employee is unsuccessful in passing the exam after two attempts, no further payment for schools or exams for that certification level will be made; any additional attempts will be the employee's financial responsibility. Copies of all correspondence and certificates must be provided to human resources.

The County will pay for renewal of required certifications in accord with Section 13 of [Article V](#).

To request consideration for a certification increase, the department head must submit a written notice to human resources as far in advance of the employee obtaining training or applying for the certification as possible. The written notice will be forwarded to the county manager for approval. To ensure proper budget planning, certification increases will usually be applied only at the beginning of a fiscal year; however, under certain circumstances, as when notification is given in advance of the current budget cycle or when salary reserves are available, the county manager may make an exception and apply the incentive at a time other than the start of the fiscal year.

Advanced Education Degrees. The County recognizes the importance of advanced education in the professional development of employees and the benefits such education brings to the organization. To that end, non-probationary full-time employees pursuing a degree in higher education related to their current position or employees who are requested to obtain a degree by their department head in order to pursue a promotion within County service are eligible for pay incentives as outlined in this section.

Pay incentives subject to this Section will not apply in the following situations:

- (a) When the education level or degree is or was a required condition of an employment offer; or
- (b) When the education level or degree is or was a requirement of the employee's position classification specification upon acceptance of an employment offer (pay for educational requirements and related levels of responsibility are considered when assigning positions to salary grades).

College courses should usually be taken outside of regular work hours; courses during work hours are typically not permitted but may be considered by the county manager on a case-by-case basis if the work time can be made-up with minor schedule adjustments. Employees will not be paid for time spent in courses; however, employees may be eligible for reimbursement for tuition, registration fees, laboratory fees, and books upon successful completion of the individual course(s) as outlined in the Tuition Reimbursement Policy found in Section 10 of [Article VI](#).

Pre-Enrollment Considerations. Not all degrees received by employees will be eligible for this policy; therefore, employees pursuing an advanced education degree who intend to apply for a pay incentive should consult with their respective department head *prior to* enrollment.

To request consideration for a future pay incentive, the employee must submit a written statement to their department head that includes:

- (a) The name of the higher education institution;
- (b) The type of degree being pursued;
- (c) Major/Minor fields of study;
- (d) An explanation of how the degree relates to the employee's current position and/or future advancement opportunities with the County; and
- (e) Expected date of completion.

If the department head agrees that the degree is relevant to the employee's current position or is needed to pursue a promotion, the department head must provide a supporting statement and submit all documents to the human resources director who will make a recommendation to the county manager for approval or denial. Human resources will notify the employee and department head of the county manager's decision in writing.

Eligibility Criteria. Employees will be eligible for a pay incentive when the following conditions are met:

- (a) The employee has been employed full-time with Granville County on a continuous basis for a minimum of two years;
- (b) All steps and eligibility factors outlined in this section have been observed; and
- (c) At least 50% of the coursework to attain the degree was completed while employed by Granville County on a full-time basis.

The employee must submit a written statement requesting the pay incentive to the department head along with (1) a copy of the approval notification received from human resources; (2) college transcripts; and (3) a copy of the degree certificate. The documentation will be forwarded to human resources to review for eligibility and processing.

Pay Incentives. Eligible employees will receive approved pay incentives as an addition to their base pay in the amount of 2.5% upon earning an associate degree (two-year); and/or 2.5% upon earning a bachelor's degree (four-year); and/or 2.5% upon earning a master's degree (post-secondary). The total maximum allowable pay incentive under this policy is 7.5% which would apply in the case of an eligible employee who did not possess any advanced degrees prior to applying for an incentive under this section.

To ensure proper budget planning, pay incentives will usually be applied only at the beginning of a fiscal year; however, under certain circumstances, as when notification is given in advance of the current budget cycle or when salary reserves are available, the county manager may make an exception and apply the incentive at a time other than the start of the fiscal year.

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

SECTION 1. EQUAL EMPLOYMENT OPPORTUNITY POLICY

County policy is to foster, maintain, and promote equal employment opportunity. Employees shall be selected on the basis of the applicant's qualifications for the job and be awarded, with respect to compensation and opportunity for training and advancement including promotions, without regard to race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of essential duties with or without reasonable accommodation.

SECTION 2. IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

All personnel responsible for recruitment and employment will continue to regularly review the implementation of this Policy and relevant practices to ensure that equal employment opportunity based on reasonable, job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior. Notices regarding equal employment matters shall be posted in conspicuous places on County premises in places where notices are customarily posted.

SECTION 3. RECRUITMENT, SELECTION, AND HIRING

Recruitment Sources. When position vacancies occur, human resources will publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices may be published on the County website or in local news media as necessary to inform the community and create a qualified and diverse pool of applicants. Notice of vacancies may also be posted at designated conspicuous sites within departments. Individuals will be recruited for an adequate period and from a geographic area as wide as necessary to ensure that well-qualified applicants are obtained. The North Carolina Division of Employment Security may also be used as a recruitment source. In rare situations because of emergency conditions, high turnover, etc., the County may hire or promote without advertising upon approval of the county manager.

Job Advertisements. Employment advertisements will contain assurances of equal employment opportunity and will comply with federal and state statutes.

Application for Employment. All persons expressing interest in County employment will be given the opportunity to file an employment application for positions which are currently being recruited.

Application Reserve File. Applications will be kept for a period of two years in accordance with Equal Employment Opportunity Commission guidelines.

Selection. Department heads, with the assistance of the human resources director, will make such investigations and conduct such examinations as necessary to accurately assess the knowledge, skills, and experience qualifications required for the position. All selection devices administered by the County will be valid measures of job performance.

References and Background Investigations. Before any commitment is made to an applicant, the County will conduct reference checks regarding the employee's qualifications and work performance. Physical examinations, drug screening, and criminal background investigations may also be performed. Conviction of a crime is not automatically disqualifying; the severity of the crime, degree to which the crime is job-related, and length of time since the conviction will be considered to determine the degree to which there is a business

necessity for choosing not to hire the applicant. In accord with Session Law 2021-138, psychological screening examinations will also be required for justice officers as defined by N.C.G.S. §17E-2.

Hiring. Before any verbal or written commitment is made to an internal or external applicant, the department head will submit a Request to Hire Form to human resources with their recommendation including the reasons for selecting the candidate over other candidates. The reference check section must be completed and the candidate's application and supporting documentation attached (i.e., degrees, F-3 forms, etc.). The human resources director will notify the department head of the approval of all potential new hires along with the starting salary. The county manager will have the final authority to approve negotiated salaries and benefits above the recommendation provided by human resources. All employment offers will be confirmed in writing by human resources and these documents will become part of the new employee's personnel file.

SECTION 4. PROBATIONARY PERIOD

An employee appointed or promoted to a regular position will serve a probationary period. Sworn law enforcement personnel and department heads will serve a 12-month probationary period and all other employees will serve a 6-month probationary period. Employees in trainee or "work against" appointments will have specific time frames established for their probationary period.

During the probationary period, supervisors will monitor an employee's performance and communicate with the employee concerning performance progress. Employees will have a probationary review at the end of their probationary period. Employees serving a 12-month probation will have a probationary review at the end of six months, as well as before the end of 12 months.

An important purpose of the probationary period is to provide an opportunity for the appointee to adjust to the new job. Likewise, it serves as a trial period during which the employee demonstrates his or her ability to perform the work, to demonstrate good work habits, and to work well with the public and coworkers. Before the end of the probationary period, the supervisor will conduct a performance evaluation conference with the employee to determine whether the employee is meeting job expectations. The employee's progress (accomplishments, strengths, and areas for improvement) will be discussed with the employee and a summary of this discussion should be documented in the employee's personnel file. The department head will recommend in writing to the county manager and human resources director whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. With approval of the county manager or human resources director, probationary periods may be extended for a maximum of six months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this Policy.

A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee will be dismissed. Promoted employees will retain all other rights and benefits such as the right to use grievance procedures.

SECTION 5. DEFINITION OF PROMOTIONS, DEMOTIONS, AND TRANSFERS

See Article III, [Section 8](#) for salary effect of promotions, demotions, transfers, and reclassifications.

Promotion. Promotion is the movement of a regular employee from their current position to a vacant position in a class assigned to a higher salary range. It is the County's policy to create career opportunities for employees whenever possible; therefore, when a current regular employee applying for a vacant position is best suited of all applicants, that applicant will be promoted to the position. The County will balance three goals in the employment process:

- (a) the benefits to employees and the organization of promotion from within;
- (b) providing equal employment opportunity and a diversified workforce to the community; and

(c) obtaining the best possible employee who will provide the most productivity in that position.

The County will consider external and internal candidates rather than automatically promoting from within except in situations where previous County experience is essential or exceptional qualifications of an internal candidate so indicate. Candidates for promotion will be chosen based on their qualifications and their work records. Internal candidates will apply for promotions using the same application process as external candidates. Promotions for employees subject to Office of State Human Resources must comply with the rules and regulations of the State Human Resources Act.

Employees promoted into sworn law enforcement or department head positions will serve a 12-month probationary period; all other promoted employees will serve a 6-month probationary period (see Section 4 of this Article).

Demotion. Demotion is the movement of an employee from their current position to a position in a class assigned to a lower salary range. Demotions may be voluntary or involuntary. An employee whose work or conduct in the current position is unsatisfactory may be involuntarily demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such demotion will follow the disciplinary procedures outlined in this Policy. Demoted employees may appeal this decision based on the Grievance Process outlined in this Policy.

An employee may request a voluntary demotion when a vacant position is available. Employees may request voluntary demotions in order to accept a position with less complex duties and reduced responsibilities, to change career paths, or for other reasons. A voluntary demotion is not a disciplinary action and is made without using the above-referenced disciplinary procedures.

To determine effect on salaries, follow procedures established in Article III, Section 7 of this Policy.

Transfer. Transfer is the movement of an employee from their current position to a position in a class in the same salary grade. If a vacancy occurs, interested employees will apply for the transfer using the same application process as for external candidates. A department head wishing to transfer an employee to a different department or classification will make a recommendation to the county manager or human resources director with the consent of the receiving department head. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this Policy. Employees who are transferred to a different department will serve a six-month probationary period.

ARTICLE V. CONDITIONS OF EMPLOYMENT

SECTION 1. WORK SCHEDULE

With approval of the county manager, department heads will establish work schedules which meet the operational needs of the department in the most cost-effective manner possible.

SECTION 2. POLITICAL ACTIVITY

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Employees may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, and may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States. However, no employee will:

- (a) Engage in any political or partisan activity while on duty;
- (b) Use official authority or influence for the purpose of interfering with or affecting the result of a nomination or an election for office;
- (c) Be required to contribute funds for political or partisan purposes as a duty of employment or as condition for employment, promotion, or tenure of office;
- (d) Coerce or compel contributions from another employee for political or partisan purposes;
- (e) Use any supplies or equipment of the County for political or partisan purposes; or
- (f) Be a candidate for nomination or election to the office of County Commissioner.

Any violation of this section will be deemed improper conduct and will subject the employee to disciplinary action under this Policy.

SECTION 3. EXPECTATION OF ETHICAL CONDUCT

Proper operation of County government requires public officials and employees to be independent, impartial, and responsible to the people; governmental decisions and policy be made in the proper channels of the governmental structure; public office not be used for personal gain; and the public has confidence in the integrity of its government. It is particularly important that inspectors, contracting officers, and law enforcement officers guard against relationships that might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

As stewards of public resources and holders of the public trust, County employees are expected to uphold the highest standards of ethical conduct while fulfilling their job duties and responsibilities. No County employee shall accept any gift, favor, or thing of value (more than \$50) from organizations, business firms, or individuals with whom they have official relationships because of County business. Whenever possible, free gifts or other incentives offered through merchant purchasing programs should be selected solely on the basis that they can be utilized by the department for County business. If items that meet this criterion are unavailable and the value of the free gift or incentive is not greater than \$50, documented departmental procedures must establish how the item was used. Any items valued over \$50 must be turned in to the human resources department to log and distribute through established employee incentive programs. Departments may request such items back at a later date by submitting a written request identifying the public purpose for which the item(s) will be used. Upon adoption, this policy supersedes all other previously published policies.

These limitations do not prohibit the acceptance of articles of negligible value which are distributed generally, nor prohibit employees from accepting social courtesies that provide good public relations, and do not prohibit employees from obtaining loans from public lending institutions.

SECTION 4. OUTSIDE EMPLOYMENT

The work of the County will have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commissions and all self-employments must be reported in advance to the

employee's supervisor on the Request to Work Outside Employment form. The form must be submitted to the appointing authority who will approve or disapprove the outside employment after a review is conducted by human resources for possible conflict of interest. The form will be placed in the employee's personnel file. Conflicting and/or unreported outside employment are grounds for disciplinary action up to and including dismissal.

Examples of conflicts of interest in outside employment include but are not limited to:

- (a) employment with organizations or in capacities that are regulated by the employee or employee's department; or
- (b) employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's County duties.

SECTION 5. DUAL EMPLOYMENT

Employees are prohibited from holding more than one position in the organization without approval of the county manager. This includes any combination of full-time, part-time, or limited service employment. FLSA regulations will be reviewed in any potential dual employment case to ensure regulations are followed.

SECTION 6. EMPLOYMENT OF RELATIVES

Hiring and employment of immediate family members within the same work unit is prohibited if such employment would result in one family member supervising or auditing the work of another, create a conflict of interest with either relative and the County, create the potential or perception of favoritism, or if one family member would occupy a position of influence over another's employment or any condition of employment. Examples of potential influence include, but are not limited to, hiring, promotion, salary administration, and disciplinary action.

Employment of any person who is an immediate family member of individuals holding a position of county commissioner, county manager, assistant county manager, human resources director, clerk to the board, finance officer, or county attorney is also prohibited.

For the purposes of this Article, immediate family is defined as spouse, child, parent, sibling, grandparent, and grandchild to include in-law, step, and half relationships, and includes individuals living in the same household who share a relationship comparable to immediate family members.

This clause shall not be retroactive concerning any relative currently working for the County or anyone who has filed for election at the time of adoption; however, it does require that an employee resign should an immediate family member be elected as county commissioner.

This section also prohibits the sheriff, register of deeds, social services director, and elections director from employing immediate family members in the departments they supervise without prior approval of the Board of Commissioners.

SECTION 7. HARASSMENT PREVENTION

The County prohibits harassment on the basis of race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior. Harassment is defined as conduct that culminates in tangible employment action or is sufficiently severe or pervasive as to create a hostile work environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she may have a complaint of harassment may follow the Grievance Procedure described in this Policy or may file the complaint directly with the county manager, human resources director, or any department head who will advise the county manager or county attorney. The employee may file the complaint directly with the county manager if it involves a department head. The human resources director will ensure that an investigation is conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees witnessing harassment must also report such conduct to an appropriate County official. Employees making complaints of harassment are protected against retaliation from alleged harassers or others.

SECTION 8. USE OF COUNTY TIME, EQUIPMENT, SUPPLIES, AND VEHICLES

County equipment, materials, tools, and supplies are not available for personal use and are not to be removed from County property except when conducting official County business, unless approved by the county manager. Employees shall not use County purchase accounts to purchase equipment or supplies for personal use. Use of County time, supplies, or equipment for personal or other purposes not related to the employee's duties and responsibilities is prohibited and will subject the employee to disciplinary action, up to and including dismissal.

All employees who use County vehicles are required to follow applicable motor vehicle and safety requirements. Violation or misuse of vehicles also subjects the employee to disciplinary action, up to and including dismissal. Employees are required to abide by the *Granville County Vehicle Use Policy* adopted separately from this Policy.

Other policies expounding on the use of information technology, social media, cell phones, and email are included in subsequent sections of this Article.

Surrender of Property. An employee who terminates employment will be required to return all items of equipment, including uniforms, owned by the County. Failure to do so may result in a deduction from the employee's final paycheck for replacement costs.

SECTION 9. TELEWORK POLICY

Teleworking allows an employee to work at home or in a remote location as requested by the employee or the County. Specific terms and conditions for the individual teleworker will be identified in a Teleworking Agreement which must be signed by the employee, direct supervisor, and department head and forwarded for approval of the human resources director and county manager. The Agreement will be placed in the employee's personnel file.

Teleworking is a temporary arrangement approved on an as-needed basis with no expectation that such the arrangement is permanent. As such, employees are not entitled to or guaranteed the opportunity to telework. Consideration of a teleworking agreement will require an evaluation of appropriateness based on job responsibilities, employee suitability, equipment needs, and tax and other implications.

Individuals requesting teleworking arrangements must have been regularly employed with the County for a minimum of 12 full-time continuous months and without any disciplinary actions during the previous 12 months. Full-time employees who have not completed their probationary period or part-time employees are not eligible for teleworking unless specific approval is received from the county manager.

Teleworking does not change the terms and conditions of "at-will" employment and the teleworker will continue to be subject to all County policies and procedures. Salary, benefits, and job responsibilities do not change because an employee teleworks, except as they might have changed under non-teleworking conditions. Teleworkers agree to comply with all existing job requirements and are expected to work within their standard workday; work hours must be reflected on the time sheet according to standard County policy. Teleworkers may not work more than the regularly scheduled hours in their normal work week as this would result in comp time and/or overtime which are not permitted while teleworking unless specifically requested by the county

manager or department head. If specifically requested to work beyond their regularly scheduled hours, the purpose for the comp time and/or overtime must be clearly documented on the employee timesheet and initialed by the department head.

For the purposes of this policy, essential personnel are defined as employees who provide essential services to support efforts to restore the health, safety, and welfare of the County and its citizens during an emergency. The county manager will determine which individuals are essential personnel expected to be at their assigned workplace unless they have been specifically excused by the department head. Failure to work when and where directed may result in disciplinary action up to and including dismissal.

Teleworking is not to be viewed as a substitute for dependent care, and teleworkers are expected to arrange for someone to provide child and other dependent care, if applicable. The County recognizes that one advantage of working at home is the opportunity to have more time with dependents, but it is the responsibility of each teleworker to ensure that they are fully able to complete their work assignments as required. Teleworkers are encouraged to discuss expectations of teleworking with family members.

Extended temporary teleworking will be considered (1) while working on a short-term project; (2) for employees on family or medical leave (to the extent practical for the employee and the organization and with the consent of the employee's health care provider); and (3) other similar circumstances including but not limited to pandemics, natural disasters, etc.

Teleworking may be discontinued at any time at the request of either the teleworker or the county manager and providing there is available workspace.

SECTION 10. PERFORMANCE REVIEWS

Department heads and/or supervisors will conduct performance reviews with employees under their supervision at least once a year utilizing the standardized schedule approved by the county manager. As part of the annual review process, department heads will ensure that changes in employee duties are reviewed and incorporated into a current job description.

New employees will receive a probationary review at the completion of their probationary period. Employees serving a twelve-month probationary period will receive a probationary review at the end of six months, as well as before the end of twelve months. Employees are not placed in regular status until they have successfully completed their probationary period. Procedures for the performance review program will be published by the human resources director with the approval of the county manager.

Regular status employees will receive a performance review on an annual cycle which begins May 1 and ends May 31 each year. The annual review cycle correlates to the award of merit increases for eligible employees when approved as part of the County's fiscal operating budget. Employees who have not successfully completed their probationary period prior to May 31 will not participate in the annual review cycle nor be eligible for a merit increase during that year's cycle.

The performance review process for elected officials and employees who report to an independent Board shall be as follows:

- (a) Performance reviews for the register of deeds and sheriff shall be performed annually within the County's established review cycle by the Board of County Commissioners. The resulting performance ratings will be used to determine any applicable merit or other pay increase at a level that does not exceed the level available for all other county employees.
- (b) Performance reviews for employees who report to an independent board shall be performed annually within the County's established review cycle by their individual Boards. The independent Board shall submit the results of the annual review to the Board of County Commissioners who will consider the results, along with any other relevant information, to determine any applicable merit or other pay increase at a level that does not exceed the level available for all other county employees.

Reference: Sheriff and Register of Deeds § 153A-92; Social Services Director § 108A-13; Elections

For all employees, final documentation of any merit pay increase must be submitted to the human resources department by June 15 in order to be effective with the first full pay period in the new fiscal year.

A new supervisor will be responsible for evaluating performance of transfers or promotions within his or her department and should work with the previous supervisor to obtain feedback on the employee's performance prior to the transfer or promotion.

The completed performance evaluation form will be archived in the payroll software program.

SECTION 11. SAFETY POLICY

Granville County is committed to the safety and welfare of all employees with a goal of reducing workplace accidents through prevention, education, and awareness. To enhance the County's safety program, a Safety Committee comprised of department heads, appointed officials, and internal employees has been established to support the safety mission and encourage employees to participate in the safety process.

Each level of County government has a role in ensuring a safe work environment: departments must develop and administer safety programs that make safety a matter of continuing concern, equal in importance to all other operational considerations; supervisors are responsible for conveying and providing safety training to personnel under their supervision; and employees are charged with the responsibility for cooperating with, and supporting, the safety program and its objectives.

Furthermore, as a condition of employment, every employee is expected to be concerned with personal safety, safety of fellow workers, and safety of the general public. This means willing acceptance and active support of approved safety rules and procedures, as well as participation in safety training. It is important that employees be constantly alert to potential hazards which are not referred to in any written practices, but which may result in injuries or property damage. Department heads and supervisors are responsible for ensuring safe work procedures, including the use of all required personal protective equipment, and providing necessary safety training programs. Employees who violate safety policies and procedures will be subject to disciplinary action up to and including dismissal.

The Emergency Management division is responsible for establishing and maintaining the Safety Program as contained within the comprehensive Risk Control Manual. Department heads are responsible for providing employees with required safety education and training in harmony with the manual; however, a condensed summary of the policy's safety elements is included herein to familiarize employees with the basic safety requirements as well as the broad scope of the policy.

The manual itself contains detailed policies, procedures, and plans specific to:

- (a) Hazard control and self-inspection activities;
- (b) Emergency procedures consisting of an emergency action plan, basic emergency evacuations, and plans for special or unusual risks;
- (c) Claims management, incident reporting, and investigation measures;
- (d) Protective clothing and equipment;
- (e) Housekeeping;
- (f) Materials handling and lifting;
- (g) Fire prevention;
- (h) Hazard communication;
- (i) Motor vehicle safety;
- (j) Office safety;
- (k) Ladders and scaffolding;
- (l) Hand tools & power tools;
- (m) Cell phones;
- (n) Bloodborne pathogens;

- (o) Terrorist/bomb threats; and
- (p) Severe weather

New Employee Training. New employees must be trained on safety policies and specific program components relevant to their position prior to undertaking certain duties requiring specific safety training as identified at the department level and/or within 45 days of employment for certain duties not requiring specific safety-related training. Following training, an acknowledgement form stating that they have received training and agree to abide by the items outlined in the policy must be signed by the employee and department head and forward to human resources for inclusion with the employee's personnel file.

At a minimum, the new hire process will cover the following fundamentals during safety orientation:

- (a) Safety program and committee structures;
- (b) Employee's responsibility to work safely;
- (c) Accident prevention;
- (d) Dress codes and safe dress;
- (e) Safe lifting;
- (f) Emergency plan and fire prevention;
- (g) Fire extinguishers;
- (h) How to make safety suggestions;
- (i) Situational awareness;
- (j) Bomb-threat protocol;
- (k) General hazard communication;
- (l) Smoking regulations;
- (m) How to report unsafe conditions; and
- (n) Accident reporting procedures

In addition, the following department-specific training will be provided at the department level:

- (a) Personal protective equipment (PPE) requirements, and how to use and maintain for job duties;
- (b) Department emergency procedures;
- (c) Authorization to use machinery/equipment;
- (d) Safety procedures/hazard controls for the specific job;
- (e) Job-specific Hazard Communication Training (SDS's);
- (f) Safe lifting specific to department equipment; and
- (g) Other specialized training (bloodborne pathogens, electrical safety, ergonomics, safe driving, etc.)

Supervisors are required to meet with each new employee at the end of their probationary period to discuss their performance and to give them the opportunity to ask questions and state concerns. Safety should be an important element in these reviews.

General Safety Procedures. Employees are required to abide by safety rules, act in a safe manner, and be knowledgeable of potential hazards related to their job. Job specific safety procedures must be developed by each department. The following general safety rules apply to employees at all locations and will be enforced through the disciplinary process as outlined in [Article IX](#). Employees must:

- (a) report all personal injuries, no matter how minor, to his or her immediate supervisor as soon as possible. This must be done regardless of whether the injury results in lost time from work or requires medical attention.
- (b) not take any unnecessary chances or work under hazardous conditions. If an employee does not fully understand the job or task, they should consult with their supervisor for further instruction.
- (c) avoid horseplay and practical jokes on the job. Any participation in such activities will be subject to immediate disciplinary action.
- (d) not drink alcoholic beverages or use illegal drugs on the job during working hours. Any employee reporting to work under the influence of alcohol or drugs shall be subject to procedures contained in the Substance Abuse Policy found in Section 12 of this Article.

- (e) obey all safety rules, signs, warnings, and instructions.
- (f) work at a speed consistent with safety. Running on the job is prohibited, except in obvious extreme emergencies.
- (g) use handrails on stairs or on elevated places.
- (h) use an appropriate ladder or other climbing device to reach elevated work, and not jump down from an elevation such as a ladder, bench, or platform.
- (i) inspect tools and equipment before use. Report defects to supervisors and other potential users. Do not use defective tools or equipment.
- (j) work clear of suspended loads; if a load is moved above where the employee is working, he or she must stand aside until it has passed by.
- (k) operate only the machinery or equipment for which he or she has been authorized and trained to operate safely.
- (l) remove jewelry such as rings, identification bracelets, etc. in work involving climbing, materials handling, or operating mechanical equipment.
- (m) never reach over moving parts of machinery or equipment.
- (n) never operate machinery or equipment with guards removed.
- (o) report to work in appropriate clothing suitable for the type of work performed. This includes footwear designed to protect feet and avoid slipping. Avoid wearing loose-fitting clothing or jewelry near machinery or equipment with moving parts. Loose hair longer than shoulder length must be tied back behind the shoulders when working around machinery.
- (p) always use the safety equipment and personal protective equipment provided.
- (q) practice good housekeeping to prevent accidents. Do not allow waste to accumulate in the work area. Dispose of waste materials properly.
- (r) report any unsafe conditions or unsafe acts to supervisors immediately.
- (s) observe all health and sanitation rules for the welfare and consideration of other employees.

Additional detailed procedures regarding safety, worker's compensation, injury, and infection control may be established by the county manager. The detailed policies and procedures shall be the final authority in any instance where such policies and procedures conflict with the summary information in this Policy.

SECTION 12. SUBSTANCE ABUSE POLICY

Granville County has an obligation to its employees and the public to take reasonable and appropriate steps to prevent substance abuse by its employees in or affecting the workplace. This policy is based in substantial part on the County's concern regarding the safety, health, and welfare of its employees, their families, and the community. Since it is impossible to anticipate every situation that may arise, before initiating any action supervisors or department heads should contact the county manager or human resources director to resolve any situation not addressed herein.

Before a drug and/or alcohol screening test ("Test") is administered, subjects must sign an Authorization for Drug &/or Alcohol Test form and permit release of results to County officials with a need to know. A final applicant who refuses to consent will have the employment offer withdrawn; An employee who refuses to consent is subject to disciplinary action up to and including dismissal.

Employees using prescribed medications under a physician's direction, or an over-the-counter medication that could alter their ability to perform their duties and responsibilities, are required to notify their supervisor. The department head will consult with the human resources director to determine if the employee should be required to take sick leave or be allowed to continue to work and in what capacity. Notification of the employee's medication use and work status determination must be provided to human resources for inclusion with the employee's confidential medical file. Failure to notify the County regarding such prescribed medications is subject to disciplinary action up to and including dismissal.

Prohibited Conduct. The following conduct is expressly prohibited. Violations will result in disciplinary action

up to and including dismissal:

- (a) Possession, consumption, manufacturing, distribution, dispensation or being under the influence of an unauthorized controlled substance, an illegal drug, drug paraphernalia, or alcohol while on duty, on County premises, in County-owned vehicles, or in any County work area. Law enforcement will be notified, as appropriate, where criminal activity is suspected.
- (b) Sale, use, or possession of illegal drugs; or possession with intent to sell illegal drugs.
- (c) Off-premises abuse of alcohol or controlled substances when these activities adversely affect job performance, job safety, or the public's confidence in an employee's ability to perform their duties in an adequate and effective manner.

Screening Criteria. Testing may be conducted under the following circumstances:

1. **Pre-Employment.** Applicants who have been offered employment will be required to undergo a Test as part of the hiring process, and the offer of employment will be withdrawn if results reveal the presence of illegal drugs or prescription drugs without a valid prescription.
2. **Post-Accident/Incident.** Employees will be tested when any of the following occur:
 - (a) An accident/incident results in a fatality;
 - (b) An employee causes or contributes to an accident that seriously damages County-owned vehicle(s), machinery, equipment or property, or results in an injury to themselves or another person requiring off-site medical attention; and
 - (c) Any other time where there is reasonable suspicion that the accident/incident was caused by impairment from alcohol or drug use.

In any of these instances, the investigation and subsequent testing should take place within two hours but no more than eight hours following the accident, if not sooner. The employee will not be allowed to drive himself or herself to the testing facility under any circumstances.

3. **Reasonable Suspicion.** If a department head and/or supervisor suspects that an employee on duty has alcohol or drugs in their system, they should immediately contact human resources. Reasonable suspicion must be based on specific, objective facts, or reasonable inferences drawn from facts that would cause a reasonable person to suspect that the employee is or has been using drugs or alcohol. Facts supporting a reasonable suspicion determination include, but are not limited to, any one or more of the following:
 - (a) Direct observation of prohibited drug or alcohol use or possession of same;
 - (b) Slurred speech;
 - (c) Odor or visible signs of a controlled substance or alcohol about the person;
 - (d) Physical or verbal altercation;
 - (e) Behavior that is so unusual that it warrants summoning a supervisor or other authority (i.e. confusion, disorientation, lack of coordination, irrational behavior);
 - (f) A report of prohibited drug or alcohol use provided by a reliable and credible source; or
 - (g) Arrests, citations, and deferred prosecutions associated with drugs or alcohol.
4. **Federal or State-Mandated Testing.** Employees who are subject to federal or state-mandated testing will be tested pursuant to such requirements notwithstanding this policy.
5. **Random Testing.** An employee that is entrusted with preserving public or employee health/safety has a special responsibility to maintain physical and mental fitness for duty while on the job. Random testing may be conducted on employees that hold safety-sensitive positions, chosen by a method that provides an equal probability that any employee from a group will be selected.
County positions defined as safety-sensitive include:
 - (a) Sworn law enforcement and telecommunications personnel;

- (b) Positions requiring the consistent and frequent operation of heavy equipment or motor vehicles as a primary task;
- (c) Positions working around large equipment or with potential for hazards;
- (d) Positions working with youth and/or those required to drive citizens or clients;
- (e) Positions requiring the handling of hazardous materials, the mishandling of which may place the employee, fellow employees, or the public at risk of serious injury, or the nature of which would create a security risk in the workplace; and
- (f) Positions as required by law or as designated by the human resources director due to specific safety-sensitivity.

6. **Return-to-Duty and Follow-Up Testing.** Testing is conducted when an employee has violated policy standards and returns to performing duties following evaluation by substance abuse professionals and treatment, if necessary. Testing is conducted prior to the return to work and on an unannounced/random basis for up to two years. An employee who receives another positive drug and/or alcohol test after counseling and/or rehabilitation is subject to immediate dismissal.

Employees tested under the post-accident/incident, reasonable suspicion, or random testing provisions of this policy will be escorted by a supervisor or other County official to the testing site ensuring that the employee does not eat or ingest anything or acquire “clean” urine from another person. Once at the testing facility, medical staff are responsible for collection and chain of custody procedures. To ensure the employee’s privacy, the County official will not be a witness to the collection.

After the sample is obtained, the County official will either escort the employee home (or to some other requested destination) or obtain transportation for the employee if necessary.

Testing Facility Requirements. All testing must be conducted in compliance with the Controlled Substance Examination Act in N.C. General Statutes Chapter 95 Article 20. The County will select a medical facility or laboratory site to conduct the testing that has testing procedures that ensure privacy consistent with the prevention of tampering, methods of analysis that ensure reliable test results, chain of custody procedures to ensure proper identification and handling of samples, and storage procedures to ensure reliable results on confirmatory test of original samples.

Relief from Duty. An employee may be placed on administrative leave for the balance of the work shift for post-accident/incident testing or placed on administrative leave pending results for reasonable suspicion testing. In either situation, employees will usually be placed on annual leave or leave without pay during the administrative leave time (since the employee is considered to be awaiting disciplinary action if the test is positive, use of sick leave is not authorized during this period).

Positive Test Results. A test that yields a positive result will be given a second or “confirmation” test using a gas chromatography/mass spectrometry test and a portion of the same sample used in the first test. If the confirmation results are positive, the applicant or employee will be notified and given the opportunity to rebut the results verbally or in writing; this rebuttal or explanation may be considered in making any employment decision.

After notice of a confirmed positive test, an applicant or employee may request yet a third retest of the original sample *at his or her expense* by notifying the County in writing of their intent within five working days after receipt of the confirmed positive test results. The retest of the original sample will be conducted with the same criteria used in the original test. If the retest does not confirm the original positive test result, no adverse employment action based upon the original test will be taken.

Confidentiality. Information from an applicant or employee’s drug and/or alcohol test is confidential and only those with a need to know are informed of the results; disclosure to any other person or organization is prohibited unless written authorization is obtained from the applicant or employee.

SECTION 13. CREDENTIALS AND CERTIFICATIONS

Some duties assigned to positions in local government service may be performed only by persons who are duly licensed, registered, or certified as required by the relevant law, rule, or regulation. Employees in such classifications are responsible for maintaining current, valid credentials. Annual or other periodic renewal fees for approved job-required certifications will be paid by the County.

Employees are required to notify their supervisor immediately upon notice of any pending disciplinary action, sanction or loss of privileges, suspension, revocation, lapse, or loss of any credentials that make them eligible to perform their duties or for which they have received a pay incentive based on [Article III, Section 18](#) of this Policy. While each situation will be assessed based on its specific circumstances, failure to obtain or maintain required credentials in good standing may deem an employee unqualified for their job duties. In such cases, the employee may be subject to immediate dismissal without warning. A written statement of the reason for the action and appeal rights will be provided.

SECTION 14. USE OF TOBACCO PRODUCTS

Smoking and the use of tobacco products are prohibited in all county-owned or leased buildings and vehicles. Smoking is also prohibited within 50 feet of a public entrance unless a variance is issued by the county manager; when granted, smoking areas will be clearly designated. The prohibition against tobacco products includes e-cigarettes or other devices which provide a vapor or nicotine substance and inhaler devices that simulate smoking.

SECTION 15. LACTATION SUPPORT FOR NURSING MOTHERS

The County is committed to family-friendly policies and accommodates breastfeeding mothers who wish to express breast milk when separated from their newborn during the workday. The County provides reasonable break times to express breast milk for the child for up to one year after the child's birth.

When placed in a workplace refrigerator, breast milk must be labeled with the name of the employee and date of expressing the breast milk. Non-conforming products stored in the refrigerator may be removed. The employee storing milk in the refrigerator assumes all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and/or tampering.

Nursing mothers should work with human resources to identify a room in the employee's work area where employees may express milk. Employees who work off-site or in other locations will also be accommodated with a private area as necessary.

For more information, see the FLSA guidelines regarding lactation provisions in Section 7(r) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207) and Fact Sheet #73.

SECTION 16. DRIVER'S LICENSE

All employees who are in positions required on the class specification and any employee who drives a County vehicle must maintain an active driver's license as a condition of employment. The human resources department will obtain signed authorization forms from these employees to monitor driving records for violations. If the driver's license is not in good standing, the employee may be transferred, suspended, demoted, or dismissed.

SECTION 17. INFORMATION TECHNOLOGY POLICY

The Information Technology (IT) Policy is designed to protect the integrity and reputation of County government and ensure that the County's digital footprint is secure and in line with a consistent brand image.

All new employees must read the comprehensive Granville County IT Policy document (available on the County website or from human resources) and sign an acknowledgement form stating that they received security and compliance training and agree to abide by the items outlined in the policy. Applicable sections of the policy

are included herein merely to provide employees with the minimum requirements and guidance for securing County information systems and for acceptable use of these systems.

The IT department is responsible for ensuring that all new employees receive training in IT policies and compliance within 45 days of their hire, and that all employees receive ongoing training on information security and compliance topics.

Records Management. Management of electronic public records is a matter of legal, ethical, and organizational importance. An electronic record is a record that is created or reproduced in any medium by means of any system requiring aid of electronic technology to make the record intelligible, and which is dependent upon a combination of hardware, software, and computer files. Electronic records retention must meet the same legal requirements as paper (see NC General Statute 132).

Confidential records include, but are not limited to, medical and mental health records, personnel records, prison records, student records, blueprints for public buildings, bank account records, social Services records deemed confidential according to DSS Policies, etc. All users of County information systems shall comply with all laws, regulations, and County policies and procedures regarding confidential and sensitive information.

Without the consent of the NC Department of Cultural Resources, no public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with G.S. 121-5 and G.S. 130A 99.

Acceptable Use. County information systems include, but are not limited to, desktop PC's, mobile devices such as laptops and tablets, County-issued cell phones, and other data devices (including MiFi's), County email systems, County Wi-Fi, and Internet. Granville County owns all property rights to any content or other matter created, received, transmitted, stored on, or deleted from any County information system; therefore, users should have no expectation of privacy from use of these systems. Storage of user's personal information on County systems is at the user's risk. Such information may be subject to public disclosure or review by County officials.

Personal use is when an employee uses a County information system for a reason that is not related to the purpose for which that user was granted access to the system. Incidental personal use of the County's information systems is permitted unless the department for which the user works sets additional restrictions. Personal use of County information systems is prohibited when it interferes with the user's productivity or work performance, interferes with the productivity or work performance of others, has an adverse effect on the County's information system, is illegal or violates County policy, or violates state or federal information systems policies governing departmental services.

Access to County equipment may be monitored and audited at any time by the IT department and/or the internal auditor.

Prohibited Use. Except in cases where the county manager determines it necessary for the performance of the user's official duties, activities such as accessing, downloading, transmitting, printing, or storing information with sexually explicit content; downloading or transmitting defamatory, harassing, or discriminatory messages or images; and accessing or downloading gambling sites or illegal software are prohibited.

Lost, Misplaced, and Damaged Equipment. Lost or stolen equipment must be reported to the IT department immediately along with a disclosure of what sensitive information could reside on the equipment. Damaged equipment must be reported at the earliest opportunity.

Software Licensing and Usage. To ensure connectivity and functionality, software installs should be performed by the software vendor or the IT department.

The IT department will maintain all software licenses to ensure standardization. Software agreements should be between the third party and the County (not individual departments) except for necessary arrangements between the sheriff's office, emergency communications, and cooperative extension.

Common Shared Folders and Interdepartmental Folders. Sensitive documents are not to be stored in commonly shared folders which are accessible by any employee and are not protected. Sensitive documents

may be stored in protected department folders and access to these folders should be monitored and maintained. Any documents considered stale (5 years) should be moved to archival long-term cold storage or other long-term archival method.

Scanner files can be accessed by all County offices; therefore, employees should use extra caution when scanning confidential information.

Website Administration. The County website will be governed by an administrator appointed by the county manager. Each department is responsible for the actual content of web pages pertaining to their department; thus, department heads should have a plan for providing regular content updates to the website administrator.

SECTION 18. SOCIAL MEDIA POLICY

County government uses social media as a tool to broadcast information and actively engage stakeholders in order to have a more fluid and informal method of communicating. To achieve these goals, staff are expected to maintain a consistent agency and organizational identity established by Granville County Government.

Additional information, administrator regulations, and operational guidelines are published in the complete County Social Media Policy document posted on the County website or available from the human resources department. Applicable sections of the policy are included herein merely to provide employees with the minimum requirements and guidance on the rights and responsibilities for using social media platforms and for representing the County in the social media sphere. Social media is constantly evolving; therefore, this policy will evolve as needed.

All employees must complete annual training and sign the Social Media Policy Acknowledgement and Agreement form within 45 days of employment.

Official Sites. All proposed official social media and networking sites must be sanctioned by the department head and submitted to the county manager for approval. County administration will ensure county-wide brand consistency is maintained and applicable policies are followed. The public information officer (PIO) will periodically review accounts and may require administrators to adjust content. The PIO shall also serve as back-up administrator for all social media accounts for emergency situations.

Employee Use of Personal Accounts. Employees are prohibited from using personal accounts to conduct official County business. The transaction of County business via social media is subject to public records laws and retention schedules as noted below. In addition, this practice risks confusing residents and visitors as to the content that is public business and the content that is of a personal nature; therefore, if an employee is contacted about government business via a personal account, they should redirect communication through an official County channel.

Employees should also refrain from creating original content on their personal accounts that directly relates to their job responsibilities and is meant to be received in a professional capacity. Sharing content generated by an official County account is not considered conducting official County business.

When accessing personal accounts during and outside of work hours:

- (a) When commenting or reposting a post that relates to the government or to the employee's job, whether on a personal or professional site, the employee must include a disclaimer that the post reflects their own opinion and not that of the government;
- (b) Policies that relate to conduct and ethics, privacy and confidentiality, harassment, retaliation, and other relevant conduct apply; and
- (c) Employees have no reasonable expectation of privacy when using government technology.

Public Record. With few exceptions, anything created in the course of public business is subject to public records laws regardless of format; hence, records created by staff on personal devices or personal social media/email accounts are public records if content involves public business (NC General Statutes §132).

Non-employees may be unaware that social media sites are public record; therefore, social media pages should include language that identifies the content as subject to public records laws. The following statement should

be included on all official County social media accounts and should also be regularly posted on the page's timeline:

"Representatives of Granville County Government communicate via this account. Consequently, any communication via this account (whether by county employee or the general public) may be subject to monitoring and disclosure to third parties."

Messages or comments received on personal social media accounts or personal email that involves public business should be redirected to an official government account or phone call.

Content Retention. Retention schedules for social media may vary by department and/or topic. Content created by social media account administrators and content created by the public on County social media accounts are subject to state retention schedules. Department heads must notify IT of all account administrators so that the proper retention software may be applied to those account administrators.

SECTION 19. CELL PHONE POLICY

Cell phone technology is a valuable communication tool for use in transacting official business. Knowledge and understanding of the public records implications is critical to ensure users do not violate state laws.

With few exceptions anything created in the course of public business, including electronic messages, is subject to public records laws regardless of device ownership or format. All content created while conducting County business is subject to state retention schedules. In certain circumstances, employees may be required to turn their cell phone over to County administration, law enforcement, and/or the court system.

Additional information and procedural details are published in the complete County Cell Phone Policy document posted on the County website or available from human resources. Applicable sections of the policy are included herein merely to provide employees with minimum requirements and general guidance. Completion of an Acknowledgement and Agreement form are required before employees may receive a cell phone stipend or utilize a County cell phone.

Stipend Eligibility and Requirements. Employees requiring cell phones to perform their work will receive a stipend to compensate for business use of their employee-owned cell phone. The following requirements and stipulations are in place for stipend eligibility:

- (a) Employees must retain an active cell phone contract. Department heads and the internal auditing department retain the right to receive a copy of an employee's cell phone payment invoice to verify.
- (b) Employees must be responsible for all costs related to the phone including accessories.
- (c) The County is not responsible for any damages that may occur to a personal cell phone.
- (d) Employees receiving a cell phone stipend will not also receive a county-owned phone without documented exceptions approved by the county manager.

Positions eligible for a cell phone stipend are identified in the Pay and Classification Plan. Exceptions to eligible positions must be approved by the county manager. General eligibility guidelines for a voice plan involve employees with 30% or more of work hours outside of the office, job duties in public safety requiring immediate or emergency response, or the phone is the primary mode of communication with county offices, contractors, etc. General eligibility guidelines for a data plan involve employees' frequent need to access information such as email, contacts, calendar, etc. while away from the office. Data plans must be approved by the county manager or assistant county manager. Department heads are responsible for determining employee eligibility prior to recommending the employee for a stipend.

County-Owned, Employee-Operated Cell Phones. If an employee requires a cell phone to perform their work but does not wish to use a personal phone, the County may provide one. Personal calls (outgoing/incoming) will be allowed in limited and infrequent instances. Incidental personal use of County equipment should be kept to a minimum and in compliance with IT policies.

County-Owned, Department or Group-Use Cell Phones. Cell phones maintained by departments for group use that are not assigned to specific individuals will require a detailed log for employees to check in/check out the assigned phone. The log will be subject to review by the internal auditor.

SECTION 20. EMAIL POLICY

This policy ensures that email records are managed in accord with established laws for creating, maintaining, and disposing of all government records, and ensuring that emails are available to satisfy the requirements of public records requests.

Procedural details and additional information are published in the complete County Email Policy document posted on the County website or available from the human resources department. Applicable sections of the policy are included herein merely to provide employees with minimum requirements and general guidance. New employees granted County email accounts must be trained on the full policy within 30 days of their start date and must sign an Acknowledgement and Agreement form documenting that they received the appropriate training and agree to comply by the Granville County Email Policy.

An email message is public record (defined by NC General Statutes 121-2(8) and 132-1(a)) when made or received pursuant to law or ordinance in connection with the transaction of public business. It is the content of the email message and not the system or account used to create the email message that matters when it come to the legal framework involving public records and retention.

Email messages created or received on County email systems are owned by the County; employees who use government equipment and systems should have no expectation of privacy. The County email system should be used primarily to carry out government business. Inappropriate use of email messages can merit legal action and can also result in negative reputation, negative publicity, and lost productivity.

The use of personal email accounts to conduct official government business is prohibited; if it does occur for an unavoidable reason, employees are required to forward all email messages to their government email account.

The County strives to operate with transparency while also maintaining trust among its employees. Department heads and supervisors should establish protocols for accessing emails of employees that may be out for an extended period. At other times when needed, department heads may submit a request to the county manager to view their employee's email account. Apart from department heads, employees that wish to view another employee's emails must file a public records request.

Confidentiality Issues. Not every email message that enters or leaves the email system is a public record. Some messages may be public record but may also be considered confidential by statute and should be treated accordingly. If an email message is not part of the business of government, it is non-record material (e.g., personal messages, spam, unsolicited emails, etc.).

Users must assume that all non-confidential information on government email systems is subject to public view. If email messages contain both confidential and non-confidential information and a public records request is received, an employee must provide access to the non-confidential information and redact the confidential information (NC G.S. 132-1.2). An email message having confidential information should not be shared unless proper, formalized security precautions have been established.

SECTION 21. TRAVEL POLICY

This policy provides for uniform expense reimbursement for County employees or officials who are required to travel in performance of their duties and in the interest of County affairs. Department heads are responsible for administration of policy provisions and may approve travel reimbursements for employees under their supervision except where otherwise stated. Under certain conditions, volunteers who provide significant service to the County may be eligible for reimbursement under this policy at the discretion of the county manager.

General Policy. The County recognizes that employees and officials are required to travel both inside and outside of North Carolina for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills in performing various positions within the County government.

An individual traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler are not acceptable under this standard. Travelers will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience. No reimbursement shall be made for normal commuting time between an individual's home and his or her office or customary worksite.

Procedures. A completed Travel Reimbursement Form including department head and employee signatures must be submitted to the Finance Office within 10 calendar days of the employee's return along with all itemized receipts for lodging, meals, registration, and private or public transportation. Itemized receipts for taxis, airport shuttles, buses, etc. may not be available or provided; however, the employee would also need to include those whenever possible. The form lists mileage, private or public transportation, lodging, meals, registration, and other travel expenses which are reimbursable.

The finance department will review the form and receipts for proper approvals, and check for mathematical errors, that requested reimbursement amounts correspond to submitted receipts, and requests are within the limits set by this policy. If an error has occurred, the requesting party will be notified, and the error corrected before reimbursement is made. Any extraordinary travel costs or expenses not addressed by this policy will be forwarded to the county manager for review and approval.

Payment of mileage allowance or actual cost of public transportation will be applied as applicable. If rental vehicles are used for both business and non-business purposes, the non-business portion must be reimbursed to the County.

If an employee cancels an approved trip after the County has paid airfare, registration, and/or other related fees or has issued a travel advance, a memo must be submitted to the finance office to explain the cancellation. The traveler and approving department head will be responsible for any refunds due to the County. Non-refundable expenditures will be reviewed on a case-by-case basis by the county manager.

Authorized Travel Modes. Travel modes are authorized according to the stipulations listed below.

County-Owned Vehicle. A County vehicle is to be used whenever one is available. If credit charges cannot be made directly to the County, department heads may authorize reimbursement for exact operation expenses.

Privately-Owned Vehicle. When a County vehicle is not available for use, a personal vehicle may be used if specifically authorized by the department head. Reimbursement for operational expenses is limited to the current allowable reimbursement rates approved by the Board of Commissioners. If a County vehicle is available for use but the traveler chooses to use his or her personal vehicle instead, reimbursement will only be permitted when approved in advance by the department head. All mileage reimbursements will be deducted from the departmental travel budget.

Common Carrier. Reimbursement for air, rail, or bus fare is limited to business or coach fare and only when substantiated by a receipt. If multiple common carriers exist, employees must obtain more than one quote and document on the trip sheet that the lowest available fare was used. This type of reimbursement requires the county manager's signature on the Travel Approval Form prior to purchasing a ticket.

Rental Vehicle. Reimbursement of rental expenses requires the county manager's approval prior to the rental. If a rental vehicle is approved, it should be secured at the lowest practical cost.

Travel Destinations. Allowable expenses based on specific travel destination criteria are listed below.

Local Travel. Employees who are individually authorized by their department head to regularly travel within the County due to the customary nature of their duties are eligible for monthly reimbursement of transportation expenses. All reimbursement requests not related to an employee's customary duties must follow the guidelines listed above.

Travel Outside of Granville County. Approved travel expenses for travel outside of the county on County business or for purposes in the best interest of the County (training, conferences, professional meetings, etc.) may be reimbursed at policy limits for:

- (a) Transportation costs.
- (b) Lodging (If the destination is less than 60 miles from the employee's work location, the lodging must be authorized by the county manager on the Travel Approval Form).
- (c) Meals.
- (d) Registration costs.
- (e) Necessary incidental expenses (parking, tolls, etc.).

Reimbursable Expenses. Expenses will be reimbursed according to the stipulations listed below.

Mileage Allowance. The amount authorized on a per-mile basis for travel by privately-owned vehicle will be determined and/or revised as part of the annual budget ordinance when necessary.

Meal Reimbursement Rates. Unless a different schedule is published by the county manager, the cost of meals in connection with County business will be reimbursed when itemized receipts are submitted along with the request. Meal reimbursement rates listed below include any tip(s).

- (a) Breakfast: Less than or equal to \$10.
- (b) Lunch: Less than or equal to \$17.
- (c) Dinner: Less than or equal to \$25.

Meals provided and included with registration costs will not be reimbursed to employees who choose to eat on their own elsewhere. Non-employee companion meals must be paid with personal funds.

Internal Revenue Code 162 (a)(2) requires that reimbursement of employee meals not involving overnight travel be treated as a taxable event; therefore, such reimbursements must be reported on the Non-Overnight Meal Reimbursement form. Payment will be processed through payroll and applicable taxes will be withheld.

Lodging. An itemized hotel bill must be attached to the reimbursement form in order to receive reimbursement for lodging costs when the destination is 60 miles or greater from the employee's work location. If the destination is less than 60 miles from the employee's work location, the Travel Approval Form signed by the county manager must also be attached.

Registration Cost. Registration costs should be paid directly by the County whenever possible. If an employee personally pays registration fees, a receipt should be obtained and attached to the reimbursement request. Registration costs for additional recreational or entertainment activities will not be paid by the County.

Other Costs. When appropriate, reasonable parking fees, tolls, taxi charges, and expenses of a similar nature will be reimbursed upon submission of adequate documentation. The county manager must approve or disapprove all questionable expense reimbursements or those not clearly defined in the policy.

Telephone Calls. Only long distance calls made pursuant to conducting official County business will be paid.

Non-Reimbursable Items. The items listed below will not be reimbursed by the County. This list is provided for information purposes only and is not all-inclusive. The county manager must approve or disapprove all expense reimbursements which are questioned or not clearly defined in the policy.

- (a) Miscellaneous expenses not supported by a receipt.
- (b) Meals included in registration.
- (c) Travel to and from workplace.
- (d) Souvenirs.
- (e) Items purchased to be used as door prizes or raffle items.
- (f) Non-employee expenses.
- (g) Alcoholic beverages.
- (h) Movie rentals.
- (i) Personal preference, convenience, or luxury items not necessary for conducting County business.
- (j) Personal entertainment.

- (k) Any traffic fines.

Miscellaneous. Other situations regarding travel expense and reimbursement are outlined below.

Credit Card. Those authorized to use a County credit card may elect to do so rather than submitting for reimbursement; however, meals are still subject to the reimbursement rates as shown under “Meal Reimbursement Rates” within this policy. For the expenditure to be approved, itemized receipts must be submitted to the Finance Office along with the credit card bill.

Travel with Others. When two or more employees are traveling to the same destination, maximum use must be made of any group travel discounts as well as joint use of transportation modes including taxi cabs and County- or privately-owned vehicles. Sharing travel with other governmental unit representatives is encouraged whenever possible.

Extraordinary Travel or Cost. In instances of travel not covered by this policy or when actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the County, the county manager may approve reimbursement of actual cost beyond the maximums stated herein.

Travel Expenses Not Addressed. Travel expenses falling outside the scope of this policy must be approved by the county manager.

Travel Advances. Hotel accommodations may be paid in advance directly to the hotel. The itemized receipt must be submitted with the travel reimbursement request. Travel and meal reimbursements are not eligible for a travel advance. Any other travel advance must be approved by the county manager.

SECTION 22. PROFESSIONALISM, APPEARANCE, AND GROOMING POLICY

The County is committed to upholding a high standard of professionalism by all employees in the performance of their duties. Employees are expected to conduct themselves in a manner which exemplifies courtesy and respect to all.

The department head and/or supervisor will discuss personal appearance with any employee who does not comply with the standards described herein. Any employee deemed to be inappropriately dressed or groomed will be asked to return home in order to correct the infraction. Non-exempt employees will not be compensated for the time they do not work unless annual leave or compensation time is used. Repeated violations of this policy will be subject to disciplinary action as outlined in [Article IX](#).

Professionalism. Individual and team adherence to high ethical standards is critical for the continuance of public trust and confidence in our local government. County employees are expected to maintain a positive image in the workplace and in the community. Employees should exemplify personal integrity, honesty, fairness, and observance of all applicable laws and regulations as a duty to the County, its citizens, customers, and all members of the local government.

Appearance and Grooming. This policy establishes guidelines for the appearance of County employees in the performance of their duties and in conducting business for the County. It ensures all employees project and maintain a positive public image. Regulations pertaining to acceptable attire and grooming are flexible due to the changing nature of fashion; however, there are certain expected norms of professional appearance, personal neatness, cleanliness, and good grooming which are applicable to all employees.

Employees are expected to represent the County in an exemplary manner both in conduct and appearance and therefore, should be well-groomed and dressed in a manner suitable for public service and in attire that allows the employee to work comfortably in the workplace.

While the County observes a business casual dress environment, there may be situations which require a more formal attire. When conducting or attending a meeting, seminar, conference, etc., where an employee is in contact with other business professionals or customers, the employee is expected to represent the County in a professional manner and dress appropriately. Departments may establish more specific guidelines consistent with this professional image standard.

Minimum guidelines for appropriate dress and grooming include:

- (a) Clothing should be neat, clean, and in good condition in keeping with the nature of the duties performed.
- (b) Clothing with words, terms, or pictures that may be offensive to other employees is unacceptable.
- (c) Clothing that promotes alcoholic beverages, tobacco, controlled substances, violence, or is of a sexual or political nature is inappropriate.
- (d) Clothing that is revealing that shows an employee's back, chest, stomach, or underwear is not appropriate for a place of business.
- (e) Dresses and skirts should be at a length where the wearer can sit comfortably in public without being revealing.
- (f) Employees in departments that require uniforms must adhere to the uniform code of dress appropriate for that department.
- (g) Reasonable accommodations will be considered for employees who request a waiver of a particular part of this policy for dress or appearance because of a sincerely held religious belief of a recognized religious organization, cultural heritage, or medical reason. A written waiver request must be approved by the county manager based on the recommendation of the department head.

Examples of appropriate and inappropriate dress are included below. This list is not all-inclusive; Employees should apply the principles of this policy when considering their dress.

APPROPRIATE

- (a) Dress slacks, trousers, or crop/capri pants.
- (b) Casual dresses, skirts, or jumpers.
- (c) Casual (golf type polo) or dress shirts.
- (d) Sweaters or turtlenecks.
- (e) Suit or sport jackets.
- (f) Athletic/walking shoes, loafers, or deck-type shoes.
- (g) Dress shoes, heels, clogs, boots, flats, tennis shoe, or sandals (open or closed toe).

INAPPROPRIATE

- (a) Jeans or t-shirts unless approved for a specific job task or Casual Fridays (no holes or fraying).
- (b) Sweatshirts, sweatpants, exercise wear, or jogging suits unless approved for a specific job task.
- (c) Shirts with offensive or inappropriate writing.
- (d) Shorts or cutoffs.
- (e) Tank tops, spaghetti straps, or tops with bare shoulders unless worn under another article of clothing (e.g., blouse, shirt, or jacket).
- (f) Clothing with inappropriate cutouts or see-through elements, or that does not cover the back, waist, or midriff.
- (g) Flip-flops or slides.

Daily baths, shaving, use of deodorant, and daily mouth hygiene are essential to providing a professional image. Some employees may be allergic to chemicals in perfumes and make-up; therefore, these substances should be worn with restraint.

Visible body piercing should be limited. Wearing of facial jewelry such as nose rings, tongue rings, and lip and eyebrow rings are not permitted at work or at any County function. Tattoos bearing offensive language or logos that are or could be seen by others as profane, racist, sexist, or discriminatory in nature must be covered.

SECTION 23. ATTENDANCE

Granville County expects employees to:

- (a) Report to work as scheduled and abide by the requirements of their work schedule;
- (b) Use sick leave only as allowed by this Policy;
- (c) Give advance notice if unable to come to work as scheduled or if a need arises to leave work early; and
- (d) Work scheduled overtime and strive to accommodate needs for short-notice overtime.

Absence of three consecutive scheduled workdays without notification and proper authorization may be considered a voluntary resignation. See Section 2 of [Article VIII](#).

ARTICLE VI. EMPLOYEE BENEFITS

SECTION 1. ELIGIBILITY

As provided for in this Article, County employees in full-time positions are eligible for benefits, and certain part-time positions as defined in [Article I, Section 9](#) are eligible for pro-rated benefits based on the employee's average work week over the course of a year. Limited service employees are only eligible for legally mandated benefits such as social security (FICA) and workers' compensation, and other federal or state-mandated benefits where applicable. Employee benefits are subject to change at the County's discretion and are based on annual budget appropriations.

SECTION 2. GROUP HEALTH, DENTAL, AND VISION INSURANCE

The County provides group health, dental, and vision insurance programs for full-time and eligible part-time employees and their families as specified under the terms of the group insurance contract.

The County pays a cost established by the budget each year for full-time and eligible part-time employees' health insurance. Full and eligible part-time employees may purchase available County group health insurance for qualified dependents or may purchase dental and/or vision coverage for themselves or their qualified dependents within the stipulations of the insurance contract.

The County will provide hospitalization in an amount equal to a single employee's coverage for members of the Board of Commissioners, the county attorney and assistant county attorney, if they so elect and if permitted by the terms and conditions of the health insurance being maintained by the County.

Information concerning cost and benefits is available from the human resources department.

Retiree Health Insurance. For employees hired prior to July 1, 2014, the County will provide hospitalization insurance in an amount equal to a single employee's coverage for employees who retire directly from the County under the North Carolina Local Government Employees' Retirement System and who upon retirement meet one of the following criteria:

- (a) Age 65 or older and have been employed by the County on a regular full-time basis for at least twenty (20) years;
- (b) Age 62 or older and have been employed by the County on a regular full-time basis for at least twenty-two (22) years;
- (c) Age 55 or older and have been employed by the County on a regular full-time basis for at least twenty-five (25) years; or
- (d) Have been employed by the County on a regular full-time basis for at least thirty (30) years regardless of age.
- (e) County Commissioners having served three complete terms. County Commissioners having served two complete terms may continue coverage by assuming financial responsibility for the payment of the entire premium.

An employee who retires from employment with the County, having met any one of the criteria for continuation of hospitalization insurance set forth in this section, and who upon retirement was also providing additional spousal or dependent coverage, may continue that coverage until such time as the retiree is no longer covered under the policy because of a shift to a Medicare supplement policy, termination of coverage by insured, death, or other reason. The retiree must assume financial responsibility for payment of the entire premium associated with the dependent coverage. Failure to pay for the dependent coverage in a timely manner will result in the termination of the dependent coverage.

SECTION 3. GROUP LIFE INSURANCE

The County provides paid life insurance to full and eligible part-time employees. Information on costs, coverage, and benefits are available from the human resources department.

SECTION 4. OTHER OPTIONAL GROUP INSURANCE PLANS

The County may make other group insurance plans available to employees upon authorization of the county manager or Board of Commissioners. For information about optional group benefit programs, employees should contact the human resources department.

SECTION 5. RETIREMENT

As a condition of employment, each employee in a permanent position who is expected to work more than 1,000 hours in a calendar year shall join the North Carolina Local Governmental Employees' Retirement System and make the stipulated contribution.

The County may provide supplemental retirement benefits for full and eligible part-time employees. As required by North Carolina State Law, the County will contribute a percentage of salary to the State 401(k) plan for each sworn law enforcement officer (currently set at 5%). All full and eligible part-time employees may make voluntary contributions up to the limits established by law and the 401(k) provider.

SECTION 6. SOCIAL SECURITY

To the extent of its lawful authority and power, the County extends Social Security benefits to eligible employees.

SECTION 7. WORKER'S COMPENSATION

All County employees are covered by the North Carolina Worker's Compensation Act and are required to report any injuries arising in the course of employment to their immediate supervisors at the time of the injury in order that appropriate action may be taken. Supervisors are required to report and provide records of such injuries to the human resources department within five days of the injury.

Employees may use available sick and/or annual leave during the 7-day waiting period before workers' compensation benefits begin. This provision also applies to reactions to smallpox vaccinations administered to employees under Section 304 of the Homeland Security Act. Such reactions will be treated the same as any other workers compensation claim as regards leave and salary continuation.

The injured employee is responsible for claiming compensation under the Workers' Comp Act. Injury claims must be filed with the North Carolina Industrial Commission within two years from date of injury. The human resources department will coordinate the filing of such claims.

SECTION 8. UNEMPLOYMENT COMPENSATION

County employees are covered for unemployment compensation. County employees who are terminated due to a reduction in force or released from County service may apply for benefits through the local Division of Employment Security office where a determination of eligibility will be made.

SECTION 9. LAW ENFORCEMENT SEPARATION ALLOWANCE

Legislatively Mandated Separation Allowance. Every sworn law enforcement officer, as defined by NC General Statute 128-21(11b) or NC General Statute 143-166.50, shall be eligible for a separation allowance as provided and in the amount specified by NC General Statute 143-166.42 and 143-166.41(a).

Eligibility and continuation of these benefits are subject to the following conditions:

- (a) The officer shall have completed 30 or more years of creditable service, or have attained 55 years of age and completed five or more years of creditable service (as defined in General Statute 143-166.42); and
- (b) The officer shall not have attained 62 years of age; and
- (c) The officer shall have completed at least five years of continuous service as a law enforcement officer immediately preceding a service retirement, as defined by G.S. 143-166.41(a)(3) and 143-166.41(b).

- (d) The law enforcement officer, after separation from County employment, notifies the County of any new employment involving local law enforcement duties. Such notification shall include the nature and extent of the employment, and any change of employment status.

Payment of separation allowance benefits to a retired officer shall cease at the first of:

- (a) The death of the officer;
- (b) The last day of the month in which the officer attains 62 years of age; or
- (c) The first day of re-employment in any position in any local government in North Carolina where the employee is required to join the local government retirement system (working 1000 hours or more in a calendar year).

Should the legislatively mandated separation allowance for law enforcement officers be rescinded, the separation allowance referenced above shall be rescinded at the same time.

The County may employ retired officers in a public safety position in a capacity not requiring participation in the Local Government Employees Retirement System and doing so shall not cause payment to cease under these benefits. Participation in the retirement system is required by anyone scheduled to work 1,000 hours in a calendar year.

Locally Authorized Separation Allowance. Sworn law enforcement officers retiring from County service who are eligible for retirement benefits from the Local Government Employee's Retirement System, Teachers and State Employee's Retirement System, or the former Law Enforcement Officers' Retirement System may be eligible for a local separation allowance. To be eligible for this allowance, retiring officers must have either:

- (a) completed at least twenty years actual service with the Granville County Sheriff's Office;
- (b) be age sixty-five or older with a minimum of five years of service; or
- (c) qualify for disability retirement resulting from an on-the-job injury.

The request must be in writing and submitted along with the retiring employee's final timesheet. The allowance will be disbursed through payroll as a one-time payment of \$500.

This section of policy shall not be retroactive concerning anyone who retired from the County prior to the policy's adoption date of January 16, 2021.

SECTION 10. TUITION REIMBURSEMENT

Granville County encourages and supports employees in pursuit of educational and training experiences which not only enhance the employee's knowledge but also benefit the County by providing for a continually increasing level of service excellence to the public.

Subject to availability of funds, the County will reimburse regular (non-probationary) full-time employees up to 50% of tuition costs capped at a maximum of \$2,000 per fiscal year and a maximum of \$10,000 total reimbursement over the course of their employment with Granville County. Eligible costs include tuition and textbooks for courses deemed appropriate by the department head or his/her designee, provided the employee maintains at least a 2.0 or higher GPA. Selected curriculum should include that which will improve the employee's skills for their current job or prepare the employee for promotional opportunities within County service. Proof of satisfactory completion of the courses and payment receipts will be required for reimbursement.

