
SPECIAL CALLED MEETING

October 19, 2011

5:00 p.m.

The Perquimans County Board of Commissioners met in a Special Called Meeting on Wednesday, October 19, 2011 at 5:00 p.m. in the Commissioners' Room located in the Perquimans County Courthouse Annex. The purpose of the meeting was to handle a personnel matter.

MEMBERS PRESENT: Benjamin Hobbs, Chairman Tammy Miller-White
Edward R. Muzzulin Mack Nixon
Sue Weimar

MEMBERS ABSENT: Janice McKenzie Cole, Vice-Chair

OTHERS PRESENT: Bobby C. Darden, County Manager Mary P. Hunnicutt, Clerk to the Board

Chairman Hobbs called the meeting to order and asked Commissioner Nixon to give the invocation. The Chairman then led the Pledge of Allegiance. Chairman Hobbs explained that the purpose of the meeting was to handle a personnel matter.

AGENDA

The Agenda, as amended, was unanimously approved on motion made by Mack E. Nixon, seconded by Sue Weimar.

RESIGNATION: COUNTY MANAGER

On motion made by Mack E. Nixon, seconded by Tammy Miller-White, the Board, with reluctance, unanimously accepted the resignation of County Manager Bobby C. Darden effective November 11, 2011.

ADVERTISE FOR COUNTY MANAGER/APPOINTMENT OF INTERIM COUNTY MANAGER

The Board has discussed the possible appointment of Frank Heath as Interim County Manager so they did not think that we should advertise for a replacement at this time. The Board could appoint an Interim County Manager and evaluate the performance at a later date to decide whether or not we need to advertise for a County Manager. Tammy Miller-White asked about Mr. Heath's qualifications and requested that they be given a copy of his updated resume. They asked the Clerk, Mary Hunnicutt, to provide the Board with a copy of Mr. Heath's resume. Chairman Hobbs said that, for the time being, Mr. Heath said that he would be willing to continue to handle the Tax Administrator position also. Then, if Mr. Heath is appointed the County Manager after the four (4) months, the Board will need to replace him as Tax Administrator. On motion made by Mack E. Nixon, seconded by Sue Weimar, the Board unanimously appointed Frank Heath as Interim County Manager effective when County Manager Darden leaves on November 11, 2011 for a term of 120 days. Tammy Miller-White asked about the evaluation process during this 120 day period. Commissioner Nixon said that it would have to be a short-term evaluation similar to the one we did for County Manager Darden and sit down with Mr. Heath during one of their Work Sessions to discuss the situation. Commissioner Miller-White also requested that an exit interview be done with Bobby Darden so that the Board and Mr. Heath will be updated on all the outstanding projects. Commissioner Weimar asked who will be assisting Mr. Heath with the operation of the Tax Department during this time. The Board said that they would need to appoint an Interim Tax Administrator. They further mentioned that Debbie Stallings had served in that position prior to Mr. Heath's appointment. The Board said that they will hold a Special Called Meeting on Monday, October 24, 2011, at 7:00 p.m. to discuss salary when all the Board is present.

MISCELLANEOUS BUSINESS

- The Board thanked Mr. Darden for his service to the Board and the County residents. Mr. Darden also thanked the Board for their working relationship.
- Commissioner Miller-White presented a packet of information from the Northeast Workforce Development Board to be distributed to the Board at the Work Session.
- Chairman Hobbs and County Manager Darden reported that there has been no movement on the wind turbine project.

ADJOURNMENT

There being no further business to discuss, the Special Called Meeting was adjourned by the Chairman at 5:17 p.m.

Benjamin C. Hobbs, Chairman

Clerk to the Board

SPECIAL CALLED MEETING

October 24, 2011

7:00 p.m.

The Perquimans County Board of Commissioners met in a Special Called Meeting on Monday, October 24, 2011 at 7:00 p.m. in the Meeting Room located in the Perquimans 20/20 Building located at 1072 Harvey Point Road, Hertford, North Carolina. The purpose of the meeting was to handle a personnel matter.

MEMBERS PRESENT: Benjamin Hobbs, Chairman Janice McKenzie Cole, Vice-Chair
Edward R. Muzzulin Tammy Miller-White
Sue Weimar Mack Nixon

MEMBERS ABSENT: None

OTHERS PRESENT: Bobby C. Darden, County Manager Mary P. Hunnicutt, Clerk to the Board
Frank Heath, Tax Administrator/Interim County Manager

Chairman Hobbs called the meeting to order and asked Commissioner Weimar to give the invocation. The Chairman then led the Pledge of Allegiance. Chairman Hobbs explained that the purpose of the meeting was to handle a personnel matter.

AGENDA

The Agenda, as amended, was unanimously approved on motion made by Tammy Miller-White, seconded by Edward R. Muzzulin.

DSS FOSTER CHILD REPORT

The Chairman decided to handle these items prior to holding the Closed Session. Mr. Hobbs asked Susan Chaney, Social Services Director, to update the Board on the current DSS Foster Children. Ms. Chaney reported the following:

- Currently, the County has three foster children that have been placed with an adult sister. Their ages are 13, 14, and 16. Due to some problems, they have had to place the children in the Baptist Children's Home in Ahsokie.
- The cost for all three children is \$9,032 per month (we are paying for two and getting one free). The County is reimbursed \$6,416.18 (maximization through 4-E) and \$1,047.88, totaling \$7,464.06 per month but these funds are deposited into the General Fund and not in this line item.
- She currently has sufficient funds to cover their care for October, November, and part of December.
- They have found a family that is willing to become their foster parents but they are not licensed foster care parents nor are they family. They will have to go back to the courts to appoint them as foster parents after they are licensed.
- She is requesting that the Board approved \$30,000 to help make it to the end of the year.

