

Macon County



MACON COUNTY BOARD OF COMMISSIONERS NOVEMBER 13, 2025 6 P.M. AGENDA

1. Call to order and welcome by Chairman Young
2. Announcements
 - (A) There will be a Special Meeting on December 1, 2025, at 6:00 p.m. in accordance with N.C.G.C. §153A-39
 - (B) The Board of Health approved the early retirement of Health Director Kathy McGaha at their October 28, 2025, regular meeting. HR and Safety Director Tammy Keezer has been appointed as the Interim Health Director.
 - (C) NCDHHS has confirmed that they have not received any LIHEAP or HARRP (housing weatherization) funding for FY2025-26, which began October 1. The lack of federal and state budgets funding these programs and the lack of certainty around whether these funds will be accessible after the federal government shutdown means that the Housing Department will not be able to complete or continue any home weatherization projects until the funding is restored. Also, partial SNAP benefits for November have been approved and should be loaded on the food stamp cards this week, and WIC benefits have been approved through November 30, 2025.
3. Moment of Silence
4. Pledge of Allegiance
5. Public Hearing(s) – None
6. Additions to agenda
7. Public Comment Period
8. Adjustments to and approval of the agenda
9. Reports/Presentations - None

10. Old Business
 - (A) Update and Continued Discussion Regarding Consolidation of Macon County Public Health – Commissioner Barry Breeden and Commissioner John Shearl
 - (B) Continued Discussion Regarding Solid Waste Options and Bid Review – County Manager Warren Cabe, Interim Solid Waste Director Jaime Picou, and Representatives from McGill and Associates
11. New Business
 - (A) Discussion and Consideration of Resolution for a Referendum Concerning a Quarter-Cent Sales Tax – Mr. Cabe
 - (B) Discussion and Approval of Resolution Concerning Potentially Dangerous Dogs – Mr. Cabe
 - (C) Discussion and Consideration of Contract for the Recruitment of Social Services Director – DSS Director Patrick Betancourt
 - (D) Fontana Regional Library Inter-Local Agreement – Mr. Cabe
12. Consent Agenda – Attachment #12

All items below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners.

 - (A) Minutes of the October 14, 2025, Regular Meeting, and the October 21, 2025, Joint Meeting with the Board of Education
 - (B) Budget Amendments #125-134
 - (C) Resolution Declaring Certain Property Surplus and Authorizing Donation.
 - (D) Resolution Making Donation of Stream Table to Macon County Schools.
 - (E) Tax releases for the month of October 2025 in the amount of \$4,881.72
 - (F) Monthly ad valorem tax collection report – no action necessary
13. Appointments
 - (A) Jury Commission (1 seat)
 - (B) Planning Board (1 seat)
 - (C) Community Advisory Committee (2 seats)
14. Closed session as allowed under NCGS 143-318.11
15. Adjourn/Recess

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – OLD BUSINESS

MEETING DATE: NOVEMBER 13, 2025

10(A). Included in your packet is a resolution recommending consolidation of Macon County Public Health which was approved at the October 28, 2025, Board of Health meeting. Commissioner Breeden and Commissioner Shearl will provide additional updates at the meeting.

10(B). Discussion will include options for solid waste including comparison of hauling versus cell construction. Bids have been received for new cell construction and pricing for hauling solid waste out-of-county along with associated tipping fees to be discussed during meeting.

STATE OF NORTH CAROLINA
COUNTY OF MACON

RESOLUTION OF THE MACON COUNTY BOARD OF PUBLIC HEALTH
RECOMMENDING A CONSOLIDATION OF THE MACON COUNTY PUBLIC
HEALTH AND ANOTHER HUMAN SERVICES AGENCY INTO A CONSOLIDATED
HUMAN SERVICES AGENCY

WHEREAS, the Macon County Public Health Department is a human services agency eligible for consolidation under the provisions of NCGS 153A-77, and


WHEREAS, the goal of NCGS 153A-77 is to give counties in North Carolina the flexibility and authority to organize human services in such a way as to promote efficiency and effectiveness in the administration of human services and to strengthen the local public health infrastructure; and

WHEREAS, the Macon County Board of Public Health believes that consolidating the Macon County Public Health Department with another human services agency into a Consolidated Human Services Agency is beneficial to the Macon County Public Health Department, its staff, and the citizens of Macon County; and

NOW THEREFORE BE IT RESOLVED, that the Macon County Board of Public Health recommends to the Macon County Board of County Commissioners that:

1. Macon County Public Health Services be joined with another human services agency to form a Consolidated Human Service Agency (CHSA).
2. The Board of County Commissioners appoint the existing Board of Health members to serve as board members of the CHSA Board, together with the remaining members needed to comply with the requirements of NCGS 153A-77(c)(1) through (c)(5).
3. Upon appointment, the Consolidated Human Services Agency Board will assume all of the powers and duties set forth under the provisions of NCGS 153A-77(d).
4. The County Manager appoint, with the advice and consent of the Consolidated Human Services Board, a Consolidated Human Services Director to be supervised by the County Manager under the provisions of NCGS 153A-77(e).
5. Direct that the Macon County Human Services Agency staff operate under the personnel policies of Macon County, subject to the nine principles of the Federal Merit System.

ADOPTED at the October 28, 2025, Regular Meeting of the Macon County Board of Health.


Garrett Higdon (Nov 4, 2025 09:59:47 EST)

Garrett Higdon, Chairman
Macon County Board of Public Health

STATE OF NORTH CAROLINA

COUNTY OF MACON

A RESOLUTION OF THE MACON COUNTY BOARD OF COMMISSIONERS
APPROVING THE CREATION OF A CONSOLIDATED HUMAN SERVICES AGENCY
PURSUANT TO NCGS §153A-77.

WHEREAS, the Macon County Board of Commissioners ("Board") is authorized under North Carolina General Statute §153A-77 to assume direct control over certain county commissions, boards, and agencies, and to consolidate human services functions under a single agency; and

WHEREAS, the Board has determined that consolidating the Macon County Health Department and the Macon County Animal Control Department into a single Consolidated Human Services Agency (CHSA) will improve administrative efficiency, enhance services, and strengthen oversight;

WHEREAS, the Board has published public notice 30 days in advance of and held a public hearing on September 9, 2025, in accordance with the requirements of NCGS §153A-77(a), to receive input from residents regarding the proposed consolidation;

WHEREAS, the Macon County Board of Health passed a Resolution at its regularly schedule meeting on October 28, 2025, recommending that the Board of Commissioners consolidate Macon County Public Health with another Health and Human Services agency to form a Consolidated Health Services Agency.

NOW, THEREFORE, BE IT RESOLVED BY THE MACON COUNTY BOARD OF COMMISSIONERS THAT:

1. The Board hereby approves the creation of a Consolidated Human Services Agency for Macon County, which shall include the functions and responsibilities of the Macon County Health Department and the Macon County Department of Animal Control and shall serve as the policy-making, rule-making and administrative board of the Consolidated Human Services Agency pursuant to the powers conferred by NCGS §153A-77(b)2 and (c).
2. The Consolidated Human Services Board shall consist of no fewer than 15 and no more than 21 members, and shall consist of the makeup as set forth in NCGS §153A-77(c).
3. The Consolidated Human Services Board shall initially consist of the 11 current members of the Macon County Board of Health until their current terms expire, plus 4 persons who are consumers of human services in accordance with NCGS §153A-77(c)(1a), and any additional professionals necessary to fulfill the board requirements of NCGS §153A-77(2) and (3).
4. The current members of the Macon County Board of Health shall serve as the nominating committee and shall nominate the appointments necessary to meet the requirements

outlined in NCGS §153A-77(c) which shall be appointed by the Board of Commissioners.

5. Terms of Service. In accordance with NCGS §153A-77(c),
 - a. Members shall serve four-year terms.
 - b. No member shall serve more than two consecutive terms.
6. In accordance with NCGS §153A-77(d), employees of the newly formed CHSA shall be subject to Macon County personnel policies and ordinances.
7. A Human Services Director shall be appointed by the County Manager with the advice and consent of the Board. The Director shall oversee the operations of the CHSA and report directly to the County Manager in accordance with NCGS §153A-77(e).
8. The County Manager is directed to develop and implement a transition plan to ensure continuity of services, proper integration of departments, and communication with affected staff and stakeholders.
9. The Consolidated Human Services Board shall become effective on _____, at which time the previous Board of Health shall automatically terminate.

ADOPTED this 13th day of November, 2025.

Josh Young, Chairman, Macon County Board of
County Commissioners

ATTEST:

Warren Cabe, Macon County Manager and
Clerk to the Board

(Official Seal)



| Macon County MSW Phase 3 Cell 2 Bids | | |
|---------------------------------------|----------------|-----------------|
| Company | Base Bid | Alternate Bid |
| F M Kitchens Construction Services | \$4,615,240.21 | \$8,411,888.84 |
| Watson Contracting | \$6,058,660.00 | \$11,834,698.00 |
| Wright Brothers Construction | \$5,776,693.20 | \$9,966,851.45 |
| Shamrock Construction and Remediation | \$5,771,473.38 | \$9,885,761.37 |
| Morgan Corporation | \$6,943,033.00 | \$12,347,850.00 |

** The base bid is for cell 2A Only. The alternate bid is for cell 2A and 2B combined*



November 7, 2025

Mr. Warren Cabe
County Manger
Macon County
5 West Main Street
Franklin, North Carolina 28734

RE: Recommendation of Award
Macon County MSW Landfill
Phase 3 Cell 2
Macon County, North Carolina

Dear Mr. Cabe:

On November 6th, 2025, bids were opened and read aloud at Macon County Courthouse for the above referenced project. Five (5) bids were received with the apparent low bid submitted by FM Kitchens Construction Services, LLC of Jefferson, Georgia for both base bid **(\$4,615,240.21)** and alternate bid **(\$8,411,888.84)**. A certified bid tabulation with the bid results is included as an enclosure to this letter.

FM Kitchens Construction Services, LLC holds an Unlimited license with the North Carolina Licensing Board for General Contractors. FM Kitchens Construction Services, LLC appears to have the capability to complete the work required for the project

Therefore, McGill recommends Macon County tentatively award the construction contract to FM Kitchens Construction Services, LLC. If you have any questions regarding the project, please do not hesitate to give me a call.

Sincerely,
MCGILL ASSOCIATES, P.A.

A handwritten signature in blue ink, appearing to read 'Collin Selman', is written over the printed name.

COLLIN SELMAN, PE
Project Engineer

Enclosures: Certified Bid Tabulation dated November 6, 2025

"P:\2024\24.00702-MaconNC-Ph 3 Cell 2 Design-Ph 1-2 Closur\Bidding\Second Bid Round - Opened November 2025\24.00702 - Certified Bid Tabulation 25.11.07.xlsx"

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – NEW BUSINESS

MEETING DATE: NOVEMBER 13, 2025

11(A). Included in your packet is a draft resolution. Board action is needed to decide if the board wants this item on the ballot for the 2026 primary (March 2026) or the 2026 general election (November 2026).

Under the statute, the Board of Elections has to publish 45 days before the election, so the Board of Elections would need a minimum of 60 days' notice, but the local and state boards would appreciate as much time as possible.

Please be aware that this tax does not apply to groceries (unprepared foods) under NCGS 105-164.13B, or gas and fuel (motor fuels are exempt because they are already taxed by the State through an excise tax. This is often misunderstood or argued by people opposed to this tax that it taxes.

11(B). The resolution regarding potentially dangerous dogs required revisions to eliminate the listing of specific members of the Dangerous Dog Board by name and to define other member designations more appropriately. Included in your packet is a redline version to show the changes.

11(C). Social Services Director Patrick Betancourt will provide an overview of a proposal submitted by Developmental Associates and endorsed by the Social Services Board to engage the firm to assist the Board in hiring the next Social Services Director in 2026.

11(D). Mr. Cabe has indicated that Jackson County has proposed some changes to the Inter-Local Agreement between Jackson, Swain, and Macon Counties and the Fontana Regional Library, and would like for Macon and Swain to consider such changes. Changes are underlined in the attachment and reference membership on the Board of Trustees, the Regional Director position responsibilities, and management of unspent funds at year's end.

**STATE OF NORTH CAROLINA
COUNTY OF MACON**

**RESOLUTION CALLING A SPECIAL ADVISORY REFERENDUM FOR THE LEVY
OF A ONE-QUARTER CENT COUNTY SALES AND USE TAX**

WHEREAS, Article 46 of Chapter 105 of the North Carolina General Statutes (§105-535 through §105-538) authorizes counties to levy a local sales and use tax at a rate of one-quarter percent (0.25%), contingent upon approval by a majority of voters in a referendum; and

WHEREAS, the Board of Commissioners of Macon County desire to provide the citizens of the county the opportunity to vote on the levy of this tax through an advisory referendum; and

WHEREAS, the proceeds from the levy of this tax, if approved and enacted, will be used to support insert intended uses, e.g., education, infrastructure as determined by the Board of Commissioners; and

WHEREAS, it is the desire of the Board of Commissioners of Macon County to offer the possibility of such additional sales tax to the voters of Macon County in an advisory referendum pursuant to North Carolina General Statute § 105-537.

NOW THEREFORE, BE IT RESOLVED, by the Macon County Board of Commissioners that:

1. The Macon County Board of Commissioners hereby state its intent to use the revenues from the Article 46 one-quarter cent County sales and use tax, if approved by the voters of Macon County, to fund _____ [Macon County School System, Capital improvements?].
2. A referendum is hereby called during the normal time the polls are open for the election to be held on Tuesday, _____, 2026, at which there shall be submitted to the qualified voters of Macon County the question stated below.
3. The form of the question to appear on the ballot and in the instruction to voters for said referendum shall be as follows:

[] FOR [] AGAINST

Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes.

4. The referendum shall be held in accordance with the procedures of North Carolina General Statutes § 163-287. The Macon County Board of Elections is hereby directed to conduct said referendum and to take all necessary steps to that end in accordance with the Act.
5. The Board of Elections shall publish legal notice of the special advisory referendum in accordance with the North Carolina General Statutes § 163-287(b) no less than 45 days prior to the election.
6. This Resolution will take effect immediately upon passage.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be delivered by the Clerk to the Board of Commissioners to the Director of the Macon County Board of Elections.

ADOPTED this ____ day of _____, 2025, Regular Meeting of the Macon County Board of Commissioners.

Mr. Josh Young, Chairman, Macon County Board of
County Commissioners

ATTEST:

Warren Cabe, Macon County Manager and
Clerk to the Board

(Official Seal)

**AMENDED RESOLUTION CONCERNING "POTENTIALLY DANGEROUS DOGS" IN
MACON COUNTY, NORTH CAROLINA**

THAT WHEREAS, Article IA of Chapter 67 of the North Carolina General Statutes regulates dangerous dogs and potentially dangerous dogs in North Carolina, including Macon County, North Carolina; and

WHEREAS, the provisions of N.C. Gen. Stat. § 67-4.1 (c) requires that Macon County designate a person or Board to be responsible for determining when a dog is a "potentially dangerous dog" within the meaning of Article 1A of Chapter 67 of the North Carolina General Statutes; and

WHEREAS, the provisions of N.C. Gen. Stat. § 67-4.1 (c) requires that Macon County designate a separate Board to be responsible for hearing any appeals of a decision in which it is determined that a dog is a "potentially dangerous dog" within the meaning of Article 1A of Chapter 67 of the North Carolina General Statutes; and

WHEREAS, the County ~~Commlissioners~~Commissioners for Macon County are of the opinion that Animal Control Officers of Macon County, the Lead Animal Control Officer of Macon County, ~~the Section Administrator Animal Services of Macon County~~ and the Health Director of Macon County should all be designated as persons responsible for determining when a dog is a "potentially dangerous dog" within the meaning of Article IA of Chapter 67 of the North Carolina General Statutes in Macon County, North Carolina, and each of such persons may act individually in making such ~~determlinations~~determinations; and

WHEREAS, the County Commissioners for Macon County are of the opinion that the Board designated to be responsible for hearing any appeals of a decision in which it is determined that a dog is a "potentially dangerous dog" within the meaning of Article ~~IA~~1A of Chapter 67 of the North Carolina General Statutes, in Macon County, North Carolina, should be composed of ~~Bobby Bishop~~, the Macon County Sheriff, ~~and/or designee~~, one member of the Board of County Commissioners for Macon County, designated by the Chairman of the Macon County Board of County Commissioners, ~~who is to serve on such Board and one member of the Board of Health (or Consolidated Health Services Agency), designated by virtue of his or her position on the Macon County~~the Chairman of the Board of ~~County Commissioners~~Health/Consolidated Health Services Agency.

NOW THEREFORE, upon motion of Commissioner _____, seconded by Commissioner _____, and unanimously approved, be it hereby resolved that:

1. That the Animal Control Officers of Macon County, ~~the~~ Animal Control Officers of Macon County, ~~the~~ Lead Animal Control Officer of Macon County, ~~the Section Administrator Animal Services of Macon County~~ and the Health Director of Macon County should all be designated as persons responsible for detemlning when a dog is a "potentially dangerous dog" within the meaning of Article IA of Chapter 67 of the North Carolina General Statutes in Macon County, North Carolina, and each of such persons may act individually in making such determinations effective this date; and

2. That the Board designated to be responsible for hearing any appeals of a decision in which it is determined that a dog is a "potentially dangerous dog" within the meaning of Article 1A of Chapter 67 of the North Carolina General Statutes, in Macon County, North Carolina, is hereby composed of **Bobby Bishop**, the Macon County Sheriff, ~~and or designee~~, one member of the Board of County Commissioners for Macon County, designated by the ~~Macon County Board of County Commissioners, who is to serve on such Board by virtue of his or her position on~~Chairman of the Macon County Board of County Commissioners, and ~~it shall be known as the "Potentially Dangerous Dog Appeal Board".~~one member of the Board of Health (or Consolidated Health Services Agency), designated by the Chairman of the Board of Health/Consolidated Health Services Agency.
3. That actions or resolutions heretofore passed or adopted by the Macon County Board of County Commissioners, which are inconsistent herewith, are hereby rescinded or canceled effective this date.

~~Upon motion made by Commissioner _____, seconded by Commissioner _____, and passed by unanimous vote of the Macon County Board of County Commissioners on this the _____ day of _____, 20____, at a regular meeting of the Macon County Board of County Commissioners.~~

RESOLVED this the 13th day of November, 2025.

Josh Young, Chairman
Macon County Board of Commissioners

Warren Cabe, County Manager and
Clerk to the Board

STATE OF NORTH CAROLINA

COUNTY OF MACON

AMENDED RESOLUTION CONCERNING "POTENTIALLY DANGEROUS DOGS"

THAT WHEREAS, Article 1A of Chapter 67 of the North Carolina General Statutes regulates dangerous dogs and potentially dangerous dogs in North Carolina, including Macon County, North Carolina; and

WHEREAS, the provisions of N.C. Gen. Stat. § 67-4.1 (c) requires that Macon County designate a person or Board to be responsible for determining when a dog is a "potentially dangerous dog" within the meaning of Article 1A of Chapter 67 of the North Carolina General Statutes; and

WHEREAS, the provisions of N.C. Gen. Stat. § 67-4.1 (c) requires that Macon County designate a separate Board to be responsible for hearing any appeals of a decision in which it is determined that a dog is a "potentially dangerous dog" within the meaning of Article 1A of Chapter 67 of the North Carolina General Statutes; and

WHEREAS, the County Commissioners for Macon County are of the opinion that Animal Control Officers of Macon County, the Lead Animal Control Officer of Macon County, and the Health Director of Macon County should all be designated as persons responsible for determining when a dog is a "potentially dangerous dog" within the meaning of Article 1A of Chapter 67 of the North Carolina General Statutes in Macon County, North Carolina, and each of such persons may act individually in making such determinations; and

WHEREAS, the County Commissioners for Macon County are of the opinion that the Board designated to be responsible for hearing any appeals of a decision in which it is determined that a dog is a "potentially dangerous dog" within the meaning of Article 1A of Chapter 67 of the North Carolina General Statutes, in Macon County, North Carolina, should be composed of the Macon County Sheriff, or designee, one member of the Board of County Commissioners for Macon County, designated by the Chairman of the Macon County Board of County Commissioners, and one member of the Board of Health (or Consolidated Health Services Agency), designated by the Chairman of the Board of Health/Consolidated Health Services Agency.

NOW THEREFORE, upon motion of Commissioner _____, seconded by Commissioner _____, and unanimously approved, be it hereby resolved that:

1. The Animal Control Officers of Macon County, Animal Control Officers of Macon County, the Lead Animal Control Officer of Macon County, and the Health Director of Macon County should all be designated as persons responsible for determining when a dog is a "potentially dangerous dog" within the meaning of Article 1A of Chapter 67 of the North

Carolina General Statutes in Macon County, North Carolina, and each of such persons may act individually in making such determinations effective this date; and

2. The Board designated to be responsible for hearing any appeals of a decision in which it is determined that a dog is a "potentially dangerous dog" within the meaning of Article 1A of Chapter 67 of the North Carolina General Statutes, in Macon County, North Carolina, is hereby composed of the Macon County Sheriff, or designee, one member of the Board of County Commissioners for Macon County, designated by the Chairman of the Macon County Board of County Commissioners, and one member of the Board of Health (or Consolidated Health Services Agency), designated by the Chairman of the Board of Health/Consolidated Health Services Agency.

3. The actions or resolutions heretofore passed or adopted by the Macon County Board of County Commissioners, which are inconsistent herewith, are hereby rescinded or canceled effective this date.

RESOLVED this the 13th day of November, 2025.

Josh Young, Chairman
Macon County Board of Commissioners

Warren Cabe, County Manager and
Clerk to the Board

COVER LETTER INFORMATION:

Incorporation: As a predominantly female owned enterprise Developmental Associates is a *HUB certified* LLC (S) Corporation. ***We are the only local government search firm located in North Carolina.***

Lead Consultant: Stephen Straus, Ph.D. - President

February 1, 2025

R. Patrick Betancourt, Director
Macon County Dept. of Social Services
1832 Lakeside Dr.
Franklin, NC 28734-6778

Dear Patrick:

Thank you for requesting a proposal for the search for your replacement. It is difficult for me to believe we worked with the Board 10 years ago when they hired you! I am confident finding your replacement will be a big challenge!

Since placing you 10 years ago, we have assisted the following counties to hire Social Services Directors:

- Cumberland County
- Durham County
- Wake County (Human Services Director)
- Onslow County
- Sampson County
- Granville County
- Cabarrus County
- Transylvania County

We think that our objective approach to assessment will provide the Board with a much firmer foundation for win-win decisions than the traditional search process. As an example, in 2021 we helped the Savannah City Council which has dealt with significant cleavages, to come to a unanimous vote to hire their new City Manager. We were able to achieve this outcome when the Council had fired two national search firms who had been unsuccessful in their efforts. <https://www.wtoc.com/2021/07/23/savannah-interim-city-manager-announces-resignation/#:~:text=SAVANNAH%2C%20Ga>. We have listed Savannah Mayor Johnson as one of our references.

As you review our proposal, you will note that Developmental Associates is not a traditional “headhunting” firm. Instead, we rely on more objective, systematic, and accurate methods to recruit, screen, and evaluate candidates that we call *Talent Identification and Assessment*. A recent article citing our work was published in *Supply and Demand Chain Magazine*.

<https://mail.google.com/mail/u/0/#inbox/FMfcgxwHNVvtbGIHfHMfNCGHBPqTDnG>

*In short, we provide you with much more detailed and in-depth information about the candidates than our competitors. **Our mission is to enable you to make the most informed decisions possible.***

Our approach has three goals with respect to recruitment, screening, and selection.

1. **Recruit high quality and diverse candidates**
2. **Employ a multi-method screening approach to get you the best data on your top candidates**
3. **Apply skill-based assessments and Emotional Intelligence testing to provide you with a comprehensive assessment that goes beyond the traditional interview-only approach.**

Goal #1: Recruit high quality and diverse candidates:

| | |
|---|---|
| <ul style="list-style-type: none"> We target individuals with whom we have worked directly. Having worked with thousands of candidates through our consulting and training, we are well connected to leading local government candidates in the region. | <ul style="list-style-type: none"> We make individual contacts through social media. We maintain lists of hundreds of local government candidates that we can contact through email blasts, Facebook, and LinkedIn notices. |
| <ul style="list-style-type: none"> We know how to make the best use of the most widely referenced professional journals and websites. We can enhance the information provided to those sites by relying on a comprehensive study of the position and the organization that enables us to craft attractive, realistic, and comprehensive postings. | <ul style="list-style-type: none"> We have established a national network through our contract with NEOGOV, the number one HR application to governments nationwide. This service enables us to provide recruitment and applicant tracking solutions on a national level. |

OUTCOME: We have placed candidates with our clients from a variety of locations, such as Georgia, California, South Carolina, Arizona, New York, Illinois, Florida, Alaska, Wyoming, and Massachusetts. *Furthermore, no one knows North Carolina better than we do.*

Goal #2: Employ a multi-method screening approach to get you the best data on your top candidates:

| | |
|---|---|
| <ul style="list-style-type: none"> We develop a customized application that candidates must complete on-line. This application would be tailored to the specific challenges facing the Social Services Department. In comparison to the traditional cover letter and resume, we are then able to match candidates with the specific needs of the Social Services Department. Moreover, we are then able to make “apples-to-apples” comparisons of candidates rather than trying to piece together disparate information from resumes that are each designed differently. | <ul style="list-style-type: none"> We conduct intensive interviews with each of the top candidates (up to 15). We conduct these interviews using structured questions based on the needs of the Social Services Department along with a detailed scoring system. The responses of each candidate are recorded and available to you for review. |
| <ul style="list-style-type: none"> We also administer on-line surveys requiring short essay answers from candidates. These questions generally focus on how candidates have managed more complex challenges and provides you with an early writing sample prior to further assessment. | |

OUTCOME: Many clients tell us that they based previous selection decisions on *less* information that we provide through our screening process.

Goal #3: Apply skill-based assessments and Emotional Intelligence testing to provide you with a comprehensive assessment that goes beyond the traditional interview-only approach.

| | |
|--|---|
| <ul style="list-style-type: none"> Skill-based exercises are of greater validity (almost twice as accurate) than the traditional interview-driven approach Developmental Associates designs exercises that simulate the responsibilities of the position, such as making budget presentations, developing written project plans, facilitating staff meetings, conducting performance-based role plays, and resolving HR issues to directly observe the candidate skills that interviews cannot elicit. | <ul style="list-style-type: none"> In addition to the skills-based assessments, we administer a psychological inventory called the Emotional Intelligence Inventory (EQi 2.0) – see page 10. This inventory, which is validated for employment, provides us with information on critical skills of the candidate, such as problem solving, assertiveness, interpersonal relations, and teamwork. This inventory is administered independent of the skills exercises; in other words, the psychologist administers the EQ without knowing the other assessment results. |
|--|---|

OUTCOME: We provide you with the most in-depth and accurate information possible about the top candidates for this position to enable you to make the most informed decisions possible. It is **essential** to rely on three common and very comfortable methods as a part of the selection process: 1) reviews of resumes, 2) reference and background checks, and 3) interviews. ***Nevertheless, these are the three least accurate methods for determining the true***

competencies of candidates and they are the key methods used by our competition! One of many reasons for the limitations of these methods is that they rely mostly on indirect or inferential data. For example, resumes tell us what the candidate has done, but not how well he/she has performed. References rely on third-party observations that have often been shown to be unreliable and based more on familiarity than skills assessment. Interviews, when conducted in a systematic and behavioral-based fashion, can reveal certain key attributes: knowledge, verbal communication skills, and judgment (when situational questions are included). *Interviews, however, are not able to directly verify other critical skills, such as budget analysis, conflict resolution, project planning, meeting or group facilitation, leadership style, problem solving, writing, or even presentation skills. These competencies **can** be directly evaluated using skills-based exercises.*

Please keep in mind, that these methods do not limit your discretion, instead they enhance the quality of information you would have at your discretion in making screening, assessment and in final interview decisions.

Finally, let me share some data with you. ***Ninety-six percent (96.4%) of the over three hundred executives we have placed have either stayed in their position for a minimum of five years or have been promoted to a higher-level position.***

Thank you for considering our services. We would be pleased to partner with the you and the Macon County Social Services Board to find outstanding a strong new Director of Social Services.

Sincerely,



Stephen K. Straus, Ph.D.
President - Developmental Associates, LLC

PROPOSAL: MACON COUNTY SOCIAL SERVICES DEPARTMENT
RECRUITMENT, SCREENING, AND SELECTION PROCESS:
FOR EXECUTIVE POSITIONS

February 1, 2025

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Sample Recruitment Brochure Included

HIRE WITH CONFIDENCE PLEDGE

If Developmental Associates is responsible for recruiting and screening candidates, we guarantee that the client will find a candidate that it can hire with confidence. If the selected candidate does not continue employment for at least *one year* of service, Developmental Associates pledges to provide all of the services originally agreed upon with the client for no additional charge other than expenses, such as conducting additional phone interviews and administering the Emotional Intelligence Inventory (EQi) to candidates approved by the client. Developmental Associates would continue to provide these services until the client selects a candidate it can "hire with confidence". Developmental Associates does not maintain this pledge if it is not responsible for the recruitment and screening for the position, nor if the client fails to secure final interviews, background investigations and final decision within 30 days of the completion of the skills-assessment process.

The information provided herein by Developmental Associates, LLC. is proprietary and confidential, offered to the recipient solely for the purpose of evaluating its service proposal. This information should not be disclosed to anyone outside the decision-making group without the company's prior authorization.

Submitted by: Stephen K Straus, President
Company: Developmental Associates, LLC
Phone/Fax: (919) 812-0132 (919) 929-6883
Email Address: skstraus@developmentalassociates.com

A: SCOPE OF WORK
MACON COUNTY SOCIAL SERVICES DEPARTMENT

RECRUITMENT AND SELECTION
Menu of Offerings

Directions: Below are the steps identified in the proposed Scope of Services, the dates when we could complete each step. This plan includes three meetings with the Board.

| STEPS IN THE RECRUITMENT, SCREENING, AND SELECTION PROCESS | PURPOSE OF THE PROPOSED STEPS | TIMELINE (Required meetings in red) |
|---|--|--|
| Step 1: Conduct job and organizational analyses to identify expectations and competencies for the position by meeting with the following groups: <ul style="list-style-type: none"> ▪ The Director and team. ▪ Staff ▪ The Board ▪ Others, as requested by the Board. We can connect with these groups through meetings and surveys . | <ol style="list-style-type: none"> 1) Provides a foundation for defining the competencies sought in recruitment and in designing the selection process. 2) Builds stakeholder buy-in and perspective into the selection process. 3) Conducting a job analysis is essential for legal defensibility. 4) Conducting the organizational analyses identifies future challenges for a proactive executive. | Day 1 |
| Step 2: Build a candidate profile and post written job advertisements in leading professional journals and websites. | <ol style="list-style-type: none"> 1) Written ads for both print and online publications will typically generate the largest number of applications. 2) As the employing agency, the Department would need to post the ads after they have been developed for any member-based organizations. (DA can also post ads and charge the Department back for those fees.) 3) We will also develop an attractive electronic brochure to recruit candidates. | Day 4 |
| Step 3: Conduct targeted recruitment of leading candidates | <ol style="list-style-type: none"> 1) We have direct access to several thousand local government executives across the country. We will send out a mass email to all these executives but also make direct contact with a number of those that we think would be a particularly good fit with the Department. 2) By targeting candidates and making individual contacts, Developmental Associates can supplement the candidate pool with candidates with excellent credentials, especially from NC and the region. | Through Day 35 |

| STEPS IN THE RECRUITMENT, SCREENING, AND SELECTION PROCESS | PURPOSE OF THE PROPOSED STEPS | TIMELINE |
|---|---|-------------------------|
| <p>Step 4: Conduct initial (first) level screen of candidate applications/resumes</p> <ul style="list-style-type: none"> A media (Google) search (mentions of candidates in the news media) of the top candidates at this stage of the screening process | <ol style="list-style-type: none"> 1) First level screening involves a structured process for evaluating resumes and supporting documents. We require all candidates to post their applications through NEOGOV to ensure they are responding to the specific requirements of the position and not just submitting a general resume. 2) The organizational/job analysis provides the basis for developing a structured screening guide to ensure consistent application of the selection criteria to each resume. 3) Narrow the field of candidates to a number that can be screened more intensively (through the secondary screening process described below). 4) Provides detailed and uniform information to the Board to enable you to make an informed decision about which candidates proceed in the process. | <p>Day 38</p> |
| <p>Step 5: Conduct second level screening of candidates for the position. We employ two methods in the secondary screen. To ensure objectivity, a different member of our staff would conduct each method, and we keep a “firewall” between these methods. These methods are as follows:</p> <ul style="list-style-type: none"> Telephone interviews Electronic survey questions (short essays on accomplishments) | <ol style="list-style-type: none"> 1) Such advanced screening methods are useful when there is a large group of qualified candidates, or the Board is unfamiliar with many of the candidates. 2) The screening method would be driven by the organizational/job analyses (Step 1). 3) Upon completion the Board would be ready to identify the finalists (up to 5) to participate in the final assessment process. 4) Provides detailed and uniform information to the Board to enable you to make an informed decision about which candidates proceed in the process. | <p>Day 50</p> |
| <p>Step 6: Design hiring process</p> <ul style="list-style-type: none"> Develop skill-based exercises, such as budget presentations, simulated meetings, and written assignments. Administer and evaluate the Emotional Intelligence Inventory | <ol style="list-style-type: none"> 1) The hiring process should be valid (job related) to identify the best candidates. 2) The hiring process should provide an opportunity to assess the most critical competencies required for the position including the ability of the candidate to meet the primary challenges facing the Department and the position. 3) The hiring process should assess Emotional Intelligence (EI) as well as Cognitive Intelligence (IQ) and technical skills. | <p>By Day 50</p> |

| STEPS IN THE RECRUITMENT, SCREENING, AND SELECTION PROCESS | PURPOSE OF THE PROPOSED STEPS | TIMELINE |
|--|---|------------|
| <p>Step 7: Recruit assessors to evaluate the candidates (Assessors can be identified and approved by the Board)</p> | <ol style="list-style-type: none"> 1) The types of assessors recruited depend upon the types of exercises the candidates would perform. Assessors might include local community leaders and other local government executives from the Southeast. 2) Assessors must complete a Statement of Confidentiality. Moreover, no single assessor will know the overall outcome of the process. That information is provided to the Board only. 3) Assessors will be trained on how to apply behavioral-based rating systems when rating candidates. | By Day 50 |
| <p>Step 8: Conduct selection exercises to evaluate the (up to 5) finalists</p> <p>Analyze EQI in-depth</p> | <ol style="list-style-type: none"> 1) The exercises will be assessed in a reliable, and unbiased manner. It is hallmark of Developmental Associates to ensure assessors provide objective behavioral feedback. 2) The candidates will be sent preparatory information and given thorough explanations in advance of the process. 3) The exercises should enable the Board to assess the strengths and weaknesses of each candidate and to determine those candidates that have the skills to fill the position. | Days 64-65 |
| <p>Step 9: Facilitate debrief with the Board.</p> <ul style="list-style-type: none"> ▪ The Board would receive feedback and be able to ask questions about the performance of the candidates in each exercise. ▪ The assessors providing feedback are subject-matter experts – most of whom will be directors in similar jurisdictions. | <ol style="list-style-type: none"> 1) Assists the Board in developing a systematic approach for evaluating the final candidates. 2) Provides expertise to the Board in making your final evaluations and hiring decision. | Day 65 |
| <p>Step 10: Facilitate thorough background investigations</p> | <ol style="list-style-type: none"> 1) Both legally and due to the sensitive and highly public nature of local government executive positions, we recommend thorough reference checks and background investigation. 2) Someone outside the Department should conduct the background investigation to ensure confidentiality. | |

| STEPS IN THE RECRUITMENT, SCREENING, AND SELECTION PROCESS | PURPOSE OF THE PROPOSED STEPS | |
|---|--|-----|
| <p>Step 11: Provide executive coaching to the successful candidate</p> <ul style="list-style-type: none"> ▪ Review the challenges facing the community and organization ▪ Analyze the results of the selection process ▪ Analyze the findings of the EQi ▪ Develop a plan of action ▪ Developmental feedback can be provided to internal candidates who are not selected. This includes a review of EQi and skills assessment results | <ol style="list-style-type: none"> 1) The assessment process and the organizational analysis provides rich information suitable for executive coaching. 2) The new Director will be facing exciting but formidable new challenges. He/she can benefit from professional guidance in developing a plan of action to meet those challenges successfully. 3) Feedback to internal candidates not selected often helps in their personal development and acceptance of the decision. This also paves the way for greater support of the selected candidate by incumbents. | TBD |

