

AGENDA

ANSON COUNTY BOARD OF COMMISSIONERS

May 5, 2020
Anson County Government Center
101 South Greene Street
Board Room, Suite 209
Wadesboro, North Carolina 28170

6:00 P.M. Regular Meeting
(Via Conference Call)

Call to Order and Welcome by the Chairman

Invocation

- | | |
|---|-------|
| 1. Approval of the Agenda by Commissioners | P. 1 |
| 2. Consent Agenda: | |
| a. Minutes | P. 2 |
| b. Property tax/Refunds/Adjustments | P. 9 |
| c. Centralina Workforce Development | P. 10 |
| 3. Public Addresses to the Board | P. 25 |
| 4. Administrative Matters | |
| a. Human Resources - Personnel Policy Changes | P. 26 |
| 5. Appointments | |
| a. SPCC Board of Trustees | P. 56 |
| b. Board of Health | P. 58 |
| c. Centralina Workforce Development Board | P. 59 |

6. Manager's Report

P. 63

- a. Covid-19 Response
- b. Agri-Civic Center
- c. DSS building update
- d. Middle School Project

7. Chairman's Report

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8. Commissioners Concerns, Petitions, Announcements, and Comments

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Anson County Board of Commissioners

Agenda Item



From: Denise Cannon, Clerk to the Board

Date: April 30, 2020

Subject: Approval of Agenda

Presenter: Board of Commissioners

Request:

Make a motion to approve the agenda as presented.

Background:

In accordance with the State Government Ethics Act, G.S. 138-A, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before the Board? If so, please identify the conflict and refrain from an undue participation in the particular matter involved.

Financial Impact:

No financial impact.

Supporting Documentation:

None.

Anson County Board of Commissioners

Agenda Item



From: Denise Cannon, Clerk to the Board

Date: April 30, 2020

Subject: Minutes

Presenter: Denise Cannon

Request:

Make a motion to approve the minutes as presented.

Background:

The minutes were prepared by the Clerk and require formal approval of the Board of Commissioners.

Financial Impact:

No financial impact.

Supporting Documentation:

April 7, 2020 Open Session Minutes

THE ANSON COUNTY BOARD OF COMMISSIONERS convened for their regular monthly meeting on Tuesday, April 7, 2020 beginning at 6:00 P.M. in the Board Room, Suite 209, and via Conference Call in the Anson County Government Center.

Commissioners present:	Ross Streater, Chair
Conference Call:	Jarvis Woodburn, Vice-Chair Vancine Sturdivant Lawrence Gatewood Jim Sims
Commissioners Absent:	Harold Smith Bobby Sikes
Staff members present:	Barron Monroe, County Manager Denise Cannon, Clerk to the Board Chris Joffson, IT Manager
Others present:	Scott Forbes, County Attorney
Conference Call:	Dr. Thompson, Health Department Evonne Burr, Health Department Lula Jackson, Social Services Sheriff Landric Reid, Sheriff's Office

Chairman Streater called the meeting to **Order**, welcoming all who were present and on the conference call. Chairman Streater asked Ms. Lula Jackson, Department of Social Services Director to deliver the **Invocation**.

Approval of the Agenda by Commissioners:

Commissioner Sims moved to approve the agenda as presented, seconded by Commissioner Sturdivant, motion carried unanimously.

Consent Agenda:

Commissioner Sturdivant moved to approve the Consent Agenda as follows: Resolution for remote participation. Board minutes, Property tax/ Refunds/Adjustments, ACTS Certifications & Assurances, JCPC (FY 19-20) RTA Expansion Funding, JCPC (FY 20-21) Anson County JCPC Funding and Sandhills Center budget request. Seconded, by Vice-Chair Woodburn, motion carried unanimously.

Real Property Tax Releases/Refunds

Real Property Tax Releases/Refunds	04/07/20 for March Month End		
21761 Nicholson Pallet Services	139.97	17-1-13399	Not An Active IFTA Tag
21762 Nicholson Pallet Services	128.54	18-1-13424	Not An Active IFTA Tag
21763 Nicholson Pallet Services	118.34	19-1-13416	Not An Active IFTA Tag
	386.85	***	

Tax & Tag Together Refunds

0041586794 BARBER, TERRY LYNN	32.83 Vehicle Sold	Vehicle Taxes Refund
0052049877 BAUCOM, RICHARD LEE	35.22 Tag Surrender	Vehicle Taxes Refund
0052069376 DAVIS, RONNIE WILSON	32.56 Over Assessment	Vehicle Taxes Refund
0039375414 GATHINGS, JILLA DENNIS	86.02 Tag Surrender	Vehicle Taxes Refund
0051553667 HARRIS, KAY LOWERY	11.06 Vehicle Sold	Vehicle Taxes Refund
0047095468 HILDRETH, TIMOTHY LINWOOD	83.34 Vehicle Totalled	Vehicle Taxes Refund
0014089288 HORNE, TARRIN BERNARD	49.37 Tag Surrender	Vehicle Taxes Refund
0051201314 LITTLE, EDWARD RAY	176.19 Tag Surrender	Vehicle Taxes Refund
0052417536 MIMS, ROBERT LEE JR	25.89 Mileage	Vehicle Taxes Refund
0037590101 MORRIS, JUDY KELLY	87.86 Vehicle Sold	Vehicle Taxes Refund
0040172014 PHILLIPS, ANGELA HOWELL	22.93 Vehicle Sold	Vehicle Taxes Refund
0037042440 PRATT, LINDA THOMAS	13.09 Vehicle Totalled	Vehicle Taxes Refund
0052523527 R & R TOWING & RECOVERY LLC	88.78 Over Assessment	Vehicle Taxes Refund
0035168565 RODGERS, JEANETTE LYNN	11.13 Tag Surrender	Vehicle Taxes Refund
0026092513 SMITH, COREY JERMANE	2.31 Tag Surrender	Vehicle Taxes Refund
0051540490 SMITH, MELISSA JONES	3.64 Tag Surrender	Vehicle Taxes Refund
0047948829 SMITH, WALTER LEE	13.02 Tag Surrender	Vehicle Taxes Refund
0051443395 SMITH, WALTER LEE	6.89 Tag Surrender	Vehicle Taxes Refund
0047139664 THE CHURCH IN THE NAME OF THE LORD JESUS CHRIST	427.50 Exempt Property	Vehicle Taxes Refund
0026950214 TYSON, GWENDOLYN WILBURTA	45.52 Vehicle Sold	Vehicle Taxes Refund
0040714712 WIERSUM, JESSICA ELLEN	15.35 Tag Surrender	Vehicle Taxes Refund
0029966272 WILLIAMS, BILL JAMES	45.93 Vehicle Totalled	Vehicle Taxes Refund

