

**Cleveland County Board of Commissioners**  
**October 15, 2019**

The Cleveland County Board of Commissioners met in a regular session on this date, at the hour of 6:00 p.m. in the Commission Chamber of the Cleveland County Administrative Offices.

**PRESENT:** Susan Allen, Chairman  
Ronnie Whetstine, Vice-Chair  
Johnny Hutchins, Commissioner  
Doug Bridges, Commissioner  
Deb Hardin, Commissioner  
Brian Epley, County Manager  
Tim Moore, County Attorney  
Phyllis Nowlen, Clerk to the Board  
Kerri Melton, Assistant County Manager  
Chris Green, Tax Administrator  
Allison Mauney, Human Resources Director  
Marty Gold, Information Technology Director  
Katie Swanson, Social Services Director  
Daryl Sando, Electronic Maintenance Director  
Sandra Orvig, Shooting Range Director  
Scott Bowman, Maintenance Director  
Elliot Engstrom, Deputy County Attorney  
Lucas Jackson, Finance Director  
Jason Falls, LeGrand Center Director  
Ryan Wilmoth, Emergency Medical Services Director  
Paul Ezell, Building Codes Administrator  
Perry Davis, Emergency Management Director/Fire Marshal

**CALL TO ORDER**

Chairman Allen called the meeting to order and Commissioner Bridges provided the invocation and led the audience in the Pledge of Allegiance.

**AGENDA ADOPTION**

**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Bridges and unanimously approved by the Board to, *approve the agenda as presented.*

**SPECIAL PRESENTATION**

**Duke Energy Storm Resiliency Grant:** Chairman Allen recognized Perry Davis, Emergency Management Director/Fire Marshal, to discuss the Duke Energy Storm Resiliency Grant. In early 2019, the Kingstown Town Council met with Mr. Davis to discuss ways to acquire additional funding for the purchase of advanced storm weather sirens in their jurisdiction. In March 2019, Duke Energy released a one-million-dollar grant under their storm resiliency program. The Town of Kingstown was awarded a twenty-five-thousand-dollar grant under this program for the purchase of advanced storm warning sirens.

Mr. Davis introduced Craig DeBrew, District Manager with Duke Energy, who spoke about the importance of advanced storm warning systems and how the grant was formed. Each Board member thanked Duke Energy and commented on the good partnership Duke Energy has with Cleveland County and the local communities.

**CITIZEN RECOGNITION**

**Robert Williams, 814 E. Stagecoach Trl, Lawndale** – spoke about several areas of concern such as school merger, the upcoming sales tax referendum, government transparency and social services.

**Marty Pendergraft, 4633 Onsborrow Road, Mooresboro** - gave information to the Board regarding the upcoming Cleveland County Veteran’s Day Parade and Program which will be held on Monday, November 11, 2019.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

The Clerk to the Board included the Minutes from the **October 1, 2019 regular meeting**, in board members packets.

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Hardin, and passed unanimously by the Board to, **approve the minutes as written.**

**MONTHLY MANAGER’S REPORT**

- The County’s annual audit is well underway for the year ended 6/30/19. Our audit firm Thompson, Price, Scott, & Adam’s were on site the week of 10/7/19 conducting final fieldwork at both the administrative building & Department of Social Services. We anticipate great results along with another timely submission to the Local Government Commission.
- County's Central Collections department has reimplemented the Garnishment of wages for outstanding Emergency Medical Services balances. This process was historically in place when the County used a third-party billing service before bringing EMS billing in house during 2017.
- Several of the County’s finance & human resource employees attended an annual conference hosted by Keystone Information Systems at the beginning of October. Keystone is the provider of the County’s new ERP system that began implementation in July 2018.