A.1: EMOTIONAL INTELLIGENCE FACTORS*

SELF-PERCEPTION REALM

| EQ-i Scale | The EI Competency Assessed by the Scale |
|-----------------------------|--|
| 1. Emotional Self-Awareness | <i>Ability to be aware of and understand one's feelings and their impact</i> |
| 2. Self-Regard | <i>Ability to respect and accept one's strengths and weaknesses</i> |
| 3. Self-Actualization | <i>Ability to improve oneself and pursue meaningful objectives</i> |

SELF-EXPRESSION REALM

| EQ-i Scale | The EI Competency Assessed by the Scale |
|-------------------------|---|
| 4. Emotional Expression | <i>Ability to express one's feeling verbally and non-verbally</i> |
| 5. Independence | <i>Ability to be self-directed and free of emotional dependency on others</i> |
| 6. Assertiveness | <i>Ability to express feelings, beliefs, and thoughts in a nondestructive way</i> |

INTERPERSONAL REALM

| EQ-i Scale | The EI Competency Assessed by the Scale |
|--------------------------------|---|
| 7. Interpersonal Relationships | <i>Ability to develop and maintain mutually satisfying relationships</i> |
| 8. Empathy | <i>Ability to recognize, understand and appreciate the feelings of others</i> |
| 9. Social Responsibility | <i>Ability to contribute to society, one's social group, and to the welfare of others</i> |

DECISION MAKING REALM

| EQ-i Scale | The EI Competency Assessed by the Scale |
|---------------------|--|
| 10. Impulse Control | <i>Ability to resist or delay and impulse, drive, or temptation to act</i> |
| 11. Reality Testing | <i>Ability to remain objective by seeing things as they really are</i> |
| 12. Problem Solving | <i>Ability to solve problems where emotions are involved</i> |

STRESS-MANAGEMENT REALM

| EQ-i Scale | The EI Competency Assessed by the Scale |
|----------------------|---|
| 13. Flexibility | <i>Ability to adapt one's feeling, thinking, and behavior to change</i> |
| 14. Stress Tolerance | <i>Ability to effectively cope with stressful or difficult situations</i> |
| 15. Optimism | <i>Ability to remain hopeful and resilient, despite setbacks</i> |

EQ-i 2.0, Multi-Health Systems (2011), All Rights Reserved

Adapted from *The EQ Edge*

Steven J. Stein, Ph.D. and Howard E. Book. M.D.

Third Edition (2011)

B: PROPOSED FEES FOR THIS PROJECT

| BASIC FEE | ADDITIONAL OPTIONS (Including Maximums) |
|---|--|
| \$24,500 | <ul style="list-style-type: none">• EQi- Analysis @ \$350 per candidate (up to 5)• Coaching and Feedback @ \$350 for the successful candidate |
| MAXIMUM TOTAL FEE: \$26,600 does not include the following: <ul style="list-style-type: none">• Additional work requested by the client but not included in this proposal would be billed at \$250 per hour.• Background @ approximately \$2250 per candidate.*• Coaching for internal candidates who apply but are not selected @\$350 each.• Out of pocket advertising fees.• IF ON SITE, we would ask the Department to reimburse us for reasonable out-of-pocket expenses. | |

***This fee would be paid directly to Chief Tom Younce if the client wishes to use his services**

With our virtual process the client would have no other fees or expenses other than the expenses of bringing the finalists on site for final interviews or, if requested, out of pocket expenses for the consultant to travel to Marion.

If the Department prefers an on-site process, we can do that as well. We would simply ask for reimbursement of our out-of-pocket expenses.

Clients are expected to process billing for payment (net 30) at the conclusion of the skills-assessment process.

Litigation support, expert witness testimony, and depositions would be billed at an hourly rate of \$250.00 per hour unless Developmental Associates is responsible for losing a grievance or legal case. In that event, there would be no charge for litigation support.

II. OVERVIEW OF FIRM

C: ORGANIZATION AND STAFFING

Steve Straus would be the lead consultant on this project. He would team with Heather Lee, Holly Bishop, Sherri Slater, Derwick Paige, and Andrea Surratt.

Steve Straus, Ph.D. is President and Founder of North Carolina-based Developmental Associates. He earned his Bachelors' Degree from the Wharton School of Business at the University of Pennsylvania, a Master of Public Administration from the University of North Carolina at Chapel Hill and a Ph.D. from Duke University in Political Science. Dr. Straus is a former Assistant City Manager in Southern Pines. Steve has been a long-time member and frequent presenter with the NC City and County Managers Association. For 26 years he has taught in the Master of Public Administrative Programs at NC State University and UNC Chapel Hill and has served on the faculty at the School of Government at UNC-Chapel Hill. He has published in the leading public sector journals. You can find a brief bio [here](#).

Heather Lee, Ph.D. is a Partner with North Carolina-based Developmental Associates where she has worked since 2004. Heather earned an M.S. and a Ph.D. from North Carolina State University in Industrial/Organizational Psychology. Dr. Lee earned her undergraduate degree in Psychology with a minor in Social Work at Florida State University. Heather, a Certified Senior Professional in Human Resources (SPHR), is an organizational consultant specializing in the nonprofit, governmental, and educational sectors.

Heather has served as a faculty member and Manager at the NC Center for Women in Public Service as well as for the William Peace University Human Resources degree program. She is a former Vice-President for Human Resources with the NC Easter Seals Society. Heather has consulted extensively with local governments and is the co-designer of and a faculty member in the North Carolina Public Managers Program. You can find a brief bio [here](#).

Holly, Bishop, Ph.D. is a partner with Developmental Associates and serves as Director of Operations. Holly also teaches in the Masters of Public Administration Program at North Carolina State University and served in the US Air Force.

Derwick Paige is the former Winston-Salem Deputy Manager and Wake County Deputy Manager. Derwick specializes in exercise design. You can find a brief bio [here](#).

Andrea Surratt is the former Sandy Springs, Georgia and Bozeman, Montana City Manager. Andrea also served as Assistant City Manager in Hickory. Andrea has expertise in exercise design and screening interviews. You can find a brief bio [here](#).

Sherri Slater is the former Onslow County Assistant Manager. She oversaw their Social Service Department.

D: QUALIFICATIONS AND EXPERIENCE

Our Recent Clients

Local governments are quickly recognizing the benefits of the new approach offered by Developmental Associates. During the last five years we have either completed or are in the process of working with the following local governments and universities:

| | |
|---|--|
| <ul style="list-style-type: none">• The City of Durham, North Carolina• Wake County, North Carolina• The City of Savannah, Georgia• The City of Warner Robins, Georgia• The City of East Point, Georgia• The City of Johns Creek, Georgia• The City of Williamsburg, Virginia• The City of Danville, Virginia• The City of Suffolk, Virginia• The Town of Blacksburg, Virginia• The City of Statesboro, Georgia• Southampton County, Virginia• The City of Greensboro, North Carolina• The City of Winston-Salem, North Carolina• The City of Fayetteville, North Carolina• The Town of Chapel Hill, North Carolina• The Town of Duck, North Carolina• The Town of Apex, North Carolina• The Town of Matthews, North Carolina• The Town of Garner, North Carolina• Durham County, North Carolina• Sampson County, North Carolina• The Town of Holly Springs, North Carolina | <ul style="list-style-type: none">• Duke University• NC State University• East Carolina University• The Town of Wrightsville Beach, North Carolina• The Town of Morrisville, North Carolina• The Town of Zebulon, North Carolina• The Town of Waynesville, North Carolina• The University of North Carolina at Chapel Hill• UNC School for the Arts• The Town of Mills River, North Carolina• The City of Asheboro, North Carolina• The City of Isle of Palms, South Carolina• The City of Sanford, North Carolina• Cleveland County, North Carolina• Transylvania County, North Carolina• Cumberland County, North Carolina• The City of Wilson, North Carolina• The Town of Stallings, North Carolina• The University of North Carolina – Pembroke• UNC Charlotte• City of Lexington, North Carolina• The Town of Wake Forest, North Carolina |
|---|--|

E: A NEW APPROACH TO EXECUTIVE ASSESSMENT: TALENT IDENTIFICATION AND ASSESSMENT

Section II.B: A New Approach to Executive Assessment – Talent Identification and Assessment

These and many other clients are recognizing that Developmental Associates has developed a new, more thorough, accurate, and comprehensive model for executive processes – which we

call Talent Identification and Assessment. The old “Search Model” makes three outdated assumptions as follows:

| Outdated Search Model | Limitation | DA Talent Identification & Assessment Solution |
|--|--|---|
| Recruitment Methods: Assumes that the search firm is in close contact with top candidates nationally that will only apply for the position if contacted by the firm. | <p>This model fails to take into account the use of modern technology to recruit.</p> <p>Large national firms also tout their staff connections throughout the country claiming their consultants will share prospective candidates with one another – rather than competing with one another.</p> | Developmental Associates uses multiple recruitment methods including targeting individuals, placing ads in leading professional websites and journals, relying extensively on social media, and connecting with our national network through NEOGOV – the leading public sector technology solution for recruitment and selection in the United States. Moreover, as a “boutique” firm our consultants all work together on each project. |
| Candidate Screening Other search firms often posture that they know how candidates are actually performing in their current position | <p>That is a myth. Knowing a candidate, even befriending a candidate, does not mean that the search firm can actually assess that candidate’s performance in day-to-day activities. The search firm does not directly observe critical competencies, such how effectively the candidate deals with staff, plans, organizes, or deals with conflicts.</p> | Developmental Associates uses an extensive, multi-method screening approach that provides you with a sounder understanding of the skills and competencies of each candidate. Because this process is standardized it enables fair comparisons across candidates. |
| Candidate Assessment: Presumes that candidates can be evaluated comprehensively through interviews. | <p>Interviews are a necessary component of any selection process, but they are insufficient to assess overall executive competencies. Interviews when properly constructed and conducted, at best, can only directly determine how well the candidate can communicate, his/her knowledge, and judgment. The interview is too limited to assess other essential management and leadership skills, such as writing, developing budgets, problem solving, dealing with staff, managing projects, and so on. All that can be learned from the interview about these essential skills is what the candidates say they do.</p> | We provide intensive assessment of candidate skills that other firms do not offer <i>before</i> the employer begins the interview process. This skill-assessment process enables you to directly observe the skills of candidates performing a variety of executive skills, such as managing staff, budgeting, dealing with the media, making presentations, facilitating staff meetings, and so on. |

F: REFERENCES

| | |
|---|---|
| <p>Town of Chapel Hill Interim Town Manager Mary Jane Nirdlinger (919) 968-2743 mnirdlinger@townofchapelhill.org <i>DA has helped the Town hire several department head positions and also with succession planning.</i></p> | <p>City of Winston-Salem Mayor Allen Joines allenj@cityofws.org (336) 727-2058 ppate@cityofws.org (336) 717-2123 We recently worked with Mayor Joines and the Council to hire Pat Pate as the new City Manager. We have also worked with Winston-Salem to hire a number of department heads including two police chiefs.</p> |
| <p>Wake County County Manager David Ellis David.Ellis@wakegov.com (919) 856-6160 <i>We worked with Mr. Ellis over the last twelve months to hire two Deputy Managers – the Chief Community Vitality Officer and the Chief Innovation and Information Officer as well as the Human Services Director.</i></p> | <p>Town of Apex Deputy Manager Shawn Purvis (919) 249-33302 shawn.purvis@apexnc.org <i>In 2021 we worked with the Town to hire Jason Armstrong, their first African American to hold that position in Apex. We have also helped hire the Assistant Town Manager, DEI Director, Water Resources Director, Deputy Police Chief, Fire Chief, Community Development Director, and Assistant Fire Chief.</i></p> |
| <p>City of Savannah Mayor Van Johnson MayorJohnson@savannahga.gov (912) 651-6444 HR Director Jeff Grant (912) 541-3218 jgrant01@savannahga.gov <i>We have partnered with the City of Savannah to hire their new City Manager. We also assessed candidates for Chief of Police, and helped hire its IT Director, Fire Chief, Assistant Chiefs of Police (2) and Assistant Fire Chief.</i></p> | <p>City of Danville, Virginia Manager Ken Larking klarking@danvilleva.gov (434) 799-5100 <i>DA worked with Mr. Larking to hire a Chief of Police in 2017 and a Fire Chief in 2019. We are currently working with Danville to hire an Economic Development Director, a Transit Director and a Planning Director.</i></p> |
| <p>City of Greensboro Deputy Manager Chris Wilson (336) 373-2002 christian.wilson@greensboro-nc.gov <i>DA has assisted in Greensboro in hiring several assistant managers, department directors and higher-level staff. We helped hire David Parrish as an Assistant and the Council valued his work enough to appoint him as Manager about three years ago.</i></p> | <p>City of Fayetteville Manager Doug Hewitt dhewett@ci.fay.nc.us (910) 309-0284 <i>DA assisted Fayetteville in hiring its Police Chief, Director of Engineering and Infrastructure, and a Human Relations Director. This year we helped them hire an Assistant City Manager and Economic and Community Development Director</i></p> |

| | |
|--|--|
| <p>City of Durham Bo Ferguson bo.ferguson@durhamnc.gov (919) 560-4222 <i>DA assisted the City in hiring Deputy Manager, Bo Ferguson, who was recently appointed City Manager. We have also helped Durham hire other department directors, including two Chiefs of Police. We also worked with the City Council to select their Manager, Wanda Page.</i></p> | <p>City of Statesboro, Georgia Mayor Johnathan McCollar jonathan.mccollar@statesboroga.gov (912) 764-5468 <i>DA worked with the City of Statesboro to hire a Chief of Police in 2016 and to hire a City Manager in 2019. We also helped the City hire a Human Resources Director in 2019.</i></p> |
| <p>Town of Garner Manager Jodie Miller (919) 218-3764 jmiller@garnernc.gov <i>We have also helped Garner hire the Police Chief, Assistant Manager, and Economic Development Director</i></p> | <p>Town of Morrisville Manager Brandon Zuidema (919) 463-6150 bzuidema@townofmorrisville.org <i>DA worked with a split Council to arrive at an enthusiastic and unanimous decision to hire its former Town Manager – Martha Paige, in 2014. We have recently assisted Morrisville in hiring a Finance Director, Chief of Police, Fire Chief, and two Assistant Town Managers. We helped hire Mr. Zuidema as Assistant Manager and he was subsequently appointed Town Manager.</i></p> |
| <p>Town of Duck Mayor Don Kingston don.kingston@townofduck.com (252) 255-1234 <i>DA worked with the Town of Duck to hire its Manager Drew Havens in 2021.</i></p> | <p>Town of Southern Pines Manager Reagan Parsons (910) 692-7021 Parsons@southernpines.net <i>We have worked with Reagan to hire a number of department directors and assistant managers.</i></p> |
| <p>City of Lexington, NC Mayor Jason Hayes MayorHayes@lexingtonnc.gov (336) 243-2489 ext. 2990 <i>We worked with the City to hire Johnnie Taylor as Lexington City Manager. Johnnie is the first African American Lexington City Manager.</i></p> | <p>Cumberland County Manager Clarence Grier cgrier@cumberlandcountync.gov (910) 678-7723 <i>We have placed a number of department directors with Cumberland County including Health and Social Services.</i></p> |

FONTANA REGIONAL LIBRARY INTER-LOCAL AGREEMENT

This INTER-LOCAL REGIONAL AGREEMENT (the “Agreement”) is entered into by and among the following North Carolina counties: JACKSON COUNTY, MACON COUNTY, and SWAIN COUNTY and the Fontana Regional Library, Inc. (“Fontana Regional Library”);

WHEREAS, the mission of the Fontana Regional Library is to provide the public of Jackson, Macon, and Swain counties with excellent service and convenient access to resources for their educational, informational and recreational needs; and

WHEREAS, the Boards of County Commissioners of Jackson, Macon, and Swain Counties recognize that collaboration provides the most effective and efficient means to provide public library service to the residents of said counties by unifying the administration of the participating libraries, providing professional library specialists, cooperating in the selection of books and other materials, and crossing county lines for the benefit of all; and

WHEREAS, this collaboration provides opportunities for service and resource allocations otherwise beyond the financial and service capacities of the individual county governments and libraries; and

WHEREAS, this Regional Agreement is up for the mandatory ten year review pursuant to Article X, B. of the Regional Agreement last adopted by the parties hereto in January, 2013.

NOW, THEREFORE, pursuant to resolutions duly adopted by their governing boards, the Boards of the County Commissioners of Jackson, Macon, and Swain Counties hereby renew their commitment for the organization of and participation in the Fontana Regional Library upon the terms set forth herein, effective the date last signed by a party as set forth below, hereby amending, restating and replacing the existing Regional Agreement by and among the parties with respect to the Fontana Regional Library.

I. Governments Involved

The participating local government units of the Fontana Regional Library are as follows:

- A. Jackson County
- B. Macon County
- C. Swain County-

II. Purpose Statement

This Agreement is to promote and perpetuate excellent library services to the residents of the areas included within the jurisdictions of the aforementioned governing bodies through their collaborative and collective efforts under the legal authority of N.C.G.S. §153A-270 and N.C.G.S. Chapter 160A, Article 20, Part 1. To this end, the Fontana Regional Library shall operate the county libraries and branches of the participating local government units in accordance with governing statutory authority, North Carolina law and this Agreement.

III. Structure of the Fontana Regional Library Board of Trustees

The Fontana Regional Library Board of Trustees shall be the governing body of the Fontana Regional Library.

A. Membership

1. There shall be nine members of the Fontana Regional Library Board of Trustees, all of whom shall be full-time, year-round residents of the county from which they are appointed.
2. Each county shall have equal representation on the Fontana Regional Library Board of Trustees composed of three members from each county. one of whom shall be a sitting member of that county's duly elected Board of Commissioners at the time of appointment and throughout the member's service on the Board of Trustees.
3. Members shall serve no more than two consecutive full terms and no single term shall be longer than three years.
4. Members shall be appointed in staggered terms to promote consistency as well as to accommodate change.
5. The Members from each county shall be appointed by the County Commissioners. County Commissioners may select from the recommendations made by the County Library Board.
6. Vacancies on the Fontana Regional Library Board of Trustees shall be filled by appointment from the County Commissioners for said seat for the remaining term of the member that created the vacancy.

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B. Open meetings, Public Records and Public Comment

1. All Library Board meetings shall be conducted in accordance with the North Carolina Open Meetings laws set forth in Chapt. 143, Art. 33C, §§143-318.9 through 318.18. and subject to the Public Records laws of Chapt. 132 of the North Carolina General Statutes. All meetings shall be recorded by video and placed on Fontana Regional Library's website.
2. There shall be a public comment period at the beginning of each library board meeting with no less than 3 minutes allowed per speaker. The comment period will be limited to 30 minutes. The library board may allow for additional time for public comments at the end of the meeting in the board's discretion.

C. Powers and Duties

1. Governance - Bylaws

The Fontana Regional Library Board of Trustees shall adopt bylaws and rules for its own governance as may be necessary and in conformity with the law and this agreement. These bylaws may be amended or repealed and new bylaws adopted by the affirmative vote of a majority of all the members of the Board of Trustees then holding office, provided that notice of the proposed action shall be stated in the call for the meeting and is given at least fifteen days prior to the meeting.

2. Policies

The Fontana Regional Library Board of Trustees is hereby delegated the power to adopt policies for the administration and operation of the Fontana Regional Library.

3. Director

The Fontana Regional Library Board of Trustees is hereby delegated the power to select, appoint, remove, determine salary and other terms of employment of a Regional Director and to delegate to the Regional Director executive powers. [The Regional Director shall devote full professional effort to the Fontana Regional Library and shall not simultaneously hold a Director position or comparable executive role in any other participating county library system or library entity within the region.]

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1. These actions shall require a majority vote of the Fontana Regional Library Board of Trustees at which a quorum is present.
2. The Fontana Regional Library Director shall:
 - a. Have a valid North Carolina Public Librarian Certificate.
 - b. Be the chief executive and administrative officer of the Fontana Regional Library.
 - c. Function in accordance with the approved policies of the Fontana Regional Library and administer the Fontana Regional Library consistent with the policies adopted by the Board of Trustees.
 - d. A job description of the Director shall be placed on Fontana Regional Library's website.

4. Budget

The Fontana Regional Library Board of Trustees is hereby delegated the power to and shall adopt an annual budget which shall:

1. Be administered under the same provisions as units of local government (N.C.G.S. §159), with all state funds administered by the Fontana Regional Library and expended throughout the region as described in 07 NCAC 02I.0202.
2. Be a composite of the separate budgets of each county library, with an agreed upon amount paid by each county for the materials, salaries and operating expenses that are shared within the region which shall be sent to the Finance Officer in monthly installments.
3. Include a specified amount of funding for each library's operating costs with gifts, special memorials, endowment and trust income, and appropriations for capital outlay earmarked for the designated purpose.
4. A proposed annual budget shall be posted on Fontana Regional Library's website for 30 days prior to approval vote, and final approved budget posted until replaced by a future budget.

5. Finance Officer

The Fontana Regional Library Board of Trustees is hereby delegated the power to appoint a regional Finance Officer as defined in N.C.G.S. §159-24. The Finance Officer shall:

- a. Be responsible for keeping the accounts of the Fontana Regional Library in accordance with generally accepted principals of governmental accounting and for disbursing all funds in strict compliance with N.C.G.S §159, the Local Government Budget and Fiscal Control Act, and 07 NCAC 021.0202.
 - b. Ensure expenditure of funds consistent with the budget adopted, by the Fontana Regional Library Board of Trustees.
 - c. Report directly to the Regional Director and the Fontana Regional Library Board of Trustees.
 - d. A Fontana Regional Library budget report for each County Library Board shall be sent to the Chair of each County Library Board upon final approval for review.
- 6. Compliance**
The Fontana Regional Library Board of Trustees is hereby delegated the power to assure compliance with all applicable state and federal law and eligibility requirements for the receipt of state and federal funds.
- 7. Facilities**
The Fontana Regional Library Board of Trustees is hereby delegated the power to make recommendations to the counties concerning the construction and improvement of the physical facilities of the libraries within the Fontana Regional Library region; however, construction and facility maintenance shall be the responsibility of the local counties unless the Fontana Regional Library Board of Trustees negotiates and approves a collaborative effort.
- 8. Reports**
The Fontana Regional Library Board of Trustees is hereby delegated the power to report to the participating local governmental units. The Fontana Regional Library Board of Trustees shall make regular reports, or delegate to the Regional Director the authority to make the reports, related to services and operations to each county.
- 9. Audit**
 - a. The Fontana Regional Library Board of Trustees shall obtain an annual independent audit of the Fontana Regional Library accounts consistent with generally accepted accounting principles.
 - b. The Fontana Regional Library Board of Trustees is hereby delegated the power to provide a copy of the Fontana Regional Library's annual audit to the State Library of North Carolina.
 - c. The Audit shall be posted on Fontana Regional Library's website within 30 days of completion and review and approval by the Fontana Regional Library Board of Trustees.

IV. Financial Structure

- A. All monies from both state and local governmental units will be paid into the Fontana Regional Library as a public authority which will comply with the provisions of the N.C.G.S §159, the Local Government Budget and Fiscal Control Act.
- B. Each county will provide facilities necessary for the Fontana Regional Library to carry out its mission. Provision of these facilities will include utilities, building and grounds maintenance, improvements or rent for those facilities.

- C. Each county will pay the Fontana Regional Library an adequate amount of money necessary for the Fontana Regional Library to carry out its mission of providing the public of Jackson, Macon, and Swain counties with excellent service and convenient access to resources for their educational, informational, and recreational needs. These funds will allow the Fontana Regional Library to pay for library materials and for operating expenses for libraries within that county. Funds from each county will also be used to contribute to joint operations. At the end of the year, upon completion of the audit and calculation of payables, any remaining funds in excess of operational costs will be reimbursed to the counties that allocated the funding in proportion to their respective contributions.
- D. All state funds will be used for salaries and benefits of employees serving the whole Fontana Regional Library region, for library materials; for telecommunications or telephone services and any other region-wide service.
- E. The Finance Officer will account for all expenditures by source of funds.

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V. **Terms of Property Ownership**

A major benefit of regional cooperation is that scarce resources may be shared among the various county residents without wasteful duplication; however, certain ownership restrictions shall apply:

- A. All real property, buildings, grounds and other facilities of each library shall be acquired and owned by their respective county, and occupied by each library in accordance with a facility lease between Fontana Regional Library and each county.
- B. All other property, including library materials, technology, furnishings, fixtures and equipment, vehicles, or other resources, purchased with state, regional, or county funds shall be owned by Fontana Regional Library excepting what is provided for in Section V.C.
- C. The Hudson Library facility and all library materials, furnishings, and fixtures acquired by Hudson Library, Inc. shall be owned by Hudson Library of Highlands, North Carolina, Incorporated, a private non-profit corporation.
- D. All library materials, furnishings, and fixtures acquired by Fontana Regional Library and located at Hudson Library of Highlands, North Carolina, Incorporated shall be owned by Fontana Regional Library.
- E. As included under N.C.G.S. Chapter 160A, Article 20, Part 1, Joint Exercise of Power, real property if purchased by the Fontana Regional Library is owned jointly as tenants in common by the participating counties.
- F. See also Section VIII hereof regarding the distribution of property in the event of withdrawal of a participating local governmental unit and Section IX hereof regarding the dissolution of the Fontana Regional Library.

