

**Minutes of the 3 December 2010  
Special Meeting of the Yancey County Board of Commissioners  
Held at 9:00 o'clock a.m. in the Commissioners Meeting Room  
Yancey County Courthouse, Burnsville, North Carolina**

Present at the 3 December 2010 meeting of the Yancey County Board of Commissioners were Chairman Walter Savage, Member Jerri Storie, Member Johnny Riddle, County Manager and Assistant Clerk to the Board Nathan Bennett, Finance Director Lynne Hensley, Finance Officer Brandi Burleson, and County Planner Jamie McMahan.

**Call to Order and Approval of Agenda**

Chairman Savage called the meeting to order. The motion to approve the agenda with unanimous consent to add recognition of Ms. Shannon Chrisawn service to library board, was made by Commissioner Storie and was seconded by Commissioner Riddle. The vote to approve was unanimous. (Attachment A)

**Finance Office Update**

The Board first heard from Finance Director Lynne Hensley. Mrs. Hensley gave the Board an update on the progress of the 2009-10 fiscal year audit. Ms. Hensley informed the Board that the audit would be available before December 15<sup>th</sup> if the Board would like to have a special meeting to review it. If the Board chooses not to have a special meeting then the audit will be available at the January Regular Meeting. Finance Officer Brandi Burleson next presented the Board with the new Position Classification Plan (Attachment B) for employees and stated that the plan needed to be updated to include the part-time administrative assistant at the Yancey County Transportation Authority to satisfy the conditions of funding of that position by the NC Department of Transportation, also updated to reflect the Substitute Van Driver, Landfill Superintendent/Equipment Operator, and Information Technology Director positions. Upon hearing from Mrs. Burleson Commissioner Riddle made a motion to approve the Position Classification Plan. The motion was seconded by Commissioner Storie and the vote to approve was unanimous. Ms. Burleson next presented the Board with Budget Amendment #3 (Attachment C) which is to reflect an overall increase to the general fund. Upon hearing from Ms. Burleson Chairman Savage made a motion to approve Budget Amendment #3. The motion was seconded by Commissioner Riddle and the vote to approve was unanimous.

**Approval of Minutes**

The Board next moved to the approval of minutes that must be done before the current Board leaves office. The first minutes were for the Budget Work Sessions that were held during the summer. Commissioner Riddle made a motion to approve these minutes and the motion was seconded by Commissioner Storie. The vote to approve was unanimous. The next minutes up for consideration were from a special meeting on October 27<sup>th</sup>. Commissioner Storie made a motion to approve these minutes and the motion was seconded by Chairman Savage. The vote to approve was unanimous. The next minutes for consideration were from the regular meeting on November 9<sup>th</sup>. Chairman Savage made a motion to approve these minutes and the motion was seconded by Commissioner Storie. The vote to approve was unanimous.

**Recognition of Shannon Chrisawn**

Commissioner Johnny Riddle made a motion to authorize the County Manager to prepare a resolution from the Board honoring and recognizing Ms. Shannon Chrisawn for her more than 20 years service on the Yancey Library and AMY Regional Library Board. Commissioner Storie seconded the motion and the vote to approve was unanimous.

**Closing Comments**

Chairman Savage noted that he hoped that the remote areas of the county, such as Bee Log/Ramseytown and Busick, would soon get cellular phone service, acknowledging this would be a service by the commercial phone companies.

Chairman Savage recognized Tamara Frank who made brief comments and stating she has no animosity toward anyone and wished all a Merry Christmas. Further, meetings of all boards and committees should be available to the public so the people can speak out about any concerns they may have. She stated she recognizes that this Board has done some good things and progress has been made and appreciative for that.

**Approval of Today's Meeting Minutes**

The final minutes for consideration were from the special meeting today, December 3<sup>rd</sup>. Commissioner Riddle made a motion to approve the minutes and the motion was seconded by Commissioner Storie. The vote to approve was unanimous.

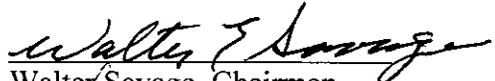
**Adjournment**

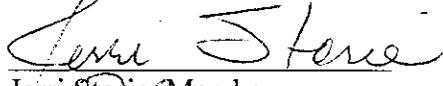
Having no further business Commissioner Riddle made a motion to adjourn and it was seconded by Chairman Savage. The vote to adjourn was unanimous.

Approved and authenticated on this the 3<sup>rd</sup> day of December 2010.

Attest:

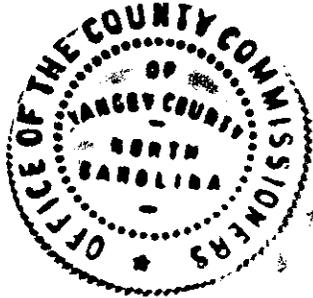
  
J. Jason Robinson  
Clerk to the Board

  
Walter Savage, Chairman

  
Jerri Storie, Member

  
Johnny Riddle, Member

(county seal)



*Attachment A*



## YANCEY COUNTY

110 Town Square, Room 11 • Burnsville, North Carolina 28714  
PHONE: (828) 682-3971 • FAX: (828) 682-4301

**Nathan Bennett**, *County Manager*

**Walter Savage**, *Chairman*

**Jerri Storie**, *Commissioner*

**Johnny Riddle**, *Commissioner*

**AGENDA**  
**YANCEY COUNTY BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
**December 3, 2010**  
**9:00 am**

- I. Call to Order – Chairman Savage
- II. Approval of Agenda
- III. Finance Office Report – Lynne Hensley, Finance Director and Brandi Burleson, Finance Officer
  - a. Budget Amendment #3
  - b. Position Classification Plan Update
- IV. Approval of Minutes
- V. Adjourn

*Attachment B*  
 Yancey County Local Government  
 Position Classification Plan

When this Plan should/will be revised/updated: (1) annually (budget); (2) if/when a new position is added, a position is significantly changed/reclassified, etc.

It is recommended that there be 5% between each grade; 15% between the minimum-and-middle; and then, 30% between the middle-and-maximum salaries in each grade--

Each Position will have a three (3)-Grade Range -- The following will be used in hiring:

- \* New Hire w/ 0-years related exp. &/or ed/training -- Beg salary = Min of the 1st/lowest Grade within the Position's Range -
- \* New Hire w/ 1-3 years related exp. &/or ed/training -- Beg salary = Min of the 2nd Grade within the Position's Range -
- \* New Hire w/ 3-5 years related exp. &/or ed/training -- Beg salary = Min of the 3rd Grade within the Position's Range -
- \* New Hire w/ >5 years related exp. &/or ed/training - Beg salary shall be determined, in consult, by the dept. head & co. mgr., to fall btw the min. and mid-pt. of the 1st, 2nd or 3rd Grade within the Position's Range -
- \* Deviations, if any, require prior submission of written justification to the co mgr & approval by the Bd of Co Comm(s) -

Across-the-Board, Annual Cost Of Living Adjustments (COLAs) are proposed at the the regional CPI. Additional increases may be considered as follows: (a) CPI+1% for "Meets Expectations" including punctuality and strong attendance records; etc. (b) CPI+2% for "Exceeds Expectations" including punctuality and strong attendance records. Additional bonuses/increases may also be considered for pre-approved/budgeted, position specific, certifications/licensures/trainings/etc obtained -- \$ amt. relative to credit hours, days/time, and/or testing required - **\*Annual salary adjustments may be administered via alternative methods; however, fair and consistent methology will be applied across all departments/agencies --**

GRADE	MINIMUM	MID-POINT	MAXIMUM	POSITION	GRADE RANGE
32	\$6,023.66	\$6,927.21	\$9,005.37	EFNEP - CoOp Ext YCTA-Substitute Van Driver	32-34
33	\$6,324.84	\$7,273.57	\$9,455.64		33-35
34	\$6,641.09	\$7,637.25	\$9,928.42	Part-Time YCTA Admin Asst	34-36
35	\$6,973.14	\$8,019.11	\$10,424.84	Ag Tech - CoOp Ext	35-37
36	\$7,321.80	\$8,420.07	\$10,946.09	PT Asst to Bd of Elections Dir	36-38
37	\$7,687.89	\$8,841.07	\$11,493.39	Commissioner - Member	37-39

Yancey County Local Government  
Position Classification Plan

<b>GRADE</b>	<b>MINIMUM</b>	<b>MID-POINT</b>	<b>MAXIMUM</b>	<b>POSITION</b>	<b>GRADE RANGE</b>
38	\$8,072.28	\$9,283.12	\$12,068.06		38-40
39	\$8,475.89	\$9,747.28	\$12,671.46	PT IMC Tech - DSS	39-41
40	\$8,899.69	\$10,234.64	\$13,305.04	Commissioner - Chairman	40-42
				Sec I - CoOp Ext	40-42
41	\$9,344.67	\$10,746.37	\$13,970.29		41-43
42	\$9,811.91	\$11,283.69	\$14,668.80	Sec II - CoOp Ext	42-44
43	\$10,302.50	\$11,847.88	\$15,402.24	Admin Asst - CoOp Ext	43-45
44	\$10,817.63	\$12,440.27	\$16,172.35		44-46
45	\$11,358.51	\$13,062.29	\$16,980.97	Part-PT Conv Ctr Attend	45-47
				Admin Asst III - CoOp Ext	45-47
				PT Comm Serv Coord	45-47
46	\$11,926.43	\$13,715.40	\$17,830.02	Ag Agent - CoOp Ext	46-48
				4H Agent - CoOp Ext	46-48

Yancey County Local Government  
Position Classification Plan

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47	\$12,522.76	\$14,401.17	\$18,721.52	Director - CoOp Ext	47-49
48	\$13,148.89	\$15,121.23	\$19,657.60	Groundskeeper	48-50
				Cook I - DSS CDC	48-50
49	\$13,806.34	\$15,877.29	\$20,640.48	3/4 Driver (1-3 Yrs) - YCTA	49-51
				Assistant Emergency Management Coord	49-51
50	\$14,496.66	\$16,671.15	\$21,672.50	Human Resources Aide/Comm Serv - DSS	50-52
				Recycling Ctr Attend	50-52
				EDA I - DSS CDC	50-52
				3/4 Driver (3+ Yrs) -YCTA	50-52
51	\$15,221.49	\$17,504.71	\$22,756.13	PT Jailer	51-53
				EDAll - DSS CDC	51-53
				Cook II - DSS CDC	51-53
				PT Dispatcher	51-53
52	\$15,982.56	\$18,379.95	\$23,893.93	EDA II - DSS CDC	52-54
				Comm Serv Aide - DSS	52-54
53	\$16,781.69	\$19,298.95	\$25,088.63	Processing Asst III - DSS	53-55
				Word Processor III - DSS	53-55
54	\$17,620.78	\$20,263.89	\$26,343.06		
55	\$18,501.81	\$21,277.09	\$27,660.21	PA IV - DSS	55-57
				IM Tech - DSS	55-57

Yancey County Local Government  
Position Classification Plan

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56	\$19,426.91	\$22,340.94	\$29,043.22	Custodian/PT Maint	56-58
				PT Scale House Operator - Landfill	56-58
				FT Driver - YCTA	56-58
				Comm Serv Tech - DSS	56-58
57	\$20,398.25	\$23,457.99	\$30,495.38	Admin Asst - Bldg Insp	57-59
				FT Scale House Operator - Landfill	57-59
				Lead Teacher - DSS CDC	57-59
				IMC I - DSS	57-59
58	\$21,418.16	\$24,630.89	\$32,020.15	Assoc Bldg Insp	58-60
				Dep Reg of Deeds	58-60
				Mechanic	58-60
				White Goods Specialist - Landfill	58-60
				Equip Operator - Landfill	58-60
59	\$22,489.07	\$25,862.43	\$33,621.16	FT E-911 Dispatcher	59-61
				Asst Finance Officer	59-61
				IMC Inv I - DSS	59-61
				Vehicle (/Back-up) Tax Clerk	59-61
				IMC II - DSS	59-61
60	\$23,613.53	\$27,155.55	\$35,302.22	Mapping Tech	60-62
				E-911 Disp Coord	60-62
				Dep Tax Collector	60-62
				Asst Tax Assessor	60-62
				Co Mgr & Comm's Admin Asst	60-62
				Emergency Management Secretary	60-62
				Admin Asst - YCTA	60-62
				Admin Asst II - DSS	60-62
				CDC Director - DSS	60-62
				Maint Tech	60-62
				Recycling Coord	60-62
				Dispatcher	60-62
				Jailer	60-62
				Records Clerk - Sheriff's Dept	60-62

Yancey County Local Government  
Position Classification Plan

<b>GRADE</b>	<b>MINIMUM</b>	<b>MID-POINT</b>	<b>MAXIMUM</b>	<b>POSITION</b>	<b>GRADE RANGE</b>
61	\$24,794.20	\$28,513.33	\$37,067.33	Parks & Rec Asst to Director	61-63
				Parks & Rec CRG Coord	61-63
				Public Works Asst to Dir	61-63
				Maintenace Supervisor	61-63
				Asst Reg of Deeds	61-63
				SW I - DSS	61-63
				IMC III - DSS	61-63
				IMC Inv II - DSS	61-63
				IM Supv I - DSS	61-63
				Case Manager/Community Empl - DSS	61-63
				Deputy	61-63
				62	\$26,033.91
Deputy/SRT/K9	62-64				
Tax Appraiser	62-64				
Chief Jailer	62-64				
63	\$27,335.61	\$31,435.95	\$40,866.73	Tax Collector	63-65
				Mapping Supv	63-65
				Parks & Rec Dir	63-65
				Sergeant	63-65
				IMC Supv II - DSS	63-65
64	\$28,702.39	\$33,007.75	\$42,910.07	Building Inspector	64-66
				Drug Investigator	64-66
				Landfill Superintendent/Equipment Operator	64-66
				Comp Syst. Admin I - DSS	64-66
				SW II/SW Sup I - DSS	64-66
65	\$30,137.51	\$34,658.13	\$45,055.57	YCTA Director	65-67
				E-911 Director	65-67
				Emergency Management Coordinator	65-67
				Information Technolgy Director	65-67
				Bd of Elections Director	65-67
				IMC Supv III - DSS	65-67
				Chief Building Inspector	65-67
				Lieutenant - Sheriff's Dept	65-67
66	\$31,644.38	\$36,391.04	\$47,308.35	Finance Officer	66-68
				Tax Assessor	66-68
				SW III - DSS	66-68

Yancey County Local Government  
Position Classification Plan

67	\$33,226.60	\$38,210.59	\$49,673.77	Chief Deputy	67-69
				Tax Administrator	67-69
				SW Supv II - DSS	67-69

Yancey County Local Government  
Position Classification Plan

GRADE	MINIMUM	MID-POINT	MAXIMUM	POSITION	GRADE RANGE
68	\$34,887.93	\$40,121.12	\$52,157.46	Public Works Director	68-70
69	\$36,632.33	\$42,127.18	\$54,765.33		69-71
70	\$38,463.94	\$44,233.54	\$57,503.60	SW Supv III - DSS	70-72
71	\$40,387.14	\$46,445.21	\$60,378.78	SW Prog Mgr - DSS	71-73
72	\$42,406.50	\$48,767.47	\$63,397.72	Register of Deeds	72-74
73	\$44,526.82	\$51,205.85	\$66,567.60		73-75
74	\$46,753.16	\$53,766.14	\$69,895.98		74-76
75	\$49,090.82	\$56,454.45	\$73,390.78		75-77
76	\$51,545.36	\$59,277.17	\$77,060.32	DSS Director	76-78
				Sheriff	76-78

Yancey County Local Government  
Position Classification Plan

<b>GRADE</b>	<b>MINIMUM</b>	<b>MID-POINT</b>	<b>MAXIMUM</b>	<b>POSITION</b>	<b>GRADE RANGE</b>
77	\$54,122.63	\$62,241.03	\$80,913.33		77-79
78	\$56,828.76	\$65,353.08	\$84,959.00	County Manager	78-80
79	\$59,670.20	\$68,620.73	\$89,206.95		79-81
80	\$62,653.71	\$72,051.77	\$93,667.30		80-82



# YANCEY COUNTY FINANCE OFFICE

*Attachment C*

110 TOWN SQUARE, ROOM 11, BURNSVILLE, NC 28714

PHONE (828)682-3819 · FAX (828)682-4301

FINANCE DIRECTOR, LYNNE E. HENSLEY · lhensley@yanceycountync.gov

FINANCE OFFICER, BRANDI BURLESON · bburleson@yanceycountync.gov

ASST. FINANCE OFFICER, LISA MILLER · lmiller@yanceycountync.gov

December 3, 2010

## NOTES TO BUDGET AMENDMENT #3

Budget Amendment #3 is presented to update the revenue from deferred revenues carried forward from the 2009-2010 Fiscal Year Budget. These deferred revenues include lines 1 thru 6 on the expense side and lines 19-21 on the revenue side. Lines 7,8,11,12,14 and 15 are being increased due to unexpected expenses that have incurred since the adoption of the 2010-2011 Fiscal Year Budget. Lines 7 & 8 are due to a new computer in the tax office and various releases that have been approved in prior meetings. Line 11 was due to the flood damage caused in the Bald Mountain area. Line 12 is an increase due to the acquisition of property, liability and workers compensation coverage for the Council on Aging. Line 14 is an increase to provide assistance in order to complete network upgrades. Lines 15 and 17 are transferring funds to cover cost associated with Altamont Environmental for the various ongoing projects at the Yancey-Mitchell Sanitation Landfill. The savings from the furnace installation (line 9), the reduction in the cost of fuel oil (line 18), and the removal of the funds to buy scales at the Yancey-Mitchell Sanitation Landfill have provided the means available to purchase a much needed snow plow truck for the Maintenance Department (line 10). The amendment increases the overall budget from \$19,100,001 to \$19,201,396.

## YANCEY COUNTY COMMISSIONERS

BUDGET AMENDMENT # 3

FUND: GENERAL

As entered in the minutes of the Yancey County Board of Commissioners at a meeting on Friday, December 3, 2010 the following budget amendments are to be recorded:

	EXPEND. CODE	ACCOUNT	INCREASE	DECREASE
1	104200-6002	CHILD DONATION	9,343.00	
2	104200-6003	SPECIAL CHILD ADOPTIONS	57,339.00	
3	104110-5134	COMMISSIONER'S RETIREMENT	10,527.00	
4	104552-569903	YCTA - SALE OF VANS CARRY	7,072.00	
5	104750-569310	FOREST PRESERVATION	30,384.00	
6	106130-5359	R&M CAMPGROUND	11,730.00	
7	104140-5510	CAPITAL	1,822.00	
8	104140-5285	TAX REFUNDS	3,000.00	
9	104190-5280	HEATING SUPPLIES		13,000.00
10	104190-5540	CAPITAL - VEHICLES	42,000.00	
11	104200-519103	BALD MTN FLOOD REPAIR	3,000.00	
12	104200-5186	WORKERS COMP INSURANCE	11,000.00	
13	104720-5550	CAPITAL - EQUIPMENT		50,000.00
14	104200-5523	COUNTY NETWORK BASE	4,000.00	
15	104720-5592	ADMIN SERV C&D/TRANSFER ST	15,000.00	
16	104200-5991	GEN FUND CONT		22,822.00
17	104720-5440	SERV & MAINT CONT		15,000.00
18	104190-5332	FUEL OIL		4,000.00

TOTALS	206,217.00		104,822.00
NET CHANGE		101,395.00	
CURRENT APPROP		19,100,001.00	
TOTAL APPROP AMENDED		19,201,396.00	

	REVENUE SECTION	INCREASE	DECREASE
19	104042-475223	CHILD DONATION FUND	9,343.00
20	104042-475224	SPECIAL CHILD ADOPTIONS	57,339.00
21	104042-4498	MISC REVENUES	59,713.00
22	104052-4645	MITCHELL CO GEN FUND CONT	

TOTALS	126,395.00		25,000.00
NET CHANGE		101,395.00	
CURRENT APPROP		19,100,001.00	
TOTAL APPROP AMENDED		19,201,396.00	



## RESOLUTION

IN HONOR and RECOGNITION  
Of

SHANNON CHRISAWN

**WHEREAS**, Shannon Chrisawn is an exemplary citizen of Yancey County; and

**WHEREAS**, Shannon Chrisawn devoted much time volunteering and serving the community on various organizations, including the Yancey County Public Library Board and the Avery-Mitchell-Yancey Regional Library Board; and

**WHEREAS**, Shannon Chrisawn has for over 20 years dedicated herself to literacy and the mission of the Yancey County Public Library Board, many of those years as the chairperson; and

**WHEREAS**, Shannon Chrisawn was instrumental in preserving and enhancing the services of the Yancey County Public Library and the regional library system; and

**WHEREAS**, the Yancey County Board of Commissioners desires to pay tribute to Shannon Chrisawn for her dedication and unwavering support of the patrons, staff and volunteers of the Yancey County Public Library.

**NOW, THEREFORE BE IT RESOLVED** by the Yancey County Board of County Commissioners that Shannon Chrisawn is hereby recognized for the many contributions made to Yancey County, the Yancey County Public Library and the Avery-Mitchell-Yancey Regional Library System. **FURTHERMORE**, we honor Shannon Chrisawn for her service and leadership to our community.

**ADOPTED** unanimously this the 3<sup>rd</sup> day of December, 2010 by the Yancey County Board of County Commissioners.

(county seal)



Attest:

J. Jason Robinson, Clerk to the Board

  
Walter E. Savage, Chairman

  
Jerri Storie, Member

  
Johnny Riddle, Member