\$ 1,316.43 *****

Real Property Taxes

FY 2019-2020 Current Year Ad Valorem - 2019
03/31/20 Meeting of 04/07/20

(Total \$\$ ALL Collections)								
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Year 2019	1,355,541.04	1,371,815.92	1,106,276.98	2,603,395.91	9,128,573.15	799,815.90	353,948.40	302,116.77
Year 2018	316,671.48	2,282,648.13	977,857.82	2,361,767.84	9,694,295.05	527,760.63	544,636.56	477,190.02
Year 2017	148,980.88	1,467,591.11	1,388,320.78	2,045,050.65	10,116,501.97	305,722.49	305,305.06	317,661.83
Year 2016	1,418,707.25	1,121,783.09	875,504.06	1,738,932.45	9,359,668.55	306,165.78	410,584.13	465,916.44
Year 2015	1,432,820.37	1,280,633.24	747,790.07	2,012,016.84	8,868,948.85	248,408.65	716,505.43	177,188.17
Year 2014	1,882,078.48	792,701.58	692,263.47	1,705,171.82	7,948,195.47	370,053.62	357,819.90	369,675.17
Year 2013	1,345,310.70	916,100.29	800,689.88	1,023,213.73	8,867,344.01	303,777.73	411,460.82	256,681.87
Of Total \$\$ ALL Collections								
County Taxes & Late List								
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Year 2019	1,058,873.21	1,108,341.13	879,662.08	2,040,619.43	7,377,163.45	614,191.31	257,340.26	214,944.06
Year 2018	238,696.82	1,744,933.39	784,361.60	1,853,077.65	7,853,346.24	388,128.51	403,925.27	318,014.34
Year 2017	45,028.62	1,153,093.13	1,145,714.21	1,587,859.97	8,271,004.82	248,906.15	225,338.75	223,182.72
Year 2016	1,109,580.41	920,317.10	710,248.15	1,377,517.44	7,729,557.49	224,350.97	305,246.76	348,555.13
Year 2015	1,133,740.35	1,058,796.26	600,879.32	1,608,294.62	7,306,535.25	194,347.99	546,925.63	127,089.32
Year 2014	1,475,428.46	656,910.38	564,856.89	1,379,948.94	6,666,713.31	286,653.45	276,307.11	267,036.00
Year 2013	1,078,657.83	757,121.45	652,575.87	847,994.08	7,496,040.03	238,884.70	321,251.68	192,037.08
Current Year (2019) Ad Valorem Collections %								
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Year 2019	8.55%	14.76%	20.50%	34.63%	85.69%	89.81%	91.28%	92.51%
Year 2018	1.28%	15.53%	18.27%	31.14%	86.92%	89.33%	91.72%	93.24%
Year 2017	20.83%	9.68%	16.18%	27.40%	86.92%	88.56%	89.95%	91.25%
Year 2016	9.62%	17.58%	19.76%	29.63%	86.67%	88.19%	90.10%	92.18%
Year 2015	9.95%	19.21%	20.23%	32.28%	87.29%	88.62%	92.22%	92.91%
Year 2014	13.93%	20.03%	21.00%	31.94%	85.20%	87.23%	89.15%	90.94%
Year 2013	10.02%	16.86%	18.95%	25.52%	85.89%	87.53%	89.84%	91.02%
Year 2012	10.76%	14.37%	18.46%	28.32%	84.88%	88.50%	90.66%	91.84%
Year 2011	7.87%	13.92%	18.51%	24.84%	84.15%	85.77%	90.48%	92.07%
Year 2010	4.90%	13.35%	15.95%	27.10%	84.77%	86.61%	90.64%	92.35%
Current Year (2019) Accounts Receivable Balance Remaining For County Taxes ONLY - Including Late Penalties								
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Year 2019	10,961,203.96	12,148,742.77	11,336,797.64	9,321,669.60	2,041,236.78	1,452,544.60	1,243,714.92	1,068,344.21
Year 2018	11,618,623.49	9,941,416.31	11,426,846.08	9,630,224.52	1,829,614.46	1,492,641.72	1,158,326.11	944,658.87
Year 2016	31,111.04	10,349,458.93	11,510,142.10	9,971,930.79	1,796,518.52	1,570,840.40	1,380,306.24	1,201,755.06
Year 2016	10,139,418.36	9,249,405.45	10,823,179.90	9,491,257.80	1,798,240.86	1,593,258.39	1,335,211.18	1,054,300.68
History of Past Due Mailings								
	02/01/16		04/01/17		04/01/18		02/18/19	
	#	\$\$	#	\$\$	#	\$\$	#	\$\$
	4,971	5,195,083.07	3,800	5,036,867.01	3,934	5,488,959.30	4,626	5,895,930.64
Tax Scroll Billings								
	Tax Rate	Taxed Value	County Tax	Late List	City Taxes	Fire Taxes	Total Billed	
Year 2019	0.777	1,536,023,212	11,934,908.05	30,609.54	2,007,988.99	1,117,769.91	15,091,274.49	Added Aug 2019
Year 2018	0.777	1,509,138,831	11,726,016.68	23,034.87	2,006,717.14	1,092,159.24	14,847,927.93	Added Aug 2018
Year 2017	0.801	1,423,082,160	11,398,897.52	20,635.21	1,909,950.56	913,814.56	14,243,297.85	
Year 2016	0.801	1,390,724,920	11,139,716.07	44,275.60	1,881,106.01	829,114.92	13,894,212.60	
Year 2015	0.801	1,359,925,855	10,893,015.61	19,159.56	1,839,301.39	769,154.92	13,520,631.48	
Year 2014	0.767	1,337,826,323	10,261,136.82	25,913.00	1,817,440.08	543,719.23	12,648,209.13	
Year 2013	0.767	1,337,123,638	10,255,747.03	38,016.08	1,646,610.96	506,563.47	12,446,937.54	
Utilities								
	County Tax	City Taxes	Fire Taxes	Total Billed				
Year 2019	2,266,470.12	121,944.19	255,443.65	2,643,857.96	Added Sep 2019			
Year 2018	2,199,014.52	118,279.03	247,384.98	2,564,678.53	Added Oct 2018			
Year 2017	2,285,972.40	118,513.69	220,510.84	2,624,996.93				
Year 2016	2,248,304.20	107,296.98	203,294.13	2,558,895.31				
Year 2015	2,194,701.64	105,825.79	188,443.47	2,488,970.90				
Year 2014	1,986,444.95	98,421.89	129,157.90	2,214,024.74				
Year 2013	2,006,288.46	87,240.23	120,629.50	2,214,158.19				
Accounts Receivable by Type								
	#	\$\$ Due Now	#	\$\$ Due Now	#	\$\$ Due Now	#	\$\$ Due Now
Active Garnishments	135	72,874.93	133	71,801.03	127	66,408.71	123	64,840.56
Accts with Agreements	4	1,921.00	4	1,929.36	4	1,937.72	4	1,948.08
Accts in Foreclosure	406	222,874.21	391	214,048.44	383	207,189.37	370	202,626.96
Bankruptcies	105	48,760.67	105	48,779.48	104	48,198.62	101	46,767.29
Remaining Accts Collectible	12,002	4,247,752.79	11,943	4,205,499.97	11,798	4,154,643.37	11,688	4,115,367.99
Current Year Ad Valorem(All)	5,307	2,597,712.65	4,808	1,888,696.97	4,289	1,633,130.03	3,901	1,483,231.59
**Red = AR Dollars	17,959	7,191,896.25	17,384	6,430,755.25	16,705	6,111,507.82	15,187	5,914,779.47
\$\$ Pd/Foreclosures/ by Mo	9	3,243.77	21	10,197.12	12	7,480.45	19	6,121.30
# Accts Given to ParaLegal	-	-	-	-	-	-	-	-
Garnishments Executed	-	-	-	-	-	-	-	-
One Year Ago								
	#	\$\$ Due Now	#	\$\$ Due Now	#	\$\$ Due Now	#	\$\$ Due Now
Active Garnishments	146	72,860.99	145	74,911.44	141	73,092.10	169	94,375.69
Accts with Agreements	6	5,223.08	6	2,857.29	6	2,869.21	6	2,881.13
Accts in Foreclosure	397	203,580.18	390	196,161.96	464	246,266.89	472	243,018.57
Bankruptcies	131	64,951.84	128	61,515.04	127	60,372.88	124	59,571.67
Remaining Accts Collectible	11,993	4,062,147.88	11,869	3,987,055.63	11,586	3,846,386.12	11,236	3,663,607.72
Current Year Ad Valorem(All)	5,472	2,341,721.89	4,876	1,940,733.74	3,967	1,518,407.73	3,422	1,236,579.22
**Red = AR Dollars	18,145	6,750,485.86	17,414	6,263,235.10	16,291	5,747,394.93	15,429	5,300,034.00
\$\$ Pd/Foreclosures/ by Mo	10	3,686.75	41	25,686.17	20	8,002.15	22	12,269.58
# Accts Given to ParaLegal	-	-	-	-	-	-	-	-
Garnishments Executed	-	-	-	-	-	-	-	-

Public Addresses:

There were no questions or comments received from the public.

Appointments:

Commissioner Sims made a motion to appoint Cynthia Springer to the Sandhills Regional Library System's Board of Trustees, representing Anson County. Seconded, by Commissioner Sturdivant, motion carried unanimously.

Manager's Report:

County Manager Monroe shared that the County, in conjunction with Governor Roy Cooper's Directives for health, welfare, and safety reasons has reduced the number of hours available to the public and has restricted public access to County buildings. County Manager Monroe said the Animal Shelter, Veterans Services, Library, Elderly, Parks and Recreation are closed to the public as far as programming. Social Services, Health Department and ACTS are still open but are reducing their services to clients. County Manager Monroe said the county cannot close, but is trying to meet the level of need with appropriate safety for the employees and the public. County Manager reiterated that employees are encouraged to practice good hygiene, go home if sick, avoid touching their face and practice social distancing. County Manager Monroe shared that the County is paralleling with the state's guidelines, directives, and orders.

Chairman's Report:

Chairman Streater encouraged everyone to remain safe during this difficult time.

Commissioner Concerns, Petitions, Announcements, and Comments:

Commissioner Sturdivant acknowledged Chief Scott Howell, Anson County Sheriff's Office for his acts of community kindness. Commissioner Sturdivant shared that Chief Howell purchased and delivered food and supplies to elderly

who were unable to travel. Chairman Streater thanked Chief Howell with helping the senior citizens in the county.

Vice-Chair Woodburn shared his concerns with social gatherings in Anson County, noting that an issue with one particular citizen was allowing people to congregate at their residence. Vice-Chair Woodburn said he and Sheriff Reid have been in conversations concerning this issue.

Vice-Chair Woodburn shared that electronic Board packets should be considered and said it makes sense to alleviate the need for packages to be physically delivered. Vice-Chair Woodburn said the Clerk would be the administrator of the Board packets and hardware distribution for the Commissioners and wanted the County Manager and Finance Officer to look into the cost of implementation.

The Clerk advised the Board that during the budget process, she and Chris Joffson, IT Manager researched several viable options for electronic Board packaging. The Clerk said prices ranging from \$8000.00 to \$11,500.00 were presented for budgetary consideration.

Vice-Chair Woodburn also shared an email, from Mr. Frank Jones concerning the County's response to Covid-19. Mr. Johnson feels that the Anson County Health Department is not doing enough for the seriousness of the Coronavirus. Board members felt that the individual's lack of knowledge on the matter is viable.

Commissioner Gatewood shared his concerns with Anson County citizens that have been diagnosed with Covid-19, and asked Dr. Thompson to provide a brief update on these individuals. Dr. Thompson shared that Anson County has a total of seven cases, of those, three has recovered and released from quarantine. Dr. Thompson shared that the Health Department has a very experienced communicable disease nurse, nursing supervisor and emergency preparedness coordinator, noting that the department's Facebook page is updated daily. Board members encouraged the Health Department to place information on the County's website in addition to Facebook.

Sheriff Reid said church can be held with ten or less participants. Sheriff Reid also mentioned that several churches are holding services through drive-ins and Facebook live.

Commissioner Gatewood recognized two employees in the utility department on their current promotions, Gary Garrison, to WWTP Director and Amy Dawkins, to Filtration Plant Supervisor. Commissioner Gatewood also acknowledged three

Anson County employees that recently retired on March 31, 2020. Leon Gatewood, 33 years of service; Sylvia Jeter, 37 years of service; and Daniel Gatewood, 30 years of service; noting that when their experience is combined it yields over 100 years of service to Anson County.

Commissioner Sims made a motion to adjourn, seconded by Vice-Chair Woodburn, motion carried unanimously.

Respectfully submitted:

A handwritten signature in cursive script that reads "Denise Cannon".

Denise Cannon

Clerk to the Board

Anson County Board of Commissioners

Agenda Item



From: Cary Garner, Finance Officer

Date: April 30, 2020

Subject: Property tax/Refunds/Adjustments

Presenter: None Required

Request:

Make a motion to...approve Property tax/Refunds/Adjustments

Background:

Financial Impact:

Supporting Documentation:

Anson County Board of Commissioners

Agenda Item



From: Centralina Workforce Development Board

Date: 4/30/2020

Subject: ARTICLES OF ASSOCIATION AND AGREEMENT FOR THE CENTRALINA WORKFORCE DEVELOPMENT CONSORTIUM

Presenter: None needed

Request:

Make a Motion to Approve...ARTICLES OF ASSOCIATION AND AGREEMENT FOR THE CENTRALINA WORKFORCE DEVELOPMENT CONSORTIUM. Make a Motion to agree to establish a workforce development consortium to act jointly as a Local Workforce Investment Area for workforce development under the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 ("the Act") including National Dislocated Worker Grant (NDWG) funding through the US Department of Labor, as amended. This consortium shall be known as the Centralina Workforce Development Consortium.

