

February 6, 2012

The Randolph County Board of Commissioners met in regular session at 6:00 p.m. in the 1909 Randolph County Historic Courthouse Meeting Room, 145 Worth Street, Asheboro, NC. Commissioners Holmes, Frye, Haywood, Kemp and Lanier were present. Vice Chair Darrell Frye gave the invocation, after which, everyone recited the Pledge of Allegiance.

Public Comment Period

Pursuant to N.C.G.S. § 153A-52.1, Chairman Holmes opened the floor for public comment. No one spoke, and the public comment period was closed.

Approval of Consent Agenda

On motion of Haywood, seconded by Frye, the Board voted unanimously to approve the Consent Agenda, as follows:

- *approve minutes of regular & closed session meetings of 1/3/12;*
- *unseal 10/4/10 closed session minutes;*
- *reappoint Kemp Davis, Randall Spencer, Joe Allen, Linda York, Roger Pritchard and Thomas Lawrence to the Voluntary Agricultural District Advisory Board;*
- *declare two Randolph County Sheriff's Office canines ("Inks" & "Zena"), their kennel and kennel fences as surplus property (having no monetary value) and grant permission for handlers to adopt canines from County Animal Shelter;*
- *reappoint Betty Hunt to the Adult Care Home Community Advisory Committee;*
- *reappoint Gail Moore to the Nursing Home Community Advisory Committee;*
- *approve Electronic Imaging Record Policy for Randolph County Sheriff's Office, as follows:*

IMAGING POLICY FOR RANDOLPH COUNTY SHERIFF'S OFFICE

PURPOSE:

Records are considered to be the property of the Randolph County Sheriff's Office and maintained for the benefit of agency use in delivering services and in documenting agency operations. In keeping with current trends, modern electronic technology is widely used. This electronic imaging record policy reflects guidelines set forth in the North Carolina Department of Cultural Resources publication, North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems. Established guidelines will not only increase the reliability and accuracy of records stored in information technology systems, but also ensures they remain accessible. Established guidelines for reproduced records will likewise enhance their admissibility and acceptance by the judicial system as being trustworthy. Privileged or confidential information will also be protected by this policy. This policy will be re-evaluated at least every five years and updated as required.

DESTRUCTION OF RECORDS:

The Randolph County Sheriff's Office will seek the approval of the North Carolina Department of Cultural Resources for the destruction of any paper records that have been scanned in accordance with this policy. That approval will be requested and recorded on the "Request for Disposal of Original Records Duplicated

by Electronic Means” form. The Randolph County Sheriff’s Office will submit a new form each time it begins to scan a new records series. Destruction of the original paper record will be conducted only after imaging and quality control assurance procedures have been completed, all necessary corrections have been made, all auditing procedures have been conducted, and the destruction is approved by Sheriff or his designee.

The paper originals of records series scheduled as “permanent” in the County Sheriff’s Office Schedule will not be destroyed unless a scanned preservation duplicate is created prior to destruction.

Optical disks containing scanned records will be maintained for the specified retention periods according to the County Sheriff’s Office Schedule published by the North Carolina Division of Historical Resources. The original paper record will be shredded or burned on Randolph County Sheriff’s Office premises by Office staff. Security backups of all imaged documents will be generated nightly and maintained off-site. A listing of all records imaged will be kept in electronic format along with a listing of the dates of destruction. One set of optical disks will be considered the Randolph County Sheriff’s Office’s official agency record. Any hard copy generated from the official record will be considered a reference or working copy.

TRAINING:

The key imaging operators have received formal training in the use of the equipment. All applicable Randolph County Sheriff’s Office staff will be trained in the correct procedures required for imaging and the reproducing of records. All applicable Randolph County Sheriff’s Office staff will be trained in the correct procedures for viewing imaged documents and for reproducing of any imaged document. Staff trainers of the Randolph County Sheriff’s Office will conduct training.

AUDITS:

Managerial staff for the various units of the agency will periodically audit imaged records for accuracy, readability, and reproduction capabilities. Original paper records will not be destroyed until the managerial staff has audited a sampling of those records for system’s accuracy. A written audit report will be prepared indicating the sampling of records produced and what remedial procedures were followed if the expected level of accuracy was not achieved.

AUDIT TRAILS:

Documentation of all imaging activities is maintained through audit trails built into the imaging system to protect the agency from potential fraud or any other unauthorized acts, as well as the authenticity of the records.

