

**BOARD OF
COMMISSIONERS
REGULAR MEETING
MARCH 18, 2024
5:00 PM**



**R. Jay Foster Hall of
Justice - Womack
Building**

-
1. Call to Order - Chairman Yoder.
 2. Invocation - Commissioner Beiler.
 3. Pledge of Allegiance - Commissioner Overholt.
 4. Approval of Agenda
 - A. Items may be added or removed at this time.

Motion to approve the agenda as presented or amended.
 5. Consent Agenda - Motion to approve the Consent Agenda.
 - A. Approval of March 4, 2024 Regular Meeting Minutes.
 - B. Tax Refund Request in the amount of \$119.61.
 - C. Declare IT equipment as surplus to be sold electronically through Govdeals.

Motion to approve the Consent Agenda.
 6. Citizen Comments on Agenda Items.
 7. Polk County Schools Update - Aaron Greene, Superintendent.
 8. Polk County Schools - Brandon Schweitzer, Ed. D., Director of Operations.
 - A. Needs-Based Public School Capital Fund (NBPSCF) Request - Sixth payment on the Tryon Elementary PreK Addition Project.

Motion to approve the Distribution Request.
 9. Proclamation to declare April 2024 as Sexual Assault Awareness Month - Sandra Halford, Steps to HOPE, Inc.

Motion to approve the Proclamation to declare April 2024 as Sexual Assault Awareness Month.
 10. 2023 Uncollected (Delinquent) Tax Report - Melissa O'Loughlin, Tax Administrator.

Motion to charge the Tax Administrator to advertise and collect the 2023 unpaid taxes by any and all means.

11. Department of Social Services Compensation Alignment and Recruitment/Retention Proposal - Josh Kennedy, HHSA Director

Motion to approve the Budget Amendment in the amount of \$19,759.

Motion to approve positions as requested.

12. Citizen Comments on Non-Agenda Items.

13. Volunteer Board Application(s)

A. Applications for Consideration: Susan J. Smith - Library Board of Trustees.

Motion to approve the applicant as presented.

14. Chairman and Commissioner Comments.

15. Adjournment

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

March 18, 2024 Regular Meeting

Agenda Item#: A.

ATTACHMENTS:

Description	Type	Upload Date
Draft Minutes	Cover Memo	3/13/2024

POLK COUNTY BOARD OF COMMISSIONERS
Regular Meeting
March 4, 2024 - 5:00 PM
R. Jay Foster Hall of Justice - Womack Building
Columbus, NC
MINUTES

PRESENT: Chairman Yoder, Vice-Chairman Melton, Commissioner Beiler, Commissioner Moore, and Commissioner Overholt. Also in attendance were County Manager Pittman, County Attorney Berg and Clerk to the Board Tipton.

1. Call to Order - Chairman Yoder.
2. Invocation - Chairman Yoder.
3. Pledge of Allegiance - Commissioner Beiler.
4. Approval of Agenda

A. Items may be added or removed at this time.

Commissioner Moore requested to remove Item 7, Polk County Schools - Aaron Greene, Superintendent as Mr. Greene was unable to attend the meeting.

Vice-Chairman Melton moved to approve the agenda as amended, seconded by Commissioner Beiler and the motion carried unanimously.

5. Consent Agenda - Motion to approve the Consent Agenda.

A. Approval of February 19, 2024 Regular Meeting Minutes.

Vice-Chairman Melton moved to approve the consent agenda, seconded by Commissioner Beiler and the motion carried unanimously.

6. Citizen Comments on Agenda Items.

There were none.

7. Polk County Schools - Aaron Greene, Superintendent.

This item was removed from the agenda.

8. Resolution Recognizing April 2024 as Isothermal Community College Day and April 20th as "Paint the Community Isothermal Blue" Day - Margaret Annunziata, Ed.D. President, Isothermal Community College.

Dr. Annunziata presented the resolution and requested the Boards consideration in recognizing April 2024 as Isothermal Community College Month and April 20, 2024 as "Paint the Community Isothermal Blue" Day. She

also thanked the Commissioners for their continued support.

Vice-Chairman Melton moved to approve the resolution, seconded by Commissioner Overholt and the motion carried unanimously.

9. Polk County Website - Bruce Yelton, Polk County IT Director.

Mr. Yelton gave a real-time visual of the new features on the revised Polk County website. He guided the audience through using the new AI search feature, as well as the ways the ADA compliant features could be used. He also highlighted the pop-up box that brings special attention to Public Notices and said the information could be changed accordingly for such purposes as weather emergencies/closings, etc.

10. Parks, Recreation and Trails Update - Laura Baird, Recreation Coordinator.

Laura Baird, Recreation Coordinator, gave a presentation detailing updates to the two parks and four trails the County maintains. A copy of the presentation is hereby incorporated by reference into these minutes.

11. Polk County HR Policy Annual Review and Update - Tommy Oakman, Human Resources.

Mr. Oakman presented the proposed amendments to the Polk County HR Policy, a copy of which is hereby incorporated by reference into these minutes. He said the policy is reviewed on an annual basis and updated as needed.

Vice-Chairman Melton moved to approve the proposed revisions to the Polk County HR Policy, seconded by Commissioner Moore and the motion carried unanimously.

12. Citizen Comments on Non-Agenda Items.

There were none.

13. Volunteer Board Applications

- A. Applications for Consideration: Brandon Schweitzer, - Fire Rescue Advisory Committee. Kenneth B. Miller, Jr. - Library Board of Trustees.

Vice-Chairman Melton moved to approve the applicants as presented, seconded by Commissioner Beiler and the motion carried unanimously.

14. Chairman and Commissioner Comments.

Commissioner Moore urged the public to utilize their right to vote in the

upcoming preliminary election. Commissioner Overholt thanked all county staff for keeping the county moving forward. Commissioner Beiler recognized Pat Linnon whom he saw picking up litter along the roadside and also Deputy Osteen for being available at all Commissioner meetings. Vice-Chairman Melton also encouraged everyone to vote on March 5th. Chairman Yoder thanked all those in attendance.

15. Closed Session

- A. Commissioner Moore moved to go into closed session for the purpose of attorney client privilege, seconded by Vice-Chairman Melton and the motion carried unanimously.
- B. Commissioner Moore moved to return to open session, seconded by Commissioner Beiler and the motion carried unanimously.

16. Adjournment

Vice-Chairman Melton moved to adjourn, seconded by Commissioner Beiler and the motion carried unanimously.

Attest:

POLK COUNTY BOARD OF
COMMISSIONERS

Kristy A Tipton
Clerk to the Board

Myron Yoder
Chairman

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

March 18, 2024 Regular Meeting

Agenda Item#: B.

ATTACHMENTS:

Description	Type	Upload Date
Tax Refund Request	Cover Memo	3/11/2024

Memorandum

To: Polk County Board of Commissioners
From: Melissa O'Loughlin, Polk County Tax Administrator
Date: 2/27/2024
Re: Refund Request

<u>Taxpayer</u>	<u>Parcel</u>	<u>Amount</u>	<u>Reason</u>
Kent David Nelson	Vehicle	\$ 119.61	Tag Turned In- Vehicle Sold

TOTAL: \$ 119.61

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

March 18, 2024 Regular Meeting

Agenda Item#: C.

ATTACHMENTS:

Description	Type	Upload Date
IT Surplus	Cover Memo	3/11/2024

Suggested Motion:

Motion to approve the Consent Agenda.

Asset No	SerailNo	Make	Model	Type	Location	Device Name	Former User
2378	0040443367	Gateway	E-2610N	Desktop	LotSale		LotSale24
	065143201553	Microsoft	Surface Pro 7	Tablet	LotSale	CHSA-JKENNEDY	LotSale24
	069272201553	Microsoft	Surface Pro 7	Tablet	LotSale	DSS-Richardson	LotSale24
	073157502453	Microsoft	Surface Pro 7	Tablet	LotSale	DSS-162DHINES	LotSale24
	15WZ2560023Y	Avaya	Control Unit	Network	LotSale		LotSale24
4981	2L5NQV2	Dell	Latitude 5400	Laptop	LotSale	PCPLC-Staff	LotSale24
3275	2UA02905FG	HP	Z400	Workstation	LotSale	Old Jail	LotSale24
	2UA3250SWR	HP	Z220 Workstation	Desktop	LotSale	Tax	LotSale24
4000	2UA424125V	HP	ProDesk 400 G1 SFF	Desktop	LotSale	PCM-HouseKeeping	LotSale24
4126	2UA524274B	HP	ProDesk 400 G1 SFF	Desktop	LotSale	Old Jail (Book2)	LotSale24
	2UA7383DZH	HP	ProDesk 400 G4 SFF	Desktop	LotSale	BOE-TROBERTS	LotSale24
	5CB1400LHD	HP	Probook 6560b	Laptop	LotSale	ICAC Laptop	LotSale24
	5CD0332XBZ	HP	ProBook 450 G7	Laptop	LotSale	DSS-JBELTRAN	LotSale24
4450	5CD62	HP	Probook 450 G3	Laptop	LotSale	PCSO-PattiLovelace	LotSale24
	5CD6293XJK	HP	ProBook 450 G3	Laptop	LotSale	PCSO-EVIDENCE	LotSale24
	5CD703ZV6	HP	ProBook 450 G3	Laptop	LotSale	PCSO	LotSale24
	5CD9253X1R	HP	ProBook 450 G6	Laptop	LotSale	PCHD-CGONZALEZ	LotSale24
5032	5CD9286X00	HP	ProBook 450 G6	Laptop	LotSale	PCBI-Ahutchins	LotSale24
	5CD9298LQ8	HP	ProBook 450 G6	Laptop	LotSale	PCSO-CHAPS	LotSale24
	5CD9298LT4	HP	ProBook 450 G6	Laptop	LotSale	PCSO-HUCKABEE	LotSale24
	5CD9298LTF	HP	ProBook 450 G6	Laptop	LotSale	PCSO-RAMSEY	LotSale24
	5CG8161V7F	HP	ProBook 650 G3	Laptop	LotSale	REC-LAURA	LotSale24
2807	5Y48DK1	Dell	OptiPlex 760	Desktop	LotSale	EMS-MillSpring	LotSale24
4791	8CG90316LR	HP	Envy x360m	Laptop	LotSale	PCA-AngeHigh	LotSale24
	9TJDZ81	Dell	OptiPlex GX620	Desktop	LotSale		LotSale24
3990	9Z9SN22	Dell	OptiPlex 7020	Desktop	LotSale	DSS-Roslyn	LotSale24
	BAR-YF-918386	Barracuda	BYF310a	Network	LotSale		LotSale24
4796	BZQ5JV2	Dell	OptiPlex 5060	Desktop	LotSale	CIRC-2	LotSale24
4795	BZQ7JV2	Dell	OptiPlex 5060	Desktop	LotSale	PCPLC-CHECKIN	LotSale24
4232	CND5451QZB	HP	Probook 450 G2	Laptop	LotSale	PCP-CathyRuth	LotSale24
4979	DNMV4Z2	Dell	OptiPlex 5070	Desktop	LotSale	PCPLC-CIRC3	LotSale24
	GL0LPD1	Dell	OptiPlex 745	Desktop	LotSale	EMS-MillSpring	LotSale24
	HMGMMX2	Dell	OptiPlex 3050	Desktop	LotSale	SPL-FRONT2	LotSale24

	HVNNL02	Dell	OptiPlex 3020	Desktop	LotSale	SPL-BOB	LotSale24
	MJ07SWC7	Lenovo	TC M710q	Desktop	LotSale	PCIT	LotSale24
4942	MJ098GAR	Lenovo	TC M720q	Desktop	LotSale	PCMP-Julie	LotSale24
	MJ09NE7G	Lenovo	TC M710q	Desktop	LotSale	DSS-DFOSTER	LotSale24
	MJ09NE7J	Lenovo	TC M710q	Desktop	LotSale	K Griffin	LotSale24
	MJ09NE7L	Lenovo	TC M710q	Desktop	LotSale	PCSO-Lobby	LotSale24
	MJ09NE7V	Lenovo	TC M710q	Desktop	LotSale	DSS-CNUNEZ	LotSale24
	MJ09NE7W	Lenovo	TC M710q	Desktop	LotSale	DSS-ROBINEPC	LotSale24
	MJ09NE83	Lenovo	TC M710q	Desktop	LotSale	DSS-RGREEN120	LotSale24
	MJ0A93ZG	Lenovo	TP T490s	Laptop	LotSale	RoD-Staff	LotSale24
5004	MJ0AGC6A	Lenovo	TC M720q	Desktop	LotSale	TAX-KMARTIN	LotSale24
5006	MJ0AHQ44	Lenovo	TC M720q	Desktop	LotSale	TAX-JCLANCY	LotSale24
	MJ0B16WB	Lenovo	TC M720q	Desktop	LotSale	LANDFILL-LOBBY	LotSale24
	MXL1010H6B	HP	6005 Pro Microtower	Desktop	LotSale	Old Jail	LotSale24
	MXL4512F4F	HP	EliteDesk 800 G1 TWR	Desktop	LotSale	ITREMOTEDSK	LotSale24
	MXL61029ST	HP	ProDesk 600 G2 SFF	Desktop	LotSale	ROD-PLATPC	LotSale24
4657	MXL8141PKP	HP	ProDesk 400 G4 SFF	Desktop	LotSale	Tax-Reval	LotSale24
	MXL82923CK	HP	ProDesk 400 G5 SFF	Desktop	LotSale	ROD-PUBLIC2	LotSale24
	MXL82923DL	HP	ProDesk 400 G5	Desktop	LotSale	REC-LETOYA	LotSale24
	MXL82923F4	HP	ProDesk 400 G5 SFF	Desktop	LotSale	ROD-POS	LotSale24
	MXL82923FR	HP	ProDesk 400 G5 SFF	Desktop	LotSale	WOMACK-RECEPTIO	LotSale24
	MXL8502CHH	HP	ProDesk 400 G5 SFF	Desktop	LotSale	Maintenance_Road	LotSale24
	MXL8502CK1	HP	ProDesk 400 G5 SFF	Desktop	LotSale	MAINTENANCETECH	LotSale24
	MXL9122PL3	HP	ProDesk 400 G5 SFF	Desktop	LotSale	PCTA-DRIVER	LotSale24
4783	MXL9122PQ2	HP	ProDesk 400 G5 SFF	Desktop	LotSale	PCTA-LMETCALF	LotSale24
5030	MXL9264ZMN	HP	ProDesk 600 G4 SFF	Desktop	LotSale	PCIT-KEITH	LotSale24
	MXL930484Z	HP	ProDesk 600 G4 SFF	Desktop	LotSale	PCSO-FRONTDESK1	LotSale24
	MXL930485S	HP	ProDesk 600 G4 SFF	Desktop	LotSale	PCSO-TDAVIS	LotSale24
	MXL930485V	HP	ProDesk 600 G4 SFF	Desktop	LotSale	ANIMAL-CONTROL	LotSale24
	MXL930486L	HP	ProDesk 600 G4 SFF	Desktop	LotSale	PCSO-JDSMITH	LotSale24

	MXL930487R	HP	ProDesk 600 G4 SFF	Desktop	LotSale	PCSO-FRONTDESK2	LotSale24
	MXL930488C	HP	ProDesk 600 G4 SFF	Desktop	LotSale	PCSO-InvestShare	LotSale24
	PC03SB62	Lenovo	TP 440	Laptop	LotSale	PCHD	LotSale24
	PF1CXQKL	Lenovo	TP E15	Laptop	LotSale	EMS-LAPTOP	LotSale24
5625	PF2WAYYZ	Lenovo	TP E15	Laptop	LotSale	REC-YMCA/TRAILS	LotSale24
5626	PF2WBP7K	Lenovo	TP E15	Laptop	LotSale	PCM-StaffLPTP	LotSale24
7755	PF38BPQ3	Lenovo	TP E15 G2	Laptop	LotSale	DSS-108CBANKS	LotSale24
	RJ403S1272	Getac	S410 G2	Laptop	LotSale	PCSO-JLUCHAK	LotSale24
4647	RJ503S0137	Getac	S410 G1	Laptop	LotSale	PCSO-PFOUSEK	LotSale24
	RJ703S3502	Getac	S410 G1	Laptop	LotSale	PCSO-AFERGUSON	LotSale24
	RJ703S3503	Getac	S410 G1	Laptop	LotSale	PCSO-SCOGGINS	LotSale24
	RJ703S3504	Getac	S410 G1	Laptop	LotSale	DBAILEY	LotSale24
	YD07ZP8M	Lenovo	MiiX 81CG	Tablet	LotSale		LotSale24
	YD080B1K	Lenovo	MiiX 81CG	Tablet	LotSale	DSS-RELLIOTTTAB	LotSale24
	MXL925GB7	HP	Z2	Workstation		911 Backup Center	
	MXL9264CBW	HP	Z2	Workstation		911 Backup Center	
3991	3SH55Y1	Dell	2375 sdfw	Printer		DSS	
		Lexmark	T640	Printer		Old Jail	
4452		HP	Laserjet	Printer			
	PHB8J67FY1	HP	Laserjet	Printer			
	3H31417L00CA5	Netgear	Prosafe GS748T	Network Switch		Library	
	3H34637K80714	Netgear	Prosafe GS748T	Network Switch		Library	
	3247	Motorola	LSS-r 9.9 DC5700	Fingerprint machine		Old Jail	

24 LCD Monitors

2 Brother fax machines

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

March 18, 2024 Regular Meeting

Agenda Item#: 8.

ATTACHMENTS:

Description	Type	Upload Date
NBPSCF Request	Cover Memo	3/14/2024

**DISTRIBUTION REQUEST
NEEDS-BASED PUBLIC SCHOOL CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**
Date of Request: 3/11/24

DPI USE ONLY
Approved:
Date:

County: Polk
Address: 40 Courthouse St., PO Box 308 Columbus, NC 28722
LEA: Polk County Schools (750)
Address: 125 East Mills St., Columbus, NC 28722

Contact Person: Brandon Schweitzer
Title: Director of Operations
Phone: 828-894-1023
Email: bschweitzer@polkschools.org

Project Title: Tryon Elementary PreK Expansion
Project Address: 100 School Pl., Tryon, NC 28782

The Needs-Based Public School Capital Fund is governed by Article 38B of GS 115C-546. The purpose of the NBPSCF is to assist counties with their critical public school building capital needs. Grant funds may be used for construction of new public school buildings, as well as additions, repairs, and renovations to existing public school buildings. Grant funds cannot be used for real property acquisition, or for capital improvements to administrative buildings. Grant funds may be utilized for a lease agreement per GS 115C-546.13. **Do Not use this Distribution Request Form for lease payments.**

Total Project Costs (per signed agreement)	State Grant		Local Match		Total
Planning / Design	\$	+	\$	=	\$
Construction	\$ 1,300,000.00	+	\$ 65,000.00	=	\$ 1,365,000.00
Other	\$	+	\$	=	\$
Total	\$ 1,300,000.00	+	\$ 65,000.00	=	\$ 1,365,000.00

Design Firm: Pinnacle Architecture

Date of Design Contract: 10/10/2022

Bid Date (☒ actual ☐ estimated): 4/6/2022

General Contractor: Champion Construction

Date of Construction Contract: 3/14/2023

Construction Start Date (☒ actual ☐ estimated): 5/1/2023

Completion Date (☐ actual ☒ estimated): 1/31/2024

Local Matching Fund Requirement: ☐ 1:1 | ☐ 1:3 ---- or ---- ☐ 0% | ☒ 5% | ☐ 15% | ☐ 25% | ☐ 35%

Source(s) of matching funds: Local Capital Funding

Project Costs (as of date): <u>\$702,858.91</u>	State Grant		Local Match		Total
Planning / Design	\$ 173,572.94	+	\$ 9,135.42	=	\$ 182,708.36
Construction	\$ 478,656.02	+	\$ 41,494.53	=	\$ 520,150.55
Other	\$	+	\$	=	\$
Total	\$ 652,228.96	+	\$ 50,629.95	=	\$ 702,858.91

Grant Funds Requested	All Prior Requests		This Request		Total
Planning / Design	\$ 173,572.94	+	\$ 0	=	\$ 173,572.94
Construction	\$ 358,946.64	+	\$ 271,341.13	=	\$ 630,287.77
Other	\$ 0	+	\$ 0	=	\$
Total	\$ 532,519.58	+	\$ 271,341.13	=	\$ 803,860.71

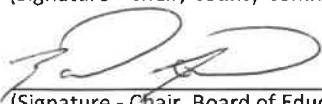
Supporting Documentation: *At DPI's request, submit documentation to DPI substantiating project expenditures identified here.*

Reporting Requirements

We, the undersigned, agree to submit a report describing the progress of this project, including State and Local amounts expended, as follows: 1) with each distribution request; 2) annually on or before April 1 of each year; and 3) within 90 days following completion of the project (final payment). We certify that the project herein described is within the parameters set forth in Article 38B of GS 115C-546, and that all the required local funding is available and designated as a Local Match for this project. We certify that Local Matching Funds are derived from non-State and non-Federal funds and will be expended along with Needs-Based Grant funds as the project progresses.

(Signature - Chair, County Commissioners)

(Date)



3/11/2024
(Date)

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

March 18, 2024 Regular Meeting

Agenda Item#: 9.

ATTACHMENTS:

Description	Type	Upload Date
Proclamation	Cover Memo	3/11/2024

Suggested Motion:

Motion to approve the Proclamation to declare April 2024 as Sexual Assault Awareness Month.

SEXUAL ASSAULT AWARENESS MONTH PROCLAMATION

Sexual Assault Awareness Month (SAAM) aims to raise public awareness about sexual violence and educate communities about how to prevent it.

Whereas, April is Sexual Assault Awareness Month and calls attention to the fact that sexual violence is widespread and impacts every person in Polk County; and

Whereas, every day, women, men, and children across North Carolina suffer the pain and trauma of sexual assault upon survivors and our Polk County communities; and

Whereas, this crime occurs far too frequently, goes unreported far too often, and leaves long lasting physical and emotional scars; and

Whereas, during National Sexual Assault Awareness Month, we recommit ourselves to lifting the veil of secrecy and shame surrounding sexual violence, expanding support for victims, and strengthening our response; and

Whereas, sexual violence affects individuals of all ages, backgrounds, and circumstances; and

Whereas, we as a community, share the responsibility for protecting each other from sexual assault, supporting victims when it does occur, and bringing perpetrators to justice; and

Whereas, at every level we must work to provide necessary resources to victims of every circumstance, including medical attention, 24-hour crisis hotline, emergency shelter counseling, relocation and housing assistance, and advocacy during the criminal justice process; and

Whereas, Polk County communities can come together to increase awareness about sexual violence, decrease its frequency, hold offenders accountable, support victims, and heal lives;

NOW, THEREFORE, I, Myron Yoder, Board of Commissioner Chair, do hereby proclaim APRIL 2024 Sexual Assault Awareness Month in Polk County, North Carolina and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to recognize this month by dedicating ourselves to the task of working together to educate members of our community about sexual violence prevention, support survivors, speak out against harmful attitudes and actions and strengthening the community in which we live.

Adopted this _____ day of _____, 2024.

Myron Yoder, Chairman

ATTEST: Kristy Tipton,
Clerk to the Board of Commissioners

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

March 18, 2024 Regular Meeting

Agenda Item#: 10.

ATTACHMENTS:

Description	Type	Upload Date
2023 Uncollected Tax Report	Cover Memo	3/13/2024

Suggested Motion:

Motion to charge the Tax Administrator to advertise and collect the 2023 unpaid taxes by any and all means.

Memorandum

To: Polk County Board of Commissioners

From: Melissa O'Loughlin, Polk County Tax Administrator

Date: 3/1/2024

Re: Total Unpaid taxes for 2023

As per NCGS 105-369

Report for the Polk County Board fo Comissioners of total unpaid taxes for 2023 as of February 29, 2024

Uncollected amount \$1,165,335.47

Unaudited end of February collection rate is 93.36%

This rate will continue to increase between Feb and year end in June.

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

March 18, 2024 Regular Meeting

Agenda Item#: 11.

ATTACHMENTS:

Description	Type	Upload Date
Budget Amendment	Cover Memo	3/13/2024
PowerPoint	Cover Memo	3/14/2024

Suggested Motion:

Motion to approve the Budget Amendment in the amount of \$19,759.

Motion to approve positions as requested.

POLK COUNTY FINANCE

DATE: 3/18/2024 BOC Meeting

Batch # _____

Line# _____

INCREASE/DECREASE) Expenditure

Expenditures

Salaries

20-5300-1820-0	4,519
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Retirement

20-5300-1830-0 (19,760)

Health Ins

Revenues

20-3531-0000	\$ (19,759)
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NCDHHS Funds

\$ (19,759)

COUNTY MANAGER

FINANCE OFFICER

Polk County

Health & Human Services Agency



BOARD OF COUNTY COMMISSIONERS – MARCH 2024

MID-YEAR REQUEST TO BOCC

We will review:

☐ **Issue and Contributory Factors**

☐ **Proposed Solutions**

ISSUE AND CONTRIBUTORY FACTORS

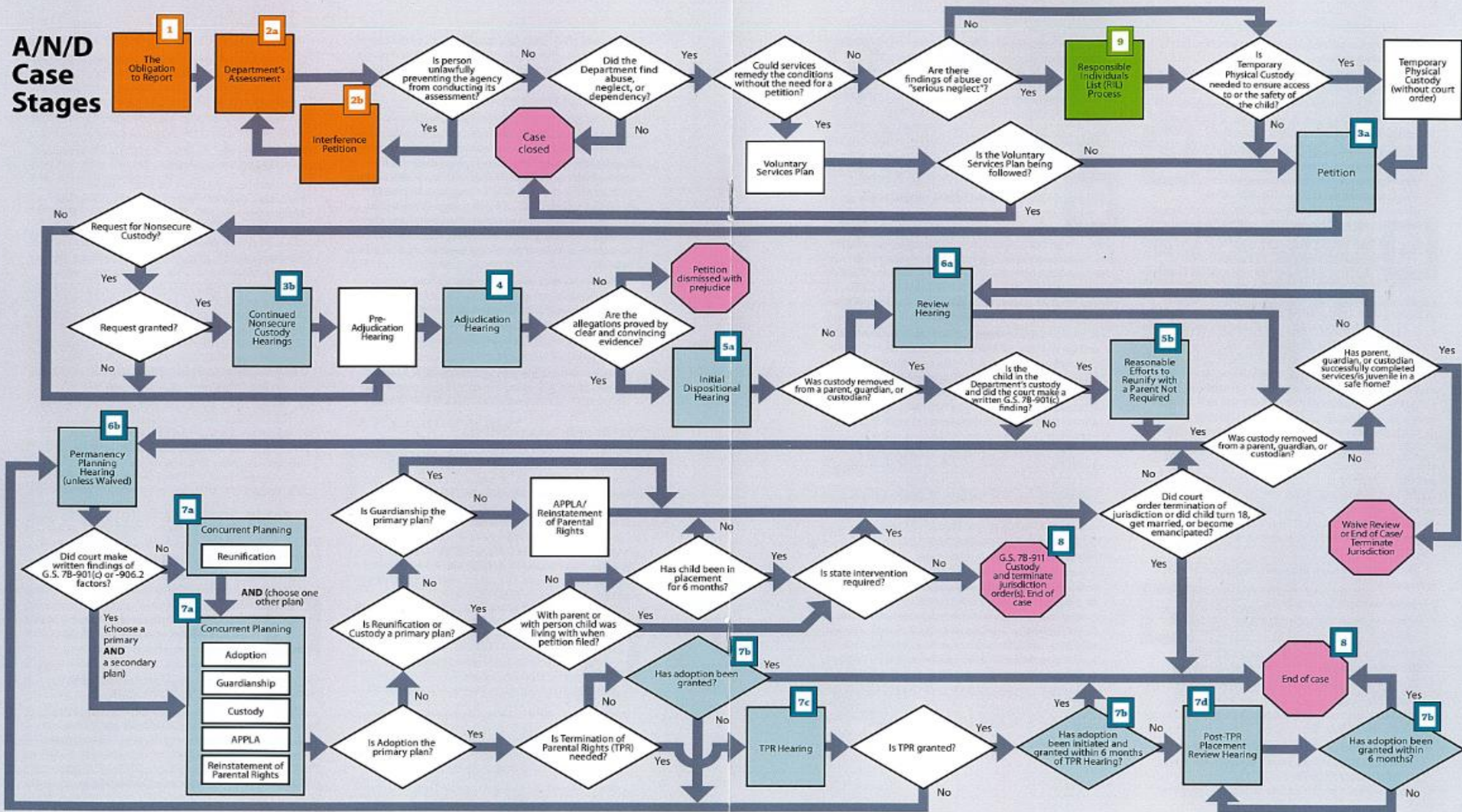
☐ High Turnover (Retention) & Recruitment

- ☐ Past 12 months
- ☐ 1 Economic Services Worker
- ☐ 6 Social Workers (2 units have had a complete turnover)
- ☐ Less experienced recruits

☐ Contributory Factors

- ☐ Caseload Complexity and Size
- ☐ Supervision (limited due to capacity)
- ☐ Support services for program needs
- ☐ Non-Competitive Salaries and Benefits
 - ☐ Leads to less experienced personnel

A/N/D Case Stages



CONTRIBUTORY FACTORS

☐ Caseload Complexity and Size

- ☐ 54 Kids in Custody
- ☐ Increasing proportion of kids with mental and behavioral health needs
 - ☐ Difficulty finding appropriate placements
 - ☐ Sleeping in offices
- ☐ Limited required services for biological parents

CONTRIBUTORY FACTORS

- ❑ **Supervision (limited due to capacity)**
 - ❑ Supervisors are over capacity
 - ❑ Less experienced staff need more one-on-one
 - ❑ Less experienced staff need more oversight on work product

CONTRIBUTORY FACTORS

- ❑ **Support services for the program**
 - ❑ Childcare to limited local placements or issues
 - ❑ Facilitating therapy/medical appointments
 - ❑ Increase in court preparation and assistance
 - ❑ Assisting with visitations

CONTRIBUTORY FACTORS

☐ Non-Competitive Salaries and Benefits

- ☐ Less experienced staff
- ☐ Senior (5+ year staff) earning same amount as new personnel with less experience
- ☐ Starting salary is less than neighboring counties

SOLUTIONS

Credential: Additional certifications earned specific to program needs (i.e., certified translator certificate: Spanish)

Education: Additional earned degrees specific to field of work since starting employment (i.e., MSW)

Leveling: Placing all fully qualified Social Workers in Grade 25 Step 3 minimum

New: Adding 1 Adult Protective Services Supervisor and 3 Social Worker Assistants

Reclass: Reclassing 2 Processing Assistants due to additional duties and responsibilities. Additional duties include case assessment and case preparation.

Service: Accounting for time working for the county.

Step Change: Moving personnel from Step 2 to Step 3 to align with county end of probation policy.