Background:

See Attached document

Financial Impact:

None

Supporting Documentation:

See attached document

**ARTICLES OF ASSOCIATION AND AGREEMENT
FOR THE
CENTRALINA WORKFORCE DEVELOPMENT
CONSORTIUM**

ARTICLE I. TITLE AND PURPOSE

The contiguous units of local government listed below, being desirous of agreeing to an undertaking pursuant to the provisions of N.C.G.S. Section 160A-464(1), do hereby agree to establish a workforce development consortium to act jointly as a Local Workforce Investment Area for workforce development under the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 (“the Act”) including National Dislocated Worker Grant (NDWG) funding through the US Department of Labor, as amended. This consortium shall be known as the **Centralina Workforce Development Consortium**.

ARTICLE II. MEMBERSHIP

The consortium shall be composed of the following independent and contiguous units of general-purpose local government: **Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union Counties**.

ARTICLE III. CERTIFICATION OF AUTHORITY

1. AUTHORITY UNDER STATE AND LOCAL LAW

In accordance with N.C.G.S. Sections 160A-460 *et. seq.*, the member counties of the Centralina Workforce Development Consortium certify that they possess full legal authority, as provided by state and local law, to enter into this agreement and to fulfill the legal and financial requirements of operating as a Local Workforce Investment Area under the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128, and any National Dislocated Worker Grant for the entire geographic area covered by this agreement.

2. SPECIFIC RESOLUTIONS TO ENTER INTO AGREEMENT

In accordance with N.C.G.S. Section 160A-461, a copy of the duly executed resolution and appropriate board meeting minutes giving the respective counties specific authority to enter into this consortium agreement will be attached to this document and are incorporated herein by reference.

3. DESIGNATION OF CHIEF ELECTED OFFICIALS FROM EACH MEMBER UNIT OF GOVERNMENT

Each member unit of government designates as chief elected official for the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 and NDWG upon whose representations the State, the Workforce Development Board, the administrative entity and the other member units may rely, the duly elected Chairman of each respective County Board of Commissioners. If any county member of the consortium desires, it may designate any member of its Board as its "Chief Elected Official" for WIOA and NDWG purposes, in lieu of having its Chairman serve in such capacity. Unless otherwise notified of such designation of another member of its Board, each county shall be deemed to have designated its Chairman as its "Chief Elected Official" for WIOA and NDWG purposes. Such person shall be the signatory of this agreement and shall be authorized to execute such other agreements as are necessary for Workforce Innovation and Opportunity Act of 2014 (WIOA) purposes and National Dislocated Worker Grant purposes.

4. DESIGNATION OF CHIEF ELECTED OFFICIAL FOR WORKFORCE INVESTMENT AREA

In accordance with N.C.G.S. Section 160A-463(b), the Chairmen (or their designee) of the Boards of Commissioners of the undersigned units of local government shall annually elect one of their number by a vote to serve as Chairman of the Centralina Workforce Development Consortium for a one-year term. The Chairman of the Centralina Workforce Development Consortium shall be authorized to represent the Consortium and to act on behalf of the undersigned units of local government with respect to any matters adopted or passed by the Consortium and shall be authorized to exercise the functions of the Centralina Workforce Investment Area chief elected official which are required under the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 and National Dislocated Worker Grants.

ARTICLE IV. DURATION

In accordance with N.C.G.S. Section 160A-464(2), this agreement shall become effective on the date of the last chief elected official's signature and shall continue in effect until the Local Workforce Investment Area is re-designated by the Governor of North Carolina or by termination of this Agreement by a member unit of government as provided for in Article XI.

ARTICLE V. ASSURANCES AND CERTIFICATIONS

The member units will comply with the requirements of the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 and regulations promulgated thereunder, all other applicable federal regulations, the statutes of the State of North Carolina, and written

directives and instructions relevant to Workforce Investment Area operation from the Governor of North Carolina or his/her designee.

ARTICLE VI. FINANCING/LIABILITY

In accordance with N.C.G.S. Section 160A-464(5), it is anticipated that funding necessary to implement this agreement shall be derived from federal grant and/or state funds received through the Governor. In the event it is necessary to appropriate non-federal funds for the purpose of implementing this agreement, the parties agree, as between themselves, that the state fair share allocation formula shall be used.

The undersigned units of local government hereby acknowledge that they are jointly and severally accountable for liabilities arising out of activities under the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 and for all funds received by the Workforce Investment Area grant recipient pursuant to WIA. Liability includes, but is not limited to, responsibility for prompt repayment from nonprogram funds of any misexpenditures by the administrative entity of the Local Workforce Investment Area, or any of its subrecipients or contractors, or the Workforce Development Board. As between the consortium members themselves, liability shall be apportioned in the following manner: (a) to the extent that a particular county benefits from costs disallowed (e.g. an ineligible participant from a particular county received training, the cost of which is subsequently disallowed) that county may be liable for those disallowed costs; (b) any disallowed cost for which the benefiting county cannot be determined shall be divided equally among the undersigned units of local government.

Any entity or joint agency created or designated by this Local Workforce Investment Area, including the Workforce Development Board (WDB), and Administrative Entity shall be considered a public agency for the purposes of the Local Government Budget and Fiscal Control Act.

ARTICLE VII. ESTABLISHMENT OF CENTRALINA WORKFORCE DEVELOPMENT BOARD (WDB)

A. Upon designation by the Governor of North Carolina of the Centralina area as a local workforce investment area, the Chairmen of the Boards of County Commissioners of each of the undersigned units of local government shall certify that the current Centralina Workforce Development Board (hereinafter Centralina WDB) as such entity is defined in the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 and accompanying regulations and in accordance with the State of North Carolina Executive Order 90 (December, 1995) will serve as the region's workforce investment board. The members of the Centralina WDB are to be selected in accordance with the nominating process and representative scheme set forth in the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 and accompany regulations.

B. The Centralina WDB shall consist of at least twenty-four (24) members. A minimum of thirteen (13) of these members shall represent the private sector as that term is defined in

Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 and accompany regulations. Of these thirteen private sector members, at least one shall represent each of the seven undersigned units of local government, when feasible. Of the eleven (11) remaining members, one shall represent adult education and literacy, one shall represent higher education, one shall represent economic development agencies, one shall represent state employment service agencies, one shall represent vocational rehabilitation agencies, one shall represent social service agencies, and five shall represent a combination of labor, apprenticeship, and community based organizations.

C. The initial terms of twelve members of the initial Centralina WDB shall expire after one year and the initial terms of the remaining members shall expire after two years. Thereafter, the terms of service of all members of the Centralina WDB shall be two years.

D. Successors to the initial members of the Centralina WDB who die, resign, or otherwise cease to serve, shall be selected by Chairmen of the Boards of Commissioners of the undersigned units of local government. If the Chairmen desire to reappoint a current member of the Centralina WDB to another two (2) year term, the nominating process described in the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 and accompany regulations need not be followed. If the Chairmen do not desire to reappoint a current member of the Centralina WDB to another two-year term, then nominations to fill the vacancy shall be sought in accordance with the process described in the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 and accompany regulations.

E. Private sector representatives on the Centralina WDB shall be selected by Chairmen of the Boards of Commissioners of the undersigned units of local government from a slate of individuals nominated by general-purpose business organizations after consulting with, and receiving recommendations from, other business organizations in the Local Workforce Investment Area. The number of nominations shall be at least 150 percent of the number of private sector individuals to be appointed in the county. Such nominations, and the individuals selected from such nominations, shall reasonably represent the industrial and demographic composition of the business community. All private sector representatives must be active with their company or business (non-retiree). Private sector representatives, who shall constitute a majority of the membership of the WDB, shall be owners of business concerns, chief executive officers, chief operating officers, or other private sector executives who have substantial management, recruitment, hiring authority, or policymaking responsibility. Whenever possible, at least one-half of such business and industry representatives shall be representatives of small business (500 or fewer employees), including minority business.

Education representatives on the Centralina WDB shall be selected from among individuals nominated by the local educational agencies, vocational education institutions, institutions of higher education, or general organizations of such agencies or institutions, and by private and proprietary schools or general organizations of such schools, within the Local Workforce Investment Area.

Recognized State and local labor organizations or appropriate building trade councils shall recommend labor representatives. The remaining members of the Centralina WDB shall be selected from individuals recommended by interested organizations.

F. The composition of the Centralina WDB shall at all times conform with the requirements of the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 and accompany regulations, including N.C.G.S. Section 160A-464(3).

ARTICLE VIII. APPOINTMENT OF PERSONNEL

The Chairmen of the Boards of Commissioners of the undersigned units of local government are hereby authorized to enter into agreements with the Centralina Workforce Development Board specifying procedures for development of the workforce development plans; agreements relating to the selection of a grant recipient and entity to administer the workforce development plans; and any other agreements necessary to advance the administration of the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128, within the Centralina Local Workforce Investment Area, in accordance with N.C.G.S. Section 160A-464(4).

ARTICLE IX. OWNERSHIP OF REAL PROPERTY

In accordance with N.C.G.S. Section 160A-464(6) and applicable WIOA, NDWG, and Federal property guidelines, the Centralina Workforce Development Consortium shall adhere to the procedures outlined in NC Department of Commerce policy for all property transactions under WIA and NDWG including the buying or selling of real property. The Centralina Workforce Development Consortium will neither acquire nor dispose of real property.

ARTICLE X. AMENDMENTS

In accordance with N.C.G.S. Section 160A-464(7), this agreement may be amended at any time upon the consent of all parties as evidenced by resolution of the Chairmen of the Boards of Commissioners of the undersigned units of local government and as approved by the State. Whenever the position of designated Chief Elected Official for the Centralina Local Workforce Investment Area becomes vacant, the individual selected as a replacement shall be approved through an amendment to this agreement by resolution of the Chairmen of the Boards of Commissioners of the undersigned units of local government.

ARTICLE XI. TERMINATION

In accordance with N.C.G.S. 160A-464(8), the undersigned units of local government may request termination of this agreement at any time upon six months prior written notice, such termination to be effective when the Governor considers Local Workforce Investment Area redesignation at the end of the then current subgrant agreement year.