VI. **Insurance Coverage and Indemnification**

A. **Insurance Coverage**

1. Each county shall maintain insurance coverage for the real property, buildings, grounds and other facilities for each of their individual libraries, including general liability insurance, except as indicated in Section VI. A. 3. below.
2. The Fontana Regional Library shall maintain insurance coverage for all other property, including library materials, technology, furnishings, fixtures and

equipment, vehicles, or other resources, except as indicated in Section VI. A. 3. below.

3. Hudson Library, Inc. has stipulated liability and property insurance coverage as set forth in the governing Lease Agreement between Hudson Library, Inc. and Macon County. Said Lease Agreement and any Amendments thereto or subsequent Lease Agreements between Hudson Library, Inc. and Macon County shall continue to require said liability and property insurance coverage and is herein incorporated by reference.

B. Indemnification

The Fontana Regional Library Bylaws contain indemnification provisions regarding board members, officers, employees and volunteers, which provisions may be amended from time to time.

VII. Provisions for Amendment

- A. This Agreement may be amended providing that all parties accept and agree to those amendments.
- B. Recommendations for amendments shall be forwarded to each of the counties in writing with a thirty-day period for consideration given. The proposed amendments will be forwarded to the County Commissioners and shall be posted for 30 days on Fontana Regional Library's website. At the next regular meeting of the county boards after this thirty-day period, the amendments shall be voted on by those boards.
- C. Disagreements related to this Agreement shall be resolved first by a committee representatives of two commissioners from each county and the Fontana Regional Library Board of Trustees, and then by their legal counsels if necessary.

VIII. Provisions for Withdrawal

- A. A participating local governmental unit proposing to withdraw from the Fontana Regional Library shall, in accordance with NCAC 07 02I .0308 give written notice on or before July 1 to the Fontana Regional Library Board of Trustees, the other counties' Boards of Commissioners and the State Library of North Carolina. The withdrawal shall be effective the following June 30.
- B. Should that participating local governmental unit decide within this time period to rescind the proposal, that participating local governmental unit shall remain a part of the Fontana Regional Library under the same conditions and requirements as of the agreement currently in effect. under which they became a member.
- C. Should that participating local governmental unit fully withdraw, the following asset allocations would go into effect: Furniture and fixtures purchased by the Friends of the Library within the withdrawing county will remain with their respective library, and books and audiovisual materials will also remain with each library. Notwithstanding the aforementioned, assets located in the local library facility that were purchased by Fontana Regional Library with Fontana Regional Library funds and intended for Fontana Regional Library regional support services will remain assets of Fontana Regional Library.

IX. Provisions for Dissolution

- A. The Fontana Regional Library may be dissolved if two of the three participating local governmental unit parties withdraw in accordance with the procedures stated above.
- B. As included under N.C.G.S. Chapter 160A, Article 20, Part 1, Joint Exercise of Power, property if proved to be purchased by the Fontana Regional Library may be owned jointly as tenants in common by the participating counties; therefore, if the Fontana Regional Library is dissolved, the counties of Jackson, Macon, and Swain shall divide the joint assets equally among themselves.
- C. The distribution of properties and resources, if jointly owned, shall be accomplished by a committee composed of representatives from each county, a representative of the State Library of North Carolina, and the current Fontana Regional Director.
- D. After all outstanding debts are resolved, any remaining funds from the member counties shall be returned to them and the distribution of any remaining State or Federal funds shall be determined by the State Library. Any land and building property, if owned by the Fontana Regional Library, shall be sold and the proceeds distributed to the counties, or the property may be distributed to the counties on an equitable basis as agreed upon by the committee of representatives. Other property such as the bookmobile, outreach van, computers and other technology, books, and any other assets shall be sold at auction and the proceeds divided among the counties, or property may be distributed in some other equitable manner as agreed upon by the committee of representatives.

X. Term, Provisions for Periodic Review and Automatic Renewal

- A. This Agreement may be reviewed at any time by any county or the Fontana Regional Library Board, and amendments may be made according to the procedures stated in Section VII.
- B. This Agreement shall have an initial term of ten years from the date of this Agreement and thereafter shall automatically renew for successive periods of ten years each, unless otherwise terminated as set forth herein. This Agreement shall be reviewed ten years from the date of this Agreement, and every ten years thereafter, by the Fontana Regional Library Board of Trustees and the Boards of the County Commissioners of Jackson, Macon, and Swain Counties. If modifications are deemed reasonable and necessary, amendments may be made according to the procedures stated in Section VII. If modifications are not deemed to be reasonable and necessary, this Agreement shall automatically renew and remain in full force and effect.

XI. Provisions for Termination of this Agreement

This Agreement may be terminated in accordance with Section IX above.

XII. Miscellaneous

- A. This Agreement constitutes the entire agreement between the parties relating to the subject matter and supersedes all prior or contemporaneous oral or written agreements concerning such subject matter.
- B. If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision, and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

- C. This Agreement shall be effective upon acceptance by all the parties hereto as indicated by the date of the last party to sign this Agreement as set forth below.
- D. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original and which together shall constitute one and the same agreement.
- E. All By-Laws, and Policies & Guidelines of Fontana Regional Library shall be revised to reflect the changes in this Agreement. If there is an ambiguity between this Agreement and the Fontana Regional By-Laws, this Agreement shall control.

IN WITNESS WHEREOF, this Agreement has been executed by the principal official of the governing board of each party hereto, pursuant to authority of each respective board.

Attest:

JACKSON COUNTY

Clerk to the Board

by _____
Board of Commissioners, Chair
Date: _____

MACON COUNTY

Clerk to the Board

by _____
Board of Commissioners, Chair
Date: _____

SWAIN COUNTY

Clerk to the Board

by _____
Board of Commissioners, Chair
Date: _____

FONTANA REGIONAL LIBRARY, INC

Secretary to the Board

by _____
Board of Trustees, Chair
Date: _____

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – CONSENT AGENDA

MEETING DATE: NOVEMBER 13, 2025

Item 12A. Draft minutes from the October 14, 2025, regular meeting, and the October 21, 2025, joint meeting with the Macon County Board of Education are attached for the board's review and approval. (Tammy Keezer)

Item 12B. Budget Amendments #125-134 are attached for your review and approval. (Lori Carpenter)

Item 12C. Resolution Declaring Certain Property Surplus and Authorizing Donation. (Lindsay Leopard)

Item 12D. Resolution Making Donation of Stream Table to Macon County Schools. (Lindsay Leopard)

Item 12E. Tax releases for the month of October 2025 in the amount of \$4,881.72, per the attached memorandum from Tax Collections Supervisor Delena Raby.

Item 12F. A copy of the ad valorem tax collection report as of October 31, 2025. Report only. No action is necessary. (Delena Raby)



**MACON COUNTY BOARD OF COMMISSIONERS
OCTOBER 14, 2025
REGULAR MEETING MINUTES**

Chairman Young called the meeting to order at 6:00 p.m. All Board Members, County Manager Warren Cabe, Deputy Clerk Tammy Keezer, Finance Director Lori Carpenter, and County Attorney Eric Ridenour were present, as were a number of county employees, media, and citizens.

ANNOUNCEMENTS:

- (A) Ms. Keezer reminded board members that the November Board of County Commissioners meeting will be held on Thursday, November 13, 2025, due to the observance of the Veterans Day holiday.
- (B) Ms. Keezer announced that there will be a Special Joint Meeting with the Board of County Commissioners and the Board of Education on October 21, 2025, at 9:00 am in the Commissioner's Board Room located at 5 West Main Street, Franklin, NC 28734
- (C) Mr. Cabe shared that tonight is the last regular meeting for Finance Director Lori Carpenter. He and the board members expressed their appreciation to her and wished her the best in her future endeavors.
- (D) Mr. Cabe announced that Lindsay Leopard will be the Interim Finance Director beginning November 3, 2025.
- (E) Commissioner Shields reminded those present that Operation Green Light for Veterans will be observed from November 4, 2025, through November 11, 2025. He said the Board plans to pass a resolution tonight and read excerpts from it.

MOMENT OF SILENCE: Chairman Young requested all in attendance rise and a moment of silence was observed.

PLEDGE OF ALLEGIANCE: Led by Commissioner Shields, the pledge to the flag was recited.

PUBLIC HEARING(S):

- (A) **5311 ADMIN GRANT** – Transit Director Darlene Asher explained that this grant is for fiscal year 2027 in the amount of \$230,232 and is an 80/5/10 grant, meaning the Federal share is 85 percent and the County share is 15 percent. The County's share amount is \$34,535. Ms. Asher said the grant pays for administrative salaries and benefits for 2.3 employees, drug and alcohol testing, office supplies, training, advertising, etc. Commissioner Young opened the public hearing at 6:07 p.m. With no one signed up to speak, Commissioner Young closed the public hearing at 6:07 p.m.

Commissioner Shearl made a motion, seconded by Commissioner Shields, to approve the grant request as presented. The vote was unanimous.

- (B) **5310 ELDERLY AND/OR DISABLED GRANT** – Ms. Asher explained that this grant is for fiscal year 2027 in the amount of \$300,000 and is a 50/50 match. The County share is \$150,000 and will be met by using the EDTAP portion of the ROAP funds and contract revenues from agencies billed. Therefore, no County funds will be used as a match. Commissioner Young opened the public hearing at 6:08 p.m. With no one signed up to speak, Commissioner Young closed the public hearing at 6:09 p.m.

Commissioner Shearl made a motion, seconded by Commissioner Antoine, to approve the grant request as presented. The vote was unanimous.

- (C) **COMBINED CAPITAL GRANT** – Ms. Asher explained that this grant comes with a schedule for the replacement of capital items. She indicated that for fiscal year 2027, Macon County Transit is requesting the replacement of a van, along with the lettering and propane conversion kits, and four desktop computers with monitors. The total for this 80/10/10 grant is \$167,532, and the County's share will be \$16,754. Commissioner Young opened the public hearing at 6:10 p.m. With no one signed up to speak, Commissioner Young closed the public hearing at 6:10 p.m.

Commissioner Shearl made a motion, seconded by Commissioner Antoine to approve the grant request as presented. The vote was unanimous.

- (D) **CONCEPT GRANT** – Ms. Asher explained that this grant covers the WNC Express route picking up passengers from Jackson, Swain, and Haywood Counties. She indicated the request for this 50/50 grant was for \$200,000. Ms. Asher stated that no County funds would be used as a match since the match would be from billing Jackson, Swain, and Haywood transit agencies, fares, and other contract revenues. Commissioner Young opened the public hearing at 6:11 p.m. With no one signed up to speak, Commissioner Young closed the public hearing at 6:11 p.m.

Commissioner Shearl made a motion, seconded by Commissioner Antoine to approve the grant request as presented. The vote was unanimous.

PUBLIC COMMENT PERIOD: **Pearl Phillips** spoke about domestic violence and shared that October is Domestic Violence Awareness month, and presented the Chairman with flags her family donated. She also requested that a resolution be approved by the board. **Betsy Baste** shared her support for the Pawsitive Shelter Volunteers. **Bill McLarney** indicated that he was speaking on behalf of the Water Quality Advisory Committee and offered voluntary consulting services to the board on issues within their expertise. **Katie Price** had signed up to speak but was unavailable at the time her name was called. **Carolyn Porter** was allowed to read a statement from Ms. Price sharing her concerns about the safety of E. coli in our water systems.

ADDITIONS, ADJUSTMENTS TO AND APPROVAL OF THE AGENDA: Upon a motion by Commissioner Breeden, seconded by Commissioner Antoine, the board voted unanimously to approve the agenda, as presented.

