

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
DECEMBER 10, 2020**

The Jackson County Board of Commissioners met in a work session on December 10, 2020, 2:00 p.m., at the Department on Aging Center, Heritage Room, 100 County Services Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman
Boyce Deitz, Vice Chair
Mark Jones, Commissioner
Tom Stribling, Commissioner
Gayle Woody, Commissioner

Don Adams, County Manager
Heather C. Baker, County Attorney
Angela M. Winchester, Clerk to Board

Chairman McMahan called the meeting to order.

(1) COVID-19 UPDATE: Shelley Carraway, Health Director, via Zoom video conferencing, presented:

(a) Covid-19: This issue had always been evolving, but was coming at them fast. They had seen a spike in cases in the county, the state and the nation. She hoped they all followed the many sources available with the latest information, including the Health Department website.

In October, she reported to the Board of Health that Covid-19 had become the third leading cause of death in the nation behind #1 heart disease and #2 cancer. To date, Covid-19 surpassed heart disease and was the leading cause of deaths in the United States. Also, North Carolina recently hit the death toll of over 5,000 deaths due to Covid-19 in only 11 months. Comparatively, there were a total of 1,500 deaths due to flu over the past ten years.

In North Carolina over the past week, the case count broke records as they had more than 6,000 new cases per day on two days. Recently, the state put out a new tool, the County Alert System, which used metrics to categorize all counties in tiers of yellow, orange or red from least to worst. The newest county alert showed almost half of the counties in the state were in the red zone. Unfortunately, Jackson County was following that trend as well. Two weeks ago, they were in the yellow and that week the report showed them in the red.

They could attribute this to two additional outbreaks in long-term care facilities, which added large numbers to the case count. They had also seen a spike in the community, most likely due to Thanksgiving events. The hospital was still doing okay, even though they were receiving a higher number of cases, it was not at an alarming number yet.

The Governor was trying very hard to not impose more restrictions, mostly for the sake of the economy. As they went on with the pandemic, learned more and proven so much more, the science was growing that face coverings did help, especially when combined with maintaining a six-foot distance from others and hand washing. Overall, the county seemed to be doing well with those things. An increasing problem were social events happening with families and friends.

She asked that when they called to do contract tracing that people answer those calls and provide close contact information to them. They recently changed quarantine requirements where in some cases it may be less than 14 days. They felt some people feared quarantine more than the virus. Contract tracing was so important with 50% of the cases being asymptomatic, people did not even know they had it and were spreading it. The Coronavirus would peak in winter months, which was just like the flu, due to temperature and humidity levels. Also, they were driven indoors where air recirculated, which also increased the risk of transmission.

It was critical that they keep working hard and take all of the precautions they could that they knew worked. She knew they were all tired of it, but they knew what they needed to do during the pandemic and it was not just one thing, it was the list:

- Wash hands
- Wear masks
- Physically distance from others
- Participate in contact tracing, testing, quarantining, isolating
- Avoid indoor spaces with people they did not live with, unless it was essential
- Postpone travel
- Enhance ventilation
- Achieve widespread vaccination coverage, when available

(b) Vaccine: They were very close to having vaccines in the county and they appeared to be very effective. They expected to be getting the vaccines to the public through the Emergency Use Authorization. There were no preservatives or live Covid-19 virus in the vaccines. All three vaccine candidates required two doses.

Health departments and hospitals were the first to be eligible to sign up to be Covid-19 vaccine providers. Eventually, community health care providers such as local doctors would also be able to be providers. If authorized, there would first be a limited supply. North Carolina would receive 85,800 doses of the vaccine the next week, if all went as predicted. There were 53 hospitals in the state that had been notified that they would be receiving the doses. Initial distribution was based on the size of the hospital based on the number of acute and ICU beds.

Harris Hospital would not receive any of the first week's doses. However, in week two, the week of December 21st, it had been stated that all hospitals and health departments should receive some vaccines. Going forward, it was anticipated that the vaccine would be delivered every week. North Carolina developed a Vaccine Distribution Prioritization framework to set up who would receive the vaccine and in what order:

- Initial supplies of vaccine would go to health care workers at high risk for exposure, including those directly caring for or cleaning areas used by Covid-19 patients
- Future vaccine shipments would then be distributed to additional hospitals and health departments for high-risk health care workers.
- Hospitals would stagger distributing vaccines to staff to help avoid potential staffing challenges should someone have an adverse reaction to the vaccine.
- The next round of vaccinations in North Carolina would be earmarked for those living and working in long term care facilities, such as nursing homes. Those vaccinations would be administered by the federal government through a partnership with Walgreens and CVS.
- The long term care group was expected to begin receiving vaccines once the Moderna vaccine was federally authorized.
- Vaccinations of top priority health care workers and long term care residents was expected to continue through December and into January.
- The next prioritized group would be adults with two or more chronic conditions who were more likely to have severe illness from the virus and others who were at risk, such as frontline workers. Those workers included police, teachers and child care workers.
- As more vaccine shipments arrive in the state, they would then be made available to anyone who wants one, at clinics, pharmacies and community vaccination events. Widespread availability was expected around the spring.
- The vaccine would be free, with any fees paid for by insurance companies or the government.

This was not a quick fix, as it would take several months for them to have enough supplies for anyone that wanted to get it. Also, the vaccines required two doses, so they would not be out of the woods until possibly late summer. They should still plan to have face masks in their lives for a while and do all they could to slow the spread of the virus to save lives. They wanted to avoid increased restrictions, but should plan for them.

(c) Health Department: They were overwhelmed. From the beginning, it was a tough learning curve about Covid, but they also carried the burden of case investigation and contact tracing. They would now have the added burden of mass vaccination. During all of this, they still had to carry on their mandated services as well. There were a few people that had been working seven days per week. It was also important to remember they only had five nursing positions and one nursing director. Currently, they had one vacancy and one on maternity leave.

She wanted them to be aware that they may be cutting back on some services. They were in conversation with state about what to do when they reached a point to scale back on their mandated services, which they had never done before. Another item they had was their upcoming move, which they were ready to move forward with.

She requested that if they received complaints about services at the Health Department, to remember, they were doing the best they could and were trying very hard to maintain morale. They were very close to the finish line, but she asked them to bear with them at that time.

Chairman McMahan stated that they appreciated the work that she and her staff were doing. He could only begin to imagine the overwhelming feeling they were facing. They had their full support. They could not say that enough or in strong enough ways how much they truly appreciated the work they were doing because they were the front line of defense.

He wanted to let the new Commissioners know and to remind everyone that they were still in a local state of emergency, which started on March 16th. This allowed staff and others at the Health Department to do some things they could not normally do. It was a serious time and required them to think about how they interacted with others.

Commissioner Deitz thanked Ms. Carraway and Ms. McKnight for all they had done. They would never be able to thank them enough and they would never really know all that they had done at the Health Department. As he listened to her report, they got more out of that than they did from the President down through the Governor. It was awesome all of the information she had for them.

Commissioner Woody thanked Ms. Carraway and her staff. As far as the vacancy of the nurse, was it that they did not have people applying now or was there a concern with the Covid risks that position would entail?

Ms. Carraway stated that she thought it was a little of both. They did recently have some turnover even in other parts of the Health Department often due to money. Also, at that time it would be difficult to hire a new grad as they did not have time to train.

Commissioner Woody stated that she realized when the vaccinations came, that would put that much more responsibility on the Health Department. They had their full support and if other services had to be put on delay for a while to serve the community with these doses, they would certainly understand.

Ms. Carraway stated that they were blessed to be in Jackson County. They had such great partners with the hospital, the community college, the college, the public school system and the health care providers as well. They were in constant communication with these partners. The Health Department did testing, but others, such as the urgent cares and hospitals had been testing as well. They hoped this would be the same with the vaccinations. The hospital had stated they would do all they could to help them and they had so much support.

Chairman McMahan asked if there were any discussions from the state level about mass inoculations as far as using the National Guard or other agencies to administer the vaccines in large quantities?

Ms. Carraway stated yes. The preparedness folks were talking about putting up pods and anything they could do in the county and state.

Commissioner Stribling asked if this would be mandatory?

Ms. Carraway stated no, that would never happen. They did a survey to see how many people wanted the vaccine in Jackson County and most people stated they wanted it.

Commissioner Jones thanked Ms. Carraway and what her department was doing. Was the county assisting to help them move to their new location?

Ms. Carraway stated that yes, they were.

Mr. Adams stated it was team effort to help them move. They had the Health Department staff to Maintenance staff to IT staff helping as it was a large endeavor and would involve multiple departments. To plan this type of move, they had to make the decision to move four to six weeks prior to the actual move itself.

The Health Department staff had a lot of other duties at that point, but they needed to push forward with the move because there were more pieces beyond one department. At that time, it was all scheduled and ready to move. There would be some disruption in this type of move. This was the second move they had done in two years, but it would be a team effort.

Ms. Carraway stated that the other part of this was that last move, they moved everything, but this time they were going to new furniture.

Commissioner Woody asked if there was anything else she needed the Board to do to support their efforts besides being examples themselves with wearing masks and social distancing?

Ms. Carraway stated to just be advocates for that and hang in there for a little longer as they were almost there.

Informational item.

(2) BOARD OF HEALTH RESOLUTION: Mr. Adams stated that he had requested Ms. Carraway discuss this item with the Board. This was a resolution declaring racism a public health crisis. The intent that day was to educate the Board about the resolution, what the intent was from the Health Board and to open the door about future discussions about where the county could partner with the Health Board in dealing with some of these issues.

Ms. Carraway stated that as they all knew they had not just been dealing with the pandemic. Another issue that had been in the spotlight was racism and the lack of racial equality. Cultural diversity had been addressed in some ways, mostly with things like employment policies. At the Health Department, they did see the impacts of racism every day because it resulted in health disparities. They were always trying to think of ways to address those issues for their patients and clients. They worked hard to make sure they were serving everyone with compassion and with equity.

With the recent spotlight on the brutal realities of racism, they realized they may need to take an even more assertive approach. At the Health Department, they had a Diversity Action Plan, but it was about recruitment and retention of a diverse representation of the population. The Health Department did have a racially diverse staff, but that was just one step. They realized that they had never really done the hard work of having discussions about racism or racial injustice.

They sent an invitation out to all of their staff to get together as a group for an open a discussion. Their first meeting was on June 12th. It became obvious early on that they were not just going to check a box to say they did this. There were personal stories shared, articles and resources. They set a goal to get more impactful feedback from clients and staff. The group wanted to make a visible statement on where their organization stood.

Other counties and municipalities had proclaimed racism as a public health crisis. They did research and that became their charge. After several versions, they developed a Jackson County Board of Health Resolution declaring Racism as a Public Health Crisis.

The Resolution of the Board of Health affirmed:

1. Assert that racism is a public health crisis affecting our community.
2. Treat racism with the urgency and funding of a public health crisis.
3. In collaboration with Jackson County Department of Public Health (JCDPH) Staff, educate our community about the threat of racism as a public health crisis.
4. In collaboration with JCDPH staff, identify specific activities to embrace cultural humility and social diversity with incorporating anti-racism principles across the agency.
5. Continue to partner and build alliances with local organizations that address and confront racism.
6. Support JCDPH staff as they review internal policies and procedures and make recommendations of changes needed to ensure racial equality.

This document was presented at the October Board of Health meeting and it passed unanimously. She requested that the Board of Commissioners consider partnering with them in this endeavor.

Chairman McMahan stated that he read the resolution and he looked at the twelve references at the end of the document. This was more than just someone's personal belief. A lot of the facts stated within the context of the resolution came from studies that had been conducted through various institutes and centers. It was impressive and he appreciated that they did such a thorough job listing the references so they could look at the supporting documents to see where the points and facts came from.

Also, not too long ago, he attended a series of meeting where they had a public screening of a film through AWAKE, named Resilience. While it did not talk about racism in its entirety, it was a component and part of the whole concept. He was very moved by what he saw on the film. He did appreciate the work that had gone into the document and the intent to try and raise awareness. It was a problem and they needed to recognize it for what it was.

Commissioner Woody stated that she had the privilege of serving on the Board of Health and one thing she thought would be helpful for them to remember was that the people on the Board of Health included health professionals. They had racial and ethnic diversity on the Board of Health as well. The fact this was passed unanimously spoke highly of these people's personal involvement with this issue in the county. These were not Health Department employees, but were health professionals.

She thought Covid-19 had also shown there was an ethnic impact that showed certain groups were more vulnerable to Covid-19. One of those that impacted them in the county was the Native American population. They should be very thoughtful and sensitive to make sure they address all of those barriers, which was what this was about, addressing all those barriers for any of the citizens to get the health care they needed.

Chairman McMahan stated that this item was an opportunity for them to see this for the first time and to start a conversation.

Informational item.

(3) CASHIERS SIDEWALK POLICY: Michael Poston, Planning Director and John Jeleniewski, Senior Planner were present for this item.

Mr. Adams stated that he received an email from Don Jehle, Engineer that worked with Vision Cashiers. They were looking to help fundraise and design better walkways through the Cashiers community. Vision Cashiers approached the previous Board to discuss the buildout of sidewalks in Cashiers. There were zoning ordinances in the Cashiers community that required commercial building projects to build public sidewalks in front of businesses.

Mr. Poston stated that North Carolina Department of Transportation (NCDOT) did not maintain sidewalk segments, but there were instances where they may start doing that. Up until recently in all cases, NCDOT maintained the travelway and the sidewalk segments that were built required a responsible governmental entity to maintain the sidewalks in perpetuity.

Prior to when the county started upfitting the ordinances to include required sidewalk segments, the county had worked with NCDOT on a project by project basis to build sidewalks in certain high traffic areas in the county that presented issues with public safety. They started requiring sidewalks to be built out in commercial areas in the zoned districts to help provide better pedestrian infrastructures.

The developer had to build the sidewalk to NCDOT Standards. The NCDOT then had the county and property owner enter into a third party encroachment agreement. The agreement stated that the property owner realized this was going to be a public sidewalk. NCDOT recognized that this would be within their maintained limits and the county stated that upon certification, they would take over maintain the sidewalk to make sure there were travelways on the corridors.

In 2017, the Cashiers Ordinance was changed with that requirement. If there was going to be a new development or redevelopment of a project, more than 50% of its value or add additional buildings, it would be a trigger to retrofit the property with sidewalks. Over time, they had seen that be successful at putting in segments, however, it was more of a marathon than a sprint.

In 2019, Vision Cashiers approached the county and asked if Vision Cashiers was willing to work with property owners and raise money to put the sidewalks in, would the county continue to sign the third party encroachment agreements outside the ordinance structure. The county stated they would look at this on a phase by phase basis. They were currently in Phase One.

Mr. Adams stated that it was important to note that it was not standard business for counties to be in the sidewalk business. That was generally a municipal function. Jackson County operated differently because of the zoned districts. Cashiers was not unique in the conversation as they had the Cullowhee Area and the 441 District Area.

When Vision Cashiers asked the Board to take responsibility for the sidewalks they would buildout, they were really asking the county to do what they already planned to do within the ordinance. Vision Cashiers was fundraising and doing the design work on their own to speed up the process.

Also, public right-of-way was important in the conversation when they started talking about Phase Two, as recommended by staff, because the current ordinance applied to public right-of-way areas. In Phase Two, there were areas they were trying to work on immediately, but there were also other areas to create a Phase Two, so that they did not have to keep coming back to the Board for sidewalk. In 2019, the county agreed to proceed forward with the Vision Cashiers' request under a Phase One Loop.

Mr. Jeleniewski stated that the Phase One Loop was Frank Allen Road to Highway 64 West and back to Highway 107. On a map, he pointed out sections that had been built and sections that were under design. He presented a map showing the requested Phase Two area and the recommended area.

General discussions were held.

Mr. Adams stated that the request was to go ahead and extend Phase Two out into rural areas for the County Manager to sign off on the sidewalks where he relied on staff to make recommendations. Staff recommended that if they wanted to go beyond Phase One, the options would be to approve the initial request or limit it to the yellow areas they looked at on the map. If the Board authorized the County Manager to sign off on additional sidewalks beyond Phase One, the recommendation would be the yellow area on the map.

Mr. Poston stated that consistent with the planning documents and the Cashiers Small Area Plan, they wanted to see sidewalk connectivity and/or pedestrian connectivity along the corridors, which was shown on the map.

Mr. Adams stated this was a repeatable process in the other zoning areas. If an organized community group wanted to speed up the buildout of sidewalks in Cullowhee or in the 441 Corridor, they could copy this process.

Mr. Poston stated that the county was in the middle of developing a comprehensive pedestrian plan countywide that would help manage, through policy and procedure, sidewalks in total.

Mr. Adams stated that if the Board wished to proceed forward, they would need a consensus to place this item on the next agenda.

Commissioner Stribling asked what was the cost to the county?

Mr. Adams stated that it did not cost the county anything. The cost to the county would be the long-term maintenance. Eventually, they would have a cost for maintenance and replacement.

Chairman McMahan stated that previously, they talked about developing a maintenance schedule to anticipate what costs may look like, but they would not know until it was finished.

Consensus: *Add this item to the next regular meeting for consideration.*

(4) MID-YEAR FUNDING ADJUSTMENTS: Mr. Adams presented:

(a) Letter to the Board from the County Manager:

“As everyone was aware, our community (along with the rest of the nation) had been battling the Covid-19 pandemic for the last year. There were unknown potential expense and revenue issues when the Board was considering the adoption of the current FY 20-21 budget. My recommended budget to the Board was conservative regarding the following areas:

1. Budgeted sales tax revenues were reduced by 2% from previous year’s budgeted amounts.
2. The proposed Cost of Living Adjustment (COLA) to all County employees was not implemented.
3. Current expense funding to the Jackson County Public Schools was held level.
4. Funding to the Jackson County Libraries (Fontana) was held level.
5. Funding to Southwestern Community College was held level.

My budget message to the Board on May 26, 2020 recommended that these issues be revisited in January 2021 once a better understanding of sales tax impacts were known. There is enough information available at this time for the Board to revisit these issues.

It is proposed that the Board of Commissioners fund the following proposals:

1. Provide a COLA to all County employees.
2. Provide a one-time bonus to all public school certified teachers and other staff. In addition to this one-time bonus, it is recommended that the Board of Education develop a new teacher supplement program to be presented to the Board of Commissioners during the FY 21-22 budget process.
3. Provide an additional 2% funding increase to the Jackson County Libraries.
4. Provide an additional 2% funding increase to Southwestern Community College.

Since the above proposals will be for ongoing expenses beyond the current fiscal year, it is recommended that they be funded through increased sales tax revenues.

It is also proposed that the Board consider providing a one-time bonus to all full-time and permanent part-time County employees.

The intent of these proposals is to follow through with previous commitments and to attempt to recognize and reward employees for their work during these extraordinary times. The pandemic has caused County operations to transform and adapt in order to continue safe and effective services to our citizens. This includes direct and indirect operations. The continuous delivery of high quality service to our citizens is directly related to the excellence of our employees. I am sure that they will continue with their commitment to serve throughout the remainder of this pandemic and thereafter. I am truly appreciative of their service to our community.”

(b) FY 2020-2021 Mid-Year Funding Summary:

Cost of Living Adjustment	6 months	Annual
2% Cost of Living Adjustment to begin December 21, 2020 (pay date 01/08/2021)	\$201,084.50	\$402,169.00
Public Schools One-time Bonus - Certified and Non-certified \$500 each. This allocation was in lieu of a 2% general increase. The Board of Education would develop a new teacher supplement program that included these additional funds to be presented to the Board of Commissioners in the FY 21-22 budget process.	\$359,000.00	\$359,000.00
2% of Prior Year Budget		
Fontana Regional Library 2% adjustment to FY 2020 Budget	\$23,098.16	\$23,098.16
Southwestern Community College 2% adjustment to FY 2020 Budget	\$41,019.80	\$41,019.80
Total Mid-Year Adjustments	\$624,202.46	\$825,286.96

(c) County Share of Sales Tax Revenue:

FY 2019-2020	Budget		
Article 39	\$6,126,739.00		
Article 40	\$2,168,591.00		
Article 42	<u>\$1,145,732.00</u>		
	\$9,441,062.00		
FY 2019-2020	Actual		
Article 39	\$6,614,083.70		
Article 40	\$2,080,344.76		
Article 42	<u>\$1,353,611.39</u>		
	\$10,048,039.85		
FY 2020-2021	Budget	7%	9%
Article 39	\$6,004,204.00	\$420,294.28	\$540,378.36
Article 40	\$2,125,219.00	\$148,765.33	\$191,269.71
Article 42	<u>\$1,122,817.00</u>	<u>\$78,597.19</u>	<u>\$101,053.53</u>
	\$9,252,240.00	\$647,656.80	\$832,701.60

- In FY19-20 the county budgeted \$9,441,062. They actually received \$10,048,039. This was 6% above budgeted amounts.
- The county budgeted \$9,252,240 for FY20-21. This was 2% less than FY19-20 budgeted amount of \$9,441,062.
- The FY20-21 budgeted amount of \$9,252,240 was 8% less than what was actually received in FY19-20 of \$10,08,039.
- Current FY20-21 first quarter overall sales taxes (July, August, September) averaged 16.78% above FY19-20 actual receipts.
- The county was trending 24.78% above the FY20-21 budgeted amounts in the first quarter.
- Increasing current budgeted amounts by 7% would cover the additional six month estimated costs of \$624,203. Total annual costs for these increases would be approximately \$825,287, which would assume approximately 9% of sales tax growth next FY21-22.
- Even if they did not continue to trend 24.78% above budgeted amounts, it was reasonable to believe that a 7-9% increase was sustainable.

Chairman McMahan stated that when the pandemic hit in March, they really did not know what would happen. In trying to be prudent, wise and good stewards of the public money, they tried to be as conservative as possible. When staff put together the budget, they did so in a way that reflected that conservative nature. Their partners, the school system, the community college, Fontana Regional Library and all the others understood that and were willing to wait and see how things came about. It could have been worse, but thankfully, things turned out much better.

The monies they were talking about were purely from sales tax revenue increases that they did not anticipate and went beyond what they projected. The COLA adjustments, which would normally have occurred for county employees that they held off on would be able to occur. The one-time bonus for public schools was to fill in the gap where they asked them to hold off on additional funding. The 2% to Fontana and SCC were delayed from July and were stated they would revisit in January. They were just following up on their commitments where they stated they would revisit and thankfully, they were in a good position to do so.

General discussions were held.

Consensus: *Add this item to the next regular meeting for consideration.*

(5) COUNTY EMPLOYEE BONUSES: Mr. Adams stated that he was also proposing that the Board consider allocating some of the Covid dollars they received to help during the pandemic. They received these funds and used them to offset the cost for some personnel. These funds could be reallocated as they were not committed at that point. He presented the following request:

CAPACITY	
Covid Reimbursement Public Safety Salaries	
Contingency	\$909,255.00
FUNDING	
\$100 per month to full-time employees, prorated for part-time employees to be paid on December 18, 2020	
10 months \$1,000 max, 387 full-time, 16 part-time	\$413,483.65
Balance - Contingency	\$495,771.35

The state of emergency was declared in the county on March 16, 2020, so from then until December was ten months. Employees would receive \$100 per month that they were employed during this time frame. This was a bonus and was to recognize all employees that had been working hard to provide great service during this time.

Chairman McMahan stated that when the federal government authorized the Cares Act, this money flowed downward. There were limitations on what it could be spent on. From what he understood, they had been able to replenish supplies for being prepared for the pandemic response and had extras on hand as the pandemic continued to go forward. This did not jeopardize any of the response.

Mr. Adams stated they still had a portion of the funds available to continue to have these conversations. He recommended to keep some of these funds available until they got to the end of this so they would be in a position to act, if they needed to.

General discussions were held.

Consensus: *Add this item to the next regular meeting for consideration.*

(6) OTHER BUSINESS:

(a) Commissioner Woody stated that she participated in the NCACC's Legislative Goal's Meeting via Zoom. January 14-15 was the Annual Conference via Zoom, which would include voting on the Legislative Goals. They did accept the goals that the county sent unanimously without change. They felt that from the federal government, they were looking at a \$908,000,00 Covid Relief and \$160,000,000 would go to states for local. They requested those funds go to counties for local help.

Informational item.

(b) Commissioner Jones stated that he worked with a recent WCU Graduate Math Teacher, who was working in the county. Hearing her talk about the transition teachers had to make during this time and going the extra step and effort, he commended the teachers.

Informational item.

(c) Commissioner Deitz stated that he read that the NCDOT approved the request to name a portion of Highway 441 for Dr. Jerry Wolfe, a great Cherokee Native and friend.

Informational item.

There being no further business, Commissioner Deitz moved to adjourn the meeting. Commissioner Jones seconded the Motion. Motion carried and the meeting adjourned at 3:48 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman