

Continued Meeting – February 8, 2017

The Graham County Board of Commissioners met Wednesday, February 8, 2017 at 10:00 a.m. for a continued meeting in the Graham County EMS Base Training Room located at 70 West Fort Hill Robbinsville, NC. All board was present.

1. Chairman Eller called the meeting to order.
2. Chairman Eller turned the meeting over to Manager Rebecca Garland. Manager Garland welcomed everyone and stated that this is our regular staff meeting as well as a continued meeting and asks the board if they would like to speak before proceeding.
3. Commissioner Orr stated that she appreciated working with everyone and thanked everyone for their hard work and cooperation.
4. Commissioner Williams stated that we have a good group and that he has had the pleasure of working with a lot of the staff and he thanked them for their hard work.
5. Manager Garland stated that at last night's meeting the board had discussed the accident policy and had added the Transit Director to the list of accident review board members. Manager Garland asks that the persons on this board email her possible meeting dates to review the current policy. Manager Garland stated that we did need to make a few changes to the policy. Manager Garland stated that the Code Red System was approved which will assist in getting the word out to residents on emergency situations. Manager Garland stated that the cost of this system is \$4500.00 per year and you can opt in or opt out of this program.
6. Manager Garland asks Human Resource Officer Kim Crisp to speak. Ms. Crisp stated that all drug testing needed to go through her and if she is not available then through Machelle Crisp. Juanita Colvard stated that our drug testing company DAMP would do drug testing after hours and on weekends if needed and she stated that she would get that number to the department heads.
7. Ms. Crisp stated that the department heads needed to inform all new hires that they are required to have two forms of identification that is current and one of them must be a picture I.D. as per the I-9 guidelines.
8. Ms. Crisp stated that all time sheets must be turned in on Monday's and this is mandatory. Ms. Crisp stated that all comp time had to be approved prior to the accrual and comp does not begin until 40 hours has been reached.
9. Ms. Crisp stated that all accident reporting must be made in writing with the time, place and description of what happened no matter how small or large the accident is. Juanita Colvard stated that the accident will go before the accident review board and they would determine the next steps.
10. Ms. Crisp handed out evaluation sheets to the department heads and asks that these be filled out truthfully and thoughtfully. Ms. Crisp stated that no one person was excellent and these forms needed to reflect this.
11. Ms. Crisp stated that everyone needed to inform their staff that the meal reimbursements will follow the policy. An example is: if you spend \$5.00 for breakfast you will not get \$8.00 for reimbursement but will receive the \$5.00. Ms. Crisp stated that if you get an advance on meals then all receipts had to be turned in to finance and you may or may not owe the county back money.
12. Manager Garland stated that it is getting to the time of budget preparation and she would be emailing the department heads on times and dates that she would meet with them. Manager Garland stated that she will be setting office hours for directors to come by instead of dropping in. Manager Garland stated that she is very interested in what the departments heads have to say and would sit and talk with them by appointment. Manager Garland stated that if an emergency situation pops up then call her immediately.
13. Manager Garland stated that we are getting ready to break ground on the new 911 Center and the P&J renovations was moving forward. Manager Garland stated that we will be getting a new bus for Transit in March and the tax office has been very busy with the listing forms. Manager Garland stated that she needed to hear from the departments.
14. Manager Garland did a team building game which was received with enthusiasm. Manager Garland stated that she wanted everyone to read Chapters 3 and 4 of the Personnel Policy before the next meeting and if there are changes to be made to the policy then we needed to discuss these changes as a group with the Board of Commissioners making the final decision for the change.

15. Manager Garland stated that we needed to become familiar with problem solving and she wanted the directors to have a comfort level when coming to her office for solutions of a problem.
16. Manager Garland thanked the staff for their time and bringing forth issues for discussion.
17. Commissioner Nelms made the motion to adjourn. Commissioner Orr seconded this motion.
Vote unanimous.

Keith Eller, Chairman, Graham County Commissioner

Connie Orr, Vice-Chairman, Graham County Commissioner

Jacob Nelms, Member, Graham County Commissioner

Dale E. Wiggins, Member, Graham County Commissioner

Raymond Williams, Member, Graham County Commissioner

ATTEST:

Kim Crisp, Clerk to the Board