

November 2, 2020

The Washington County Board of Commissioners met in a regular meeting on Monday, November 2, 2020 at 6:00 PM by using ZOOM—virtual meeting software (due to the COVID-19 pandemic) for Facebook Live Streaming and in person in the Cooperative Extension Conference Room, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Phelps called the meeting to order. Commissioner Riddick gave the invocation; Curtis Potter led the Pledge of Allegiance.

ADDITIONS/DELETIONS: None.

CONSENT AGENDA: **Commissioner Riddick made a motion to approve the Consent Agenda:**

*Items listed under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.*

- a) Approval of Minutes & Closed Session Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Budget Amendments & Transfers
- d) Approval of 2021 Schedule of Values
- e) Proclamation: Veterans Day 2020

**Commissioner Walker seconded. Motion carried unanimously.**

PUBLIC FORUM: Ms. Sandra Floyd, 30 Golden Lane, Roper, spoke to the Board to ask if funds can be found for the Animal Shelter. She sent info to the County Manager/County Attorney and Commissioners. She said she also spoke with the Animal Control Officer. He gave her a list of seven items that were needed. Ms. Floyd said she was following up to make sure the Commissioners received the information. Mr. Potter told the Board he did respond to Ms. Floyd's letter. There are funds available to do the washer/dryer hookup. He doesn't know what the remaining funds are for the animal shelter. Ms. Floyd also had an issue with signage for the community. Mr. Potter said he is working with Tom Harrison and the TTA to handle those. Mr. Potter said he would follow up with Animal Control and the TTA to get some of these things fixed. Commissioner Riddick asked if these items are a want or a need. Ms. Floyd said it would improve the quality of life for the animals. Commissioner Riddick asked if someone can get an estimate of how much it would cost to get the items requested. Mr. Potter said the Animal Control Officer and his budget are controlled by the Sheriff and he will follow up with him next week. Chair Phelps said he would like the information by the December 7, 2020 meeting. Commissioner Riddick asked Ms. Floyd about the grant she was looking into. Ms. Floyd said it was through the Credit Union. Chair Phelps asked Mr. Potter to ask Ms. Moscato to look into this.

**PUBLIC HEARING: FY22 COMMUNITY TRANSPORTATION PROGRAM APPLICATION:  
Commissioner Riddick made a motion to open the public hearing. Commissioner Walker  
seconded. Motion carried unanimously.**

No one spoke at the public hearing.

**Commissioner Sexton made a motion to close the public hearing. Commissioner  
Johnson seconded. Motion carried unanimously.**

**Commissioner Riddick made a motion to approve DSS applying for the FY22  
Community Transportation Program Application. Commissioner Walker seconded.  
Motion carried unanimously.**

**AGAPE GRANT:** Mr. Potter, CM/CA spoke to the Board. He mentioned the letter below:



ROY COOPER  
*Governor*

ANTHONY M. COPELAND  
*Secretary*

KENNY FLOWERS  
*Assistant Secretary*

October 19, 2020

Mr. D. Cole Phelps  
Chair, County Board of Commissioners  
Washington County  
PO Box 1007  
Plymouth, NC 27962-1007

Re: **Building Reuse Grant Award Notification**  
**Contract Reference: 2021-024-3201-2587**  
**Project Title: Agape Health Services**

**Award Date: 10/15/2020**  
**Award Amount: \$400,000.00**  
**Jobs Committed: 32**

Dear Chair, County Board of Commissioners Phelps:

On behalf of the Rural Infrastructure Authority, and the Rural Economic Development Division, I am pleased to announce that the local government has been awarded funding under the Building Reuse Program.

In the coming days, the Rural Division will email contract documents to your attention. Once one complete set of signed contract documents is returned to the Rural Division, the local government may begin to request payments. Progress reports for the grant are due on January 15 and July 15 for each year that the grant is open. When the company has hired and maintained the number of jobs committed for six consecutive months, the local government should submit the required documents for job verification and grant closure. Forms and instructions for payment requests, progress reports, job verification, and project closeout can be found on the Rural Division website at: [www.nccommerce.com/rgp](http://www.nccommerce.com/rgp).

Congratulations on this award and we extend our best wishes to you for success in bringing new job creation to rural North Carolina. We look forward to working with you on this important project. If you have any questions, please contact your program manager Hazel Edmond at [hazel.edmond@nccommerce.com](mailto:hazel.edmond@nccommerce.com).

Sincerely,

Kenny Flowers  
Assistant Secretary for Economic Development

Mr. Potter also talked about the resolution below.

**RESOLUTION 2020-028**  
**BUILDING REUSE GRANT AWARD**  
**FOR AGAPE HEALTH SERVICES**

**WHEREAS**, Washington County has applied for and been approved to receive approximately \$400,000 in building reuse grant funding from the State of North Carolina Rural Infrastructure Authority as stated within a letter signed by \_\_\_\_\_ dated \_\_\_\_ which is attached hereto and incorporated herein together with any and all additional instruments referenced there (the "grant documents"); and

**WHEREAS**, the grant funding is intended to be used for expenditures directly related to the construction of the Agape Health Services Clinic in Plymouth, North Carolina; and

**WHEREAS**, Washington County hereby represents and warrants that all grant funds received shall be utilized exclusively for such purpose and in accordance with any and all applicable rules, regulations or laws, including without limitation that Washington County shall not make or approve any improper expenditure of grant funds (including loan funds).

**NOW THEREFORE, THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY HEREBY RESOLVES AS FOLLOWS:**

- I. That the attached grant documents are hereby approved; and the Board Chair and County Manager are hereby authorized to execute such documents on behalf of the County to facilitate the acceptance and initiation of the grant for the purposes outlined therein subject to the terms and conditions thereof, and in further accordance with any and all rules, regulations, or laws applicable thereto.

**ADOPTED** this the 2<sup>nd</sup> day of November, 2020.

\_\_\_\_\_  
D. Cole Phelps, Chair  
Washington County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Julie J. Bennett, CMC, NCMCC  
Clerk to the Board

**Commissioner Walker made a motion to approve the resolution for the Building Reuse Grant Award for Agape Health Services. Commissioner Riddick seconded.** Commissioner Johnson asked when the County is expecting these funds to come in. Mr. Potter said he's been trying to reach someone in the State office, but has been unsuccessful. He said he hopes to only have to run the \$400,000 through our budget not the \$800,000. Commissioner Johnson asked how many grants is the County working on now. Mr. Potter stated that we are almost done with the Airport grant. The County Manager's Office is working on grants for Bay

Brothers Seafood and Agape Health Services. There are 10-15 grants being worked on throughout the departments in the County. **Motion carried unanimously.**

COMPENSATION STUDY RESOLUTION: Mr. Potter, CM/CA spoke to the Board regarding the resolution for amending the Washington County Personnel Policy, Article IV Section 1: Compensation and Pay Plan Policies.

# COUNTY OF WASHINGTON

## BOARD OF COMMISSIONERS

**COMMISSIONERS:**

D. COLE PHELPS, CHAIR  
JENNIFER C. RIDDICK, VICE-CHAIR  
TRACEY A. JOHNSON  
WILLIAM "BILL" R. SEXTON, JR.  
JULIUS WALKER, JR.



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**ADMINISTRATION STAFF:**

CURTIS S. POTTER  
COUNTY MANAGER/ COUNTY ATTORNEY  
cpotter@washconc.org

JULIE J. BENNETT, CMC,  
NCMCC  
CLERK TO THE BOARD  
jbennett@washconc.org

## RESOLUTION 2020-029

### To Amend the Washington County Personnel Policy Article IV Section I: Compensation and Pay Plan Policies

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WHEREAS, in recent years the Board of County Commissioners has identified and discussed an increasing need to more proactively address growing challenges Washington County faces in recruiting and retaining qualified employees, in order to improve employee morale, as well as the overall quality, efficiency and effectiveness of public services provided to its citizens by such employees; and

WHEREAS, Washington County maintains a compensation system and pay plan pursuant to Article IV of its Personnel Policy adopted August 17<sup>th</sup>, 2009 (the "Personnel Policy"), as subsequently amended; and

WHEREAS, the Board of County Commissioners directed the County Manager in January of 2020 to conduct a comprehensive compensation study in order to review currently established pay grades/ranges in comparison to neighboring jurisdictions and similar surrounding counties, and to make proposals regarding potential modifications to the current compensation system and pay plan aimed at addressing the recruitment and retention issues referred to above; and

WHEREAS, after careful consideration and discussion of the compensation study and proposals presented by the County Manager, the Board of County Commissioners desires to modify and amend the Personnel Policy in order to formally define and adopt an employee salary schedule step progression system as part of the Personnel Policy; and

WHEREAS, in doing so, it is the intent of the Board of County Commissioners to use such a system to more equitably compensate current and future employees based on their years of relevant experience related to the performance of their respective duties assigned to their respective positions, and also to improve the ability of Washington County to recruit and retain more qualified employees by using such a system to create a more transparent and reliably consistent compensation adjustment policy to stabilize and replace more inconsistent compensation adjustment practices utilized in recent years.


NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS of WASHINGTON COUNTY HEREBY RESOLVES AS FOLLOWS:

- I. That effective November 16<sup>th</sup>, 2020,
  - a. Article IV, Section 1 of the Washington County Personnel Policy entitled "Compensation and Pay Plan Policies" is hereby amended and restated as shown within the attached instrument entitled "Article IV, Section 1 (Compensation and Pay Plan Policies) (Revised 11/16/20).
    - i. The County Manager, Finance Officer, and HR/Specialist are hereby authorized and directed to implement the revised pay plan policies, including the years of relevant experience based step progression plan adopted hereunder, and to utilize the additional funds allocated hereunder to pay for the estimated costs thereof during the FY21 budget year by transferring the necessary allocation amounts for such costs into the appropriate departmental salary lines as determined necessary to fund the proposed implementation of the plan.
    - ii. The County Manager is further directed to continue reviewing and making recommendations with respect to the appropriate pay grade/ranges for those positions identified within the attached "Compensation Study Punch list 11/16/20" which may be excluded from full incorporation within the step progression system until such further review is completed and any resulting modifications approved.
  - b. The attached FY21 Salary Schedule (Revised/Effective: 11/16/20) is hereby approved.
  - c. The attached BA 2021-038 is hereby approved.

Adopted this 2 day of November 2020.

  
D. Cole Phelps, Chair  
Washington County Board of Commissioners

ATTEST:

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



**Article IV, Section 1: Compensation and Pay Plan Policies (Revised 11/16/20)**

It is the policy of the County and the purpose of this plan to establish a compensation system that will allow the County to effectively compete for and retain well qualified personnel, and to ensure that salaries are equitable and commensurate with the duties performed by each employee.

An employee salary schedule consisting of pay grades/ranges and steps shall be adopted by the County Commissioners, and shall apply to all employees whose compensation is not otherwise covered by a separate labor contract.

**Grades:** The salary schedule shall consist of an initial vertical column of progressively numbered pay grades/ranges, each of which shall be represented as an independent row forming points of intersection with each salary step column referred to below.

**Steps:** The salary schedule shall also consist of an initial horizontal row of progressively numbered steps, each of which shall be represented as an independent column forming points of intersection with each pay grade/range row referred to above.

**Salary Schedule Position Assignments:** Each position shall be assigned to a single specific pay grade/range. More than one position may be assigned to the same pay grade/range, and some pay grades/ranges may not have any assignments. Each individual employee salary shall be set at a specific step within the pay grade/range assigned to their applicable position.

The Board may modify the positions assigned to each specific pay grade/range, or the monetary values established for individual pay grades/ranges or corresponding steps at any time by adoption of a revised salary schedule. In considering adjustments to such values, care should be taken to attempt to keep the overall percentages of value progressions between each pay grade/range and each step as consistent as possible in order to maximize the overall equity and effectiveness of the salary schedule.

**Section 1A: Salary Schedule Placement & Progression** To create a more practically affordable and equitable progression system, a "years of relevant experience" or ("YORE") value factor shall be carefully evaluated and established for each current and future full time employee based on their actual years of relevant experience. This factor will be tracked and updated on an annual basis, and is intended to help facilitate the progression from one assigned step to the next within each position's pay grade/range.

- 1) YORE factor evaluations shall be conducted in accordance with the following general considerations, which may be supplemented or modified from time to time by any applicable Administrative Policy pertaining to such matter approved by the County Manager, or by any supplemental guidance related thereto which is contained within any salary schedule subsequently approved by the Board of Commissioners.
  - a. **Initial YORE Factor:** Each full time employee's years of relevant experience will be carefully evaluated, and a specific YORE value or factor will be assigned and tracked on an annual basis for salary schedule progression purposes for each employee. In evaluating such experience, credit for prior years of relevant experience should generally be provided as follows:



- i. 100% credit: (1 YORE) for each full year of directly related comparable experience performing work that consisted of the same or substantially similar duties to those assigned to the applicable position.
  1. For purposes of establishing initial YORE factors for new hires, less than full credit may be given in order to abide by the general policy to hire new employees between the starting and mid-point rates of the applicable pay grade/range.
- ii. 50% credit: (.5 YORE) for each full year of indirectly related partially comparable experience performing work that consisted of at least 50% of the same or substantially similar duties to those assigned to the applicable position.
  1. Additionally, for supervisory level positions only, an employee's years of experience spent working in an immediately subordinate position within the same department or within a substantially similar local government or comparable private department which performed the same or substantially similar duties as the department to be supervised by the employee, may also be considered at 50% credit (.5 years) for each full year of service in an immediately subordinate position.
  2. Notwithstanding the foregoing, for departments with multiple levels of subordinate positions, or for positions with multiple levels of training/certifications for which different pay grades/ranges are established, any time spent by an employee in any non-immediately subordinate or non-immediately lower level of certified position in the same department, is generally considered too distantly related from the duties of the supervisory position in question, and therefore should not be given any credit for YORE purposes.
  3. Notwithstanding anything herein to the contrary, the number of years of indirectly related partially comparable service which may be considered for determining YORE shall be capped at a maximum of 10 years equating to a maximum of 5YORE.
- iii. Part-Time credit: Part-Time experience is generally not considered adequate for the provision of any YORE credit. However, in situations where an employee has consistently worked a large number of part-time hours performing the same or substantially similar duties as the relevant position, the County Manager may approve partial credit for such work on a case by case basis.
  1. Part-time employees are generally NOT eligible to participate in the YORE based step progression compensation plan, and therefore will not generally have an evaluation, assignment, or tracking of their years of relevant experience for YORE purposes.
  2. Part-time employees should generally perform their duties on an hourly basis at the starting step of the pay grade/range assigned to the applicable position unless otherwise agreed in writing by the County Manager.

- iv. **Additional credit:** In certain unusual or extraordinary circumstances, additional YORE credit may be authorized on a case by case basis when such circumstances warrant or require such credit. Any such additional YORE credit shall be carefully considered in terms of its equitableness and impact within the overall salary schedule, and shall be carefully explained and justified in writing and approved by the County Manager.
  - v. **Rounding:** For purposes of calculating an employee's YORE factor, decimal values for partial years of prior relevant experience, and also from calculations of any partial credit applied to any years of prior relevant experience, should all be rounded down to the lowest whole number. Calculations of directly relevant and indirectly relevant experience should be rounded down and made separately before adding any such experience together. Less than one year of experience in any particular position(s) should generally not be considered adequate for any YORE credit and should not be considered or added to other experience.
- b. **Default YORE:** If an initial YORE factor is not established for any new or existing employee for any reason, by default it will be set, subject to re-evaluation by the County Manager, at the lowest YORE factor corresponding to the employee's assigned pay step within the salary schedule.
- c. **Re-evaluation:** An employee's YORE factor should be re-evaluated upon any of the following:
- i. Internal promotion or transfer
  - ii. Rehiring a previous employee following a period of absence
  - iii. Reclassification of a position's assigned pay grade/range
  - iv. Serious disciplinary action for which demotion or a reduction in pay would otherwise be warranted.
  - v. Other circumstances brought to the attention of or which in the opinion of HR Specialist, Finance Officer, or County Manager warrants re-evaluation to maintain the equitableness and integrity of the overall salary schedule and county pay plan administration.
- 2) **YORE Factor Progression:** In order to facilitate step progression within the salary schedule based on assigned YORE factor values, an index of applicable progressively numbered YORE factor values shall be created and added below the horizontal row of progressively numbered steps in the salary schedule. The YORE factor values applicable to each step in the same column shall be set and established by the Board of Commissioners.
- a. YORE factor values shall be tracked and re-evaluated annually as of the start of the November pay period each year unless otherwise directed by the Board of Commissioners. Employee YORE factors which increase based on the passage of time to the next corresponding step in their assigned pay grade/range shall have their compensation adjusted accordingly effective with the start of the December pay period thereafter unless otherwise directed by the Board of Commissioners.

**Section 1B: New Employees**

Except as otherwise approved in writing by the County Manager, the amount of compensation to be paid to new employees in each position will ordinarily be established between the starting and mid-point step rates of a position's assigned pay grade/range after taking into consideration the employee's qualifications including any required educational degrees, certifications, and years of relevant experience. Notwithstanding the foregoing, Washington County may set a new employee's YORE factor lower than otherwise justified based on the employee's actual years of relevant experience in order to comply with the general practice of hiring new employees between the starting and mid-point salary rates of a position's assigned pay grade/range.

**Section 1C: Cost-of-Living Adjustments**

COLA/salary modifications may be granted by the County Commissioners upon recommendation by the County Manager. If granted, they are generally effective with the start of the June pay period leading into the budget year for which the COLA is approved, unless otherwise directed by the Commissioners.

**Section 1D: Re-evaluation**

In the event that the salary of any position is re-evaluated by the County Manager's Office and the County Commissioners authorize implementation of an increased range, the employee shall retain his/her current salary within the range or assume the entry level step of the new range, whichever is greater.

**Section 1E: Pay Rates Exceeding Range Maximum**

Any employee whose pay rate exceeds the maximum prescribed for his/her classification as a result of a reallocation of his/her position to a lower classification when there have been no recent, dramatic changes in assigned duties and responsibilities will not be reduced in pay. This does not apply to demotions. The employee will not be eligible for future salary increases until he/she occupies a position for which the salary range maximum is more than the pay rate he/she currently receives.

**Section 1F: Classification Plan**

Jobs with similar duties and responsibilities are assigned to the same pay grade/range. The County Manager's Office conducts periodic studies of various jobs when there is an indication the employee is working above or below the established responsibilities for that position. These studies are normally initiated at the request of the Department Head or County Commissioners.

**Section 1G: Maintenance of the Salary Plan**

The Finance Office shall be responsible for the continuous maintenance and administration of the County's Compensation Plan. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets, organizations, cost-of-living factors, budgetary considerations, and other related factors. On the basis of this information, the County Manager's Office shall recommend to the County Commissioners changes to keep the plan current, uniform and equitable. Such changes shall be approved by the County Manager's Office and shall then be submitted in the annual budget to the County Commissioners.

## Compensation Study Punch list

11/16/20

- Veteran's Service Officer (Unique PT & Certification Status)
- Landfill Staff (lack of comparable data except for Martin County which has alternative duties assigned)
- Delinquent Tax Coordinator/Asst. Tax Assessor (Scope of Duties/Assigned Titles/Grades)
- Deputy Finance Officer (Scope of Duties/Assigned Grade)
- Utilities Director (Scope of Duties/Systems Comparison)
- Airport Director (Lack of Comparable Data)
- DSS Director (Grade Analysis)
- DSS IT Administrator (Scope of Duties/Grade Analysis)
- County IT Administrator (Scope of Duties/Grade Analysis)
- Sheriff (Grade Analysis)

Washington County  
**FY21 Salary Schedule**  
 Revised/Effective: 11/16/20

Grade	Position Title	AFOS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17		
6	Years of Relevant Experience (YORE) Index	111	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
6	Headkeeper I	2	\$18,651	\$20,139	\$21,626	\$23,114	\$24,602	\$26,090	\$27,578	\$29,066	\$30,554	\$32,042	\$33,530	\$35,018	\$36,506	\$37,994	\$39,482	\$40,970	\$42,458	\$43,946	\$45,434
7	Headkeeper II	3	\$22,425	\$24,138	\$25,851	\$27,564	\$29,277	\$30,990	\$32,703	\$34,416	\$36,129	\$37,842	\$39,555	\$41,268	\$42,981	\$44,694	\$46,407	\$48,120	\$49,833	\$51,546	\$53,259
8	Off on Ass'n/Comp Enter	PT																			
8	Senior Center Nutrition Prog. Mgr	1	\$21,000	\$22,136	\$23,272	\$24,408	\$25,544	\$26,680	\$27,816	\$28,952	\$30,088	\$31,224	\$32,360	\$33,496	\$34,632	\$35,768	\$36,904	\$38,040	\$39,176	\$40,312	\$41,448
8	Veterinarian Services Officer	PT																			
9	Warehouse Worker I	1	\$22,288	\$23,172	\$24,056	\$24,940	\$25,824	\$26,708	\$27,592	\$28,476	\$29,360	\$30,244	\$31,128	\$32,012	\$32,896	\$33,780	\$34,664	\$35,548	\$36,432	\$37,316	\$38,200
10	Warehouse Worker II	1	\$23,597	\$24,471	\$25,345	\$26,219	\$27,093	\$27,967	\$28,841	\$29,715	\$30,589	\$31,463	\$32,337	\$33,211	\$34,085	\$34,959	\$35,833	\$36,707	\$37,581	\$38,455	\$39,329
11	Deerision Officer - Uncertified (FN2)	0																			
11	EMT Basic	10																			
11	Telecommunicator I - Uncertified (FN1)	0	\$24,571	\$25,195	\$25,819	\$26,443	\$27,067	\$27,691	\$28,315	\$28,939	\$29,563	\$30,187	\$30,811	\$31,435	\$32,059	\$32,683	\$33,307	\$33,931	\$34,555	\$35,179	\$35,803
11	Utility Customer Service Rep	2																			
11	Waterworks Technician I	3																			
12	Accounting Technician	1																			
12	Asst Registrar of Death	1																			
12	Animal Control Officer	1	\$25,545	\$26,218	\$26,891	\$27,564	\$28,237	\$28,910	\$29,583	\$30,256	\$30,929	\$31,602	\$32,275	\$32,948	\$33,621	\$34,294	\$34,967	\$35,640	\$36,313	\$36,986	\$37,659
12	Landfill Operator	1																			
12	Property Tax Clerk	2																			
12	Administrative Asst	3																			
12	Administrative Deputy	1																			
13	Deerision Officer - Certified	4	\$26,570	\$27,204	\$27,838	\$28,472	\$29,106	\$29,740	\$30,374	\$31,008	\$31,642	\$32,276	\$32,910	\$33,544	\$34,178	\$34,812	\$35,446	\$36,080	\$36,714	\$37,348	\$37,982
13	EMT Intermediate	3																			
13	Maintenance Worker II	1																			
13	Telecommunicator II - EMT Certified	7																			
14	Detention Corporal	3	\$27,554	\$28,214	\$28,874	\$29,534	\$30,194	\$30,854	\$31,514	\$32,174	\$32,834	\$33,494	\$34,154	\$34,814	\$35,474	\$36,134	\$36,794	\$37,454	\$38,114	\$38,774	\$39,434
14	Water Treatment Plant Operator	1																			
15	Code Enforcement Officer	3	\$28,541	\$29,227	\$29,913	\$30,599	\$31,285	\$31,971	\$32,657	\$33,343	\$34,029	\$34,715	\$35,401	\$36,087	\$36,773	\$37,459	\$38,145	\$38,831	\$39,517	\$40,203	\$40,889
15	Security Officer (FN3)	0																			
16	Chief Landfill Operator	0	\$29,515	\$30,261	\$31,007	\$31,753	\$32,499	\$33,245	\$33,991	\$34,737	\$35,483	\$36,229	\$36,975	\$37,721	\$38,467	\$39,213	\$39,959	\$40,705	\$41,451	\$42,197	\$42,943
16	Airport Manager	1																			
17	Detention Lieutenant	1	\$30,489	\$31,262	\$32,035	\$32,808	\$33,581	\$34,354	\$35,127	\$35,900	\$36,673	\$37,446	\$38,219	\$38,992	\$39,765	\$40,538	\$41,311	\$42,084	\$42,857	\$43,630	\$44,403
17	Recorations Director	1																			
17	Soil and Water Supervisor	1																			
17	Accounting/HR Supervisor	1																			
18	Assistant Tax Assessor	1	\$31,447	\$32,298	\$33,149	\$33,999	\$34,850	\$35,701	\$36,552	\$37,403	\$38,254	\$39,105	\$39,956	\$40,807	\$41,658	\$42,509	\$43,360	\$44,211	\$45,062	\$45,913	\$46,764
18	Detention Van Coordinator	1																			
18	Deputy I Certified	5																			
18	EMT Paramedic	3	\$32,498	\$33,298	\$34,098	\$34,898	\$35,698	\$36,498	\$37,298	\$38,098	\$38,898	\$39,698	\$40,498	\$41,298	\$42,098	\$42,898	\$43,698	\$44,498	\$45,298	\$46,098	\$46,898
18	EMS Shift Supervisor	6																			
18	Senior Center Director	1																			
18	Chief of Board/Adm. Asst	1																			
18	Deputy II Sheriff's Department	2																			
20	Detention Director (FN1)	1	\$33,400	\$34,295	\$35,190	\$36,085	\$36,980	\$37,875	\$38,770	\$39,665	\$40,560	\$41,455	\$42,350	\$43,245	\$44,140	\$45,035	\$45,930	\$46,825	\$47,720	\$48,615	\$49,510
20	GIS Mapping Director	1																			
20	Subst. Response Officer	3																			
21	Communications Supervisor - EMD Certified	1	\$34,433	\$35,307	\$36,181	\$37,055	\$37,929	\$38,803	\$39,677	\$40,551	\$41,425	\$42,299	\$43,173	\$44,047	\$44,921	\$45,795	\$46,669	\$47,543	\$48,417	\$49,291	\$50,165
21	Corporal Sheriff's Department	2																			
21	Maintenance Supervisor	1																			
22	IT Systems Operator	1	\$35,457	\$36,349	\$37,241	\$38,133	\$39,025	\$39,917	\$40,809	\$41,701	\$42,593	\$43,485	\$44,377	\$45,269	\$46,161	\$47,053	\$47,945	\$48,837	\$49,729	\$50,621	\$51,513
22	Senior Sheriff's Department	2																			
23	Chief Detention Officer	1	\$36,444	\$37,330	\$38,216	\$39,102	\$39,988	\$40,874	\$41,760	\$42,646	\$43,532	\$44,418	\$45,304	\$46,190	\$47,076	\$47,962	\$48,848	\$49,734	\$50,620	\$51,506	\$52,392
24	Investigator Sheriff's Department	3	\$37,459	\$38,422	\$39,385	\$40,348	\$41,311	\$42,274	\$43,237	\$44,200	\$45,163	\$46,126	\$47,089	\$48,052	\$49,015	\$49,978	\$50,941	\$51,904	\$52,867	\$53,830	\$54,793
25	Range of Deeds (FN2)	1	\$38,441	\$39,390	\$40,339	\$41,288	\$42,237	\$43,186	\$44,135	\$45,084	\$46,033	\$46,982	\$47,931	\$48,880	\$49,829	\$50,778	\$51,727	\$52,676	\$53,625	\$54,574	\$55,523
25	Water Treatment Plant Supervisor	1																			
26	Deputy Finance Officer/Financial Analyst	3	\$39,415	\$40,377	\$41,340	\$42,302	\$43,264	\$44,226	\$45,188	\$46,150	\$47,112	\$48,074	\$49,036	\$49,998	\$50,960	\$51,922	\$52,884	\$53,846	\$54,808	\$55,770	\$56,732
27	Lieutenant Sheriff's Department	3	\$40,377	\$41,339	\$42,301	\$43,263	\$44,225	\$45,187	\$46,149	\$47,111	\$48,073	\$49,035	\$49,997	\$50,959	\$51,921	\$52,883	\$53,845	\$54,807	\$55,769	\$56,731	\$57,693
28	Emergency Management Coordinator	1	\$41,330	\$42,336	\$43,342	\$44,348	\$45,354	\$46,360	\$47,366	\$48,372	\$49,378	\$50,384	\$51,390	\$52,396	\$53,402	\$54,408	\$55,414	\$56,420	\$57,426	\$58,432	\$59,438
29	EMT	1	\$42,278	\$43,330	\$44,382	\$45,434	\$46,486	\$47,538	\$48,590	\$49,642	\$50,694	\$51,746	\$52,798	\$53,850	\$54,902	\$55,954	\$57,006	\$58,058	\$59,110	\$60,162	\$61,214
30	EMT	2	\$43,226	\$44,338	\$45,450	\$46,562	\$47,674	\$48,786	\$49,898	\$51,010	\$52,122	\$53,234	\$54,346	\$55,458	\$56,570	\$57,682	\$58,794	\$59,906	\$61,018	\$62,130	\$63,242
31	Chief Deputy Sheriff's Department	1	\$44,174	\$45,336	\$46,498	\$47,660	\$48,822	\$49,984	\$51,146	\$52,308	\$53,470	\$54,632	\$55,794	\$56,956	\$58,118	\$59,280	\$60,442	\$61,604	\$62,766	\$63,928	\$65,090
32	Deputy EMS Director	1	\$45,122	\$46,334	\$47,546	\$48,758	\$49,970	\$51,182	\$52,394	\$53,606	\$54,818	\$56,030	\$57,242	\$58,454	\$59,666	\$60,878	\$62,090	\$63,302	\$64,514	\$65,726	\$66,938
33	Law Administrator	1	\$46,070	\$47,332	\$48,594	\$49,856	\$51,118	\$52,380	\$53,642	\$54,904	\$56,166	\$57,428	\$58,690	\$59,952	\$61,214	\$62,476	\$63,738	\$65,000	\$66,262	\$67,524	\$68,786
34	EMT	3	\$47,018	\$48,330	\$49,642	\$50,954	\$52,266	\$53,578	\$54,890	\$56,202	\$57,514	\$58,826	\$60,138	\$61,450	\$62,762	\$64,074	\$65,386	\$66,698	\$68,010	\$69,322	\$70,634
35	EMT	4	\$47,966	\$49,338	\$50,710	\$52,082	\$53,454	\$54,826	\$56,198	\$57,570	\$58,942	\$60,314	\$61,686	\$63,058	\$64,430	\$65,802	\$67,174	\$68,546	\$69,918	\$71,290	\$72,662
36	Training & Inspection Director	1	\$48,914	\$50,336	\$5																

Washington County  
**FY20 Salary Schedule (DSS)**  
 Revised/Effective: 1/1/16/20

Grade	Job Title	RPOS	Step A1	Step A2	Step B1	Step B2	Step B3	Step C1	Step C2	Step C3	Step D1	Step D2	Step D3	Step E1	Step E2	Step E3	Step F1	Step F2	Step F3	
			\$0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
52	Housekeeper (FTE)	1	\$19,651	\$20,139	\$20,625	\$11,130	\$21,686	\$22,186	\$22,790	\$33,315	\$33,807	\$34,301	\$34,795	\$35,289	\$35,783	\$36,277	\$36,771	\$37,265	\$37,759	\$38,253
53	Order Processor I	2	\$21,774	\$22,264	\$22,754	\$12,360	\$23,416	\$23,916	\$24,520	\$35,045	\$35,537	\$36,031	\$36,525	\$37,019	\$37,513	\$38,007	\$38,501	\$38,995	\$39,489	\$39,983
54		3	\$23,900	\$24,390	\$24,880	\$13,560	\$24,616	\$25,116	\$25,720	\$36,245	\$36,737	\$37,231	\$37,725	\$38,219	\$38,713	\$39,207	\$39,701	\$40,195	\$40,689	\$41,183
55		4	\$26,026	\$26,516	\$27,006	\$14,760	\$25,816	\$26,316	\$26,920	\$37,445	\$37,937	\$38,431	\$38,925	\$39,419	\$39,913	\$40,407	\$40,901	\$41,395	\$41,889	\$42,383
56		5	\$28,152	\$28,642	\$29,132	\$15,960	\$27,016	\$27,516	\$28,120	\$38,645	\$39,137	\$39,631	\$40,125	\$40,619	\$41,113	\$41,607	\$42,101	\$42,595	\$43,089	\$43,583
57		6	\$30,278	\$30,768	\$31,258	\$17,160	\$28,216	\$28,716	\$29,320	\$39,845	\$40,337	\$40,831	\$41,325	\$41,819	\$42,313	\$42,807	\$43,301	\$43,795	\$44,289	\$44,783
58		7	\$32,404	\$32,894	\$33,384	\$18,360	\$29,416	\$29,916	\$30,520	\$41,045	\$41,537	\$42,031	\$42,525	\$43,019	\$43,513	\$44,007	\$44,501	\$44,995	\$45,489	\$45,983
59		8	\$34,530	\$35,020	\$35,510	\$19,560	\$30,616	\$31,116	\$31,720	\$42,245	\$42,737	\$43,231	\$43,725	\$44,219	\$44,713	\$45,207	\$45,701	\$46,195	\$46,689	\$47,183
60		9	\$36,656	\$37,146	\$37,636	\$20,760	\$31,816	\$32,316	\$32,920	\$43,445	\$43,937	\$44,431	\$44,925	\$45,419	\$45,913	\$46,407	\$46,901	\$47,395	\$47,889	\$48,383
61	Technical Assistant V M CW I	2	\$25,120	\$25,769	\$26,418	\$27,067	\$27,716	\$28,365	\$29,014	\$29,663	\$30,312	\$30,961	\$31,610	\$32,259	\$32,908	\$33,557	\$34,206	\$34,855	\$35,504	\$36,153
62		3	\$26,366	\$27,015	\$27,664	\$28,313	\$28,962	\$29,611	\$30,260	\$30,909	\$31,558	\$32,207	\$32,856	\$33,505	\$34,154	\$34,803	\$35,452	\$36,101	\$36,750	\$37,399
63	Admin Asst I	1	\$27,716	\$28,378	\$29,040	\$29,702	\$30,364	\$31,026	\$31,688	\$32,350	\$33,012	\$33,674	\$34,336	\$34,998	\$35,660	\$36,322	\$36,984	\$37,646	\$38,308	\$38,970
64	M. Coordinator II (FNS) Auto Processing Tech Social Worker I	0	\$29,062	\$29,724	\$30,386	\$31,048	\$31,710	\$32,372	\$33,034	\$33,696	\$34,358	\$35,020	\$35,682	\$36,344	\$37,006	\$37,668	\$38,330	\$38,992	\$39,654	\$40,316
65	CS Enforcement Agent II M Investigator II (FNS) M Coordinator III (FNS)	4	\$30,408	\$31,070	\$31,732	\$32,394	\$33,056	\$33,718	\$34,380	\$35,042	\$35,704	\$36,366	\$37,028	\$37,690	\$38,352	\$39,014	\$39,676	\$40,338	\$41,000	\$41,662
66		5	\$31,754	\$32,416	\$33,078	\$33,740	\$34,402	\$35,064	\$35,726	\$36,388	\$37,050	\$37,712	\$38,374	\$39,036	\$39,698	\$40,360	\$41,022	\$41,684	\$42,346	\$43,008
67	C.S. Supervisor I M Supervisor II Principal I Admin Asst II/Program Coordinator Social Worker II (FNS)	1	\$33,100	\$33,762	\$34,424	\$35,086	\$35,748	\$36,410	\$37,072	\$37,734	\$38,396	\$39,058	\$39,720	\$40,382	\$41,044	\$41,706	\$42,368	\$43,030	\$43,692	\$44,354
68	Computer System Administrator I Social Worker III (FNS)	4	\$34,446	\$35,108	\$35,770	\$36,432	\$37,094	\$37,756	\$38,418	\$39,080	\$39,742	\$40,404	\$41,066	\$41,728	\$42,390	\$43,052	\$43,714	\$44,376	\$45,038	\$45,700
69		5	\$35,792	\$36,454	\$37,116	\$37,778	\$38,440	\$39,102	\$39,764	\$40,426	\$41,088	\$41,750	\$42,412	\$43,074	\$43,736	\$44,398	\$45,060	\$45,722	\$46,384	\$47,046
70		6	\$37,138	\$37,800	\$38,462	\$39,124	\$39,786	\$40,448	\$41,110	\$41,772	\$42,434	\$43,096	\$43,758	\$44,420	\$45,082	\$45,744	\$46,406	\$47,068	\$47,730	\$48,392
71		7	\$38,484	\$39,146	\$39,808	\$40,470	\$41,132	\$41,794	\$42,456	\$43,118	\$43,780	\$44,442	\$45,104	\$45,766	\$46,428	\$47,090	\$47,752	\$48,414	\$49,076	\$49,738
72		8	\$39,830	\$40,492	\$41,154	\$41,816	\$42,478	\$43,140	\$43,802	\$44,464	\$45,126	\$45,788	\$46,450	\$47,112	\$47,774	\$48,436	\$49,098	\$49,760	\$50,422	\$51,084
73		9	\$41,176	\$41,838	\$42,500	\$43,162	\$43,824	\$44,486	\$45,148	\$45,810	\$46,472	\$47,134	\$47,796	\$48,458	\$49,120	\$49,782	\$50,444	\$51,106	\$51,768	\$52,430
74		10	\$42,522	\$43,184	\$43,846	\$44,508	\$45,170	\$45,832	\$46,494	\$47,156	\$47,818	\$48,480	\$49,142	\$49,804	\$50,466	\$51,128	\$51,790	\$52,452	\$53,114	\$53,776
75		11	\$43,868	\$44,530	\$45,192	\$45,854	\$46,516	\$47,178	\$47,840	\$48,502	\$49,164	\$49,826	\$50,488	\$51,150	\$51,812	\$52,474	\$53,136	\$53,798	\$54,460	\$55,122
76		12	\$45,214	\$45,876	\$46,538	\$47,200	\$47,862	\$48,524	\$49,186	\$49,848	\$50,510	\$51,172	\$51,834	\$52,496	\$53,158	\$53,820	\$54,482	\$55,144	\$55,806	\$56,468
77		13	\$46,560	\$47,222	\$47,884	\$48,546	\$49,208	\$49,870	\$50,532	\$51,194	\$51,856	\$52,518	\$53,180	\$53,842	\$54,504	\$55,166	\$55,828	\$56,490	\$57,152	\$57,814
78		14	\$47,906	\$48,568	\$49,230	\$49,892	\$50,554	\$51,216	\$51,878	\$52,540	\$53,202	\$53,864	\$54,526	\$55,188	\$55,850	\$56,512	\$57,174	\$57,836	\$58,498	\$59,160
79		15	\$49,252	\$49,914	\$50,576	\$51,238	\$51,900	\$52,562	\$53,224	\$53,886	\$54,548	\$55,210	\$55,872	\$56,534	\$57,196	\$57,858	\$58,520	\$59,182	\$59,844	\$60,506
80		16	\$50,598	\$51,260	\$51,922	\$52,584	\$53,246	\$53,908	\$54,570	\$55,232	\$55,894	\$56,556	\$57,218	\$57,880	\$58,542	\$59,204	\$59,866	\$60,528	\$61,190	\$61,852
81		17	\$51,944	\$52,606	\$53,268	\$53,930	\$54,592	\$55,254	\$55,916	\$56,578	\$57,240	\$57,902	\$58,564	\$59,226	\$59,888	\$60,550	\$61,212	\$61,874	\$62,536	\$63,198
82		18	\$53,290	\$53,952	\$54,614	\$55,276	\$55,938	\$56,600	\$57,262	\$57,924	\$58,586	\$59,248	\$59,910	\$60,572	\$61,234	\$61,896	\$62,558	\$63,220	\$63,882	\$64,544
83		19	\$54,636	\$55,298	\$55,960	\$56,622	\$57,284	\$57,946	\$58,608	\$59,270	\$59,932	\$60,594	\$61,256	\$61,918	\$62,580	\$63,242	\$63,904	\$64,566	\$65,228	\$65,890
84		20	\$55,982	\$56,644	\$57,306	\$57,968	\$58,630	\$59,292	\$59,954	\$60,616	\$61,278	\$61,940	\$62,602	\$63,264	\$63,926	\$64,588	\$65,250	\$65,912	\$66,574	\$67,236
85		21	\$57,328	\$57,990	\$58,652	\$59,314	\$59,976	\$60,638	\$61,300	\$61,962	\$62,624	\$63,286	\$63,948	\$64,610	\$65,272	\$65,934	\$66,596	\$67,258	\$67,920	\$68,582
86		22	\$58,674	\$59,336	\$59,998	\$60,660	\$61,322	\$61,984	\$62,646	\$63,308	\$63,970	\$64,632	\$65,294	\$65,956	\$66,618	\$67,280	\$67,942	\$68,604	\$69,266	\$69,928
87		23	\$59,980	\$60,642	\$61,304	\$61,966	\$62,628	\$63,290	\$63,952	\$64,614	\$65,276	\$65,938	\$66,600	\$67,262	\$67,924	\$68,586	\$69,248	\$69,910	\$70,572	\$71,234
88		24	\$61,326	\$61,988	\$62,650	\$63,312	\$63,974	\$64,636	\$65,298	\$65,960	\$66,622	\$67,284	\$67,946	\$68,608	\$69,270	\$69,932	\$70,594	\$71,256	\$71,918	\$72,580
89		25	\$62,672	\$63,334	\$63,996	\$64,658	\$65,320	\$65,982	\$66,644	\$67,306	\$67,968	\$68,630	\$69,292	\$69,954	\$70,616	\$71,278	\$71,940	\$72,602	\$73,264	\$73,926
90		26	\$63,988	\$64,650	\$65,312	\$65,974	\$66,636	\$67,298	\$67,960	\$68,622	\$69,284	\$69,946	\$70,608	\$71,270	\$71,932	\$72,594	\$73,256	\$73,918	\$74,580	\$75,242

PN1: DSS Housekeeper step values are based on and passed into the schedule from the non-DSS salary schedule's values for non-DSS Housekeepers to create equity between all Housekeeper positions.  
 PN2: YORS value subject to YORS against reduction.  
 PN3: Subject to YORS reductions for Work Agmt/Prior Experience.  
 CS = Child Support  
 IM = Income Maintenance

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2021 - 038

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: November 2, 2020

RE: General Fund/Water/EMS

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS- Administrative Reimburse	(2,271,434.00)	(53,639.00)	(2,325,073.00)
10-5310-011	DSS - Salaries & Wages Regular	1,906,160.00	107,278.00	2,013,438.00
10-3990-000	Appropriated Fund Balance-GF	(250,792.00)	(157,047.00)	(407,839.00)
10-8300-120	Additional Salary/Benefit Exp-Comp Study	-	36,742.50	36,742.50
10-8300-120	Additional Salary/Benefit Exp-Comp Study (contingency)	36,742.50	15,000.00	51,742.50
10-9800-982	Transfer to Wash Co EMS	282,951.00	51,665.50	334,616.50
37-3980-010	Transfer from General Fund	(282,951.00)	(51,665.50)	(334,616.50)
37-4330-010	Wash Co EMS - Salaries & Wages-Regular	638,398.00	47,653.00	686,051.00
37-4376-010	Wash Co Transport - Salaries & Wages-Regular	94,388.00	4,012.50	98,400.50
35-3990-990	Fund Balance Appropriated-Water	-	(11,806.50)	(11,806.50)
35-7130-010	Operations - Salaries & Wages-Regular	189,361.00	8,440.00	197,801.00
35-7135-010	Treatment Plant - Salaries & Wages-Regular	69,892.00	3,366.50	73,258.50
				-
<b>General Fund/EMS/Water</b>				
<b>Balanced:</b>		<b>412,715.50</b>	<b>-</b>	<b>412,715.50</b>

**Justification:**

*To budget for the additional costs associated with the Compensation Study approval. For the General Fund Departments, all monies will be put in a new line called Additional Salary/Benefit Expense-Comp Study for the time being and moved via transfer as needed to the individual departmental salary and benefit lines with County Manager approval.*

Approval Date: 11/2/2020

Bd. Clerk's Init: *[Signature]*

Initials:

Batch #:

Date:



**Commissioner Walker made a motion to approve the resolution regarding the Compensation Study. Commissioner Riddick seconded.** Commissioner Sexton asked Mr. Potter if he figured out the cost by using the formula that was discussed last week. Mr. Potter said yes. No one's salary will be decreased because of these changes (which some steps/grades were reduced after further review). Mr. Potter said he will be implementing cost control measures. **Motion carried unanimously.**

BOARDS & COMMITTEES: Ms. Bennett, Clerk to the Board, told the Board that the Library Board of Trustees was in need of another new member. Please consider and bring back names to the December meeting.

OTHER ITEMS BY CHAIR, COMMISSIONERS, COUNTY MANAGER/ COUNTY MANAGER OR CLERK:

Ms. Dixon gave an update on the bank conversion. Migration is complete as of Friday night. She and her staff have had two online trainings with Southern Bank. Ms. Dixon has had most of the money moved over. Things are moving along well, but she expects some glitches in the next few weeks. Commissioner Walker thanked Ms. Dixon for her work on getting this accomplished.

Mr. Potter mentioned that Finance sent the requested information to the auditor and the County has received our draft audit...the earliest ever since he has been here. Mr. Potter hopes to have the draft to the Board before the end of the year.

REMARKS FROM THE VICE-CHAIR Commissioner Riddick spoke to the Board. Here are her remarks.



Today is a day that I will and I mean I always remember as it is the day in which I put down my hat and pass the baton. In some ways this is a sad day because there will be no more first of the month meetings with you guys, no more of Bill's peanuts, no more sticky notes passing to Tracy and trying to mother Mr. Walker. Truth is I'm not going to miss not one meeting, but one thing I will miss will be the purpose of those meetings. The opportunity to speak my heart an opportunity to share my voice with a hope that something would be said or done to bring a resolution to the numerous problems that we are confronted with daily.. This has been the fastest 4 years of my life and I now have the upmost respect for County government and what it Intel's. It's no cake walk nor is it an easy task to carry out for you're not only deciding or making decisions for you but you have been given the grave task of being the GATEKEEPER for your county.

I have spent 4 years serving on this board 2 as you're vice chair it is delightful to acknowledge that

all of you have given me the best working conditions and environment to deliver my duties and responsibilities. This board is in a profitable state and is managed well by all of you. Thus, I now feel that it's the best time to embark upon the new endeavors in which God has placed in my hands. During my tenure spent on this board, I got opportunities to learn several things that have helped both in my professional as well as personal life. I met and made many friends who supported me throughout this journey and some who really could care less, but I was the people's choice.. I learnt various key skills such as management ability, time management, and teamwork. This is clearly evident that we have achieved success by working together as a board. I could list a numerous amount of things that I feel as though I accomplished while on this board , but a board consists of no I's but we . Thus, I can certainly claim that my success on this board is due to the support of all you.

It gives me immense pleasure to claim that I have served on the Washington County Board of Commissioners This is all because we work as a

team and the board values and respects each and every individual irrespective of the position and role. At this special moment, I express my honest gratitude to all my colleagues for your commitment towards ensuring that my tenure was nothing short of a blessing

This accomplishment has been my dream and my only desire was to see this county growing every day. We have achieved some success but it is critical that we maintain this success for the years to come, in fact multiply it by several more accolades and recognition. I leave you with one of many of my favorite's scriptures and that is Philippian 1:6-7 "Being confident of this very thing that he which have begun a good work in you will perform it until the day of Jesus Christ. Continue to work and let work, speak for you!

Forever a commissioner in my heart

Jennifer Carmack Riddick.....OUT!

REMARKS FROM THE CHAIR Commissioner Phelps spoke to the Board. Here are his remarks.

Eight years ago, I stood with my hand raised before God right across the street in the Commissioner's room. As I took the oath of office, I looked around, and the place was full of supporters. Even though I did not know what I was getting into, I said, "I will." It was an oath to protect and serve Washington County residents to the best of my ability, which I have taken to heart ever since. It has been eight incredible years on the Washington Board of Commissioners, and I am forever grateful.

At that time, I beat the odds to become the youngest county commissioner elected in the State of North Carolina's history. Washington County residents placed their trust in a 23-year-old law student with only a lot of energy and ideas. It is all because of this county's great residents that I have had the privilege of a lifetime to serve as your commissioner. Thank you, Washington County!

I have truly enjoyed serving the residents of this community. It was not always easy, but we had a lot of fun, created lifelong memories and friendships, and helped make this a better community for everyone. I hope my service to our community has inspired, in particular, young people across the county to engage in meaningful ways to help make our county even better. I hope that young people can see through my example that they too- can run for public office, win, and effectuate change. I challenge each young person listening now or on replay to get engaged and run for office. The future of Washington County is in your hands.

Our county is more substantial, and I am glad to have been allowed to answer the question of not "What our county can do for me, but what I can do for my county?" Over the last eight years. Together, we accomplished a lot.

Together, we fought for teacher supplements to help recruit and retain the best teachers for our students. After all, our students deserve it! We fought to make sure our students had the resources they needed to succeed in the classroom. We fought for Beaufort County Community College to be the single community college serving us. We fought to make sure our coaches had the supplements they deserved as they coach our student athletes.

We did all of this while putting a Courthouse security committee in place to protect our county's residents better and keep everyone out of harm's way. We repaved Newland Road and replaced Cherry Bridge. We made sure EMS and our Sheriff had the vital resources they needed to keep us safe. Washington County, we are safer!

We also put pretrial services in place to ensure no one stays in jail because they cannot afford bail and we also approved body cameras for the Sheriff to provide to our Deputies. We approved a new drug court coordinator position to help those struggling with addiction. We even banned the box for hiring new personnel and adopted Juneteenth as a county paid holiday. Washington County, we are not only safer, but we are also fairer in how we administer justice as we also strive for equity in the workplace.

We didn't stop there. My heart goes out to those impacted by the COVID pandemic. We have worked to inform you and keep you safe. We fought to open the clinic in Creswell and, yes, we kept our hospital open. We assisted with a grant allowing Agape Health Services to open and a new playground in Pea Ridge. It is not good enough to live in a community, but we have fought for a healthier community.

No one can do this alone. It takes all of us—all-hands-on-deck. There is a select group that means a lot to me--our county employees. Our employees are vital to the strength of our county. They keep us operating around the clock. I am grateful for those who go the extra mile, so it was essential to push for an employee recognition program. It was also essential that we approved raises for 1/3 of the employees in the 2020-2021 Budget and approved a compensation plan to where most every

employee will receive an increase this fiscal year. Lastly, we put in place a step plan so employees will understand how they can progress and advance at their job annually or every other year. Thank you, Washington County employees, for all that you do.

While we have accomplished much over the last eight years, there is still more work for us to achieve. Despite my departure from the Board, this Board still needs to move forward with the adoption of a much-needed strategic plan, because where there is no vision the people shall perish. I stand ready to help enhance recreation because our families deserve it. Our recreation committee that was established must be reactivated and called to work if we ever want to see growth in the recreation department. It took serving for me to understand the ends and outs of the county government. A Citizens Academy would also help our residents to understand our operations better. It is my hope that this Board will enact a Citizens Academy so citizens can fully understand local government. As we empower our residents, Washington County can and will become even stronger.

As you can tell, there has been a lot going on in the place we all call home. The last eight years have been the most challenging, but, above all, the most rewarding.

Over the last eight years, I am grateful for my supporters—my mom and my dad; my grandparents (Nanny and Pa, Memaw and Granddaddy); law staff (especially Kewayne' and Latasha); my friends (Tony, Brandon and Paulique) the clerk to this Board (Julie—who has always been there for me), county manager and county attorney (Curtis—who has pushed me to see things from all points of view and taught me patience); and all the commissioners I have had to privilege to serve with including Commissioner Johnson (who took me under her wing and connected me to Commissioners all across this state), Commissioners Sexton, Walker, and Riddick. We may not have always agreed, but there will always be a great deal of respect for each of you, and each of you made me a better commissioner and advocate. Commissioner Buster Manning and late

Commissioner Raymond McCray taught me so many lessons when I was just getting started. Also, I wish to thank my colleagues who had confidence in me by voting for me to serve as the vice-chairman of this board three times and the chairman of this distinguished Board twice. Thank you!

I also wish to recognize those who are not necessarily residents of Washington County but helped make me a better person during the last eight years—North Carolina Chief Justice Cheri Beasley, North Carolina Senator Don Davis, NCCU Law Professor Mary Wright, Carrboro Mayor and NCCU Law Professor Lydia Lavelle, Chief Judge Regina Parker, and Attorney Watsi Sutton.

Above all, I am indebted to the citizens of Washington County. I will forever be grateful to you. It has been the highest honor of my life to serve you for two terms on this commission—the county that I was raised and the county that I returned to give back to others. While we may not have agreed on every issue, we can all agree that I zealously and fiercely advocated for the citizens of this county. I worked each day to uphold and honor the oath of office that I swore to protect and serve this county. Thank you for taking a chance on me and allowing me to be a part of your family for these last eight years. I have thoroughly enjoyed serving you.

You know, life operates in seasons. During the last eight years, I only missed one meeting out of over one-hundred meetings, and for this to be my last, it comes with so many emotions. Although my season on this Board may be passing tonight, please know that I will continue to be engaged, involved, and serve the community that I so deeply love. May God bless you and the great County of Washington.

Commissioner Johnson stated that she learned from Commissioner Riddick, on their trips to Raleigh, about her enthusiasm. She told Commissioner Riddick that the folks in Raleigh haven't forgotten her. Commissioner Johnson said she truly enjoyed working with Commissioner Riddick. Her passion runs deep for whatever she does. Commissioner Johnson said she believes Commissioner Riddick will accomplish whatever is out there for her.

Commissioner Johnson stated that she and Chair Phelps tried to see how many college games they could attend in one day. She had to remind him that she is older. Commissioner Johnson stated that Chair Phelps also has a passion for everything he does. We found a way to get a lot of things done on this Board. Commissioner Johnson said she always believed in Chair Phelps and appreciated all he has done.

Commissioner Walker thanked Chair Phelps and Commissioner Riddick for their dedication, commitment and passion and said they will be missed on the Commissioners' Board. He thanked them for their service on this Board.

Commissioner Sexton echoed what Commissioner Walker said. It's a thankless job...it always has been. Folks don't realize the things that Commissioners have to do.

Ms. Bennett presented Vice-Chair Riddick and Chair Phelps each with a plaque from the Board of Commissioners commemorating their years of service to the public as a Commissioner, Vice-Chair and/or Chair of this Board.

**Commissioner Riddick made a motion to go into Closed Session pursuant to NCGS §143.318.11(a)(6) personnel. Commissioner Sexton seconded, motion carried unanimously.**

Back in Open Session, 7:38 PM, **Chair Phelps made a motion to approve a one-time bonus of \$3,500 for the County Manager/County Attorney to be paid in the January 2021 pay roll. Commissioner Riddick seconded.** The Board collectively agreed that Mr. Potter deserves this bonus. He dealt with many issues this year, including, but not limited to: the compensation study, the hospital, DSS employees, the budget process, the audit being presented before Christmas, the transition to Southern Bank, dealing with citizen concerns, dealing with drainage, dealing with personnel in general and last, but definitely not least, dealing with COVID-19.

At 7:41 PM, with no further business to discuss, **Commissioner Riddick made a motion to adjourn the meeting. Commissioner Walker seconded, motion carried unanimously.**

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Chair

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