

**NORTHAMPTON COUNTY
REGULAR SESSION
May 1, 2017**

Be It Remembered that the Board of Commissioners of Northampton County met on May 1, 2017, with the following present: Fannie Greene, Chester Deloatch, Charles Tyner, Geneva Faulkner, and Robert Carter.

Others Present: Kimberly Turner, Scott McKellar, Nathan Pearce, Leslie Edwards, and Komita Hendricks

Chairman Carter called the meeting to order.

Agenda Work Session:

A work session was held to discuss today's agenda items. Chairman Carter called upon County Manager, Kimberly Turner, for input. Ms. Turner requested to remove under tab 5 Budget Amendments. Chairman Carter called upon Commissioners for input. Commissioner Tyner requested to add another Closed Session for G.S. 143-318.11 (a)(6).

Regular Session:

Chairman Carter called the meeting to order, welcomed everyone, and announced when citizens could make comments. Commissioner Tyner gave the Invocation and the Pledge of Allegiance was recited.

Approval of Regular Session Minutes for April 17, 2017:

A motion was made by Chester Deloatch and seconded by Fannie Greene to approve the Regular Session Minutes for April 17, 2017. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Closed Session Minutes for April 17, 2017:

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the Closed Session Minutes for April 17, 2017. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Agenda for May 1, 2017:

A motion was made by Geneva Faulkner and seconded by Fannie Greene to approve the amended agenda for May 1, 2017. **Question Called:** *All present voting yes.* **Motion carried.**

NCDSS-Hope:

Mrs. Sheila Evans, DSS Director, appeared before the Board to introduce Mrs. Sondra Vann and Mrs. Renee Mallard.

Mrs. Vann and Mrs. Mallard appeared before the Board to obtain approval of utilizing the County's EIN number for the NCDSS-Hope Organization for the purpose of opening a checking account.

A motion was made by Charles Tyner and seconded by Fannie Greene to approve the use of the County's EIN number for the NCDSS-Hope Organization. **Question Called:** *All present voting yes.* **Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**



STRIVING TO HELP IMPROVE
THE WELL-BEING OF OUR CITIZENS
DECISION PAPER

NORTHAMPTON COUNTY DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 157
JACKSON, NORTH CAROLINA 27845
(252) 534-5811
(252) 534-0061 Facsimile



SHELIA MANLEY EVANS
DIRECTOR

TO: Northampton County Board of County Commissioners
FROM: Northampton County DSS, Shelia Manley-Evans, Director
RE: NCDSS-HOPE
DATE: March 24, 2017

PURPOSE: To seek your approval in utilizing the County's EIN number for the NCDSS-HOPE (Helping Other People Everyday) Organization that the old NCSSA members have structured for the purpose of opening a checking account.

FACTS:

1. The NCSSA State Executive Board voted to cease operations of NCSSA effective July 31, 2016.
2. Local NCSSA Chapters were directed to close accounts under the tax ID of the State NCSSA.
3. Funds remaining in accounts may be utilized based upon votes of the local chapter membership and rolled over into new accounts established by local chapters as a new entity.
4. Projects under NCSSA were as follows: Supporting Relay for Life, American Cancer Society, making food boxes for guardianship clients, purchasing gifts for guardianship clients and foster children at Christmas, recognition of Veterans at local nursing and rest homes, assisted the Credit Union in collecting supplies to send to our Troops, collected school supplies to be distributed to our local schools, collected items residents need to be distributed to Pine Forest Rest Home, collected food items to be sent to Haiti to assist with Disaster Relief efforts after a catastrophic hurricane, partnered with PNC and their "Grow Up Great" Program in an effort to strengthen families and increase literacy rates, collected and distributed nonperishable food items at Thanksgiving to needy families and organized the "Make a Difference Monday" project to assist families (clients of the agency) that are in immediate need for food assistance.

Disbursement Policy:

Ms. Leslie Edwards, Finance Director, appeared before the Board to obtain approval of the Cash Disbursement Policy that will be implemented in the new fiscal year, July 1, 2017.

A motion was made by Geneva Faulkner and seconded by Charles Tyner to approve the Cash Disbursement Policy. **Question Called:** *All present voting yes.* **Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:** |



NORTHAMPTON COUNTY

Finance Department & Management Information Systems

Post Office Box 663

Jackson, North Carolina 27845

Finance Telephone (252) 534-1536 or (252) 534-5301

MIS Telephone (252) 534-6171

Fax (252) 534-1239

Leslie H. Edwards
Finance Officer

Bill Blanchard
MIS

DECISION PAPER

TO: Northampton County Board of Commissioners

FM: Leslie Edwards, Finance Officer

RE: Updated Cash Disbursement Policy

DT: May 1, 2017

PURPOSE: To update the Cash Disbursement Policy for Northampton County.

FACTS: The last Cash Disbursement Policy was approved by The Board of Commissioners in 1997. The old policy is attached for your reference.

DISCUSSION: The policy was drafted and reviewed by the Management Team as well as compared with several surrounding counties. As other policies and procedures have changed over the years the updated Cash Disbursement Policy now reflects the updates and changes.

RECOMMENDATION:

My recommendation is to approve the Cash Disbursement Policy to be implemented in the new fiscal year, July 1, 2017.

Respectively submitted.

COORDINATION:

County Manager

Concur:

Concur with Comment:

Non-Concur:

Northampton County Cash Disbursement Policy

Purpose: To provide guidance for the disbursing of local, state or federal funds for which the County has been entrusted.

Applicability: The policy pertains to all county employees and elected officials who may be authorized to incur obligations on behalf of the county and/or disburse funds to satisfy valid obligations for which the County has been entrusted.

General: Disbursements represent duly authorized expenditures of funds that were generated by the county through ad valorem taxes or services or funds entrusted to the county by other agencies to satisfy approved obligations. These obligations must have been budgeted and appropriated for in the county budget ordinance that was adopted by the County Board of Commissioners in accordance with North Carolina General Statutes. Prior to executing any disbursement the following verifications must be accomplished:

1. The person requesting disbursement must have the authority to obligate funds and/or incur expenditures.
2. Sufficient funds must be available in the account from which funds are to be disbursed.
3. Persons disbursing funds must have the authority to disburse.

Disbursement Authority: Disbursements authority is the authority to consummate a legal transfer of funds from the accounts of financial institutions where the county retains funds to other institutions, agencies, or persons. All disbursement authority is delegated to the county appointed Finance Officer by the County Board of Commissioners. With the exception of payroll checks, all disbursements require dual signature of a duly appointed or delegated and elected county official.

Obligations Authority: An obligation is a legal reservation of funds entrusted to the county. A legal reservation occurs with the adoption of the County Budget Ordinance.

Obligation authority is the authority to legally bind Northampton County Government to pay for goods and /or services received. Only the Northampton County Board of Commissioners

can delegate obligation authority. To date, that authority has only been vested in the County Finance Officer.

Obligation authority is as follows:

1. With the exception of new or materially changed contracts, the Finance Officer has the authority to create any and all obligations on behalf of the County.
2. New contracts and recurring contracts that have been materially changed must be approved by the County Board of Commissioners.
3. Disbursements in the amount of \$299.99 or less may be executed by department heads without a purchase order, with the exception of contracts. All contracts will require a purchase order regardless of amount.
4. Purchase orders, \$300.00 or greater, can only be approved by the Finance Officer, or designated representative.
5. Travel expenses that result from the performance of fully authorized travel, which has been budgeted and approved, may be incurred by employees and county elected officials.

Categories of Disbursement

- I. **Contracts:** Please see the Northampton County Bidding Requirements Policy approved by the County Board of Commissioners.
- II. **Purchase Orders:** Purchase orders are formal commitments by the county to pay for goods or services either received or on order. In order for a purchase order to be written, the person writing the order must have the authority to sign a purchase order; and, funds must be budgeted and available. The commitment is binding upon approval of the purchase order by the Finance Officer. The authority to issue purchase order has been delegated to all department heads. However, the county Finance Officer may suspend or withdraw authority when, in his/her professional opinion, there are indications of abuse and/or misuse of the authority and/or there is the potential for misappropriation of funds. Procurement of goods and services for \$300.00 or more require a purchase order. All contracts and agreements require

a purchase order regardless of dollar amount. Employment contracts for employees who are statutorily appointed by the board of commissioners will not require a purchase order. At the beginning of each fiscal year, Purchase Order contracts must be prepared. Purchase order requisition forms must be submitted to the Finance office by Monday at 5 p.m. Requisitions must be keyed in Munis by 12 p.m. on Wednesday. Purchase Orders will be disbursed to departments by Monday Morning.

PURCHASE ORDERS do not authorize payment. The purchase order identifies funds to be disbursed pending receipt of an invoice; and provides a formal authorization to the vendor to deliver the goods or provide the services. It assures the vendor that he will be paid. Actual payment should be based upon an invoice and a copy of a signed receiving report that reflects goods and services have been received.

III. Payroll:

- A. The regulation governing preparation of payroll is found in Article III, of the Northampton County Personnel Policy. This paragraph addresses disbursement of payrolls. The following are two methods by which payrolls are to be disbursed.
 - a. Direct Deposit - Employees are required to utilize direct deposit as the means by which they receive their bi-monthly compensation unless they can provide demonstrated evidence that such a requirement would place undue hardship upon them. Under this method the county authorizes a wire transfer of funds from its bank account directly into the employee's checking or savings account.
 - b. County Issued Check – For employees who can provide demonstrated evidence of undue hardship as described in "a" above, the County will issued a county check. The checks are provided to the County Finance Officer who personally signs each check. Payroll checks require only the signature of the Finance Officer or his/her designated representative.

County issued checks will only be disbursed on the day that all other county employees receive payroll checks (usually the 15th and the 30th).

- IV. **Disbursement for others** - Disbursements for others are those disbursements the county makes for other non-Northampton county agencies. In these cases the county's primary function is the disbursing agent. While the county does exercise some budget approval authority, budget execution authority is limited to insuring expenditures do not exceed budget. The county has no control over the nature of the expenditures unless the requesting agency provides specific written guidelines and procedures. All disbursements will be in accordance with county policy set forth above.
- V. **Other Disbursements** - Procedurally, there is no difference in the manner for disbursing funds identified as "other disbursements" than any other disbursements. However, the following other disbursements require brief elaboration.
 - A. Employee appreciation day - The amount authorized for disbursement in support of employee appreciation day shall not exceed \$15.00 per employee without prior approval of the County Manager.
 - B. Employee Retirements - An amount not to exceed \$300.00 may be spent toward refreshments and/or plaque honoring the retirement of a county employee. The expenditure must be approved in advance by the County Manager. No checks will be made out to the retiree in lieu of a refreshments and/or plaque.
 - C. Employee Farewells - No county funds may be used to provide a farewell party to an employee who is changing jobs or severing their employment relationship with the county.
- VI. **Travel:**
 - A. **General** - It is the intent of Northampton County to be reasonable and fully compensate employees, and appointed and elected officials for expenses they incur in travel associated with official county business. It is not the intent of Northampton County to pay for anyone to temporarily enjoy a luxurious lifestyle

at the expense of the county taxpayers. The following criteria is applicable to all county travel:

1. All travel must be budgeted and appropriated for prior to travel.
2. The need for travel must be justified and approved by the designated approving authority. In this regard, maximum effort must be made to ensure only the minimum essential persons travel and, where there is justifiable need for more than one traveler, travelers share transportation.
3. If out-of-county travel is over 150 miles one way, approval must be obtained from your Department Head only. If out-of-state travel, approval must be obtained from your Department Head and the County Manager. Requests must be accompanied by a copy of brochure, fee schedule, or other materials listing the cost and program content.
4. Department Heads must approve all travel requests by their respective departments. The County Manager/Assistant County Manager must approve all Department Heads travel requests.
5. The Request for Travel Form must be completed, signed by the County Manager (if applicable), and returned to the Finance Department at least five days prior to travel. Attach a copy of the program agenda to the Travel Request form. If travel request forms are not submitted five days prior to travel, a written explanation signed by the county manager must be submitted to the Finance Office.
6. Departments must ensure travelers understand the theory of "frugality" and, what constitutes legitimate reimbursable expenses. "Alcoholic beverages are not legitimate reimbursable expenses" and, "itemized receipts are required".
No expenses will be reimbursed without an original receipt.
7. Department Heads must review all claims for reimbursement and attest to the fact the claims represent legitimate expenses prior to the claim being submitted to the Finance Office for approval for payment. In the case of

department heads, the County Manager and or the Assistant County Manager will review the claim and attest to its correctness.

8. The Finance Office will make final review of all claims and approve for disbursement. Questionable claims will be reviewed by the Finance Officer. If a claim is denied the traveler may submit an appeal through their respective department head to the County Manager. The Decision of the County Manager is final.
- B. **Categories of Disbursement for Travel** – The two categories for which disbursements are made for travel are as follows:
 1. **Blanket Travel** – Normal day to day travel to fulfill job duties. Meals are not reimbursable on blanket travel. Blanket travel does not include daily travel for conferences and/or training. Blanket Travel will be reimbursed using the Blanket Travel Expense Report and must be submitted no more than 30 days following the month of travel. Example: July blanket travel should be submitted no later than August 31st for payment. Blanket Travel should not be submitted more than once per month and only gas mileage will be reimbursed. The full address to each destination, to and from, must be included with mileage listed separately. Mileage will only be reimbursed from the county office location. When traveling directly from home your home address will only be allowed if the distance is shorter. If you use your home address you will have to include a MapQuest from your home location as well as your office location to show the distance was shorter. The street, city, and MapQuest of each destination must be included.
 2. **Regular Travel** – All travel, which resulted in the expenditure of county funds, will be settled, using the Monthly Expense Report, within 30 calendar days after completion of travel. Regular travel includes conferences, training, seminars, committee, boards and commissions meetings and workshops. FAILURE TO COMPLY WITH THE PROVISION COULD RESULT IN DENIAL OF SETTLEMENT CLAIM.

- C. In order to claim reimbursement for any county related travel a monthly expense report must be filed with the Finance Office, along with complete back up. The following are expenses that are reimbursable:
1. **Mileage** for the operator of a privately owned vehicle who is traveling to conduct officially approved county business will be paid only if a County vehicle is not available. Department Heads will be required to utilize a county vehicle if available. If the Department Head elects to drive their personal vehicle when a county vehicle is available, mileage will not be reimbursed. Documentation must include a MapQuest printout with the beginning and ending address.
 2. **Public Conveyances** air, rail, and bus transportation, require ticket stubs, with stated dollar amount, to serve as a receipt.
Travel by taxi cab also requires a receipt. Should non-redeemable public conveyance tickets be purchased by the county, and the traveler cancels the trip at his/her convenience, the traveler will be required to reimburse the county for the expense.
 3. **Parking fees** from paid parking lots: Statements, in lieu of receipts, may be provided as to parking meter fees. Valet parking will not be reimbursed.
 4. **Meals** are reimbursable based upon time of travel, travel outside the county, location and actual cost, with the exception of blanket travel. To the maximum extent possible, partial day meetings should be scheduled so as not to result in the need for the County to reimburse for meals. The County will pay up to 18% gratuity on meals. If more than 18% is paid the county will only reimburse up to the 18%. Itemized receipts are required for meals as well as credit card receipts to show the gratuity amount. Meals will not be reimbursed without an itemized receipt. Many times, meals are included in the Registration Fee and do not represent a legitimate reimbursement claim. Agendas must be submitted as back-up to show where meals are included. This is a prime example where eligibility for reimbursement does not always

constitute authority. Authority only exists where eligibility is followed by an actual cost to the traveler. The following are guidelines for claiming meal reimbursement:

	<u>Meal Rates</u>	
	<u>In State</u>	<u>Out of State</u>
Breakfast	\$ 6.00	\$ 9.00
Lunch	10.00	13.00
Dinner	20.00	23.00
Total	\$ 36.00	\$ 45.00

Breakfast: Depart Duty Station or Home, if closer to destination, prior to 6:30 a.m.

Lunch: Depart Duty Station prior to 10:00 a.m. (day of departure) or return to duty station after 2:00 p.m. (day of return)

Dinner: Depart Duty Station or home, if closer to destination, prior to 5:00 p.m. or return to duty station after 8:00 p.m.

Daily travel for conferences, training, seminars, committee, Boards of Commissions, and workshops meetings can be reimbursed for meals only if meeting the requirements above.

SPECIAL NOTE: Consideration will be given to the geographical area in which the meal was obtained. It is recognized that dinner, for example, could be expected to be more expensive in Washington, DC than Raleigh. However, the cost should be in line with what has been paid by other travelers to the same location. Also, reimbursement for alcoholic beverages is strictly forbidden by county regulations.

5. HOTEL/MOTEL ACCOMMODATIONS:

Reimbursements will be at the specified rate. General guidelines are that reimbursements will not exceed \$150.00 per night. However, a reasonable rate for the location will be considered. If accommodations are reserved for

the traveler and they do not use, whereby the county is billed, the traveler will be required to reimburse the county.

6. Fuel procured for operation of a county vehicle is reimbursable.
7. Registration fees are reimbursable. However, should a traveler, at his/her convenience, cancel travel for which the registration fee was paid in advance by the county and is non-reimbursable to the county, then the traveler will be required to reimburse the county for the registration fee for the amount the county was charged. **Personal expenses will not be reimbursed.**

- D. Reimbursement for those accompanying the official traveler, i.e. spouses, dependents, relatives, friends, etc. is prohibited. If hotels are charging a standard rate, regardless, of the number of guests with the traveler, the county will reimburse the standard rate. However, if there is a "Single Rate" and a "Double Rate" the county will only reimburse for the single rate. Similarly, meals and transportation cost for guest accompanying the traveler are the responsibility of the traveler. The traveler will be required to provide documentation of "Single Rate" in the case "Double Rate" is charged for a non-reimbursable guest.

VII. SCHEDULE FOR CHECK PAYMENTS:

- A. General: Checks will be processed, signed and issued on a weekly basis regardless of the nature of the checks. Checks are classified into two (2) categories. Those categories are routine and special.
- a. Routine checks are all checks not classified as special
 - b. Special checks are checks that must be processed as an exception to the normal processing cycle and approved by the Assistant Finance Officer or Finance Officer. Factors considered when weighing the special nature of the request are:
 1. The effect on the health or welfare of the individual for whom the request is made.
 2. Cost to the County if the payment is not made, i.e. lost discount

3. Legal aspects if payment not paid

*Please note that invoices need to be submitted in a timely manner and should be processed as they are received in your department. Invoices that are late due to not being processed in a timely manner will not constitute payment as a "special". Department Heads will be notified when late invoices are received on a continual basis.

B. Processing Schedule:

- a. All invoices, correct for payment and with receiving reports on file, received by Thursday of each week will be processed for payment by the following Friday.
- b. Invoices received, in accordance with "A." above, will be processed by Noon on Wednesday.
- c. On Thursday afternoon a list of invoices to be paid on Friday will be submitted to the Board of Commissioners through the common shared drive.
- d. Specials must be received by Wednesday @ 12:00 PM to be processed with routine checks on Thursdays.

The policy will be updated, as needed, with Board of Commissioner Approval.