ARTICLE XII. RATIFICATION

This agreement shall be effective upon ratification by the Boards of Commissioners of each of the undersigned units of local government. The agreement covers the four-year period of July 1, 2019 to June 30, 2023.

ANSON COUNTY

By: _____ Date _____
Ross Streater, Chairman, Board of Commissioners
Anson County

CABARRUS COUNTY

By: _____ Date _____
Steve Morris, Chairman, Board of Commissioners
Cabarrus County

IREDELL COUNTY

By: _____ Date _____
James B. Mallory, Chairman, Board of Commissioners
Iredell County

LINCOLN COUNTY DocuSigned by:
Carrol Mitchem
94F38889E8A142F 4/27/2020
By: _____ Date _____
Carrol Mitchem Chairman, Board of Commissioners
Lincoln County

ROWAN COUNTY DocuSigned by:
Greg Edds
4679EF8ABC064 4/18/2020
By: _____ Date _____
Greg Edds, Chairman, Board of Commissioners
Stanly County
TEXT ERROR- ROWAN COUNTY

STANLY COUNTY DocuSigned by:
Matthew Swain
AB32C89D24204 3/19/2020
By: _____ Date _____
Matthew Swain, Chairman Board of Commissioners
Stanly County

UNION COUNTY

By: _____ Date _____
Jerry Simpson, Chairman, Board of Commissioners
Union County

Centralina Workforce Development Consortium - Articles of Association - WIOA – 2019-2023

**RESOLUTION APPROVING THE ARTICLES
OF ASSOCIATION AND
AGREEMENT FOR THE CENTRALINA WORKFORCE
DEVELOPMENT CONSORTIUM**

WHEREAS, the counties of Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union as independent and contiguous units of general purpose local government do hereby agree to continue as the Centralina Workforce Development Consortium to act jointly as a Workforce Investment Area under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

WHEREAS, certain technical revisions to the original "Articles of Association" and subsequent amendments, have been made for WIOA for the period of Program Year 2019 through Program Year 2022 and have been executed by the Chairman of this Board on behalf of this county, subject to ratification of such action by this Board.

WHEREAS, the "Articles of Association" designates the signatory official for the Consortium and the administrative/fiscal agent to administer the program on behalf of the Consortium, and requests certification of the current Centralina Workforce Development Board as the local "Workforce Investment Board" as required by the Act; now, therefore it is

RESOLVED, that the execution of the aforesaid "Articles of Association and Agreement For The Centralina Workforce Development Consortium" by our Chairman is ratified and adopted by this Board.

The foregoing resolution is adopted by

The Anson County Board of Commissioners
on this date _____

Denise Cannon, Clerk to the Board

**RESOLUTION APPROVING THE ARTICLES
OF ASSOCIATION AND
AGREEMENT FOR THE CENTRALINA WORKFORCE
DEVELOPMENT CONSORTIUM**

WHEREAS, the counties of Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union as independent and contiguous units of general purpose local government do hereby agree to continue as the Centralina Workforce Development Consortium to act jointly as a Workforce Investment Area under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

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WHEREAS, the "Articles of Association" designates the signatory official for the Consortium and the administrative/fiscal agent to administer the program on behalf of the Consortium, and requests certification of the current Centralina Workforce Development Board as the local "Workforce Investment Board" as required by the Act; now, therefore it is

RESOLVED, that the execution of the aforesaid "Articles of Association and Agreement For The Centralina Workforce Development Consortium" by our Chairman is ratified and adopted by this Board.

The foregoing resolution is adopted by the
Union County Board of Commissioners on
this date _____

Ava Strawn, Clerk to the Board

**RESOLUTION APPROVING THE ARTICLES
OF ASSOCIATION AND
AGREEMENT FOR THE CENTRALINA WORKFORCE
DEVELOPMENT CONSORTIUM**

WHEREAS, the counties of Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union as independent and contiguous units of general purpose local government do hereby agree to continue as the Centralina Workforce Development Consortium to act jointly as a Workforce Investment Area under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

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WHEREAS, the "Articles of Association" designates the signatory official for the Consortium and the administrative/fiscal agent to administer the program on behalf of the Consortium, and requests certification of the current Centralina Workforce Development Board as the local "Workforce Investment Board" as required by the Act; now, therefore it is

RESOLVED, that the execution of the aforesaid "Articles of Association and Agreement For The Centralina Workforce Development Consortium" by our Chairman is ratified and adopted by this Board.

The foregoing resolution is adopted by the
Lincoln County Board of Commissioners on
this date 4/16/2020

DocuSigned by:

Amy Atkins

00AA13E0B5D849B

Amy Atkins, Clerk to the Board

**RESOLUTION APPROVING THE ARTICLES
OF ASSOCIATION AND
AGREEMENT FOR THE CENTRALINA WORKFORCE
DEVELOPMENT CONSORTIUM**

WHEREAS, the counties of Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union as independent and contiguous units of general purpose local government do hereby agree to continue as the Centralina Workforce Development Consortium to act jointly as a Workforce Investment Area under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

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WHEREAS, the "Articles of Association" designates the signatory official for the Consortium and the administrative/fiscal agent to administer the program on behalf of the Consortium, and requests certification of the current Centralina Workforce Development Board as the local "Workforce Investment Board" as required by the Act; now, therefore it is

RESOLVED, that the execution of the aforesaid "Articles of Association and Agreement For The Centralina Workforce Development Consortium" by our Chairman is ratified and adopted by this Board.

The foregoing resolution is adopted by the Stanly County Board of Commissioners on this date 3/19/2020

DocuSigned by:
Tyler Brummit
447423D6EDAD4CC

Tyler Brummitt, Clerk to the Board

**RESOLUTION APPROVING THE ARTICLES
OF ASSOCIATION AND
AGREEMENT FOR THE CENTRALINA WORKFORCE
DEVELOPMENT CONSORTIUM**

WHEREAS, the counties of Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union as independent and contiguous units of general purpose local government do hereby agree to continue as the Centralina Workforce Development Consortium to act jointly as a Workforce Investment Area under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

WHEREAS, certain technical revisions to the original "Articles of Association" and subsequent amendments, have been made for WIOA for the period of Program Year 2019 through Program Year 2022 and have been executed by the Chairman of this Board on behalf of this county, subject to ratification of such action by this Board.

WHEREAS, the "Articles of Association" designates the signatory official for the Consortium and the administrative/fiscal agent to administer the program on behalf of the Consortium, and requests certification of the current Centralina Workforce Development Board as the local "Workforce Investment Board" as required by the Act; now, therefore it is

RESOLVED, that the execution of the aforesaid "Articles of Association and Agreement For The Centralina Workforce Development Consortium" by our Chairman is ratified and adopted by this Board.

The foregoing resolution is adopted by the Rowan County Board of Commissioners on this date 4/16/2020

DocuSigned by:
Carolyn Barger
A413CA3104EC46E

Carolyn Barger, Rowan Clerk to the Board

**RESOLUTION APPROVING THE ARTICLES
OF ASSOCIATION AND
AGREEMENT FOR THE CENTRALINA WORKFORCE
DEVELOPMENT CONSORTIUM**

WHEREAS, the counties of Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union as independent and contiguous units of general purpose local government do hereby agree to continue as the Centralina Workforce Development Consortium to act jointly as a Workforce Investment Area under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

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WHEREAS, the "Articles of Association" designates the signatory official for the Consortium and the administrative/fiscal agent to administer the program on behalf of the Consortium, and requests certification of the current Centralina Workforce Development Board as the local "Workforce Investment Board" as required by the Act; now, therefore it is

RESOLVED, that the execution of the aforesaid "Articles of Association and Agreement For The Centralina Workforce Development Consortium" by our Chairman is ratified and adopted by this Board.

The foregoing resolution is adopted by The Cabarrus County Board of Commissioners on this date _____

Lauren Linker/ Clerk to the Board

**RESOLUTION APPROVING THE ARTICLES
OF ASSOCIATION AND
AGREEMENT FOR THE CENTRALINA WORKFORCE
DEVELOPMENT CONSORTIUM**

WHEREAS, the counties of Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union as independent and contiguous units of general purpose local government do hereby agree to continue as the Centralina Workforce Development Consortium to act jointly as a Workforce Investment Area under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

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WHEREAS, the "Articles of Association" designates the signatory official for the Consortium and the administrative/fiscal agent to administer the program on behalf of the Consortium, and requests certification of the current Centralina Workforce Development Board as the local "Workforce Investment Board" as required by the Act; now, therefore it is

RESOLVED, that the execution of the aforesaid "Articles of Association and Agreement For The Centralina Workforce Development Consortium" by our Chairman is ratified and adopted by this Board.

The foregoing resolution is adopted by the Iredell County Board of Commissioners on this date 4/8/2020

DocuSigned by:

Amy Anderson

94B8FF610C8E470

Amy Anderson, Clerk to the Board

Anson County Board of Commissioners

Agenda Item



From: Denise Cannon, Clerk to the Board

Date: April 30, 2020

Subject: Public Addresses to the Board

Presenter: Public (if any)

Request:

Hear from members of the public who signed up to speak.

Background:

There shall be a time set aside at each regular meeting of the Board for public comment. This total time shall not exceed 30 minutes. Each citizen or group who wishes to speak during this time must sign up on a sign-up sheet, giving their name, the organization they represent (if any), address and the subject matter they wish to discuss prior to the start of the meeting. Only the person requesting the presentation may speak, unless otherwise permitted by the Chairman. The Chairman may recognize any citizen to speak to the Board during the course of any meeting if deemed appropriate by the Chairman. A majority vote by the Board may overrule the Chairman if a vote is requested. Each citizen shall be allowed three (3) minutes for their presentation unless the Board, by consensus, grants a greater amount of time. A speaker representing a group of individuals may be allowed five (5) minutes for their presentation. Each speaker, during the Public Comment period, shall be limited to one appearance at each regular meeting of the Board. All citizens are expected to follow proper decorum and shall not use profanity nor defamatory speech. The public is expected to remain seated except when leaving the room, or unless specifically requested by the Chairman of the Board to approach the podium. Only presenters listed on the agenda, or recognized by the Chairman, will be called to the podium to address the Board.