To be eligible for tuition reimbursement, employees must enter into a contractual agreement with the County wherein the employee agrees to continue their employment for a minimum of 12 months following issue of each reimbursement check. The County will not require any period of employment exceeding the 12 months beyond the last reimbursement check issued. If the employee has not yet met the 12-month employment period obligation and (1) the employee voluntarily ends their employment; or (2) the County ends the employee's employment due to reasons addressed in Article IX of this Policy, the employee will be required to pay back a prorated amount which will be determined by the County.

Course work and any other responsibilities involved with the pursuit of further education must be performed outside of the employee's regular work hours. If necessary, an employee may request to use compensatory time or annual leave or may request to be placed on leave without pay status as long as the leave does not interfere with the employee's work obligations or adversely affect service delivery for the County. All such leave requests will be reviewed and approved in accordance with other policies and procedures spelled out in other Articles in this Policy.

Procedures. Procedures for submitting an application for tuition assistance are outlined on the Tuition Reimbursement Application form.

SECTION 11. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) helps restore employees to acceptable job performance levels in situations where employees have been overcome with behavioral or health problems that are affecting their job performance. The program is designed to identify the problem at the earliest possible stage, motivate the employee to seek help, and direct the employee to the appropriate assistance. Because employee work performance can be affected by the problems of an employee's spouse or other dependents, the program is also available to their family members.

There is no cost to employees or family members for the initial evaluation, counseling, or referral services. The EAP maintains strict confidentiality and preserves all employee records related to the program in the same manner as all other medical records.

Employees may independently utilize the EAP to voluntarily seek professional guidance, or supervisors may require an employee's participation based on observable work or behavior patterns which are detrimentally affecting the employee's job performance, or which are overly disruptive or unsettling to the workplace and immediate interaction is warranted.

Prior to referring an employee to the EAP, the supervisor should record specific instances in which an employee's job performance or behavior fails to meet minimum established standards or in which their individual pattern seems to be changing or deteriorating. The employee may also be encouraged to voluntarily use the confidential services of the EAP.

If the employee's performance continues to deteriorate, the employee may be offered a firm choice of seeking EAP services and/or private assistance or accepting consequences of the unsatisfactory performance. The employee will be responsible for cooperating in any required treatment or rehabilitation plan. After a reasonable time and opportunity to review the employee's progress, if noticeable improvement has not been observed, appropriate disciplinary action as outlined in Article IX of this Policy will be considered.

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

SECTION 1. POLICY

The County's policy is to provide annual leave, sick leave, and holiday leave to all full-time employees and a pro-rated amount to eligible part-time employees in regular positions. Eligibility for part-time employee leave applies only to employees hired after adoption of this Policy.

SECTION 2. HOLIDAYS

All full-time employees will be paid 7.5 hours of holiday pay at the employee's regular rate for each County-observed holiday. Eligible part-time employees will be paid a prorated amount (see Section 16 of this Article).

Employees scheduled to work the day before, day of, and/or the day after a holiday (including Friday or Monday) must work those days to be eligible to receive pay for the holiday(s) unless granted approved leave at least 24 hours in advance. In certain circumstances, based on the employee's established responsible use of sick leave, the department head may authorize payment of the holiday pay while ensuring fair and consistent application across the department.

The paid holidays listed below and such others as the Board of Commissioners may designate will be observed by county offices. For holidays that do not fall on the same day of the week each year, see exceptions noted below with an * for shift employees. Employees will receive holiday pay providing the employee is on active pay status the day before and the day after the holiday period. For record keeping purposes, holidays begin at 12:00 a.m. and end at 12:00 p.m. on the observed day.

New Year's Day*	Labor Day
Martin Luther King, Jr.'s Birthday	Veterans' Day*
Good Friday	Thanksgiving Day and Thanksgiving Friday
Memorial Day	Christmas Day (<i>according to the schedule below</i>)*
Fourth of July*	

When Christmas Falls On	County Employees Observe	On These Days
Sunday*	December 23, 26, and 27	Friday, Monday, Tuesday
Monday	December 25, 26, and 27	Monday, Tuesday, Wednesday
Tuesday	December 24, 25, and 26	Monday, Tuesday, Wednesday
Wednesday	December 24, 25, and 26	Tuesday, Wednesday, Thursday
Thursday	December 24, 25, and 26	Wednesday, Thursday, Friday
Friday	December 24, 25, and 28	Thursday, Friday, Monday
Saturday*	December 23, 24, and 27	Thursday, Friday, Monday

*** Holiday Exception for Shift Employees.** If the holidays listed below fall on Saturday or Sunday, the respective holidays will be as follows:

New Year's: New Year's Day

Veteran's Day: November 11

Fourth of July: July 4

Christmas: The day before, Christmas Day, and the day after

Flex Holiday. In addition to the 12 County-observed paid holidays listed above, all eligible regular full-time employees may take one additional "flex" holiday to observe their birthday on any day during their birth month or on a federally recognized holiday for which the County's general offices would normally remain open. The "flex" holiday will be non-cumulative and available beginning in January and ending in December of each year. All requests must be submitted in advance to the employee's supervisor who may approve or deny the request

based on departmental staff coverage and implications regarding service delivery for the County.

Observance of Weekend Holidays. For all non-shift personnel, if a holiday falls on Saturday or Sunday the following Monday will be observed as the holiday, except if in the discretion of the county manager, the county's best interest will be served by observing the holiday on the Friday before.

Full-time library personnel will receive the same number of holiday hours as other full-time county employees. It will be the responsibility of the library director to schedule employees in compliance with this section and, at the same time, meet the holiday schedule as approved by the Library Board of Trustees.

Other Religious Holidays. Employees may wish to be away from work on certain days for religious observances. Department heads should attempt to arrange the work schedule so that an employee may be granted annual leave when requested as a major religious observance for that employee. Annual leave should be denied only when granting such leave would adversely affect County service delivery.

SECTION 3. HOLIDAYS: EFFECT ON OTHER TYPES OF LEAVE

Regular holidays which occur during an annual, sick, or other leave period of any employee in active pay status will not be considered as annual, sick, or other leave.

SECTION 4. HOLIDAYS: COMPENSATION WHEN WORK IS REQUIRED

If a non-exempt employee is required to work on a County-designated holiday, the hours worked on that day will be either paid at a rate of one and one-half the regular rate or compensatory time will accrue at the rate of one and one-half times the hours worked on the holiday.

If a holiday falls on a regularly scheduled off-duty day for shift personnel, the employee will receive the hours paid for the proportionately equivalent holiday leave. Whether holiday time is provided in time or pay for shift employees is determined by the County.

SECTION 5. ANNUAL LEAVE

Annual leave is a privilege granted by the County that may be used in half-hour increments for rest and relaxation, school appointments, personal needs, and to observe religious holidays other than those granted by the County. Elected sheriff or register of deeds positions are not eligible for annual leave.

Annual leave requests must be submitted to the employee's supervisor in advance. Supervisors are responsible for ensuring proper staff coverage and may refuse annual leave requests when they create a hardship or hinder the effectiveness of service delivery for the County.

Employees must use any earned compensatory time before using accrued annual or sick leave.

SECTION 6. ANNUAL LEAVE: ACCRUAL RATE

Each full-time and eligible part-time County employee will earn annual leave according to the following schedule with accrual rates for eligible part-time employees prorated as shown in Section 16. The amount of annual leave accrued per pay date is calculated by dividing the number of hours accrued per year by the number of pay dates in the year based on the employee's position (sworn law enforcement and detention officers have 13 pay dates per year and all other full-time employees have 26 pay dates per year).

Years of Service	Hours Accrued Per Year
0 – 2	90
2 – 5	108
5 – 10	126
10 – 15	150
15 – 20	174
20 plus	198

SECTION 7. ANNUAL LEAVE: TRANSFER FROM PREVIOUS EMPLOYER

The County will accept up to 37.5 hours of annual leave balances documented by a previous employer covered by the North Carolina State or Local Government Retirement System. The annual leave will be treated as though it were earned with the County and may be used in the same manner as all other accrued annual leave.

The annual leave balance must be certified by the previous employer. It is the employee's responsibility to provide documentation from the previous employer within 30 days of beginning employment. Transferred annual leave will be credited to the employee's County annual leave account upon receipt.

SECTION 8. ANNUAL LEAVE: MAXIMUM ACCUMULATION

Annual leave may be accumulated without any applicable maximum until the last pay period of the calendar year. Any employee with a balance exceeding 225 hours will have the excess accumulation transferred to sick leave so that only a balance of 225 hours is carried forward to the next calendar year.

Employees are cautioned not to retain excess accumulated annual leave until late in the year. Because of the necessity to keep County functions in operation, large numbers of employees cannot be granted annual leave at any one time. If an employee has accumulated excess leave and is unable to take such leave because of staffing demands, the employee will receive no special consideration either in having annual leave scheduled or in receiving any exception to the maximum accumulation.

SECTION 9. ANNUAL LEAVE: BUY-BACK PROGRAM

Under certain conditions, the County will permit employees to "sell back" a maximum of 37.5 hours of annual leave and will provide compensation for those hours at the employee's current hourly rate of pay. To be eligible to sell back annual leave, the employee's remaining annual leave balance must be at least 100 hours after the sell back hours have been deducted.

Eligible employees must submit their request to sell back annual leave on the second pay period in October of each year, or other published date determined by the county manager. A standardized buy-back request form will be provided by human resources.

SECTION 10. ANNUAL LEAVE: PAYMENT UPON SEPARATION

An employee who has successfully completed six months of the probationary period will usually be paid for accumulated annual leave upon separation subject to the 225-hour maximum, provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation. Any hours the employee has accumulated above the 225-hour maximum will be transferred to the employee's sick leave balance. Any employee failing to give notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the county manager when deemed to be in the County's best interest.

Regular employees who are involuntarily separated will receive payment for accumulated annual leave subject to the 225-hour maximum and any hours above the 225-hour maximum will be transferred to the employee's sick leave balance. At the county manager's discretion, employees dismissed for serious violations of personal or criminal conduct may be determined ineligible to receive annual leave pay.

Employees eligible to receive annual leave pay and who resign or are involuntarily separated from County service may elect to transfer a portion of their accumulated annual leave balance to a new employer who is covered by the State or Local Government Employees' Retirement System if the new employer accepts such transfers. The employee must authorize the transfer request by notification to the human resources department.

SECTION 11. ANNUAL LEAVE: PAYMENT UPON DEATH

The estate of an employee who dies while employed by the County will be entitled to payment of all accumulated annual leave credited to the employee's account and subject to the 225-hour maximum.

SECTION 12. SICK LEAVE

Sick leave with pay is not a right which an employee may demand, but a privilege granted for the benefit of an employee. Sick leave may be granted in half-hour increments to an employee absent from work for any of the following reasons: sickness, bodily injury, physical or dental examinations or treatment, or exposure to a contagious disease when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is sick but may not be used to care for healthy children when the regular care giver is sick.

"Immediate family" is defined in this Article as spouse, parent, guardian, children, sister, brother, grandparents, grandchildren, the various combinations of half, step, in-law, and adopted relationships that can be derived from the aforementioned, and anyone living in the household.

Sick leave may also be used to supplement Workers' Compensation Disability Leave during the initial 7-day waiting period before Workers' Compensation benefits begin.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or not later than the beginning of the scheduled shift/workday. Failure to do so appropriately may result in disciplinary action.

When an employee's sick leave balance has been exhausted, the employee's annual leave balance will be charged for any hours claimed as sick leave on his or her time sheet. The finance department will provide notice to the department head.

Sick leave will only be approved for use during the final two weeks of a resignation with a physician's certification or comparable documentation stating that the leave was required because of illness or injury which was not anticipated at the time notice of resignation was given.

Employees must use any earned compensatory time before using accrued annual or sick leave.

SECTION 13. SICK LEAVE: ACCRUAL RATE AND ACCUMULATION

Sick leave for full-time employees will accrue at a rate of 90 hours per year. Sick leave for eligible part-time employees will be pro-rated as described in Section 16 of this Article.

Sick leave will be cumulative for an indefinite period and upon retirement may be converted for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System.

All sick leave accumulated by an employee will end and terminate without compensation when the employee resigns or is separated from the County, except as stated above for retirement or upon reinstatement within one year of separation after a reduction in force or upon reinstatement within five years from the date of a resignation. A former employee who is reemployed within five years from the date of separation will be credited with the balance of sick leave at the time of separation, except when the employee retired under the Local Governmental Employees' Retirement System or transferred their sick leave balance to another employer covered by the state or local retirement system. If a retired employee returns to regular employment with the county, sick leave will begin with a zero balance.

Employees who resign or who are involuntarily separated from County service may elect to transfer their accumulated sick leave balance to a new employer who is covered by the State or Local Government Employees' Retirement System. The employee must authorize the transfer request by notification to the human resources department.

SECTION 14. SICK LEAVE: TRANSFER FROM PREVIOUS EMPLOYER

The County will accept all hours of sick leave balances documented by a previous employer covered by the North Carolina State or Local Government Retirement System when the employee did not withdraw accumulated retirement contributions when leaving employment. The sick leave will be treated as though it were earned with the County and may be used in the same manner as all other accrued sick leave.

The sick leave balance must be certified by the previous employer. It is the employee's responsibility to provide

documentation from the previous employer within 30 days of beginning employment. Transferred sick leave will not immediately be credited to the employee's County sick leave balance but will be held by human resources until after the employee has successfully completed their probationary period.

This section of policy shall become effective upon the date of adoption and applies only to employees hired on or after February 25, 2022. The policy shall not be retroactive concerning anyone employed by Granville County prior to the adoption date.

SECTION 15. SICK LEAVE: MEDICAL CERTIFICATION

The employee's supervisor or department head may require a physician's certificate stating the existence of the employee or immediate family member's illness and the employee's capacity to resume duties, for each occasion an employee uses sick leave or whenever the supervisor observes a pattern of absenteeism. The employee may be required to submit to such medical examination or inquiry as the department head deems desirable. The department head will be responsible for the application of this provision to the end that:

- (a) Employees shall not be on duty when they might endanger their health or the health of other employees; and
- (b) There will be no abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action.

SECTION 16. LEAVE PRO-RATED

Holiday, annual, and sick leave earned by eligible part-time employees who work fewer than a 37.5-hour basic work week will be determined by the following formula:

- (a) Divide the number of work hours scheduled per week by the number of hours in a basic 37.5-hour work week to obtain the ratio.
- (b) Multiply the ratio by the number of leave hours earned annually by employees working a basic 37.5-hour work week to obtain the leave hours earned annually by employees working other than the basic work week.
- (c) Divide the result of step (b) by 26 to obtain the number of leave hours earned biweekly.
- (d) For the purposes of calculating leave, a "day" is defined as the number of hours obtained by multiplying the ratio from step (a) by 7.5 (the number of hours in a basic 37.5-hour week day).

SECTION 17. BEREAVEMENT LEAVE

For a death in the family, full-time employees may be granted up to two days at full pay and eligible part-time employees may be granted up to two days at the hours determined by calculating their "day" as shown in Section 16. For the purposes of this benefit, family is defined as parents of spouse, grandparent, grandchild, brother or sister, someone living in the home, or in-law or step relations of same.

For the death of a spouse or legal domestic partner, child, stepchild, or child which the employee has legal guardianship, parents of employee or stepparents of employee, full-time employees may be granted up to five days at full pay and eligible part-time employees may be granted up to five days at the hours determined by calculating their "day" as shown in Section 16.

Additional time or time to attend funerals of other family members may be charged to sick leave, annual leave, compensatory time, or leave without pay. Time may be requested and will be granted based upon needs criteria such as travel time, time to make arrangements, etc.

SECTION 18. FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993 (FMLA), the County will grant eligible employees up to 12 weeks of family and medical leave during a rolling 12-month period beginning on the date leave is first

used. Note: FMLA and Workers' Compensation will normally run concurrently.

Eligible employees must have regular status, been employed at least 12 months, and worked at least 1,250 hours during the previous 12 months. The leave may be paid (coordinated with the County's annual and sick Leave policies), unpaid, or a combination of paid and unpaid. Additional time away from the job beyond the 12-week period may be considered in accordance with the County's Leave Without Pay policy. Employees may be required to exhaust eligible paid leave before going on a leave without pay status.

FMLA leave may be taken for the following reasons:

- (a) to care for the employee's child after birth or placement for adoption or foster care;
- (b) to care for the employee's spouse, child, or parent who has a serious health condition; or
- (c) for a serious health condition that makes the employee unable to perform the job.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition which results in a period of incapacity for more than three days would be considered a serious health condition.

If a husband and wife both work for the County and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee will then use paid annual leave, accrued compensatory time, and/or leave without pay for the remainder of the 12-week period.

"Military Exigency" is a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military service member (Reserve or National Guard) under a call or order to federal active duty in support of a contingency operation. Qualifying events are:

- (1) deployment of service member with seven or fewer days' notice;
- (2) military ceremonies and events such as family-assistance or informational programs related to the family member's active duty or call to active duty;
- (3) urgent, immediate childcare or arranging for alternative childcare for the children of service members;
- (4) attending school or daycare meetings relating to the child of service member;
- (5) making financial or legal arrangements related to a family member's active duty status or call to active duty;
- (6) taking up to five days leave to spend with a covered military member who is on short-term temporary rest and recuperation leave during deployment;
- (7) attending counseling provided by someone other than a health provider for oneself, the covered military member, or the child of the military member, the need for which arises from the active duty service or call to active duty status or the covered military member; or
- (8) post-deployment activities for a period of ninety days after the termination of the service member's active duty status.

Military Caregiver Leave. An employee whose spouse, son, daughter, parent, or next of kin is a current service member who is undergoing treatment, therapy, recuperation, or outpatient treatment or has temporary disability retirement for injury or illness sustained in the line of duty is eligible for 26 weeks of FMLA leave in a single 12-month period. During a single 12-month period, the employee is eligible for a total of 26 weeks of all types of FMLA leave combined.

A request for leave must be made in writing by the employee and approved by the department head and human resources director or county manager. The county may designate qualified leave as FMLA leave by notifying the employee of such action.

An employee who takes leave under this policy will return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.

SECTION 19. FAMILY AND MEDICAL LEAVE: MEDICAL CERTIFICATION

In order to qualify for leave under this law, the County requires medical certification on the U.S. Department of Labor form available on the County website. This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

This certification should be furnished at least 30 days prior to the needed leave unless the employee's or family member's condition is sudden. The certification should be furnished as soon as possible (no longer than 15 days from the date of the employee's request). The leave request and certification must be submitted to the department head and filed with the human resources director.

The employee is expected to return to work at the end of the time frame stated in the medical certification unless he or she has requested additional time under the Leave Without Pay policy.

SECTION 20. FAMILY AND MEDICAL LEAVE AND LEAVE WITHOUT PAY: RETENTION AND CONTINUATION OF BENEFITS

When an employee is on FMLA leave, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the County will require reimbursement of the amount paid for the employee's health insurance premiums during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee, and the employee must make those payments by the first of each month for continued coverage.

After using all paid leave for which the employee qualifies, the employee on FMLA may use Leave Without Pay for the remainder of the FMLA 12/26-week entitlement. An employee ceases to earn holiday or leave credits on the date leave without pay begins.

SECTION 21. LEAVE WITHOUT PAY

A full-time employee may be granted a leave of absence without pay for a period lasting from two weeks to up to six months upon recommendation of the department head and approval of the county manager or human resources director. The leave may be used for reasons of personal disability, sickness or disability of immediate family members (FMLA), continuation of education, special work that will permit the County to benefit by the experience gained or the work performed, or for other reasons deemed justified by the county manager.

The employee must submit a Request for Leave of Absence form to human resources for the county manager or human resources director's signature.

Before leave without pay may be granted, accumulated annual leave must be exhausted and accumulated sick leave must be exhausted in cases of illness where disability is not a factor. An employee ceases to earn holiday or leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the County's group insurance plans at his or her own expense, subject to any regulation adopted by the Board of Commissioners and the regulations of the insurance carrier. If the Leave Without Pay is for a circumstance that coincides with FMLA or USERRA, the provisions of those policies will apply.

The employee is obligated to return to duty within or at the end of the time determined appropriate by the

county manager. Upon returning to duty, the employee will be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the department head will be notified immediately. Failure to report at the expiration of a leave of absence will be considered a resignation unless an extension has been requested and granted.

SECTION 22. WORKERS' COMPENSATION LEAVE

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave, annual leave, or compensatory time during the initial seven day waiting period. The employee will not be required to reimburse the County for this paid leave in the event the absence extends beyond 21 days and the first seven days is paid by worker's compensation. If the employee elects to use accrued sick leave, annual leave, or compensatory time for the initial waiting period, he or she will be placed on leave without pay at the end of the seven days; limited service employees as well as full-time and leave-eligible part-time employees who do not elect to use paid leave for the initial waiting period will be placed on Leave Without Pay effective with the date of injury. Once the waiting period is over, workers' compensation covers two thirds of regular pay.

A workers' compensation disability that qualifies under the requirements of FMLA shall run concurrently with FMLA. An employee on workers' compensation Leave Without Pay will continue to be eligible for benefits under the County's group Insurance plans during the period of worker's compensation leave that is concurrent with FMLA. Other insurance and payroll deductions are the responsibility of the employee, and the employee must make those payments by the first of each month for continued coverage.

An employee will retain all unused annual and sick leave while on Worker's Compensation Leave Without Pay; however, an employee ceases to earn holiday or leave credits on the date Worker's Compensation Leave Without Pay begins. After the FMLA eligibility period ends, the employee may continue to be eligible for benefits under the County's group insurance plans at his or her own expense subject to the regulations of the insurance carrier.

SECTION 23. MILITARY AND OTHER USERRA LEAVE

The County will fully comply with the requirements of the 1994 Uniformed Services Employment and Re-Employment Rights Act (USERRA) and related federal regulations.

For the purposes of USERRA covered employees are the following:

- (a) Armed Forces Active and Reserve (Army, Navy, Marine Corps, Air Force, Coast Guard)
- (b) Army National Guard and Air National Guard
- (c) FEMA's Disaster Assistance Teams
- (d) Commissioned Corps of the Public Health Service
- (e) Military Service Academies
- (f) Reserve Officer's Training Corps (ROTC)

Employees taking USERRA leave will be eligible to take accumulated annual leave, accrued compensatory time, or be placed in Leave Without Pay status and the provisions of that leave will apply. While taking USERRA leave, the employee's unused leave balances will be retained and any seniority-based benefits such as leave accrual rates will continue to accrue.

Employees whose USERRA duty is less than 31 days will have their health insurance coverage paid as if they were at work. Employees performing USERRA duty of 31 or more days may elect to continue under the County's health plan for up to 24 months but will be responsible for paying 100% of the premium costs.

Military Training. Beyond complying with USERRA, the County provides additional benefits for military training. Full-time employees who are members of an Armed Forces Reserve organization or National Guard will be granted fifteen calendar days per year for military leave. If the military leave compensation is less than the

salary that would have been earned during the same period as a County employee, the employee will receive partial compensation equal to the difference. The effect will be to maintain the employee's salary at the normal level during this period.

While on military leave, seniority-based benefits such as leave accrual rates will continue to accrue as if the employee was actively at work. If such duty is required beyond fifteen calendar days, the employee will be eligible to take accumulated annual leave or be placed in Leave Without Pay status, and the provisions of that leave will apply. Employees on extended military leave may elect to continue under the County's health plan for up to 24 months but will be responsible for paying 100% of the premium costs.

Part-time employees not eligible for annual leave and limited service employees will be granted time off without pay to meet their military reserve or National Guard training obligations.

SECTION 24. REINSTATEMENT FOLLOWING MILITARY SERVICE

An employee who volunteers or is called to active duty with the United States military forces and who returns to work in less than five years will be returned to the same or like position he or she occupied prior to the active duty enlistment with full seniority, status, leave accrual rates, and pay as if there had not been a break in employment. A military discharge form "DD214" with an honorable discharge must be submitted with the notification of intent to return to work.

Time limits for employees to reapply for return to work after release from military service are:

- (a) Less than 31 days absence, employee must report to employer by the next business day.
- (b) 31 - 180 days absence, notification to the supervisor must be submitted within 14 days.
- (c) More than 180 days absence, notification to the supervisor must be submitted within 90 days.

All reporting deadlines are extended for two years if the employee is injured during USERRA service.

SECTION 25. CIVIL LEAVE

A full-time employee called for jury duty or as a court witness for the federal or state government, or a subdivision thereof, will receive leave with pay for such duty during the required absence without charge to accumulated leave. In addition to regular compensation, the employee may keep fees and travel allowances received for jury or witness duty except when court appearances are in connection with the employee's official duties in which case all witness fees or travel allowances must be turned over to the County. While on civil leave, benefits and leave will accrue as though on regular duty.

SECTION 26. COMMUNITY SERVICE LEAVE

Employees may take paid leave up to a maximum of sixteen hours annually to participate in or volunteer for school activities, volunteer for educational or community organizations or events, or otherwise make a contribution to the community.

This leave will not be counted against the employee's annual leave balance subject to the following conditions:

- (a) The leave must be taken at a time mutually agreed upon by the employee and the County;
- (b) The County may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and
- (c) The County may require written verification and advance approval of the organization served.

SECTION 27. VOLUNTARY SHARED LEAVE

When an employee has been approved for FMLA leave due to a medical condition of the employee or an employee's family member requiring his or her prolonged absence from work which may result in possible loss of income due to lack of accumulated leave, fellow employees may voluntarily donate some of their annual or sick leave upon receiving official notification of the need from human resources. The notification will not name the beneficiary unless the beneficiary requests to be named in writing and signs a written release allowing the

sharing of the beneficiary's name. The reason for needing shared leave will not be revealed. Department heads and supervisors are not authorized to approve or initiate voluntary shared leave procedures.

For purposes of this policy, medical condition means the medical condition of an employee or their spouse, parents, children, or other dependents (including step and in-law relationships) that is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least 20 consecutive workdays. If an employee has had previous random absences for the same condition that has caused excess absences, or if the employee has had a previous, but different, prolonged medical condition within the last 12 months, the county manager may make an exception to the 20-day period.

The policy will not ordinarily apply to short-term or sporadic conditions or illnesses such as chronic allergies, contagious diseases, medical or therapeutic treatments, etc. These examples are not all inclusive and are provided for illustrative purposes only. Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably.

Leave must be donated on a one-to-one personal basis. Establishment of a leave bank for use by unnamed employees is expressly prohibited. To facilitate administration of the program, the County may establish a specific time period during which leave can be donated. Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 30 calendar days to substitute for leave without pay or advanced annual or sick leave already granted to the leave recipient.

An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right that such employee may have with respect to donating, receiving, or using leave under this program. Such action shall be grounds for disciplinary action up to and including dismissal based on personal conduct.

Human resources will make the employee's need known in as discreet a manner as possible. Gifts of shared leave will be anonymous to the beneficiary.

Requests for shared leave may be denied based on previous attendance patterns, work performance issues, or County operational needs.

Recipient Eligibility. Only regular full-time employees who have worked for the County for at least one year and who worked at least 1,250 hours in the preceding year are eligible to receive shared leave subject to a maximum of 450 hours. The number of donated leave hours an employee can receive is equal to the projected recovery or treatment period, less the employee's combined annual and sick leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all of their own available leave before using donated leave.

An employee needing shared leave must not solicit fellow employees but may make human resources aware of their need by completing the appropriate section on the Request for Leave of Absence form.

At the expiration of the medical condition, any unused leave in the recipient's donated leave account will be treated as follows:

- (a) The recipient's annual and sick leave account balance must not exceed a combined total of 37.5 hours.
- (b) Any additional unused donated leave will be returned to the donor(s) on a prorated basis and credited to the leave account from which it was donated. Fractions of one hour will not be returned to an individual donor.

If a recipient separates due to resignation, death, or retirement from the County, participation in the program ends. Donated leave will be returned to the donor(s) on a prorated basis.

Donor Eligibility. An employee donating leave under this program may donate a minimum of four hours and up to a maximum of 90 hours per year; however, the employee's annual or sick leave accruals cannot drop below 37.5 hours each. An employee wishing to donate to a qualified family member who is also employed with Granville County may donate up to a maximum of 450 hours; however, the donating employee's annual or sick leave accruals cannot drop below 37.5 hours each.

Employees who wish to donate leave may file a Voluntary Shared Leave Authorization form with the human resources department. The employee donating leave cannot receive compensation for donated leave.

SECTION 28. ADVERSE WEATHER AND EMERGENCY CONDITIONS

County government has responsibility for providing emergency services and adequate staff to operate critical services 7 days per week and 24 hours per day in all weather. The county manager, upon recommendation of department heads, shall designate which staff are in critical positions required to report to work regardless of weather or other hazardous conditions in order to ensure adequate staffing for critical services.

The adverse weather/hazardous conditions policy is established to be as fair as possible to all employees applying the following principles:

- (a) To maintain adequate staffing of emergency services at all times;
- (b) To provide for as much safety as possible for employees traveling to and from work in hazardous conditions; and
- (c) To not pay regular salaries to some employees for not working when others are required to be at work.

County offices and departments will remain open for the full scheduled workday unless authorization for closure or other deviation from the regular schedule is announced through the county manager's office. Consideration will be given to the hazard of driving conditions and other relevant factors. To the extent possible, all departments and offices will be given sufficient advance notice of any authorized closure of non-critical County functions.

In the event of an inclement weather closure, employees on previously approved leave will remain on that leave, not inclement weather leave.

In an adverse weather event, the following procedures shall apply:

- (a) Employees in non-critical positions are to report any regularly scheduled hours not worked due to a County office closure as Inclement Weather Leave on their official work record.
- (b) Employees in non-critical positions who leave work before an official early closing time and/or who report for work late or do not report for work because of hazardous conditions may use earned compensatory leave or annual leave for days or hours not worked.
- (c) Employees in non-critical positions will be eligible for two hours of call-back pay for each day they are required to report to work in order to care for departmental needs when County offices are closed. This provision is in addition to the paid closure hours reported as Inclement Weather Leave on their official work record. The amount is fixed at two hours maximum; however, other provisions of the call-back pay policy found in [Article III, Section 13](#) apply.
- (d) Employees in critical positions may be subject to disciplinary action up to and including dismissal for failure to report to work as required. Such responsibility is inherent in the critical nature of those positions.

ARTICLE VIII. SEPARATION AND REINSTATEMENT

SECTION 1. TYPES OF SEPARATIONS

Employee separations from County service will be designated as resignation, reduction in force, disability, voluntary retirement, dismissal, or death and shall be accomplished in the manner indicated in this Article.

SECTION 2. RESIGNATION

An employee may resign by submitting the reasons for resignation and effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requirement is two calendar weeks. Failure to provide minimum notice will result in forfeiture of accumulated annual leave payment unless the notification requirement is waived upon recommendation of the department head or human resource director and approval by the county manager.

Three consecutive days of absence without contacting the immediate supervisor or department head may be considered a voluntary resignation. Sick leave will only be approved during the final two weeks of a notice with a physician's certification or comparable documentation that the leave was taken because of illness or injury and was not anticipated at the time notice of resignation was given.

The county manager may negotiate a resignation with an employee when it is determined to be in the best interest of the County. Such negotiated resignation may include a severance package consisting of salary, benefits, and/or accumulated leave.

SECTION 3. REDUCTION IN FORCE

If a reduction in force becomes necessary, consideration will be given to the quality of each employee's performance, organizational needs, and seniority in determining employees to be retained. Employees separated because of a reduction in force will be given at least two weeks' notice of the anticipated action.

No regular employee will be separated because of a reduction in force while there are limited service or probationary employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the limited service or probationary employee.

SECTION 4. DISABILITY

The County will comply with the Americans with Disabilities Act (ADA) and will make all responsible efforts to provide reasonable accommodation to employees who may be or become disabled. Action may be initiated by the employee or the County.

In all cases initiated by the employee, such action must be accompanied by medical evidence acceptable to the department head, human resource director, and county manager. The County may require an examination by a physician of its choice and at its expense.

An employee who cannot perform the essential duties of a position because of a physical or mental impairment may be separated for disability.

Employees who meet the requirements of the North Carolina Local Governmental Employees Retirement System may qualify for disability retirement. Information about this option is available from the human resources director or the retirement system.

SECTION 5. VOLUNTARY RETIREMENT

An employee who meets the conditions under provisions of the North Carolina Local Government Employee's Retirement System may elect to retire and receive all benefits earned under the plan.

SECTION 6. DEATH

Separation will be effective as of the date of death. All compensation due will be paid to the estate of the employee.

SECTION 7. DISMISSAL

An employee may be dismissed in accordance with the provisions and procedures of [Article IX](#).

SECTION 8. REINSTATEMENT

An employee who is separated because of a reduction in force may be reinstated within one year of the date of separation, upon recommendation of the department head and approval of the appointing authority. An employee who is reinstated in this manner will be credited with his or her previously accrued sick leave and will accrue annual leave at a rate that reflects previous service with the County. If the employee retired or transferred the sick leave to another employer, sick leave will begin at a zero balance.

