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, Chairwoman
- 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
- Shane Fox, Chief Financial Officer
- Elliot Engstrom, Senior Staff Attorney
- Scott Bowman, Maintenance Director
- Lorie Poston, E-911 Communications Director
- Jason Falls, LeGrand Center Director
- Allison Mauney, Human Resources Director
- Perry Davis, Emergency Management Director/Fire Marshal
- Mark Dellinger, Electronic Maintenance Director
- Clifton Philbeck, Board of Elections Director
- Greg Traywick, Cooperative Extension Director
- Betsy Harnage, Register of Deeds

**CALL TO ORDER**

Chairwoman Allen called the meeting to order and Commissioner Hutchins 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 approved by the Board to, *approve the agenda.*

**SPECIAL PRESENTATION**

**Family & Consumer Sciences Day 2018:** Chairwoman Allen recognized Greg Traywick, Cooperative Extension Director and Nancy Abasiekong, Extension Agent who spoke about Family and Consumer Sciences Day. This is the fifth year the National Association for Family and Consumer Sciences nationwide are helping families focus attention on eating a healthy and electronic-free meal together. The many benefits of having this kind of meal together were outlined. The Board thanked Mr. Traywick and Mrs. Abasiekong for the presentation and their continued work they do for the community.
CITIZEN RECOGNITION

No one registered to speak.

CONSENT AGENDA

APPROVAL OF MINUTES

The Clerk to the Board included the Minutes of the November 20, 2018 regular meeting, in board members packets.

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

Finance:

- The County has earned approx. $370,000 in Investment Income year to date through November 30, 2018.
- The County has received $3,255,000 in local option sales tax for the first two months of 2018-2019. This is in comparison to $3,073,000 received through the first two months of 2017-2018, or an 6% increase from prior year. Local option sales tax is received and recorded 3 months in arrears.
- The County’s new audit firm, Thompson, Price, Scott and Adams, Co. (TPSA) completed final fieldwork during the month of October. The County’s CAFR has been submitted to the LGC for review and approval on-time. During interim and final fieldwork TPSA reviewed over 500 invoices and 150 deposits, along with testing 8 major DSS programs. In comparison, in the prior year, the former audit firm reviewed approx. 250 invoices and deposits along with 3 major DSS programs. This change in the County’s audit firm marks the first change in 14 years.
- The ERP-Keystone conversion and implementation process has been a tremendous success thus far. The Finance Department continues to fine tune more efficient ways to conduct day to day operations. The external transparency to vendors and clients has been very successful. This is the first major County-wide software update since 1989.

RETENTION SCHEDULES

Local governments may not destroy public records without the approval of the North Carolina Department of Natural and Cultural Resources (DNCR). The default rule is local government must contact DNCR every time it
wants to destroy a record. This is not administratively feasible, so DNCR has published retention schedules authorizing local governments to destroy certain records in certain ways. These schedules must be signed by the relevant County department heads and adopted by the Board of Commissioners in order to be valid. The Board of Commissioners adopted the retention schedule for County Management at its August 7, 2018 meeting. Staff now has retention schedules signed by department heads from Tax Administration, Veteran’s Services, the Register of Deeds, and the Sheriff.

**ACTION:** Commissioner Bridges made a motion, seconded by Commissioner Whetstine, and passed unanimously by the Board to, **approve the retention schedules.** *(copy found on Page ____ of Minute Book____).*

**MORGAN STREET PROPERTY CONTRACT**

Agreement for purchase of approximately 0.886-acre tract of real property located at 805 N. Morgan Street, Shelby, North Carolina, being more particularly depicted on Exhibit A attached hereto, being also commonly known as Cleveland County Tax Parcel No. 20254, together with all buildings, facilities, and other improvements located thereon; and all right, title and interest of Seller in and to easements, licenses, rights and appurtenances relating to any of the foregoing.

**ACTION:** Commissioner Bridges made a motion, seconded by Commissioner Whetstine, and passed unanimously by the Board to, **approve the agreement for purchase and sale of real property between Atrium Health and Cleveland County.** *(copy found on Page ____ of Minute Book____).*

**ENSONO INCENTIVE AGREEMENT**

The rights and obligations arising under a contract can be, and routinely are, assigned to entities that were not parties to the original contract. This most often happens where one of the parties to the original contract sells a portion of its business or is acquired by another corporation. That is the case here. On August 3, 2010, the County entered into an incentive agreement with Infocrossing, Inc. related to Infocrossing’s data center business. In March of 2016, Infocrossing transferred its data center business to Wipro Data Center and Cloud Services, Inc., and the County then assigned the incentive agreement to Wipro. Wipro has now sold the data center portion of its business to Ensono, LP. Ensono has therefore requested that the County now assign it the incentive agreement. This is merely a technical change to the incentive agreement – it has no additional financial impact on the County.

**ACTION:** Commissioner Bridges made the motion, seconded by Commissioner Whetstine and unanimously approved by the Board to, **approve the Assignment of Incentive Agreement to Ensono.**
REGULAR AGENDA

AMERICAN RED CROSS DESIGN AND USAGE

Chairwoman Allen recognized Assistant County Manager Kerri Melton to present the American Red Cross Design and Usage update. As with all large projects, this one is truly a team effort which included the legal department, finance, county maintenance, electronic maintenance and several other departments. The purpose of acquiring the American Red Cross (ARC) building is to extend the life of the Law Enforcement Center (LEC). A facility master plan was completed two years ago with a focus on additional space for the LEC. Since the plan’s completion, it has been staff’s intention to move several departments from the LEC to a different location. As part of the sale with the American Red Cross, the County agreed to lease 1,500 square feet of the 13,500 square footage of the building at no cost. Many community members donated to assist with construction costs for the ARC. It is the County’s intent for the citizens to feel they are still getting great services from the building as departments transition into that location. The majority of the funds used to purchase the ARC building were proceeds received from sale of a cell tower site.
Chairwoman Allen opened the floor to the Board for questions or comments. Commissioner Hutchins inquired if the American Red Cross would be occupying or renting a portion of the building. County Manager Brian Epley replied as part of the advantageous purchase price for the building the County agreed to allot the ARC
1,500 square feet of administration space for a period of twenty years at no cost. Commissioners took turns commenting on the due diligence, hard work and team work that has gone in to make this a successful transition.

CLEVELAND COUNTY SCHOOLS RESOURCE OFFICER CONTRACT

Chairwoman Allen called County Manager Brian Epley to the podium to present the Cleveland County Schools Resource Officer Contract. Cleveland County Schools received a school safety grant funding and requests to use the funds to create an additional School Resource Officer (SRO). There are currently seven county officers who make up the SRO division. If the contract is approved that number will go up to eight. The new deputy will be stationed at a school that is mutually agreed upon by the School Superintendent and the Sheriff. Staff is seeking approval for two items:

1. Approval of a new position to be added to the Sheriff’s Office that will be assigned to the SRO unit and funded entirely through the school system, including the deferred maintenance and cost per capital.

2. Amendment of the existing contract moving from seven officers to eight.

Chairwoman Allen opened the floor to the Board for questions and comments. Commissioner Whetstine inquired what costs would the County be responsible for the new position. Mr. Epley advised this position would be zero cost to the County. The Cleveland County School System will incur 100% of the costs related to the new position to include uniforms, vehicle and deferred maintenance.

ACTION: Commissioner Bridges made a motion, seconded by Commissioner Hardin, and passed unanimously by the Board to, approve a new position to be added to the Sheriff’s Office that will be assigned to the SRO unit and funded entirely through the school system, including the deferred maintenance and cost per capital and the amendment of the existing contract moving from seven officers to eight. (copy found on Page ____ of Minute Book____).

CORONER TRANSITION

Chairwoman Allen again recognized Assistant County Manager Kerri Melton to present the Coroner Transition. On December 3, 2018 at 00:00 hours, the County transitioned from the Coroner system to the Medical Examiner system. Currently there are only three counties in North Carolina who operate under a Coroner’s system, moving forward with a Medical Examiner’s system is not uncommon. Legislators adopted bill to abolish the Coroner position effective upon a vacancy in the office of coroner in Cleveland County or the expiration of the current term of office in 2018. The County did not have a vacancy between 2017 and 2018, the current Coroner’s position expired on December 3rd. Contact has been made with the Emergency Medical Services (EMS) Director and one of the Medical Examiners; there have been no local medical cases since the transition. Many of the appointed Medical Examiners are current County employees with EMS. Chairwoman Allen opened the floor to the Board for questions and comments. Commissioner Bridges asked what expenses the County will incur with the transition. Mrs. Melton stated the new system is a cost saver with only having to pay $200 per investigation instead of a salary plus $200 per investigation as it was with the Coroner System. The County will continue pay for
Coroner Transition

Coroner vs Medical Examiner System

**Coroner**
- Elected County Official
- Appoints Assistant Coroner and Medical Examiners
- Medical qualifications-local determination
- Salary plus $200 per investigation

**Medical Examiner**
- Appointed by Chief Medical Examiner
- ME's appointed for three-year term
- Medical qualifications and training required per State guidelines
- $200 per investigation

**Timeline**
- Commissioners adopt resolution requesting Legislators approve bill to abolish Coroner
- Legislators adopt bill to abolish Coroner effective upon a vacancy in the office of coroner in Cleveland County or the expiration of the current term of office in 2018
- Several meetings held with Public Safety Agencies, Hospital and Funeral Homes in preparation of transition
- Local ME's appointed in Wake County for training purposes
- December 3, 2018 - ME's appointed in Cleveland County and transition occurs

**Appointed Medical Examiners**
- Tyler Allen
- Gary Beaver
- Gail Brackett
- Calvin Cobb
- Jay Fraccola
- Matt Goins
- Jimmy Hensley
- Tommy McNeilly

**QUESTIONS**

**COMMISSIONER REPRESENTATIVE BOARD APPOINTMENTS**

**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board, to appoint Commissioner Bridges to serve on the CARE Block Grant Advisory Committee.

**ACTION:** Chairwoman Allen appointed herself to serve on the Cleveland County Economic Development Partnership Board.

autopsies the same as under the Coroner System. The Medical Examiners use their own vehicles and the hospital provides the needed medical supplies.
COMMISSIONER REPORTS

Commissioner Hardin – outlined her on-boarding process and looks forward to serving the citizens of Cleveland County.

Commissioner Bridges – has attended several events the past few days. One of the events was a seminar discussing rural health in the community and ways to improve it.

Commissioner Whetstine – has gone to several Christmas parades and celebrations in the County. He also spoke of the swearing in of Sheriff Norman and the deputies.

Commissioner Allen – welcomed the newly elected Commissioners and looks forward to serving with them.

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 regular meeting of the Commission is scheduled for Tuesday, December 18, 2012 at 6:00 p.m. in the Commissioners Chamber.

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Susan Allen, Chairwoman
Cleveland County Board of Commissioners

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