Commissioners are expected not to comment on matters brought to the Board during this time, but to delay action or comment until staff has had an opportunity to research the subject matter and to report necessary and relevant information to all members of the Board.

Financial Impact:

No known financial impact.

Supporting Documentation:

None.

Anson County Board of Commissioners

Agenda Item



From: Roslynn K. Ingram

Date: April 29, 2020

Subject: Personnel Ordinance Amendment Request

Presenter: Roslynn K. Ingram

Request:

Make a motion to... Adopt Appendix N. Anson County Infectious Diseases Policy.

Background:

We would like to adopt a policy outlining how Anson County plans to minimize the impact a contagious illness and/or infectious disease may have on the workforce.

Financial Impact:

None.

Supporting Documentation:

Proposed policy section attached.

Appendix N

Anson County Infectious Diseases Policy

PURPOSE

The purpose of this policy is to minimize the impact a contagious illness and or infectious disease may have on Anson County's workforce. The provision of quality and uninterrupted services to the citizens of Anson County is largely dependent upon an available and healthy workforce. It is the goal of Anson County, during any time period of an infectious disease outbreak, to operate effectively and ensure that all essential services are continuously provided and those employees are safe within the workplace.

Anson County Government realizes employees with contagious illnesses need to continue with normal life activities, including working. Anson County's decisions involving persons who have infectious diseases / illnesses shall be based on current and well-informed medical judgments concerning the illness; the risks of transmitting the illness to others; the symptoms and special circumstances of each individual who has an infectious disease; and a careful weighing of the identified risks and the available alternative for responding to an employee with an infectious disease.

POLICY

Anson County will not discriminate against any citizen or employee based on the individual having an infectious disease. Citizens and employees shall not be denied access to the workplace solely on the grounds that they have an infectious disease. Anson County reserves the right to exclude a person with an infectious disease from the workplace facilities, programs, and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the infectious disease and or the welfare of others within the workplace.

Infectious diseases include, but are not limited to, measles, influenza, coronavirus (e.g. COVID-19), colds and other viruses. Anson County may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Anson County will comply with all applicable statues and regulations that protect the privacy of persons who have an infectious disease. Every effort will be made to ensure procedurally sufficient safeguards are in place to maintain the personal confidentiality about persons who have infectious diseases. Family and Medical Leave time may be granted if the illness or condition qualifies for FMLA designation for eligible employees.

PROCEDURE

Anson County may need to make a determination on the acceptability of an employee with a temporary contagious illness to be present in the workplace. In deciding whether an employee with an apparently short-term contagious illness may continue to work, the employee must be able to:

- Perform their essential job duties (with or without reasonable accommodation)
- Meet regular performance standards
- In the judgement of the Department Head and/or Anson County Health Department, the employee continued presence must pose no risk to the health of the employee, other employees, or the public. The Department Head and/or designee will contact the Health Department regarding the employee symptoms to determine if further evaluation is required.
- Upon the conclusion of the findings and it is determined the employee cannot work without risk to him/herself and others; the employee will be required to leave the workplace until they are symptom free for 24 hours. The supervisor will document the findings according to their department procedures. A supervisory note will be documented in Paylocity on the employee timecard.

If an employee disputes Anson County's determination that such a risk exists, the employee must submit a statement from his or her health care provider that the employee's continued presence in the workplace poses no significant risk to the employee, other employees, or the public.

Anson County Government Responsibilities

Protect

- Cleaning supplies to include but not limited to hand sanitizer, disinfectant spray and disposable sanitizing wipes provided in all Anson County Government facility locations.
- Personel Protective Equipment to include but not limgted to masks, disposable gloves, and face shields will be made available to staff.
- Housekeeping staff will be instructed to routinely disinfect commonly-touched hard surfaces.

Prevent

- Anson County provides eligible employees with sick leave in accordance with the Anson County Personnel Ordinance , Article VI: Leave of Absence, Section 13 - Sick Leave. **Supervisors must send employees, who have a fever, home.** Supervisor will not allow employee to return to work until they are fever free (100.4° F [37.8° C] or greater using an oral thermometer) and exhibit no other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- When an employee uses sick leave, it is not reflected as a negative consequence on their performance review if the employee complies with the Sick Leave policy; sick leave usage is not excessive and/or does not impact the employee's job performance.
- If an employee has exhausted all accrued paid leave and continues to display symptoms of illness, the employee will be granted leave without pay and may request shared leave.

Prepare

- Anson County will provide educational information to employees regarding:
 - Temporary contagious illness prevention, hygiene, cough etiquette, hand washing, how to identify symptoms and the incubation and recovery periods.
 - Information will be disseminated through posters, email, flyers, Paylocity, etc.

Employee Responsibilities

Protect

- Wash hands often with soap and water, especially after a cough or sneeze. Alcohol-based hand cleaners are also effective if soap and water is not available.
- Avoid touching eyes, nose, and/or mouth.
- Help to sanitize routinely touched work surfaces.
- Take protection measures such as attending routine doctor checkups, taking medication properly, and receiving seasonal vaccines.

Prevent

- **If sick with flu and/or symptomatic of respiratory illness the CDC recommends staying home. Do not come to work until fever free (100.4° F [37.8° C] or greater using an oral thermometer), and exhibiting any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).**
- Keep away from others as much as possible to keep from spreading the virus. Social distancing of 6ft.
- Cover your nose and mouth with a tissue when you cough or sneeze. Cough in your sleeve, if you don't have a tissue available.

Prepare

- Have work tasks organized to ensure an orderly work process out of work.
- Be familiar with sick leave policies and office procedures for calling in sick.
- Access educational information provided on temporary contagious illness and prevention.

Department Head / Supervisor Responsibilities

Protect

- Ensure all department locations have adequate Personal Protective Equipment and supplies.
- Enforcement of Anson County Sick Leave policies, office procedures and documentation.
- **Supervisors must send employees, who have a fever, home.** Supervisor will not allow employee to return to work until they are fever free (100.4° F [37.8° C] or greater using an oral thermometer) and exhibit no other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

Prevent

- Encourage employees to access educational information on temporary contagious illness, how it's spread, it's incubation period and how to prevent it.
- Encourage the use of hand sanitizer and disinfectant in employee work areas.

Prepare

- Communicate your department protocol for employees to report illness or to request sick leave.
- Develop a plan for the impact of pandemic on your employees and the citizens of Anson County.
- Cross train employees so when an employee is out of the office, co-workers may step-in to assist or manage the important tasks.
- Be familiar with completion of critical tasks.

Health Epidemics and Pandemics

In the event of a North Carolina State of Emergency or National Emergency Anson County Government will follow all State or Federal mandates. In the absence of such an order, Anson County Manager shall consult with the Anson County Emergency Management Director, Anson County Public Health Director, and the Anson County Board of Commissioners Chairman to determine the severity of the individual situation and to determine what actions shall be taken including the closure of county offices.

Employees may be excused from work if they are quarantined or ill, if they are required to care for a member of the immediate family who is quarantined or ill, or if they are a parent (or guardian) who is required to stay home with underage children because of the closure of a day care facility, public school or elderly care facility. All full-time employees including those on probation are allowed to use available leave time during this event. Employees who have exhausted all available leave may apply for shared leave. During a health epidemic and/or health pandemic employees are allowed to donate sick time to non-relative employees. At the end of the event the normal shared leave policy will apply. See ARTICLE VI. LEAVE OF ABSENCE: Section 30 Voluntary Shared Leave Program. Employees will not be penalized for using leave time during a health epidemic or health pandemic.

When the agency is open but an employee, who is a parent (or guardian), is required to stay home with an underage child because of the closure of a day care facility or public school, with approval of the department head, may work a modified work schedule and/or make up time within the agreed upon parameters for their department. This also applies to an employee providing elderly care.

➤ **Employee Reassignments and Temporary Hiring**

- ❖ During the emergency, the County Manager has authority to temporary reassign employees where they are most needed throughout the organization. The department head has authority to temporary reassign employees where they are most needed within their respective department.
- ❖ If temporary new hires are needed to cover emergency operations, the department head is authorized to expedite the hiring of an individual who is determined to be qualified and able to do the work by:
 - Reducing the posting requirement to three (3) business days.

Employees hired under these conditions will be considered temporary part-time. Pre-employment drug screen and background check will still be required and expedited.

Anson County Board of Commissioners

Agenda Item



From: Roslynn K. Ingram

Date: April 29, 2020

Subject: Personnel Ordinance Amendment Request

Presenter: Roslynn K. Ingram

Request:

Make a motion to... Amend Article VI. Leave of Absence: Section 30 Voluntary Shared Leave Program of the Anson County Personnel Ordinance.

Background:

We would like to amend Section 30 Voluntary Shared Leave Program to reflect the transfer of sick leave from non-family members as outlined in proposed Appendix N. The amendment will read as follows.

Section 30.

Donor Guidelines

(6) In the event of a Health Epidemic and/or Health Pandemic, which leads to a North Carolina State of Emergency declaration, a non-family member, donor may contribute sick leave to another employee within the same department or Anson County government. The leave donation may be requested to cover an employee who is ill, has encountered an individual who has been exposed to an illness/disease and/or, are caring for infected persons. Department Heads may waive the doctor note requirement for application of shared leave for these cases. See "Appendix N" Anson County Infectious Diseases Policy for further explanation and provisions.

Financial Impact:

Supporting Documentation:

Proposed policy section attached.

Proposed Changes

ARTICLE VI. LEAVE OF ABSENCE

Section 30. Voluntary Shared Leave Program

(Adopted February 1996)

Purpose

There are occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave without pay. It is recognized that such employees forced to go on leave without pay could be without income at the most critical point in their work life. It is also recognized that fellow employees may wish to voluntarily donate some of their vacation leave so as to provide assistance to a fellow County employee. This policy provides an opportunity for employees to assist another employee affected by a medical condition that requires absence from duty for a prolonged period of time resulting in possible loss of income due to lack of accumulated leave.

Policy

In case of a prolonged medical condition an employee may apply for or be nominated to become a recipient of leave transferred from the vacation leave account of another employee within the County or from the sick leave or vacation account of an immediate family member in the County. For purposes of this policy, medical condition means medical condition of an employee or their spouse, parents, children, or other dependents (including step and in-law relationship) that is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least 20 consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition, within the last twelve months, the agency may make an exception to the 20-day period. The intent of this policy is to allow one employee to assist another in case of a prolonged medical condition that results in exhaustion of all earned leave.

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 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 can not receive remuneration for the leave donated.

Eligibility

Revised (1) September 12, 2011

- (1) The employee must be a full-time employee.
- (2) 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 recurrences of chronic allergies or conditions; 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 handled consistently and equitably.

Application Procedure

- (1) By letter or application to the Department Head, a recipient shall apply, or be nominated by a fellow employee, to participate in the program.
- (2) Application for participation would include name, social security number, classification, department, jurisdiction from which donations of leave would be requested, description of the medical condition and estimated length of time needed to participate in the program. A doctor's statement must be attached to the application.
- (3) The Privacy Act makes medical information confidential. When disclosing information on an approved recipient, only a statement that the recipient has a prolonged medical condition (or the family members) needs to be made. If the employee wishes to make the medical status public, the employee must sign a release to allow the status to be known.
- (4) The County shall review the merits of the request and approve or disapprove. The County may choose to delegate the responsibility for reviewing the validity of requests to an existing peer group or establish a committee for this purpose. Such a committee may also be used in an advisory capacity to the County.

Recipient Guidelines

- (1) A prospective recipient may make application for voluntary shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave. The County may establish internal guidelines to facilitate the administration of this process.

- (2) Participation in this program is limited to 1,040 hours either continuously, or, if for the same condition, on a recurring basis. However, management may grant employee continuation in the program, month by month for a maximum of 2,080 hours, if management would have otherwise granted leave without pay.
- (3) Subject to the maximum of 1,040 hours, the number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employee's combined vacation and sick leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all available leave before using donated leave.
- (4) At the expiration of the medical condition, as determined by the County, any unused leave in the recipient's donated leave account shall be treated as follows:
 - (a) The recipient's vacation and sick leave account balance shall not exceed a combined total of 40 hours.
 - (b) Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated. Fractions of one hour shall not be returned to an individual donor.
- (5) If a recipient separates due to resignation, death or retirement from County government, participation in the program ends. Donated leave shall be returned to donor(s) on a pro rata basis.

Donor Guidelines

Any full time employee of Anson County may fill out a request, which will be filed in the employee's personnel file, to donate accrued leave to a fellow employee with the following rules and guidelines:

- (1) A non-family member donor may contribute only vacation leave to another employee within the same department or County government. A non-family donor may not contribute leave outside the County agency.
- (2) A family member who is a County employee may contribute vacation or sick leave to another immediate family member who is a County employee in any department. Immediate family is defined as spouse, parents, children, brother, sister, grandparents, grandchildren, great grandparents and great grandchildren. Also included are the step, half, and in-law relationships. See Sick Leave Policy for detailed definitions of immediate family.
- (3) The minimum amount to be donated is four hours.

- (4) An employee family member donating sick leave to a qualified family member under this program may donate up to a maximum of 1040 hours but may not reduce the sick leave account below 40 hours.
- (5) The maximum amount of vacation leave allowed to be donated by one individual is to be no more than the amount of the individual's annual accrual rate. However, the amount donated is not to reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate.

New Policy

- (6) In the event of a Health Epidemic and/or Health Pandemic, which leads to a North Carolina State of Emergency declaration, a non-family member, donor may contribute sick leave to another employee within the same department or Anson County government. The leave donation may be requested to cover an employee who is ill, has encountered an individual who has been exposed to an illness/disease and/or, are caring for infected persons. Department Heads may waive the doctor note requirement for application of shared leave for these cases. See "Appendix N" Anson County Infectious Diseases Policy for further explanation and provisions.

Anson County Board of Commissioners

Agenda Item



From: Roslynn K. Ingram

Date: April 29, 2020

Subject: Personnel Ordinance Revision Request

Presenter: Roslynn K. Ingram

Request:

Make a motion to... Revised Article VI. Leave of Absence: Section 1 Paid Holidays Observed of the Anson County Personnel Ordinance.

Background:

Per the BOCC March budget workshop, revise the paid holiday section to include an additional day off for Independence Day when the holiday falls on Tuesday or Thursday.

Financial Impact:

Supporting Documentation:

Proposed policy section attached.

Proposed Changes

ARTICLE VI. LEAVE OF ABSENCE

Section 1. Paid Holidays Observed

(Revised March 7, 2017)

Anson County policy is to observe the same paid holiday schedule as the State of North Carolina designates for state employees. The following days are observed as holidays with pay for full time and permanent part-time employees.

New Year's Day
Martin Luther King, Jr. Birthday
Good Friday
Memorial Day
Independence Day*

Labor Day
Veteran's Day
Thanksgiving (2 days)
Christmas (3 days)

New Policy

*When Independence Day falls on a Thursday, Anson County will observe the next day (Friday) as a floating holiday. When Independence Day falls on a Tuesday, Anson County will observe the preceding Monday as a floating holiday. Employees who are required to work on the floating holiday will have thirty (30) days to use the floating holiday.

All salaried employees appointed to a permanently established position shall receive these holidays with pay, providing that the employee is on pay status the day before and the day after the holiday period.

In order to be eligible for holiday pay, a temporary or part-time (hourly) employee must have worked a full regularly scheduled workday before and after the holiday, unless excused by the County.

Employees may wish to be away from work on certain days for religious observances. Department Heads should attempt to arrange the work schedule so that an employee may be granted annual leave when it is requested because the day is a major religious observance for that employee. Annual leave should be denied only when it would create an emergency condition which cannot be prevented in any other manner.

Anson County Board of Commissioners

Agenda Item



From: Roslynn K. Ingram

Date: April 29, 2020

Subject: Personnel Ordinance Revision Request

Presenter: Roslynn K. Ingram

Request:

Make a motion to... Revised Article VI. Leave of Absence: Section 3 Holidays- When Work Required of the Anson County Personnel Ordinance.

Background:

We would like to revised the ordinance to reflect compensatory time when available will be used prior to the use of any vacation and/or sick leave.

Financial Impact:

Reduce the compensatory time liability.

Supporting Documentation:

Proposed policy revision section attached and highlighted.

Proposed Changes

ARTICLE VI. LEAVE OF ABSENCE

Section 3. Holidays – When Work Required

Employees required to perform work on regularly scheduled holidays may be granted compensatory time (comp time) off. Where a labor shortage would create undue scheduling problems a Department Head, with prior approval of the County Manager may grant one day's additional pay for a worked holiday.

Compensatory time shall be granted whenever feasible, and shall be taken within three (3) months from the time it is earned. An employee whose regular day off falls on a holiday shall receive an additional day off. Compensatory time will be used prior to the use of any vacation leave and/or sick leave. If on FMLA leave of absence and an employee opts to use accrued time, then comp time will be used followed by sick leave.

Anson County Board of Commissioners

Agenda Item



From: Roslynn K. Ingram

Date: April 29, 2020

Subject: Personnel Ordinance Revision Request

Presenter: Roslynn K. Ingram

Request:

Make a motion to... Revised Article VI. Leave of Absence: Section 9 Vacation Leave- Approval/Manner of Taking Leave of the Anson County Personnel Ordinance.

Background:

We would like to revised the ordinance to reflect compensatory time when available will be used prior to the use of any vacation and/or sick leave.

Financial Impact:

Reduce the compensatory time liability.

Supporting Documentation:

Proposed policy revision section attached and highlighted.

Proposed Changes

ARTICLE VI. LEAVE OF ABSENCE

Section 9. Vacation Leave - Approval/Manner of Taking Leave

Vacation leave earned by an employee shall be taken only upon prior approval of the Immediate Supervisor or Department Head. Department Heads, and other employees so designated by the County Manager, may be required to take at least five (5) consecutive workdays of accrued vacation leave per calendar year. **Any accrued compensatory time must be used prior to the use of any vacation leave.**

DRAFT

Anson County Board of Commissioners

Agenda Item



From: Roslynn K. Ingram

Date: April 29, 2020

Subject: Personnel Ordinance Revision Request

Presenter: Roslynn K. Ingram

Request:

Make a motion to... Revised Article VI. Leave of Absence: Section 13 Sick Leave of the Anson County Personnel Ordinance.

Background:

We would like to revised the ordinance to reflect compensatory time when available will be used prior to the use of any vacation and/or sick leave.

Financial Impact:

Reduce the compensatory time liability.

Supporting Documentation:

Proposed policy revision section attached and highlighted.

Proposed Changes

ARTICLE VI. LEAVE OF ABSENCE

Section 13. Sick Leave

Sick leave with pay is not a right that an employee may demand but a privilege granted by the Board of Commissioners. An employee may be granted sick leave if the absence is due to:

- (a) Sickness or bodily injury which may prevent an employee from performing his/her regular duties.
- (b) Medical/Dental appointments.
- (c) The actual period of temporary disability caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom. Since there is no certainty as to when disability actually begins and ends, a doctor's certificate shall be required verifying the employee's period of temporary disability recognized as sick leave.
- (d) Quarantine due to a contagious disease in the employee's immediate family, or exposure to a contagious disease when continuous work might jeopardize the health of others.
- (e) Sickness or death in the employee's immediate family, not to exceed five (5) days, for any one occurrence. The Department Head may authorize additional leave time under exceptional circumstances. Immediate family is defined as wife, husband, mother, father, brother, sister, children, grandparents, grandchildren, plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.
- (f) The funeral of a person other than an immediate family member may be granted by the Department Head if an apparent degree of closeness or relationship exists between the employee and the deceased, and if in the judgment of the Department Head, such a relationship normally warrants the employee's attendance at the funeral.

Notification of the desire to take sick leave must be submitted to the employee's Supervisor prior to the leave, or not later than one (1) hour after the beginning of a scheduled workday. **If an employee has compensatory time available, it will be use prior to sick leave.** Certain workers in EMS, Sheriff, Transportation, Wastewater and Water Departments may be required to give notice of sickness before beginning of scheduled day in accordance with written procedure policies of those departments.

Anson County Board of Commissioners

Agenda Item



From: Roslynn K. Ingram

Date: April 29, 2020

Subject: Personnel Ordinance Revision Request

Presenter: Roslynn K. Ingram

Request:

Make a motion to... Revised Article VI. Leave of Absence: Section 28 Family and Medical Leave Act of the Anson County Personnel Ordinance.

Background:

We would like to revised the ordinance to reflect compensatory time when available will be used prior to the use of any vacation and/or sick leave.

Financial Impact:

Reduce the compensatory time liability.

Supporting Documentation:

Proposed policy revision section attached and highlighted.

Proposed Changes

ARTICLE VI. LEAVE OF ABSENCE

Section 28. Family and Medical Leave Act

(Adopted August 5, 1993)

(Revised August 6, 2013)

The FMLA of 1993 becomes effective on 8-5-93 and is being incorporated into the County personnel ordinance by reference. The Act generally qualifies all full time County employees (30 hours or more a week) for up to 12 weeks of unpaid leave per year for the birth or adoption of a child, to care for a spouse or an immediate family member with a serious health condition, or if the employee has a serious health condition and is unable to perform their duties. Employers covered by the law are required to maintain any pre-existing health coverage during the leave period. Once the FMLA period is concluded, the employer is required to reinstate the employee to the same or an equivalent job.

Certain exceptions exist for "key employees" as defined by the FMLA statutes as to the requirement for reinstatement of the employee upon their return from leave without pay.

Eligible employees are those who have worked for the County for a total of twelve (12) months and have completed at least 1,250 hours during that time frame. The employee must request leave under FMLA in writing on a form provided by the Human Resources Department office, and that request must be made at least thirty (30) days in advance of the leave, unless impossible due to extenuating circumstances. This prior notice is required so as not to unduly disrupt the employer's operations. The leave form must be accompanied by the appropriate documentation from a physician supporting the request. This certification should include a statement from the health provider as to the necessity of the leave, the length of the leave, and other information as necessary to justify the use of FMLA.

During the leave, the employee will be required to file the necessary time sheets and maintain contact with the supervisor to the fullest extent possible. **Accrued compensatory time shall be used first during the period of disability followed by sick leave. All other types of leave are available to be used for the balance of the duration of this absence after sick leave is exhausted.** As provided by the law, medical insurance will be provided for the duration of the leave period, up to twelve (12) weeks, for the employee. Each employee will remain responsible for any dependent medical coverage. The employee must also contact his supervisor one-week prior to their expected return to regular pay status to advise the supervisor of his status. Upon returning to work, the employee shall provide the County with the appropriate documentation of ability to return to work with or without limitations.

In situations where both spouses work for the County, the FMLA leave will total twelve (12) weeks for both employees.

Employees on leave under the provisions of the Family Medical Leave Act (FMLA) are prohibited from engaging in any outside employment during the period of leave. Violation of this policy could result in termination of employment for cause.

DRAFT

Anson County Board of Commissioners

Agenda Item



From: Roslynn K. Ingram

Date: April 29, 2020

Subject: Personnel Ordinance Revision Request

Presenter: Roslynn K. Ingram

Request:

Make a motion to... Revised Article III. The Pay Plan: Section 9 Overtime of the Anson County Personnel Ordinance.

Background:

We would like to revised the ordinance section 9. (b2) to reflect compensatory time when available will be used prior to the use of any vacation and/or sick leave.

Financial Impact:

Reduce the compensatory time liability.

Supporting Documentation:

Proposed policy revision section attached and highlighted.

Proposed Changes

ARTICLE III. THE PAY PLAN

Section 9. Overtime

(Amended November 13, 2018)

It is the policy of Anson County to abide by all applicable sections of the Fair Labor Standards Act along with the Fair Labor Standards Amendments of 1985. Under such implementation, Anson County shall properly record all applicable overtime accrued for each covered employee.

This policy shall be applicable to all employees of Anson County who are covered under the provisions of the Fair Labor Standards Act. Its intention is to assure good faith compliance with such Act to the extent applicable to Anson County.

- (a) Employees are expected to work during all assigned periods exclusive of bona fide breaks, mealtimes or unscheduled hours, etc. Employees are not to perform work during such non-work breaks, mealtimes, or unscheduled hours, unless they receive approval from their immediate supervisor, except in cases of extreme emergency.

An extreme emergency exists when an employee is called upon to perform work for Anson County that could result in damage to property or persons or which requires immediate attention of the employee that cannot possibly be postponed. Employees who work excess hours due to an emergency shall properly advise their immediate supervisor of the overtime worked as soon as practical for final approval or disapproval.

- (b) It is the policy of Anson County, in agreement with its employees, that employees may receive compensatory time off at a rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required under the Fair Labor Standards Act, provided that:

- (1) The position does not involve administrative, professional or managerial work excluded from these overtime provisions by the (Amended June 6, 2000) by the Fair Labor Standards Act. These exempt employees, excepting all department heads, will be allowed to accrue 'Extra' time at a rate of one hour for each hour worked over forty, provided that the employee receives written permission from their immediate supervisor or department head prior to accumulation of the 'Extra' time and further provided that the employee use this accumulated time within 90 days of accrual. This 'Extra' time shall not be construed to be a right of each exempt employee, rather a privilege provided by Anson County. Furthermore, this 'Extra' time shall not

constitute a liability to the County upon separation or termination of the employee and thus, the accrued time will be lost.

- (2) Compensatory time off shall be granted whenever feasible and taken within three (3) months from the time it is earned; and shall be approved in the same manner as annual leave. Compensatory time will be used prior to the use of any vacation leave and/or sick leave. If on FMLA leave of absence and an employee opts to use accrued time, then comp time will be used followed by sick leave.
- (3) Department heads may with the prior approval of the County Manager authorize pay to employees for overtime work when it is not feasible to permit their absence for the purpose of taking compensatory time off; and
- (4) The payment of overtime pay shall depend upon the availability of funds in the departmental budget.

(Adopted November 13, 2018)

- (5) In the event Anson County declares a State of Emergency for any natural or manmade disaster, exempt employees and non-exempt time employees are eligible for overtime compensation for hours worked over their normal work schedule during the event. Employees will return to their respective classifications when the State of Emergency declaration period ends.

Overtime related to an Anson County State of Emergency declaration must be submitted to Human Resources for review and final approval or disapproval by the County Manager.

- (6) In the event a North Carolina county has been declared a disaster county by the U.S. Department of Agriculture and the N.C. Department of Health and Human Services, exempt employees and non-exempt employees that are required to work after the initial event in a declared disaster county are eligible for overtime compensation for hours worked over their normal work schedule during the event.

Covered employees who work in public safety activities, emergency response activities, or seasonal activities, may accrue not more than 480 hours of compensatory time for overtime hours worked after April 15, 1986. Other covered employees may accrue not more than 240 hours of compensatory time for overtime hours worked after April 15, 1986.

For employees that receive a fixed salary and are on a 37.5 or 40 hour workweek overtime will not be considered until 40 hours are exceeded. This includes those employees that work a standard 37.5 workweek. Deputies and Jailers overtime must exceed 168 hours in a specified 28-day work period.

- (c) An employee who performs County work on regularly scheduled holidays may receive compensatory time off or pay at his regular hourly rate during his regular workweek or applicable work period. However, if holiday work results in overtime for the employee, he will be paid as provided in this section.

Sick and vacation time off in a work period will not count towards computing overtime hours. These leave times may be counted in order to make a work period's hours come up to the minimum but will not be included in computing overtime.

(Adopted March 11, 1998)

Anson County encourages its employees to seek additional training as a means of career enhancement and self-satisfaction. If you have been asked to attend a training session, you will be paid as if it were normal hours worked. This means if your total time worked exceeds 40 hours in a workweek, all time over 40 hours will be calculated at time and one half (1½).

Anson County Board of Commissioners

Agenda Item



From: Roslynn K. Ingram

Date: April 29, 2020

Subject: Personnel Ordinance Revision Request

Presenter: Roslynn K. Ingram

Request:

Make a motion to... Revised Article III. The Pay Plan: Section 9 Overtime of the Anson County Personnel Ordinance.

Background:

We would like to revised the ordinance section 9. (b5) to add County Manager approval of overtime related to an Anson County State of Emergency declaration.

Financial Impact:

Supporting Documentation:

Proposed policy revision section attached and highlighted.

Proposed Changes

ARTICLE III. THE PAY PLAN

Section 9. Overtime

(Amended November 13, 2018)

It is the policy of Anson County to abide by all applicable sections of the Fair Labor Standards Act along with the Fair Labor Standards Amendments of 1985. Under such implementation, Anson County shall properly record all applicable overtime accrued for each covered employee.

This policy shall be applicable to all employees of Anson County who are covered under the provisions of the Fair Labor Standards Act. Its intention is to assure good faith compliance with such Act to the extent applicable to Anson County.

- (a) Employees are expected to work during all assigned periods exclusive of bona fide breaks, mealtimes or unscheduled hours, etc. Employees are not to perform work during such non-work breaks, mealtimes, or unscheduled hours, unless they receive approval from their immediate supervisor, except in cases of extreme emergency.

An extreme emergency exists when an employee is called upon to perform work for Anson County that could result in damage to property or persons or which requires immediate attention of the employee that cannot possibly be postponed. Employees who work excess hours due to an emergency shall properly advise their immediate supervisor of the overtime worked as soon as practical for final approval or disapproval.

- (b) It is the policy of Anson County, in agreement with its employees, that employees may receive compensatory time off at a rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required under the Fair Labor Standards Act, provided that:

- (1) The position does not involve administrative, professional or managerial work excluded from these overtime provisions by the (Amended June 6, 2000) by the Fair Labor Standards Act. These exempt employees, excepting all department heads, will be allowed to accrue 'Extra' time at a rate of one hour for each hour worked over forty, provided that the employee receives written permission from their immediate supervisor or department head prior to accumulation of the 'Extra' time and further provided that the employee use this accumulated time within 90 days of accrual. This 'Extra' time shall not be construed to be a right of each exempt employee, rather a privilege provided by Anson County. Furthermore, this 'Extra' time shall not

constitute a liability to the County upon separation or termination of the employee and thus, the accrued time will be lost.

- (2) Compensatory time off shall be granted whenever feasible and taken within three (3) months from the time it is earned; and shall be approved in the same manner as annual leave. Compensatory time will be used prior to the use of any vacation leave and/or sick leave. If on FMLA leave of absence and an employee opts to use accrued time, then comp time will be used followed by sick leave.
- (3) Department heads may with the prior approval of the County Manager authorize pay to employees for overtime work when it is not feasible to permit their absence for the purpose of taking compensatory time off; and
- (4) The payment of overtime pay shall depend upon the availability of funds in the departmental budget.

(Adopted November 13, 2018)

- (5) In the event Anson County declares a State of Emergency for any natural or manmade disaster, exempt employees and non-exempt time employees are eligible for overtime compensation for hours worked over their normal work schedule during the event. Employees will return to their respective classifications when the State of Emergency declaration period ends.

Overtime related to an Anson County State of Emergency declaration must be submitted to Human Resources for review and final approval or disapproval by the County Manager.

- (6) In the event a North Carolina county has been declared a disaster county by the U.S. Department of Agriculture and the N.C. Department of Health and Human Services, exempt employees and non-exempt employees that are required to work after the initial event in a declared disaster county are eligible for overtime compensation for hours worked over their normal work schedule during the event.

Covered employees who work in public safety activities, emergency response activities, or seasonal activities, may accrue not more than 480 hours of compensatory time for overtime hours worked after April 15, 1986. Other covered employees may accrue not more than 240 hours of compensatory time for overtime hours worked after April 15, 1986.

For employees that receive a fixed salary and are on a 37.5 or 40 hour workweek overtime will not be considered until 40 hours are exceeded. This includes those employees that work a standard 37.5 workweek. Deputies and Jailers overtime must exceed 168 hours in a specified 28-day work period.

- (c) An employee who performs County work on regularly scheduled holidays may receive compensatory time off or pay at his regular hourly rate during his regular workweek or applicable work period. However, if holiday work results in overtime for the employee, he will be paid as provided in this section.

Sick and vacation time off in a work period will not count towards computing overtime hours. These leave times may be counted in order to make a work period's hours come up to the minimum but will not be included in computing overtime.

(Adopted March 11, 1998)

Anson County encourages its employees to seek additional training as a means of career enhancement and self-satisfaction. If you have been asked to attend a training session, you will be paid as if it were normal hours worked. This means if your total time worked exceeds 40 hours in a workweek, all time over 40 hours will be calculated at time and one half (1½).

Anson County Board of Commissioners

Agenda Item



From: Denise Cannon, Clerk to the Board

Date: April 30, 2020

Subject: SPCC Appointment

Presenter: None

Request:

Make a motion to...re-appoint Kenneth W. Horne, Jr. to the South Piedmont Board of Trustees.

Background:

Financial Impact:

Supporting Documentation:

Attached

April 13, 2020

Mr. Ross Streater, Chairman
Anson County Board of Commissioners
101 S. Greene Street
Suite 205
Wadesboro, NC 28170

Dear Mr. Streater:

As authorized by N.C.G.S. 115D-12, the following reappointment is presented for your consideration by the members of the Board of Trustees of South Piedmont Community College.

The term for Trustee Kenneth W. Horne, Jr. will expire on June 30, 2020. As a charter member of the Board of Trustees of South Piedmont Community College, Mr. Horne has long been a strong advocate for the College and the communities it serves. His vast experience, leadership, and devotion are well-regarded and will continue to be essential in the pursuit of the College's endeavors.

Mr. Horne is willing to continue his service to South Piedmont Community College for another four-year term beginning July 1, 2020 through June 30, 2024. Thus, your consideration of his reappointment to the Board of Trustees is sincerely appreciated. Please notify the Office of the President when an appointment is made.

We thank the Anson County Board of Commissioners for its support of the College.

Sincerely,



Bill F. Norwood, Chair
South Piedmont Community College Board of Trustees

Anson County Board of Commissioners

Agenda Item



From: Evonne Burr
Anson County Health Department

Date: 04/22/2020

Subject: Re-Appointment to the Board of Health – Beth Diggs

Presenter: No

Request:

Make a motion for the re-appointment of Beth Diggs to the Anson County Board of Health for another 3-year term.

Background:

Financial Impact:

Supporting Documentation:

None needed

Anson County Board of Commissioners

Agenda Item



From: David Hollars, Centralina Workforce Development Board

Date: April 29, 2020

Subject: Reappointments to the Centralina Workforce Development Board

Presenter: None

Request:

Make a Motion to.....reappoint Kristina Forbes (Southern Piedmont Piping), Lula Jackson (Anson County Department of Social Services), and Caroline Goins (Anson County Partnership for Children) to the Centralina Workforce Development Board for a 2-year term from July 1, 2020 to June 30, 2020.

Background:

Anson County has four (4) members on the twenty-four (24) member Centralina Workforce Development Board (WDB). The Anson County Commissioners approve nominations for WDB members based on the slate of nominations presented. Each WDB member is appointed to serve a two-year term. Upon approval by the county commissioners, individuals may be reappointed.

Financial Impact:

Centralina Workforce Development Board members ensure that federal Workforce Innovation and Opportunity Act (WIOA) funding assists in providing services to job seekers and county employers through the coordinated efforts with the NCWorks Career Center-Anson.

Supporting Documentation:

See attached reappointment request letter to the county.


**Centralina
WORKFORCE**
Development
Board
The Competitive Force in our Global Economy

9815 David Taylor Drive, Suite 100
Charlotte, North Carolina 28262
(704) 348-2717 Fax: (704) 899-5624
E-Mail: dhollars@centralina.org

April 28, 2020

Mr. Barron Monroe II, Manager
Anson County
114 North Greene Street
Anson County Courthouse, Room 30
Wadesboro, NC 28170

Dear Mr. Monroe:

The purpose of this letter is to give you notice of appointments needed from the Anson County Commissioners to the **Centralina Workforce Development Board (WDB)**.

The information attached describes the appointments needed at this time.

We ask that Anson County complete the necessary actions for appointment or reappointment as requested under the "Specific Requests" section as soon as possible but no later than July 1, 2020. ***Please inform me as soon as possible of your decision(s).***

If you have any questions, please contact me at (704) 348-2717 or by e-mail at dhollars@centralina.org.
Thank you for your continued support.

Sincerely,



David L. Hollars, Director
Centralina Workforce Development Board

Attachments

C: Ross Streater, Anson County Commission Chair
Denise Cannon, Anson County Clerk

WDB Appointment Request Letter to Anson County - 04-28-2020



Centralina Workforce Development Board
Serving – Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union Counties

Equal Opportunity/Affirmative Action Employer/Program
Auxiliary aids and services available upon request to individuals with disabilities

ANSON COUNTY – BOARD MEMBERSHIP

Anson County has three (3) members on the twenty-four (24) member Centralina Workforce Development Board. The Anson County Commissioners will select and approve nominations for WDB members based on the slate of nominations presented by the appropriate agencies and organizations listed under "General Information". Each WDB member is appointed to serve a two-year term. Upon approval by the county commissioners, individuals may be reappointed.

<u>NAME</u>	<u>REPRESENTING</u>	<u>TERM EXPIRES</u>	<u>ATTENDANCE</u> (Last 10 meetings)
Lula Jackson	Social Services	06/30/2020	Present – 6 Proxies - 4
Caroline Goins	Community Based Organizations	06/30/2020	Present – 6 Proxies - 4
Kristina Forbes	Private Sector	06/30/2020	Present - 7 Proxies - 3

SPECIFIC REQUESTS

Please obtain nominations (**unless a reappointment is requested**) and appoint three (3) individuals to fill the categories of *Social Services, Community Based Organization, and Private Sector representative* for the term of July 1, 2020 - June 30, 2022.

Lula Jackson (Anson County Department of Social Services) is eligible for reappointment as the Social Services representative. Ms. Jackson is an excellent board member in representing Anson County. She is also an active member of the Board’s Marketing/Communications Focus Team. Lula Jackson has been contacted and has agreed to be reappointed to the Board for another 2-year term if approved.

The Centralina WDB requests that Ms. Lula Jackson be reappointed as the SOCIAL SERVICES representative for Anson County.

Caroline Goins (Anson County Partnership for Children) is eligible for reappointment as the Community Based Organization representative. Ms. Goins is a great board member in representing Anson County. Caroline Goins has been contracted and has agree to be appointed to another 2-year term if approved.

The Centralina WDB requests that Ms. Caroline Goins be reappointed as the COMMUNITY BASED ORGANIZATIONS representative for Anson County.

Kristina Forbes (Southern Piedmont Piping) is eligible for reappointment as the Private Sector/Business representative. Ms. Forbes is an excellent board member in representing Anson County. She is currently Vice-Chair of the Centralina WDB and serves on the Board’s Marketing/Communications Focus Team. Kristina Forbes has been contacted and has agreed to be reappointed to the Board for another 2-year term if approved.

The Centralina WDB requests that KRISTINA FORBES be reappointed as a PRIVATE SECTOR representative for Anson County.

If an individual does not wish to be reappointed to the WDB or the County chooses not to reappoint, please obtain necessary nominations for appointments. Please supply David Hollars at the Centralina WDB a list of nominations and appointees (including name, title, company/ agency, address, and phone numbers) as soon as possible but no later than **July 1, 2020**.

Anson County Board of Commissioners

Agenda Item



From: Denise Cannon, Clerk to the Board

Date: April 30, 2020

Subject: County Manager's Report

Presenter: Barron Monroe II, County Manager

Request:

To discuss the following items:

- a. Covid-19 Response
- b. Agri-Civic Center
- c. DSS building Update
- d. Middle School Project

Background:

To hear from the County Manager.

Financial Impact:

No known financial impact.

Supporting Documentation:

Anson County Board of Commissioners

Agenda Item



From: Denise Cannon, Clerk to the Board

Date: April 30, 2020

Subject: Chairman's Report

Presenter: Chairman Ross Streater

Request:

To discuss the following items:

- a. Gatewood Convenience Center

Background:

To hear from the Chairman

Financial Impact:

No known financial impact.

Supporting Documentation:

None.

Anson County Board of Commissioners

Agenda Item



From: Denise Cannon, Clerk to the Board

Date: April 30, 2020

Subject: Commissioners Concerns, Petitions, Announcements, and Comments

Presenter: Board Members (if any)

Request:

No action needed.

Background:

To hear information from Board members.

Financial Impact:

No known financial impact.

Supporting Documentation:

None.