NORTHAMPTON COUNTY DISBURSEMENT POLICY

PURPOSE: To provide guidance for the disbursing of local, state or federal funds for which the County has been entrusted.

APPLICABILITY: This policy pertains to all county employees and elected officials who may be authorized to incur obligations on behalf of the county and/or disburse funds to satisfy valid obligations for which the county has been entrusted funds.

GENERAL: Disbursements represent duly authorized expenditures of funds that were generated by the county through ad valorem taxes or services or funds entrusted to the county by other agencies to satisfy approved obligations. These obligations must have been budgeted and appropriated for in a county ordinance that was adopted by the County Board of Commissioners in accordance with North Carolina General Statute. Prior to executing any disbursement the following verifications must be accomplished:

1. The person requesting disbursement must have the authority to obligate funds and/or incur expenditures.
2. Sufficient funds must be available in the account from which funds are to be disbursed.
3. Persons disbursing funds must have the authority to disburse.

DISBURSEMENT AUTHORITY: Disbursement authority is the authority to consummate a legal transfer of funds from the accounts of financial institutions where the county retains funds to other institutions, agencies, or persons. All disbursement authority is delegated to the county appointed Finance Officer by the County Board of Commissioners. With the exception of payroll checks, all disbursements require dual signature of a duly appointed or delegated and elected county official.

OBLIGATIONS AUTHORITY: An obligation is a legal reservation of funds entrusted to the county. A legal reservation occurs with the adoption of the County Budget Ordinance.

Obligation authority is the authority to legally bind Northampton County Government to pay for goods and/or services received. Only the Northampton County Board of Commissioners can delegate obligation authority. To date, that authority has only been vested in the County Finance Officer.

Obligation authority is as follows:

1. With the exception of new or materially changed contracts, the Finance Officer has the authority to create any and all obligations on behalf of the County. In the absence of the Finance Officer this authority is also vested in the ~~Finance Director~~, *County Manager*.
2. New contracts and recurring contracts that have been materially changed, must be approved by the County Board of

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Commissioners.

3. Disbursements in the amount of ^{199.99}~~199.99~~ or less may be executed by department heads without a purchase order.
4. Purchase orders, ^{200.00}~~100.00~~ or greater, can only be approved by the Finance Officer, or designated representative which ~~is normally the Finance Director~~ *County Manager*.
5. Travel expenses that result from the performance of duly authorized travel, which has been budgeted and approved, may be incurred by employees and county elected officials.

CATEGORIES OF DISBURSEMENTS:

1. CONTRACTS. For the purpose of this policy, a contract is a formal binding agreement between Northampton County or one of its Departments and another party, external to county government, that requires disbursement of county entrusted fund. Those contracts may be for goods or services; and are normally of one of two categories:

A. New Contract - For the purpose of this policy, any contract that is not a continuation of an existing contract is a new contract. ALL new contracts require approval of the County Board of Commissioners. A copy of the approved contract will be provided to the Finance Officer by the Clerk to the Board. The approved contract may serve both as the obligating document and the disbursing document. The terms of the contract will dictate amount, frequency of payment and other phased payments, such as construction contracts, will normally require submission of invoices to the Finance Officer to secure payment. Again, the determining factor will be the terms of the contract.

B. Recurring Contract - A recurring contract is a contract that requires periodic renewal. The most common are service contracts and maintenance contracts. Generally, the conditions such as period of time and services received remain unchanged. Should the terms of the contract remain unchanged, to include service charge, the Finance Officer may approve renewal of the contract. However, when the service charge increases or there is a decline in services to be received for the fee paid, renewal of the contract requires Board approval. Changes of this nature are considered to be material changes to the contract.

2. PURCHASE ORDERS. Purchase orders are formal commitments by the county to pay for goods or services either received or on order. In order for a purchase order to be written, the person writing the order must have the authority to sign a purchase order; and, funds must be appropriated available. The commitment is binding upon approval of the purchase order by either the Finance Officer or the Finance Director. The authority to issue purchase orders has been delegated to all department heads. However, the County Finance Officer may suspend or withdraw authority when, in his/her professional opinion, there are indications of abuse and/or misuse of the authority and/or there is the potential for misappropriation of funds. Procurement of goods and services for ~~\$100.00~~ ^{200.00} or more require a purchase order.

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Of SPECIAL NOTE is that the purchase order, in itself, does not authorize payment. It basically identifies funds to be disbursed pending receipt of an invoice; and provides a formal authorization for the vendor to deliver the goods or provide the services. It assures the vendor that he will be paid. Actual payment should be based upon an invoice and a copy of a signed receiving report that reflects goods or services have been received.

3. TRAVEL. The regulation governing travel for official county business is found in Section XII of the Northampton County Personnel Policy. The purpose of this paragraph is to clarify and elaborate on fulfilling the intent of that regulation for disbursement purposes.

A. General - It is the intent of Northampton County to reasonably and fairly compensate employees, and appointed and elected officials for expenses they incur in travel associated with official county business. It is not the intent of Northampton County to pay for anyone to temporarily enjoy a luxurious lifestyle at the expense of the county taxpayers. The following criteria is applicable to all county travel:

- (1) All travel must be budgeted and appropriated for prior to travel.
- (2) The need for the travel must be justified and approved by the designated approving authority. In this regard, maximum effort must be made to ensure only the minimum essential persons travel and, where there is justifiable need for more than one traveler, travelers share transportation. To the maximum extent possible, "Train the Trainer Concept" must be employed. Simply stated, that concept is that one person, capable of training others, attend the conference and then upon returning to his/her department train others.
- (3) There must be a certification by the Finance Office that funds are available for the travel.
- (4) Departments must ensure travelers understand the theory of "frugality" and, what constitutes legitimate reimbursable expenses. "Alcoholic beverages are not legitimate reimbursable expenses." And, "receipts are required"! When a receipt is not obtainable, a signed statement from the traveler, attesting to the expense and to the reason why a receipt was not obtainable is required.
- (5) Department heads must review all claims for reimbursement and attest to the fact the claims represent legitimate expenses prior to the claim being submitted to the Finance Office for approval and payment. In the case of department heads, the County Manager will review the claim and attest to its correctness.
- (6) The Finance Office will make a final review of all claims and approve for disbursement. Questionable claims will be reviewed by the Finance Officer. If a claim is denied, the traveler may submit an appeal through their respective department head to the County Manager. The decision of the County Manager is final.

B. Categories of Disbursement - The two categories for which

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disbursements are made for travel are as follows:

- (1) Travel Advances - Although payments in advance of travel are discouraged, the county recognizes there are times when the travel requested of the employee may cause undue financial hardship on the traveler. In these situations and with proper authority, a disbursement may be made in advance of travel. Conditions under which "advance travel" payment may be requested are as follows:
 - a. When travel to the destination (one-way) is 150 miles or greater, an employee may request advance travel to help offset the expense of operating his/her privately owned vehicle. The advance payment will be at 80% of the estimated round-trip mileage, payable at the approved mileage rate. Advance travel for mileage is not authorized when travel is by county vehicle or public conveyance, ie: air, train or bus.
 - b. Whenever a registration fee for a conference or seminar exceeds \$30.00, a request may be submitted for approval.
 - c. Advance travel at 100% is authorized when the traveler is staying at conference prescribed accommodations and there is a pre-established nightly rate. When accommodations are determined by the traveler, advance travel will be paid at the standard rate of \$20.00 per night.
 - d. Request for advance travel must be submitted at least five (5) work days in advance of departure. Exceptions can only be approved by the County Manager/Finance Officer or his designated representative.
- (2) Settlement Claims - All travel, which resulted in the expenditure of county funds, will be settled, using the Monthly Expense Report, within forty five (45) calendar days after completion of travel. SPECIAL NOTE: FAILURE TO COMPLY WITH THE PROVISION COULD RESULT IN DENIAL OF SETTLEMENT CLAIM. During the month of June, because of year end close out, claims must be settled within five (5) working days.
 - a. When a travel advance is received an expense report must be filed with the Finance Office, regardless of whether or not the county owes the traveler any reimbursement. Attached to the expense report will be all receipts or appropriate statements associated with the travel.
 - b. In order to claim reimbursement for any county related travel a monthly expense report must be filed with the Finance Office. Although the following does not represent all possible reimbursable claims, it does address the primary claims:
 - (1) Mileage for the operator of a private owned vehicle who is traveling to conduct officially approved county business. NOTE: A normal day's travel is considered to be at least 400 miles.
 - (2) Public conveyances such as air, rail and bus transportation, require ticket stubs, with stated dollar amount, to serve as a receipt. Travel by taxi cab also requires a receipt. Should non-redeemable public

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conveyance tickets be purchased by the county, and the traveler cancels the trip at his/her convenience, the traveler will be required to reimburse the county for its expense.

(3) Parking fees from paid parking lots. Statements, in lieu of receipts, may be provided as to parking meter fees.

(4) Tips not to exceed \$1.00 per bag at public transportation terminals or hotels. Tips for meals will range between 10% and 15% of the cost of the meal. The percentage will depend upon services received and the quality of restaurant.

(5) Meals are reimbursable based upon time of travel, travel outside the county, location and actual cost. To the maximum extent possible, partial day meetings should be scheduled so as not to result in the need for the County to reimburse for meals. Many times, meals at conference sites are included in the Registration Fee and does not represent a legitimate reimbursement claim. This is a prime example where eligibility for reimbursement does not always constitute authority. Authority only exist where eligibility is followed by an actual cost to the traveler. The following are guidelines for claiming meal reimbursement:

(a) Time:

Breakfast - Travel commenced prior to 6:00 a.m.
Lunch- Travel was between the hours of 12:00 noon and 1:00 p.m. and travel between those hours would not result in the traveler being back at his/her employment site.
Dinner - Travel ends after 7:00 p.m.