Audit trail includes:

Applications: Create/Delete/Modify

Index: Create, Delete, Modify

Pages: Add, Delete, View/Print/Export/Mail

Batches: Create, Delete, Batch import/scan, Batch Index

Batch Page: Add, Delete, Attach to a document

Query: Execute

User: Login/Logout

Group: Create/Delete/Modify

DOCUMENTATION:

Procedures:

Staff trainers of Randolph County Sheriff’s Office will be responsible for the preparing and updating of detailed procedures that will describe the process followed to produce and reproduce an automated record. This documentation will include a description of the system hardware and software. A current procedural manual will be maintained to assure the most current steps are followed and to assure reliable system documentation will be available for judicial or similar proceedings.

Training:

Documentation will be maintained for the distribution of written procedures, attendance of individuals at training sessions and refresher training programs and other relevant information, including dates.

Retention:

One set of all system documentation, including documentation describing how the system operates from a functional user and data processing point of view, will be maintained permanently in the event a court review is necessary. When system documentation changes, old versions will be maintained for 3 years after discontinuance of system and after all data (records) created by the system has been destroyed or transferred to a new operating environment.

AVAILABILITY OF SYSTEM FOR OUTSIDE INSPECTION:

This agency recognizes the fact that the judicial system may request pretrial discovery of computer programs and related materials. Agency personnel will honor requests for outside inspection of the system and testing of data by opposing parties and the court. It will also honor inspection and copy requests pursuant to Chapter 132 of the North Carolina General Statutes.

- approve Budget Amendment #24 for Public Health – funding from Humane Society for animal shelter improvements, as follows:

2011-2012 Budget Ordinance		
General Fund -- Budget Amendment #24		
Revenues	Increase	Decrease
Miscellaneous	\$3,000	
Appropriations	Increase	Decrease
Health Department	\$ 3,000	

- approve Budget Amendment #25 for Public Health (Title X-WCH/Women’s Health), as follows:

2011-2012 Budget Ordinance		
General Fund -- Budget Amendment #25		
Revenues	Increase	Decrease
Restricted intergovernmental	\$24,415	
Appropriations	Increase	Decrease
Health Department	\$24,415	

- approve Budget Amendment #26 for appropriation to the Randolph County Economic Development Corporation from Economic Development Reserve Fund for costs in locating possible sites for an industrial park, as follows:

2011-2012 Budget Ordinance		
General Fund -- Budget Amendment #26		
Revenues	Increase	Decrease
Transfer from Economic Development Reserve Fund	\$ 10,000	
Appropriations	Increase	Decrease
Other Economic Development Appropriations	\$ 10,000	

- *appoint Todd Caulder and Dr. Cara Haberman to the EMS System Quality Management Committee.*

Economic Development Corporation (EDC) Annual Report

Bonnie Renfro, Economic Development Corporation President, presented the EDC's annual report, saying that despite the continuing struggle of the economy from a deep recession in 2010, the EDC announced the creation of 342 new jobs linked to new capital investments of \$34.3 million by 10 companies. Collectively they impacted 727,063 square feet of industrial and commercial real estate and secured \$1,167,291 in grant dollars for infrastructure and vacant building renovation. Ms. Renfro gave the following 2011 highlights: Archdale welcomed Stylecrest and Paul Brayton Designs as they renovated vacant industrial facilities bringing new jobs and investment to the county. Randleman's largest employer, Hughes Furniture Industries, built a new 200,000 square foot logistics center to offer a quick ship program to their customers. Technimark announced a major expansion of its global plastics operation in Asheboro, centralizing its research and development division here. Malt-O-Meal Cereal is underway with a \$136 million expansion announced in late 2011. Americhem, in Liberty, is busy renovating two of three industrial facilities at Liberty Business Park to produce customized colorants for a variety of industrial users. Florida Production Engineering NC purchased the facilities of the former Moll Industries in Seagrove and is renovating the buildings and reemploying many of those displaced workers. PEMMCO Mfg. opened a new 50,000 square foot industrial facility in Asheboro with 28 new jobs.

Ms. Renfro introduced EDC Board President Wayne Thomas, who commended the EDC staff for their hard work and the Commissioners for their support of the EDC's efforts to bring strong businesses to Randolph County.

