

# HAYWOOD COUNTY COMMISSIONERS

## ORGANIZATIONAL MEETING – DECEMBER 1, 2014

### CALL TO ORDER

County Manager Ira Dove convened the organizational meeting of the Haywood County Board of Commissioners at 9:00 a.m. in the Historic Courtroom at the Haywood County Historic Courthouse, Waynesville, North Carolina, with Commissioners J.W. “Kirk” Kirkpatrick, III, Bill Upton, L. Kevin Ensley, Michael Sorrells and Mark S. Swanger present. Staff members present were County Manager Ira Dove, County Attorney Leon M. “Chip” Killian, Public Information Officer David Teague and Executive Assistant/Deputy Clerk Candace Way.

### PLEDGE OF ALLEGIANCE

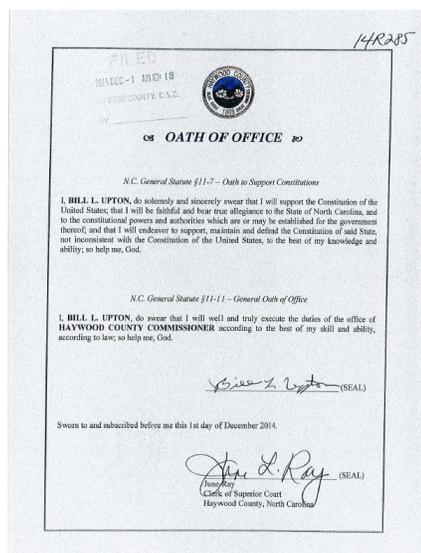
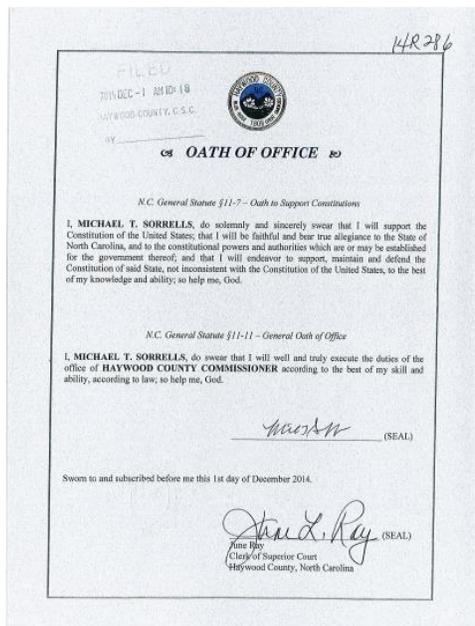
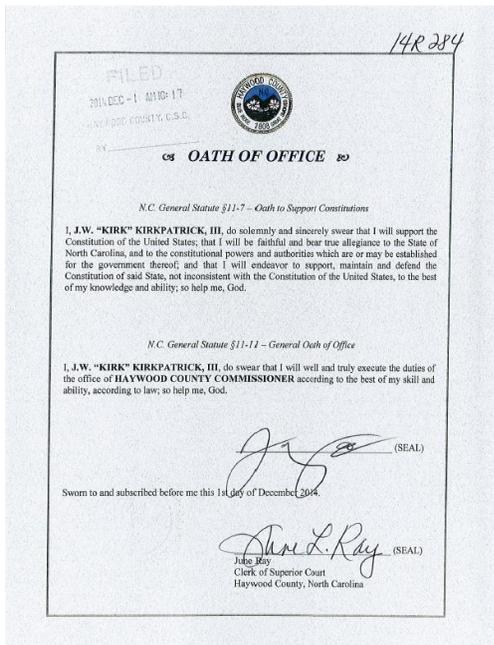
County Manager Ira Dove led the pledge of allegiance.

### INVOCATION

Commissioner Ensley offered the invocation.

