

MINUTES
CHATHAM COUNTY BOARD OF COMMISSIONERS
SPECIAL BUDGET WORKSHOP MEETING
May 19, 1994

The Board of Commissioners (the "Board") of the County of Chatham, North Carolina, met in special session for the purpose of holding a budget workshop, in the Classroom of the Health Administration/County Office Building, Pittsboro, North Carolina, at 9:00 a.m., on May 19, 1994.

ATTENDANCE

Present: Chairman Dunlap; Commissioners Holland, Holmes, Hanner, and Pollard; and County Manager Ben Shivar

Absent: County Attorney Robert L. Gunn; and Clerk to the Board Sandra B. Cape

The meeting was called to order by the Chairman at 9:00 a.m.

CHATHAM COUNTY EDUCATION FOUNDATION (Foundation)

The Manager introduced Ann Greer, Coordinator of the Chatham County Education Foundation, who presented information to the Board regarding the programs offered by the Foundation. She noted that the Foundation is requesting funding from the County in the amount of \$5,000. Ms. Greer noted that the Foundation's goals are to strengthen and support public schools; encourage more open discussion about educational issues and needs in Chatham County; and to fund innovative programs not now supported through tax dollars. She outlined the three programs supported by the Foundation: Creative Teaching Grants, Middle School Volunteer Program and Professional Development Grants. Ms. Greer noted that private resources are being solicited by the Foundation. She requested favorable consideration by the Board on this request for \$5,000 funding.

The Board thanked Ms. Greer for her presentation.

MANAGER'S EVALUATION PROCESS:

The Manager stated that Peg Carlson of the Institute of Government had written an article for Popular Government on the subject of manager's evaluation processes. He noted that the article stated that a board or committee has a difficult time evaluating its chief administrator; it is often a matter of no formal evaluation; and there are often no written standards for which the manager can be held responsible; standards are often general and unstructured. He noted that it is difficult for one person to work for numerous bosses, which is the case for a manager working for a board; there is a lot of diversity on a board; and the manager has a difficult time serving all the needs or desires of the members of the board, particularly when needs or desires are not unanimous. The Manager stated that a formal evaluation process would assist him in knowing and understanding what the Board, as a whole, expects of him on a day-to-day basis, and would help him to be a better manager. He noted that a rating system whereby he was rated on a one-to-five scale on various aspects of the position would clarify how the Board rated his performance. He also noted that the criteria of what the Board wished to consider would have to be determined. The Manager listed numerous factors which might be included, such as physical management, relationship with the board, community relations, and professional and administrative execution of duties. The Manager stated that he would prepare a draft evaluation form and present it to the Board for their consideration.

Commissioner Holmes recommended that each Commissioner complete an evaluation form on the Manager's performance without consultation with the other Board members and then come together as a group to discuss same. The Manager stated that it would be beneficial for him to fill an evaluation form out on himself to compare with those of the Commissioners. Commissioner Pollard questioned whether or not she should participate in the evaluation due to the short time she has been on the Board. It was determined that she should participate. Discussion followed regarding whether or not Department Heads should be polled on their opinion of the Manager. Discussion ensued regarding responsibility/accountability on matters such as vehicle maintenance. It was noted that the County garage was under the responsibility of the Sheriff's Department; however, the Manager would be ultimately accountable for any wrong-doing in that area.

The Manager distributed several articles and written material on the subject of manager evaluations and stated that he would prepare a draft evaluation form for the Board to review.

ORGANIZATIONAL ISSUES: COUNCIL ON AGING

The Manager stated that the current arrangement of the County paying certain salaries for Council on Aging employees is of concern to him in that non-profits have appointed boards to which the executive director of the agency is directly responsible. Council on Aging is a non-profit agency with a Board; however, its Director, Ms. Wasko, is paid by the County. He noted that this necessitates the Manager's participation in the evaluation of the Director and in the responsibility for this, and one additional, employee. He further noted that this structure is difficult since he has no day-to-day knowledge of the operation of the agency or the employee involved. He stated that there may be legal ramifications for the County if there is a problem between the agency and state and federal regulatory agencies.

Senior Services Director Cassie Wasko stated that she realized the difficulty this situation poses for the County. She noted that if Council on Aging were to become a department of the County, it would severely damage fund-raising efforts. She recommended that, over the next several years, a fund-raising program be built. She stated that she would like to see a written statement be drawn stating who is ultimately responsible for her performance and also to cover any possible legal situations.

Commissioner Holmes moved that the Board direct the Manager, the County Attorney, the Senior Services Director and the Council on Aging board chairman to work together and draft a contractual arrangement between the Board and Council on Aging. Commissioner Holland seconded the motion.

The motion carried five (5) to zero (0).

Ms. Wasko reported on the current status of the fund-raising campaign for the new building for Council on Aging.

PREFERRED SITE LOCAL ADVISORY COMMITTEE (PSLAC)

The Manager stated that the Research Coordinator for the Preferred Site Local Advisory Committee Mary MacDowell had requested that the Board consider entering into a contract with Don L. Shettel of Geosciences Management Institute, Inc., as consultant on review of the geochemistry sections of the Chem-Nuclear license application. He noted that no new dollars are required for this contract and recommended approval.

Discussion ensued regarding the effects the siting in Wake County would have on Chatham County and the stand that Chatham County's Legislative Delegation is taking on this issue during the current Short Session of the General Assembly. Discussion followed regarding the qualifications and past history of Geosciences Management Institute, Inc.

Commissioner Holmes moved that the Board approve a contract with Geosciences Management Institute, Inc. in the amount of \$6,500.00, subject to approval by the County Attorney as to legal form and substance. Commissioner Pollard seconded the motion.

The motion carried three (3) (Commissioners Holmes, Holland and Pollard voting in the affirmative) to two (2) (Chairman Dunlap and Commissioner Hanner voting in the negative).

SMART START

Commissioner Holland reported that Smart Start is still actively working on obtaining funding as one of the additional twelve counties which is being considered in the Short Session of the General Assembly. She noted that, although Chatham County's Legislative Delegation is supportive, there is some opposition among the legislative body.

EXECUTIVE SESSION

Commissioner Holmes moved that the Board recess regular session and go into Executive Session to discuss industrial recruitment. Commissioner Holland seconded the motion.

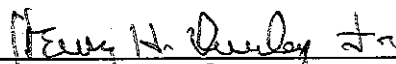
The motion carried five (5) to zero (0).

Commissioner Hanner moved that the Board go out of Executive Session and reconvene in regular session. Commissioner Pollard seconded the motion.

The motion carried five (5) to zero (0).

ADJOURNMENT

There being no further business to come before the meeting, the Chairman adjourned the meeting.


Henry H. Dunlap, Jr., Chairman

ATTEST:


Clerk to the Board

