

**Cleveland County Board of Commissioners**  
**October 20, 2020**

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  
Chris Green, Tax Assessor  
Kerri Melton, Assistant County Manager  
Katie Swanson, Social Services Director  
Allison Mauney, Human resources Director  
Betsy Harnage, Register of Deeds

**CALL TO ORDER**

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

**AGENDA ADOPTION**

**ACTION:** Commissioner Whetstine made the motion, seconded by Commissioner Hardin and unanimously adopted by the Board to, ***approve the agenda as presented.***

**CITIZEN RECOGNITION**

**Robert Williams, 814 E. Stagecoach Trl, Fallston** – spoke about taxes in Cleveland County and the upcoming 2021 revaluation.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

The Clerk to the Board included the Minutes from the ***October 6, 2020 regular meeting***, in board members packets.

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

**MONTHLY MANAGER'S REPORT**

- The County's Wellness fund continues to see favorable months resulting from less health claims. Health claims for the first quarter of FY21 are approximately \$495,000 less when compared to prior year.
- Fieldwork for the County's FY20 annual audit has been completed. Finance staff are in the process of preparing the FY20 CAFR report and anticipate submission to the Local Government Commission in November.
- General Fund revenues for the first quarter are 1.7% higher when compared to prior year. The County continues to monitor revenue trend data as well as all major capital purchases and projects. Management will continue to closely monitor this trend data in the upcoming months and continues to focus on providing community support.
- Average Jail populations continue to maintain at appropriate levels. The average daily population for the month of September was 224. This is approximately 100 less than September 2019.

BUDGET TRANSFERS LEGEND: D = DEPARTMENTAL; L = LATERAL

BUD #	BUDGET TYPE	DATE SUBMITTED BY DEPT	DEPT NAME TO	DEPT NAME FROM	EXPLANATION	BUDGET AMOUNT
671	D	7/28/2020	Board of Elections		Move to purchase election equipment	\$ 13,040
672	D	7/29/2020	Economic Dev		Move funds to cover Professional Services	\$ 27,167
673	D	7/30/2020	Electronic Maint		Move funds to cover Motorola Contract Invoice	\$ 88,971
674	D	8/10/2020	Maintenance		Move funds to cover budget for controlled property	\$ 2,000
675	D	8/14/20 for 8/30/20	Law Enforcement Grants		Move funds to cover budget for controlled property	\$ 394
676	D	8/21/2020	Family Planning/Maternal Hlth/(STD/CD/TB)		Move funds to appropriate accounts to match NCDHHS Allocations	\$ 2,268
677	D	8/18/2020	Board of Elections		forthcoming	\$ 15,036
678	Used for FY20 audit entries					
680	D	8/24/2020	Animal Services		Move funds to cover purchase of equipment	\$ 169
681	Used for FY20 audit entries					
682	D	8/27/2020	Maternal Health		Move funds to cover purchase of necessary equipment	\$ 12,100
683	Number not used					
684	D	8/28/2020	LeGrand Center		Move funds to cover purchase of floor scrubber	\$ 3,218
685	D	8/31/2020	Family Planning		Move funds to cover contracted services	\$ 10,000
686	D	8/31/2020	Coop Ext		Move funds to cover postage	\$ 4
687	L	8/31/2020	Legal	Emergency Mgmt	Transfer funds to cover purchase/install of lighting	\$ 3,633
688	D	9/2/2020	Board of Elections		Reverse Temporary Budget #671 as grant budget posted that was approved at 9/1 Commissioners Meeting	\$ (13,040)
689	L	9/2/2020	Sheriff's Office	Contingency	Transfer funds to cover additional needs for SERT Team	\$ 15,000
690	D	9/3/2020	Social Services		Move funds to cover contracted services increase	\$ 8,616
691	D	9/8/2020	Board of Elections		Move funds to cover advertising and training	\$ 42,070
692	D	9/11/2020	Social Services		Move funds to cover dues/subscriptions and professional services	\$ 10,200
693	D	9/11/2020	EMS		Move funds to cover equipment maintenance - not covered under contract	\$ 1,300
694	D	9/24/2020	Commissioners		Move funds to appropriate accounts	\$ 53,220
695	D	9/24/2020	Manager's Office		Move funds to appropriate accounts	\$ 8,640
696	D	10/6/2020	Cap Prois-Gen		Move funds to cover purchase of supplies	\$ 50,000
697	D	10/6/2020	Sheriff's Office		Move funds to cover purchase of 5 moblan licenses	\$ 4,120
699	L	10/8/2020	Sheriff's Office	Contingency	Transfer funds to cover additional needs for SERT Team	\$ 14,189

### TAX COLLECTOR'S MONTHLY REPORT

The Tax Collector provided Commissioners with the following detailed written report regarding taxes collected during *September 2020*.