SECTION 9. REHIRING

An employee who resigns while in good standing may be rehired within five years of the date of separation upon recommendation of the department head and approval of the appointing authority. The employee will be regarded as a new employee subject to all provisions of this Policy except the employee will be credited with his or her previously accrued sick leave and will accrue annual leave at a rate that reflects previous service with the County. If the employee retired or transferred the sick leave to another employer, sick leave will begin at a zero balance.

An employee in good standing who is separated due to a reduction in force will be given the first opportunity to be rehired in the same or a similar position.

ARTICLE IX. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT

SECTION 1. DISCIPLINARY ACTION FOR UNSATISFACTORY JOB PERFORMANCE

After following the procedures in this Article, an employee may be placed on disciplinary suspension, demoted, or dismissed for unsatisfactory job performance if performance is still deemed unsatisfactory. The human resources director will assist all parties with the procedures in taking or responding to disciplinary actions. All cases of disciplinary suspension, demotion, or dismissal must be reviewed by the human resources director and approved by the county manager or hiring authority prior to giving final notice to the employee.

SECTION 2. UNSATISFACTORY JOB PERFORMANCE DEFINED

Unsatisfactory job performance includes any aspects of the employee's job which are not performed as required to meet the standards set by the department head or county manager.

Examples of unsatisfactory job performance include, but are not limited to, the following:

- (a) Demonstrated inefficiency, negligence, or incompetence in the performance of duties;
- (b) Careless, negligent, or improper use of County property or equipment;
- (c) Physical or mental incapacity to perform duties after reasonable accommodation;
- (d) Discourteous treatment of the public or other employees;
- (e) Absence without approved leave;
- (f) Improper use of leave privileges;
- (g) Pattern of failure to report for duty at the assigned time and place;
- (h) Failure to complete work within time frames established in work plan or work standards;
- (i) Failure to meet work standards over a period of time;
- (j) Failure to follow the chain of command to address work-related issues; or
- (k) Failure to maintain certifications required by the job.

SECTION 3. COMMUNICATION AND WARNING PROCEDURES PRECEDING DISCIPLINARY ACTION FOR UNSATISFACTORY JOB PERFORMANCE

When an employee's job performance is unsatisfactory, or when incidents or inappropriate actions warrant, the supervisor should meet with the employee as soon as possible in one or more counseling sessions to discuss specific performance problems. The supervisor should prepare a brief summary of these counseling sessions for inclusion in the employee's personnel file.

An employee whose job performance is unsatisfactory over a period of time should normally receive at least two documented warnings from the supervisor, one of which may be a final written warning, before disciplinary action resulting in dismissal is taken by the county manager or hiring authority. In each case, the supervisor should complete a Performance Improvement Plan to record the dates of discussions, performance deficiencies discussed, corrective actions recommended, and time limits established.

If the employee's performance continues to be unsatisfactory, the supervisor should use the following disciplinary steps:

- (a) A final written warning from the supervisor serving notice upon the employee that corrected performance must take place immediately in order to avoid suspension, demotion, or dismissal.
- (b) If performance does not improve, a written recommendation for disciplinary action such as suspension, demotion, or dismissal should be sent to the department head, human resources director, and county manager or hiring authority. Suspension and/or demotion are not required steps prior to dismissal.

Disciplinary suspensions for unsatisfactory job performance are for the purpose of communicating the seriousness of the performance deficiency, not for the purpose of punishment, and should not generally exceed

three days (36 hours) for non-exempt employees. Suspensions for exempt employees shall be for one full work week to maintain exempt status in accordance with FLSA requirements; however, suspensions of less than a week are authorized under FLSA for major safety violations or infractions of workplace conduct rules (i.e., detrimental personal conduct).

Demotions are appropriate when an employee has demonstrated an inability to perform successfully in the current job but shows promise and commitment to performing successfully in a lower level job. If no other options are available, dismissal is appropriate.

If the employee's performance does not reach an acceptable level after suspension or demotion, the employee may be dismissed. Dismissals are appropriate when the employee has shown to be unwilling or unable to perform work in a manner that meets the work and/or conduct standards of the County.

SECTION 4. DISCIPLINARY ACTION FOR DETRIMENTAL PERSONAL CONDUCT

After consulting with human resources, the department head, county manager, or hiring authority may place the employee on [investigatory leave](#) prior to making a disciplinary determination to allow time to gather facts regarding the detrimental personal conduct and make a determination regarding the severity of the conduct. [However](#), an employee may be placed on disciplinary suspension, demoted, or dismissed without prior warning for causes relating to personal conduct detrimental to County service when such action is recommended by the human resources director and approved by the county manager or hiring authority. This action may be taken in order to:

- (a) avoid undue disruption of work;
- (b) to protect the safety of persons or property; or
- (c) for other serious reasons.

SECTION 5. DETRIMENTAL PERSONAL CONDUCT DEFINED

Detrimental personal conduct includes behavior of such a serious detrimental nature that the functioning of the County may be or has been impaired; the safety of persons or property may be or have been threatened; or the laws of the government may be or have been violated.

Examples of detrimental personal conduct include, but are not limited to, the following:

- (a) Fraud or theft;
- (b) Conviction of a felony or the entry of a plea of nolo contendere thereto;
- (c) Falsification of records for personal profit, to grant special privileges, or to obtain employment;
- (d) Willful misuse or gross negligence in the handling of County funds or personal use of equipment or supplies;
- (e) Willful or wanton damage or destruction to property;
- (f) Willful or wanton acts that endanger the lives and property of others;
- (g) Possession of unauthorized firearms or other lethal weapons on the job;
- (h) Brutality in the performance of duties;
- (i) Reporting to work under the influence of alcohol or drugs or partaking of such while on duty. Prescribed medication may be taken within the limits set by a physician as long as medically necessary;
- (j) Engaging in incompatible employment or serving a conflicting interest;
- (k) Request or acceptance of gifts in exchange for favors or influence;
- (l) Engaging in political activity prohibited by this Policy;
- (m) Harassment of an employee and/or the public on the basis of sex or any other protected class status;
- (n) Harassment of an employee or the public with threatening or obscene language and/or gestures or any incidence of workplace violence; or
- (o) Stated refusal to perform assigned duties or flagrant violation of work rules and regulations, or serious malfeasance of work.

SECTION 6. PRE-DISMISSAL CONFERENCE

Before dismissal action is taken for unsatisfactory job performance or detrimental personal conduct, the department head and human resources director and/or county manager or hiring authority will conduct a pre-dismissal conference. At this conference, the employee may present any response to the proposed dismissal. The department head and human resources director and/or county manager or hiring authority will consider the employee's response, if any, to the proposed dismissal and will notify the employee in writing of the final decision within three working days following the pre-dismissal conference. If the employee is dismissed, a written dismissal notice will be prepared by human resources that contains a statement of the policy violation and the employee's appeal rights under the County's grievance procedure.

SECTION 7. INVESTIGATORY LEAVE

During the investigation, hearing, or trial of an employee on any criminal charge, during an investigation related to alleged detrimental personal conduct, or during the course of any civil action involving an employee, when suspension would be in the best interest of the County, the department head and/or county manager or hiring authority may suspend the employee as a non-disciplinary action for part or all of the duration of the proceedings after consultation with human resources. In such cases, the County may:

- (a) Temporarily relieve the employee of all duties and responsibilities and place the employee on paid or unpaid leave for the duration of the suspension; or
- (b) Assign the employee new duties and responsibilities and allow the employee to receive such compensation as is in keeping with the new duties and responsibilities.

If the employee is reinstated following the suspension, he or she will not lose any compensation or benefits to which they otherwise would have been entitled had the suspension not occurred.

If the employee is terminated following suspension, he or she will not be eligible for any pay nor accrued annual leave or sick leave from the date of suspension. All other benefits will be maintained during the period of suspension.

SECTION 8. NAME CLEARING HEARING

Following the decision to dismiss or demote an employee, including a probationary employee, the employee will be afforded an opportunity for a name-clearing hearing to be conducted by the human resources director. The employee must request the hearing within ten calendar days of the employment action.

If requested by the employee, a time and date for the hearing will be established such that the hearing takes place prior to the release of any negative or stigmatizing information about the employee that could inhibit future employment. The employee may invite anyone they wish to the hearing (including the media). At this name-clearing hearing, the employee may present any response to information that the employee believes to be false and/or stigmatizing to their reputation with respect to his or her work performance or the reasons for the dismissal or demotion.

Any written comments submitted by the demoted or dismissed employee in person or through other means of transmittal will be placed in the employee's personnel file, and a copy will be provided to anyone who requests the termination notice for that employee. If the employee speaks at the hearing but does not provide written comments, the person conducting the hearing will take notes and place a copy of the notes in the employee's personnel file, and a copy will be provided to anyone who requests the termination notice for that employee.

There is no requirement for the County or the hearing officer to respond in any way to the comments of the employee. The name clearing hearing is not a substitute nor a second opportunity for a pre-dismissal hearing at which the employee may contest the proposed disciplinary action. Information presented at the name clearing hearing will not be used by the County to reconsider the disciplinary action.

ARTICLE X. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL

SECTION 1. POLICY

It is Granville County's policy to provide a just and prompt procedure for the presentation, consideration, and disposition of employee grievances. The purpose of this article is to outline the procedure and to assure all employees that a response to their complaints and grievances will be prompt and fair. The human resources director will be available to assist parties in all departments during the grievance process.

Employees utilizing the grievance procedures shall not be subjected to retaliation or any form of harassment from supervisors or other employees for exercising their rights under this Policy. Supervisors or other employees who violate this Policy will be subject to disciplinary action up to and including dismissal.

SECTION 2. GRIEVANCE DEFINED

A grievance is a claim or complaint by a current or former employee based upon an event or condition which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions and which resulted in the employee receiving a disciplinary suspension, demotion, or dismissal. Employees may also use the grievance procedure for situations directly specified in other Articles in this Policy (i.e., harassment complaints).

SECTION 3. PURPOSES OF THE GRIEVANCE PROCEDURE

The purposes of the grievance procedure include, but are not limited to:

- (a) Providing employees with a procedure by which their complaints can be considered promptly, fairly, and without reprisal;
- (b) Encouraging employees to express themselves about the conditions of work that affect them;
- (c) Promoting better understanding of policies, practices, and procedures that affect employees;
- (d) Increasing employees' confidence that personnel actions taken are in accordance with established, fair, and uniform policies and procedures;
- (e) Increasing the sense of responsibility exercised by supervisors in dealing with their employees;
- (f) Encouraging conflicts to be resolved between employees and supervisors who must maintain an effective future working relationship, and therefore, encouraging conflicts to be resolved at the lowest level possible in the chain of command; and
- (g) Creating a work environment free of continuing conflicts, disagreements, and negative feelings about the County or its leaders, thus freeing up employee motivation, productivity, and creativity.

SECTION 4. GRIEVANCE PROCEDURE

When an employee or group of employees has a grievance, the following successive steps are to be taken. The number of calendar days indicated for each step should be considered the maximum, unless otherwise provided, and every effort should be made to expedite the process although the time limits set forth may be extended by mutual consent. The last step initiated by an employee will be considered as the step at which the grievance is resolved. A decision to rescind a disciplinary suspension, demotion, or dismissal must be approved by the department head and county manager or appointing authority before the decision becomes effective.

Informal Resolution. Prior to the submission of a formal grievance, the employee and supervisor should meet to discuss the problem and seek an informal resolution. The employee or supervisor may involve the human resources department as a resource to help resolve the grievance.

Step 1. If an informal resolution is not reached, the employee who wishes to pursue a grievance will present the grievance to the supervisor in writing. The grievance must be presented within fifteen calendar days of the event or within fifteen calendar days of learning of the event or condition.

The supervisor should consult with any relevant County employees in order to reach a correct, impartial,

fair, and equitable determination or decision concerning the grievance. Employees consulted by the supervisor are required to cooperate to the fullest extent possible.

The supervisor will respond to the grievance within ten calendar days of receipt. The response from each supervisory level for each step in the formal grievance process will be in writing and signed and dated by the supervisor. In addition, the employee must sign a copy to acknowledge receipt thereof. The responder at each step will send copies of the grievance and response to the human resources department.

Step 2. If the grievance is not resolved by the supervisor to the employee's satisfaction, the employee may appeal in writing to the department head within ten calendar days after receipt of the supervisor's response from Step 1. The department head will respond to the appeal, stating the determination of his or her decision, within ten calendar days after receipt of the appeal.

Step 3 (For general County employees only). If the grievance is not resolved by the department head to the employee's satisfaction, the employee may appeal in writing to the county manager or hiring authority within ten calendar days after receipt of the department head's response from Step 2. The county manager or hiring authority will respond to the appeal, stating the determination of his or her decision, within ten calendar days after receipt of the appeal.

The county manager's or hiring authority's decision is final; however, the county manager should inform the Board of Commissioners of any potential legal action. Any appeal of this decision must be made through the North Carolina Court System.

Special Note: The sheriff and register of deeds will carry out the responsibilities designated to the county manager in their respective departments.

Step 3 (For employees in the Social Services Department only). If the grievance is not resolved by the County to the employee's satisfaction, the employee may appeal the decision to the North Carolina Office of Administrative Hearings (OAH) within thirty calendar days of the receipt of the County's decision. The findings of the OAH will be forwarded to the State Human Resources Commission. The decision of the State Human Resources Commission will be advisory only and the County will have the final decision. Discrimination cases may be appealed directly to the OAH.

Department Heads. In the case of department heads or other employees where the county manager or hiring authority has been significantly involved in determining disciplinary action including dismissal, the County may wish to obtain a neutral outside party to either:

- (a) provide mediation between the grieving department head and the county manager or hiring authority; or
- (b) consider the appeal and make recommendations back to the county manager or hiring authority concerning the appeal. Such parties might consist of human resource professionals, attorneys trained in mediation, mediators, or other parties appropriate to the situation.

The county manager or hiring authority's decision regarding the disposition of the grievance will be final. The county manager will notify the Board of Commissioners of any impending legal action.

SECTION 5. ROLE OF THE HUMAN RESOURCES DIRECTOR

Throughout the grievance procedure, the role of the human resources director will be as follows:

- (a) To advise parties (including employee, supervisors, and county manager) of their rights and responsibilities under this Policy including interpreting the grievance and other policies for consistent application;
- (b) To be a clearinghouse for information and decisions in the matter including maintaining files of all grievance documents.

- (c) To give notices to parties concerning timetables of the process, etc.;
- (d) To assist employees and supervisors in drafting statements; and
- (e) To facilitate the resolution of conflicts at any step in the process; and
- (f) To help locate mediation or other resources as needed.

In unusual circumstances, the human resources director will also determine whether additional time will be allowed to either side if the parties cannot agree upon extensions when needed or indicated.

SECTION 6. GRIEVANCE AND ADVERSE ACTION APPEAL PROCEDURE FOR DISCRIMINATION

When an employee, former employee, or applicant believes that any employment action discriminates illegally (i.e., is based on age, sex, race, color, national origin, religion, creed, political affiliation, disability, veteran status, or genetic information), he or she has the right to appeal such action using the grievance procedure outlined in this Policy. While such persons are encouraged to use the grievance procedure, they also have the right to appeal directly to the human resources director and the county manager or hiring authority.

Employment actions subject to appeal because of discrimination include promotion, training, classification, pay, disciplinary action, transfer, layoff, failure to hire, or termination of employment. An employee or applicant should appeal an alleged act of discrimination within thirty calendar days of the alleged discriminatory action but may appeal for up to three months following the action.

ARTICLE XI. PERSONNEL RECORDS AND REPORTS

SECTION 1. PUBLIC INFORMATION

Per NCGS 153A-98, the following information with respect to each employee is a matter of public record:

- (1) name;
- (2) age;
- (3) date of original employment or appointment to the service;
- (4) the terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the County has the written contract or a record of the oral contract in its possession;
- (5) current position title; current salary; date and amount of the most each increase or decrease in salary;
- (6) date of the most recent promotion, demotion, transfer, suspension, separation, or other change in position classification;
- (7) date and general description of the reasons for each promotion;
- (8) date and type of each dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action was a dismissal, a copy of the written notice of the final decision setting forth the specific acts or omissions that are the basis of the dismissal; and
- (9) the office to which the employee is currently assigned. Any person may have access to this information for the purpose of inspection, examination, and copying, during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the County may adopt. The cost of copying may be assessed to the individual who requests the copies.

For the purposes of this subsection, the term “salary” includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid by the County.

A record will be maintained of all disclosures of personnel records except for disclosures to authorized personnel processing personnel actions or supervisors in the line of authority of the employee. Upon request, the records of disclosure will be made available to the employee to whom it pertains.

SECTION 2. ACCESS TO CONFIDENTIAL RECORDS

All information contained in an employee's personnel file other than the information mentioned above is confidential and shall be open to inspection only as permitted by NC General Statute §153A-98.

SECTION 3. PERSONNEL ACTIONS

Human resources will prescribe forms and reports for personnel actions and retain records necessary to administer the personnel system. Official personnel files are those which are maintained by human resources and contain employment applications and related materials, records of personnel actions, documentation of employee warnings, disciplinary actions, performance evaluations, retirement and insurance records, letters of recommendation, and related documents. Any documents not contained in these files or maintained as designated by the human resources director are not part of the official file.

SECTION 4. RECORDS OF FORMER EMPLOYEES

The provisions for access to records apply to former employees as they apply to present employees.

SECTION 5. REMEDIES OF EMPLOYEES OBJECTING TO MATERIAL IN FILE

An employee who objects to material in his/her file may place a statement in the file relating to the material considered to be inaccurate or misleading. In accordance with established grievance procedures, the employee may seek to have a record of upheld grievances placed in the file and/or may seek removal of material in the file contingent upon approval of the North Carolina Department of Cultural Resources.

SECTION 6. PENALTIES FOR PERMITTING ACCESS TO CONFIDENTIAL RECORDS

NCGS Section 153A-98 provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount consistent with the General Statutes.

SECTION 7. EXAMINING AND/OR COPYING CONFIDENTIAL MATERIAL WITHOUT AUTHORIZATION

NCGS Section 153A-98 provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove, or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined consistent with the General Statutes.

SECTION 8. DESTRUCTION OF RECORDS REGULATED

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with NCGS Section 121.5 (b), without the consent of the Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever, alters, defaces, mutilates, or destroys it will be guilty of a misdemeanor and upon conviction will be fined in an amount provided in NCGS Chapter 132.3.

ARTICLE XII. IMPLEMENTATION OF POLICIES

SECTION 1. CONFLICTING POLICIES REPEALED

All policies, ordinances, or resolutions that conflict with the provisions of this Policy are hereby repealed.

SECTION 2. SEPARABILITY

If any provision of this Policy or any rule, regulation, or order thereunder of the application of such provision to any person or circumstances is held invalid, the remainder of these policies and the application of such remaining provisions of these policies of such rules, regulations, or orders to persons or circumstances other than those held invalid will not be affected thereby.

SECTION 3. EFFECTIVE DATE

This Policy shall become effective on a date approved by the Board of Commissioners.

SECTION 4. AMENDMENTS AND REVISIONS

This Policy may be amended or revised by action of the Board of Commissioners and by resolution appropriately approved. Notice of any suggested amendments or revisions to the Policy, or any portion thereof, will be provided to employees and opportunities for employee comment and reaction will be made available prior to them being submitted to the Board of Commissioners for action. Proposed amendments or revisions may be announced and circulated to all employees via the County email system, uploaded to an employee document portal, and/or an announcement published in the employee newsletter.

Any amendments or revisions adopted in conformance with this procedure will become effective as of the date of such adoption unless otherwise specified in the resolution.

RESOLUTION TO REVISE THE GRANVILLE COUNTY PERSONNEL POLICY

WHEREAS, the Granville County Board of Commissioners (the “County Board”) recognize the importance of employees in meeting the needs of Granville County residents; and

WHEREAS, periodic updates to personnel policies are necessary in order to address the County’s changing needs, to provide additional clarification on application of specific policies, and/or to reflect the most current employment law legislation; and

WHEREAS, personnel policies may be adopted and amended at the discretion of the County Board, subject to applicable federal and state laws, rules, and regulations; and

WHEREAS, the purpose of personnel policies is to provide for guidance regarding the fair and consistent administration of personnel, but neither any contract nor implied contract rights are created hereby; and

WHEREAS, proposed revisions to the Granville County Personnel Policy for Articles III, V, VI, VII, and IX have been prepared and/or reviewed by county administration, human resources, and the county attorney; and

WHEREAS, County employees were given an opportunity to review the proposed amendments and to submit comment during the period of April 17 – 30, 2023; and

WHEREAS, the county manager recommends that the Board of County Commissioners adopt revisions to the Granville County Personnel Policy dated July 10, 2023 effective immediately upon adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE GRANVILLE COUNTY BOARD OF COMMISSIONERS AS FOLLOWS THAT THE RECOMMENDED REVISIONS TO THE GRANVILLE COUNTY PERSONNEL POLICY ARE HEREBY ADOPTED EFFECTIVE IMMEDIATELY.

Adopted by a vote of ____ in favor and ____ against, this the _____ day of _____ 2023.

Russ May, Chair

ATTEST

Debra A. Weary



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Minutes
Date: July 10, 2023
Title: Minutes

PURPOSE:

To approve minutes of the October 3, 2022 and October 17, 2022 Regular Meetings and October 26, 2021 Emergency Meeting.

RECOMMENDATION:

County Manager recommends approval.

ATTACHMENTS:

October 3, 2022 Draft Minutes
October 17, 2022 Draft Minutes
October 26, 2021 Draft Minutes

ACTION TAKEN:

OXFORD, NORTH CAROLINA
October 3, 2022

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, October 3, 2022, at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chair: Tony W. Cozart

Commissioners: Jimmy Gooch Timothy Karan
Sue Hinman Russ May
Zelodis Jay David T. Smith

Interim County Manager: Doug Logan
Assistant County Manager: Korena Weichel
County Attorney: James C. Wrenn, Jr.

News Reporters: Amanda Dixon – *Butner-Creedmoor News*
Donna Perkins – *Oxford Public Ledger*

MEETING CALLED TO ORDER

At 7:00 p.m., Chairman Tony W. Cozart called the meeting to order. He then recognized Commissioner Sue Hinman for the invocation and Pledge of Allegiance. Commissioner Hinman asked Reverend Leroy Anderson to do the invocation. After the invocation, Commissioner Hinman led the Pledge of Allegiance.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the consent agenda as follows:

(A) Approved the Summary of Contingency and Use of Fund Balance as follows:

General Contingency Balance	\$	157,750
School Bond D/S Contingency	\$	350,000
Environmental Disaster Contingency	\$	10,000
General Fund Appropriated Fund Balance	\$	5,151,630

(B) Approved Budget Amendment #1 for Fiscal Year 2022-2023 as follows:

Budget Amendment #1
10/03/2022

Be it ordained, the FY 2022-2023 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)
General Government

Governing Board	22,250
Administration	30,856
Public Safety	
Emergency Management	37,450
911 Operations	850,000
Community Services	
County Library System	25,800

	Construction Projects	637,500	
	Economic Development	(10,000)	
Human Services			
	Granville-Vance District Health Dept	(40,000)	
	Social Services	208,070	
Area Projects and Other Appropriations			
	Special Projects	52,385	
	Non-Departmental	(30,856)	
Contributions to Other Funds			
	Contributions	1,300	
	Contingencies	(22,250)	
	<i>Total Expenditures</i>		1,762,505
Revenues: Increase/(Decrease)			
	Restricted and Intergovernmental	77,151	
	Appropriated Fund Balance	1,685,354	
	<i>Total Revenues</i>		1,762,505

LANDFILL FUND

Expenditures:Increase/(Decrease)			
	Landfill Operations	60,000	
	<i>Total Expenditures</i>		60,000
Revenues: Increase/(Decrease)			
	Appropriated Fund Balance	60,000	
	<i>Total Revenues</i>		60,000

EQUITABLE SHARING/FORFEITURE

Expenditures:Increase/(Decrease)			
	Forfeiture Expenditures	(500,000)	
	<i>Total Expenditures</i>		(500,000)
Revenues: Increase/(Decrease)			
	Federal Seizure Fundd	(500,000)	
	<i>Total Revenues</i>		(500,000)

E-911 FUND

Expenditures:Increase/(Decrease)			
	Phone System & Furniture	(2,500)	
	Software Operations	2,500	
	<i>Total Expenditures</i>		0

	Budget Amendment #1		
(For reference only)			Balance

General Fund/Special Appropriations			
Expenditures: Increase/ (Decrease)			
10- 8500 813	ACIM	\$40,000	\$50,000
10- 5190 696	Annual Allocation	(\$40,000)	\$985,000

Description: Correct original FY 2023 budget, by moving \$40K Funding Enhancement to ACIM. Funds were initially placed in Granville County Public Health in error.

General Fund/Emergency Management			
Expenditures: Increase/ (Decrease)			
10- 4330 540	Capital Outlay - Cars	\$37,450	\$37,450
Revenues: Increase/ (Decrease)			
10- 3990 991	Appropriated Fund Balance	\$37,450	\$3,503,726

Description: Carry over previous year funding for scheduled purchase of truck.

General Fund/Pass Through			
Expenditures: Increase/ (Decrease)			
10- 8580 107	Initial Allocation/Unallocated	(\$249,037)	\$963
10- 8580 109	Administrative	\$6,177	\$6,177
10- 8580 108	Comm Connections (Youth Villages)	\$70,298	\$70,298
10- 8580 108	Comm Connections (Y.V.) - Level II	\$103,914	\$103,914
10- 8580 112	Boys and Girls Club(Positive Actions)	\$30,684	\$30,684
10- 8580 146	Trails to Success (Shepard Yth Ranch)	\$37,964	\$37,964

Revenues: Increase/(Decrease)					
10-	3583	329	Initial Allocation/Unallocated	(\$223,513)	\$26,487
10-	3583	330	Administrative	\$3,810	\$3,810
10-	3583	331	Comm Connections (Youth Villages)	\$58,582	\$58,582
10-	3583	331	Comm Connections (Y.V.) - Level II	\$103,914	\$103,914
10-	3583	338	Boys and Girls Club (Positive Actions)	\$25,570	\$25,570
10-	3583	342	Trails to Success (Shepard Yth Ranch)	\$31,637	\$31,637
10-	3583	334	4-H Best	\$61,238	\$61,238
10-	3833	849	4-H Best Program Revenue	(\$20,000)	\$0
10-	3990	991	Appropriated Fund Balance	(\$41,238)	\$3,462,488

Description: Adjust funding for FY 2023 JCPC programs per the Department of Public Safety Funding Plan. 4-H Best expenditures are already in the original budget ordinance.

General Fund/Economic Development

Expenditures: Increase/ (Decrease)					
10-	4920	640	Oxford Downtown	(\$10,000)	\$20,000
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	(\$10,000)	\$3,452,488

Description: Correct original FY 2023 budget by reducing allocation to Downtown Oxford Economic Development Corporation from \$30K to 2\$20K.

General Fund/E-911

Expenditures: Increase/ (Decrease)					
10-	4390	352	Repairs and Maintenance	\$850,000	\$995,000
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$850,000	\$4,302,488

Description: Carry over previous year funding for the replacement of the County-wide simulcast paging system, as approved by the Granville County BoCC on February 22, 2022.

General Fund/Library

Expenditures: Increase/ (Decrease)					
10-	6110	585	Capital Outlay - ECF Grant	\$5,800	\$5,800
Revenues: Increase/ (Decrease)					
10-	3611	362	ECF Grant	\$5,800	\$5,800

Description: Budget expenditures (purchase of laptops) and corresponding grant revenue from the ECF grant.

General Fund/Construction Projects

Expenditures: Increase/ (Decrease)					
10-	4251	901	Court Complex	\$630,000	\$721,500
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$630,000	\$4,932,488

Description: Carry over previous year funding for the repairs to 143 Williamsboro Street - DSS Child Support Services. Funds are carried over from 10-251-604 Sheriff Department Renovations.

General Fund/Library

Expenditures: Increase/ (Decrease)					
10-	6110	587	ALA COVID Relief Expenditures	\$20,000	\$20,000
Revenues: Increase/ (Decrease)					
10-	3611	870	ALA COVID Relief Grant	\$20,000	\$20,000

Description: Recognize receipt of funds and budget expenditures related to the ALA Covid Relief Fund Grant.

General Fund/Governing Board

Expenditures: Increase/ (Decrease)					
10-	4110	199	Professional Services	\$22,250	\$27,050
10-	9910	991	General Contingency	(\$22,250)	\$157,750

Description: Fund Developmental Associates, LLC to assist in the search for County Manager.

General Fund/Contributions to Other Funds

Expenditures: Increase/ (Decrease)

10-	9800	031	Transfer to CARES Election/HAVA Grant	\$1,300	\$1,300
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$1,300	\$159,050
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Description: Refunding the unspent balance of CARES Act Supplemental Fund owed to the NC State Board of Elections.

General Fund/Construction projects

Expenditures: Increase/ (Decrease)

10-	4251	442	GAP Improvements	\$7,500	\$7,500
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$7,500	\$166,550
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Description: Carry over funding from FY 2022 to pour nine concrete pads for the disc golf course at the G.A.P.

General Fund/Non-Departmental

Expenditures: Increase/ (Decrease)

10-	8500	657	Human Relations Council	\$12,385	\$19,485
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$12,385	\$178,935
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Description: Carry over the unspent FY 2022 funds from the Human Relations Council.

General Fund/Administration

Expenditures: Increase/ (Decrease)

10-	4120	121	Salaries	\$21,581	\$493,450
10-	4120	181	FICA	\$1,650	\$37,693
10-	4120	182	Retirement	\$2,625	\$58,740
10-	4120	395	Registration and Training	\$5,000	\$8,500
10-	8540	111	Position Reclass	(\$30,856)	\$69,144

Description: Fund additional salary and fringe expenses for new county manager for the balance of FY 2023.

General Fund/Social Services

Expenditures: Increase/ (Decrease)

10-	5300	493	IV-D Incentive Funds (from FY2017)	\$139,963	\$261,336
10-	5300	630	FEDERAL ADOPTION INCENTIVES	\$55,494	\$76,131
10-	5300	635	Family Reunification	(\$5,674)	\$9,089
10-	5300	639	LIHWAP	(\$9,955)	\$85,411

Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$195,457	\$374,392
10-	3538	332	Public Assistance	(\$15,629)	\$294,386

Description: Carry over the unspent FY 2022 IV-D incentive and Federal Adoption Incentive funds, as well as the reinstatement of Public Assistance funding (DSS BA #1).

General Fund/Social Services

Expenditures: Increase/ (Decrease)

10-	5300	637	Child Care	\$2,500	\$2,500
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$2,500	\$376,892
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Description: Budget expenditure of funds received May 2019 from DHHS Division of Child Development, but not yet spent for DHHS purposes, per DHHS verification received Jan 5, 2022. (DSS BA #2.)

General Fund/Social Services

Expenditures: Increase/ (Decrease)

10-	5300	510	Capital Outlay	\$25,742	\$25,742
Revenues: Increase/ (Decrease)					
10-	3538	332	Public Assistance	\$25,742	\$320,128

Description: Recognize receipt of funds reimbursed by the SNAP program. (DSS BA #3)

Landfill Fund

Expenditures: Increase/ (Decrease)

60-	4725	641	White Good Expenditures	\$60,000	\$60,000
Revenues: Increase/ (Decrease)					
60-	3991	991	Appropriated Fund Balance	\$60,000	\$3,923,895

Description: To fund repair of wheel loader and various other charges by Gregory Pool Equipment, as approved by the Granville County BoCC as of March 21, 2022.

Equitable Sharing/Forfeiture Fund- DoJ

Expenditures: Increase/ (Decrease)

51-	4311	000	Forfeiture Expenditures	(\$200,000)	\$185,000
Revenues: Increase/ (Decrease)					
51-	3431	411	Federal Seizure Funds	(\$200,000)	\$190,000

Description: Correction to reflect original FY 2023 budget ordinance.

Equitable Sharing/Forfeiture Fund- Treasury

Expenditures: Increase/ (Decrease)

52-	4312	510	Forfeiture Expenditures	(\$300,000)	\$0
Revenues: Increase/ (Decrease)					
52-	3431	411	Federal Seizure Funds	(\$300,000)	\$290,000

Description: Correction to reflect original FY 2023 budget ordinance.

E-911 Fund

Expenditures: Increase/ (Decrease)

27-	4500	321	Phone System	(\$2,500)	\$97,500
27-	4501	354	Recorder Software	\$2,500	\$22,500

Description: Reallocate 911 Fund budget due to increase in maintenance contract and new primary recorder .

(C) Approved Tax Refunds, Releases & Write-offs as follows:

Refunds	August 2022:	\$48,517.31
Releases	August 2022:	\$82,659.74
Write-offs (\$2 and less)	August 2022:	\$ 53.81

(D) Approved the Minutes of the January 4, 2022 and January 18, 2022 Regular Meetings.

(E) Approved the Restatement of Granville County FLSA Work Periods as follows:

- (1) Maintaining the existing Section 207(k) exemption with the 28-day work period which begins on Monday at 12:00 am and ends on Sunday at 11:59 pm for eligible Sheriff's Office law enforcement and detention positions; and
- (2) Clarifying that the existing FLSA standard workweek which begins on Sunday at 12:00 am and ends on Saturday at 11:59 pm will continue to be observed for all other full- and part-time positions following implementation of the bi-weekly pay schedule adjustments previously approved on August 8, 2022.

BOARD RECOGNIZED LEADERSHIP GRANVILLE 2022-2023 CLASS

Chairman Cozart noted that for those who were not present, the Board had an opportunity to share informally with the Leadership Granville class before the meeting and he then recognized Lynn Allred, Rosalyn Green, and Annette Myers who are on the Leadership Granville Steering Committee.

Chairman Cozart stated that both the Board and class had an opportunity to introduce themselves. He then asked if anyone from the Leadership Granville class had any questions or comments they would like to make. He stated that the Board was excited to have them attend the meeting and invited them at that time to ask questions or make any comments on their behalf. There were none, however, Chairman Cozart stated that if at any time they had questions or comments to please contact Mrs. Debra Weary and she would be glad to relay those questions or comments to the Board. He then asked the class to come forth and receive the Granville County 275 Year Commemorative Books, coins, and the “Grow with Granville” books. At that time, Chairman Cozart also recognized Commissioners Sue Hinman, Timothy Karan, and Zelodis Jay as graduates of the Leadership Granville class and asked them to help give out tokens of appreciation.

Clerk Weary read the following names of those that had completed the class:

Angela Miles	Human Resources Director
Audrey Pegram	Income Maintenance Caseworker III
Allison Satterfield	Academic Interventionist Specialist
Briana Abott	School Social Worker (K-12)
Courtney Currin	Director of Federal Compliance & Personnel
Dr. Janita Allen	Principal, Granville Central High School
Octavia Driessen-Meadows	Federal Programs Coordinator
Harrison Preddy	Attorney
Lina Howe	Extension Agent, 4-H & Youth Development
Richard Lotozynski	Realtor
Alison Wilson	Human Resources Manager
Larry Wilson	President/Owner
Lauren Wilkinson	Owner
Lesley Jones	U.S. Tax Director

Commissioner Hinman encouraged others to consider taking the Leadership Granville class.

INTRODUCTION OF MR. DREW CUMMINGS, APPOINTED COUNTY MANAGER

Chairman Cozart stated that he wanted to introduce someone that the County would be hearing a lot about and that the Board is very excited to have come and be a part of Granville County family. He then introduced Mr. Drew Cummings, the recently named County Manager

for Granville County. He stated that in September 2022, the Granville County Board of Commissioners selected Mr. Drew Cummings as its next permanent County Manager following the departure of Mr. Michael Felts. He continued that Mr. Cummings has come to Granville County from Durham County as an Assistant County Manager and Chief of Staff for the past 14 years. Preceding his work in Durham County, he previously held several positions in municipal government and worked for seven years as a middle school teacher before entering the local government profession. A member of the International City-County Management Association (ICMA) as well as the North Carolina City and County Managers Association since 2004, Mr. Cummings achieved his ICMA Credentialed Manager status in 2021 and is also a graduate of the UNC School of Government's Public Executive Leadership Academy. He is a graduate of Harvard University, holding a BA in Government and received his Master's in Public Policy from the Duke University Sanford School of Public Policy. Mr. Cummings is a native of Kalamazoo, Michigan and graduated from Kalamazoo Central High School. He and his wife Amy have three school-aged children. Chairman Cozart announced that Mr. Cummings will officially take the position of Granville County Manager on Monday, October 17, 2022.

Chairman Cozart asked Mr. Cummings if he would like to share any comments and noted that he and the Board are certainly looking forward to his leadership here in Granville County. He thanked him for accepting the offer to come and be their leader and they are excited about having him.

Mr. Cummings thanked Chairman Cozart for the warm introduction and for the offer of employment and that he could not have been more excited to accept the offer. He shared about his first experience while driving through Oxford, how he wondered what wonderland he had landed himself in. He stated that that was close to 20 years ago when he moved to North Carolina and a couple of years ago, he had passed that watershed moment where he had lived in North Carolina longer than anywhere else and so this is home. He stated that he does have two high schoolers and one middle schooler. He then extended a special welcome to the Leadership Granville participants. He continued that he would describe Granville County as an \$80 million a year company that produces hundreds of different products and services. He stated further that it is really complicated, and it takes sustained attention to figure out what is going on and how it is going on and so he appreciates their commitment to learn more and that

he is looking forward to working with them and seeing their faces in a lot of different settings interacting with the community. Mr. Cummings thanked everyone again for the warm welcome that all of them and County Manager Logan extended to him, and said he looked forward to seeing more of everyone in the future.

Chairman Cozart then presented a 275th-anniversary commemorative book and coin and invited Mr. Cummings to look at the rich history of Granville County. He welcomed him on behalf of the Board and said he looked forward to all the great things that will happen under his leadership.

PROCLAMATION HONORING SERVICE OF MICHAEL K. "MIKE" ALLEN

Chairman Cozart stated that unfortunately, Mr. Allen was not able to attend the meeting but that the Board is determined to honor him as soon as possible for his service to the county. He asked that everyone pray for Mr. Allen's strength and that the Board looked forward to recognizing him at a later date.

BOARD ADOPTED RESOLUTION OPERATION GREEN LIGHT FOR VETERANS SERVICES

Chairman Cozart asked Chris Dethmers, Veterans Service Officer, and Commissioner Timothy Karan to come forward.

Commissioner Karan read a Resolution in Support of Operation Green Light and presented it to Chris Dethmers.

Mr. Dethmers thanked the Board of Commissioners for spearheading this initiative. He explained that this is a new program sponsored by the National Association of Counties and the National Association of County Veterans Services Officers and is a way to show support for Veterans; especially as they transition back to the civilian sector. He stated further that it is a way to show support for the service-connected benefits that Veterans Services offer, their mental health benefits, any criminal justice diversion, and homelessness prevention. He stated that, as a county and county representatives, they are oftentimes first-line involved with these Veterans in every single one of those categories if not more. He said that this is a great show of appreciation for Veterans, but that this will also not do anything financially for a single veteran, so let this be a starting point to move forward. He stated that there are some press releases and some letters to the editors that are examples, and he will submit to Congress a sample letter for our delegation to support the federal county funds for the services and benefits

previously mentioned. He thanked everyone and stated that he would be glad to answer any questions.

When asked where the green lights could be obtained, it was noted that Amazon and the local Ace Hardware have them.

Chairman Cozart stated to Mr. Dethmers that he appreciated his leadership and asked Commissioner Karan if he would move forward with the motion to adopt the Resolution that was read for the record.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board adopted the following resolution:

**Resolution in Support of
Operation Green Light for Veterans**

WHEREAS, the residents of Granville County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens, and Granville County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veteran Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and the National Association of Counties encourages all counties, parishes, and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the County of Granville appreciates the sacrifices of our United State Military Personnel and believes specific recognition should be granted.

NOW, THEREFORE, BE IT RESOLVED, with designation as a Green Light for Veterans County, the Granville County Board of Commissioners hereby declares from October through Veterans Day, November 11th, 2022, a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service; and

NOW, THEREFORE, BE IT RESOLVED, that in observance of Operation Green Light, the Granville County Board of Commissioners will encourage its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence.

PUBLIC COMMENTS

Jesse Davi, 1100 Lake Ridge Drive, Creedmoor, NC, stated that his comments were based around the qualifications for the Ground Water Consultant position. He stated further

that he wanted to make sure that the Board would stress that the individual's qualifications included being unbiased, unassociated, and unaffiliated with anybody within Granville County politics, committees and/or subcommittees, or friends of friends. He stated that he really hoped the Board would stretch to reach outside the box of someone who does not even know where Granville County is on a map so that they could receive the best results for those who are worried about their water situation. He said that he is still waiting for a reply email from individuals that he sent an email in regards to where he could find meeting minutes and notes where the subcommittee had conversations with the experts that they spoke with so that the public could better understand what conversations were had, what questions were asked, and what the answers were so that they could make decisions for themselves.

Casey Cook, 919-B Goshen Street, Oxford, NC, stated that she was there to ask the Board to pay officers in the Sheriff's Department better and to hire more of them. She stated that as of this meeting, Sheriff Hardy informed her that the county is 12 officers down and it will continue to grow if the county does not allocate more funding to pay officers better and to attract a better quality of candidates to be officers. She continued that money can be moved around in budgets and there is no reason why it cannot be moved in this case.

BOARD APPROVED LATE APPLICATION – DISABLED VETERANS
VIRGIL DOUGLAS

Chairman Cozart stated that the next item on the agenda was a late Application for a Disabled Veteran Virgil Douglas. He stated that according to the N.C.G.S. 105-282.1(a)(1), upon showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by the Board of County Commissioners. This subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. He stated further that they had an application for such a request and a recommendation from the Tax Administrator requesting that the Board approve the late application for 2022. He then asked for a motion to approve the recommendation.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Russ May, and unanimously carried, the Board approved the 2022 late application for Virgil Douglas for Disabled Veterans.

**BOARD APPROVED LATE APPLICATION – DISABLED VETERANS
WILLIAM WHITE, JR.**

Chairman Cozart stated that the next item was a late Application for Disabled Veteran William White, Jr. He stated that this item was very similar to the previous request and that this was also recommended for approval by Tax Administrator Griffin. He then asked for the pleasure of the Board.

Upon a motion by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the 2022 late application for William White, Jr. for Disabled Veterans.

**BOARD APPROVED LATE APPLICATION – DISABLED VETERANS
ERVIN POWERS**

Chairman Cozart stated that the Board was presented another late application with the same language with yet another recommendation to approve by Tax Administrator Griffin.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved the 2022 late application for Ervin Powers for Disabled Veterans.

Commissioner May stated for clarification of the Board, that they had met with the Tax Office along with Veterans Services to ensure that in future interactions with our Veterans who run across similar activity, they be escorted to the Veterans Service Office and provided the assistance they need. Therefore, that is already in place, and he is confident that the Veterans Service Office will ensure that Veterans are receiving the services they need. He continued that Veterans Services will also be moving some of its operations to the southern end of the county. He continued that it is a work in progress and that Granville County has an outstanding Veterans Service office and that both personnel and the officers are top-notch employees and there will be a vast improvement in those services and to the Veterans who have earned these benefits and services.

**BOARD APPROVED REMOTE CONTROL LIGHTING FOR GAP BALL
FIELDS**

Chairman Cozart noted that the purpose of this item is to approve the purchase and installation of remote-controlled lights for the Granville Athletic Park Phase I baseball fields.

He continued that GAP Phase I baseball fields are utilized by high schools and middle schools beginning in February each year and require the usage of field lights due to it still getting dark around 5:30 p.m. Tournaments which run from February through November also

require lighting. To accommodate their play, park staff have been required to be on-site to turn the field lights on/off which often keeps them as late as 10:30 p.m. during the week and working 12-hour shifts on weekends. Chairman Cozart stated that there is a recommendation from the Parks & Grounds Maintenance Manager to approve the proposal from Tommy Lawrence Electrical Contractors, Inc. in the amount \$20,184 for materials and labor to install remote-controlled lighting at GAP Phase I baseball fields. He then asked if County Manager Logan would like to make any additional comments concerning this item.

County Manager Logan stated that he did not have any comments other than the fact that funding was budgeted in this current year's budget. He continued that the long-term goal for this is for staff to not have to come out to work 12-hour shifts to cut the lights on and off. At that point, they could simply pull up an application on a computer or phone and activate the system which would in essence be a savings to the county.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved the purchase of remote-controlled lighting for the GAP Phase I baseball field from Tommy Lawrence Electrical Contractors, Inc. in the amount of \$20,184 for materials and labor to install from the current budget.

BOARD APPROVED AGREEMENT WITH ePLUS, INC. FOR ADMINISTRATIVE OFFICE OF COURTS eCOURTS CRAVE PROJECT

Chairman Cozart stated that the next item was to consider approving the expenditure and entering into an agreement with ePlus, Inc. to provide cabling services in the Courthouse for the eCourts "Courtroom Audio Visual Experience" (CRAVE) project. He noted that the NC Administrative Office of Courts (AOC) is implementing remote court capabilities across the state under a project known as CRAVE. The AOC will provide necessary equipment including large screen monitors, cameras, and mounting accessories, but due to the cabling becoming an integrated part of the local infrastructure following installation, requires that the local government provide the cost of cabling, with the respective courtrooms. The County Manager recommended entering into an agreement with ePlus, Inc., the AOC's chosen contractor, to provide cabling services for the Granville County Superior and District courtrooms at an estimated cost of up to \$20,000. Chairman Cozart noted that the Memorandum of Agreement was included in the Board's agenda packet and asked for a motion from the Board.

Commissioner Smith made a motion and it was seconded by Commissioner May. When Chairman Cozart called for comments or questions, Commissioner May added that this was part of the Board's responsibilities to fund some of the court's services as they provide to the County. Therefore, he stated, this will allow them to be able to digitize the courtroom and make it more current to what the expectations of the public would be for courtroom presentation, presentation of evidence, photographic evidence, etc., which he believes is essential this day and time.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Russ May, and unanimously carried, the Board approved entering into an agreement with ePlus, Inc. to provide cabling services for the Granville County Superior and District courtrooms at an estimated cost of up to \$20,000.

BOARD APPROVED SERVER INFRASTRUCTURE REFRESH PURCHASE

Chairman Cozart stated that the purpose of this item was to consider the purchase of computer server infrastructure replacements for both Granville County's primary and backup locations to maximize cybersecurity and remain in compliance with Granville County's Information Technology (IT) Policy. He noted that Granville County utilizes two virtual server clusters as its primary and secondary data infrastructure. One server cluster is located in Oxford and a secondary cluster is located in Wilton and each cluster consists of six Dell PowerEdge servers. The primary and secondary clusters were deployed in early 2016 and serve each county department with their daily functions. Chairman Cozart then asked Chris Brame, IT Director, if he had anything to add to this request.

IT Director Brame stated that this is a complete overhaul of the entire server infrastructure at both locations. This will go into the Law Enforcement Center and will bring Granville County current as of this year, as the previous servers were purchased back in 2015 so it is highly needed. He then asked if the Board had any questions regarding this request.

Chairman Cozart thanked Mr. Brame and asked if there was a motion to approve.

Upon a motion by Commissioner Sue Hinman, seconded by Zelodis Jay, and unanimously carried, the Board approved computer server infrastructure replacements for a total one-time cost of \$591,500.00 for hardware replacement that includes \$31,515.00 for professional services after the SHI Statement of Work is reviewed by the County Attorney.

BOARD HOLDS ACTION ON CONTRACT WITH APPLE ROCK FOR BOARD OF ELECTIONS

Chairman Cozart stated that the purpose was to contract with Apple Rock to deliver, install, dismantle, and pick up/return floor decals, stanchions, and acrylic barriers to storage. He then recognized County Manager Doug Logan for comments.

County Manager Doug Logan stated that during the Coronavirus outbreak and its peak, processes had been implemented to provide isolation and separation to make voting the safest environment possible. Within that time, the Board of Elections contracted with Apple Rock to provide the individual barriers for the registration area and the acrylic barriers as well as the individual voting booths so that individuals would have a sufficient distance from others. He continued that the funding for the contract was included in this year's budget even though the bulk of the pandemic has winded down; however, we are still experiencing a few numbers of the Coronavirus and other infectious diseases. He stated further that the Board of Elections has requested to reactivate that contract again for this general election and would reevaluate it for next year.

Chairman Cozart stated that there is a recommendation to approve this request and the estimated cost as noted in the Board's packet is \$26,190.63. He then asked if there were any questions.

Commissioner May asked if the provisions for isolation were still required by the State Board of Elections.

County Manager Logan stated that he did not know if that was still a requirement by the State BOE. He stated that he did not believe that it was at this point, but that Granville County's BOE has strongly recommended going forward with it for at least one more year.

Commissioner May asked County Attorney Jim Wrenn if he knew if it was still a state requirement.

County Attorney Wrenn stated that he did not know but would try to get an answer before the end of the meeting.

Chairman Cozart asked if the Board members wanted to act on this request now or hold off until later.

Commissioner May stated that he would like to know if there is a requirement and that he is all about safety as most of the workers at the polls are elderly and, obviously, that is a concern, but he would like to know if that directive is coming from the State Board of Elections

and if we are up to date with current requirements. He questioned that if they were to take on any requirements, would the state fund a portion of it or would Granville County be required to fund it in its entirety?

Commissioner Gooch questioned that since they were so close to elections, would the Board have time to table this matter?

Chairman Cozart stated that he was hoping that they could come back to this request before the meeting ended. He said that if Attorney Wrenn could receive the information needed, the Board could revisit this matter later in the meeting.

BOARD APPROVED THREE VEHICLES FOR SHERIFF'S OFFICE

Chairman Cozart recognized Sheriff John Hardy to come forth and share his request.

Sheriff Hardy stated this was a continued request to refurbish their aging fleet and that they were able to find some additional new vehicles through their source in Clinton, North Carolina and another source in Raleigh, North Carolina. He stated that basically, it would be the purchase of one (1) additional new Dodge Durango and two (2) Chevrolet Tahoes to replace the fleet that is aging as well as purchasing one more vehicle for the undercover narcotics unit. He stated that that was an extension of the last request that the Board had approved for the \$100,000 cap. He stated that he was able to find one more vehicle to fill in the extra.

Chairman Cozart stated that the previous purchases did not reach the \$100,000 cap so they had to come back and get permission for the third vehicle. He then asked if there were any questions for Sheriff Hardy. Chairman Cozart noted further that the Sheriff was recommending the purchase of one (1) 2023 Dodge Durango and two (2) 2023 Chevrolet Tahoes from Performance Automotive and Capital Chevrolet under the state contract pricing for a total price of \$127,882.48.

Upon a motion by Commissioner Russ May, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved purchasing one (1) 2023 Dodge Durango from Performance Automotive and two (2) 2023 Chevrolet Tahoes from Capital Chevrolet under the state contract pricing for a total price of \$127,882.48 from the current budget.

BOARD APPROVED ONE UNDERCOVER VEHICLE FOR NARCOTICS UNIT

Chairman Cozart stated that the purpose of this item was to consider the purchase of one (1) vehicle for the Granville County Sheriff's Office Narcotics Unit. He then asked Sheriff Hardy if he had any comments regarding this request.

Sheriff Hardy stated that the purchase of this third vehicle would round out the \$100,000 cap that was previously set. He stated that they had purchased two of the vehicles that they had mentioned in the last meeting, and he was coming again to request the purchase of this third vehicle which would be within the \$100,000 cap.

Commissioner Smith asked if this would be using the drug asset forfeiture fund and not Granville County tax dollars.

Sheriff Hardy responded that that was correct.

Chairman Cozart noted the recommendation from Sheriff Hardy and asked for a motion to approve.

Upon a motion by David T. Smith, seconded by Commissioner Russ May, and unanimously carried, the Board approved the purchase of one undercover vehicle from Oxford Car and Truck in the amount of up to \$17,888.00 utilizing U.S. Department of Justice Asset Forfeiture funds in support of the Narcotics Unit.

BOARD TABLED DETENTION CENTER BODY SCANNER PURCHASE

Chairman Cozart stated that the purpose was to consider the purchase of a full-body scanner for the Detention Center. He then recognized Sheriff Hardy for the details of this request.

Sheriff Hardy stated that the Sheriff's Office would like to request that the purchase of a full body scanner be approved as a Capital Fund Project utilizing the American Rescue Plan funds that had been identified by County Manager Logan. He stated further that he believed that purchasing a scanning device such as the Tek 84 device (specifications were included in the agenda packet), should be an integral part of the Detention Center's security platform much in the same way other security systems, such as surveillance cameras, security doors, and inmate communications systems are deployed. He stated further that the old ways of searching inmates as part of security screening is antiquated if not kept up with the techniques employed by arrestees to introduce contraband to Granville County's Detention facilities. He continued that traditional search techniques have also become more dangerous with the rise of Covid 19 and other contagious diseases. Sheriff Hardy stated that recently the Detention Center was able to intercept incoming contraband from three (3) inmates that would not have been detectable without the use of a scanning device such as the Tek 84. He stated that just the mere mention of the device to arrestees caused one of them to voluntarily disclose hidden contraband

to the Detention Center staff, and that is a testimony to the effectiveness of this device. He stated further that without a scanning device such as the Tek 84, they would have to send arrestees to the hospital to be scanned, incurring a cost of over \$1,000 per scan. He continued that it should be a part of the actual structural part of the Detention Center itself. Sheriff Hardy stated that he would be happy to answer any questions from the Board.

Commissioner May asked if there were any inquiries made with the money laundering asset recovery section of DOJ MLARS (Department of Justice Money Laundering and Asset Recovery Section) to ascertain whether this would be allowable spending under the asset forfeiture program.

Sheriff Hardy stated that he had Rob Bailess to check into it and it looks like Granville County does have to make a special application through the MLARS prior to purchasing since it may actually be considered a structural part of the jail.

Commissioner May then asked how long it would take to implement that as he understood from Finance Director McNally that Granville County has a sizeable amount of asset forfeiture funds.

Sheriff Hardy stated that he did not know exactly how long it would take but that he knew that there is an extra step, however, he did not believe it would be an egregious amount of time.

Commissioner May stated that he wholeheartedly believes that Granville County needs this device, but he also believed that if there is funding available with the Asset Forfeiture Plan equitable sharing in which was brought about through drug and narcotics seizures, and that this would be an appropriate use of those funds to do that. However, he noted that he did not want there to be any misconception by Sheriff Hardy or his staff because he wholeheartedly supports the device. He said he does see where it would potentially be capital in means, but he also believes that by the definition under equitable sharing guidelines, it provides that caveat and, therefore, he would recommend to the Board that if they could, have the Sheriff check with MLARS and see if it would meet the criteria. If it did, we could save our taxpayers about \$200,000 and that would be his recommendation. However, he wanted the Board to be clear that he truly believed that this is an asset that the county does need, and he believes that the Sheriff has done a very good job at trying to get things moving in the right direction and it is the approach the Board needs to take.

Sheriff Hardy stated that as far as the Asset Forfeiture Funds, he believed that those funds should be used more for individual law enforcement equipment for the officer themselves. He continued that what the office had planned for that money is to purchase items such as enhanced weapon platforms and surveillance equipment for the Special Response Team to include pole cameras, robotic cameras, ballistic plates to supplement soft body armor for all enforcement personnel, enhance surveillance equipment to include additional drones, ballistic helmets, purchase of additional training equipment, etc. He just believes that that sort of equipment is what the Asset Forfeiture Funds should be used for and that the body scanner should be considered a capital improvement.

Commissioner May stated that it is actually mentioned in the guidelines that public safety and/or detention, and he does not disagree with him, that all those things are of value and he would like to have seen them ordered a long time ago, but that we are at the point now where, in all fairness, they have close to \$400,000 in Asset Forfeiture Funding. He stated further that it would be nice if they could get moving in all directions to be able to get these things accomplished. He continued that he is very supportive of the Sheriff and law enforcement operations, but where we utilize our tax dollars to seize narcotics and we conduct interdiction, when appropriate, we need to reapply those funds as expeditiously as possible back into the community so the impact can be seen as soon as possible. He noted that is just his opinion as the Board can make whatever decision they would like. He then asked Sheriff Hardy if he knew what it would cost to get all the tactical items he had mentioned earlier.

Sheriff Hardy stated that he believed you could go through \$200,000 very easily if you purchase the equipment and that was only a short list. He stated further that he felt that they needed to purchase as much equipment as they can. However, he felt like the scanner is a part of the jail just like the HVAC unit is part of the jail. The scanner should be a part of the jail itself and he feels it should be a capital project. He continued that when you look at the revenue of holding federal inmates which we are proposedly working toward that direction—getting staffing right—they have had a staffing hiring boom (10 officers started last week) and if you get to the point where you start to bring in those federal inmates and charging and getting that revenue back, he believed that this would pay for itself pretty quickly.

Commissioner May stated that he would leave it to the Board's discretion to decide whether they wanted to see how quickly this could be done or table this proposal or move forward with what Sheriff Hardy has proposed.

Commissioner Smith asked the County Manager or County Attorney if they had an opinion or comment on this recommendation.

County Manager Logan stated that typically, as the Sheriff had mentioned, the Asset Forfeiture Fund, tends to be used more for individual personal choices or equipment that would be rapidly phased out or towards end of life. He stated that the funding source does require that any equipment purchased with those funds, at end of life cannot be sold to auction, but that the funds would have to be returned to that funding stream. He stated further that that is the main reason for not normally using that to purchase capital equipment of this nature. However, it is certainly not out of the realm of possibility to be used should it be the Board's discretion to move forward with this request.

Commissioner Karan stated it was his understanding that there are no longer any ARPA (American Rescue Plan) funds remaining and asked if that was correct or not.

County Manager Logan stated that he would need to default to the Finance Director to provide clarification and stated that the first initial part of that was funding in the amount of \$10 million which was used for supplanted funding toward salaries within the county to make up for a lot of the difference in the lost work and lost revenues we incurred.

Finance Director Steve McNally stated that the revenue replacement allows \$10 million to be spent on operational expenses and they were going to target those expenditures for salaries. He stated further that in effect freezes up \$10 million out of the fund balance to be spent as you see fit and recall during the budget process, that they came up with some revenue enhancement expenditures and there was about \$3 million of revenue enhancement expenditures that they were going to target. He continued that a good portion of that was going to EMS for the purchase of ambulances and schools and it left roughly \$6 or \$7 million available to be spent as you see fit.

Commissioner Karan questioned if they are ARPA funds anymore. Commissioner Gooch asked for clarification as if the funds are in the general fund, they are no longer ARPA funds.

Finance Director McNally continued that the \$10 million revenue replacement of ARPA funds will be spent on general fund salaries; therefore, that freezes up \$10 million in the fund balance to be spent as you see fit. It is no longer ARPA funding but noted that we have to report how we are spending those ARPA funds but in spending those ARPA funds on salaries, that in effect gives you \$10 million more in your fund balance that you can spend as you see fit. Mr. McNally stated long story short, it gives you an additional \$10 million to spend in your general fund. He stated that those additional ARPA funds are being spent on salaries and the reason why it is being done that way is because the reporting for those is much simpler than taking those ARPA funds and spending them on capital items which the reporting of the procurement is very onerous, very administratively burdensome.

Commissioner Karan stated that that was exactly to his point that if the reporting is arduous and there is a lot of extra hoops you must jump through, why are we putting a big flag on this and calling it ARPA funds?

Mr. McNally said you could just refer to them as additional funds that are freed up in the general fund.

Chairman Cozart stated that the bottom line is that we were able to supplant those and the money that we had that we called ARPA funds, we targeted those for salaries to make it easy for reporting. He stated further that what we have now is basically some freed-up funds and the question becomes the request from Sheriff Hardy recommending we use up some of the freed-up funds to make this purchase for the scanner.

Commissioner May stated that he was withdrawing his previous motion and make the following motion that Sheriff Hardy come back to the next Board meeting with recommendations on his tactical checklist along with this item as a priority so that the Board can make the determination on which funds, they should come out of so that the Board can get resolved and actually get both accomplished in one meeting.

Commissioner Hinman stated that she was concerned that if the scanner is not ordered soon, it could be back ordered and take awhile to get it in place, noting that she is waiting for a compactor for six months and has not received it.

Commissioner May asked Sheriff Hardy if he was able to determine if he was to purchase the scanner today, how long it would take to receive it.

Sheriff Hardy stated that it would take several weeks for it to be delivered but that he could contact the representative and get a specific time, however, it would take a while for delivery and there has to be training involved, warranty information, and an additional fee that you have pay annually for maintenance, but that cost is much less than the machine itself.

Commissioner May stated that he was going to keep the motion on the floor because he did not feel that two weeks would make or break them in regard to the criteria that has been given and it will also give the Sheriff an opportunity to have the consultant brief the Board in regard to where they are as well as the Detention Center. Therefore, he restated his motion that the Board give Sheriff Hardy the opportunity to come back with two proposals for the next meeting where the Board will decide at that time where to apply equitable funding/asset forfeiture and/or fund balance. Commissioner Smith seconded the motion.

Upon a motion by Commissioner Russ May, seconded by Commissioner David T. Smith, and unanimously carried, the Board requested that the body scanner purchase be brought back to the Board after evaluation of using the asset forfeiture funds or fund balance.

Chairman Cozart stated to Sheriff Hardy that he was excited to hear the comment about the 10 new Detention Officers and he stated to Casey Cook, who spoke at public comments, that the Board was also very happy to hear this and they knew that on the horizon there would need to be something done for our road deputies. He thanked her for coming and stated that she did well on her first presentation to the Board.

Commissioner May asked Sheriff Hardy how many applicants he currently had waiting to be hired as deputies and about School Resource Officers.

Sheriff Hardy stated that they had interviewed five (5) people, one that is already certified, and he had four (4) more that they were trying to get through the process. He stated further that they had one vacancy in the School Resource Officer allocation.

Commissioner May thanked him for everything he does.

Commissioner Gooch asked how the job fair went for the Sheriff's Office.

Sheriff Hardy stated that they only had one applicant from the job fair and they had discussed that, in the future, they might try to hold a job fair at the Community College for a better volume of people coming and looking for jobs in that area. He stated further that he appreciated the help of Assistant County Manager Weichel and Keegan Rapp for coming out and helping with the job fair as well.

Chairman Cozart thanked Sheriff Hardy for his leadership and dedication.

PROCLAMATIONS, RESOLUTIONS AND LEGISLATIVE MATTERS

Commissioner Jay said that he would like to recognize Emma Frances Harris with a proclamation for her 90th birthday and the Board consented. He also announced that Johnsie Cunningham's father passed away earlier that morning. He was 98 years old.

Chairman Cozart thanked Commissioner Jay for informing the Board of Mr. Cunningham's passing. He then asked Commissioner May if he had anything to share.

Commissioner May asked Chairman Cozart if he would briefly discuss the meeting that he chaired the previous week on public education and the general parameters and concerns that the National Association of County Commissioners had in regard to school funding and capital.

Chairman Cozart stated that he would share that information with the Board at the Presentations by Board Members.

BOARD APPOINTED KATHY KEITH (DISTRICT 4) TO THE ADULT CARE COMMUNITY ADVISORY COMMITTEE

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board appointed Kathy Keith (District 4) to fill the current vacancy on the Adult Care Home Community Advisory Committee.

BOARD APPOINTED JOHN FRANK (DISTRICT 6) TO THE GRANVILLE COUNTY BOARD OF ADJUSTMENT

Chairman Cozart confirmed that Commissioner Timothy Karan also had a recommendation for the Granville County Board of Adjustment.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board appointed John Frank (District 6) to the Granville County Board of Adjustment.

BOARD TABLED THE REQUEST FOR QUALIFICATIONS FOR GROUNDWATER CONSULTANT

County Manager Logan stated that at its regular meeting on August 8, 2022, the Board heard a presentation and recommendations from the Environmental Affairs Advisory Committee regarding public concerns over groundwater supplies in southern Granville County. At the conclusion of the presentation, the Board directed the Manager to review the information provided during the presentation and report back with recommendations for future actions. He continued that after several internal meetings with staff as well as with Environmental Affairs Committee members and some members of the public, it has become

obvious that County staff and the Environmental Affairs Committee that we have readily available to us, do not have the unbiased expertise to really evaluate whether there is a problem before we start taking proactive and reactive or even regulatory matters regarding this going forward. He stated further that it was requested that the County Manager receive authorization from the Board to create a request for qualifications so that they could seek a qualified outside firm to give the Board an unbiased report going forward, and they would be able to put that together in conjunction with members of the Board as well as members of the Environmental Affairs Committee and relative staff.

Commissioner Gooch asked that once you get the request for qualifications back, and the Board is hoping that he is able to get several, would that be followed up with a request for proposal?

County Manager Logan stated that yes, that was the plan.

Commissioner Karan stated that he was aware that the Planning Board was getting a lot of participation at their meetings; especially with wells and groundwater and he was wondering if the County Attorney could give an overview of some of the general statutes and whose responsibility it is and any other information he would like to share about North Carolina General Statute 87-83, North Carolina Well Construction Act.

County Attorney Wrenn stated that if memory served him correctly, that if there are over 24 connections to a well, that makes it a community well and it is regulated by the state entirely and small wells for personal use are regulated locally. He said he would look up the information on his computer.

Commissioner Karan said he had lots of opportunities to learn about other agencies and what roles they play in groundwater. He said he had the opportunity to speak with an expert with the USGS (United States Geological Survey) Dominick Antolino that wrote a recent assessment of well yield dominant fractures and groundwater recharge rates in Wake County and said there is a lot of information out there, but as County Manager Logan said none of us are experts in that field and asked the County Attorney to weigh in on the matter. He said there is information on the UNC Coates Cannon blog with common misconceptions around wells and water rights in North Carolina.

County Attorney Wrenn stated that community water systems serve 15 or more service connections or regulate services for 25 or more individuals. He noted that it is a public water system regulated by the State of North Carolina and there are no local regulations of those, and we would be preemptive from regulating a public water system.

Commissioner May said if a developer puts in a community well then the local Health Department will do the basic things, and asked if there is anything we can do as a county in regards to this.

County Attorney Wrenn stated he understands that with a public water system, there is no local regulation as they are regulated by the State of North Carolina.

