

MACON COUNTY BOARD OF COMMISSIONERS
JANUARY 8, 2007
MINUTES

The Board convened at 5 p.m. as noticed to host a reception and present annual service awards to county employees. Tax Assessor Richard Lightner was recognized for receipt of the Tax Assessor of the Year Award from the N.C. Tax Assessors Association and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA) was presented to Finance Director Evelyn Southard and the Finance staff noting the award is the highest from of recognition in the area of governmental accounting and financial reporting.

The following annual service awards were presented by the Board: ten years of service – Diane Alexander, Kim Angel, Wayne Clark, Kenneth Cole, Kathy McGaha, Debbie Mosteller, Pam O'Dell, Jill Picklesimer and Dennis Tippet; fifteen years of service – Lora Beegle, Lisa Henry and Lisa Hilliard and twenty years of service June Cassada and Andy Shields.

Chairman Leatherman convened the regular meeting at 6 p.m. All Board Members, the County Manager, Deputy Clerk, County Attorney, County Finance Director, members of the news media and interested citizens were present. Rev. J.D. Watson from Trinity Assembly Church gave the invocation and Chairman Leatherman welcomed everyone present.

ADDITIONS/ADJUSTMENTS: There were no additions or adjustments to the agenda.

PUBLIC SESSION: **Charlie Cowie** stated housing is a large industry in the county and people bring people into the county but not the individuals recently arrested for gang violence. Mr. Cowie complimented and expressed his support for local law enforcement and asked the Board to do whatever possible to support them so the judicial system will back them (law enforcement) up. He also expressed concerns about the potential rise in taxes due to reappraisal, complimented the tax appraisers and suggested research of the landfill fee. Mr. Cowie also asked for consideration of screening of buildings so we can see trees instead of houses. **Narrelle Kirkland** informed the Board she is a graduate of the county leadership course, spent seven months on hurricane recovery, is currently working with the Forest Service and does not feel she is being utilized. Ms. Kirkland referenced a recent letter to the editor of the local papers concerning native and non-natives. She urged the Board to embrace new comers and not make an issue of "you and them".

MINUTES: Upon motion by Commissioner Simpson and seconded by Commissioner Davis the Board unanimously voted to approve the minutes of the December 4th and 18th meetings as submitted with one spelling correction.

NACO PRESCRIPTION DRUG CARD: DSS Director Jane Kimsey explained the County's eligibility to participate in the National Association of Counties (NACo)

prescription discount card program which provides free cards that offer average savings of 20% off the retail price of commonly prescribed drugs. She added all county residents are eligible and there are no enrollment or membership fees. After discussion Commissioner Davis made a motion to approve the contract but to leave the county logo off the card. The motion was seconded by Commissioner Beale and all favored. Ms. Kimsey explained the card will have Macon County printed on it and April, 2007, is a probable implementation date.

CDBG PUBLIC HEARING: Chairman Leatherman recessed the regular meeting at 6:30 p.m. to convene the second public hearing as noticed to provide information to the public on the North Carolina Community Development Block Grant Program and to receive public comment. County Housing Director Rick Norton advised the Board that to be eligible for 2007 CDBG funds the county must hold two public hearings and noted the Board had authorized application for a 2007 Scattered Site Rehabilitation grant in the amount of \$400,000 at the previous month's meeting at which time the first hearing was held. No one wished to comment during the hearing. Chairman Leatherman adjourned the public hearing and reconvened the meeting in regular session. No further action was necessary on CDBG funding at this time.

HEALTH DEPARTMENT-SEPTIC PERMIT UPDATE: Health Director Ken Ring gave an update on the backlog of septic applications stating there is a backlog of 187 permits representing a minimum eight week delay for current applications. He added there are still 4 applications remaining to be completed from July, 2006, 31 from August and 25 from September. Board members expressed concerns that this backlog and the delays are causing a loss of livelihood in the County and this is unacceptable. Concerns were expressed that individuals calling for information on permits, schedules, etc. do not receive a live person but an automated system. Chairman Leatherman instructed Mr. Ring to return to the February, 2007 meeting with specifics telling the Board what can be done with current resources to get the backlog to six weeks, if he can't reduce the backlog to be prepared to explain why and to have someone answering calls in the environmental health section.

SHERIFF'S DEPARTMENT: Grant application – Sheriff Robbie Holland gave a history of the Narcotics Unit including related drug arrest statistics and requested authorization to submit the 2007 grant pre-application for continuation of the unit. The Sheriff explained the total grant amount is \$82,954.23 and requires a \$20,738.56 county match which is always included in his department's budget request. Commissioner Simpson made a motion to authorize submission of the pre-application as presented. The motion was seconded by Commissioner McClellan and all favored. **Magistrate** - Commissioner Davis referenced comments made by Mr. Cowie in public session concerning support of law enforcement and expressed concern that a magistrate allowed individuals involved in recent gang related activities to be released on unsecured bonds noting there seems to be a pattern with this particular magistrate doing similar things. After a brief discussion it was agreed that Commissioner Davis would work with the County Attorney to bring something before the Board at the February meeting for action relating to the situation.

INFORMATION TECHNOLOGY: Electronic Records System Policy – Upon motion by Commissioner Davis and seconded by Commissioner Beale the Board unanimously voted to adopt an Electronic Records System Policy per attachment #1. **Broadcast of Board Meetings** – Chairman Leatherman stated he had asked this item be placed on the agenda and, as the County continues to grow, this is something the Board needs to think about. He explained he feels broadcast of the meetings will accommodate more citizens and allow them to have access to accurate information. He requested the County Manager to get the I.T. Department to research the idea and get some cost information together.

NCACC LEGISLATIVE LIAISON: A request from the North Carolina Association of County Commissioners asking that all 100 counties appoint a legislative liaison was presented. Commissioner Simpson nominated Commissioner Beale who declined the appointment. Upon motion by Commissioner McClellan, seconded by Commissioner Beale, the Board unanimously voted to appoint Commissioner Davis to the position for a period of two years.

APPOINTMENTS: Southwestern Child Development Commission – An appointment to the Southwestern Child Development Commissioner was tabled until a later meeting. **Library Board of Trustees** – Commissioner Simpson made a motion to accept the recommendation to appoint Ms. Avary Doubleday as a Highlands representative on the Library Board of Trustees, due to his involvement with the construction project to waive term limits and reappoint Randolph Bulgin, and reappoint Gail Criminger. The motion was seconded by Commissioner McClellan and all favored. All terms will expire February 28, 2010. **Economic Development Commission (EDC)** – Upon motion by Commissioner Davis and seconded by Commissioner Beale the Board unanimously voted to reappoint Ed Shatley to the EDC. Term will expire January 31, 2010. **Recreation Commission** – Commissioner Simpson made a motion to reappoint Matt Bullis and Tex Davis to the Franklin Recreation Commission. The motion was seconded by Commissioner Davis and all favored. Terms are for two years and will expire January 2, 2009.

OFFER TO PURCHASE: An offer to purchase .86 acres (PIN #0107218) of County owned property located near the Co-Op property was presented. The County Manager recommended the property be declared surplus after which upon motion by Commissioner Simpson, seconded by Commissioner Davis the Board unanimously voted to declare the property surplus and authorize for sale. The County Attorney explained the three methods by which the County can dispose of real property. The County Manager advised he and the County Attorney would bring back a recommendation as to which process to utilize.

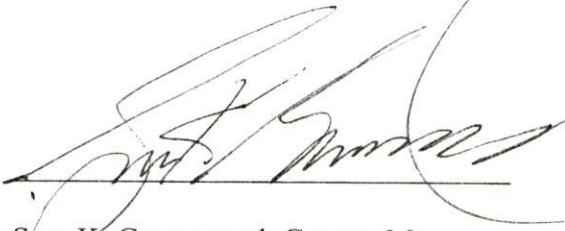
TAX RELEASES: Upon motion by Commissioner Simpson and seconded by Commissioner McClellan tax releases in the amount of \$4,720.06 were unanimously approved as presented. (Note: A printout of releases is on file in the Tax Department and the County Manager's Office.)

BUDGET REVISIONS: The following budget revisions were unanimously approved: revisions #62, upon motion by Commissioner Davis and seconded by Commissioner Beale, transferring \$1,000 to General Fund to close out county renovation fund; revision #63, upon motion by Commissioner Beale and seconded by Commissioner Simpson, transferring \$15,893 cash balance in Highlands Gym Project to General Fund to close construction fund; revision #64, upon motion by Commissioner Simpson and seconded by Commissioner Beale, budgeting \$15,602 to the Library Construction Fund for change orders; revision #65, upon motion by Commissioner Simpson and seconded by Commissioner Beale, appropriating \$436 controlled substance tax funds in the Sheriff's Department; revision #66, upon motion by Commissioner Davis and seconded by Commissioner Beale, budgeting \$1,735 funds from Haywood Electric Energy Assistance to DSS; revision #67, upon motion by Commissioner Davis and seconded by Commissioner Simpson, appropriating \$1,160 federal forfeiture funds in the Sheriff's Department; revision #68, upon motion by Commissioner Beale and seconded by Commissioner Davis, appropriating \$4,566 insurance reimbursement for damages to vehicles; revision #69, upon motion by Commissioner Simpson and seconded by Commissioner Beale, appropriating \$4,166 in the Health Department for Immunization Action Plan; revision #70, upon motion by Commissioner Simpson and seconded by Commissioner Davis, budgeting \$38,351 additional Crisis Funds in DSS; revision #71, upon motion by Commissioner Simpson and seconded by Commissioner Davis, appropriating \$3,100 SHIPP revenue in Senior Services; revision #72, upon motion by Commissioner Beale and seconded by Commissioner Davis, reducing fund balance appropriation of \$3,410 in Senior Services due to additional HCCBG funding; revision #73, upon motion by Commissioner Davis and seconded by Commissioner McClellan, reducing fund balance appropriation of \$3,409 in Transit Services due to additional HCCBG funding; and revision #74, upon motion by Commissioner Davis and seconded by Commissioner Beale, appropriating \$523 controlled substance tax funds in the Sheriff's Department. (Note: revisions with corresponding numbers attached)

LIBRARY/ADDITIONAL STAFFING: Librarian Karen Wallace and Library Board Chairman Randolph Bulgin were present to present statistics and answer questions concerning a request for funding of additional positions at the new library beginning in February, 2007. After discussion Commissioner Simpson made a motion to appropriate \$99,940 from Fund Balance for staffing costs of the new library beginning in February, 2007. The motion was seconded by Commissioner McClellan and all favored. (See attached budget revision #75) County Manager Greenwood noted this would mean an approximate additional quarter million dollar allocation in FY 07/08 budget.

CLOSED SESSION: Upon motion by Commissioner Davis and seconded by Commissioner Simpson the Board unanimously voted to go into closed session as provided for attorney/client privileges and to discuss personnel. During closed session certain personnel issues were discussed and it was agreed the County Attorney's Office would have a full-time paralegal and a part-time clerk. The County Manager, Deputy Clerk and Finance Officer were excused during the attorney/client discussions. No action was taken and the Board returned to regular session.

ADJOURNMENT: Upon motion by Commissioner Simpson the meeting was recessed until noon on Saturday, January 27, 2007 at Macon Bank Corporate Center.



Sam K. Greenwood, County Manager
Clerk to the Board



Charles D. Leatherman
Board Chairman

ELECTRONIC RECORDS SYSTEM POLICY FOR MACON COUNTY

PURPOSE:

Records are considered to be the property of Macon County and maintained for the benefit of the agencies use in delivering services and in documenting agencies operations. In keeping with current trends, modern electronic technology is widely used. This electronic imaging record policy reflects guidelines set forth in the North Carolina Department of Cultural Resources publication, *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems*. Established guidelines will not only increase the reliability and accuracy of records stored in information technology systems, but also ensures they remain accessible. Established guidelines for reproduced records will likewise enhance their admissibility and acceptance by the judicial system as being trustworthy. Privileged or confidential information will also be protected by this policy. This policy will be re-evaluated at least every five years and updated as required.

DESTRUCTION OF RECORDS

Macon County will seek the approval of the North Carolina Department of Cultural Resources for the destruction of any paper records that have been scanned in accordance with this policy. That approval will be requested and recorded on the "Request for Disposal of Original Records Duplicated by Electronic Means" form. Macon County will submit a new form each time it begins to scan a new record series.

The paper originals of records series scheduled as "permanent" in the Macon County Records Retention and Disposition Schedule will not be destroyed unless a microfilm preservation duplicate is created prior to destruction. Destruction of the original paper record will be conducted only after imaging and quality control assurance procedures have been completed, all necessary corrections have been made, all auditing procedures have been conducted and approved by the supervisor of the program area.

The document management system is designed to meet all technical requirements as specified by the NC Department of Cultural Resources. Images scanned into the document management system are stored as Group IV TIFF images, and the indexes reside in a database in Microsoft SQL Server to provide a completely non-proprietary system. The vendor has supplied all documentation about the database layout and design to ensure that the images and indexes are readily accessible by the IT Staff of Macon County. The County IT Staff have been trained on the proper back-up techniques for both the images and the database and have committed the proper resources to manage the backup and general maintenance of the imaging server.

Documents will be backed up daily to a tape which will be moved off-site for full redundancy. Scanned records will be maintained for the specified retention periods according to the North Carolina Department Retention and Disposition Schedule published by the North Carolina Division of Cultural Resources. The original paper record will be shredded on County premises

001225

by Department staff. Security backups of all imaged documents will be generated nightly and maintained off-site. A listing of all records imaged will be kept in electronic format along with a listing of the dates of destruction. All records stored as images in the system will be considered Macon County's "official" agencies records. Any hard copy generated from the imaging system will be considered the agencies' duplicate "working" records.

TRAINING:

The vendor provided training and detailed system usage documentation to the Macon County IT Department on proper techniques for image capture, indexing, quality control, security configuration, auditing, and general system maintenance. The key imaging operators have received formal training in the use of the equipment. All applicable Department staff will be trained in the correct procedures required for imaging and the reproducing of records. All applicable Department staff will be trained in the correct procedures for viewing imaged documents and for reproducing of any imaged document. IT Department will conduct training.

Documentation of all imaging activities is maintained through audit trails built into the imaging system to protect the agency from potential fraud or any other unauthorized acts, as well as the authenticity of the records.

Audit trail includes (at a minimum):

Applications: Create/Delete/Modify

Index: Create, Delete, Modify

Pages: Add, Delete, View/Print/Export/Mail

Batches: Create, Delete, Batch import/scan, Batch Index

Batch Page: Add, Delete, Attach to a document

Query: Execute

User: Login/Logout

Group: Create/Delete/Modify

AUDITS:

Managerial staff for the various units of the agencies will periodically audit imaged records for accuracy, readability, and reproduction capabilities. Hardcopy records will not be destroyed until the managerial staff has audited a sampling of those records for system's accuracy. A written audit report will be prepared indicating the sampling of records produced and what remedial procedures were followed if the expected level of accuracy was not achieved.

001226

DOCUMENTATION:

Procedures:

Macon County IT Department will be responsible for the preparation and updating of detailed procedures that will describe the process followed to produce and reproduce an automated record. This documentation will include a description of the system hardware and software. A current procedural manual will be maintained to assure the most current steps are followed and to assure reliable system documentation will be available for judicial or similar proceedings.

Training

Documentation will be maintained for the distribution of written procedures, attendance of individuals at training sessions and refresher training programs and other relevant information, including dates.

Retention

One set of all system documentation, including documentation describing how the system operates from a functional user and data processing point of view, will be maintained permanently in the event a court review is necessary. When system documentation changes, old versions will be maintained for 3 years after discontinuance of system and after all data (records) created by the system has been destroyed or transferred to a new operating environment.

AVAILABILITY OF SYSTEM FOR OUTSIDE INSPECTION:

These agencies recognize the fact that the judicial system may request pretrial discovery of computer programs and related materials. Agencies personnel will honor requests for outside inspection of the system and testing of data by opposing parties and the court. They will also honor inspection and copy requests pursuant to Chapter 132 of the North Carolina General Statutes.

Adopted by Macon County Board of Commissioners

January 8, 2007

001227