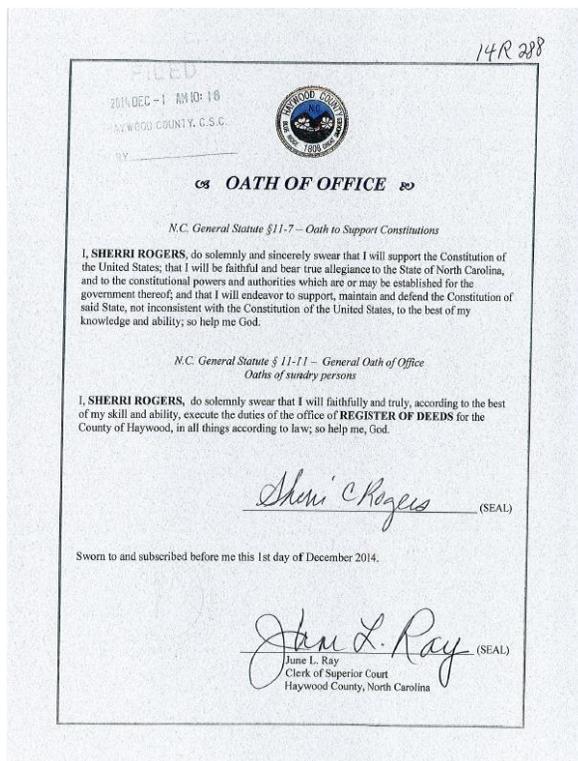
### OATHS OF OFFICE – COMMISSIONERS

Honorable June L. Ray, Clerk of Superior Court, Haywood County administered the oath of office to re-elected Commissioners James W. “Kirk” Kirkpatrick III, Bill L Upton and Michael T. Sorrells.



## **OATH OF OFFICE – REGISTER OF DEEDS**

Honorable June L. Ray, Clerk of Superior Court, Haywood County administered the oath of office to re-elected Register of Deeds Sherri Rogers.



## **TAX COLLECTOR**

County Manager, Ira Dove advised the Board that Mike Matthews was present and turned the matter over to County Attorney Leon “Chip” Killian. Mr. Killian addressed the Board and advised that he had spoken with the insurance representative who Mr. Matthews asked to work on the required bond. He stated that Mr. Matthews’ insurance representative said he feels the Mr. Matthews should be able to be bonded but does not have it at this time. He stated that Mr. Matthews may swear in at any time when he secures the bond and the County will cooperate with the insurance agent to get the bond in place. Mr. Killian advised that the bond is a prerequisite to taking the oath under G.S. 105.349(c).

## **ELECTION OF CHAIRMAN**

Commissioner Ensley nominated Commissioner Mark S. Swanger as Chairman; Commissioner Sorrells seconded. There was no discussion and no additional nominations. The motion carried unanimously.

## **ELECTION OF VICE CHAIRMAN**

Chairman Swanger asked for nominations for Vice Chairman. Commissioner Upton nominated Commissioner Kirkpatrick. Commissioner Sorrells seconded. There was no discussion and no additional nominations. The motion to elect Commissioner Kirkpatrick as Vice Chairman carried unanimously.

## MEETING SCHEDULE

Regular meetings for the Board of Commissioners will be held on the first Monday of the month at 9:00 a.m. and the third Monday of the month at 5:30 p.m. in the Historic Courtroom at the Haywood County Historic Courthouse, Waynesville, North Carolina unless otherwise noted.

Commissioner Sorrells made a motion to approve the 2015 Holiday and Meeting Schedule as presented. Commissioner Upton seconded and the motion carried unanimously.

**Calendar Year 2015**

Meeting Date & Time	Holidays
1/20/15 9:00 AM	New Year's Day, Thursday, 1/1
1/20/15 5:30 PM	Martin Luther King, Jr. Day, Monday, 1/19
2/2/15 9:00 AM	
2/16/15 5:30 PM	
3/2/15 9:00 AM	
3/16/15 5:30 PM	
4/6/15 9:00 AM	Good Friday, Friday, 4/3
4/20/15 5:30 PM	
5/18/15 9:00 AM	Memorial Day, Monday, 5/25
5/18/15 5:30 PM	
6/1/15 9:00 AM	
6/1/15 5:30 PM	Independence Day, Friday, 7/3
7/6/2015 9:00 AM subject to cancellation	
7/20/15 5:30 PM	
8/3/15 9:00 AM	
8/17/15 5:30 PM	
9/8/15 9:00 AM	Labor Day, Monday, 9/7
9/15/15 5:30 PM	
10/5/15 9:00 AM	
10/19/15 5:30 PM	
11/2/15 9:00 AM	Veterans Day, Wednesday, 11/11
11/19/15 5:30 PM	Thanksgiving, Thursday & Friday, 11/26 & 27
12/7/15 9:00 AM	Christmas, Wednesday, Thursday & Friday, 12/23, 24 & 25
12/21/15 5:30 PM	

\* Monday Holiday / Meeting will be on Tuesday  
*Regular meetings for the Board of Commissioners will be held on the first Monday of the month at 9:00 a.m. and the third Monday of the month at 5:30 p.m. unless otherwise noted.*

## BOARD ASSIGNMENTS

Commissioners are assigned to represent the Board of County Commissioners on various boards and committees. The listing of current participation on boards, committees and commissions was presented. Commissioner Upton noted that a board that he sits on should be changed from Smoky Mountain LME Board to Smoky Mountain LME Advisory Board.

Commissioner Sorrells motioned to approve the boards, committees and commissions on which the members currently serve with the change from Smoky Mountain LME Board to Smoky Mountain LME Advisory Board. Vice Chairman Kirkpatrick seconded; the motion carried unanimously.

Commission for a Clean County	2nd Thursday	Commissioner Upton
Downtown Waynesville Association	4th Thursday	Commissioner Kirkpatrick
Engineering Review Board	2nd Monday-quarterly	Commissioner Ensley
Fairgrounds Board	Quarterly	Commissioner Ensley
French Broad River Metropolitan Planning Organization (MPO) Transportation Advisory Committee	4th Tuesday at 12:30pm, no meeting in July, Nov-Jan.	Commissioner Sorrells
French Broad River Rural Planning Organization (RPO) Transportation Advisory Committee	3rd Wednesday at 1:30pm, no meeting in July, Nov-Jan.	Commissioner Sorrells
Haywood Advancement Foundation	As necessary	Commissioner Swanger
Haywood Chamber & Economic Development Council	3rd Thursday - Every Other Month	Commissioner Sorrells
Haywood Community College (HCC) Strategic Planning Committee	As necessary	Commissioner Swanger, Kirkpatrick
Haywood Regional Medical Center Hospital Authority	to be determined at a later date	Commissioner Kirkpatrick
Haywood County Health & Human Svcs. Agency Bd	3rd Tuesday - 5:30 p.m.	Commissioner Swanger
Juvenile Crime Prevention Council	1st Wednesday - Noon	Commissioner Upton
Library Board of Trustees	3rd Wednesday at 4:30 p.m.	Commissioner Kirkpatrick
Mountain Projects, Inc. (MPI) Board of Directors	2nd Fri. - every other month 8:30am	Commissioner Swanger
Recreation Advisory Board	1st Tues. - every other month 5:30pm	Commissioner Kirkpatrick
Sediment Control Commission	As necessary	Commissioner Ensley
Smoky Mountain LME Advisory Board	4th Thurs. 4:30pm, no meeting in July, Nov, Dec; meeting 3rd Thurs.	Commissioner Upton
Solid Waste Advisory Committee	As necessary	Commissioners Upton, Swanger
Tourism Development Authority	4th Wednesday 3:30 p.m.	Commissioner Sorrells
Watershed Review Board	As necessary	Commissioner Ensley

\* Chairman must serve

Upton - 4  
 Ensley - 4  
 Swanger - 5  
 Sorrells - 4  
 Kirkpatrick - 5

## **NEW BUSINESS**

Chairman Swanger added an additional item - Appointment of Interim Tax Collector.

### **Request approval of updates to the Haywood County Personnel Policy Manual**

Chairman Swanger recognized County Manager Ira Dove and Human Resources Director Kathi McClure. Mr. Dove stated that the personnel manual had been reviewed for any needed changes. Ms. McClure presented some of the changes to the manual, noting some are due to the integration of Social Services and the Health Department into the Health and Human Services Agency. She stated that Section 29, Article 3 provides more detail concerning vacation leave. She also noted that the changes clarify sick leave and its permitted usage. She noted that she will continue to review annually or as needed, stating that it is for best practices in Human Resources.

Mr. Dove explained that limitations on appointed authority clarifies that the Register of Deeds and the Sheriff by statute are the only ones that have authority. It also clarifies the statutory appointment of the Health and Human Services Agency director. He explained that the classification plan clarifies pay grades and salary listings.

Commissioner Ensley asked when Mr. Blevins would start at the Health and Human Services Agency and Mr. Dove replied that he started officially on November 30<sup>th</sup>.

Commissioner Ensley also thanked Senator Jim Davis for being present, noting that he was a part of the integration of Social Services and the Health Department.

Vice-Chairman Kirkpatrick asked for clarification of Section 29 and Ms. McClure responded that this was for a bi-weekly pay period and shows no reduction in benefits. She also clarified that sick leave can be used for a sick child or spouse.

Commissioner Ensley made a motion to approve the revisions to the Haywood County Personnel Policy Manual and was seconded by Vice-Chairman Kirkpatrick. The motion passed unanimously.

### **Request appointment of an Interim Tax Collector**

Chairman Swanger stated that Interim Tax Administrator David Francis has agreed to serve as the Interim Tax Collector until his successor, Mike Matthews, is qualified and can take oath. He noted that it could occur at any time. He also confirmed that Mr. Matthews would be allowed to swear in at any time and there was no meeting required for him to do so.

Commissioner Upton made a motion to appoint David Francis as Interim Tax Collector until the time that Mr. Matthews can qualify and be sworn in. Vice-Chairman Kirkpatrick seconded the motion and it passed unanimously.

Vice-Chairman Kirkpatrick reiterated that the bond that is set for Mr. Matthews is the bond that Finance Director Julie Davis has. He stated that it is not a bond that is arbitrarily set. Mr. Dove concurred, noting that Macon, Jackson and Henderson County have bonds above \$100,000 with Henderson County at \$1,000,000. He explained that the bond is not on the website alone, but is in the CAFR which is on the website. Ms. Davis' was increased in 2011 and is reflected in the 2013 CAFR.

### **Settlement of Taxes collected July 2014 through November 2014**

Chairman Swanger recognized Interim Tax Collector David Francis. Mr. Francis stated that due to the circumstances, a settlement cannot be made until Mr. Matthews takes office. External auditors, Dixon, Hughes worked with the Tax Office and the Finance Office to bring the records through to November 30. The process will now have to be repeated and will get the final settlement when Mr. Matthews takes office. No action is required at this time.

Senator Davis addressed the Board, congratulating the Commissioners and newly elected officials. He stated that he serves at the Board's pleasure and remains at their service. He commented on the legislative goals in the next session, noting the great strides that have been made and the many goals left to accomplish.

Commissioner Upton thanked his supporters and family during the campaign, noting that this Board is family and he enjoys helping everyone.

Commissioner Sorrells expressed his appreciation also, noting that this Board has their hearts in their work.

Commissioner Kirkpatrick said that he was out of town recently, and he feels very fortunate to live and serve in this County.

Chairman Swanger called for a brief recess at 9:32 a.m. to confer with the County Attorney.

The meeting returned from recess at 9:34 a.m.

Chairman Swanger asked if there was any other business, and Commissioner Upton reminded everyone of the upcoming parades and also the Commissioner's Work Session on Thursday, December 4<sup>th</sup> at 1:00 p.m.

**ADJOURNMENT**

Commissioner Sorrells made a motion to adjourn. Commissioner Upton seconded and the motion carried unanimously.

The time of adjournment was 9:34 a.m. The DVD is attached by reference to the minutes.

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CLERK

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CHAIRMAN

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