



Chatham County, NC

Meeting Minutes

Board of Commissioners

Tuesday, January 19, 2016

11:00 AM

DSS Conference Room

CALL TO ORDER

Present: 5 - Chairman Jim Crawford, Vice Chair Diana Hales, Commissioner Mike Cross, Commissioner Karen Howard and Commissioner Walter Petty

BOARD PRIORITIES

[16-1572](#)

1. Commissioner Discussion

Commissioner Discussion - FY 2017 Budget Guidance

The County Manager stated she was interested in the flexibility in the tax rate and the commissioners' thoughts on that.

Commissioner Hales asked when the Health Sciences Building would open. The County Manager stated probably Fall of 2018 or Spring of 2019. She talked to Dr. Marchant about a small library instead of a meeting room in the building and he was very excited about the opportunity. The elementary school will open in August of 2020.

The Board directed the staff that they have flexibility with the tax rate.

Vice Chair Hales stated a previous Board had a small per capita allowance to the towns that was discontinued. It was \$3 per person. She believes this is a worthwhile investment to help towns with their parks and recreation programs. All residents use recreation facilities in the towns and the county. The County Manager stated the population would be for around 11,000 people. Vice Chair Hales suggested raising the rate to \$5 per person.

Chairman Crawford stated the Board requests staff to come up with numbers concerning the per capita cost and come back with the recommendation.

The County Manager stated there is an interlocal agreement with Cary for American Tobacco Trail for trail maintenance, so if the Board chooses it could offset that payment with this money.

The County Manager proposed coming back with a recommendation in the budget that meets the spirit of this with recommendations about how to make it real and make sure its legal.

Commissioner Cross is concerned about the rural population such as Bennett and Moncure. They will want to know why the County is not funding those areas. Staff agreed as an interim step they will look at this and try to develop something that makes sense and bring to the board before the budget is finalized. It can be voted on as part of the budget.

Vice Chair Hales stated she wants to understand the commitment with regard to affordable housing. The County Manager stated the County provided \$13,000 to the Chatham Housing Initiative in the current fiscal year. The County also established a collaborative grant with Triangle Community Foundation and United Way. The County has also talked about clearing house for affordable housing repair needs. The County Manager stated the County will use a current year MPA student to do an initial look at the needs and then the clearing house would be implemented next budget year.

The County Manager stated at tonight's Board meeting there will be a proposal concerning Henry Siler School. Triangle J Council of Governments may also be staffing an affordable housing task force. Staff will budget accordingly. Additional things will come up after working with the towns and Triangle J. The County is working with Habitat on foreclosed property and Habitat is still receiving Briar Chapel pass through funds. Rebuilding the Triangle is applying for CDBG funds, possibly in partnership with Orange County.

LUNCH BREAK - 1 HOUR

[16-1565](#)

2. Manager/Board Roles and Expectations

Peg Carlson, with the School of Government, reviewed the Agenda for the afternoon. The afternoon would be spent clarifying roles and expectations of the Board, the Manager, the Attorney, and the Clerk.

The Board, the Manager, the Attorney and the Clerk spent some time writing their own expectations of each other.

Board Members' Expectations of Each Other:

Support one another as public servants

Respond to constituents

Work a problem to solution

Conduct office in accordance with the School of Government policies and training provided to commissioners and in accordance with the oath of office

Don't dump on staff, be mindful of their workload.

Communicate clearly, speak into the microphones

Allow one another sufficient time to express an opinion

Show respect for one another especially in public setting

Keep each other informed on issues as it pertains to the full board

Reach out to constituents of all demographics

Listen, not to respond but to hear

Show up to meetings prepared

Keep discussions on topic

Respect inherent value of all opinions

Refrain from making assumptions

Discuss rationale for decision on vote

Commissioner Petty stated when all commissioners get communications from a constituent it is beneficial for the chair to respond and include all of the board on the response. Commissioner Cross stated if one commissioner gets an email from a constituent they could still copy the rest of the Board on the response. There is a question about responding to all and the open meetings law. The Board discussed copying just the chair on a response if there was a question about policy issues so they can monitor and bring to full board and manager attention if needed.