(b) Allowable Amounts:

Total authorized for ALL meals is \$35.00.
Receipts are required for all meals claimed.
Reimbursement will equal amount of receipts, not to exceed \$35.00.

SPECIAL NOTE: Consideration will be given to the geographical area in which the meal was obtained. It recognized that dinner, for example, could be expected to be more expensive in Washington, DC than Raleigh. However, the cost should be in line with what has been paid by other travelers to the same location. Also, reimbursement for alcoholic beverages is strictly forbidden by county regulations.

(6) Hotel/Motel Accommodations:

(a) Hotel accommodations are normally included with the registration fee. However, when this is not the case and the hotel is prescribed by the host at a standard rate, then reimbursement will be at the specified rate. When this is not the case, general guidelines are that reimbursement will not exceed \$75.00 per night. However, a reasonable rate for the location will be considered. Should the accommodations be reserved for the traveler and, the traveler, at their convenience, does not use the accommodations and, the county is billed, the traveler will have to reimburse the county.

(b) When a traveler elects to travel by privately owned conveyance, the traveler will be reimbursed hotel accommodations based upon the distance the traveler should reasonably be expected to travel in one day (400 miles -

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see b(1) above). Computation is determined by total distance, as obtained from an official road atlas, divided by 400 equals number of days for which travel will be reimbursed. Exceptions, with justifications, can only be approved by the County Manager.

(7) Telephone calls, of reasonable duration and directly related to the conduct of county business, may be reimbursable.

(8) Fuel procured for operation of a county vehicle is reimbursable.

(9) Registration fees are reimbursable. However, should a traveler, at his/her convenience, cancel travel for which the registration fee was paid in advance by the county and is non-reimbursable to the county, then the traveler will be required to reimburse the county for the registration fee.

(10) All other request for reimbursement, not identified above, will be reviewed on a case-by-case basis.

C. Reimbursement for those accompanying the official traveler, ie: spouses, dependents, relatives, friends, etc. is prohibited. If hotels are charging a standard rate, regardless, of the number of guests with the traveler, the county will reimburse the standard rate. However, if there is a "Single Rate" and a "Double Rate" the county will only reimburse for the single rate. Similarly, meals and transportation cost for guest accompanying the traveler are the responsibility of the traveler.

4. PAYROLL. The regulation governing preparation of payrolls is found at Section IX, of the Northampton County Personnel Policy. This paragraph addresses disbursement of payrolls. The following are two methods by which payrolls are to be disbursed:

A. Direct Deposit - Employees are required to utilize direct deposit as the means by which they receive their bi-monthly compensation unless they can provide demonstrated evidence that such a requirement would place undue hardship upon them. Under this method the county authorizes a wire transfer of funds from its bank account directly into the employee's checking or savings account. Prior to the authorization of the wire transfer, a printout of those employees desiring direct deposit is reviewed and authenticated by both the Administrative Assistant to the County Manager and the County Finance Officer. The authenticated direct deposit payroll is then forwarded to the county's financial institution to finalize the wire transfer transaction.

B. County-Issued Check - For those employees who can provide to the County Finance Officer demonstrated evidence that the check-to-bank option will create an undue hardship to them, the county will issue a county check. The checks are provided to the County Finance Officer who personally signs each check. Payroll checks require only the signature of the Finance Officer or his designated representative.

5. PROGRAMMED DISBURSEMENTS. Programmed disbursements are those recurring disbursement which may or may not be preceded by a purchase order or an invoice. For example, utility bills, lawyer fees, maintenance contracts normally will have an invoice but not necessarily a purchase order. Some service contracts or bond payments

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may have an established payment date for which invoices are not provided. However, all payments of this nature do require dual signature of both the Finance Officer or his delegated representative and the Chairman of the County Board of Commissioners. These signatures are accomplished via a two-keyed check signing machine.

6. DISBURSEMENT FOR OTHERS. Disbursement for others are those disbursements the County makes for other non-Northampton County agencies. In these cases the county's primary function is Disbursing Agent. And, although the County does exercise some budget approval authority, budget execution authority is limited to insuring expenditures do not exceed budget. The County has no control over the nature of the expenditures unless the requesting agency provides specific written guidelines and/or procedures. In the absence of guidelines and procedures, all disbursements will be in accordance with county policy set forth above.

7. OTHER DISBURSEMENTS. Procedurally, there is no difference in the manner for disbursing funds identified as "Other Disbursements" than any other disbursements. However, the following OTHER DISBURSEMENTS require brief elaboration.

- a. EMPLOYEE APPRECIATION DAY: The amount authorized for disbursement in support of Employee Appreciation Day shall not exceed \$6.50 per employee without prior approval of the County Board of Commissioners.
- b. EMPLOYEE RETIREMENTS: An amount not to exceed \$100 may be spent toward refreshments and/or plaque honoring the retirement of a county employee. The expenditure must be approved in advance by the County Manager.
- c. EMPLOYEE FAREWELLS: No county funds may be used to provide a farewell party to an employee who is changing jobs or severing their employment relationship with the County.

8. ELECTRONIC/WIRE TRANSFERS. This is an automated system which permits funds to be transferred between financial institutions without hard copy checks being prepared, signed and issued. However, similar to the issuance of checks, signatures from both the Finance Officer and the other person to whom the Board has delegated check signing authority is required.

- a. Electronic Transfers are accomplished by the authorized county employee from a Finance Office based computer to the financial institution.
- b. An authorized county employee is that person for whom the Finance Officer has signed and filed with the financial institution the necessary authorization form. This authorization may be revoked at any time.
- c. Incoming transfers require no authorization and are recorded in the official records as soon as notification is received from the official depository.
- d. Types of Transfers:
 - (1) Direct transfer is a county directed transfer from a county financial institution to another institution.
 - (2) Intergovernmental transfer is a transfer between accounts within the same financial institution,

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ie: between checking and savings; between reserve and general fund.

(3) Payroll direct deposit is a transfer, as directed by the duly authorized county official, for the county's central depository transfer funds from the county's general fund account to the banks and accounts of requesting employees.

SCHEDULE FOR CHECK PAYMENTS:

1. General: Checks will be processed, signed and issued on a weekly basis regardless of the nature of the checks. Checks are classified into two categories. Those categories are routine and special.

(a) Routine checks are all checks not classified as special.

(b) Special check are checks that must be processed as an exception to the normal processing cycle and approved by the County Finance Officer or in his absence the County Finance Director. Factors considered when weighing the special nature of the request are:

(1) The affect on the health or welfare of the individual for whom the request is made.

(2) Cost to the County if the payment is not made, ie: lost discount.

(3) Legal aspects if payment not paid.

2. Processing Schedule:

(a) All invoices, correct for payment and with receiving reports on file, received by Friday of each week will be processed for payment by the following Thursday.

(b) Invoices received, in accordance with 1, will be processed by Noon Tuesday.

(c) On Tuesday afternoon a list of invoices to be paid on Thursday will be mailed to each Commissioner.

(d) Those invoices scheduled for payment and for which a Commissioner has not raised an objection by noon on Thursday will be signed Thursday afternoon via the dual-key check signing procedure.

March 1, 1997

Northampton County Local Government Policy Updates:

Mrs. Marcenda Rogers, Human Resources Director, appeared before the Board to obtain approval of the updates and revisions to the Northampton County Personnel Policy to be effective May 1, 2017.

The Board made a decision to defer any action on this matter and instructed the Human Resource Director to include suggested language for elected officials and further explain reassignment process.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**



DECISION PAPER

Equal Opportunity Employee
Marcenda Rogers
HR Director

TO: Board of Commissioners
FM: Marcenda Rogers, HR Director
DT: May 1, 2017

RE: Northampton County Local Government Policy Updates

PURPOSE:

The purpose of this decision paper is to seek the endorsement of the Board of Commissioners for the approval of the revisions and updates to the Northampton County Local Government Personnel Policy.

FACT:

1. Policies help guide decisions. To be effective, policies need to be adjusted to meet the changing needs of the County. **Article XI, Section 5. Annual Review** states, "The policy shall be reviewed on an annual basis. Any revisions or updates shall be approved by the Board of Commissioners."

DISCUSSION:

1. The Board's evaluation of the draft copy of the Northampton County Local Government Personnel Policy submitted, May, 2017.

RECOMMENDATION:

It is the recommendation of the Human Resources Director for the Board of Commissioners to approve the updates and revisions to the Northampton County Personnel Policy to be effective May 1, 2017.

COORDINATION:

Finance Officer: Concur/Nonconcur *Reilie A. Edwards*
Concur/Nonconcur Comments

County Manager: Concur/Nonconcur *Kimberly F. Jones*
Concur/Nonconcur Comments 4/19/17

PO Box 367
107 Thomas Bragg Drive
Jackson, North Carolina 27845
Office: 252-574-0236 Fax: 252-534-4483

ARTICLE I: ORGANIZATION OF PERSONNEL SYSTEM

ARTICLE I

ORGANIZATION
OF PERSONNEL
SYSTEM

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE I: ORGANIZATION OF PERSONNEL SYSTEM

Public Safety Employees. Northampton County employees working in the Office of Sheriff, Detention Center, Emergency Communications, Emergency Medical Services, Emergency Management, Code Enforcement, and Animal Control officers.

Range Revision. One (1) or more salary grades are assigned different minimum and/or maximum salary ranges; or when a classification is assigned a new pay grade based upon labor market issues.

~~Reassignment. A voluntary change in status resulting from assignment of a position to an equal or lower classification level. The action usually occurs as a result from a mutually agreed arrangement between all management involved and the employee. (Deleted. Added breakdown.)~~

Reassignment. All reassignments usually occur as a result from a mutually agreed arrangement between all management involved and the employee.