County of Cleveland, North Carolina  
Manager's Budget Summary  
Presented at the 10/15/19 Board Meeting  
Time Period Covered : 9/12/19 to 9/24/19  
For Fiscal Year Ending June 30, 2020

BUDGET TRANSFERS LEGEND: D = DEPARTMENTAL; L = LATERAL

BUD #	BUDGET TYPE	DATE SUBMITTED BY DEPT	DEPT NAME TO	DEPT NAME FROM	EXPLANATION	BUDGET AMOUNT
387	D	9/12/2019	Hlth-Adult Health		Move funds to cover required donation	\$ 2,000
388	L	9/17/2019	Animal Control	Animal Control	Move funds to FD10 from FD12 for Animal Control	\$ 1,236,570
389	D	9/18/2019	Carolina Access		Move funds to appropriate budget line item and amounts	\$ 145,253
390	L	9/20/2019	CODAP	Health Admin	Reverse Temp Budget #364	\$ 10,900
391	D	9/23/2019	Cap Proj-Gen		Move funds to correct acct - cover improvements	\$ 49,380
392	D	9/23/2019	Cap Proj-ARC		Move funds to cover acct deficits	\$ 64,691
393	L	9/23/2019	Cap Proj-ARC	Cap Proj-Gen	Transfer funds to cover CARC renovations	\$ 36,455
394	L	9/24/2019	Cap Proj-Mtn Side Dr	Reimb Resolution	Transfer budget to cover paving of Mtn Side Dr	\$ 198,171
396	D	9/25/2019	Environmental Health		Move funds to cover Digital Incubator	\$ 2,016

**TAX COLLECTOR’S MONTHLY REPORT**

The Tax Collector provided Commissioners with the following detailed written report regarding taxes collected during **September 2019.**



**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Hardin, and unanimously adopted by the Board, *to approve the Abatements and Supplements and Pending Refunds/Releases as submitted by the Tax Assessor.*

**EMERGENCY MANAGEMENT: BUDGET AMENDMENT (BNA #015)**

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Hardin, and unanimously adopted by the Board to, *approve the following budget amendment:*