Commissioner Karan stated that one of the interesting takeaways he had with a Dominick Antolino, Representative from USGS, was that when you have a sentinel event in a geographic location that making extrapolations or interpretations from that event and its entire report therewithin, it is hard to extrapolate those using this evidence in another location when you are not in the same time or location and not a fair assessment. He continued that there is a plethora of data out there and that in Wake County alone, the average daily usage of groundwater systems is 16 million gallons a day serving 140,000 people on community wells and 60,000 people on individual wells so it is kind of not a Granville County thing that is for sure.

County Attorney Wrenn stated that it was his understanding that this is the purpose of the RFQ to determine someone with those qualifications to judge a specific situation in Granville County and provide advice and input into the problems that exist, if any.

Commissioner Karan stated that when you go up for RFQ "Request for Qualifications," this is going to be broadcasted far and wide, and it was not going to be something that the Butner-Creedmoor News (no offense), but it is not going to use that as our paper of general circulation nor the Oxford Ledger but that would be broadcasted throughout the county-wide system of the entire state as well as Virginia.

County Manager Logan stated that it was certainly his intention to make sure that they conduct a broad search to find the most qualified agency that would be able to give the Board accurate and unbiased information.

Commissioner May stated that he had heard this before and he keeps hearing it and it is disturbing that somehow, as Commissioners, the Board is putting its finger on the pulse and

providing unbiased or biased decisions. Therefore, what he wanted to know was if the Board is even involved in that process and to his knowledge and by the policy, they are not involved in the procurement process.

County Attorney Wrenn stated that the final recommendation would typically be brought back to the Board for approval and that it was typically a staff-driven selection process.

County Manager Logan stated that, again, it is their intention to develop the series of qualifications or questions that the Board would need for a suitable consultant to reply to so that the Board could pick from those respondents.

Commissioner May asked if they had anyone on the Board that is a professional in the water or groundwater service or if anyone has a family member that is involved in the study of groundwater service.

Board members responded that they do not have family members involved in such a study.

Commissioner Karan stated that he had attempted to join some social media-type groups such as South Granville Water and Granville Green to try and glean from his constituents, friends, and neighbors but they are closed groups, and he is not welcome. Therefore, he wanted to make sure that going forward, their RFQ process is absolutely clean and has no cloud of any type of impropriety or anything as was mentioned earlier.

Commissioner May also asked the County Manager if he had been provided any minutes yet from the sub-committee.

County Manager Logan stated that he had received, via email, several varying formats and they have not been formalized, but he would be providing those as soon as possible. He continued that at no point had anything been non-transparent.

Commissioner May also questioned if the sub-committee was made up of citizens of this county who have a vested interest in the betterment of this county.

County Manager Logan responded yes since they are volunteers and serve in that capacity.

Chairman Cozart asked if there was a motion in this regard.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Russ May and unanimously carried, the Board approved authorizing the County Manager and staff to create and publish a Request for Qualifications (RFQ) for groundwater consulting services.

BOARD APPROVED INCREASED HOURS FOR PART-TIME PERSONNEL

County Manager Logan noted that he had three personnel items that needed to be added to the agenda. The first item was a request to increase the hours of an existing part-time employee currently assigned to assist the Clerk to the Board with the existing backlog of minutes from past Board meetings. Currently, that position is working approximately 10 hours per week and has been limited by the number of hours available. He continued that he would like to authorize that that position be allowed up to 29 hours per week with an end date of December 31, 2022, as that would be adequate time to get that backlog of minutes caught back up.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved authorizing up to 29 hours a week for a temporary part-time worker until December 2022 to catch up on the backlog of meeting minutes.

BOARD APPROVED REINSTATING THE DEPUTY CLERK POSITION

County Manager Logan stated that the second item was a request to reinstate the Deputy Clerk position. He explained that the position was not funded in the current year based upon the move to Belle Street and that he looked at this from a continuity perspective. He said that the current clerk, Mrs. Weary, though she has not made an announcement certainly is going to be eligible for retirement at some point within the near future and they would like to reinstate that position beginning on January 16, 2023. He continued that the position would cross-train with Mrs. Weary to receive the certification as a clerk as well as move forward in that position. He requested hiring the new position at pay grade 65 based upon the qualifications commensurate with experience.

Upon a motion by Commissioner Russ May, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved reinstating the Deputy Clerk position effective January 16, 2023 at a pay grade of 65.

BOARD APPROVED RECLASSIFYING THE DEVELOPMENT SERVICES ADMINISTRATIVE SUPPORT ASSISTANT TO A SENIOR ADMINISTRATIVE ASSISTANT

County Manager Logan stated that the third request was for the Development Services department. He explained that the administrative assistants for Building Inspections and Planning and Zoning have announced that they will be separating from Granville County. One

will be retiring at the end of December after 30 years of service and the other announced that she will be separating from the county at the end of December. He stated further that the Development Services Director had requested to elevate one of the positions to more of the supervisory role of Senior Administrative Support Assistant. Therefore, authorization from the Board is needed to move that position from a Grade 65 to a Grade 67. He continued that that position will also allow the Department Director to continue to be as active as he is with all the other construction projects that the county is currently involved in and for that position to be able to take office manager duties within that Department.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved reclassifying the Administrative Assistant position, pay grade 65, to a Senior Administrative Assistant position, pay grade 67, in Development Services.

DURING COUNTY ATTORNEY'S REPORT, BOARD APPROVED OVERTON POND USE AGREEMENT FOR THE GRANVILLE ATHLETIC PARK

County Attorney Wrenn stated that the first item in his report was an agreement with Mr. Benny Overton for irrigation water for the Granville Athletic Park (GAP). He stated that this is an extension of the existing agreement that has been in place since 2007. The agreement includes an annual payment indexed at 3% a year starting at \$4,800 and renewed for consecutive periods of two years each unless terminated.

Commissioner Smith asked if that was the sole water supply for the GAP as far as irrigation was concerned.

County Attorney Wrenn stated that there are two ponds and he believed that Mr. Overton's siblings have another pond that the County uses and then this one, so those two ponds combined are the sole ones to his knowledge. He was not aware of there being any other wells for that purpose and County Manager Logan agreed.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved an amendment to the Memorandum of Agreement and Easement to the Overton Pond Agreement dated November 5, 2007 between Granville County and Benny E. and Vivian Overton for the Granville Athletic Park for an additional two years beginning November 1, 2022 in the amount of \$4,800 annually with an increase of 3% annually and for additional two terms per agreement terms.

DURING COUNTY ATTORNEY'S REPORT, BOARD APPROVED PAYTEL CONTRACT FOR DETENTION CENTER

County Attorney Wrenn stated that this item had come before the Board several months ago and when they examined the contract, it had been pieced together starting back from the 1990s and needed some tangible revisions. He continued that they had been in discussions with the company, and they had received the contract back. One matter that he and County Manager Logan thought was necessary to bring back before the Board was an early termination penalty rather than the contract running for an extended period of time. He said they felt that it was important that if conditions changed to be able to terminate the contract early. He stated further that the company has requested a termination penalty that would charge the cost of the equipment which they have priced at \$107,200 at a declining amount per month of \$2,144, so if we had to terminate for any reason, for convenience, the County would have to pay an early termination fee.

Commissioner May asked for clarity that this was for the inmate telephone system.

County Attorney Wrenn stated that it will be both their telephone system, their entertainment system, and their mail system. So instead of bringing mail into the jail to keep inmates from smuggling in something with their mail, this would have the ability for staff to scan in their mail so that they could read it on the computer and thus increase the security in the jail.

Commissioner May stated that the inmates would be paying for it themselves. He then asked Sheriff Hardy if he could think of any reason why they should not proceed with this request.

Sheriff Hardy stated that he believed that it was a good system and that it keeps the mail from coming in through the facility and it is a great security measure.

Commissioner Smith stated that Paytel has been serving the county's Detention Center for about 30 years.

County Attorney Wrenn reiterated that there was not anything wrong but that the contract dated back about 30 years and so it was an opportunity to clean up the contract and modernize it and address some of these issues to bring it up to the current standard.

Commissioner Jay asked if the inmates would be using iPads and if it could be used as a weapon.

Sheriff Hardy stated that with the Paytel System, the inmates would not be able to get on the internet and the way the iPad is designed, it will have a rubber coating on the outside and, so far, they have not experienced any problems with them trying to use them as weapons.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Russ May, and unanimously carried, the Board authorizing the County Manager and County Attorney to execute an updated Paytel Contract with the addition of an early termination penalty for the Detention Center.

COUNTY ATTORNEY'S REPORT – OPIOID LITIGATION UPDATE

County Attorney Wrenn stated that Granville County had received communication from the consortium representing the counties about additional opioid lawsuits and he believed that the consortium representing the counties has recommended that Granville County join the lawsuits. He stated that previously, the attorney representing Granville County had been allowed to add the county as the main plaintiff in a new lawsuit and now they were asking to opt into them directly. So, we have one lawsuit against the national accounting firm and another one as he recalls against another drug manufacturer, and they are asking for the Commissioners' approval to join those lawsuits. County Attorney Wrenn stated further that if the Board liked, he could provide them with more detail about that process, but again, this would be furthering the ongoing efforts related to those lawsuits.

Commissioner Hinman asked if Granville County's other attorneys were still representing the county in these matters, or would this mean that County Attorney Wrenn would.

County Attorney Wrenn stated that he was not representing the county in this effort as the other attorneys were as this was a national effort. He said that he was just managing the paper flow.

Commissioner Karan asked if the payment issue had been resolved on the first go round concerning the 100 counties signing onto the litigation that had already got in consensus with.

County Attorney Wrenn responded that it was his understanding that there was an agreement that everyone was in consensus with. He stated that he would continue to look for the answer to Commissioner Karan's question and would bring it back up later in the evening.

Chairman Cozart stated that they would move to the next item on the agenda.

PRESENTATIONS BY COUNTY BOARD MEMBERS

Commissioner Hinman stated that a couple of meetings ago, she made a motion that they have a youth leadership group which would involve placing youth on appropriate committees in the county. She stated that a young man by the name of Jermaine Puryear was one of the youth that spoke about the Board doing that. She continued that this young man was like a ball of fire. He has already completed his applications, he has the idea of what, where, and how to begin and he knows how to get more than just the elite kids in school to be involved on these committees. She stated a retreat has already been scheduled for these young people. She told the Board members to be prepared on each committee because they would soon have some youth on them and that she did not believe that they were going to be slackers. She believed that these young people were really going to be involved.

Commissioner May asked Jason Falls, Environmental Programs Director, to step down for a minute. He asked Mr. Falls to update the Board about the closing of the Wilton Convenience.

Mr. Falls stated that they had worked in the last couple of weeks to advertise the closure of the Wilton Convenient site beginning on October 10th through October 17th and that it would reopen on the 17th. He stated that the reason for the closure was for minor driveway repairs as well as for some cleanup inside the site to expand some of the areas within the site.

Commissioner May stated that, in essence, what they were doing is broadening the entrance and expanding the pad so that people can go through without having to back out, hopefully minimizing the traffic on the main highway. He continued that signs are currently up to make the community aware of the temporary location on Old 75 at the Butner location.

Mr. Falls stated further that there were also six other convenient sites across the county. He stated that they have handouts on site as well as maps if anyone needed directions to the other sites.

Commissioner May thanked Mr. Falls. He said that he had one more thing that was directed to the County Attorney which involved 160-D 107 of the Land Use Moratorium. He asked if there were any criteria that he had heard discussed at this Board concerning the water situation or the groundwater concerns that would warrant or meet the guidelines for that moratorium and asked if he could discuss that. He referenced 160-D 107, under Subsection (c) which states:

Absent an eminent threat to public health or safety; a developmental moratorium adopted pursuant to this section does not apply.

Commissioner May continued that the request had been made on more than one occasion before this Board or the Planning Board and he believed that it is important that people understand that the Board of Commissioners are not being dismissive of any of the concerns. That the Board is most concerned about it and that is why they are proceeding in the way that they are by educating themselves, the county, or anyone to learn more about this situation. He stated further that they just cannot arbitrarily make decisions that impact the county or people without having actual sound scientific data or information that they can support.

County Attorney Wrenn stated that 160D-107(a) says:

As provided in this section, local governments may adopt temporary moratorium on any development approval required by law except for the purpose of developing and adopting new or amended plans of development regulations governing residential uses.

He stated further that in the section that Commissioner May had quoted, *“discussing an eminent threat to public health or safety, so absent an eminent threat to public health or safety a development moratorium adopted pursuant to this section does not apply to any project for a valid building permit issued pursuant to G.S. 160D-1108 is outstanding to any project for special use permit has been accepted as complete in other projects for which development approvals or preliminary approvals have been given.*

Therefore, he stated, moratoria are not available except under limited circumstances for residential development projects.

Commissioner May then asked County Attorney Wrenn if in his conversations with the Health Department or any other county officials, if he was aware of the situation in which they were failing to do or take appropriate action?

County Attorney Wrenn stated that he had heard of concerns, but that he had not heard of anything that constitutes an eminent threat to public health or safety. Again, that is what an expert can tell you but just a generalized fear or failure in the future, it does not in his opinion, constitute what would be required to support this.

Commissioner May then asked if this Board can arbitrarily go to someone and say, “Stop what you are doing until we can actually make a determination or until there is a valid public safety or imminent threat?”

County Attorney Wrenn stated that that was correct, and he believed that you would have to have something that a court would find to justify a characterization of an imminent threat to public health or safety.

Commissioner May asked if you would need a specified time after that with a remedy.

County Attorney Wrenn stated that that was his recollection; that it had to be something that could be dealt with within a reasonable period of time.

Commissioner May stated that he just wanted to make it clear to the Commissioners that they are aware of the situation, and they would obviously be considered very bad people if they were not concerned, but that they simply cannot make decisions based off reports and information that was interpreted by whomever. He continued that they need experts to determine that and that is why they have taken the approach that they have and that is why Commissioner Karan formed the subcommittee so that the Board could get this process moving so they could make determinations, but that until the determinations are made, the Board just cannot arbitrarily act.

Commissioner Karan stated that he was prepared to go on ad nauseum about his recent relearning of the general statutes, for instance, Article 7, Chapter 87 G6 that vests “all things matter into wells the Environmental Management Commission”, but that he would like to move the Commissioners’ comments to the front of the meeting because, apparently, some people that make the effort to come to the meeting, leave before they have the opportunity to hear from their Commissioners. Therefore, half of what he wanted to talk about was specifically towards some individuals who brought some concerns to him back in April and that on May 2nd this Board assigned a task to the Environmental Affairs Committee and they met on May 9th and formed a stakeholder’s group, unfortunately, not to the liking of some of the people who left the meeting earlier tonight.

Commissioner Karan said he would stop there and instead he shared that on October 4th at the BAP (Butner Athletic Park) is the National Night Out event. He noted that the East Coast Greenway Usability Study will be taking place at the same time so if anyone is interested in the East Coast Greenway and the fact that it actually goes through Granville County and would like to learn more about that, you can go to the BAP at 5:00 p.m. tomorrow. He noted that Planning staff including Senior Transportation Planner Justin Jorgensen will be on hand to talk about East Coast Greenways and the East Greenways Alliance. He continued that there

were lots of things happening the weekend including the Masonic Home for Children Homecoming and the Creedmoor Firemen's Day at 1:00 p.m. in Creedmoor on Saturday. He continued that there were lots of good things happening in the Fall which began with the Oxford Hot Sauce Festival and the Creedmoor Music Festival.

Commissioner Gooch thanked the Leadership Granville class for being at the meeting and thanked them for their participation. He also expressed his thanks to the Emergency Management staff for assisting during the recent storm and noted that the County had minimal damage and power outages.

Commissioner Jay reported to Jason Falls that the main gate at Oak Hill convenience site was broken. He also mentioned that Granville County's share of the Kerr-Tar Council of Government (COG) is \$162,000 for low-wealth income was announced today and anyone wanting to file an application for assistance to go by their office. He stated that he also appreciated all the Commissioners' support last Thursday evening.

Chairman Cozart stated that he would like an opportunity to get over and see the new KARTS building and apologized for not being able to attend the recent open house.

Commissioner Smith thanked the Board for attending the Nifty 90s event that was sponsored by the Granville County Senior Center. He reported that they had 54 attendees from age 90 to age 102. He said he believed everyone enjoyed the Elvis Impersonator and thanked the Board, Kathy May, and all the Senior Center Staff for putting on the event each year.

Chairman Cozart congratulated Commissioner Smith for being recognized at the recent Kerr-Tar COG banquet as Regional Star. He said that it was an honor well-deserved and that he has had the opportunity to watch Commissioner Smith's leadership for a long time in Granville County and he was just so happy to be there to share in that experience. He stated further that Commissioner Smith had given much service to Granville County and the Board is very grateful to him. He also noted that Commissioner Smith is only the 4th recipient of that award, and he is very proud to that they have had the opportunity to serve together.

Commissioner Smith thanked the Board and Administration for their support and stated that he was very surprised, and that he accepted it on behalf of everyone involved.

Commissioner Hinman congratulated Commissioner Jay for being appointed President of the Kerr-Tar COG Board.

Chairman Cozart stated that he was looking forward to attending the Masonic Home Homecoming Festival and noted that he attended the eighth grade on that campus, so it is a special place for him. He continued that it was his first opportunity to attend an integrated school on that campus and noted that they do a wonderful job with children. He continued that the North Carolina Association of County Commissioners are ready to go through the Legislative goals process. He reminded Commissioners that the NCACC Legislative Goals Conference would be held on November 16 – 18, 2022, and he wanted to invite them to participate. He continued that he had an opportunity to serve as Chair of the Public Education Steering Committee and noted that it was a wonderful process. He stated that there was a lot of discussion about facilities because its local units of government facilities are the Board's responsibility. He stated further that the guiding principles that were adopted, one of which was taxing authority for local public education should be vested exclusively with Boards of County Commissioners. He continued that he wanted to share that because there has been some conversation about school boards having taxing authority, but one of the things that Commissioners have shared in this process, is that they believe very strongly that that authority needs to rest with County Boards of Commissioners. He stated further that the last item that was very dear to him was that early education is a critical component for students' success in North Carolina in the education system. He stated that they ended up adopting 16 goals of the 42 submitted, so the committee had done a great job. He then mentioned some of the goals including one to support legislation to continue enhancements of teacher allotments such as the arts as some local districts have had to cut those programs, so they did want to make sure that some of those programs were able to have funding. He mentioned the school calendar issue continues to come up every year — not being able to start school before August 25th unless you are connected with the community college or in some way have a special-type program. He also wanted to share that the Public Education Steering Committee asked that the Board support programs to help with learning loss due to Covid and children being at home. This process will continue so local boards will be able to bring additional goals even to the Legislative Conference and everything that he witnessed seemed to have matched something that this Board had talked about. He stated that he would have to admit that the State has made some good efforts to at least attempt to give support to local units and it will continue in the future. The whole issue of being able to provide security in our schools has moved to a higher

level of concern amongst a lot of people. He stated that he was thankful to have been a part of it and it was a learning process. He also thanked Vice-Chair Russ May for being on the call because some of the things that he found out about was that there is a lot of moving and shaking in the General Assembly in regard to school systems. He stated that he was extremely proud of the Board and what they have been able to do. He continued that he had asked Mr. Cummings about the percentage of the budget that Durham gave to public education and that it is about 33%. With that, he stated that he was so proud of his colleagues on this Board and the Granville County Superintendent has very proudly stated on many occasions that the Granville County Board of Commissioners gave us everything that we have asked for. He said it made him feel very good to hear her say that, and, obviously, we had some things in motion, but this Board has been very supportive. He stated further that he looked forward to this process continuing and asked if there were any comments or input and asked if they did, to please do not hesitate to let the Board know what they are.

Commissioner May stated that, currently, there is federal and state legislation, and we are waiting for the final guidelines to come down on both of those in regard to funding for SROs (School Resource Officers), either through the Department of Justice (DOJ) Cops Program or local funding out of recent legislation. He stated that the schools have been provided that information as well as the Board through both Senator Tillis' office and Representative Winslow's office.

Commissioner Hinman noted that it really felt good that people stayed for the entire meeting and not just the public comments section of the meeting. She stated that if people do not stay, they miss out on so much that happens, and thanked everyone for their attendance.

Chairman Cozart thanked everyone for their participation and turned it back over to County Attorney Wrenn for the matter he wished to share on the Opioid agenda item.

OPIOID LITIGATION UPDATE

County Attorney Wrenn read the opening paragraph of the letter which read as follows:

"On October 5, 2021, we sent you an email informing you that we would be filing complaints against McKinsey & Company for their marketing work for Purdue Pharma to increase sales of its drug Oxycodone. The email contained what we refer to as "negative consent language" indicating that if we do not hear from you to the contrary, we would eventually file a complaint on McKinsey on your behalf. We heard from some NC subdivisions who agreed with filings of the request for additional time to meet and discuss your request and a few indicated that they did not want the complaint filed on their

behalf. In light of the situation, we believe it is better practice to receive affirmative confirmation regarding your subdivision's desire to allow us to file these complaints."

County Attorney Wrenn said that is what they are requesting on behalf of the consortium that is representing the counties in the opioid litigation to file a complaint against McKinsey & Company for their marketing work for Purdue Pharma. He stated that he did not have an opinion on it and it seems to be what the attorneys representing the consortium are recommending and he would leave it to the Board to make their decision.

Chairman Cozart asked if the consortium was asking for any timeline on the matter.

County Attorney Wrenn responded October 17th.

Chairman Cozart asked for any comments and reiterated that they are calling it opt-in directly.

County Attorney Wrenn stated that instead of opting in, if you do not do anything, they are asking for the county's affirmative approval to allow them to file on the county's behalf.

Commissioner Gooch asked if the North Carolina Association of County Commissioners have signed off on this.

County Attorney Wrenn said that on the day he received the letter, he reached out to the attorney representing Granville County, Mr. Jake Daniel, and he had not heard back from him and to his knowledge, it is a consortium's recommendation that you do this but again, he did not have an opinion on the matter.

Chairman Cozart clarified that October 17th is the date of the next Board meeting. He then asked if there were any comments or objections.

Commissioner Gooch, Chair of the Opioid Advisory Committee, said he wanted to be sure that Attorney Daniel agrees with this and said he was okay with waiting until the October 17th Board of Commissioners' meeting to act on the matter.

County Attorney Wrenn stated that he was sure that if they got it back that night, if there was any reason the Board wanted to wait to hear a response, they would not hesitate to take a contingency fee.

Chairman Cozart stated that the Board would hold off on a decision until the October 17th meeting to see if the county had received a recommendation at that time.

BOARD APPROVED CONTRACT WITH APPLE ROCK FOR BOARD OF ELECTIONS

County Attorney Wrenn stated that the other issue that was on the agenda was the Board of Elections matter for the upcoming November general election. County Attorney Wrenn stated that he called Board of Elections Director Tonya Burnette and she stated that she is not aware of a legal requirement for the dividers or plexiglass shields. She stated that the State Board of Elections was strongly encouraging all poll workers to wear masks and social distance simply because all counties were currently in high transmission and do not have a backup plan if people got sick. Unfortunately, they needed people to come to work even if they had been exposed. Mrs. Burnette stated further that the state was trying to get additional funding for PPE, but that she was working with Jason Reavis, Emergency Management Director, to make sure that the county had secured a supply of PPE. She also indicated that there was no state or federal funding associated with this.

Chairman Cozart stated that the Board had the recommendation from Mrs. Burnette and asked for a motion from the Board.

When Commissioner Karan asked if the County owns the equipment, County Manager Logan stated that Apple Rock actually owns the equipment, and that approval was for rental, setup, and take down of their equipment.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved contracting with Apple Rock in the amount of service is \$26,190.63 to provide, install and dismantle the required ancillary equipment at polling places for the 2022 November election.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner Russ May, seconded by Commissioner Sue Hinman, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) and (6) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and to consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, and unanimously carried, the Board returned to open session.

BOARD ADJOURNED

Upon a motion by Commissioner Russ May, seconded by Commissioner Sue Hinman, and unanimously carried, the Board adjourned the meeting at 10:25 p.m.

Respectfully submitted,
Debra A. Weary, NCMCC, CMC
Clerk to the Board

APPROVED BY:

Tony W. Cozart, Chairman

DRAFT

OXFORD, NORTH CAROLINA
October 17, 2022

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, October 17, 2022, at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chair: Tony W. Cozart

Commissioners: Jimmy Gooch Timothy Karan (left at 7:51 p.m.)
Sue Hinman Russ May
Zelodis Jay David T. Smith

County Manager: Drew Cummings (appointed and sworn in at this meeting)
Assistant County Manager: Korena Weichel
County Attorney: James C. Wrenn, Jr.

MEETING CALLED TO ORDER

At 7:00 p.m., Chairman Tony W. Cozart called the meeting to order. He stated that it was very special to look out and see so much youth power in attendance. He said that it was a special night in Granville County as the Board comes to another chapter in the history of the county. Chairman Cozart had with the invocation and led the Pledge of Allegiance.

**BOARD APPOINTED DREW CUMMINGS AS COUNTY MANAGER
AND WAS GIVEN THE OATH OF OFFICE**

Chairman Cozart stated that as he had mentioned earlier, it was such a special night for Granville County as they were so fortunate to bring on the new County Manager. He welcomed Mr. Drew Cummings. Mr. Cummings was selected as the Granville County Manager and needed to be officially appointed and take the Oath of Office per North Carolina General Statute § 153A-26.

Oath of Office. Each person elected by the people or appointed to a county office shall, before entering upon the duties of the office, take and subscribe the oath of office prescribed in Article VI, Sec. 7 of the Constitution. The oath of office shall be administered by some person authorized by law to administer oaths and shall be filed with the clerk to the board of commissioners.

At that time, Chairman Cozart administered the Oath of Office and asked for a motion to formally appoint Mr. Cummings as the Granville County Manager.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board appointed Mr. Drew Cummings as County Manager of Granville County.

Mr. Cummings thanked Chairman Cozart, Vice Chair May, and all the Commissioners for their faith they put in him. He said he intends to earn it many times over. He stated that he is conscious of the trust that the Board was putting in him and hoped that he could live up to it. In speaking to the members of the public and other staff members in attendance, Drew stated that he really believes in the local government's importance and distinctiveness as an engine of democracy. He stated that he really loves this work and while he is not from Granville County, he hopes that and trusts that he will learn to love this county and community. He stated further that as he thought about this night, he thought about all the great many teachers and mentors that he has had along the way in this work; dedicated principals and managers and employees of all different levels of organizations that he has worked in who exemplified the best of professional local government management and leadership. He thanked Doug Logan whom he stated had been a great help to him as he transitioned over in the last couple of weeks. He continued that Doug had been a great part of the warm welcome he has received from everyone. He also noted that he comes from a long line of public servants, teachers of all stripes, Peace Corp volunteers, soldiers, doctors, pastors, farmers, and more teachers — good and faithful servants — and that he intends to leave that chain unbroken with his service in Granville County. He stated that he appreciates the opportunity to serve this great county and he appreciates and understands the trust being placed in him and he looks forward to their work together to make this an even better community and organization. He thanked his wife, Amy and children, Webb, Esa, and Doran for coming and for their support.

Chairman Cozart thanked Mr. Cummings and also noted that the Board would continue to support Mr. Logan's assistance in any way he needed and that at the appropriate time, the Board would acknowledge his contributions more formally. He assured Mr. Logan that he had again answered the call of service to Granville County and thanked him for it.

BOARD APPROVED CONSENT AGENDA

Commissioner Timothy Karan stated that as the Board moved forward with the consent agenda, he would like to make a motion that the Board adopt it but asked for the

Chairman's indulgence that he leave early after public comments, and at that time, he would like to make one quick public comment.

Chairman Cozart stated that the Board granted Commissioner Karan's request and understood that Commissioner Karan would be leaving.

Upon a motion by Commissioner Timothy Karan, seconded by Sue Hinman, and unanimously carried, the Board approved the Consent Agenda as follows:

- (A) Approved declaring the following vehicles as surplus and authorized their sale via an online auction platform:

Sheriff's Department:

- 2011 Ford Explorer – VIN #3519
- 2013 Tahoe K-9 Unit – VIN #8892
- 2013 Dodge Charger – VIN #6146
- 2018 Ford Expedition – VIN #5585
- Crown VIC – 4577

Solid Waste

- 2002 Dodge Durango – VIN #4213

- (B) Approved Minutes of the February 7, 2022 and March 21, 2022 Regular Meetings.

PROCLAMATION HONORING THE SERVICE OF MICHAEL K. "MIKE" ALLEN

Chairman Cozart asked Commissioners Jay and May to present the proclamation to Mr. Michal K. "Mike" Allen.

Commissioner Jay acknowledged that Mr. Allen has done a wonderful job in the county, in the school system, and in the church. He stated that anything asked of Mr. Allen to handle, he would simply say, "Okay, do not worry about it. I got it." He stated that he gets the job done and that the Board wanted to express their appreciation to him for the service he has provided to this community.

Commissioner May stated Mr. Allen also served on the Veterans Service Committee and that he is a very genuine person. He then read the following proclamation and presented it on behalf of the Board:

**PROCLAMATION HONORING
MICHAEL K. "MIKE" ALLEN**

WHEREAS, Michael K. Allen, known as Mike, served his country with pride and distinction in the United States Navy from 1980 until 1989; and

WHEREAS, Mike Allen was appointed to the Granville County Veterans Affairs Committee by the Granville County Board of Commissioners on January 19, 2016, to share his knowledge, his experience, and to serve the veterans of Granville County; and

WHEREAS, Mike Allen served as Chairman of the Veterans Appreciation Event that was held on March 3, 2018, and the annual event recognized veterans for their military service; and

WHEREAS, Mike Allen's quiet and pleasant demeanor exhibited the finest character of Granville while representing the thousands of veterans living in Granville County; and

WHEREAS, Mike Allen was elected by his peers to serve as Vice-Chairman of the Veterans Affairs Committee from 2019 until 2022; and

WHEREAS, unanimously, on March 15, 2022, Mike Allen was elected by his peers to serve as Veterans Affairs Committee Chairman; and

NOW, THEREFORE, BE IT PROCLAIMED, that it is with immense gratitude and appreciation that the Granville County Commissioners acknowledge and celebrate the selfless dedication of service of Michael K. "Mike" Allen to both our country, the United States of America, and our county, Granville County, in the great state of North Carolina.

Chairman Cozart again thanked Mr. Allen for his service to Granville County and the community.

SPECIAL PROCLAMATION OF RECOGNITION OF JIMMY TAYLOR

Chairman Cozart asked Commissioners Jay, May, and Hinman to also present this special recognition on behalf of the Board.

Commissioner Jay asked Jimmy Taylor, Volunteer Fire Fighter, to come forward.

Commissioner Russ May read the following proclamation that was presented on behalf of the Board:

**Proclamation Honoring the Heroism of
Volunteer Fire Fighter Jimmy Taylor**

WHEREAS, on Saturday, October 1, 2022, a call came into the Granville County 911 Emergency Communications Center reporting that a CPR course of action was in progress in the Cornwall Volunteer Fire Department District; and

WHEREAS, on that day both Jimmy Taylor, a member of the Cornwall Volunteer Fire Department, and his friend Owen Hamlett were walking, talking, and working in the yard; and

WHEREAS, Owen Hamlett had a medical episode that rendered him non-responsive and put him in a state of asphyxiation; and

WHEREAS, Jimmy Taylor, a member of the Cornwall Volunteer Fire Department for over ten years, with 60 plus hours of training, naturally jumped into action, and put in a call to the Granville County 911 Communications Center to get EMS and other First Responders en route; and

WHEREAS, while the emergency teams were being dispatched to the location, Jimmy Taylor was already on a mission to provide life saving measures to his friend Owen Hamlett; and

WHEREAS, when EMS and First Responders arrived, Jimmy Taylor was still focused, as he has done for years in his profession, but this was a "little too close to home;" and once in the ambulance Owen Hamlett regained consciousness, was transported

to the hospital, and was able to receive the care he needed, thanks to the quick actions and lifesaving measures that Jimmy Taylor provided on October 1, 2022; and

NOW, THEREFORE, BE IT PROCLAIMED, THAT the Granville County Board of Commissioners hereby recognize, and give gratitude, for the work and dedication of Jimmy Taylor for being on call for his community, Granville County, every day, and for making the call on October 1, 2022 and doing lifesaving measures, which saved the life of Owen Hamlett, friend and citizen.

Commissioner Jay thanked Mr. Taylor on behalf of the citizens of Granville County for his quick actions to help Owen Hamlett. He stated that he knew he had taken many training classes with the Fire Department and that he had dedicated his services to help others.

Mark Harrison, Fire Chief of the Cornwall Fire Department, also presented Mr. Taylor with a plaque of recognition.

Commissioner Hinman stated that Mr. Taylor works for her at ACIM and thanked him for taking care of her and the staff.

Chairman Cozart thanked everyone for that recognition.

UPDATE ON 150TH ANNIVERSARY OF THE MASONIC HOME FOR CHILDREN AT OXFORD

Chairman Cozart asked that Mr. Kevin Otis, Administrator of the Masonic Home for Children at Oxford, come and update the Board on the upcoming 150th Anniversary.