#### TOTAL TAXES COLLECTED SEPTEMBER 2020

YEAR	AMOUNT-REAL	AMOUNT-VEHI.	AMOUNT-GAP	COMBINED AMT
DEF REV	\$0.00	\$0.00	\$0.00	\$0.00
2020	\$5,321,140.37	\$0.00	\$16,152.41	\$5,337,292.78
2019	\$90,766.87	\$0.00	\$0.00	\$90,766.87
2018	\$26,861.48	\$0.00	\$0.00	\$26,861.48
2017	\$8,508.27	\$0.00	\$0.00	\$8,508.27
2016	\$3,319.08	\$0.00	\$0.00	\$3,319.08
2015	\$1,930.92	\$0.00	\$0.00	\$1,930.92
2014	\$1,908.35	\$0.00	\$0.00	\$1,908.35
2013	\$1,726.06	\$156.57	\$0.00	\$1,882.63
2012	\$1,258.99	\$234.61	\$0.00	\$1,493.60
2011	\$1,280.22	\$17.19	\$0.00	\$1,297.41
2010	\$1,055.28	\$0.00	\$0.00	\$1,055.28
				\$5,476,316.67
TOTALS	\$5,459,755.89	\$408.37	\$16,152.41	\$5,476,316.67
DISCOUNT	(\$15,759.14)			
INTEREST	\$23,639.43	\$293.83	\$0.00	
TOLERANCE	(\$16.43)	(\$0.86)	\$2.04	
ADVERTISING	\$491.00	VEHICLE FEES	GAP BILL FEES	
GARNISHMEN'	\$1,566.28	\$30.11	\$0.30	
NSF/ATTY	\$36.62			
LEGAL FEES	\$1,813.62			
TOTALS	\$5,471,527.27	\$731.45	\$16,154.75	
MISC FEE	\$0.00			GRAND TOTAL
TAXES COLL.	\$5,471,527.27			\$5,488,413.47
	\$0.00			\$0.00
	\$5,471,527.27			\$5,488,413.47

#### TOTAL TAXES UNCOLLECTED SEPTEMBER 2020

	AMOUNT-REAL	AMOUNT-VEHI.	AMOUNT-GAP	COMBINED AMT
2020	\$37,181,165.23	\$0.00	\$102,215.24	\$37,283,380.47
2019	\$1,644,640.98	\$0.00	\$0.00	\$1,644,640.98
2018	\$619,759.37	\$0.00	\$0.00	\$619,759.37
2017	\$360,730.61	\$0.00	\$0.00	\$360,730.61
2016	\$240,557.69	\$0.00	\$0.00	\$240,557.69
2015	\$175,345.74	\$0.00	\$0.00	\$175,345.74
2014	\$166,495.73	\$0.00	\$0.00	\$166,495.73
2013	\$120,570.52	\$61,710.38	\$0.00	\$182,280.90
2012	\$93,517.86	\$69,345.63	\$0.00	\$162,863.49
2011	\$71,557.82	\$52,640.96	\$0.00	\$124,198.78
2010	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00
	\$40,674,341.55	\$183,696.97	\$102,215.24	\$40,960,253.76

### TAX ABATEMENTS AND SUPPLEMENTS

The Tax Assessor provided Commissioners with a detailed written report regarding tax abatements and supplements during *September 2020*. The monthly grand total of tax abatements was listed as (\$120,187.89) and monthly grand total for tax supplements was listed as \$2,536,576.30.

**SOCIAL SERVICES: BUDGET AMENDMENT (BNA #016)**

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

<u>Account Number</u>	<u>Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
011.507.4.350.00	FC-COVID19	Outside Poor/State Grants	\$23,600.00	
011.507.5.512.00		Outside Poor/Public Assistance	\$23,600.00	

**Explanation of Revisions:** Budget allocation for an additional \$23,600 in funds received from the State COVID-19 Funds for foster care in FY 2020-2021.

**BOARD OF ELECTIONS: BUDGET AMENDMENT (BNA #017)**

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

<u>Account Number</u>	<u>Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
010.418.4.340.00		Board of Elections/State-Other Revenues	\$46,000.00	
010.418.5.210.00		Board of Elections/Departmental Supply	\$10,000.00	
010.418.5.122.00		Board of Elections/Salaries-Wages-P/T	\$36,000.00	

**Explanation of Revisions:** Budget allocation for \$46,000 in CARES Supplement Grant Award from the state under session law 2020-97. This grant provides additional funding for COVID-19 related expenses for election day as well as funding for \$100 in supplemental pay for 350 election day poll workers.

**SHERIFF'S OFFICE: BUDGET AMENDMENT (BNA #018)**

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

<u>Account Number</u>	<u>Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
010.441.4.810.00		Sheriff's Office/Donations-Contrib	\$4,725.00	
010.441.5.790.00		Sheriff's Office/Donations-Contrib	\$4,725.00	

**Explanation of Revisions:** Budget allocation for \$4,725 in donated funds received \$2,200 of those funds will be used to provide a meal to each Sheriff's Office employee. The remaining funds will be used as needed.

**SHERIFF'S OFFICE: BUDGET AMENDMENT (BNA #019)**

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

<u>Account Number</u>	<u>Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
010.422.4.991.00		Sheriff's Office/FD Balance Approp	\$5,000.00	
010.418.5.210.00		Sheriff's Office/Uniforms-Clothing	\$5,000.00	

**Explanation of Revisions:** Budget allocation for \$5,000 in funds to be used to purchase protective equipment for the Mobile Force Team.

**SCHOOL CAPITAL RESERVE FUNDS: BUDGET AMENDMENT (BNA #020)**

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

<u>Account Number</u>	<u>Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
482.236.4.991.00		Cap Proj-North Shelby Sch/Fund Balance Appropriated		\$81,938.00
482.236.5.890.00		Cap Proj-North Shelby Sch/Interfund Transfers		\$81,938.00
042.105.4.980.00		School Capital Reserve/Transfers Fm Cap Proj-NSS	\$81,938.00	
042.105.5.890.00		School Capital Reserve/Transfers Fm Cap Proj-NSS	\$81,938.00	

**Explanation of Revisions:** Budget allocation to transfer \$81,938 in funds from the North Shelby School project to the School Capital reserves.

**SOCIAL SERVICES: BUDGET AMENDMENT (BNA #021)**

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

<u>Account Number</u>	<u>Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
011.519.4.350.00	93046-2200	Public Assistance/State Gov Grants	\$13,203.00	
011.519.5.500.01		Public Assistance/Miscell Grants	\$1,015.00	
011.519.5.420.00		Public Assistance/Contract Services	\$12,188.00	

**Explanation of Revisions:** Budget allocation for \$13,203 to accept CARES funds from State Funds from the Home and Community Block Grants for Older Adults for FY 2020 – 2021.

**CONVEYANCE OF PERSONAL PROPERTY**

The county owns a small piece of motorized equipment that would be beneficial to the Broad River Greenway. It is only used periodically through the year by the county for such things as clearing snow and debris from the sidewalks. The Broad River Greenway has agreed to let the county borrow this piece of equipment should it be needed.

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Bridges, and unanimously adopted by the Board to, ***approve the conveyance of personal property to the Broad River Greenway.***

**PUBLIC HEARINGS**

**SCHEDULES, STANDARDS AND RULES FOR 2021 REVALUATION**

Chairman Allen recognized Chris Green, Tax Assessor, to present the Schedules, Standards and Rules for 2021 Revaluation. The Board was reminded that at their October 6, 2020 regular meeting, Mr. Green presented and made available the Schedules, Standards, and Rules for Market Value, and a separate document, Schedules, Standards, and Rules for Present Use Value for the 2021 Revaluation. Those documents will serve as a guide to be used in appraisal for real property. Despite their titles, no values will be listed in these manuals. They will instead serve as technical manuals for staff in the Tax Office and will include items such as building costs, depreciation tables, adjustments, factors, principles and procedures. Both documents are available for review and are available in the Tax Assessor’s office. Also done at the October 6<sup>th</sup> meeting, Commissioners set a public hearing as required by North Carolina General Statute. Also, per General Statute, the Board of Commissioners are not permitted to issue an order of adoption until seven days after the public hearing. Final adoption will be requested at the regular Commissioners meeting on November 17, 2020. Mr. Green concluded his presentation by advising there is no action that needs to be taken at this time.

Chairman Allen opened the Public Hearing at 6:14 pm for anyone wanting to speak for or against the Schedules, Standards and Rules for 2021 Revaluation. (*Legal Notice was published in the Shelby Star on Thursday, October 8, 2020*).

**Robert Williams, 814 E. Stagecoach Trl, Fallston** – spoke in opposition of the Schedules, Standards and Rules for 2021 Revaluation. He stated Commissioners should wait until 2024 to do the revaluation and thought tonight’s public hearing was unnecessary and a waste.

Hearing no further comments, Chairman Allen closed the Public Hearing at 6:17pm.

Chairman Allen opened the floor to the Board for discussion and questions. Commissioner Hutchins asked Mr. Green when the last revaluation was completed and how often does the state of North Carolina require one to be done. Mr. Green advised the last revaluation was completed in 2016 and the state requires it to be done at least once every eight years. Commissioner Bridges inquired if there was a county in North Carolina that waited so long to do their revaluation that the taxes were raised forty percent. County Manager Brian Epley replied Haywood County is currently working through their revaluation after waiting eight years and are currently experiencing forty percent increases.

Commissioner Hutchins asked Mr. Green to further explain the purpose of the public hearing and the steps required by law for revaluation. Mr. Green advised North Carolina General Statute specifically details the steps that must be taken to complete a revelation process. The first step is submission of the schedules and making them available for public inspection. A public hearing is the second required step. The third step is adoption of the schedules. The tax office has been diligently working for the last year and half in preparation for the 2021 revaluation and will continue to the day the revaluation notices are filed with the vendors for printing and distribution. Commissioners thanked Mr. Green and his staff for the hard work that continues to go through the revaluation process.

### **MOUNTAINSIDE DRIVE**

Chairman Allen called Senior Planner Chris Martin to the podium to present the Confirmation of Assessment for Mountainside Drive. The county has been working on this project since July 2018 which was when a petition from the property owners on Mountainside Drive was validated. In September and October 2019, the Assessment Resolution and contract was approved and paving was completed. The next step of completion for the Mountainside Driving project was the adoption of the Preliminary Assessment Roll, which set a public hearing for the October 6, 2020 regular Commissioners meeting, and listed the properties to be assessed, stated the amount each property will be assessed, and describes the basis of the assessment.

The assessment process requires two public hearings be held. At the first hearing on September 3, 2019, the Preliminary Assessment Resolution identified the lots to be assessed, being all of the properties adjoining Mountain Side Drive. The resolution was adopted, and the paving bid was awarded to B&N Grading Inc. The paving is complete and the North Carolina Department of Transportation has approved the addition of Mountain Side Drive for the state highway system for maintenance.

The purpose of the second public hearing is to consider and confirm the amount to be assessed against each lot. The Board may cancel, increase, or reduce the assessment on each property as may be needed to comply with the basis of assessment, which is an "equal rate per lot" per North Carolina General Statute § 153A-195. From the time of confirmation, each assessment is a lien on the property. The final costs are itemized as follows:

B&N Grading Inc.	Paving	\$198,171.00
Cleveland County	Administrative Fee 0.415 Miles	\$2,191.20
	Total Cost	\$200,363.20
	Cost per Lot (24 lots)	\$8,348.42

The following PowerPoint was presented to Commissioners.