Voluntary Agricultural District (VAD) Advisory Board Annual Update

Carolyn Langley, Cooperative Extension (Randolph) Director, and Joe Allen, VAD Advisory Board Secretary, updated the Commissioners on activities of the VAD Board during 2011. Eight farms, totaling 1,218 acres of land, were accepted into the program. As a result, Randolph County now has 15,656 acres of land enrolled in the program. Of this, 16 farms are enrolled in the Enhanced Voluntary Agriculture District with 1,315 acres, and 108 farms with 14,341 acres are enrolled in the Regular Voluntary Agriculture District. The VAD Board has been busy meeting the strategies outlined in the County's newly adopted (6/6/11, by Randolph County Board of Commissioners) Farmland Protection and Preservation Plan. These strategies primarily focus on developing resources and strengthening relationships between the VAD Board, Cooperative Extension and other departments within the county's government.

Approval of Change Order for Randolph County Jail Renovation Project

Allen McNeill, Sheriff's Office Business Manager, said that at the October 3, 2011 Commissioners meeting, the Commissioners approved a contract for \$276,100 with W.C. Construction Company to perform the renovation work at the Randolph County Jail. Due to changes and issues that have occurred during the construction, it has become necessary to add certain items, which will increase the value of the contract. Change Order # 1 involved rerouting a roof drain, which resulted in a \$352.76 reduction of the contract. Change Order # 2 involved changes, some of which were requested by N.C. Department of Health and Human Services, which resulted in an addition to the contract of \$12,663.96. These changes included updating existing plumbing fixtures, extra fire security, lighting and data additions, and controls for a door that was added after the bid. Randolph County's purchasing policy states that when changes exceed 5% of the contract, Commissioner's approval is required. Change Order #3 is in the amount of \$3,543.60, and is for additional window tinting, changing the showers from tile to epoxy, upgrade of some detention equipment to meet ADA requirements, and updated steel framing. This will cause the total changes so far to exceed that 5% ceiling. Although the contract with W.C. Construction Company is now

\$288,411.20, the total budget for the renovation project is \$300,200. Even with the addition of this Change Order # 3 in the amount of \$3,543.60, the overall project will still be within the amount budgeted. This would increase the total amount of the contract with W.C. Construction to \$291,954.80. Mr. McNeill asked the Board to approve the change order and to authorize the County Manager to sign the updated contract.

On motion of Frye , seconded by Lanier, the Board voted unanimously to approve Change Order #3, in the amount of \$3,543.60 to the contract with W.C. Construction Company for renovation work at the Randolph County Jail, as requested, thereby making the total amount of the contract \$291,954.80 and to authorize the County Manager to sign the updated contract.

Approval of New County Employee Pay Plan, Classification Study Recommendations & Budget Amendment

Stacy Griffin, County Human Resources Director, reminded the Board that in September 2010, the Board voted to proceed with the County's first comprehensive classification study since October 1989. The results of that study were received in late October 2011. Ms. Griffin presented highlights of the study, as follows:

- 12 local government entities responded to the survey and participated in the study, thus giving us a very solid foundation for our data collection;
- On average, the study found that our current salary range minimums are 6.29% below market, our mid-points are 7.43% below market, and our range maximums are 8.18% below market;
- 128 job descriptions were updated and rewritten and made fully ADA compliant;
- 25 FLSA exemption status corrections were made, affecting 43 employees;
- A recommendation to go to an "open range" compensation plan versus the traditional step/grade program we currently have in place. In order to focus more clearly on performance and to avoid the problems of step ranges, more and more organizations are using an open-pay range. An open range system allows for more "flexibility" in pay structure and rewards more based on performance versus longevity. In this system, the organization defines the midpoint, the maximum and the minimum of the range. Any one employee may be paid anywhere within this defined range. Unlike the step system, the person's wage is not automatically adjusted when the wage structure is adjusted, unless the person falls below the minimum of the range. At this point, the person's performance is reviewed and adjustments are made in relation to that performance. It allows for individual-based compensation and does not mandate increases to the 2.5% amount as defined by the current step system. The traditional step system does not provide incentive to "be great," but rather tends to treat all employees the same in terms of compensation.
- 569 employees participated, representing all departments with the exception of the Sheriff's Office;
- Out of the 569 employees in the study, only 138 (24%) fall below the new recommended minimum on the proposed pay grades ranges. Considering that it has been over 21 years since a comprehensive study was completed, this is wonderful news and a testament to the work that the Board of County Commissioners, Human Resources and County Administration have done throughout the years to address compensation issues and needs;
- The total **annual** salary amount needed to move the 138 County employees plus the current 17 vacant positions to the minimum of the proposed ranges is \$167,450.98. This averages to about \$1,100 annually per employee who is below the new proposed minimums.

Considering the length of time since the last comprehensive study, the immediate financial impact to the County in order to adopt this new pay plan and move the employees to the minimum of the range is minimal. However, by doing so, it allows Randolph County to implement an updated and market driven pay plan and compensation structure.

Of the 569 employees participating in the study, 96.3% fall between the minimum and midpoint of the proposed ranges, with the average distance from the minimum being 11%. What this means is that the overwhelming majority of employees, regardless of performance or years of service, are clustered around the minimum of the new salary ranges. Thus, as funding permits, Ms. Griffin stressed the need to look at these employees who are clustered around the minimum and make adjustments accordingly (with competence, performance and years in the position as factors to consider). Failure to take this second step as funding permits will certainly create a salary compression issue and most likely create an employee morale issue. Compression will also be created if new employees are hired into the new ranges at the same pay level or at a potentially higher pay level than existing employees with the same level of competence and experience.

Ms. Griffin requested the following action: 1) approve the 2012 Randolph County Pay Plan, as presented, effective immediately, which includes: new Open Range pay grades for both General Government and Emergency Medical Services; updated/revised job titles; updated Randolph County Law Enforcement Classification Plan (no salary information has been changed) and 2) upon approval of the 2012 pay plan, approval of the classification study recommendation to move the 138 current employees (plus 17 vacant positions) to the minimum of the new pay grade, effective April 1, 2012, and, 3) approval of a budget amendment to effect this change for the remainder of this fiscal year. Funds for implementation of this study (\$49,860) have been included in the Administration budget, and can be transferred to the applicable departments.

On motion of Kemp, seconded by Frye, the Board voted unanimously to approve the following:

- *newly recommended 2012 Randolph County Pay Plan, effective immediately, which includes new open range pay grades for General Government & Emergency Medical Services; updated/revised job titles; and updated Randolph County Law Enforcement Classification Plan;*
- *new classification study recommendation to move 138 current employees (plus 17 vacant positions) to the minimum of the new pay grade, effective April 1, 2012;*
- *Budget Amendment #27 to effect the transfer of \$49,860 for the remainder of the fiscal year from the Administration budget to the applicable department budgets, as follows:*

2011-2012 Budget Ordinance		
General Fund -- Budget Amendment #27		
Revenues	Increase	Decrease
NONE	\$ -	
Appropriations	Increase	Decrease
Administration	\$ 1,755	
Tax	\$ 3,148	
Elections	\$ 1,604	
Register of Deeds	\$ 245	
Public Buildings	\$ 2,361	
Emergency Services	\$ 18,783	

<i>Day Reporting Center</i>	\$ 1,099	
<i>Planning & Zoning</i>	\$ 510	
<i>Cooperative Extension</i>	\$ 258	
<i>Soil & Water</i>	\$ 1,003	
<i>Public Works</i>	\$ 449	
<i>Public Health</i>	\$ 5,298	
<i>Social Services</i>	\$ 5,189	
<i>Child Support Enforcement</i>	\$ 721	
<i>Public Library</i>	\$ 7,437	
<i>Administration</i>		\$ 49,860

Approval of Resolution of Intent to Close Portion of Trinity Street/Set Public Hearing

Aimee Scotton, Associate County Attorney, said that she had received a request from Joseph and Susan Savina that the Randolph County Board of Commissioners act to permanently close a section of Pine Cone Street in Trinity from its intersection with Sunset Knoll Drive in a westward direction approximately 200 feet to where it dead ends. The Savinas own the property on both sides of the affected portion and at the end thereof. They wish to have the road closed so that they can then pursue the combination of these parcels into one, via a combination deed. Ms. Scotton reminded the Board that the procedure for closing a public road or easement is governed by North Carolina General Statute §153A-241. The first step requires that the Board of Commissioners adopt a resolution declaring its intent to close the road and calling for a public hearing on the question. This notice must be published once a week for three successive weeks before the hearing, and a copy of the resolution must be sent by certified mail to each owner of property adjoining the road, as shown by the county tax records, who did not join in the request to have the road closed. Furthermore, a notice of the closing and the public hearing must be posted in at least two places along the road. At the public hearing, interested persons are allowed to voice their views on whether the closing will be detrimental to the public interest or their individual property rights. After the public hearing, if the Board of Commissioners is satisfied that closing this road will not be detrimental to public interest and will not deprive any individual of access to his property, the Board may adopt an order closing the road. A certified copy of the order shall then be filed with the Register of Deeds office.