Mr. Otis thanked Chairman Cozart and the County Commissioners and stated that it was nice to meet County Manager Cummings. Mr. Otis stated that he wanted to share just a little bit about the Home and noted that they currently have 63 kids and provide services to children from birth to 22 years of age. He also noted that the Home is in search of married couples as house parents and made an appeal to those in the audience and explained that they also provide an independent living program for young adults from age 18 to 22 who are struggling as the Home provides care to help them get on their feet. He stated that they are currently working with United Way, Granville Education Foundation, Baptist Children's Home, and Smart Start to hopefully come together and pool their resources to assist families in the community. Mr. Otis shared that next year the Home would be turning 150 years old and that a black-tie event has been scheduled in honor of the celebration to be held on February 11, 2023. He noted that tickets will be sold for the event. Mr. Otis shared several more of the festivities that are being planned throughout the year. He stated that the Home is also looking for sponsors and for anyone who would like to provide gifts for the different events. He noted that Masonic Home is not just 150 years old but 150 years strong. Lastly,

he presented each of the Board members with a pin that resembled an acorn and explained that it symbolized the beautiful oak trees that embellish the campus. He stated that the pin was an illusion of the old Saint John's building from the 1850s and that they are celebrating their history of planting the seeds that represent the young people they are serving and that go on to be strong oaks and assist their families for generations to come.

Chairman Cozart stated that he lived in this county his entire life and how gratifying it has been that the Home has been such a resource and how the facilities have been used. He thanked Mr. Otis for meeting the needs of the community and congratulated him on another successful homecoming.

Commissioner May thanked Mr. Otis for attending and stated that one of the reasons why he wanted him to come was because, unfortunately, some of the folks on the southern end of the county do not get to the northern end as often as they would like and they want folks to know about something that is so authentic and genuine in Granville County and the Masonic Home is in fact that. He thanked him for the services he provides to the children of Granville County and children throughout the State of North Carolina.

Commissioner Hinman thanked Mr. Otis for allowing the ACIM's Turkey Trot walkers to walk through the Masonic Home campus once again.

UPDATE AND INTRODUCTION OF GRANVILLE COUNTY YOUTH LEADERSHIP COUNCIL

Chairman Cozart noted that the next item on the agenda was to provide updates and introductions of the Granville County Youth Leadership Council. He thanked Commissioner Sue Hinman for assuming leadership and being the Liaison for this Committee and for the excitement she has brought to it. He then recognized her for any comments she wished to make.

Commissioner Hinman stated that she was just so thankful and noted that the Board had spent months looking for adults to be on these committees and how impressive it was for the willingness of these young people to serve. She thanked them again and asked Jermaine Puryear to make his presentation to the Board.

Jermaine Puryear, Jr. thanked the Board for the opportunity to make his presentation to them. He stated that in August, the Board graciously accepted the recommendation to create a Youth Advisory Council. He continued that he wanted to take a few minutes to provide a quick update of their progress. He stated that in September, he met with

Commissioner Sue Hinman and Chairman Tony Cozart as well as Interim County Manager Doug Logan to set up a proposal for the Youth Advisory Council. He stated that he worked with the Advisory's Adult Advisors, Ms. Tiana Jones, Ms. Lina Howe, and Ms. Charissa Puryear to plan a timeline. He stated that they advertised the opportunity through media releases, radio spots, school announcements, social media, word of mouth, etc. Applications were released to the community and numerous students applied and the ones that were chosen, have committed themselves to representing the youth in the community. He stated that it is their goal to start with some of the County boards, conduct service projects, and gain leadership skills. Mr. Puryear then presented his peers and members of the Granville County Youth Advisory Council for the year 2022-2023 and asked them to introduce themselves.

He stated further that they looked forward to working with the Board and that the following agenda has been set:

Official Board Training and Retreat at Camp Oak Hill - November 2022
Board Assignments & Roles – December 2022
Representation on County Boards – January 2023.

In closing, he stated that he was looking forward to working with each of them.

Chairman Cozart thanked the youth for their presentation and stated that he looked forward to their committee assignments and activities. He thanked Commissioner Hinman for all of her hard work as well.

VETERANS' SERVICES PRESENTATION

Mr. Chris Dethmers, Granville County Veterans' Service Office, gave a presentation on the current and on-going activities and accomplishments of the Veterans' Services Office.

Mr. Dethmers spoke from a PowerPoint presentation. He briefly discussed personnel, objectives, challenges, the road map for the future, and any current achievements the office has made. He stated that the objectives are accreditation, which is for the Veterans to have access to the Veterans Benefits System that is not currently in place but noted that they are able to take a chapter a week, test, and submit it to the State of NC. He stated that they would like to establish trust with Veterans and their families in Granville County, establish working relationships with Granville County Government's leadership, and to become Veterans Services Officers. Mr. Dethmers stated that they want their skills crafted and their proficiency to increase every day. He explained that they are going to create a page on their website for Veterans to be able to view and continuously discover resources and programs

for Veterans and begin to support our Vets as a kind of information hub. Mr. Dethmers stated further that some of the challenges that they currently face are them not being able to prioritize resources because there are only two staff members working with the budget that is already in place. He stated that the State and the VA at the Federal level are not very easy to manage and that another challenge is trial and error of best practices and public affairs as they must take every opportunity to get out there and spread the word about what's out there for Veterans. He stated the roadmap consists of how the challenges are addressed and he gave several examples on how they plan to address them. He continued that a few of the achievements was that they have met face to face with over 160 Veterans so far and that the county has pushed the Operation Green Light Resolution and thanked the Board for pushing that project. He noted that they were also able to have a booth at National Night Out with the Veterans Affairs Committee and that they have become members of the committee as well as with the Opioid Advisory Committee. Mr. Dethmers also mentioned Warriors Anonymous, which is for military Veterans and any Law Enforcement or First Responders that struggle with any type of addiction and/or PTSD issues. Lastly, he stated that he also wanted to let the Board know that through the efforts of Kyle Burwell and Vance Granville Community College, they have secured a private office in the southern part of the County and he will be there on Tuesdays all day so that the Veterans on the southern end of the county will not have to make the trip to Oxford and they will reassess their needs as they are presented.

Chairman Cozart thanked Mr. Dethmers for his leadership and noted that the Board is excited about Veterans Services in this community.

Commissioner May stated that he sits on the Veterans Services Committee and considers Chris Dethmers to be a "breath of fresh air." He is a solid warrior and brings to the table a skill set that many do not possess just from an organizational standpoint but also from an experience standpoint. He continued that his presentation was very common sense-oriented, and mission driven and that is essential. He told Mr. Dethmers that he looks forward to him meeting with the County Manager about conference funding and things of that nature because we want to make sure that our services are expanded and improved. He thanked him for being part of the Upward Way Advisory Committee and the Veterans on the Board are appreciative of Mr. Dethmers and his staff.

Commissioner Gooch also thanked Mr. Dethmers and acknowledged that he has scheduled a meeting in December 2022 at the Veterans Life Center followed up by a tour of the Veterans Life Center in Butner. He thanked him for coordinating that meeting and acknowledged that he really appreciates his service to Granville County and its Veterans.

Commission Hinman thanked Mr. Dethmers and acknowledged that they now have green lights at Ace Hardware and encouraged everyone to show our appreciation to our Veterans for what they have done for us by participating in the Operation Green Light event in November.

Commissioner Smith thanked Mr. Dethmers for his vision of opening a facility in the southern end of the county.

Commissioner Jay thanked Mr. Dethmers and stated that they are pushing for others to purchase the green lights and noted that they can also be purchased at Lowes and Home Depot.

GRANVILLE COUNTY SCHOOLS ADMINISTRATION PRESENTATION

Chairman Cozart acknowledged that Dr. Alisa McLean, Granville County Public Schools Superintendent, was at the meeting to make a presentation.

Dr. McLean congratulated Mr. Cummings and stated that Granville County Public Schools looks forward to their partnership with him. She stated that they are grateful that the County Commissioners saw fit to bring him here and they are thrilled about the possibilities of their work with him. Dr. McLean recognized School Board Chair Ms. Glenda Williams, member Dr. Helen Lindsey, and Assistant Superintendent Dr. Stan Winborne and advised that they were there because they wanted to also show their complete support in partnership with Mr. Cummings. She stated further that they also wanted to share a little bit about some of what is to come and to invite the Commissioners to the Student of Merit programs and other upcoming events occurring and encouraged them to be on the lookout for invitations.

Board of Education Chair Glenda Williams stated that on behalf of the Board of Education, she welcomed Mr. Cummings to Granville County and stated that they were looking forward to working with him.

Chairman Cozart thanked them all for coming.

PUBLIC COMMENTS

There were no public comments, but Commissioner Timothy Karan asked if he could make a quick comment and sneak out. He stated that he was asked by his wife Liz to extend to the Board as well as the entire community, her heartfelt thanks for the outpouring of support that they have received concerning Liz having breast cancer. He stated that with this being Breast Cancer Awareness Month, she wanted him to come and remind everyone to make sure they follow up with their mammograms. He continued that she had had a double mastectomy and reconstructive surgery and that he just wanted to thank everyone again for the outpouring of support that everyone has shown. He said that it has been absolutely amazing, and he is beyond blessed to have landed in such a wonderful place as Granville County. He then thanked the Board for the opportunity to speak and leave and he noted that he did not want to be the voting delegate for the upcoming NCACC Legislative Conference. Commissioner Karan departed the meeting at 7:51 p.m.

Chairman Cozart thanked Commissioner Karan and stated that it was so kind of him to come and give encouragement and much-needed advice to others during this time in their lives, noting that it was a class act.

BOARD APPROVED EMERGENCY MANAGEMENT GRANT PROGRAM (EMPG) FOR FISCAL YEAR 2023

Chairman Cozart stated that this was the Board's first opportunity to hear from County Manager Cummings.

County Manager Cummings asked Robin Edwards, Emergency Management Coordinator, to come forth and present this matter.

Ms. Edwards congratulated County Manager Cummings and stated that the first item was to consider the application for and acceptance of the Emergency Management Grant (EMPG). She noted that this grant program provides financial support to the County as a partial reimbursement for funds expended for continuing the development of comprehensive, all-hazards planning, training and exercise programs, and sustainment of critical capabilities for disaster preparedness, response, recovery, and mitigation. She continued that this is a reimbursement grant that the EM program has received since the beginning of the EM program with the county. She explained that the base amount is \$20,625 and there is an optional supplemental amount that typically runs between \$17,000 and \$18,000 and it is an

in-kind match grant. She continued that the Emergency Management Director does recommend authorization for application and acceptance of the EMPG program grant funds.

Commissioner Sue Hinman asked if there was a matching grant and Ms. Edwards stated that there is a 50% in-kind match.

Chairman Cozart stated that they are happy that they have been able to do this over the years and asked the Board members for a motion on the matter.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Russ May, and carried by a 6 to 0 vote, the Board approved authorization for application and acceptance of the Emergency Management Performance Grant (EMPG) program funds in the base amount \$20,625.00, with an optional amount to be determined and an in-kind match of 50%.

BOARD APPROVED HOMELAND SECURITY GRANT PROGRAM OPPORTUNITY

Emergency Management Coordinator Robin Edwards stated that this opportunity was like the opportunity that was brought before the last meeting, the Highway Patrol Grant, that the county accepted and then reverted to Highway Patrol to be able to manage. This item was to consider accepting two Homeland Security Grant Program awards totaling \$215,684.91 authorizing North Carolina Emergency Management to conduct activities on behalf of the County in accordance with the grant requirements. She explained that if accepted, the County would authorize the grant funds to be provided to the State of North Carolina, Department of Public Safety. North Carolina Emergency Management (NCEM) will conduct planning, make equipment purchases, train, and fund exercises throughout the State during the Period of Performance for the grant. She continued that this grant is very similar to other grants that Granville County and the North Carolina Department of Public Safety have entered into this year and in previous years. She stated that the recommendation from the Emergency Management Director and County Manager is to accept the Homeland Security Grant Program (HSGP) award and authorize the NC Division of Emergency Management to manage the grant and expend the funds in accordance with the grant guidelines. She noted that one grant is \$15,000 and the other is \$200,684 grant. She also noted as a side note that with NCEM, what it does is allow NCEM to meet a 45-day pass-thru requirement and then gives them the ability to distribute the funds to all the counties as needed rather than have the money tied up.

Chairman Cozart stated that if there were no clarifications, was there a motion to approve the recommendation from the Emergency Management Director and County Manager?

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and carried by a 6-0 vote, the Board approved accepting the Homeland Security Grant Program (HSGP) awards in the amount totaling \$215,684.91 and authorizing the NC Division of Emergency Management to manage the grant and expend the funds in accordance with the grant guidelines.

BOARD APPROVED COMPUTER PURCHASES FOR SOCIAL SERVICES

Chairman Cozart noted the agenda item and acknowledged Adonica Hampton, Director of Social Services.

Commissioner May stated that before Ms. Hampton presented, he needed to share a situation with the Board that involved a child that lives in Granville County. He stated that the parent was receiving services in Wake County, and it was a very difficult situation and through the process, they were trying to work with our LME (Local Management Entities) and Vaya to get the child the services he/she needed because the mother felt that, in fact, if the child came back to them, she would be in danger. So, there were many phone calls and work by Social Services. Commissioner May thanked Ms. Hampton for providing guidance to both Vaya and Wake County Social Services and for the effort she put forth. He stated he understood that the child is now receiving the services he/she needs and there has been a bridge gapped because of the work Ms. Hampton did and he appreciated her tenacity and her willingness to advocate on behalf of our children.

Ms. Hampton thanked Commissioner May for his comments. She stated that she was there to request authorization to purchase six laptops with federal funding, the American Rescue Act Plan funding, which is allocated through the State Department of Health and Human Services to counties. The purchase of these six laptops takes their agency to up to 50% mobility within the county. She continued that it is very strategic and that they have purchased over 34 laptops during the pandemic utilizing federal funds and this takes them up to 50% and she is very happy to report that. She stated further that based on the amount of funding, \$16,000 is over the \$10,000 amount that they need to request it through the Board, and she was requesting their authorization. Ms. Hampton stated that this was an investment

in technology and an investment in employees and infrastructure that the state does encourage them to do, and they are happy to do it.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved purchasing laptops, laptop bags, and docking stations from the vendor SHI in the amount of \$16,448.04 using federal funding.

PROCLAMATIONS, RESOLUTIONS AND LEGISLATIVE MATTERS

There were no proclamations or resolutions. However, Chairman Cozart shared that the legislative goals process for the North Carolina Association of County Commissioners is in full swing. He admitted that the process on the past Saturday was quite intense, but the beauty of it was that every single goal from any county in the State of North Carolina received full consideration in the process. He commended the association for the process.

BOARD APPROVED VOTING DELEGATE AND ALTERNATE FOR THE 2022 NCACC LEGISLATIVE GOALS CONFERENCE

Chairman Cozart stated that the Board needed to appoint a voting delegate and alternate for the 2022 NCACC (North Carolina Association of County Commissioners) Legislative Goals Conference.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, carried by a 5-1 vote, the Board approved the appointment of Commissioner Zelodis Jay as the Voting Delegate for the 2022 NCACC Legislative Goals Conference.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, and carried by a 5-1 vote, Chairman Tony W. Cozart was approved as the Alternate Voting Delegate for the 2022 NCACC Legislative Goals Conference.

BOARD APPROVED CONNECT HOLDING II, LLC GREAT GRANT PARTNERSHIP

Chairman Cozart stated that the next item was to confirm Granville County's partnership with Connect Holding II, LLC (aka, CenturyLink/Brightspeed) on a 2022 GREAT Grant award. He recognized Korena Weichel, Assistant County Manager, to make the presentation.

Assistant County Manager Weichel stated that Granville County was recently notified that the North Carolina Department of Information Technology (NC DIT) awarded a GREAT Grant funding in the maximum award amount of \$4M for Granville County's proposed partnership with Connect Holding II, LLC. She noted that Connect Holding is now

Brightspeed and it was CenturyLink but all of the names mean the same. She continued that the original project scope that was approved by the Board back in February 2022 and was subsequently submitted on the grant application encompassed approximately 3252 locations; however, following a required protest period, the total eligible locations were reduced to approximately 1914. Given that the provider has informed the county that they need to pass about 600 of those locations in order to access those locations that are in the project award, they would still be providing service even though they are not covered by the grant funding. So, that brings the total number of locations within this project to around 2500. She explained that as a result of the decrease in locations, our requested contribution which was \$2.1M has been reduced and the requested contribution now is \$1,338,876. A map of the award locations was included in the agenda packet for reference and the map is also available on nc1map.com; just filter down to Granville County and the public can go online and click on any of the green dots and it will give the address location of each location within that project area. She continued that the Department of Information Technology is managing the partnership agreements and they have asked Granville County to confirm three pieces of information for them and that information is: 1) they need to know that Granville County is confirming the partnership, 2) that the county is confirming the contribution, and 3) the funding source for the project. She then asked the Board if they had any questions.

Commissioner May asked, for Granville County citizens, if Assistant Manager Weichel could let them know in summary, that this is not the end of the road and that this is just this grant before the Board voted.

Assistant Manager Weichel explained that the GREAT Grant round is not completely finished as they had \$350M to award and so far, they have awarded \$270M. They have informed the county that they have allotted one award per county that has submitted and now they are going to go back and look at applications and those applications that scored highest, those counties may get a second award. She stated further that we did submit a second project with Charter Communications, and she is still waiting to hear whether or not their project was going to score high enough in the second round. In addition, there are other grant opportunities coming down through the state such as completing access to the broadband program that they will be talking through and determining if it is the right fit for Granville County as well.

Commissioner Russ May made a motion to approve the partnership and it was seconded by Commissioner David T. Smith. Before the vote was taken, discussion ensued:

County Attorney Wrenn stated that he wanted to make sure that the County was setting the type of ARPA (American Rescue Plan Act) funds that will be used for this for the county's part of the match.

Assistant County Manager Weichel stated that that had been done at a previous meeting so there is the \$10M of revenue replacement funds and the access of the \$10M and \$1.7M was to go toward broadband projects and that is part of the requirement that they need from the county actually at end of this meeting.

County Attorney Wrenn stated that there are some efforts to loosen some of the restrictions around matching funds for ARPA.

Assistant County Manager Weichel stated that yes, and the Treasury has not yet released any further guidance on the UG (uniform guidance) requirements. The state is moving forward with at least getting these GREAT Grant partnership agreements drafted and that is why they need to know the source of the County's funds because the partnership agreement varies obviously based on whether Treasury relaxes those guidelines. So, they have asked this of the county so that they can begin working on those and once that agreement is prepared, it will come back to the Board for approval. She continued that they are going off of the assumption right now that we will have to comply with Treasury's requirements for UG.

County Attorney Wrenn then asked that if Treasury requirements are relaxed significantly, would there be an opportunity at a later date to change the source of ARPA funds?

Assistant County Manager Weichel stated potentially yes, depending on what that looks like, and that they do expect the DIT (Department of Information Technology) office to do a lot of handholding through this as they are aware that many counties are in the same predicament that Granville County is in and we are all beyond hope that something does come down to relax the guidelines. If it does not, the county has identified these funds and will work with the DIT office to ensure that the County is in compliance.

Commissioner May asked if Assistant County Manager Weichel knew if DIT is going to be looking at any satellite-type technology going forward and maybe that would be an

opportunity where we may not be able to achieve the broadband on the basis that are through these grant processes.

Assistant County Manager Weichel stated that that was correct because of the connectivity and the reliability of this connection, but she did not know of anything at the moment, but she has reached out based on the conversation to inquire if they know of anything that is coming up that would qualify for a satellite.

Commissioner May stated that he just wanted the citizens to know that the Board is looking at all technology from Granville County's perspective and we are not just siloing ourselves and will pursue opportunities where opportunities avail.

Chairman Cozart stated that a motion had been made and properly seconded and noted that there had been a lot of people who wanted to see broadband right now. He thanked Assistant County Manager Weichel for her patience and for answering citizens' questions as they have had inquiries along the way.

Upon a motion by Commissioner Russ May, seconded by Commissioner David T. Smith, and carried by a 6-0 vote, the Board approved confirming Granville County's partnership with Connect Holding II, LLC for the 2022 GREAT Grant Award and committing \$1,338,876 from ARPA funds, and further directing staff to work with NC DIT to draft a partnership agreement for final approval.

BOARD APPROVED JOINING THE OPIOID LITIGATION LAWSUIT

Chairman Cozart stated that the purpose of this item was for County Attorney Wrenn to provide an update on the Opioid Litigation.

County Attorney Wrenn stated that this matter was discussed at the last meeting and there was an issue about filing an additional suit in the opioid matter and the Attorney representing Granville County in the litigation, Daniel Law Firm, does recommend that we join in this lawsuit. He stated that, again, he would leave that up to the Board. He continued that going off of the information that they received, and this is against McKinsey & Company the Consulting and Advertising Firm, again, their local counsel recommended that Granville County join that suit and County Attorney Wrenn stated that he does not have a position on that one way or the other.

Chairman Cozart stated that he did not know if any of the Board members had any strong feelings either way or if there was an upside or downside.

County Attorney Wrenn stated that he was not aware of there being any downside but that it is similar to the previous lawsuits.

Commissioner Hinman asked if that meant that the Board needed to go along with it to be a part of it.

County Attorney Wrenn stated that yes, the Board needed to let them know that evening if the Board is joining the lawsuit to meet the deadline.

Commissioner Smith asked if County Attorney Wrenn was aware of any other counties doing the same thing.

County Attorney Wrenn stated that the email he received earlier stated that some were, and some had expressed reservations and requested additional information. He said that he did not know if he saw any that were not going to join. He then read some of the other responses from other counties from the email. He stated that there did look like there was a split but that there was not any information provided to him that would allow him to independently evaluate further that joining the suit would be a wise idea as it is just one more effort in the opioid litigation and that there was not a downside to it and that the Board could always dismiss it later if they found out that there was something that they did not like about it.

Commissioner May asked the County Manager if he had an opinion.

County Manager Cummings stated that given the fact that there was no downside, he believed it would make sense for the County to, at least at this point, join.

County Attorney Wrenn stated that the only thing that he would say about this is that he has not seen anything that clearly articulates in full detail what McKinsey & Company did so he did not see anything authorizing the lawsuit to be filed and that they could certainly dismiss it in the future but if he was a policy maker, at some point he would really want to know why we are suing McKinsey & Company.

Upon a motion by Commissioner Russ May, seconded by Commissioner Sue Hinman, and carried by a 6-0 vote, the Board approved joining the lawsuit for the opioid litigation complaints against McKinsey & Company, Inc. and requested that the County Manager and County Attorney monitor and track the lawsuit and withdraw at a later time if needed.

COUNTY ATTORNEY'S REPORT

County Attorney Wrenn did not have anything to report.

PRESENTATIONS BY COUNTY BOARD MEMBERS

Commissioner Russ May stated that the Convenience Site at Wilton did not get completed due to construction concerns but hopefully, over the next week, it will be all dried up. He said the expansion looks like it is going to be very beneficial, and it was a good cost-preventative measure. He stated further that he did take the opportunity to meet with DOT (Department of Transportation) at their recent open house and to advocate for stop lights in his and Commissioner Jay's community that do not meet the fatality criteria but clearly are going to meet it sooner or later and so they want to take preventative measures and get it taken care. He stated that DOT did articulate that they would be looking at contingency funds possibly so he will be counting on the Planning and Zoning Office to continue that pursuit. He stated further that they are also working on a matter in Creedmoor to assist them with their bay in front of the Fire Station where the storm drain had collapsed and, of course, that is a DOT matter as well. He stated that they are working with the Creedmoor Fire Department and with the City of Creedmoor and only facilitating that for them at no cost to the county. He noted that they are trying to make some DOT changes and they have made a request to Justin Jorgensen, Senior Transportation Planner, and Barry Baker, Planning Director, as well to look at the expansion of Highway 56. He stated that based on the DOT requirement of looking at that is the year 2045 and that is based on the amount of traffic that is existing now and the amount of traffic on US 1 and the growth of Franklin and Granville Counties, we need to reassess it, and open up that corridor because the corridor from Highway 50 is pretty much closed.

Commissioner Gooch stated that he just wanted to make a couple of comments regarding the proclamations for Mike Allen and Jimmy Taylor. He continued that they both exemplify the citizens of Granville County and all the good things that people do here. He also thanked Kevin Otis from the Masonic Home for Children for his presentation. He mentioned the Veterans presentation and for the Granville County Schools Superintendent and others attending the meeting. He stated that the Board appreciated all of them coming and especially the Youth Leadership Council. It is always good to have young people interested in local government and that makes for a very bright future for Granville County.

He also offered a very special thanks to the Board's new County Manager and thanked him for coming in and being proactive and getting ahead of the curve with his new position. Commissioner Gooch stated that he is looking forward to a very bright future.

Commissioner Jay thanked the County Manager Cummings and welcomed him aboard. He thanked him for accepting the Board's proposal and said that they appreciated everything he has done so far and look forward to working with him in the future. He also thanked Doug Logan and said that the Board appreciated him and everything he has done in the community. He thanked Vice Chair May for helping with the presentations earlier in the evening as the Liaison to the Veterans and the Fire Commission. He thanked the Cornwall Fire Department Chief for recognizing Jimmy Taylor and talked about how his mom sets off the alarm at home and Mr. Taylor has shown up every single time. He stated that he appreciated him doing that for his family. He also thanked the Board for appointing him as an NCACC District Director of the 8th District. He stated that all the legislative goals that Chairman Cozart mentioned, they went through all 45 of them but they spent a lot of time discussing broadband and asked our Representatives at the State Legislature for more funding for broadband. He stated that he does not know how it is going to turn out, but they still asked. Commissioner Jay also mentioned that they asked for money for Veterans Services and for more help with the opioid situation and especially regarding the jails concerning Medicaid and for them to pay for whoever delivered the person to be incarcerated. He did not know how that would be worked out, but it was still on the table to be discussed. He stated that the gate at the Oak Hill convenience site still needed to be repaired.

Commissioner Smith stated that he wanted to begin by recognizing Assistant County Manager Korena Weichel for all her hard work for broadband, noting that she has put many hours into it and the Board appreciates all her efforts because that is one of the County's most critical needs. He reminded everyone that the Senior Center in Oxford will have a local vendor craft bazaar on Saturday, November 5th from 9:00 a.m. to 3:00 p.m. They have approximately 23 local vendors signed up and encouraged everyone to come out. Commissioner Smith noted that the four-way stop signs have been placed at Huntsboro and Chewning Roads.

Commissioner Hinman thanked all of the young people that came out on the Youth Leadership Council and for their willingness to be on these committees. She stated that it is so important to have their opinions and she is just excited to have this come to fruition. She stated that Jermaine Puryear who heads the Youth Leadership Council took a budgeting class at ACIM when he was 5 years old and he did better than any adult there. She thanked Commissioner Jay for taking the Voting Delegate position for her this time as she had another responsibility and would not be able to do it this time. She appreciated everyone that attended the meeting and spoke about her appreciation for Jimmy Taylor.

Chairman Cozart stated that it was so good to have a meeting like this one as he felt so much more refreshed this time than he did at the last meeting as the last meeting seemed to have been more stressful. He stated to County Manager Cummings that he believed that the Board was ready to launch into some really good things and that all the stars were aligning for Granville County to go to some good places. He stated that the Board is ready to lean on him for his leadership to carry us to those places and how happy they are to have him as a part of their family. He said that Doug Logan helped to make the transition a seamless one and that his record of service made things go so well. He continued that before Mr. Logan leaves, the Board would like to recognize him and said he has asked Clerk to the Board Weary to set up a time that they can adequately thank him for a job well done. Chairman Cozart stated that he listened to Commissioner Karan, and he did not recall ever hearing him speak the way he spoke earlier. He said that he just recently celebrated being a Pa-Pa again, and this thing called life is to be treasured and it is so fragile. He stated that he served with Mr. Allen in the school system; when he served as Principal at Toler and he was really happy and thankful that the Board was able to honor him at this meeting.

NOTICE OF SPECIAL MEETING – ASSET MAPPING FOR RECREATION ASSETS

Chairman Cozart noted that the purpose of this item was to announce a special meeting and read the following notice:

All interested persons please take notice that the Granville County Board of Commissioners will hold a Special Meeting on Wednesday, November 2, 2022 at 3:00 p.m. at the Granville Convention & Expo Center, 4185 Highway 15, Oxford, NC. The purpose of the Special Meeting is for Asset Mapping for Recreation Needs.

There will also be a public input session on Wednesday, November 2, 2022 at 6:00 pm. At the Granville Convention & Expo Center.

ANY OTHER MATTERS

Commissioner Jimmy Gooch thanked Doug Logan for all he did for the Board and for the seamless transition.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner Russ May, seconded by Commissioner Sue Hinman, and carried by a 6-0 vote, the Board went into closed session as allowed by G.S. 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and carried by a 6-0 vote, the Board returned to open session.

BOARD ADJOURNED

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and carried by a 6-0 vote, the Board adjourned the meeting at 9:33 p.m.

Respectfully submitted,
Debra A. Weary, NCMCC, CMC
Clerk to the Board

APPROVED BY:

Tony W. Cozart, Chairman

OXFORD, NORTH CAROLINA
October 26, 2021

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in an emergency meeting on Tuesday, October 26, 2021 at 3:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chair: Sue Hinman

Commissioners: Tony W. Cozart Zelodis Jay
Jimmy Gooch Timothy Karan
Russ May David T. Smith

County Attorney: James C. Wrenn, Jr.

BOARD WENT INTO CLOSED SESSION

The Board immediately went into closed session as allowed by G.S. 143-318.11(a)(3) and (6) to discuss an attorney-client and personnel matters.

Respectfully submitted,
Debra A. Weary, NCCMC, CMC
Clerk to the Board

APPROVED BY: _____
Sue Hinman, Chair



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 10, 2023
Title: Recognition of Vivian Oney - Volunteer Service

PURPOSE:

To recognize Vivian Oney for her volunteer service.

BACKGROUND:

Vivian Oney will be recognized by the Board of Commissioners for her volunteerism with ACIM.

ATTACHMENTS:

Proclamation

ACTION TAKEN:

RUSS MAY
Chairman
District 5

TIMOTHY KARAN
Vice-Chair
District 6

ZELODIS JAY
Commissioner
District 1

ROB WILLIFORD
Commissioner
District 2



SUE HINMAN
Commissioner
District 3

TONY W. COZART
Commissioner
District 4

JIMMY GOOCH
Commissioner
District 7

BOARD OF COMMISSIONERS

104 Belle Street
Oxford, NC 27565

**Proclamation in Recognition and Appreciation of
Volunteerism for Vivian Oney**

Whereas, the words loyal, trustworthy, reliable, hardworking, and selflessness are just a few of the words to describe the outstanding strength of a Stalwart Volunteer, but these are the exact words that summarize the character of Vivian Oney. Her caring nature and steadfast spirit have been unshakable in her work for ACIM; and

Whereas, since 1985, the mission focus of the nonprofit organization Area Congregations in Ministry (ACIM) has been the welfare of the community, but in 2020, the COVID-19 pandemic created unimaginable challenges. However, contributors and supporters of ACIM rose to the challenge with their generous contributions, and ACIM was glad to already have Vivian Oney on board; and

Whereas, Vivian made it her self-appointed task to ensure all contributors and supporters knew how much their kindness was appreciated, even down to her personally buying the stamps and stuffing the envelopes. Dedicated, she sent letters and thank you acknowledgements to assure them that their donations were helping those with food insecurities, and others with unforeseen challenges; and

Whereas, Vivian's simple gesture of "pitching in" one day to help in a time of need, turned into a span of over ten years. Her push to make sure the contributors and supporters were acknowledged, no doubt helped keep the donations coming into ACIM, because it is human nature to feel appreciated, and Vivian's goal to let them know, put the ACIM Board at ease; and

NOW, AND THEREFORE, BE IT PROCLAIMED, THAT the Granville County Commissioners with indebted gratitude and appreciation, give recognition to Vivian Oney for her tireless and diligent service to the Area Congregations in Ministry (ACIM) and the people of Granville County.

This the 10th day of July 2023.

Attest:

Debra A. Weary
Clerk to the Board

Russ May, Chair
Granville County Board of Commissioners



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 10, 2023
Title: JCPC County Plan and Membership List for Fiscal Year 2023-2024

PURPOSE:

The Granville County JCPC 2022-2023 County Funding Plan as well as the Council's Specified Members' List needs to be certified for fiscal year 2023-2024.

BACKGROUND:

Each year the state of North Carolina requires that local JCPCs submit a county plan that includes items such as a county risks and needs summary, the funding plan for the year, a funding decisions summary, and a certification and member list.

The County Funding Plan and Members' List are included in the agenda packet. County Commissioners have appointments from each of the 7 districts. This is the proposed list of County Commissioner appointees:

Leroy Anderson	County Commissioner Appointee	District 1
Alex Fonvielle	County Commissioner Appointee	District 2
Elliott Carver	County Commissioner Appointee	District 3
Dr. Tolokun Omokunde	County Commissioner Appointee	District 4
Jessica Laws	County Commissioner Appointee	District 5
Eduardo Sosa	County Commissioner Appointee	District 6
Vacant	County Commissioner Appointee	District 7

A motion needs to be made for the county commissioner appointments and for the attached recommended list of appointees and the county funding plan.