- **Lateral Reassignment.** A voluntary change in status resulting from assignment of a position to an equal classification level.
- **Lower Classification Reassignment.** A voluntary change in status resulting from assignment of a position to a lower classification level.

Reclassification.

The reassignment of an existing position from one (1) class to another based on changes in job duties, difficulty, required skill and responsibility of the work performed.

Reduction-in-Force. The abolishment of or reduction of a position or group of positions based upon organizational needs, workloads and funding.

Salary Grade. All positions which are sufficiently comparable to warrant one (1) range of pay rates.

Salary Plan. A schedule of pay ranges for each class assigned to any given salary range.

Salary Plan Revision. The uniform raising and lowering of the salary ranges of every grade within the pay plan.

Salary Range. The minimum and maximum salary for a given classification.

Salary Schedule. A listing by grade and steps of the entire approved minimum to maximum salary ranges authorized by the Board of County Commissioners for various position classifications within County government.

Temporary Employee. An individual appointed to serve in a position for a period of time, typically not to exceed twelve (12) months, usually for a specific project or assignment. A

ARTICLE II

THE POSITION CLASSIFICATION PLAN

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE II: THE POSITION CLASSIFICATION PLAN

Section 5. Exemptions

A. Employees under the Office of Human Resources

All positions within the Department of Social Services, the Health Department, and the Emergency Management ~~Department Director~~ (Deleted the word "Director" and added Department: We are only naming departments in this section and not individual job titles.) are exempt from this Article, The Position Classification Plan. All positions within those departments must be reviewed and approved by the Office of State Human Resources.

B. Elected Officials

BOARD DECISION PENDING.

ARTICLE III

THE PAY PLAN

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE III: THE PAY PLAN

~~Prior to hiring, Department Heads must provide written justification to the County Manager who may approve the new employee's salary to begin at STEP 2 or STEP 3 of the salary range depending upon the justification. The County Manager strives to maintain salary equity within the County and may approve beginning salaries up to STEP 3 of the respective salary range.~~

1. County Manager - Department Heads must provide written justification to the County Manager who may approve the new employee's salary to begin at STEP 2 or STEP 3 of the salary range depending upon the justification. The County Manager strives to maintain salary equity within the County and may approve beginning salaries up to STEP 3 of the respective salary range.
2. Board of Commissioners – Department Heads/County Manager must provide written justification to the Board of Commissioners who may approve the new employee's salary beginning above a STEP 3 of the salary range depending upon the justification. The Board of Commissioners strives to maintain salary equity within the County and may approve salaries at a STEP 4, STEP 5, STEP 6, and at the highest, a STEP 7 of the respective salary range.
(Added to include the Commissioners rights to approve starting salaries between Step 4 – Step 8.)

All new employees shall **not** receive a paycheck until the second (2nd) pay period following the date of employment, based upon completion of all necessary employment forms. The first paycheck will include payment for all hours worked (with the exception of any accrued comp time hours) from the **first day** of employment. There will be no "Check-In-The-Hold".

Merit Increases

The County's Merit Policy applies to full-time Northampton County employees. Each County employee shall receive a one-step merit increase that has consistently performed assigned duties in an *above average to outstanding* manner. The Department Head shall provide the necessary Performance Evaluation and written justification to the County Manager who in turn will review and provide the final approval (*see* Article VII - Section 12).

The employee will be eligible for a merit increase every two (2) years on the employee's *anniversary date of employment* until such time as he/she reaches the maximum of the assigned salary range. Employees must maintain an *overall score* of 4.0 or above on the Northampton County Performance Evaluation. The frequency and amount of the merit increases shall be in accordance with the County's Merit Policy.

ARTICLE III: THE PAY PLAN

effective adjustment of the new employee or elimination of those whose performance will not meet acceptable standards.

Employees who qualify for the classification for which they are hired will typically receive the minimum rate of their assigned salary grade. Exceptions will be made in accordance with information in Hiring Rate/Starting Salary. (See Article III – Section 5).

Section 12. Pay Rates in Promotions, Demotions and Reclassifications

When an employee is promoted, demoted or reclassified, the rate of pay for the new position shall be established as follows:

A. Promotion

When a promotion occurs, the employee will receive a minimum increase of 5% and a maximum of 7.5% of the salary range assigned to the new classification.

If the employee's salary is below step of the entry level of the new salary grade, the employee's salary shall be increased at least by 5% and a maximum of 7.5%.

If an employee's current salary is already above the new step one (1) rate or entry level, his/her salary may be adjusted at least by a minimum of 5% and maximum of 7.5%.

B. Demotion

~~If an employee is demoted as a result of a "reclassification" and the employee's current salary is above the maximum of the range for the lower class, the employee's salary will remain the same until general schedule adjustments or range revisions bring the salary within the lower range. (Deleted. Information is duplicated in last paragraph of sub-section "D" below.)~~

If an employee is demoted for disciplinary reasons, the employee's salary will be *reduced* to any step in the lower salary range as long as the reduced salary does not fall below step one (1) of the salary rate of that range, or exceed current salary. (Added.)

~~When an employee requests a voluntary demotion, the employee must accept a salary adjustment to a step within the lower salary range as determined appropriate by the Department Head and as approved by the Human Resources Director and/or County Manager.~~

ARTICLE III: THE PAY PLAN

~~The employee shall receive a letter confirming the appointment to the lower level position and the newly assigned salary as well as a position description outlining the revised duties and responsibilities. (Deleted & added into sub-section "C" below.)~~

C. Reassignments

A reassignment is defined as the movement of an employee from one position to another existing (vacant) position within the County as a result of a mutually agreed arrangement between all management involved, and the employee.

Lateral Reassignments occur when an employee is reassigned to a position within the same classification (equal pay), therefore warranting no change in salary.

Lower Classification Reassignments occur when an employee is reassigned to a position within a lower classification. When Lower Classification Reassignments occur, the employee must accept a *salary adjustment* to a step within the lower salary range as determined appropriate by the Department Head, and as approved by the Human Resources Director and/or County Manager. The employee shall receive a letter confirming the appointment to the lower level position and the newly assigned salary, as well as a position description outlining the ~~revised~~ **(deleted: the duties are new/different, not revised)** duties and responsibilities.

D. Reclassifications

A reclassification is the reassignment of an existing position from one (1) classification to another based on job content such as duty, kind of work, level of difficulty, decision-making responsibility, required skill and education as well as accountability for work being performed. Reclassifications impact individual positions only.

When an employee's reclassified position is assigned to a higher salary range, each employee shall have his/her salary increased to the minimum of the new salary range.

If the employee's current salary is already *above* the minimum salary rate, his/her salary may be adjusted between 5% to 7.5 %. The adjusted salary may **not** exceed the maximum of the assigned salary range.

If the position is reclassified to a *lower* pay range and the employee is receiving a salary *above* the maximum established for the new class, the salary of the employee shall be maintained at that level until such time as the position's pay range is increased above the employee's current salary.

ARTICLE III: THE PAY PLAN

Hours worked is the time for which an employee is entitled to compensation under the FLSA over 40 hours or law enforcement over 171 hours. Compensation is required for the time an employee is required to be on duty, on the employer's premises or at a prescribed workplace and for the time the employee is suffered or permitted to work, whether or not requested to do so.

1. If a non-exempt employee is required to work on a County designated holiday, the hours worked on that day may be on an hour for hour basis (straight time).
2. Training-related time, either to increase efficiency or as required by the employer, is counted as hours worked for purpose of calculating time worked.
3. Time relating to training and educational seminars that are required by the County as a condition of practice of the profession is considered work time for the purpose of calculating time worked based on guidelines under the Lectures, Meetings and Training Programs section of the Fair Labor Standard Act.
4. Travel time, which is required by the County other than the normal commuting time between home and job, is considered hours worked for the purposes of calculating time worked.
5. Breaks are not an entitlement but a privilege and are counted as work time. Breaks may NOT be used in conjunction with lunch breaks, starting time or quitting time. One 15 minute **break** at mid-morning and one 15 minute break at mid-afternoon may be authorized by the immediate supervisor and/or Department Head if the departmental service needs permit breaks are considered time worked.

B. "Time Not Worked"- While all actual work time must be counted, "time not worked" is not to be included in computing time under the FLSA law. **Time not worked** includes leave time (for whatever reason) and holidays. An employee's straight time is strictly hour-for-hour for all hours not actually worked up to 40 hours or 171 hours for Law enforcement.

1. Lunch is not counted as time worked. Employees are not to perform work during **meal periods** or at any time that they are not scheduled to work. Employees are expected to work during all assigned periods except meal times.
2. Training time is not time worked if attendance is voluntary, or the course is not directly related to the employee's job. (For detailed requirements, please refer to the Department of Labor's regulations for detailed requirements). (Added to clarify and guide which trainings are related/required of the job.)
3. Vacation, sick and holiday leave will not be considered hours worked for FLSA purposes.

ARTICLE III: THE PAY PLAN

At least 15 years but less than 20 years	2.75%
At least 20 years but less than 25 years	3.0%
Twenty-five (25) or more years	4.25%

Longevity payments will be delayed in cases where an employee has been removed from County payroll due to leave without pay, Workers' Compensation or any other authorized leave. However, the longevity date will not change; regardless of any extended work absences. In these cases, Longevity payment will be made on the 30th of the month following reinstatement.

Section 23. Payroll Deductions and Complaint Procedure

Federal and State income taxes, Social Security taxes and retirement contributions shall be payroll deductions authorized by law.

Complaints regarding suspected inaccurate salary deductions must be made to the Human Resources Director and/or Finance Officer, who will initiate an examination.

If any payroll deductions were incorrect, the employee will be advised accordingly, fully reimburse for any wrong deductions, and all measures necessary will be taken to ensure no further incorrect deductions are made.

Overpayments made to employees will be deducted from the employee's paycheck in the following pay period once any overpayment has been identified. In cases which overpayments exceed the amount of the last paycheck, arrangements must be initiated by the Finance Department.

Section 24. Salary at Separation

~~The regular payroll check for the current month, in which the employee is separated, will typically include annual leave and overtime amounts due. (Deleted for clarification of when payout for vacation and overtime typically occurs.)~~ Upon separation, the next regular payroll check after the date of separation will include any hours worked during that payroll period up until the separation date. All pay for eligible annual leave and overtime amounts owed to the employee will typically be included on the payroll schedule AFTER that last regularly paid payroll check. Salary will be provided to the employee during the month of separation. An employee who separates employment with the County will receive a deduction in final pay if there is a *negative* balance in sick leave, annual or petty leave.

ARTICLE IV

RECRUITMENT AND EMPLOYMENT

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE IV: RECRUITMENT AND EMPLOYMENT

Section 1. Equal Employment Opportunity Policy

It is the policy of Northampton County Local Government to maintain a systematic, consistent recruitment program, to promote equal employment opportunities and to identify and attract the most qualified applicants for employment with the County. This policy is to be achieved by announcing position vacancies, by evaluating all applicants using the same criteria, and by utilizing the local Division of Employment Security (DES).

The County maintains a policy of providing equal employment opportunities for all persons regardless of race, color, religion, gender, national origin, marital status, citizenship status, veteran status, ancestry, creed, disability, non-disqualifying handicap, age or political affiliation. Equal employment opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, terminations, working conditions, compensation, benefits and other terms and conditions of employment.

Section 2. Recruitment and Employee Selection

~~All Department Heads will be responsible for the selecting of employees in their respective department and may confer with the Human Resources Director or County Manager on an as needed basis; however, in all cases, the final hiring decision is that of the respective Department Head. (Deleted as per the County Attorney's suggestion.)~~ All Department Heads shall be responsible for the initial selecting of employees in their respective department and shall confer with the Human Resources Director and the County Manager during the selection process. While the judgment of Department Heads shall be given due consideration during the hiring process, the final hiring decision is that of the County Manager. Thus, Department Heads shall be responsible for recruiting selecting qualified personnel for all vacant positions authorized by the operating budget of the Departments in County government, except when the Board of Commissioners, upon the recommendation of the County Manager, freezes a vacant position.

The Human Resources Department is responsible for maintaining an active recruitment program which meets current and projected staffing needs, using procedures that will ensure equal employment opportunities based on job-related requirements.

All Department Heads, with the exception of the Department of Social Services, the Health Department, Emergency Management, Register of Deeds and the Sheriff Department, shall obtain assistance from the Human Resources Director in the recruiting and selection process. The respective Department Head shall coordinate with the Human Resources Director for vacancy postings with all other County departments, the Division of Employment Security (DES) and local news media or other recruitment and selection functions.

Department Heads are responsible for notifying the Human Resources Department of intent to fill a vacancy within the department.

ARTICLE VI

HOLIDAYS AND LEAVES OF ABSENCE

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE VI: HOLIDAYS AND LEAVES OF ABSENCE

Section 4. Holidays – When Work Required

Employees required to perform work on regularly scheduled holidays shall be granted 7.5 hours of *holiday pay*, in addition to pay to which they are otherwise entitled (see Article III, Section 14).

Section 5. Adverse Weather Conditions

In situations involving inclement weather, heavy snowstorms or other unusual weather conditions which affect the operations of all or a majority of County Departments, it is incumbent upon the Department Head to ensure that his/her Department or Office is opened to the public at the usual time, unless prior notification to the contrary has been received from the County Manager's Office.

Unless a public announcement or other notice has been given that County Departments will close, employees are expected to be at work during normal working hours. The County Manager or County Manager's designee will normally issue public announcements.

County offices and Departments shall remain open for the full scheduled workday unless authorization for early closing or other deviation from the customary schedule is received from the County Manager's Office.

All Departments and Offices will be given sufficient advance notice of any authorized early closing. The County staff will receive an official announcement from the County Manager's Office and/or through the County's EMERGENCY NOTIFICATION SYSTEM.

Thus, all employees will be held accountable for providing current telephone numbers at which they may be contacted. (The telephone number must be provided to the immediate Supervisor/Department Head).

A. Accounting For Time Not Worked

Should an employee find weather conditions so severe in his/her particular area to make conditions hazardous, arrangements for late arrival or absence should be made with the Department Head. Such time out of work will be charged to vacation leave, charged to accrued compensatory time, or taken as leave without pay. ~~or made up in accordance with the provision outlined below.~~ (Deleted. We do not require Department Heads to allow employees to "make up" missed time.) Sick time is granted to employees who are too ill to report to work, and shall not be used for adverse weather complications.

Employees who are on prearranged vacation leave or sick leave will charge leave to the appropriate account. Employees not working in mandatory operations, who anticipate problems in transportation should be permitted and encouraged to avail themselves of

ARTICLE VI: HOLIDAYS AND LEAVES OF ABSENCE

Department Head with the approval of the County Manager, for an employee to take courses of study that will better equip the employee to perform his or her duties for the County.

The employee must request such leave a minimum of twenty (20) workdays prior to the beginning of the course so as to allow sufficient time for the normal approval process.

An employee on educational leave with full pay shall continue to earn leave credits and any other benefits to which County employee are entitled. An employee on approved educational leave will be expected to report to work, as normally scheduled, when not in class or performing school related functions.

Section 15. Suspension Without Pay

As a result of a disciplinary action, an employee may be placed on Suspension -Without -Pay for a designated period of time. When an employee is suspended without pay, the employee is not eligible for leave accrual and other benefits during the suspension.

Employees who are placed on Suspension -Without -Pay are not guaranteed to be reinstated to the same position or to an equivalent position upon return and are not guaranteed a position of the same classification, seniority or pay.

Section 16. Shared Leave

The Shared Leave Program is designed to provide Northampton County's (Added for clarification) permanent full-time and permanent part-time employees the opportunity to assist and receive assistance from, other Northampton County (Added for clarification) employees during periods of prolonged absences from work due to a catastrophic illness, or a serious or life threatening condition by donation of leave. Department Heads may consider the *serious or life threatening condition* of an employee's spouse or child for eligibility to the Shared Leave Program. (Added as per the County Manager's suggestion.)

The program is not designed to apply to an employee's, or an employee's spouse or child's, incidental, normal, short-term medical conditions.

A catastrophic illness or a *serious or life threatening condition* is generally one that is expected to require an employee's absence from work for a period of at least (20) consecutive days.

The twenty-day period is intended to serve as a general guideline for shared leave, rather than an absolute requirement. If an employee has had prior random absences from work related to the same condition, or for another condition requiring prolonged absence from work within the last twelve (12) months, an exception to the twenty-day period may be made.

ARTICLE VI: HOLIDAYS AND LEAVES OF ABSENCE

In the case of a catastrophic illness or a *serious or life threatening condition* of an employee, or an employee's spouse or child, which causes an employee to exhaust all available leave, an employee may apply for shared leave from the annual leave account of another employee or employees.

An employee may donate leave, as outlined below, to an employee who has been approved to receive voluntary shared leave because of a medical condition of the employee that will require the employee's absence for a prolonged period of time.

A. General Guidelines

1. Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one (1:1) personal basis.
2. 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 which such employee may have with respect to donating, receiving or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave cannot receive remuneration for the leave donated.

B. Eligibility Requirements

The employee must be a permanent full-time or part-time, thirty (30) hours or more, employee. Participation in this program shall be based on the employee's past compliance with leave rules.

NON-QUALIFYING CONDITIONS: The policy will not ordinarily apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments.

These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to policy intent and must be addressed consistently and equitably.

1. Application Procedure

- a. By letter of application to the Department Head, a recipient shall apply or be nominated by their Department Head to participate in the program.

ARTICLE VII

PAY AND BENEFITS

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE VII: PAY AND BENEFITS

Section 1. Pay Periods

All Northampton County employees shall be paid on the 15th and 30th of each month for services. If the payday falls on a Saturday, Sunday, or County-observed holiday, employees will typically be paid on the last workday before the Saturday, Sunday or County-observed holiday.

Section 2. Holiday Bonus Pay

During the budget sessions each year, the Northampton County Board of Commissioners will review funding and determine if a Holiday Bonus will be granted during the upcoming fiscal year.

When approved, Holiday Bonus pay will be distributed to PERMANENT employees typically during the month of December, but is not required and is a generous courtesy of the Board of Commissioners. (Added)

Section 3. Benefits Program

The Benefits Program is designed to provide financial protection for employees and their families and thereby enhance the County's ability to attract qualified, loyal employees who will provide positive and effective work performance.

A number of approved payroll deduction plans are also available which provides employees with increased available income and an enhanced ability to save for retirement. Each employee is encouraged to make responsible decisions regarding both present needs and future financial stability.

It is the discretion of the County to determine whether to allow the addition of a benefit or service and to provide for payroll deduction. In determining whether to allow for a payroll deduction, factors which will be considered include the performance, reputation and financial responsibility of the organization requesting the service, whether the administration of the program would become burdensome for the County to administer and whether there is sufficient interest by a reasonable number of employees.

Employees will be notified at the time of benefit additions, deletions and revisions. The following is a list of benefits offered by Northampton County which are required by law:

- a) Workers' Compensation
- b) Unemployment Compensation
- c) Social Security
- d) Retirement, if the employee has worked the required number of hours

ARTICLE VII: PAY AND BENEFITS

- b) Supervisor shall contact the Human Resources Department immediately.
- c) FAX the incident report form to the Human Resources Department and forward the final report within **TWO (2)** days of the incident.
- d) If "non-urgent" medical attention is needed, the Human Resources Department will make the arrangements with the employee and the physician's office. (Prior authorization is required from the Human Resource Department).
- e) **DO NOT** send the employee to the doctor or call the physician's office directly.
- f) If "**urgent**" care is needed, the employee can be sent to the hospital or taken by EMS. Contact the Human Resources Department and fax the incident report.

Section 10. Life Insurance

Northampton County offers various Life Insurance plans as addressed below.

~~\$5,000 term life insurance.~~

~~\$15,000 term life coverage for Department Heads and \$10,000 for other full-time employees paid in full by the County.~~

(Deleted. We no longer have two separate Life Insurance Benefits.)

1. \$20,000 term life coverage for Department Heads and \$15,000 for other full-time employees paid in full by the County.

Section 11. Voluntary Benefits

Northampton County employees may also enroll for various voluntary benefits where the full insurance premium is the responsibility of the employee. These benefits include but **not** limited to Vision, Dental, Short and Long-term Disability, other Life insurances and AFLAC products.

Section 12. Time Off for Special Events

Northampton County Board of Commissioners may approve specified periods of time, during work hours, for employees to participate in special events to include wellness fairs, employee appreciation days, etc. All employees are encouraged to attend and to participate in the scheduled events.

Section 13. Performance Evaluations/Merit Policy

ARTICLE VII: PAY AND BENEFITS

- d) Merit increases will be granted upon the employee's overall good performance but also at the recommendation of the immediate supervisor and department head.
- e) The performance evaluation documentation shall be forwarded to the Northampton County Human Resources Department two (2) weeks prior to payroll initiation.
- f) Department Heads are responsible for projecting the anticipated number of merits that may be administered on an annual basis and will make the necessary budgetary preparations to ensure merits are budgeted in the County's annual budget.
- g) Manager will provide final approval after reviewing the evaluation.
- h) An eligible employee who does **not** justify a merit increase will **not** become eligible for reconsideration prior to their regularly scheduled two-year merit evaluation period.

G. Evaluation Ranking Order

1. *County Employees:* Department Head, upon notification of employee's eligibility, will determine employee's qualifications for merit and recommend to the County Manager whether or not the employee should receive a merit.
2. *Department Heads:* Department Heads are to be evaluated for merit purposes by the County Manager or the Assistant County Manager. **(Added. The Asst. County Manager may evaluate Department Heads as designated by the County Manager.)**
3. *Department Heads with Governing Boards/Commissions:* Where departments have governing boards or commissions, Board of Elections, Health Department and the Social Services Department, the County Manager will collaborate with the respective bodies on all final recommendations to the Board of Commissioners.
4. *Elected Officials:* The elected officials, Sheriff and Register of Deeds, are to be evaluated for merit purposes by the County Manager as directed by the Board of Commissioners.
5. *County Manager:* The Northampton County Commissioners shall approve all merit increases given to the County Manager.

ARTICLE VIII

SEPARATION, DISCIPLINARY ACTION & REINSTATEMENT

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE VIII: SEPARATION, DISCIPLINARY ACTION & REINSTATEMENT

Section 3. Retirement

An employee may retire when the employee is eligible for retirement benefits. The employee must give a minimum of two (2) weeks' notice of retirement; however, a pre-retirement conference with Human Resources is strongly recommended at least three (3) months prior to the retirement date. Employees **should must** inform the Department Head as soon as the decision is made to retire, up to six (6) months in advance. The Local Government Retirement Handbook addresses all rules, policies, and procedures for the retirement process, including eligibility. (Available at: www.nctreasurer.com).

Section 4. Disability

An employee who cannot perform the required duties because of a physical or mental impairment may be separated for disability. The employee or the County may initiate action. In all cases, such action must be accompanied by medical evidence acceptable to the Department Head and in some cases, in coordination with the County Manager.

Section 5. The Disciplinary Process (For ALL Employees)

Any employee, regardless of occupation, position, or profession may be warned, demoted, suspended or dismissed by the appointing authority.

Employees employed by the Northampton County Department of Social Services and the Northampton County Health Department and the Emergency Management Coordinator are directly subject to all sections of the STATE HUMAN RESOURCES ACT. General County Employees are **not** subject to this act. The STATE HUMAN RESOURCES ACT does, however, provide the framework for which all disciplinary guidelines will be administered.

The Sheriff's Office and Register of Deeds and their respective employees are **not** subject to the above guidelines but are subject to the North Carolina General Statutes which provide the Sheriff and Register of Deeds the right to discharge an employee at will without any due process. Therefore, both department heads have the authority to determine the application of the steps within the outlined policy, if any at all.

For County employees, disciplinary actions shall be initiated by the Department Head and implemented with the concurrence of the Human Resources Director or County Manager. The degree and type of action taken shall be based upon the sound and reasonable judgment of the appointing authority in accordance with the provisions of this policy and only for just cause.

There are two (2) bases for the discipline or dismissal of employees under the statutory standard of "just cause" as set out in General Statute 126-35.

Board of E&R:

Chairman Carter recessed Regular Session to enter into the Board of Equalization and Review.

Mrs. Cathy Allen appeared before the Board to provide Oath of Office to Commissioners Faulkner and Tyner.

Mrs. Allen also opened up the Board of Equalization & Review to any taxpayer that has an assessment value that they wish to appeal. She let them know that each appeal has to be in writing and presented to their office before this Board adjourns.

Mrs. Allen called for appeals.

None were heard.

Mrs. Allen asked that the Board recess until May 15, 2017 at 6:20 pm.

A motion was made by Chester Deloatch and seconded by Fannie Greene that the Board of Equalization and Review be in recess until May 15, 2017 at 6:20 pm. **Question Called:** *All present voting yes.* **Motion carried.**

Chairman Carter recessed the Board of Equalization and Review to resume Regular Session.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

The Northampton County Board of Equalization and Review will meet in Regular Session on Monday, May 1, 2017 at 10:30 a.m. in the Commissioners' Meeting Room located at 100 West Jefferson Jackson, North Carolina. The purpose of the meeting is to conduct public business as indicated on the following agenda.

NORTHAMPTON COUNTY BOARD OF EQUALIZATION AND REVIEW

AGENDA

10:30 A.M. MONDAY MAY 1, 2017

*SEE DRAFT OF REQUIRED LEGAL AD ATTACHED

1. Convene the Board of Equalization and Review
2. Oath of Office: Commissioner Geneva Riddick
 Commissioner Charles R. Tyner
3. Call for Appeals
4. Recess - until 6:20 p.m. May 15, 2017

OATH OF OFFICE
MEMBERS OF BOARD OF EQUALIZATION AND REVIEW
NORTHAMPTON COUNTY

I, Charles R. Tyner, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent herewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Northampton County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by my personal or political friendships or obligations so help me God.

Signature of Board Member

Administered and witnessed this the 1st day of May 2017.

Komita Hendricks, Notary Public

My Commission expires ____/____/____

OATH OF OFFICE
MEMBERS OF BOARD OF EQUALIZATION AND REVIEW
NORTHAMPTON COUNTY

I, Geneva Riddick-Faulkner, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent herewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Northampton County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by my personal or political friendships or obligations so help me God.

Signature of Board Member

Administered and witnessed this the 1st day of May 2017.

Komita Hendricks, Notary Public

My Commission expires ____/____/____

TO: THE LAKE GASTON GAZETTE
RUN DATES: WEDNESDAY APRIL 25, 2017
FAX TO: 252 586-3522
lggads@lakegastongazette.com

TO: ROANOKE CHOWAN NEWS HERALD
RUN DATES: SATURDAY APRIL 22, 2017
FAX TO: 252 332-3940
anna.phipps@r-cnews.com

TO: ROANOKE RAPIDS NEWS HERALD
RUN DATE: WEDNESDAY APRIL 26, 2017
FAX TO: 252 537-5411
pwhite@rddailyherald.com

FROM: CATHY B. ALLEN
TAX ADMINISTRATOR

REF: LEGAL NOTICE, CERTIFICATION & TEAR SHEET REQUESTED
2 COL X 6 INCHES PROX.

DATE: APRIL 13, 2017

NOTICE TO NORTHAMPTON COUNTY PROPERTY OWNERS

PURSUANT TO G.S. 105-322, THE NORTHAMPTON COUNTY BOARD OF EQUALIZATION AND REVIEW HEREBY GIVES NOTICE THAT IT WILL CONVENE IN THE COMMISSIONERS ROOM, ON COURT HOUSE SQUARE, IN JACKSON, NC AT 10:30 A.M. ON MONDAY MAY 1, 2017 AND AT 6:20 P.M. ON MONDAY, MAY 15, 2017. THE PURPOSE OF THE MEETING WILL BE THAT OF RECEIVING REQUESTS FOR APPOINTMENTS WITH THE BOARD TO HEAR APPEALS TO INCREASE OR DECREASE THE APPRAISED VALUE OF PROPERTY THAT IN THE PROPERTY OWNER'S OPINION HAS BEEN LISTED AT A VALUE MORE OR LESS THAN THE MARKET VALUE OF PROPERTIES AS OF OUR LAST REAPPRAISAL, EFFECTIVE JANUARY 1, 2015, AS REQUIRED BY GENERAL STATUTE 105-283 FOR THE YEAR 2017.

THE BOARD WILL ADJOURN AFTER THE ABOVE LISTED MEETINGS FOR THE PURPOSE OF RECEIVING APPEALS OF VALUE. APPEALS NOT RECEIVED BY THE BOARD OR BY THE CLERK TO THE BOARD OF EQUALIZATION AND REVIEW AT THE TIME OF THE BOARDS ADJOURNMENT MAY 15, 2017 WILL NOT BE CONSIDERED DURING 2017.

IT IS PREFERRED THAT REQUESTS FOR APPOINTMENTS TO APPEAR BEFORE THE BOARD BE MADE IN A WRITTEN STATEMENT INDICATING THE PARCEL NUMBER, THE OWNERS OPINION OF THE PROPERTY VALUE, PROOF SUPPORTING THE OWNERS OPINION OF THAT VALUE, THE OWNERS ADDRESS AND PHONE NUMBER. THAT SUCH REQUEST BEING MADE IN WRITING IS DIRECTED TO: CATHY B. ALLEN, CLERK TO THE BOARD OF EQUALIZATION AND REVIEW, PO BOX 637, JACKSON, NC 27845. PROPERTY OWNERS WHO NEED ASSISTANCE IN PREPARING THEIR WRITTEN REQUEST ARE INVITED TO VISIT THE TAX DEPARTMENT FOR ASSISTANCE.

THOSE ENTERING SUCH APPEALS TO THE BOARD WILL BE NOTIFIED IN WRITING OF THE TIME, DATE AND PLACE FOR THEIR HEARING BEFORE THE BOARD OF EQUALIZATION AND REVIEW.

CATHY B. ALLEN
CLERK TO BOARD OF E & R
*PLEASE VERIFY RECEIPT OF FAX – EMAIL cathy.allen1@nhcnc.net

Management Matters:

Ms. Kimberly Turner, County Manager, appeared before the Board to obtain approval a of contract with Mr. Richard Brown to provide inspections services.

A motion was made by Charles Tyner and seconded by Chester Deloatch to approve the contract with Mr. Richard Brown until May 31, 2017. **Question Called:** *All present voting yes.* **Motion carried.**

County Manager Turner also read an invitation from RCCC for the Commencement Ceremony on May 5, 2017 at 6:30 pm. She also asked the Board to schedule a Budget Work Session before the May 15, 2017 scheduled Commissioner Meeting. The Board scheduled the work session for May 11, 2017 at 4:00 pm.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

**STATE OF NORTH CAROLINA
COUNTY OF NORTHAMPTON**

SERVICE AGREEMENT

THIS AGREEMENT, executed and entered into as of 1 May 2017, by and between the County of Northampton, State of North Carolina, a body politic and corporate, hereinafter called "the County", as party of the first part; and the City of Weldon, State of North Carolina, a body politic and corporate, of Post Office Box 551, Weldon, Halifax County, North Carolina, hereinafter called "the City", as party of the second part;

WITNESSETH:

WHEREAS, Northampton County has no full or part-time employee with the necessary certification from the State of North Carolina required to perform fire inspection services for Northampton County Schools, rest homes, daycare centers, etc., and;

WHEREAS, Richard Cecil Brown (hereinafter "Brown"), employee of the City is licensed by the State of North Carolina as a Level III inspector certified for inspection of all trades, including building, electrical, plumbing, mechanical and fire inspections, and;

WHEREAS, the County and the City reached a verbal agreement for Brown to perform the above described services as an independent contractor for the County on a temporary, part-time basis and both parties desire that the terms of said verbal agreement be set forth in the form of a written service agreement.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. EMPLOYMENT AND DUTIES:

The County agrees to confer upon Brown the duties of fire inspection of all trades for Northampton County, which inspections shall include, but are not limited to, all building, electrical, plumbing, mechanical and fire inspections. The City accepts such conferment and agrees to make Brown available to the County during the term of this Agreement for the purposes of fulfilling all necessary inspection services required by the County.

SECTION 2. TERM:

This agreement shall continue in full force and effect until 31 May 2017 or until terminated by either party as set forth in Section 5 of this Agreement.

SECTION 3. SALARY:

County agrees to pay to the City for the services of Brown the sum of \$50 per hour, plus \$.55 per mile in travel or in mileage allowance to and from his Weldon, North Carolina home to the various inspection sites within Northampton County. Said salary and reimbursable travel to be payable upon receipt of invoice submitted to the County from the City. Brown is to receive no fringe benefits whatsoever and is not to be covered by any County insurance policy or workman's compensation and is not to operate any County motor vehicle.

SECTION 4. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

During the continuation of this agreement, City and Brown agree to be responsible for and keep current all State of North Carolina inspection certification requirements necessary to fulfill the duties

herein set forth. Brown also agrees that he will at all times perform his duties under the supervision and direction of Nathan Pearce, Northampton County Assistant Manager.

SECTION 5. TERMINATION:

Each party hereto shall have the right to terminate this agreement at any time upon thirty (30) days of written notice of intention to do so.

SECTION 6. INDEMNIFICATION:

City agrees to indemnify, protect and save Northampton County harmless from all liability, obligations, losses, claims, damages, actions, suits, proceedings, costs and expenses, including reasonable attorney fees, arising out of, connected with or resulting directly or indirectly out of the services rendered by Brown pursuant to the terms of this Agreement or in any way connected with the rendering of said services. This indemnification arising under this paragraph shall survive the Agreement's termination.

IN WITNESS WHEREOF, the County of Northampton has caused this Agreement to be signed and executed in its behalf by its County Manager, and duly attested by its County Clerk and the City of Weldon has caused this Agreement to be signed and executed in its behalf by its City Manager, and duly attested by its City Clerk, both in duplicate, the day and year first above written.

Kimberly L. Turner
Northampton County Manager (SEAL)

ATTEST:

Kornita Hendricks, Clerk to the Board
Northampton County

APPROVED AS TO FORM:

A. Scott McKellar, Northampton County Attorney

Chief Mark Macon, City Administrator
City of Weldon (SEAL)

ATTEST:

Katherine Parker, City Clerk
City of Weldon

This instrument has been pre-audited in the manner required by the Local Government and Fiscal Control Act.

Leslie H. Edwards
Leslie H. Edwards, Northampton County Finance Officer

NORTHAMPTON COUNTY CONTRACT CONTROL SHEET		CONTRACT/VENDOR City of Weldon	
VENDOR # 426		Address	PO Box 551
		Contact	Richard Cecil Brown
		2	Originals 0 Copies
CONTRACT #	2017-11		Amount \$
New Contract	Yes		\$50 per hr./\$.55 per mile
Renewal	Date originally approved by the Board of Commissioners		
Cost or Material Changes			
Original Contract sent to Contract Administrator	Date: 4/18/2017		
Originating Department/Individual:	Administration	Item or Service:	Inspection Services
Department Involved:	Building Inspections	Type of Contract:	Services Agreement
Line Item Budgeted:	114350-512100	Period of Coverage:	May1-31, 2017
GRANTS			
Board approval for Application	Approved	Set	Verified
Board approval for Acceptance	Approved	Set	Verified
COUNTY ATTORNEY	Date Received: 4/18/2017	Date Approved: 4/20/2017	
Approved as to Form: YES	Approved as to Legal Sufficiency: YES		
Revisions Necessary? YES	Board Action Necessary? YES		
Date Revisions were made: 4/20, By ATTY.	J. POTTER		
FINANCE RHE	Date Received: 4/24/17	Date Audited: 4/24/17	
Non encumbered contract Yes _____ No _____			
ASSISTANT COUNTY MANAGER	Date Received	Date Approved:	
COUNTY MANAGER KJA	Date Received 4/24/17	Date Approved: 4/24/17	
BOARD OF COMMISSIONERS	CLERK TO THE BOARD		
Date approved by Board	Date Received	Date Attested:	
CONTRACT ADMINISTRATOR			
Attorney	Finance	Asst Cty Mgr	Cty Mgr Clerk
Outside Agency Signatures:	Date Sent :	Date received:	
Copies Delivered to Appropriate Departments:	ORIGINATING FINANCE		
Original to Outside Agency:	(Departments to deliver)	Date:	
File County Original / Add to Database:	Date:		
NOTES:			
_____ copies sent to originating department with instruction to obtain signatures and return 1 executed original to Legal _____ copies sent to originating departments with note to forward to vendor			
PROBLEMS:			
Corrective Action:		Date:	
		Initial:	

Citizens/Board Comments:

Chairman Carter called for Citizens Comments.

Mr. Eugene Taylor, Chairman of DSS Board, made comments in reference to the NCDSS-Hope Organization. He also invited everyone to join the organization for a fee of \$20.

Chairman Carter called for Board Comments.

Commissioner Faulkner made comments in reference to great work on policy and procedures. She also thanked the citizens for attending.

Commissioner Greene made comments in reference to the sound systems at Wellness Center. She also mentioned the Mock Commissioner Meeting tomorrow, May 2, 2017 and County Assembly Day on May 10, 2017.

Vice-Chairman Deloatch made no comments.

Commissioner Tyner made comments in reference to policy and procedures, solar farms, coal ash, tax issues and County Audit. He also stated that Tri-County airport has been approved for a new facility.

Chairman Carter also made a comment about the sound system at the Wellness Center. He also asks to remove the name from the sign at the OLD DSS building. He also mentioned Senate Bill 594.

A motion was made by Chester Deloatch and seconded by Fannie Greene to enter in closed session for the purpose of G.S. 143-318.11 (a)(3) and G.S. 143-318.11 (a)(6). **Question Called:** **All present voting yes. Motion carried.**

A motion was made by Chester Deloatch and seconded by Fannie Greene to adjourn closed session. **Question Called:** **All present voting yes. Motion carried.**

A motion was made by Fannie Greene and seconded by Geneva Faulkner to reconvene regular session. **Question Called:** **All present voting yes. Motion carried.**

A motion was made by Chester Deloatch and seconded by Charles Tyner to adjourn. **Question Called:** **All present voting yes. Motion carried.**