On motion of Haywood, seconded by Lanier, the Board voted unanimously to adopt a resolution declaring the intent to close a portion of Pine Cone Street, as follows:

A RESOLUTION DECLARING THE INTENT TO CLOSE A SECTION OF PINE CONE STREET AND CALLING FOR A PUBLIC HEARING ON THE QUESTION

WHEREAS, the Randolph County Board of Commissioners has received a request from Joseph and Susan Savina to permanently close the following section of Pine Cone Street:

From its intersection with Sunset Knoll Drive in a westerly direction for approximately 200 feet where it terminates with property owned by Joseph Savina Sr. and wife, Susan Savina; and

WHEREAS, North Carolina General Statute § 153A-241 requires that the Board of Commissioners hold a public hearing prior to the closing of any road to consider the effects of said closing on the public interest or on individual property rights;

BE IT THEREFORE RESOLVED that the Randolph County Board of Commissioners hereby declares its intent to permanently close that portion of Pine Cone Street outlined above.

BE IT FURTHER RESOLVED that the Randolph County Board of Commissioners has set a public hearing for 6:30 p.m. on March 12, 2012 to consider said closing and to allow for the public to be heard on this matter.

This the 6th day of February, 2012.

Approval of Contract for Archaeological Studies (Phase II) at Landfill & Budget Amendment#28

David Townsend, III, Public Works Director, reminded the Commissioners that the Board approved a contract with Golder Associates for a Phase I Cultural Resources evaluation in the spring of last year. The original results were not 100% conclusive, and therefore, required a Phase II evaluation. Golder has provided a proposal for not to exceed \$60,000 to accomplish this requirement. Funds are available in the landfill post-closure fund. Mr. Townsend requested that the Board award a contract to Golder Associates in the amount of \$60,000 for the Phase II evaluation and also to authorize the County Manager to sign the contract.

On motion of Kemp, seconded by Frye, the Board voted 4-1, with Haywood opposing, to award a contract in the amount of \$60,000 to Golder Associates for Phase II evaluation at the landfill, to authorize the County Manager to sign the contract, and to approve Budget Amendment #28, as follows:

2011-2012 Budget Ordinance		
Landfill Closure Fund—Budget Amendment #28		
Revenues	Increase	Decrease
<i>Appropriated Fund Balance</i>	\$ 60,000	
Appropriations	Increase	Decrease
<i>Solid Waste Management</i>	\$ 60,000	

Regional Update

Vice Chair Frye said that the annual report from PART (Piedmont Authority for Regional Transportation) recently revealed that ridership was up by 12% in 2011 despite the 50% reduction in routes.

Recess

At 6:50 p.m., the Board took a short recess.

Regular Meeting Resumed

At 7:05 p.m., the Board returned to regular session.

Rezoning Public Hearing

At 7:05 p.m., the Board adjourned to a duly advertised public hearing to consider a rezoning request. Hal Johnson, Planning Director, presented the following request:

Cliff Loflin, Denton, NC, is requesting that the existing Conditional District Zoning of a Planned Business Development (metal storage building fabrication business & utility trailer manufacturing business) be amended to allow the construction of a 30' x 50' storage building for the utility trailer manufacturing business as per site plan. Location: 9035 NC Hwy 49 South, New Hope Township, Zoning District LI-CU, Secondary Growth Area, Tax ID# 6697023630. The Planning Board reviewed this request at a public meeting on January 10, 2012 and unanimously recommended that this request be approved. The Planning Board found the following policies within the 2009 Growth Management Plan that support determination of consistency with the adopted plan with this recommendation:

Policy 3.4 Warehousing, storage and distribution facilities should have direct access to appropriate thoroughfares and should be visually buffered according to their location.

Board of Commissioner Resolution Adopting the Growth Management Plan, Policy #3. Ensure the opportunity for landowners to achieve the highest and best uses of their land that are consistent with growth management policies in order to protect the economic viability of the County's citizens and tax base.

Terry Hunt, 596 Mt. Shepherd Rd., Asheboro, and owner of the welding business on the site, spoke in support of the request, saying that he intends to install a fence around the property so that the manufacturing business is hidden from view at the road.

On motion of Lanier, seconded by Kemp, the Board voted unanimously to approve the request of Cliff Loflin, as determined consistent with policies contained within the standards and policies of the Growth Management Plan and outlined in the recommendations provided by the County Planning Board.

Adjournment

At 7:10 p.m., there being no further business, the meeting adjourned.

J. Harold Holmes, Chairman

Darrell L. Frye

Phil Kemp

Arnold Lanier

Stan Haywood

Cheryl A. Ivey, Clerk to the Board