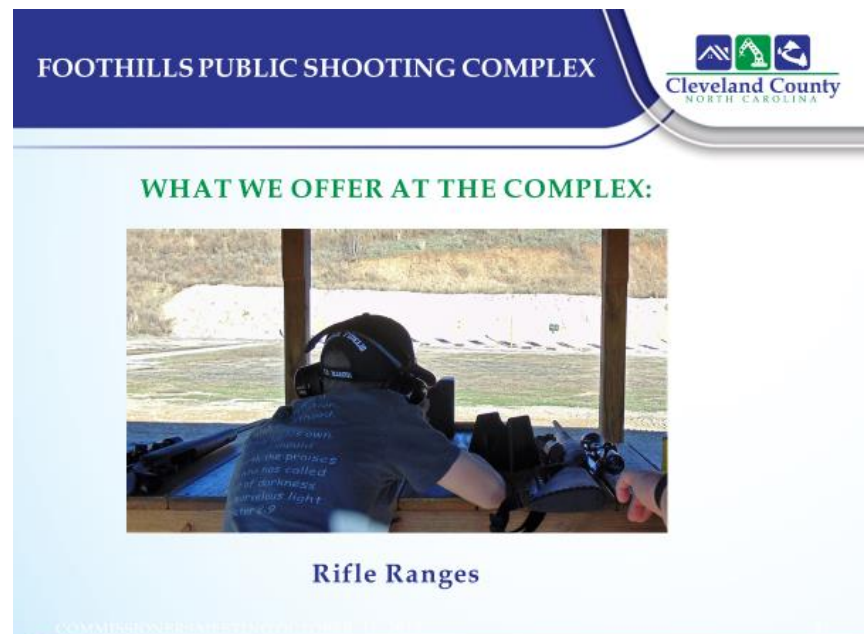
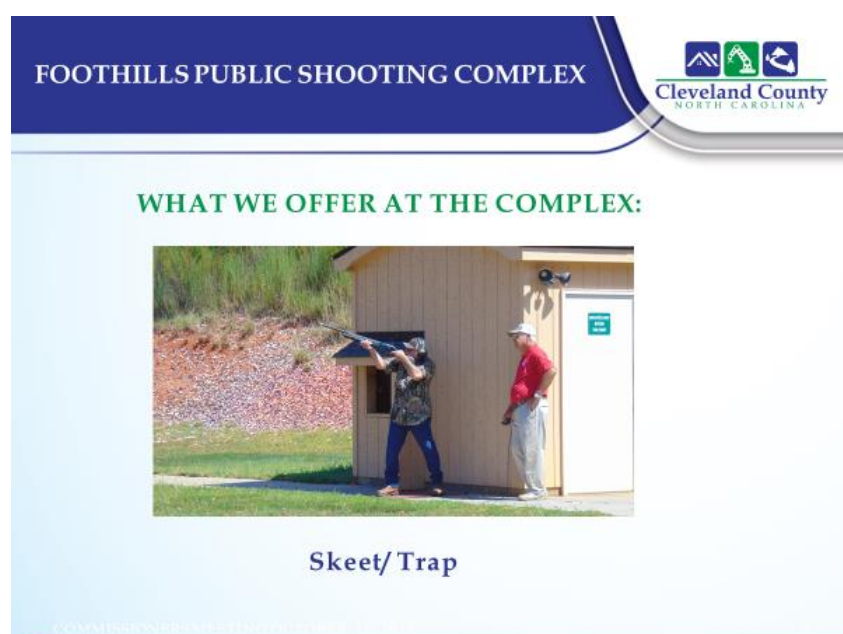
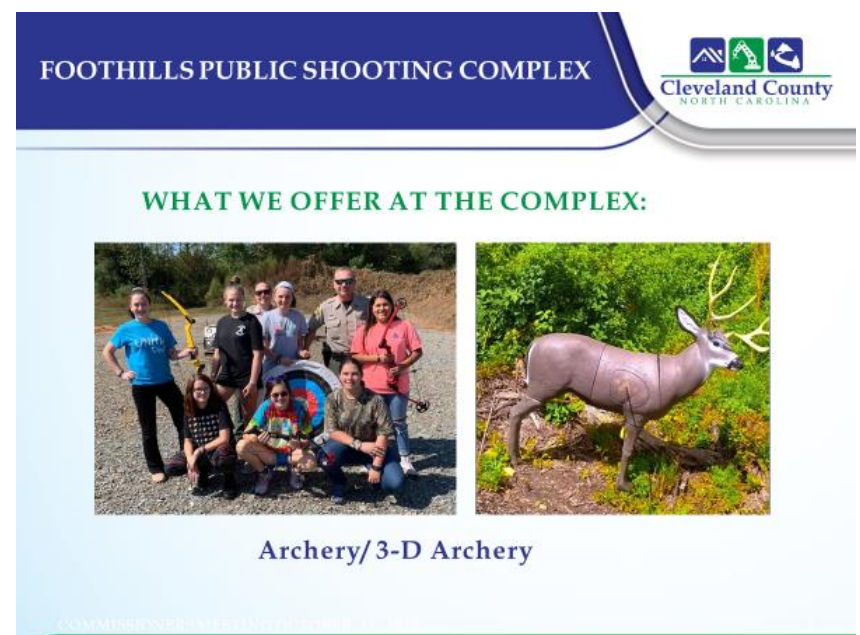
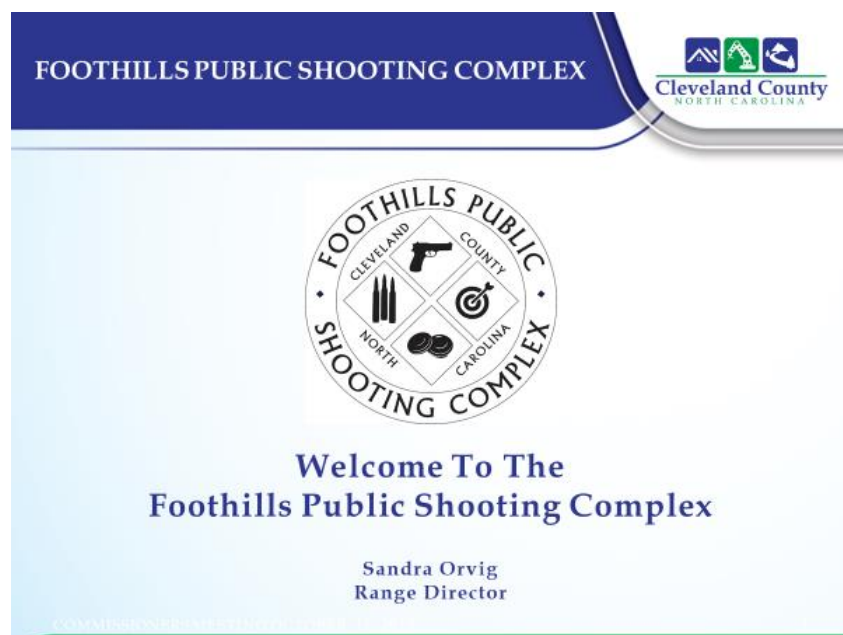
<i>Account Number</i>	<i>Project Code</i>	<i>Department/Account Name</i>	<i>Increase</i>	<i>Decrease</i>
010.445.4.409.00	DUKE-SIREN	Emergency Management/Local Revenues	\$25,000.00	
010.445.5.910.00	DUKE-SIREN	Emergency Management/Capital Equipment	\$25,000.00	

*Explanation of Revisions: Budget allocation for \$25,000 in grant monies received from Duke Energy Foundation to purchase advanced storm warning sirens for the Town of Kingstown.*

**REGULAR AGENDA**

**FOOTHILLS PUBLIC SHOOTING COMPLEX OPERATIONS AND EXPANSION**

Chairman Allen called Sandra Orvig, Shooting Range Director, to the podium to present the information about Foothills Public Shooting Complex Operations and Expansion. The following PowerPoint was presented to the Board.





WHAT WE OFFER AT THE COMPLEX:



Pistol Ranges

WE OFFER COMPETITIONS:

- 1<sup>st</sup> Saturday – Falling Steel match
- 3<sup>rd</sup> Saturday – Steel Challenge match
- 5<sup>th</sup> Saturday – Skeet match *and* The Marine Corps League .223 Challenge match

WE OFFER EDUCATION SERVICES:

- Concealed Weapon Permit Course
- Introduction To Skeet/Trap Class
- Fundamentals Class (Pistol / Rifle)
- Range Safety Officer Course
- Hunter Safety Education
- Archery
- Action Shooting Sports Class

I am currently working with Cross Trail Outfitters, 4-H, Girl and Boy Scouts and NC Wildlife to host summer youth programs.

WHO MAKES UP OUR CUSTOMER BASE?

- 49,182 Customers since April 2016
- 87% North Carolina Residents
  - 23% Cleveland County Residents
- 6% South Carolina Residents
- Remaining 7% of our Customers
  - Remaining 48 states and D.C.
  - 3 U.S. Territories (Guam, US Virgin Islands, Puerto Rico)
  - 13 Countries

WHAT'S NEXT FOR US?

We are expanding!

CURRENT PROJECTS

- Skeet and Trap Expansion
- Range Partition



BENEFITS OF EXPANSION

- Continued focus on Safety (#1 priority)
- Improved customer service
- Shorter Wait Times
- Ability to offer additional training
- Larger competitive shooting matches

QUESTIONS OR COMMENTS?



Come visit us soon!

Chairman Allen opened the floor to the Board for questions and comments. Each of the Commissioners commented on the great job Ms. Orvig has been doing since she started as the Shooting Range Director and thanked her for her hard work and the continuation of the rising success at the Shooting Complex.

### 2020 CENSUS

Chairman Allen recognized Kerri Melton, Assistant County Manager, to present the county's plan of action for the 2020 Census. A population count is required every ten years by the U.S. Constitution. Article 1, Section 2 states that *"Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective numbers..."* The decennial census steadily expanded throughout the nineteenth century. By the turn of the century, the demographic, agricultural, and economic segments of the decennial census collected information on hundreds of topics. Some households would get a long form along with the short form in order to collect that expanded demographic data. However, for the 2010 Census, it was simplified back to a basic headcount with ten questions and the other demographic topics had been removed. That demographic data is now collected in the monthly survey called the American Community Survey. Ms. Melton shared the importance of ensuring all citizens are counted. Census data is used in many ways. Some ways include:

- Forecasting of future transportation needs
- Determining areas eligible for housing assistance and rehabilitation loans
- Assisting tribal, federal, state and local governments in planning, and implementing programs and services in:
  - Education
  - Healthcare
  - Transportation
  - Social Services
  - Emergency response
- Designing facilities for people with disabilities, the elderly and children

In order to meet the goal to count everyone only once, and in the right place, the Census Bureau has implemented a couple of new initiatives for the 2020 Census. One initiative is optimizing self-response which allows people to respond anytime, anywhere, via phone or internet, and maximizing internet self-response (testing has shown internet response is the most cost effective and the most accurate). A second plan of action eliminate paper and incorporate the use of handheld data collection devices. In some areas, like those with rural route addresses, the Census will either send paper forms or send Census takers to those addresses.

The United States Census Bureau has encouraged counties to create Complete Count Committees (CCC).

Complete Count Committees can conduct a wide range of activities. For example, they host promotional events, display census information in government buildings, include census messages on customer billing statements or other correspondence, and they network with community leaders to ensure everyone is involved. Cleveland County's CCC will meet on November 19<sup>th</sup> at 4pm at the Cleveland Memorial Library. The following PowerPoint was presented to the Board.



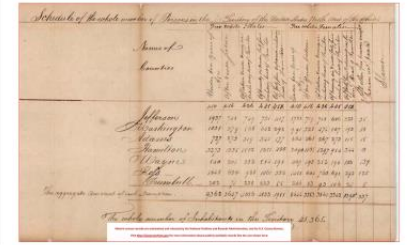


United States  
Census  
2020



## The U.S. Constitution and Decennial Census

- Conducted every 10 years since **1790**, as required by the U.S. Constitution. Article I, Section 2. "Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers . . .
- The **1790** counted **3.9 million** inhabitants.
- U.S. marshals conducted the enumerations between 1790 and 1870.
- Specially trained enumerators carried out the census beginning in 1880.



## Census Data Are Used In Many Ways

- Forecasting of future transportation needs
- Determining areas eligible for housing assistance and rehabilitation loans
- Assisting tribal, federal, state and local governments in planning, and implementing programs and services in:
  - Education
  - Healthcare
  - Transportation
  - Social Services
  - Emergency response
- Designing facilities for people with disabilities, the elderly and children

*The goal of the 2020 Census is to count everyone once, only once and in the right place.*

## Key Dates

WHAT WE WILL SEND IN THE MAIL	
On or between	You'll receive:
March 12-20	An invitation to respond online to the 2020 Census. (Some households will also receive paper questionnaires.)
March 16-24	A reminder letter.
	<b>If you haven't responded yet:</b>
March 26-April 3	A reminder postcard.
April 8-16	A reminder letter and paper questionnaire.
April 20-27	A final reminder postcard before we follow up in person.

## New Initiatives for Census 2020 to help us reach our goal.

- Allowing people to respond anytime, anywhere, via **phone or internet**. Tests have shown internet self-response is the most cost effective and accurate way. Those that request a form can complete the Census using the form.
- The Census Bureau is eliminating paper and incorporating the use of handheld data collection devices.



## What have we done in Cleveland County.....

- March 22, 2018: City and County information released from the Census for evaluation.
- July 17, 2018: The CC Planning Department submitted updated address list to the Census.
- August 5, 2019: Received Census review for appeal
- September 30, 2019: Filed appeal with Census.
- October 14, 2019: Filed New Construction Addition with the Census.

## What's next.....

## Complete Count Committee meeting

Will invite members with experience in the following areas:

- Government
- Education
- Media
- Minority Organizations
- Community organizations
- Workforce developments
- Faith-based institutions
- Businesses

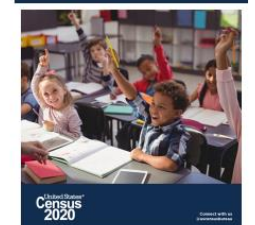
Tuesday,  
November 19<sup>th</sup>  
4:00pm  
Cleveland  
Memorial Library

LEVERAGING  
TRUSTED  
VOICES



## Marketing Plan

- Social Media Platforms
- School Backpacks
- Materials to Daycare centers
- Community Meetings
- Billboards
- Census days at the Library
- Church Groups
- Local Government Partners



Chairman Allen opened the floor to the Board for questions and discussion. Commissioner Bridges reiterated on the importance of ensuring Cleveland County residents, including all of the children, are counted. The Board thanked Mrs. Melton for her time and the information presented.

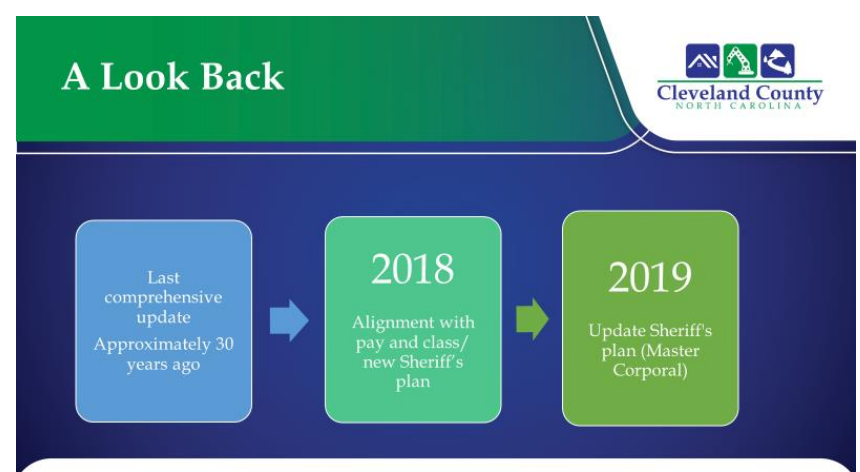
#### **PERSONNEL ORDINANCE ARTICLE IV**

Chairman Allen called Allison Mauney, Human Resources Director, to the podium to present an update on the Personnel Ordinance Article IV and substantial equivalency. With the exception of some minor adjustments, Cleveland County's Personnel Ordinance has not had a comprehensive update since the late 1980's. An alignment with the pay and class system was completed in 2018 which needed Articles I, II and III to be re-written relating to the classification of employees and compensation. In the rewrite, a new pay plan was included for the Sheriff's Office. In 2019, the Sheriff's Office Plan was updated to include career paths for non-sworn personnel. Articles I, II and III are very instrumental in the approach to substantial equivalency. The goals of the ordinance rewrite include:

- Modernization
- Legal Review
- Consistency
- Alignment with Pay and Class
- Alignment with Keystone System
- Substantial Equivalency

Once completed, Articles I through IV will be submitted to the Office of State Human Resources requesting Cleveland County to be granted substantial equivalency. Substantial equivalency refers to a County's ability to establish and maintain a personnel system for all employees subject to its jurisdiction. The most important factor is whether or not the proposed system is similar enough to the standards established by the State Personnel Commission. It requires policy submission/review and on-site visit and if granted, all Human Services entities will be subject only to the county policies.

Article IV addresses several key focus areas such as the complete hiring process, recruitment and incorporating best practices in hiring of the candidates. Mrs. Mauney presented the following PowerPoint to the Board.





## Goals



- Modernization
- Legal Review
- Consistency
- Alignment with Pay and Class
- Alignment with Keystone System
- Substantial Equivalency

## Currently In Progress




Article IV

- Recruiting
- Online Application Process
- Focus on competencies
- Increased HR Involvement
- Assessment Centers
- Reference and Employment Checks
- Offer and Onboarding



## Substantial Equivalency



- Refers to a County's ability to establish and maintain a personnel system for all employees subject to its jurisdiction.
- The most important factor is whether or not the proposed system is similar enough to the standards established by the State Personnel Commission
- Requires policy submission/review and on site visit
- When granted, all Human Services entities will be subject only to the County policies



## Benefits of Substantial Equivalency



- Flexibility
- Speed
- Accuracy
- Consistency



## Timeline

Chairman Allen opened the floor to the Board for questions and discussion. Board members thanked the Human Resources staff for their hard work and time that is being put in to update the personnel ordinance. They also commented on the importance of being efficient and having streamlined services for the county's customers and employees.

### **LATE APPLICATIONS FOR EXEMPTION**

Chairman Allen recognized Joey Patterson, Assistant Tax Assessor, to present the Late Applications for Exemption. Per N.C.G.S. 105-282.1 every owner of property claiming exemption or exclusion from property taxes under the provisions of this Subchapter has the burden of establishing that the property is entitled to it. Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by the Department of Revenue, the Board of Equalization and Review, the Board of County Commissioners, or the governing body of a municipality, as appropriate. Applications appearing on the attached roster would otherwise be eligible for exemption in 2019.

Chairman Allen opened the floor to the Board for questions and discussion.

LATE APPLICATION FOR 2019				
10/15/2019 BOC				
Name	Parcel #	Type	Value Exempt/Deferred	Fiscal Impact (Co. Only)
Betty Peak Bell	47941	DAV	\$ 45,000.00	\$ 256.50
Denise R. Northcutt	48017	DAV	\$ 45,000.00	\$ 256.50
Roger Wuest	64116	DAV	\$ 45,000.00	\$ 256.50
Elzine W. Schenck	15679	DAV	\$ 45,000.00	\$ 256.50
Harold Mintz	53228	DAV	\$ 45,000.00	\$ 256.50
Ronnie Laroy Johnson	58033	DAV	\$ 45,000.00	\$ 256.50
John Ray Watkins/Brenda L. Watkins	41150	DAV	\$ 45,000.00	\$ 256.50
Dolores R. Griffin	29867	Eld/Dis	\$ 36,585.00	\$ 208.53
Shirley L. Brooks	6035	Eld/Dis	\$ 63,097.00	\$ 359.65
Monty Lynn Kee	2055	Eld/Dis	\$ 59,322.00	\$ 338.14
George H. Hubbard	34101	Eld/Dis	\$ 16,990.00	\$ 96.84
George H. Hubbard	M5271	Eld/Dis	\$ 2,147.00	\$ 12.24
Betty Grable Gidney	M0033675	Eld/Dis	\$ 25,000.00	\$ 142.50
Billy Love	59157	Eld/Dis	\$ 43,814.00	\$ 249.74
Donna Browne Grisham	53234	Eld/Dis	\$ 76,604.00	\$ 436.64
Frances Beuna Abee	60017	Eld/Dis	\$ 47,246.00	\$ 269.30
Billie Roberts	14010	Eld/Dis	\$ 34,031.00	\$ 193.98
William A. Maze	7217	Eld/Dis	\$ 25,000.00	\$ 142.50
Gunda Jenkins	31209	Eld/Dis	\$ 71,661.00	\$ 408.47
Carolyn Vandyke	12945	Eld/Dis	\$ 57,223.00	\$ 326.17
Rebecca Hensley Sloan	29109	Eld/Dis	\$ 30,884.00	\$ 176.04
Donna Buff Hull	38087	Eld/Dis	\$ 25,000.00	\$ 142.50
Robert J. Piper	62236	Eld/Dis	\$ 88,757.00	\$ 505.91
Janice L. Dye	8775	Eld/Dis	\$ 37,075.00	\$ 211.33
Irene Brittain	15201	Eld/Dis	\$ 42,315.00	\$ 241.20
Richard Bruce Freeman	58388	Eld/Dis	\$ 25,000.00	\$ 142.50
Donald Eugene Goode	46456	Eld/Dis	\$ 44,910.00	\$ 255.99
Doris Virginia Jefferies	15561	Eld/Dis	\$ 30,603.00	\$ 174.44
Bobby Joe Green	43929	Eld/Dis	\$ 25,000.00	\$ 142.50
Margaret E. Causby	32608	Eld/Dis	\$ 25,000.00	\$ 142.50
Kay Ann Ramsey	30592	Eld/Dis	\$ 16,159.00	\$ 92.11
Patsy Lou Wright Webber/Michael D. Webber	4944	Eld/Dis	\$ 90,246.00	\$ 514.40
Leman E. Carter	14866	Eld/Dis	\$ 16,100.00	\$ 91.77
Leman E. Carter	M900	Eld/Dis	\$ 2,439.00	\$ 13.90
Peggy Black	27515	Eld/Dis	\$ 29,995.00	\$ 170.97
Essie M. McSwain	5356	Eld/Dis	\$ 25,000.00	\$ 142.50
Randy D. Revels, Sr.	8483	Eld/Dis	\$ 25,000.00	\$ 142.50
Jerry W. Watts	8031	Eld/Dis	\$ 25,000.00	\$ 142.50
James T. Smith	26286	Eld/Dis	\$ 25,000.00	\$ 142.50
Rita E. Smith	40461	Eld/Dis	\$ 42,482.00	\$ 242.15
Walter K. Dabbs & W/ Doris A. Dabbs	48939	Eld/Dis	\$ 25,000.00	\$ 142.50
Nancy L. Dover	6349	Eld/Dis	\$ 59,901.00	\$ 341.44
Brenda Kay Warlick	73660	Eld/Dis	\$ 25,000.00	\$ 142.50
Kenneth D. Blanton	1107	Eld/Dis	\$ 65,643.00	\$ 374.17
Katherine D. Cooper	25570	Eld/Dis	\$ 62,841.00	\$ 358.19
Historic Preservation Foundation of Nc, Inc.	17674	Historic	\$ 19,055.00	\$ 108.61
Historic Shelby Foundation, Inc.	17879	Historic	\$ 39,900.00	\$ 227.43
James L. Beason Jr./Sandra Beason/James L. Beason III	2584	PUV	\$ 95,660.00	\$ 545.26
Zoar Baptist Church	54059	Religious	\$ 15,350.00	\$ 87.50
Central United Methodist Church (KM)	6905	Religious	\$ 76,804.00	\$ 437.78
<b>TOTAL</b>			<b>\$ 2,030,839.00</b>	<b>\$ 11,575.78</b>

**ACTION:** Commissioner Whetstine made a motion, seconded by Commissioner Hutchins, and unanimously adopted by the Board to, *approve the presented list of Late Applications for Exemption.*

**ADJOURN**

There being no further business to come before the Board at this time, Commissioner Hardin made a motion, seconded by Commissioner Bridges, and unanimously adopted by the Board, *to adjourn the meeting.* The next meeting of the Commission is scheduled for *Tuesday, November 5, 2019 at 6:00 p.m. in the Commissioners Chambers located at 311 E. Marion St., Shelby.*

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*Susan Allen, Chairman  
Cleveland County Board of Commissioners*

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*Phyllis Nowlen, Clerk to the Board  
Cleveland County Board of Commissioners*