RECOMMENDATION:

The Juvenile Crime Prevention Council (JCPC) recommends accepting the proposed 2023-2024 Granville County JCPC Funding Plan and Specified Members List.

ATTACHMENTS:

JCPC Funding Plan for 2023-2024
Proposed Membership List for 2023-2024

ACTION TAKEN:

Granville County
NC DPS - Community Programs - County Funding Plan

Available Funds: \$ \$180,837 Local Match: \$ \$65,832 Rate: 20%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER State/Federal	OTHER Funds	Total	% Non DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind				
1	Boys and Girls Club - Positive Action Skill Building Program	\$25,570	\$5,114					\$30,684	17%
2	Youth Villages - Community Connections Intensive Wrap-Around Program and Assessment	\$58,582	\$11,716				\$2,347	\$72,645	19%
3	Shepard Youth Ranch - Trails to Success Skill Building Program	\$31,637	\$6,327					\$37,964	17%
4	Granville 4H Best - Community Service and Teen Court Programs	\$61,238	\$12,248		\$28,060			\$101,546	40%
5	JCPC Administration	\$3,810	\$2,367					\$6,177	38%
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
TOTALS:		\$180,837	\$37,772		\$28,060		\$2,347	\$249,016	27%

The above plan was derived through a planning process by the Granville County
Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2023 - 2024

Amount of Unallocated Funds _____

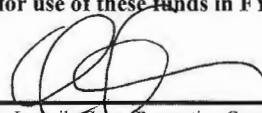
Amount of funds reverted back to DPS _____

Discretionary Funds added _____

check type ☐ initial plan ☐ update ☐ final

---DPS Use Only---

Reviewed by _____	Area Consultant	Date _____
Reviewed by _____	Program Assistant	Date _____
Verified by _____	Designated State Office Staff	Date _____



 Chairperson, Juvenile Crime Prevention Council (Date)

 Chairperson, Board of County Commissioners (Date)
 or County Finance Officer

Name	Email	Title	Specified Members
JCPC Committee Members			
	**these are appointed and on roster		
Laquitia Cozart	Laquitia.Cozart@vayahealth.com	System of Care Coordinator	
LaJuana Norfleet	norfleetl@gcs.k12.nc.us	Director of Student & Support Services	School Superintendent or Designee
Benji Laws	benjamin.laws@granvillecounty.org	School Resource Officer	Local Sheriff or Designee
Nicole Grant	nicole.grant@ncdps.gov	Chief Court Counselor	Chief Court Counselor or Designee
Dana Mustian-Lyles	dana.mustian-lyles@granvillecounty.org	Interim DSS Director	Director DSS or Designee
Vacant			County Manager or Designee
Alvin Downing	abdowningsr1@gmail.com		Member of Faith Community
Rob Williford	rob.williford@granvillecounty.org	County Commissioner	
Samantha Branch	Samantha.R.Branch@nccourts.org	Guardian Ad Litem	GAL Supervisor
Gina Reyman	GinaR@legalaiddnc.org	Legal Aid Attorney	Juvenile Defense Attorney
Katherine Burnette	Katherine.Burnette@nccourts.org	District Court Judge	Chief District Judge or Designee
Tina Cheek	Tina.Cheek@oxfordnc.org	Oxford Parks & Recreation	Rep. Parks and Recreation
Leroy Anderson	landerson020@embarqmail.com	County Commissioner Appointee	District 1
Alex Fonvielle	afonvielle3@gmail.com	County Commissioner Appointee	District 2
Elliott Carver	elliott.carver@granvillecounty.org	County Commissioner Appointee	District 3
Dr. Tolokun Omokunde	revtok@msn.com	County Commissioner Appointee	District 4
Jessica Laws	jlaws@cityofcreedmoor.org	County Commissioner Appointee	District 5
Eduardo Sosa	horizonevents16@gmail.com	County Commissioner Appointee	District 6
Vacant		County Commissioner Appointee	District 7
Vacant	Yolando Oxendine to serve starting August 2023	Substance Abuse Professional	Substance Abuse Professional
Vacant	Jenelle Brizendine to serve starting August 2023	Families Living Violence Free	Families Living Violence Free
Vacant		Member of Business Community	
Vacant		Social Worker	Local Health Director or Designee
Vacant		Two Persons under age 18	
Vacant		Two Persons under age 18	
Vacant		Chief of Police Creedmoor	Chief of Police
Vacant		District Attorney	
Vacant		Substance Abuse Professional	
Staff			
Eddie Crews	walter.crews@ncdps.gov	NC Dept. of Public Safety Juvenile Justice	
Drew Cummings	drew.cummings@granvillecounty.org	Granville County Manager	
Melissa Averett	jcpc@granvillecounty.org	JCPC Administrative Coordinator	

Subcommittee Members

Nicole Grant
Alex Fonvielle
Leroy Anderson

Risk/Needs Chair
Risk/Needs member
Risk/Needs member

Alvin Downing
Tina Cheek
Meredith Wester

Monitoring Chair
Monitoring member
Monitoring member

Alvin Downing
Tina Cheek
alex fonvielle

Funding Chair
Funding member
Funding member



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 10, 2023
Title: **Public Comments**

PURPOSE:

The Granville County Board of Commissioners is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government.

Public comments are limited to 3 minutes.

ACTION TAKEN:



Granville County Parks and Grounds

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Korena Weichel, Deputy County Manager
Department: Parks and Grounds
Date: July 10, 2023
Title: **FY 2023-2024 Parks, Greenways, and Recreation Mini-Grants**

PURPOSE

To consider funding of mini-grants to further recreation investments that align with the goals of the current Granville County Recreation Master Plan.

BACKGROUND

The Parks, Greenways, and Recreation Advisory Committee (PGRAC) conducts an annual mini-grant program with a maximum award of \$25,000 per application for projects that align with the goals of the Recreation Master Plan. The program's objective is to provide recreation to as many residents as possible, especially in areas of the county that are underserved by recreation opportunities or those that have not received prior grant funding. Governmental entities and non-profit organizations are eligible for this funding which requires the project to be completed within one year of receipt of the grant funds.

For FY 2023-2024, six applications were received for a total cost of approximately \$61,500. The PGRAC reviewed each application in detail to determine if the proposed project fit within the program goals and grant guidelines. From that review, the PGRAC selected four projects to recommend for complete or partial funding at a total cost of \$38,795.96. The recommended projects are listed below.

Applicant	Project	Amount
Town of Butner	Playground shade structure at Butner Athletic Park	\$15,000.00
City of Creedmoor	Improvements to Creedmoor Memorial Park (soccer goals and fencing around multi-purpose field)	\$7,925.40
Town of Stovall	Picnic tables and benches for Stovall Community Park	\$6,263.00
Treasures of Joy	Trail and community garden with street access at 222 Granville and 312 Sycamore Streets in Oxford.	\$9,607.56
Total		\$38,795.96

FUNDING

Funding is available in the FY 2023-2024 Budget Mini-Grant Program budget line 10-6120-601.

RECOMMENDATION

The Parks, Greenways, and Recreation Advisory Committee recommends the approval of the project applications and fundings listed above.

ACTION TAKEN



Granville County Development Services

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Scott Phillips
Department: Development Services
Date: July 10, 2023
Title: **Wireless Technology Infrastructure Installation Granville County Courthouse**

PURPOSE:

This request considers awarding a fixed-price service contract for the installation of CAT6 cabling needed for wireless technology within the Granville County Courthouse.

BACKGROUND:

In March of 2023, the North Carolina Administrative Offices of the Courts (NCAOC) conducted a *radio frequency* study of the Granville County Courthouse to determine the design objectives needed to support a wireless technology system (Wi-Fi) to accommodate their virtual court system platform, also known as WAVE Solution. In addition to the WAVE Solution needs, County departments within the courthouse can also utilize the Wi-Fi connection for their access needs.

NCAOC is responsible for deploying the WAVE solution in all courthouses statewide. NCAOC's project will fund the hardware, installation, configuration, and integration services needed to activate the new wireless network within the courthouse; however, NCAOC is requesting assistance in funding the CAT6 cable installation.

NCAOC's preferred master service agreement contractor, Presidio Networked Solutions, LLC, conducted the radio frequency assessment and has provided NCAOC with a not-to-exceed price proposal of \$20,100.00 for the CAT6 cable installation.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

This request complies Section II, Informal Bids (NCGS 143-131) of the County's Contract and Purchasing Policy.

FUNDING:

2023-24 fiscal year funding can accommodate this request.

RECOMMENDATION:

The Development Service Director recommends awarding the fixed-price contract to the North Carolina Administrative Offices of the Court for an amount not to exceed \$20,100.00, unless approved by an authorized change order.

ATTACHMENTS:

NCAOC-Granville WAVE Cabling-RQ-155143SR-1-v1

ACTION TAKEN:

General Information

Client Name	State of North Carolina Administrative Office of the Courts	Account Manager	Shawn Alba
Contact Name	Chris Aman	Solution Architect	David Oates
Contact Phone	919-890-2010	Opportunity #	1001723034386 / RQ-155143
Contact Address	Trade Accounts Payable PO BOX 2448 Raleigh NC 27602 US	Date	28-Mar-2023
Contact Email	Christopher.r.aman@nccourts.org	Service Title	Granville WAVE Cabling

Service Information

Technology Area	- ☐ Other: _____
Type of Request	Fixed Fee

Presidio Networked Solutions, LLC ("Presidio") is pleased to provide the following services to State of North Carolina Administrative Office of the Courts ("Client"). This Service Request defines the scope of work to be accomplished by Presidio. The tasks to be performed by Presidio are defined and the responsibilities of Presidio and Client are contained herein as well.

Project Scope:

- Data/Voice Cabling - Install (17) CAT6 drops
 - Granville County CH - 17 Drops
- Presidio will travel to each location and install a cable drop for each new AP in the designated locations
- Presidio will perform all work during normal business hours as the discretion of each site
- Cable will follow existing paths. This price does not include drilling through walls, wire molding or conduit installation. Any related work would be considered additional and be subject to additional billing.
 - Price includes all necessary cable support
 - Price includes 24/48 port patch panels as needed
 - Price includes terminations at the end of the cables
 - Price includes patch cable from the patch panel to the switch
 - Price includes all CAT6 cable materials and labor
 - Price does not include renting any special tools such as a scissor lift
 - Presidio would need confirmation of each drop location before work begins
 - Presidio would be informed of on-site contact before arriving on-site
 - POC will make sure the site is ready for the installation, the engineer on-site cannot have extended downtime due to areas not being ready. The expectation is when our resource is on-site he will have access to all the areas needed
 - Extended delays would result in additional charges

Responsibilities

1. Modifications in project scope will necessitate a project change request (PCR).
2. Client has read and agrees with all items contained or omitted within this Service Request.
3. Any items or tasks not explicitly listed as in-scope within this Service Request are considered to be outside of the scope and not associated with this Service Request and price.
4. Client's acceptance of all deliverables described in this agreement and of the completion of the project shall be in writing. Deliverable acceptance shall be in the form of an email or signature (as applicable) and final project acceptance shall be in the "Project Completion" form, provided by the project manager. If acceptance is refused, the Client shall provide, in writing to Presidio, a reason for refusal. Presidio shall address the issue before subsequent work is undertaken.

Client Responsibilities

1. The Client, with assistance from Presidio, shall verify operation of any installed/upgraded equipment per the predefined Verification Plan. Presidio will require the Client to witness the verification of the solution, as well as sign off on the completed verification plan.
2. Client resources and site access must be readily and/or continuously available over the engagement period.

Project Management

Presidio will provide a Project Manager (PM), who will be single point of contact for all project support issues within the scope of this project. The PM is experienced in project management best practice methodologies and familiar with the technology involved. This Project Manager is responsible for timely completion of the scope, schedule and budget utilizing Presidio's Project Management Method. Included for our standard Project Management offering for this engagement are the following:

- Milestone level tracking
- Resource scheduling and oversight
- Escalation facilitation
- Working calls as required (remote)

Locations

Work will be done at the following locations. All work will be performed remotely unless otherwise specified:

Site Name	Address	City State ZIP	On-Site / Remote Services
Granville County Complex	101 Main Street	Oxford, NC 27565	On site

Price and Payment Terms

Client agrees to provide reasonable access to facilities, equipment, and personnel necessary to complete this effort. Unless otherwise noted, all work shall be performed during normal business hours (8:00 a.m. – 5:00 p.m. M-F, excluding holidays) at the location indicated.

Presidio is providing a Fixed Fee Price as part of this Statement of Work. Presidio will invoice Client based on the project milestone(s) listed below:

Milestone Name	Amount
Granville County CH WAVE Cabling	\$20,100.00
Total	\$20,100.00

Expenses

There are no anticipated travel or incidental expenses to be incurred by Presidio in association with the execution of this Statement of Work and therefore no expenses will be billed to Client.

Travel Time

Travel to and from the work site(s) by Presidio resources in association with the execution of this Statement of Work will not be charged to Client.

The scope and pricing are valid for 60 days unless otherwise noted.

Authorized Client Signature	Title	Date
Authorized Presidio Signature	Title	Date



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 10, 2023
Title: Granville County Planning Board

PURPOSE:

To make appointments to the Granville County Planning Board.

BACKGROUND:

The function and duty of the Planning Board is to make comprehensive surveys and studies of existing conditions and probable future developments. The Board is responsible for preparing such plans for physical, social and economic growth, as will best promote the public health, safety, convenience or the general welfare as well as efficiency and economy in the development of Granville County.

The Planning Board serves at the pleasure of the Board of County Commissioners and reviews and makes recommendations to the governing body.

The terms of Howard Tyler (District 4) and Justin Milstein (District 7) expired July 1, 2023. Mr. Milstein has resigned and Mr. Tyler is retiring after 28 years of service and needs to be replaced. There are no applications on file at this time.

Others Serving:	Allen Nelson	District 1
	Adam Brewer	District 2
	Elvin Mangum, Jr.	District 3
	Vacant	District 4
	Joshua H. Averette	District 5
	Michael O'Briant Turner	District 6
	Vacant	District 7

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 10, 2023
Title: Oxford Planning Board -Extraterritorial Members

PURPOSE:

To make appointments and/or reappointments to the Oxford Planning Board – Extraterritorial Members.

BACKGROUND:

Function: The Oxford Planning Board makes recommendations to the Mayor and to the Board of Commissioners on subdivision and zoning matters that arise. (G.S. 160A-361)

The terms of Tony Woodlief (At-Large Northwest) and John Wolford (Northeast) expired June 30, 2023. Mr. Woodlief is willing to serve again and Mr. Wolford does not wish to be reappointed.

Applications have been received from Neil Gresham (District 1) and Victoria Bradsher (District 2).

Others serving:	Luanne Gilligan	Northwest
	Michael Kinlow	Southeast
	Charlotte Evins	Southwest

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 10, 2023
Title: Vance-Granville Community College Board of Trustees

PURPOSE:

To make an appointment to the Board of Trustees of Vance-Granville Community College.

BACKGROUND:

The trustees of each Community College institution shall constitute the local administrative board of such institution, with such powers and duties as are provided in General Statute 115D-20 and as delegated to it by the State Board of Community Colleges.

Keith Shearon (District 6) was appointed at the June 19, 2023 meeting to fill the vacancy created by Deborah Butler's resignation. State statute says Trustees cannot have worked full-time for the college in the past 5 years. Keith Shearon has worked full-time within the past 5 years and thus is currently ineligible to serve. There is one application on file – Victoria Bradsher (District 2).

Others serving:

Dr. Dorwin Howard
Barbara Cates Harris
Vacant

Appointed by the Governor
Appointed by the Board of Education
Appointed by the County Commissioners

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Terry Hobgood
Department: Administration
Date: July 10, 2023
Title: Opioid Settlement Funds Expenditure Authorization

PURPOSE:

The Opioid Advisory Committee is requesting to begin expenditures of previously received Opioid Settlement funding in the amount of \$105,000 to provide initial funding for a full-time employee to coordinate and implement strategies and programs to combat the opioid epidemic in Granville County during the settlement funding's life cycle and to fund additional public engagement efforts.

BACKGROUND:

Granville County created an Opioid Advisory Committee in 2018 to advance a comprehensive response to opioid and other drug use and the harmful impacts on the community. In 2021, Granville County signed on to Wave I of the National Opioid Settlement resulting from a lawsuit filed against the major manufacturers and distributors of opioid products in the United States. Wave II was approved in 2023 and the combined funding from both waves will direct \$6,867,284 to Granville County through 2039 to fund programs and services. Granville County began receiving payments in 2022 and we have already placed \$492,696 in a separate revenue fund. An additional \$939,133 is expected during fiscal year 2023-2024.

All funding received as a result of the National Opioid Settlement is subject to guidelines included in the North Carolina Opioid Settlement Memorandum of Agreement (MOA). The MOA states that the Board of Commissioners must allocate all funds through a formal board action and stipulate a dollar amount and timeframe for each allowable funding strategy.

Before a recommendation could be made to the Board of Commissioners, the Opioid Advisory Committee conducted its due diligence and evaluated best practices and advice from the North Carolina Association of County Commissioners (NCACC) and other peer counties. As stipulated in the MOA, the Opioid Advisory Committee has sought significant public input with a survey and two public engagement sessions held in Oxford and Creedmoor. Officials from all Granville County municipalities were invited to attend and share their priorities for funding as well.

As a result of these public engagement efforts, the Granville County community has led the Opioid Advisory Committee to the next step of allocating funds for this critical work. In acknowledgement of the considerable time and energy necessary to implement or expand programs and manage millions of dollars of regulatorily complex grant funding, the committee has recommended that the Board of Commissioners approve initial funding of \$100,000 for a full-time employee to manage the oversight of

revenues and expenditures associated with the National Opioid Settlement, implement and monitor programs, develop and administer regular Requests for Proposals (RFPs) to potential subrecipients, develop and ensure contract requirements are being met, and manage the ongoing community education and engagement efforts necessary to properly and effectively utilize this funding. County Administration staff recommend that this position be housed at Granville-Vance Public Health and GVPH Director Lisa Harrison is supportive of this model. This will provide a future opportunity to cost-share funding for this position with Vance County in upcoming fiscal years in service of the entire regional public health district.

In addition to the proposed Opioid Coordinator position, the committee has also recommended the allocation of \$5,000 in settlement funds to develop a public education effort to inform residents of the existing programs and services in place to prevent, treat, or aid in recovery from opioid use disorder.

An additional authorization of funding will be needed for future expenditures as the Opioid Advisory Committee proposes eligible projects and issues and reviews RFPs for services and programs.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

Board of Commissioners approval of the attached resolution to direct the expenditure of Opioid Settlement funding complies with requirements of the North Carolina Opioid Settlement MOA.

FUNDING:

Funding is available in the Granville County Opioid Settlement revenue fund.

RECOMMENDATION:

The Opioid Advisory Committee and the County Manager recommend that the Board of Commissioners approve the resolution to direct the expenditure of Opioid Settlement funding in the amount of \$105,000 to provide initial funding for a full-time employee to coordinate and implement strategies and programs to combat the opioid epidemic in Granville County during the settlement funding's life cycle and to fund additional public engagement efforts.

ATTACHMENTS:

Resolution to Direct the Expenditure of Opioid Settlement Funds

ACTION TAKEN:

**RESOLUTION TO DIRECT THE EXPENDITURE OF OPIOID
SETTLEMENT FUNDS BY THE GRANVILLE COUNTY BOARD OF
COMMISSIONERS**

WHEREAS Granville County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids, including settlements with drug distributors Cardinal, McKesson, and AmerisourceBergen, and the drug maker Johnson & Johnson and its subsidiary Janssen Pharmaceuticals;

WHEREAS the allocation, use, and reporting of funds stemming from these national settlement agreements and certain bankruptcy resolutions ("Opioid Settlement Funds") are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation ("MOA");

WHEREAS Granville County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

WHEREAS section E.6 of the MOA states:

E.6. Process for drawing from special revenue funds.

- a. Budget item or resolution required. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.
- b. Budget item or resolution details. The budget or resolution should (i) indicate that it is an authorization for expenditure of opioid settlement funds; (ii) state the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy, and (iii) state the amount dedicated to each strategy for a stated period of time.

NOW, THEREFORE BE IT RESOLVED, in alignment with the NC MOA, Granville County authorizes the expenditure of opioid settlement funds as follows:

1. First strategy authorized;
 - a. Name of strategy: Collaborative Strategic Planning
 - b. Strategy is included in Exhibit A
 - c. Item number in Exhibit A to the MOA: Strategy 1
 - d. Amount authorized for this strategy: \$105,000
 - e. Period of time during which expenditure may take place:
Start date July 10, 2023 through End date June 30, 2025
 - f. Description of the program, project, or activity: The Granville County Opioid Advisory Committee supports and recommends the creation of a full-time staff position to manage the Opioid Settlement funds, develop and evaluate programs for services that may utilize current and future funding streams, work with community partners and providers, and develop new strategic partnerships throughout the

funding lifecycle. Initial funding for the first fiscal year is estimated to not exceed \$100,000. Additional funding (no more than \$5,000) will also be utilized for printing public engagement materials at the direction of the Opioid Advisory Committee.

- g. Provider: Granville County Government Administration and Granville-Vance Public Health Department

The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is \$105,000.00.

Adopted this the 10th day of July, 2023

Chair Russ May
Granville County Board of Commissioners

ATTEST

AFFIX SEAL

Debra Weary
Clerk to the Board of Commissioners



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 10, 2023
Title: **DEQ Request for Comments on Proposed CertainTeed Expansion**

PURPOSE:

To inform the public of a request for public comment on a draft air quality permit request for CertainTeed LLC's Oxford Facility.

BACKGROUND:

The N.C. Department of Environmental Quality's Division of Air Quality is now accepting public comment on a draft air quality permit for CertainTeed LLC – Oxford Facility, a new fiberglass mat manufacturing facility in Granville County. The public comment period will end on July 27, 2023. The public notice documents and a press release are available on the NCDEQ website. The attached fact sheet and press release (in English and Spanish) have information on the proposed project and instructions on how to leave a public comment.

This information is being distributed to churches, local governments, health care facilities, childcare centers, multi-family housing and community centers in the area who may be interested in posting or sharing this information in the community. Please forward this email to anyone who may be interested in this project.

The Granville County Board of Commissioners wants to make sure the public is aware of this permit request. The County Commissioners are seeking expert input on this matter and will submit comments of their own, but wants to make sure the public has the opportunity to review and comment on the proposed permit as well.

ATTACHMENTS:

Press Release
Fact Sheet

ACTION TAKEN:

Release: IMMEDIATE
Date: June 27, 2023

Contact: Shawn Taylor
Phone: 919-707-8446

DEQ Accepting Public Comment on Draft Air Quality Permit for CertainTeed Oxford Facility

RALEIGH – The N.C. Department of Environmental Quality’s Division of Air Quality (DAQ) is seeking public comment on a draft air quality permit for CertainTeed, LLC – Oxford Facility in Granville County.

Comments will be accepted until July 27, 2023.

CertainTeed currently holds a Title V air quality permit to operate an asphalt roofing manufacturing plant in Oxford. The company has applied for a separate Title V air quality permit that would allow it to construct and operate a new fiberglass mat manufacturing facility beside the current plant.

The new CertainTeed facility would be considered a major source facility because potential uncontrolled air emissions of volatile organic compounds (VOCs) are above 100 tons per year and potential emissions of total hazardous air pollutants (HAPs) are above 25 tons per year.

These emissions will be controlled by two parallel regenerative thermal oxidizers. A dust collector would also control fugitive dust in the finishing area. The facility is subject to the National Emission Standards for Hazardous Air Pollutants (NESHAP) for Wet-Formed Fiberglass Mat Production and the NESHAP for Stationary Reciprocating Internal Combustion Engines.

Air dispersion modeling reviewed by DAQ shows the facility’s emissions of formaldehyde will comply with applicable standards and will not cause an exceedance of the acceptable ambient levels. The draft permit includes conditions that ensure ambient levels of all pollutants beyond the facility’s fence line comply with emission standards, including applicable health-based standards. The facility would also be subject to recordkeeping requirements and regular inspections.

Copies of the public notice, draft permit, draft permit review, draft environmental justice report, permit application, and a one-page project fact sheet are [available online](#).

Comments or requests for a public hearing will be accepted until July 27, 2023, at 5 p.m. Comments can be emailed to daq.publiccomments@deq.nc.gov with “CertainTeed.22A” in the subject line. Comments can also be mailed to:

NCDEQ Division of Air Quality
1641 Mail Service Center
Raleigh, North Carolina 27699-1641

The Division will consider all public comments before making a final decision on the proposed permit.

Si necesita esta información en español por favor llame al 919-609-2189 o mande un correo a Guadalupe.jimenez@deq.nc.gov.

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Comunicado: INMEDIATO
Fecha: 27 de junio de 2023

Contacto: Shawn Taylor
Teléfono: 919-707-8446

DEQ acepta comentarios públicos sobre el borrador de permiso de calidad del aire para la instalación de CertainTeed en Oxford

RALEIGH – La División de Calidad del Aire (DAQ, por sus siglas en inglés) del Departamento de Calidad Ambiental de Carolina del Norte solicita comentarios públicos sobre un proyecto de permiso de calidad del aire para CertainTeed, LLC en su instalación en Oxford en el condado de Granville.

Se aceptarán comentarios del público hasta el 27 de julio de 2023.

CertainTeed posee actualmente un permiso de calidad del aire del Título V para operar una planta de fabricación de cubiertas de asfalto en Oxford. La empresa ha solicitado por separado un permiso de calidad del aire del Título V que le permitiría construir y explotar una nueva instalación de fabricación de esteras de fibra de vidrio junto a la planta actual.

La nueva instalación de CertainTeed se consideraría una instalación de fuente principal porque las emisiones atmosféricas potenciales no controladas de compuestos orgánicos volátiles (VOC, en sus siglas en inglés) superan las 100 toneladas anuales y las emisiones potenciales de contaminantes atmosféricos peligrosos totales (HAP, en sus siglas en inglés) superan las 25 toneladas anuales.

Estas emisiones se controlarán mediante dos oxidadores térmicos regenerativos paralelos. Un colector de polvo también controlaría el polvo que escapa de la zona de acabado. La instalación está sujeta a las Normas Nacionales de Emisión de Contaminantes Atmosféricos Peligrosos (NESHAP, por sus siglas en inglés) para la Producción de Esteras de Fibra de Vidrio Húmedas y a las NESHAP para Motores de Combustión Interna Reciprocantes Estacionarios.

La modelización de la dispersión del aire revisada por la DAQ muestra que las emisiones de formaldehído de la instalación cumplirán las normas aplicables y no causarán una superación de los niveles ambientales aceptables. El proyecto de permiso incluye condiciones que garantizan que los niveles ambientales de todos los contaminantes más allá de la línea de vallado de la instalación cumplen las normas de emisión, incluidas las normas aplicables basadas en la salud. La instalación también estaría sujeta a requisitos de mantenimiento de registros e inspecciones periódicas.

Las copias del anuncio público, el proyecto del permiso, el proyecto de la revisión del permiso, el proyecto del informe sobre justicia ambiental, la solicitud del permiso y una hoja informativa de una página sobre el proyecto [pueden consultarse en línea](#).

Se aceptarán comentarios o solicitudes de audiencia pública hasta el 27 de julio de 2023, a las 17.00 horas. Puede enviar sus comentarios por correo electrónico a daq.publiccomments@deq.nc.gov indicando “CertainTeed.22A” en el asunto. Los comentarios también pueden enviarse por correo a la atención de:

División de Calidad del Aire de Carolina del Norte (NCDEQ)
1641 Mail Service Center
Raleigh, North Carolina 27699-1641

La División considerará todos los comentarios públicos antes de tomar una decisión final sobre el permiso propuesto.

Si necesita más información en español por favor llame al (919-609-2189) o mande un correo a Guadalupe.jimenez@deq.nc.gov.

###

Public Comment Period: CertainTeed - Oxford Facility

AIR QUALITY PERMIT OVERVIEW

CertainTeed, LLC, currently holds a Title V air quality permit to operate an asphalt roofing manufacturing plant in Oxford. The company has applied to the N.C. Division of Air Quality for a separate Title V air quality permit that would allow it to construct and operate a new fiberglass mat manufacturing facility beside the existing plant.

Facility Location

CertainTeed – Oxford Facility is at 200 Certainteed Drive, Oxford in Granville County. It is off West Industry Drive in southwest Oxford.



CertainTeed's footprint (approx.) in green with a 1-mile radius highlighted around the facility.

Facility Emissions

The new CertainTeed facility would be considered a major source facility because potential uncontrolled air emissions of volatile organic compounds (VOCs) are above 100 tons per year and potential emissions of total hazardous air pollutants (HAPs) are above 25 tons per year. The facility proposes to install two parallel regenerative thermal oxidizers to control emissions. A dust collector would also control fugitive dust in the finishing area. An overview of the facility's potential controlled emissions is below:

Pollutant	PM ₁₀	SO ₂	NO _x	CO	VOCs	Total HAPs	Highest HAP (formaldehyde)
Emissions (tons/year)	57.92	0.52	69.66	58.52	68.73	46.71	26.53

PUBLIC COMMENT PERIOD

DAQ is holding a 30-day public comment period to receive comments on the draft air quality permit. You are invited to submit comments by July 27, 2023, at 5 p.m. using any of the following options:

Submit Comments

Email: daq.publiccomments@deq.nc.gov with the subject line "CertainTeed.22A"

Mail: NCDEQ Division of Air Quality, 1641 Mail Service Center, Raleigh, NC, 27699-1641

For more information, visit deq.nc.gov/CertainTeed.22A. If you have any questions, contact Shawn Taylor at Shawn.Taylor@deq.nc.gov or (919) 707-8446.

Si necesita esta información en español por favor llame al (919) 609-2189 o mande un correo a Guadalupe.jimenez@deq.nc.gov.



Período de Comentarios Públicos: CertainTeed - Instalaciones en Oxford

RESUMEN DE PERMISOS DE CALIDAD DEL AIRE

CertainTeed, LLC, posee actualmente un permiso de calidad del aire del Título V para operar una planta de fabricación de techados de asfalto en Oxford. La empresa ha solicitado a la División de Calidad del Aire de Carolina del Norte un permiso de calidad del aire del Título V independiente que le permitiría construir y explotar una nueva instalación de fabricación de esteras de fibra de vidrio junto a la planta existente.

Ubicación de la instalación

Las instalaciones de CertainTeed en Oxford se encuentran en 200 Certainteed Drive, Oxford, en el condado de Granville. Se encuentra junto a West Industry Drive, en el suroeste de Oxford.



Huella de CertainTeed (aprox.) en verde con un radio de 1 milla resaltado alrededor de la instalación.

Emisiones de la instalación

La nueva instalación de CertainTeed se consideraría una instalación de fuente principal porque las emisiones atmosféricas potenciales no controladas de compuestos orgánicos volátiles (VOC, en sus siglas en inglés) superan las 100 toneladas anuales y las emisiones potenciales de contaminantes atmosféricos peligrosos totales (HAP, en sus siglas en inglés) superan las 25 toneladas anuales. La instalación propone instalar dos oxidadores térmicos regenerativos paralelos para controlar las emisiones. Un colector de polvo también controlaría el polvo que escapa de la zona de acabado. A continuación, se ofrece una visión general de las posibles emisiones controladas de la instalación:

Contaminante	PM ₁₀	SO ₂	NO _x	CO	VOC	Total de HAP	HAP más alto (formaldehído)
Emisiones (toneladas/año)	57.92	0.52	69.66	58.52	68.73	46.71	26.53

PERIODO DE COMENTARIOS PÚBLICOS

La DAQ mantiene abierto un periodo de 30 días para recibir comentarios sobre el borrador del permiso de calidad del aire. Se les invita a enviar sus comentarios hasta el 27 de julio de 2023, a las 5 p. m., a través de cualquiera de las siguientes opciones:

Envío de comentarios

Correo electrónico: daq.publiccomments@deq.nc.gov con el asunto "CertainTeed.22A"

Correo postal: A la atención de NCDEQ Division of Air Quality. A la dirección 1641 Mail Service Center, Raleigh, NC, 27699-1641.

Para más información, visite deq.nc.gov/CertainTeed.22A. Si tiene alguna pregunta, contacte a Shawn Taylor a través de Shawn.Taylor@deq.nc.gov o del (919) 707-8446.

Si necesita más información en español por favor llame al (919) 609-2189 o mande un correo a Guadalupe.jimenez@deq.nc.gov.





Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 10, 2023
Title: **County Manager's Report**

PURPOSE:

Any matters as needed by the County Manager.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: County Attorney's Report
Date: July 10, 2023
Title: **County Attorney's Report**

Any items as needed by the County Attorney.

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 10, 2023
Title: **Presentations by County Board Members**

PURPOSE:

Board members will make comments, give reports, and make announcements.

- Commissioner Timothy Karan
- Commissioner Jimmy Gooch
- Commissioner Zelodis Jay
- Commissioner Rob Williford
- Commissioner Sue Hinman
- Commissioner Tony W. Cozart
- Chair Russ May

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 10, 2023
Title: **Any Other Matters**

PURPOSE:

To consider any other matters as needed.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: July 10, 2023
Title: Closed Session as allowed by G. S. 143-318.11(a)(6) - Personnel

BACKGROUND:

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

ACTION TAKEN: