

MINUTES

**Scotland County Board of Commissioners
Special Meeting, June 28, 2005**

Scotland County Annex, 231 East Cronly Street, Laurinburg, NC

At 3:45 p.m., Chairman J.D. Willis reconvened the meeting. Commissioners in attendance: Chairman Willis, Vice Chair Betty Blue Gholston and Commissioners John Alford, Leon Butler, Charles "Scoofer" Jordan and Joyce McDow. Commissioners not present: Commissioner Clarence McPhatter. Staff in attendance: Finance Officer/Assistant County Manager Kevin Patterson, Personnel Administrator Susan Butler and Clerk to the Board Ann W. Kurtzman.

Motion was made by Commissioner Jordan and duly seconded by Commissioner Alford to go into Closed Session held in accordance with N.C. General Statute 143-318.11(a)(6) to consider qualifications, competence, performance, character, fitness, conditions of appointments, or conditions of initial employment of a present or prospective public officer or employee. Vote: Motion unanimously approved.

OPEN SESSION RESUMED

Motion was made by Commissioner Jordan and duly seconded by Vice Chair Gholston to approve the hiring of Mr. John Crumpton as Scotland County Manager and to approve the compensation package provided Mr. Crumpton. Vote: Motion unanimously approved.

COMPENSATION PACKAGE FOR COUNTY MANAGER

- **SALARY:** \$82,500
Modifications, if any, will be determined by the Board of Commissioners, after each annual performance evaluation.
- **RESIDENCY REQUIREMENT:** Manager agrees to establish residence with the County boundaries within 12 months of employment, and thereafter to reside within the County boundaries.
- **MOVING AND TRANSITIONAL LIVING EXPENSES:** The County will reimburse reasonable moving and transitional living expense actually incurred, up to \$3,500.00. County Manager will be responsible for providing documentation to include receipts.
- **EXEMPT STATUS:** Position is considered exempt from Overtime provisions of the Fair Labor Standards Act under the Executive Exemption.
- **AUTOMOBILE:** The Manager will provide his own personal automobile for use in the performance of his duties. He will receive an annual car allowance of \$6,000.00 to cover the cost of Local, State, and Out-of State travel. This amount will be added to salary and will be considered taxable income.

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- **GENERAL BUSINESS EXPENSES:** The County agrees to budget for and to pay for professional dues and subscriptions of the Manager necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary for the Manager's continued professional participation, growth, and advancement, and for the good of the County. Annual Cost subject to Board approval during the annual budget process.

County agrees to budget for and to pay for travel (other than mileage, as mileage is included in the annual car allowance) and subsistence expenses of Manager for professional and official travel, meetings, short courses, institutes, seminars, and occasions to adequately continue the professional development of Manager and to pursue necessary official functions for the County, including, but not limited to regional, state, and local governmental groups and committees in which Manager serves as a member.

- **ANNUAL AND SICK LEAVE COMPENSATION:** The amount of annual leave accrued per year will be 10 days, which equates to \$3,172.80 per year. The annual leave accrual rate increases with years of service as described in the Personnel Policy. The amount of sick leave earned per year is 12 days at \$3,807.36 per year. Note: annual and sick leave computations are based on salary as shown above, and is subject to change. Sick leave balances will be accepted by the County in behalf of employees whose immediate past employer has been a unit of State or Local Government. The maximum allowed for transfer is 240 hours. Any leave in excess of 240 hours will remain on file for retirement certification purposes. County Manager will be responsible for documenting leave taken.
- **HOLIDAYS:** The County traditionally adopts the same holiday schedule as the State of NC, which is 11 to 12 days per year. This equates to \$3,490.08 per year (based on 11 holidays.) The County Manager will conform to this schedule unless Board of Commissioners approves variation.
- **HEALTH INSURANCE:** Available through FirstCarolinaCare, Inc. There is no premium cost to the employee for his own coverage and dependent coverage can be added for the premiums of \$166.00 for employee/child(ren), \$272.00 for employee/spouse, and \$542.00 per month for family coverage. There is a 30-day waiting period for Health Coverage.
- **DENTAL INSURANCE:** Available through Interactive Medical Systems, Inc. There is a 3-month waiting period between the date enrolled and the date claims may be filed. Premiums are \$9.00 for Employee Only, \$23.00 for Employee/Spouse and Employee/Child, and \$29.00 for Family Coverage.
- **SUPPLEMENTAL INSURANCE PRODUCTS:** Offered through Mark III Brokerage, Inc. Available plans include Accident, Cancer and Short-Term Disability Insurance and will be available during our annual enrollment period in December for effective date of January 1, 2006.
- **FLEXIBLE BENEFITS PLAN:** Provides Premium Conversion, Medical Expense Reimbursement, and Day Care Expense Reimbursement on a monthly Pre-Tax basis.

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- **LIFE INSURANCE:** \$25,000 (Department Head Rate) term life insurance provided at no cost. Supplemental \$25,000 may be elected for a premium of \$13.33 per month. Dependent Coverage of \$3,000 for each dependent may be elected for a premium of \$1.50 per month.
- **RETIREMENT:** 6% of Gross Wages are deducted from wages each month and deposited into your account with the NC Local Government Employees' Retirement System. The County contributes 4.90% of gross wages into the system. This mandatory deduction is currently Tax-Deferred.
- **SUPPLEMENTAL RETIREMENT 401(K):** Employee may elect to contribute any amount from 1% of gross wages (minimum of \$20.00 per month) to \$14,000 per year into the plan. If the employee contributes, the County will contribute 3.75% of the employee's gross wages into the plan.
- **PAYROLL PERIOD:** Scotland County pays monthly on the last working day of month. Payroll period runs from the 16th of one month through the 15th of the next month.
- **PROBATIONARY PERIOD:** After six months of employment, the Board of Commissioners will meet to review the performance of the Manager. Thereafter, an annual performance evaluation will be given on or about the anniversary date of hire.
- **TERMINATION:** For the purpose of this agreement, termination shall occur when one of the following occurs: (a) The majority of the governing body votes to terminate the Manager at a duly authorized public meeting, or (b) The Manager resigns.
- **SEVERANCE:** Accept as hereinafter provided, severance will be paid to the Manager when employment is terminated as defined above. At the successful completion of the first year, one month of severance pay will be paid to the Manager, after the second year, two months, and after the third year, and thereafter, a maximum of three months severance pay will be paid to the Manager. The Manager will also be compensated for accrued annual leave, up to a maximum of 240 hours. During the severance pay period, the employee benefits will be provided as if the Manager were still in active pay status, however, the car allowance will not be paid during the severance pay period. If the Manager is terminated or resigns because of a conviction of a criminal act other than a traffic violation, receives censure from any state regulatory agency, or resigns to accept a new position or retirement, then the County is not obligated to pay severance.
- **RESIGNATION:** In the event that the Manager resigns his position with the County, the Manager shall provide a minimum of 30 days notice unless the parties agree otherwise.
- **HOURS OF WORK:** It is recognized that the Manager must devote a great deal of time outside the normal office hours on business for the County, and to that end the Manager shall be allowed to establish an appropriate work schedule. It is expected, however, that the Manager be available a majority of the time between the regular office hours of 8:00 am – 5:00 pm Monday – Friday.
- **OUTSIDE ACTIVITIES:** The employment provided for by this agreement shall be the Manager's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the County and the community, the Manager

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may accept, with prior Board approval, limited teaching, consulting or other business opportunities. If the Board determines that such activity interferes with the performance of the County Manager's responsibilities under this agreement, or in any way causes a conflict of interest or the appearance of a conflict of interest, or for any other reason is not in the best interest of Scotland County, the Board, in its sole discretion, may require the County Manager to end such activity. Should the Manager continue the proscribed activity, or refuse to discontinue same, such conduct shall constitute a resignation by the County Manager from the position of Scotland County Manager and as such, will not be eligible for Severance Pay as defined above.

- BONDING: County shall bear the full cost of any fidelity or other bonds required of the Manager under any law or ordinance.

Motion was made by Commissioner Alford and duly seconded by Commissioner Butler to adjourn. Vote: Motion unanimously approved. Meeting adjourned at 4:20 p.m.

Respectfully Submitted,

Ann W. Kurtzman
Clerk

J.D. Willis
Chairman