

October 19, 2015

The Washington County Board of Commissioners met in a recessed session on Monday, October 19, 2015 at 6:00 PM in the Commissioners Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Manning, Phelps, Sexton and Walker were present.

Chair Sexton called the meeting to order.

Commissioner Manning made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(6) (personnel). Commissioner Johnson seconded, motion carried unanimously.

Back in Open Session, the Commissioners discussed the Washington County Employee Benefits Fund (formerly known as the Flower Fund and Employee Benefit Fund Current Operations).

FLOWER FUND POLICY FOR BOARD OF COMMISSIONERS

FUNERALS - flowers will be sent for the immediate family which are:
Husband, Wife, Mother, Father, Sister, Brother, Sons, &
Daughters.

SICKNESS - flowers will be sent to Board of Commissioner Members in
the hospital for an overnight stay or longer.

EMPLOYEE BENEFIT FUND CURRENT OPERATIONS

- Send cards to relatives and employees when informed
Please let Register of Deeds' office know when you think a card should be sent
- Send flowers to employees when:
 - new baby
 - hospitalization
 - extended illness at home
 - death in immediate family (spouse, children, parents)
 - send flowers to funeral if appropriate
 - children and spouses when serious illness occurs
- Give going away presents to employees when employed one year or more
amount spent depends on length of service
- Any flowers sent other than those listed above are sent by individuals
- Pay for supplies for employees get togethers (plates, napkins, forks, food, etc .)
- Money in fund- profits of drink machine, snack machine, and cigarette machine
- Money is kept in an interest bearing checking account in the Local
Government Employees' Federal Credit Union
two signatures are authorized to sign checks- Greta Barber or Gayle Critcher
receipts and checks paid are kept in finance office that can be inspected
by any employee
- Mutual decisions that need to be made are discussed between Greta and Gayle

The Commissioners discussed these policies and made changes and incorporated them into one document: Washington County Employees Benefit Fund. Chair Sexton said he did not think it was right that the cost of sending flowers come out of the taxpayers money. Ms. Bennett said that in the past couple of years, the Finance Officer moved money from the Commissioner Sponsored Functions (10-4110-390) line item into an account called the Washington County Employee Benefit Fund. Chair Sexton spoke with Mr. Milazi last week and was told that account is at the State Employees Credit Union and Mr. Milazi showed him a checkbook from that account. Discussion ensued. The Commissioners felt that flowers could be sent if an employee passes and that a card could be sent to an employee who has an immediate family member that passes. Cards can be sent for all other occasions listed in the policy above. Chair Sexton said that money from the vending machines used to be what funded the Employees Christmas Luncheon and other employee activities. Commissioner Johnson said the college (BCCC) receives a check from having the Coke machines on campus and that funds some of their activities. Commissioner Johnson asked the Clerk to see what she can find out about where the County's vending machine money is going. The Commissioners also felt that there should be a line item for this fund and it will be discussed with the Finance Officer at the November 2 Board of Commissioners meeting.

Commissioner Johnson made a motion to make the following changes, effective immediately, to the Washington County Employee Benefits Fund policy: contact the Finance Office when flowers or cards need to be sent; flowers will only be sent when an employee passes; cards will be sent for all other occasions listed in the policy; a line item will be created in Finance for this fund (to be determined at the November 2, 2015 Board of Commissioners meeting); and two employees are authorized on this account—the Finance Officer and the Clerk to the Board. Commissioner Manning seconded, motion carried unanimously.

Commissioner Manning made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(6) (personnel). Commissioner Johnson seconded, motion carried unanimously.

At 8:15 PM, with no further business to discuss, Commissioner Phelps made a motion to recess the meeting to October 20. Commissioner Manning seconded, motion carried unanimously.

William R. Sexton, Jr.
Chair

Julie J. Bennett, CMC, NCCCC
Clerk to the Board