*Ways to share information with board:**Commissioner Reports at meetings**Giving info to manager which is then shared with all**Working a problem to solution:**If you have a concern about a particular proposed solution, say how that concern might be addressed and/or another solution that could work. This could happen over several meetings.**Expectations of Chair:**Anything that commits the Board is subject to full Board review**Encourage all board members to recognize and follow expectations listed for full board**Keep meetings on track and moving**Help facilitate conversations among board members**Liaise with the County Manager**Transcend commissioner role to provide leadership and work through conflicts**Maintain control of meetings and use gavel when appropriate**Assure public input**Manage commissioners meetings in a way that allows for everyone to be heard and no one to monopolize**Participate in the discussion after everyone else has had their say but do participate**Communicate with individual board members to share info and facilitate work of Board**Set agenda and bring up issues, concerns**Speak for board/county for formal events and emergencies**Expectations of Vice Chair:**Have close communication with chair on board matters**Have input on agenda and bring up issues and concerns**Be as familiar with the agenda as the chair**Be prepared to conduct the meeting and know agenda items**Expectations of Committee Liaison:**Be liaison, not an advisor; be there to listen and communicate back to the board**Bring reports back to full board for all committees they sit on**Provide or recommend issues that might be relevant for committee consideration**Provide assistance when requested by committee**Direction comes from the full board, not just liaison**Request for more direction to go to full board if policy issue**Do not run meetings but act as the conduit to get info between board and committee**Appropriate to share information, be conduit to and from committee to Board. Any request to have committee do work should come from full board, not from member/liaison. Any request by the advisory committee to pursue a policy should be brought back to the full board.**For boards where you serve as voting member representing the County (ex. OPC, BOH), we expect the commissioner will reflect the Board position and will solicit input from board when needed in order to do so.**Expectations of County Manager:**Communicate to all Board member when one board member has asked a question**Questions without policy implications do not have to be sent to all*

Be diligent and prompt
Motivate and direct staff
Keep BOC apprised of county development (emergent issues)
Coordinate budgeting process
Carry out full board directives, not act on directives from one commissioner if there are significant policy implications
Communicate often on emergencies and important issues
Provide suggestions and guidance when appropriate
Provide same information to all BOC members
Minimize surprises to the board
Work to implement BOC goals, helpful if goals are discussed formally
Provide insight and direction on issues as experience and knowledge allow
Supervise county staff
Communicate frequently and effectively with members of the BOC, Town Managers, and Superintendent of Schools

Manager's expectations of Board:

Board doesn't surprise manager, consult with manager before major policy, not at the meeting without a heads up
Manager reports to the full board, not one member
Request agenda items through the clerk with lead time for staff review and analysis
Request staff work through the manager and the manager will request through department heads

It is ok to ask department heads for information directly, please copy the County Manager.

Expectations of the Attorney:

Seek out implications of ordinance changes
Be diligent on details of law
Provide unbiased legal advice
Timely follow-up and progress reports on legal matters
Provide support for Board chair for managing board meetings, i.e. Roberts Rules of Order
Advise on legal issues even if we do not ask
Help members ascertain legal grounds on issues that might arise or are being considered

Attorney expectations of the Board:

Please provide full information when asking for legal advice/questions
Do not share confidential information outside of the closed session

The Board agreed that if one commissioner goes to the attorney with a policy issue the attorney will respond to all board members.

Expectations of the Clerk:

Conduct public input roster at regular meetings
Take accurate minutes
Be responsive to informational questions
Communicate to all board members when one member asks a question
Provide timely reports and distribution of info
Find details as requested or point to appropriate records

If someone isn't meeting one of these expectations what do you want to do about it?
Re assess after having an opportunity to practice.

*Future List:**Review rules of procedure (Lindsay)**Board self assessment tool that allows us to reflect on how we're doing on meeting these expectations. (Peg)**Ways to use advisory boards more effectively.**What went well for the session:**Range of categories/roles addressed**Useful discussion gives me clear guidelines**Facilitated conversation helped it happen**What to do differently:**Use examples of what we're talking about**All be clearer**Consider doing something similar for intergovernmental group*[16-1564](#)**3. Board of Commissioner Goals****Attachments:**[BOC Goals Survey 2016.pptx](#)[2016 SURVEY SUMMARY BOC VISION GOALS with tracked changes.docx](#)[2016 SURVEY SUMMARY BOC VISION GOALS updated clean copy.docx](#)

Debra Henzey, Community Relations Director, reviewed the BOC Goals survey for 2016. (Presentation Attached)

The Commissioners edited their goals from the previous year. (Edited Version attached)

The Commissioners agreed on the new goals for 2017. (New goals attached)

A motion was made by Commissioner Cross, seconded by Commissioner Howard, that the 2017 Board of Commissioner Goals be approved. The motion carried by the following vote:

Aye: 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

ADJOURNMENT

A motion was made by Commissioner Cross, seconded by Commissioner Petty, that the meeting be adjourned. The motion carried by the following vote:

Aye: 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty