



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, MARCH 20, 2023**

The Pamlico County Board of Commissioners met in regular session on Monday, March 20, 2023 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Kari Forrest, Candy Bohmert, Ed Riggs, Doug Brinson, Pat Prescott, and Carl Ollison were present. Also present were County Attorney Ross Hardeman, County Manager Tim Buck, Finance Officer Bill Fentress, Assistant County Manager Justin Oakes, and Clerk to the Board Chantelle Allison.

Chairman Riggs called the meeting to order and led the assemblage in the Pledge of Allegiance.

Chairman Riggs asked if there were any corrections, additions, and/or deletions to the March 6, 2023 Regular Session minutes. There were no changes, then on a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the March 6, 2023 Regular Session minutes are hereby approved, and the Chairman’s signature is authorized thereon.

Chairman Riggs asked if there were any other additions and/or deletions to the agenda, and Commissioner Baskervill made a motion, seconded by Commissioner Brinson to add a corrected memo to the Auditor Contract, and add two additional services to the Pitt County-Pamlico Agreements; both topics were already listed in the Consent Agenda.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Baskervill and seconded by Commissioner Brinson, the following resolutions were unanimously approved.

BE IT RESOLVED, the following Budget Amendment(s) are hereby approved [22-23-174].

<i>Department:</i> Cooperative Extension			#23-114
FISCAL YEAR 2022-2023			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100400-436122	Class Fees – Master Gardener	\$ 845.00	
104950-529000	Departmental Supplies	\$ 845.00	
<i>Reason for Budget Revision:</i> To recognize revenue received in Master Gardener account and increase the Departmental Supplies account.			

<i>Department: Recycling</i>			#23-115
FISCAL YEAR 2022-2023			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
106120-512600	Salaries & Wages PT		\$ 2,500.00
104721-512600	Salaries & Wages PT	\$ 2,500.00	
<i>Reason for Budget Revision:</i> To move funds to cover part time pay in the Recycling Department.			

<i>Department: Various – ARPA</i>			#23-116
FISCAL YEAR 2022-2023			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
<u>EM</u>			
104330-512100	Salaries & Wages	\$ 79,500.00	
<u>Sheriff</u>			
104310-518300 ARPA	Group Insurance		\$ 5,480.00
104310-518100 ARPA	FICA Expense		\$ 2,210.00
<u>Jail</u>			
104320-512100	Salaries & Wages		\$ 101,000.00
104320-512100 ARPA	Salaries & Wages	\$ 46,770.00	
<u>Dispatch</u>			
104321-512100 ARPA	Salaries & Wages		\$ 3,130.00
104321-518210 ARPA	401K Employer Contribution		\$ 7,500.00
104321-518300 ARPA	Group Insurance		\$ 3,300.00
104321-518100 ARPA	FICA Expense		\$ 1,400.00
104321-518200 ARPA	Retirement Expense		\$ 1,400.00
<u>Finance</u>			
104130-518210 ARPA	401K Employer Contribution		\$ 850.00
<i>Reason for Budget Revision:</i> To correct previous ARPA Budgets.			

BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman’s signature is authorized thereon [22-23-175].

BE IT RESOLVED, the request for approval of a Contract with Carr, Riggs & Ingram for FY22-23 Audit Services, is hereby approved [22-23-176].

BE IT RESOLVED, the request for approval of a JCPC Resolution in Support of Salary Increases for Juvenile Services Providers, is hereby approved [22-23-177].

**RESOLUTION SUPPORTING STEP PAY & COMPRESSION INCREASES FOR
DIVISION OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION CERTIFIED
STAFF**

WHEREAS, the Division of Juvenile Justice and Delinquency Prevention provides secure confinement in Juvenile Detention Centers and commitment services in the State’s Youth Development Centers that are essential to the protection of the community and rehabilitation of juveniles; and

WHEREAS, the lack of adequate staffing within facilities constrains effective implementation of the therapeutic and rehabilitative model of care; and

WHEREAS, the county-appointed Juvenile Crime Prevention Council is legislatively charged with ensuring the availability of appropriate dispositional alternatives for justice-involved youth that are both therapeutic and conducive to rehabilitation; and

WHEREAS, staff within the State's juvenile facilities, as well as Juvenile Court Services haven't received step-pay and increases that would recognize and reward experience, and make compensation more competitive, as well as ensure qualified staff recruitment and retention; and

WHEREAS, the Division of Juvenile Justice and Delinquency Prevention is contending with an overwhelming vacancy rate, largely due to the impact of the pandemic which has driven salaries and wages higher across the board; and

WHEREAS, Compression Salary Increases for Division of Juvenile Justice and Delinquency Prevention staff weren't included in the state's current budget; and

WHEREAS, similar salary adjustments or increases were approved for staff in other existing and newly-formed Departments;

NOW, THEREFORE BE IT RESOLVED, that the Pamlico County Board of County Commissioners supports the adequate and timely increase of the salaries of juvenile facility and court services staff across the State of North Carolina to make those positions competitive and to ensure qualified staff are compensated adequately for years of experience for the purposes of retention, as well as lay the groundwork for recruitment which will ensure the immediate and ongoing protection of the community and strengthen rehabilitative services for those juveniles most in need.

BE IT RESOLVED, the request from the Tax Administrator for approval to fill an upcoming vacancy (retirement) in advance to provide time to train the new employee, and authorize the necessary budget amendments, is hereby approved [22-23-178].

BE IT RESOLVED, the request for approval of Contracted Services Agreements between Pitt County and Pamlico County for Distribution of COVID-19 Public Health Workforce Funds, authority for the County Attorney, Health Director, and Finance Officer to sign and authority to make necessary budget amendments needed to draw down and utilize the funds, are hereby approved [22-23-179].

BE IT RESOLVED, the request for approval of \$24,000 FDA Grant, Contract with CDP for Environmental Health Software, authority to sign contract documents and make relevant budget amendments as needed, is hereby approved [22-23-180].

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Baskervill and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the request for approval of Great Grant Contract Template, authority

to sign contract documents and make relevant budget amendments as needed, is hereby approved
[22-23-181].

On a motion made by Commissioner Ollison and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the request from the Health Department for approval to offer Sports Physicals (\$80 fee/sliding scale) and Camp Physicals (\$20 fee), is hereby approved [22-23-182].

There being no further business, on a motion made by Commissioner Baskervill and seconded by Commissioner Bohmert, the Board adjourned until the next regular meeting on Monday, April 3, 2023 at 7:00pm, followed by a Board Budget Retreat on Tuesday, April 4, 2023 at 9:00am at Camp Seafarer. Time Recorded: 7:31pm.

Chairman

Clerk to the Board