**Mountain Side Drive Paving Assessment**  
CHRIS MARTIN, SENIOR PLANNER

**TIMELINE**

- July 2018: Petition received and validated
- August 2019: Public Hearing noticed mailed
- September 2019: Assessment Resolution adopted and contract awarded
- October 2019: Paving completed
- August 2020: NCDOT Board of Transportation accepted road
- October 6, 2020: Preliminary Assessment Roll adopted
- October 9, 2020: Public Hearing notices mailed
- October 20, 2020: Public Hearing Final Assessment Roll to be confirmed
- October 23, 2020: Tax Bill mailed to property owners

**PURPOSE**

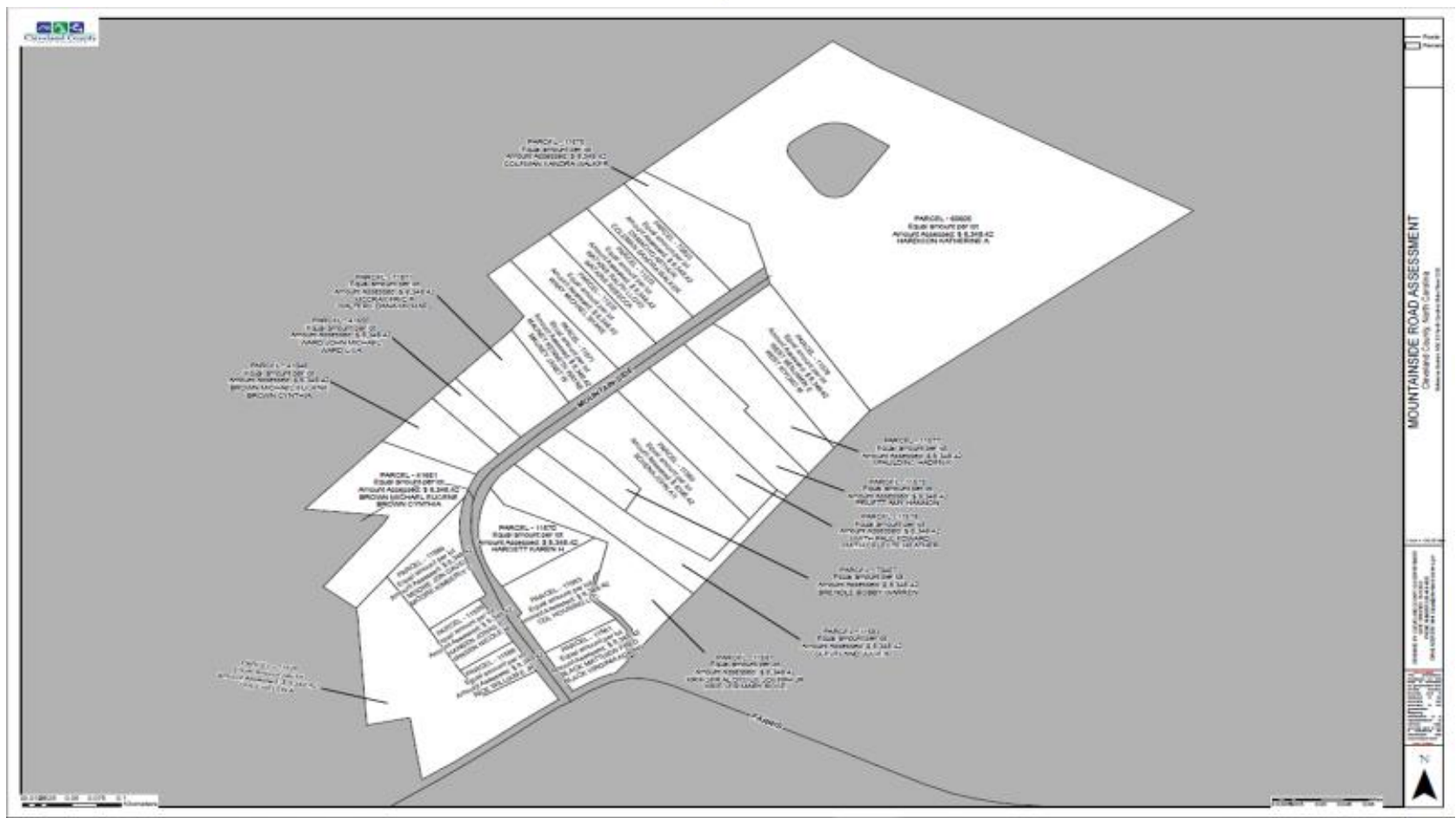
- Confirms the assessment for each property
- Lists each property to be assessed
- Lists each property owner
- States amount each property is being assessed (\$8,348.42)
- Describes the basis of the assessment (equal rate per lot)
- Describes the repayment terms of 5 years at 3.25% interest

**BEFORE**

**AFTER**

**ACTION**

Approve or deny confirmation of the Assessment Roll



Chairman Allen opened the Public Hearing at 6:28 pm for anyone wanting to speak for or against the Confirmation of Assessment for Mountainside Drive. (*Legal Notice was published in the Shelby Star on Friday, October 9, 2020*).


**Arthur Camacho, 139 Mountainside Drive, Kings Mountain** – spoke in opposition of the Confirmation of Assessment for Mountainside Drive. He and his mother live on Mountainside Drive and are on fixed incomes. He sympathizes for the other residents on Mountainside Drive in regards to the previous difficulties of the road condition however, he does not think it is fair to have to pay for something they do not want and may not be able to afford. Mr. Camacho also stated he feels the actual pricing and process was not thoroughly explained to the homeowners by the petitioners who started this road project.

**Robert Williams, 814 E. Stagecoach Trl, Fallston** – spoke neither for or against the Confirmation of Assessment for Mountainside Drive. Mr. Williams advised he sympathizes for Mr. Camacho and spoke further about taxes in Cleveland County.

Hearing no further comments, Commissioner Hutchins closed the Public Hearing at 6:32pm.

Chairman Allen opened the floor to the Board for questions and discussion. Commissioner Bridges stated he has received several calls from home owners on Mountain Drive thanking the Commissioners and advised all of the necessary requirements were met for the completion of this project.

**ACTION:** Commissioner Bridges made the motion, seconded by Commissioner Whetstine, and unanimously approved by the Board, *to adopt the Confirmation of Assessment for Mountainside Drive.*



Doc No: 200046585  
 Recorded: 11/09/2020 02:25:15 PM  
 Fee Amt: \$126.00 Page 1 of 1

Cleveland County North Carolina  
 Betsy S. Harnage, Register of Deeds  
 BK 1825 PG 2501 - 2501 (1)

RECORDING FEE \$ 26.00  
 100 = ADD'L NAMES  
 \$ 126.00 TOTAL

**Confirmation of Assessment  
 Mountain Side Drive**

\* *Phyllis Nowlen*

Pursuant to NCGS 153A-205(c), the Cleveland County Board of Commissioners held a Public Hearing on October 20, 2020 at 6:00 p.m. in the Commissioners Chambers located at 311 East Marion Street, Shelby, NC, to confirm the Assessment Roll for the paving of Mountain Side Drive. Each lot was assessed equally and the owners of the following lots are responsible for their share of the total project costs:

OWNER	PARCEL #	ASSESSMENT
Helen A Ogle	11526	\$8,348.42
William E Rice	11568	\$8,348.42
Jonas Hansen & Nicole Hansen	11585	\$8,348.42
Jon David Moore & Kimberly C Moore	11569	\$8,348.42
Michael Eugene Brown & Cynthia Brown	41651	\$8,348.42
Michael Eugene Brown & Cynthia Brown	41048	\$8,348.42
John Michael Ward & Lisa Ward	41650	\$8,348.42
Eric P McCray & Dana Michael Walters	71871	\$8,348.42
Kenneth Wayne Mauney & Janet W Mauney	11571	\$8,348.42
Michael Shane Wray	11572	\$8,348.42
Ralph Lloyd Watkins & Rebecca Watkins	11573	\$8,348.42
Arthur Camacho & Sandra Walker Coleman	70803	\$8,348.42
Sandra Walker Coleman	11575	\$8,348.42
Katherine Hardison	60605	\$8,348.42
Benjamin E West & Kiyoko M West	11576	\$8,348.42
Georgia R West	11577	\$8,348.42
Paul Edward Smith & Celeste Heather Smith	11578	\$8,348.42
Amy Hanon Pruett	11579	\$8,348.42
John A Schena II	11580	\$8,348.42
Bobby Warren Brendle	70407	\$8,348.42
Julie A Cleveland	11583	\$8,348.42
Aloysius Joseph Krieger Jr & Mary Rose Krieger	11587	\$8,348.42
Karen H Hargett	11570	\$8,348.42
CDL Housing LLC	11563	\$8,348.42

Each assessment is a lien on the property assessed of the same nature and extent as a lien for county property taxes as set forth in North Carolina General Statute 153A-200. The above assessments may be paid to the Cleveland County Tax Collector without interest prior to December 9, 2020. Any outstanding balance remaining on December 10, 2020 will be charged three and one-quarter percent (3.25%) interest annually.

**All assessments, including interest, are due in full within five years, DECEMBER 20, 2025.**

Adopted this 20<sup>th</sup> day of October 2020  
 Susan Allen, Chairwoman  
 Cleveland County Board of Commissioners

**REGULAR AGENDA**

**SOCIAL SERVICES COVID-19 OPERATIONAL UPDATE**

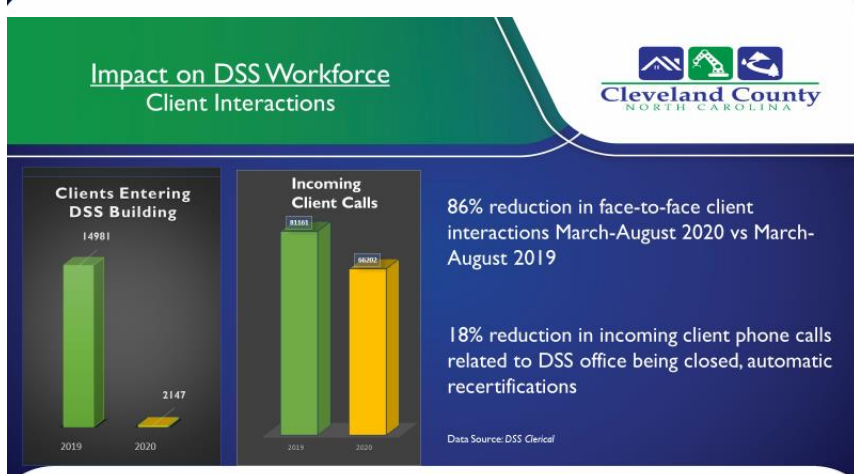
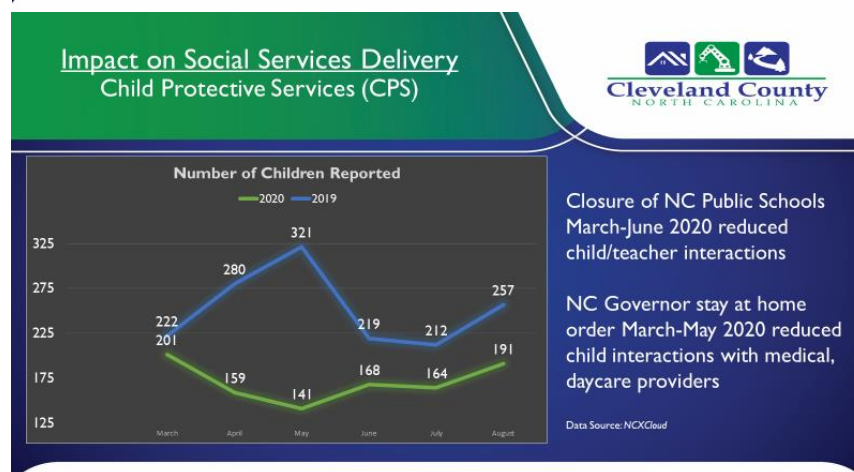
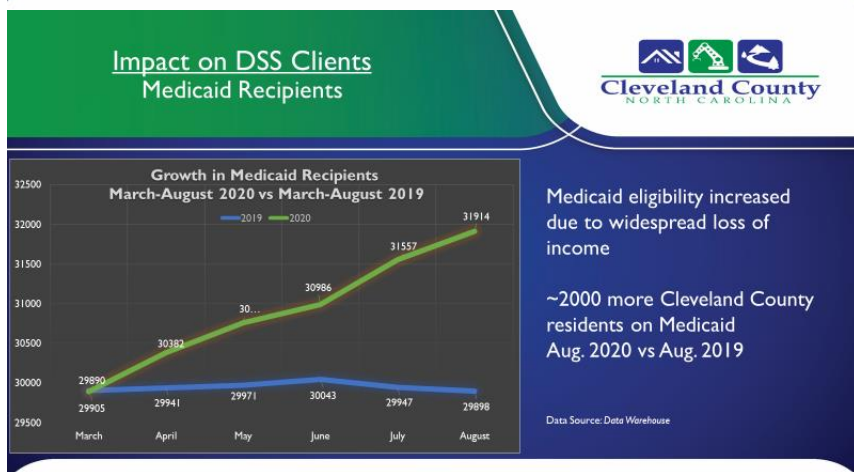
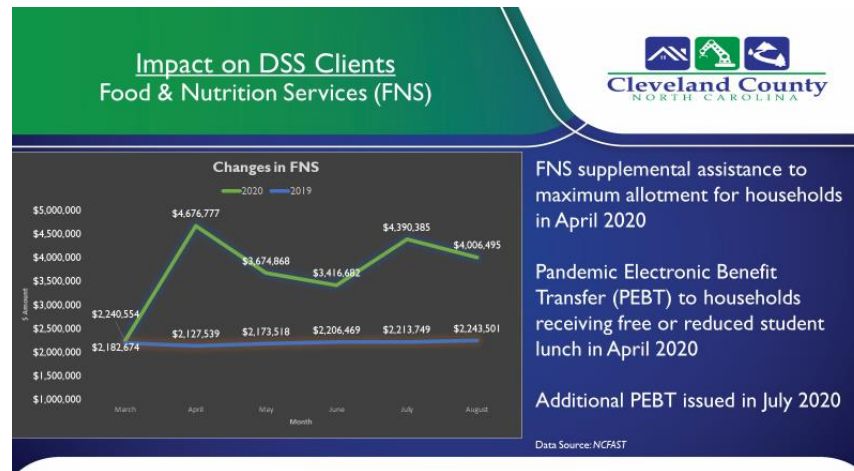
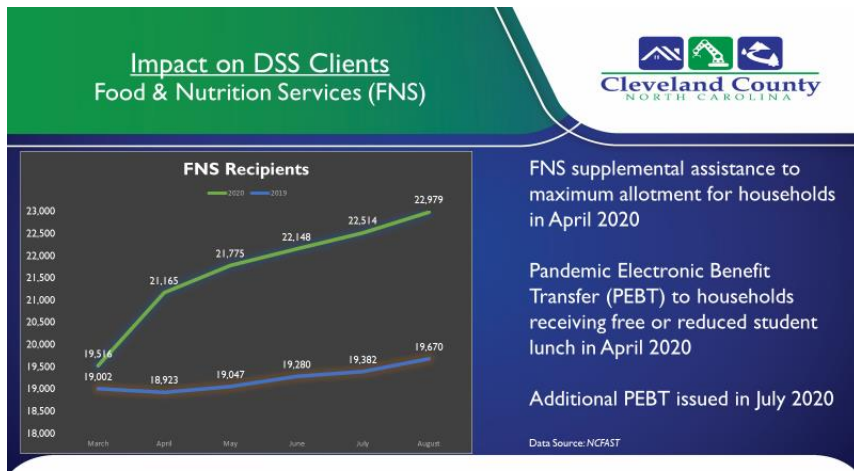
Chairman Allen recognized Social Services Director Katie Swanson to present the COVID-19 Operation Update for Social Services. Ms. Swanson serves on several state boards for social services in North Carolina and advised she has been contacted by several other directors across the state regarding the county’s response to COVID-19. Compared to those counties, Cleveland County has done an excellent job. Social Services staff and residents in the community have also commended Cleveland County for the response to COVID-19.

The Social Services Department has increased Food and Nutrition Services (food stamps) to over three thousand families across the county in the last six months. In conjunction with services from the state, the county has been able to give the maximum amount of benefits to eligible families needing assistance due to COVID-19. Pandemic Electronic Benefit Transfer (PEBT) were given to households receiving free or reduced student lunch in April 2020. This peaked in April due to supplements given to households to align with the maximum allotment, PEBT to households that had free or reduced lunch students even if they were not Food and Nutrition Services recipients. Medicaid eligibility increased across the United States due to widespread loss of income and increased unemployment claims. Cleveland County has two thousand more residents now on Medicaid. There was a substantial increase in collections due to stimulus monies being intercepted to provide support under order. Five thousand intercepts were manually reviewed to ensure that only the absent parent’s payment was intercepted and not their current spouse’s and to avoid any mistaken interception of stimulus money.

North Carolina Governor Roy Cooper issued a stay at home order beginning in March and lasted until May 2020. The closure of North Carolina Public Schools between March and June 2020 reduced child/teacher interactions. It also reduced child interactions with medical staff and daycare providers. Since the execution of the stay at home order, Social Services has seen an 86% reduction in face-to-face client interactions March-August 2020 vs this time in March-August 2019. They also saw an 18% reduction in incoming client phone calls related to the Social Services office being closed during the order. The following PowerPoint was presented to Board Members.







### COVID-19: First Six Months Conclusions

The pandemic response created a highly complex environment for Social Services delivery

Maintaining operations during the initial pandemic was due to an agile response by DSS staff

### COVID-19: First Six Months Understanding the Pandemic's Impact on DSS

Questions? Comments?

Feel free to reach out to the DSS Quality Team!

[Amy.Greene@clevelandcountync.gov](mailto:Amy.Greene@clevelandcountync.gov)  
[Michael.Heaney@clevelandcountync.gov](mailto:Michael.Heaney@clevelandcountync.gov)  
[Misti.Merritt@clevelandcountync.gov](mailto:Misti.Merritt@clevelandcountync.gov)

Chairman Allen opened the floor to the Board for questions and discussion. Commissioners each thanked Ms. Swanson for the information presented and thanked her and the entire Social Services staff for the continued hard work and dedication they put in to ensure the residents of Cleveland County are receiving the much-needed assistance during the COVID-19 pandemic.

## PERSONNEL ORDINANCE UPDATE

Chairman Allen called Allison Mauney, Human Resources Director to the podium to present the Personnel Ordinance Update. Until recently, the Cleveland County Personnel Ordinance has not been updated since 2000. In late 2018, Articles I, II, and III were successfully updated to align with the new Pay and Class Study that had been implemented earlier that year. Since 2018, the Human Resources Department has continued to update the ordinance as needed. In August 2020, personnel ordinance changes were presented and approved by the Board that were in support of the county's application for Substantial Equivalency through the Office of State of Human Resources. The county appears to be on target for potential approval in November 2020. In July, 2020, Cleveland County transitioned to 26 pay periods. Several changes to Article III of the ordinance must be made to align with this transition. Included, are also minor updates to Articles VI, VII and IX. Several benefits of continuing to update the personnel ordinance include:

- Modernization
- Consistency across departments
- Increased operational efficiency and flexibility
- Positive impact to recruiting, hiring, retention and overall morale

Mrs. Mauney presented the following modification updates to Board members.

### **Section 1. - Purpose.**

The county maintains a compensation plan (the "compensation plan") that is designed to attract, reward, and retain excellent employees. The compensation plan includes, but is not limited to, a written "pay scale" that may be amended from time to time (the "pay scale"). The pay scale provides for "salary" grades and correlates them with "low," "mid," and "high" salaries, and expresses compensation in terms of "salary" because the vast majority of county employees are paid gross wages in fixed regular amounts on a **semi-monthly bi-weekly** basis regardless of whether they are or are not "exempt" from the minimum wage and premium overtime pay provisions of the Fair Labor Standards Act of 1938 (the "FLSA"). Use of the term "salary" in the pay scale is not intended to imply that any employee is entitled to payment of a minimum "salary" set forth in the pay scale, as the sole purpose of each low, middle, and high "salary" set forth in the pay scale is to provide a range of annual compensation that correlates with a given "salary grade" that, in turn, correlates with each employee's position. (The actual compensation paid to any employee shall be determined by the human resources department in accordance with relevant provisions of this personnel article.) The purpose of the compensation plan is to provide consistent, equitable, and work-related bases for administering employees' compensation in a way that best serves the citizens and employees of Cleveland County.

### **Section 4. - Rates of compensation pay.**

(3) *Part-time employees.* Part-time employees will be hired at the minimum rate of compensation of the position into which the employee was hired **with limited exceptions based on experience and market demand. Exceptions must be approved by the County Manager.** Part-time employees' pay rate will be adjusted only when the minimum rate of compensation is adjusted.

### **Section 5. - Compensation when a position change occurs.**

Position changes may affect an employee's salary. The degree of change, if any, depends upon the type of position change. All position changes and pay adjustments are subject to human resources approval.

*New hire/appointment.* Newly-hired employees will generally be paid at the minimum of the compensation range for the classification of the position into which the employee has been hired. Employees may be paid above that rate if education/experience, internal equity, department turnover, or recruiting challenges warrant higher compensation.

Requests for compensation above the minimum of the range must be submitted in writing to and approved by human resources. Requests for compensation for new-hires that are twelve (12) percent or more above the minimum of the compensation range for the classification of the position into which the employee has been hired require approval by the county manager. **Such requests that exceed twenty-five (25) percent of such minimum require the approval of the board of commissioners (via the county manager).**

### **Section 7. - Payroll procedure.**

All employees shall be paid on a **bi-weekly basis with pay day occurring on Friday. semi-monthly basis. The fifteenth (15<sup>th</sup>) and last calendar days of the month are the designated paydays, unless any such payday occurs on a Saturday, Sunday, or holiday recognized by the county, in which case the payday will be the last regular business day before such fifteenth (15<sup>th</sup>) or last day of the month.**

### **Article VI**

#### **Section 12. - Sick leave.**

Sick leave with pay is not a right which 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:

- Sickness or bodily injury which may prevent an employee from performing his/her regular duties.
- Medical/dental appointments (for spouse, child or parent of employee).
- 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.
- Illness of a member of the employee's immediate family, (spouse, child or parent of employee) or exposure to a contagious disease when continuous work might jeopardize the health of others.
- Bereavement. Death in the employee's immediate family, not to exceed three (3) days, for any one occurrence. Additional leave time, (i.e. vacation, holiday or comp time) under exceptional circumstances, may be authorized by the department head. Immediate family for bereavement purposes 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.
- **Family members who are either under age 18 as defined in accordance with the Family and Medical Leave Act of 1993 or age 18 or older and "incapable of self-care because of a mental or physical disability"**

#### **Section 19. - Family and Medical Leave Act of 1993.**

*Leave entitlements.*

An eligible employee is entitled to a total of twelve (12) workweeks of leave in any consecutive twelve-month period for one (1) or more of the following reasons:

- The birth of a son or daughter of the employee, in order to care for the son or daughter;
- The placement of a son or daughter with the employee for adoption or foster care;
- The need for the employee to care for the spouse, child, or parent of the employee, when such spouse, son, daughter, or parent has a serious health condition; and
- An employee's serious health condition that makes the employee unable to perform the functions of his or her position.
- **Family members who are either under age 18 as defined in accordance with the Family and Medical Leave Act of 1993 or age 18 or older and "incapable of self-care because of a mental or physical disability"**

## Article VII

### Section 2. - Resignation.

A minimum of two (2) weeks' notice is expected of all resigning personnel unless otherwise agreed to by management. Such notice should be given to the department head (or in the case of department heads, to the county manager).

In no case shall an employee be permitted to extend his/her last working day by using unused vacation or accrued comp time. Therefore, employees are required to be on the job a full day during their last official working day. The reason for this stipulation is to guard against employees from carrying forth insurance coverage into an additional calendar month, whereby the county would be required to pay for such benefits.

## Article IX

### Section 1. - Insurance benefits.

The county may provide both individual hospitalization and dental insurance to all employees occupying permanently budgeted positions that are established one hundred (100) percent (forty (40) hours weekly). Permanent employees who are employed less than (100) percent at least seventy-five (75) percent (1,560 hours annually) but not one hundred (100) percent by Cleveland County shall receive individual hospitalization and dental insurance with a portion of the premium paid by the employee. That amount paid by the employee is based on the percentage amount of hours the employee works. Permanent employees (at seventy-five (75) percent or more) shall be enrolled in the programs in accordance with the provisions of the insurance contracts and on the first day of the month following a thirty (30) day waiting period.

### Section 9. - Benefits/other—Flexible.

Additional deductions/benefits may be allowed, at the option of the employee, under the provisions of the insurance contracts, and may be payroll deducted:

- Miscellaneous insurance: Cancer, accident, sickness, and dreaded disease.
- ~~U.S. savings bonds.~~
- Credit union/state: Enrollment participation open to all full-time and half-time employees.
- Deferred compensation plans: Provides supplemental long-term retirement under Section 457 of the Internal Revenue Code (NACO and state 401(K) plan).
- Cafeteria Plan - Section 125 of the Internal Revenue Code provides employees with the opportunity to use pre-tax dollars to spend on dependent insurance premiums, deductibles\*, uncovered health expenses\* and medical expenses\*.
- United Way contributions.
- Wellness Center
- Pharmacy
- YMCA Membership

\* (HSA)—Health Savings Account Participants only.

**ACTION:** Commissioner Hardin made the motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board, *to approve the Personnel Ordinance Updates.*

## **COMMISSIONER REPORTS**

**Commissioner Hardin** – spoke about the importance of getting and out and voting. She also commended the Board of Election staff for the great job they continue to do especially during this unprecedented election season.

**Commissioner Bridges** – spoke about several meetings he has attended via Zoom and the special presentation held at the Cleveland Community College in which Speaker of the House Tim Moore presented a check to the college through CARES Act funding.

**Commissioner Hutchins** – echoed Commissioner Bridges statements and thanked staff across the county for the hard work that continues to be in during the COVID-19 pandemic. He also commented on the good financial standing the county currently is in.

**Commissioner Whetstine** – encouraged everyone to get out and vote.

**Chairman Allen** – has also attended several meetings on Zoom and spoke about the recent virtual events held such as the Livermush Festival.

**ADJOURN**

There being no further business to come before the Board at this time, Commissioner Bridges made a motion, seconded by Commissioner Hardin, and unanimously adopted by the Board, *to adjourn the meeting*. The next meeting of the Commission is scheduled for *Tuesday, November 17, 2020 at 6:00 p.m. in the Commissioners Chamber*.

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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*