The following questions were asked from the Board:

- Commissioner Cole: Can she wait until December to have the Budget Amendment done? Ms. Chaney said that she could.
- Commissioner Cole: How long is the licensing process? Ms. Chaney said that the MAPP (Model Approach to Partnership in Parenting) classes are a 30 hour class typically completed in 10 weeks but that she is willing to work with these potential foster parents on a one-on-one basis. The agency will do everything to complete the process quickly.
- Commissioner Miller-White: How do we recruit foster families? Ms. Chaney said that they hold a Foster Parent Licensing Forum every year. Ms. Miller-White further asked how many foster parents are in Perquimans County. Ms. Chaney said that we currently have one foster home in the county.
- Commissioner Muzzulin: Do these Foster Families get paid for this service and, if so, how much? Ms. Chaney said that the rates are as follows: ages 0-5 \$475.00; ages 6-12 \$ 581.00; ages 13 & up \$ 634.00.

The Board thanked Ms. Chaney for the heads up on this situation and said that they would handle it in December.

EMERGENCY SERVICES BUILDING RENOVATIONS

County Manager Darden explained that the contractor's agreement has not been signed yet because they are still looking for the performance bond. The Board has requested a 100% performance bond but the contractor is unable to receive the 100% until they complete some of their current projects. Commissioner Nixon asked Mr. Darden if the contractor could obtain the 100% performance bond in two weeks. Mr. Darden said that he thought he could. The Board was in agreement with the two weeks but indicated that they could not wait any additional time. Commissioner Miller-White asked what the standard procedure was if the contractor cannot obtain the 100% performance bond. Commissioner Nixon said that we would have to work with a 75% performance bond. Then, once their project was completed, we could request the increase to 100%. No Board action is necessary at this time. Commissioner Miller-White asked who is acting as the Project Manager. Mr. Darden said that Frank Heath was. She further asked if the Inspections Office could assist him if he needed it. Mr. Darden said that they could. Commissioner Nixon asked Mr. Heath to make sure that the contractor provides him with a schedule of values before the contractor proceeds with the project. He said that this would dictate to us how he will be paid. Mr. Heath said that they have already provided that schedule.

WORKFORCE DEVELOPMENT REPORT

Commissioner Miller-White asked that County Manager Darden to place this report on the Work Session Agenda. This is for information only. No action is required. Ms. Miller-White said that this report was pretty sad for this region and it did not show a big success rate. The numbers for Perquimans County is not great. Commissioner Cole recommends that someone from the Workforce Development Board meet with the Commissioners to prepare a more clear report. There were a number of errors on this report. Ms. Miller-White said that the Consortium meets quarterly and the Workforce Development Board meets monthly. Commissioner Weimar wants to know how this works in other areas of the state. Ms. Miller-White will request a copy of the State Audit Report where they evaluate the Workforce Development Program. Chairman Hobbs will contact the Workforce Development Board Chairman to request that someone come meet with the Board to give a report.

ADMINISTRATIVE OFFICE LOCATION

County Manager Darden explained that, with several buildings having space becoming available, he feels that the Board should look into moving the County Manager's office. He further stated that he has looked at two locations: upstairs in Annex Building and the Dobbs Street Building. The Board felt that the Dobbs Street Building would be the best location. It was the consensus of the Board to proceed with looking into this move.

CONVENIENCE CENTER SITE LEASES

County Manager Darden had talked with all the owners of the three convenience sites that we lease the property. Two have agreed to the leasing rate of \$1,250 per year for a 10-year lease effective October 1, 2011 with a 10-year renewal rate of \$1,562.50 per year. The third site, North 17 Site, is owned by Mr. John Bray. He is requesting \$1,500 per year for a five (5) year lease with and year to year lease renewal after that. Action will be taken at the November 7th meeting. The Board was agreeable with his request but the Board said that we probably need to start looking into a new site. Mr. Darden will talk with Mr. Bray.

CLOSED SESSION: PERSONNEL MATTER

The Chairman explained that the Board needed to go into Closed Session to discuss a personnel matter.

On motion made by Mack E. Nixon, seconded by Sue Weimar, the Board approved the motion to go into closed session to discuss a personnel matter.

The Closed Session was adjourned and the Special Called Meeting reconvened on motion made by Tammy Miller-White, seconded by Edward R. Muzzulin, and unanimously passed. The following action was taken after the Closed Session.

INTERIM COUNTY MANAGER APPOINTMENT & SALARY

On motion made by Janice McKenzie Cole, seconded by Sue Weimar, the Board unanimously appointed Frank Heath as Interim County Manager at a salary of Grade 83/Step 3 at \$67,186 for 120 days. After the 120 days, the Board will reevaluate the salary and make a recommendation regarding his appointment as County Manager. During these 120 days, Mr. Heath has agreed to handle the Tax Administrator's position.

ADJOURNMENT

There being no further business to discuss, the Special Called Meeting was adjourned by the Chairman at 7:55 p.m. and the Board took a tour of the Perquimans 20/20 Building with the Senior Advisory Board to review their proposals for the new Senior Center.

Benjamin C. Hobbs, Chairman

Clerk to the Board

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