REPORTS/PRESENTATIONS:

(A) NORTH CAROLINA ASSOCIATION OF COUNTY COMMISSIONERS (NCACC) HEROIC HANDS: CELEBRATING PUBLIC SERVICE AWARD

– Ms. Keezer shared that the 2024-25 NCACC President launched the Heroic Hands initiative, which was designed to honor the often-unseen but deeply felt contributions of county staff and the essential roles of public service workers. She said nominees reflect the profound difference they make in their role, the lives they touch through their service, their dedication, and the positive impact they make in their county every day. Ms. Keezer read the nomination letter submitted to the NCACC, which was published in a book announcing the recipients. Assisted by County Manager Warren Cabe, Ms. Keezer presented the Heroic Hands Award to Human Resource Specialist Polly Crunkleton.

(B) PAWSITIVE SHELTER VOLUNTEERS PROPOSAL FOR ASSUMING OPERATIONS OF THE ANIMAL SHELTER

– Mr. Cabe introduced Meg Kramer from Pawsitive Shelter Volunteers. Ms. Kramer indicated that Pawsitive Shelter Volunteers have been side-by-side with the employees at the shelter as boots on the ground. She said that partnering with a 501(c)(3) would be beneficial to the County, as many of the projects could be funded through foundations and grants, and that they have reached out and received support from some individuals and foundations. Ms. Kramer said she hopes that by partnering, they can access resources to take some of the financial burden off the County and keep the shelter separate from animal control. She said Animal Control Officers need the law enforcement backing to do their job. Some discussion followed the presentation, but no action was taken.

OLD BUSINESS:

(A) UPDATE ON BURNINGTOWN-IOTLA VOLUNTEER FIRE DEPARTMENT

– Mr. Cabe reported that since the last meeting, we have entered in to a contract to have services carried out by Cowee Volunteer Fire Department, conducted a mediation session, signed an Agreement of Assets, transferred the deed, signed an Assignment of Lease, and have staff at the station today to complete the inventory. He said we may want to review the fire department contracts moving forward to see if we need to make any adjustments based on what we have learned in this process. No action.

(B) APPROVAL OF COMMUNITY FUNDING POOL APPLICATIONS

– Commissioner Breeden shared that there were five applicants and announced the recommended awards totaling \$37,000. He said that the only organization that was not funded was the Highlands Swim Team, leaving \$38,000 for future use. After some discussion about the selection process, Commissioner Breeden made a motion, seconded by Commissioner Antoine, to approve the awards as recommended. The vote was unanimous.

(C) CONSIDERATION OF THE REVISIONS TO THE LANDFILL DESIGN AND CONSTRUCTION AGREEMENT

– Mr. Cabe reported that we went back to bid on the landfill cell after the last board meeting, and that some changes had to be made for that to happen, and that is what is going to be shared tonight. Mark Cathey with McGill Associates explained the new proposal. Mr. Cabe said we also have a bid out for hauling services and should be able to provide final proposals at the November 13, 2025, meeting. He said there were six bidders that were pre-qualified this cycle and requested a motion for the

appropriation of \$97,000, a budget amendment from the Solid Waste fund, and to amend McGill’s contract in the same amount. Commissioner Young made a motion, seconded by Commissioner Shields, to approve the appropriation and amendment to McGill’s contract as requested. The vote was unanimous.

(D)APPROVAL OF ARCHITECTURAL SERVICES FOR NATIONAL GUARD

ARMORY RENOVATION - Mr. Cabe explained that a lease was entered into with Southwestern Community College in 2021, with expectations that we would remodel the facility to meet their needs. He said the funds for the remodel have been included in the Capital Improvement Plan (CIP) for the last couple of years. Mr. Cabe indicated that three proposals have been received and shared details of those proposals. He requested that the proposal for Looper Architectural Services be approved for design development services for \$181,120.53 for design through construction. Mr. Cabe said we do not need the funding as it is already in a fund for SCC and just needs to be moved to the project fund. After some discussion, Commissioner Shields made a motion, seconded by Commissioner Shearl, to approve the contract as requested. The vote was unanimous.

NEW BUSINESS: NONE.

CONSENT AGENDA: Upon a motion by Commissioner Breeden, seconded by Commissioner Antoine, the board voted unanimously to approve the consent agenda as presented which includes: (A) Minutes of the September 9, 2025 regular meeting, (B) Budget Amendments #93-110, (C) Tax Refund for Realmark Otto, LLC, (D) Approval of Resolution in Remembrance of the One-Year Anniversary of Hurricane Helene [Attachment 1], (E) Approval of Resolution in Support of Operation Green Light [Attachment 2], (F) Approval of Resolution Exempting Professional Services for Macon County Recreation Park Project, (G) Tax releases for the month of September, 2025 in the amount of \$7,061.33, (H) Monthly ad valorem tax collection report for which no action is necessary.

APPOINTMENTS: NONE.

CLOSED SESSION: NONE.

ADJOURN: With no other business, at 7:43 p.m., upon a motion from Commissioner Antoine, seconded by Commissioner Breeden, the board voted unanimously to adjourn.

Warren Cabe
Ex Officio Clerk to the Board

Josh Young
Board Chair



**MACON COUNTY BOARD OF COMMISSIONERS
OCTOBER 21, 2025
JOINT MEETING WITH THE BOARD OF EDUCATION MINUTES**

Chairman Young called the meeting to order at 9:00 a.m. All Board Members, County Manager Warren Cabe, Deputy Clerk Tammy Keezer, Finance Director Lori Carpenter, and County Attorney Eric Ridenour were present, as were a number of county employees, media, and citizens.

At 9:01 a.m., Board of Education Chair Jim Breedlove called the Board of Education meeting to order and made some opening remarks.

ANNOUNCEMENTS:

- (A) Ms. Keezer reminded board members that the November Board meeting will be on November 13, 2025, instead of November 11, 2025.

DISCUSSION AND UPDATES REGARDING ISSUES OF MUTUAL INTEREST:

UPDATE ON HIGHLANDS RENOVATION PROJECT – Project Manager Caitlin Jones with Vannoy Construction provided an update on the Highlands School project.

UPDATE ON FRANKLIN HIGH SCHOOL PROJECT – Dave Gotwalt and Josh Cochran with Carroll Daniel Construction provided an update and shared drone footage of the project.

MACON COUNTY SCHOOLS FINANCE UPDATE – Superintendent Josh Lynch and CFO, Alayna Ledford, shared a PowerPoint presentation giving an update on the local current expense deficit, county revenues & contribution percentage, funding scenarios, and capital outlay deficit, and indicated that the State budget has not been passed yet. Commissioner Shearl stated that since 2022, the Board of County Commissioners has increased funding to the school system by two million dollars, mentioned the school's fund balance, and said that what is shown on the presentation slides as the county percentage is not accurate. He indicated that the county is paying for a lot more, and gave an example of the School Resource Officers that are employed by the county. Finance Officer Lori Carpenter said in the current fiscal year, the county is paying \$1,997,302 above and beyond the required debt service funding requirement. Commissioner Breeden said he would like to see the two boards reach an agreement in the future on a specific percentage of the budget that goes to the school budget. He mentioned the quarter-cent sales tax as being a way to assist in this process. Commissioner Antoine made some comments about how the quarter-cent sales tax could be allocated. Commissioner Shields said the quarter-cent sales tax would bring in about 2.2 million dollars.

EAST FRANKLIN SCHOOL – Board of Education Chair Jim Breedlove shared some of the problems with East Franklin School and said they are in desperate need of a new elementary school. Superintendent Lynch said they are willing to apply for the needs-based grant for the school, which is the same grant that was received for Franklin High School.

VIRTUAL TOUR OF FRANKLIN HIGH SCHOOL (FHS) – Mr. Breedlove invited board members to the October 29, 2025, Board of Education meeting, where LS3P would be providing a virtual walk-through of the inside of the new FHS.

HIGHLAND SOCCER FIELD – Board of Education member Hilary Wilkes inquired about the status of the Highlands soccer field and said she thought it was in the budget. Mr. Cabe and Ms. Carpenter clarified that there is no money currently designated for that project in the budget, but the project continues to be listed on the Capital Improvement Plan (CIP).

At 11:09 a.m., the Board of Education adjourned the meeting, and the members left.

RESOLUTION TO APPROVE THE BOND OF THE COUNTY FINANCE OFFICER IN THE AMOUNT OF ONE MILLION DOLLARS - Mr. Cabe read the bond that was needed for Lindsay Leopard, who will be taking the role of Finance Officer on November 3, 2025, due to the retirement of current Finance Officer Lori Carpenter. Commissioner Shields made a motion, seconded by Commissioner Breeden to approve the bond as requested. The vote was unanimous.

ADJOURN: With no other business, at 11:10 a.m., upon a motion from Commissioner Breeden, seconded by Commissioner Antoine, the board voted unanimously to adjourn.

Warren Cabe
Ex Officio Clerk to the Board

Josh Young
Board Chair

EXPLANATION

DONATIONS

CLERK

MACON COUNTY BUDGET AMENDMENT
AMENDMENT # 126

10/20/2025

DEPARTMENT: HEALTH

EXPLANATION: Reduce the original budget by \$1,773.00 for FY26

[illegible]

PREPARED BY

REQUESTED BY DEPARTMENT HEAD

RECOMMENDED BY FINANCE OFFICER

APPROVED BY COUNTY MANAGER

ACTION BY BOARD OF COMMISSIONERS

APPROVED AND ENTERED ON MINUTES DATED

CLERK

Explanation: Moving funds from Medicaid Cost Settlement to Family Planning for the purchase of long acting birth control.

[illegible]

PREPARED BY Mikaela Ketter

REQUESTED BY DEPARTMENT HEAD *Dattatraya M. Naha*

RECOMMENDED BY FINANCE OFFICER *Kristy Klopfer*

APPROVED BY COUNTY MANAGER

ACTION BY BOARD OF COMMISSIONERS

APPROVED AND ENTERED ON MINUTES DATED _____

CLERK

Explanation: Moving funds from Medicaid Cost Settlement to Lab Non-Capital for the purchase of new Diabetes HemoCue Glucose machine.

PREPARED BY Melissa Butzer

REQUESTED BY DEPARTMENT HEAD Kurt M. Hise

RECOMMENDED BY FINANCE OFFICER Lindsay Leopold

APPROVED BY COUNTY MANAGER _____

ACTION BY BOARD OF COMMISSIONERS 11/13/25

APPROVED AND ENTERED ON MINUTES DATED _____

CLERK _____

Explanation: Moving funds from Medicaid Cost Settlement to Operating Contracted Services line to fund clerical position.

[illegible]

PREPARED BY

REQUESTED BY DEPARTMENT HEAD

RECOMMENDED BY FINANCE OFFICER

APPROVED BY COUNTY MANAGER

ACTION BY BOARD OF COMMISSIONERS

APPROVED AND ENTERED ON MINUTES DATED

CLERK

AMENDMENT # 130

Date: 10/28/2025

DEPARTMENT: HEALTH

Explanation: Moving funds from Medicaid Cost Settlement to Lab Contracted Services to cover the cost of a temporary phlebotomist.

[illegible]

PREPARED BY,

REQUESTED BY DEPARTMENT HEAD

RECOMMENDED BY FINANCE OFFICER

APPROVED BY COUNTY MANAGER

ACTION BY BOARD OF COMMISSIONERS

APPROVED AND ENTERED ON MINUTES DATED

CLERK

131

Senior Services

Match monies to SHIP Grant

Lindsay Shepard

Social Services Director

Oct. 27, 2025

Lindsay Shepard

11/13/25

132

EXPLANATION: Calendar sales appropriation for Sheriff's Office Christmas dinner.

REQUESTED BY DEPARTMENT HEAD Deputy Helverichs

RECOMMENDED BY FINANCE OFFICER Lindsay Leopard

APPROVED BY COUNTY MANAGER _____

ACTION BY BOARD OF COMMISSIONERS 11/13/25

APPROVED AND ENTERED ON MINUTES DATED _____

CLERK _____

AMENDMENT # _____

FROM: FINANCE

DEPARTMENT: TRANSIT

EXPLANATION: Insurance claim van 424

[illegible]

REQUESTED BY DEPARTMENT HEAD: _____

RECOMMENDED BY FINANCE OFFICER: Kimberly K. Repard

APPROVED BY COUNTY MANAGER: _____

ACTION BY BOARD OF COMMISSIONERS: 11/13/25

APPROVED AND ENTERED ON MUNIS DATED: _____

CLERK:

AMENDMENT

| EXPLANATION | HANGAR DEVELOPMENT - CATEX |
|--|----------------------------|
| 1. The Hangar Development project is a major infrastructure project aimed at expanding the capacity of the existing hangar at the Catex facility. The project involves the construction of a new hangar structure, the renovation of existing hangar space, and the installation of new equipment and systems. The project is expected to be completed by the end of 2024. | |
| 2. The project is funded by the Government of the Republic of the Philippines, with the Department of Transportation (DOTr) as the lead agency. The project is part of the DOTr's infrastructure development program for the year 2023. | |
| 3. The project is expected to generate significant economic benefits, including the creation of new jobs and the improvement of the existing infrastructure. The project is also expected to improve the efficiency of the existing hangar and reduce the risk of accidents. | |
| 4. The project is subject to various regulatory requirements, including the National Building Code of the Philippines (NBP) and the National Fire Protection Association (NFPA) standards. The project is also subject to the approval of the Department of Environment and Natural Resources (DENR) and the Department of Health (DOH). | |
| 5. The project is expected to be completed by the end of 2024, with a total cost of approximately P100 million. The project is expected to be a major milestone in the development of the Catex facility. | |

| | |
|-------------------------------------|-----------------|
| REQUESTED BY DEPARTMENT HEAD | |
| RECOMMENDED BY FINANCE OFFICER | Lindsay Leopard |
| APPROVED BY COUNTY MANAGER | |
| ACTION BY BOARD OF COMMISSIONERS | 11/13/25 |
| APPROVED & ENTERED ON MINUTES DATED | |
| CLERK | |

**RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS
AND AUTHORIZING DONATION**

WHEREAS, Macon County desires to dispose of certain surplus property of the County;

NOW THEREFORE BE IT RESOLVED, by Macon County Board of Commissioners
that:

1. The following described property is hereby declared to be surplus to the needs of the County:
 - One stream table with a value of \$1,600.
2. That said surplus property be approved for donation to Macon County Schools.
Notice of said resolution was posted in accordance with N.C. Gen. Stat. § 160A-280.

Adopted at the November 13, 2025, Regular Meeting of the Macon County Board of Commissioners.

Josh Young, Chairman of the Macon County Board of Commissioners

ATTEST:

Clerk to the Board
(Official Seal)

**RESOLUTION OF THE MACON COUNTY BOARD OF COMMISSIONERS MAKING
DONATION OF STREAM TABLE TO MACON COUNTY SCHOOLS.**

THAT WHEREAS, Macon County owns a stream table; and

WHEREAS, Macon County does not presently have a use for the same and as heretofore declared the same surplus; and

WHEREAS, Macon County desires to donate said stream table to Macon County Schools in accordance with the provisions of N.C. Gen. Stat. 160A-280 for use by Macon County Schools; and

WHEREAS, Macon County has duly posted the public notice of intent to adopt a resolution approving such donation at least five days prior to this November 13, 2025, Regular Meeting of the Macon County Board of Commissioners as required by the provisions of N.C. Gen. Stat. § 160A-280.

NOW THEREFORE, upon Motion of Commissioner _____, seconded by Commissioner _____, and duly approved, be it hereby resolved by the Macon County Board of Commissioners as follows:

RESOLVED, that Macon County Board of Commissioners does hereby donate its stream table unto Macon County Schools in accordance with the provisions of N.C. Gen. Stat. § 160A-280 for use by Macon County Schools.

Adopted at the November 13, 2025, Regular Meeting of the Macon County Board of Commissioners.

Josh Young, Chairman of the Macon County Board of Commissioners

ATTEST:

Clerk to the Board
(Official Seal)

Macon County Tax Office
5 West Main Street
Franklin, NC 28734



Phone: (828) 349-2149
draby@maconnc.org

TO: MACON COUNTY COMMISSIONERS

FROM: Macon County Tax Collector's Office
Delena Raby, Tax Collections Supervisor

DATE: November 5, 2025

RE: Releases for October 2025

Attached please find the report of property tax releases for real estate and personal property that require your approval in order to continue with the process of releasing these amounts from the tax accounts. Please feel free to contact me if you should have any questions. The report of releases in alphabetical order is attached.

Amount of Releases for October, 2025: \$ 4,881.72

| NAME | BILL NUMBER | Release Reason | OPER | DATE/TIME | DISTRICT | VALUE | AMOUNT |
|----------------------------------|-------------|--|------|-----------------------|-----------------|-----------|--------|
| 23619 CAROLINA MOTEL | 2025-410319 | DY:22 PERSONAL PROPERTY CLERICAL ERROR | LAS | 12/31/9999 1:02:37 PM | | | |
| | | | | | F01 PEN FEE | 0.00 | 5.37 |
| 01 FRANKLIN | | PENALTY PERCENTAGE CALCULATED INCORRECTLY | | | Total Releases: | | 5.37 |
| 18618 D&L BODY SHOP | 2025-410331 | DY:22 PERSONAL PROPERTY CLERICAL ERROR | LAS | 12/31/9999 1:01:58 PM | | | |
| | | | | | F01 PEN FEE | 0.00 | 49.55 |
| 12 FRANKLIN CITY | | PENALTY PERCENTAGE CALCULATED INCORRECTLY | | | Total Releases: | | 49.55 |
| 135230 MACON HEALTH HOLDINGS | 2025-410390 | DY:22 PERSONAL PROPERTY CLERICAL ERROR | LAS | 12/31/9999 1:11:05 PM | | | |
| | | | | | F01 PEN FEE | 0.00 | 60.21 |
| 12 FRANKLIN CITY | | PENALTY PERCENTAGE CALCULATED INCORRECTLY | | | Total Releases: | | 60.21 |
| 67284 MCCONNELL, CRYSTAL LYNN | 2021-83636 | DY: PERSONAL PROPERTY CLERICAL ERROR | LAS | 12/31/9999 1:21:59 PM | | | |
| | | | | | L01 FFEEFEE | 6,143.00 | 108.00 |
| | | | | | G01 ADVL TAX | 6,143.00 | 24.57 |
| | | | | | F03 ADVL TAX | 6,143.00 | 6.14 |
| 07 SMITHBRIDGE | | MOBILE HOME IS BEING TAXED ON REAL PROPERTY | | | Total Releases: | | 138.71 |
| 67284 MCCONNELL, CRYSTAL LYNN | 2023-83636 | DY: PERSONAL PROPERTY CLERICAL ERROR | LAS | 12/31/9999 1:23:14 PM | | | |
| | | | | | G01 ADVL TAX | 22,248.00 | 60.07 |
| | | | | | L01 FFEEFEE | 22,248.00 | 108.00 |
| | | | | | F03 ADVL TAX | 22,248.00 | 15.35 |
| 07 SMITHBRIDGE | | MOBILE HOME IS BEING TAXED ON REAL PROPERTY | | | Total Releases: | | 183.42 |
| 67284 MCCONNELL, CRYSTAL LYNN | 2024-83636 | DY: PERSONAL PROPERTY CLERICAL ERROR | LAS | 12/31/9999 1:23:47 PM | | | |
| | | | | | G01 ADVL TAX | 22,248.00 | 60.07 |
| | | | | | L01 FFEEFEE | 22,248.00 | 120.00 |
| | | | | | F03 ADVL TAX | 22,248.00 | 15.35 |
| 07 SMITHBRIDGE | | MOBILE HOME IS BEING TAXED ON REAL PROPERTY | | | Total Releases: | | 195.42 |
| 67284 MCCONNELL, CRYSTAL LYNN | 2020-83636 | DY: PERSONAL PROPERTY CLERICAL ERROR | LAS | 12/31/9999 1:21:26 PM | | | |
| | | | | | F03 ADVL TAX | 7,053.00 | 4.82 |
| | | | | | L01 FFEEFEE | 7,053.00 | 108.00 |
| | | | | | G01 ADVL TAX | 7,053.00 | 26.43 |
| 07 SMITHBRIDGE | | MOBILE HOME IS BEING TAXED ON REAL PROPERTY | | | Total Releases: | | 139.25 |

Page 2 of 3

[illegible]

COLLECTIONS MONTHLY TOTALS REPORT
Macon County - Year To Date October 2025 Tax Year 2025

| Macon County Advalorem Tax Collections Report Year To Date October 2025 Tax Year 2025 | | | | | | | | | | |
|---|----------------------|----------------------|-------------------|-----------------------------|-----------------|----------------------|-----------------------|----------------------|--|--|
| TAX YEAR 2025 Month To Date October 2025 Tax Year 2025 | | | | | | | | | | |
| Month to Date | Beginning Balance | Levy Added | Less Releases | Less Administrative Refunds | Less Write Offs | Equals Adjusted Levy | Less Payments | Outstanding Balance | | |
| General Tax | 20,723,652.86 | 790.82 | -3,963.67 | 0.00 | -10.11 | 20,720,469.90 | -2,035,001.76 | 18,685,468.14 | | |
| Fire Districts | 3,425,326.30 | 148.14 | -384.73 | 0.00 | -2.71 | 3,425,087.00 | -300,377.74 | 3,124,709.26 | | |
| Landfill User Fee | 2,144,185.72 | 120.00 | -2,040.00 | 0.00 | -0.54 | 2,142,265.18 | -195,847.24 | 1,946,417.94 | | |
| TOTAL: | 26,293,164.88 | 1,058.96 | -6,388.40 | 0.00 | -13.36 | 26,287,822.08 | -2,531,226.74 | 23,756,595.34 | | |
| TAX YEAR 2025 Year To Date October 2025 Tax Year 2025 | | | | | | | | | This Year | Last Year |
| Year to Date | Beginning Balance | Levy Added | Less Releases | Less Administrative Refunds | Less Write Offs | Equals Adjusted Levy | Less Payments | Outstanding Balance | Collection Percentage Tax Year 2025 As of 10/31/2025 | Collection Percentage Tax Year 2024 As of 10/31/2024 |
| General Tax | 0.00 | 35,011,377.75 | -13,773.04 | 0.00 | -991.52 | 34,996,613.19 | -16,311,145.05 | 18,685,468.14 | 46.61% | 44.78 |
| Fire Districts | 0.00 | 5,465,899.26 | -2,235.58 | 0.00 | -184.07 | 5,463,479.61 | -2,338,770.35 | 3,124,709.26 | 42.81% | 40.58 |
| Landfill User Fee | 0.00 | 3,390,120.00 | -16,022.44 | 0.00 | -6.74 | 3,374,090.82 | -1,427,672.88 | 1,946,417.94 | 42.31% | 41.09 |
| TOTAL: | 0.00 | 43,867,397.01 | -32,031.06 | 0.00 | -1182.33 | 43,834,183.62 | -20,077,588.28 | 23,756,595.34 | 45.80% | 43.97 |

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – APPOINTMENTS

MEETING DATE: NOVEMBER 13, 2025

13A. **Macon County Clerk of Court Jury Commissioner (1 seat)** – Clerk of Superior Court Shauna Lamb indicates that the Jury Commission looks over 7500 names and determines if they are convicted felons, have passed away, are a non-resident, or are non-citizens. She has requested the appointment of Pam Ledford, who is a Macon County employee and will soon be retiring. The appointment has to be made by December 1, 2025.

13A. **Macon County Planning Board (1 seat)** – Please see the attached applications from Lili Vitale and Benjamin Laseter. The application period does not close until 5:00 p.m. on November 7, 2025, so if any additional applications are received, they will be sent to you prior to the meeting.

13C. **Community Advisory Council (2 seats)** – According to Regional Long-term Care Ombudsman for Region A Anna Franklin the Community Advisory Council (CAC) Volunteer Ombudsman position is both unique and rewarding. CAC advocates visit residents in long-term care facilities quarterly to support Residents' Rights, which, most importantly, include dignity and respect. During these visits, they review the residents' conditions, interactions with staff, living environments, access to services, and other key observations made during friendly rounds and basic questions. Volunteers are trained to address and resolve basic complaints during their exit interviews with a lead staff member. If an issue requires further investigation or mediation, it is referred to the Regional Ombudsman, who will work directly with the resident and/or their representative.

This CAC role requires a high level of commitment and dedication, distinguishing it from other volunteer positions. Volunteers undergo comprehensive training totaling over 40 hours before being certified and designated as Volunteer Ombudsmen by the Office of the State

Ombudsman. Volunteers continue to meet with the Regional Ombudsman quarterly for facility updates and to complete 18 continuing education hours per federal fiscal year.

Included in your packet is a letter from the State Ombudsman outlining the significant changes to the CAC/Community Advisory Committee program under House Bill 248, and a handout regarding the new appointment process described in House Bill 248 which shifts more control to the State Ombudsman's office while still integrating the efforts of the State and Regional Ombudsmen, the County Commissioners, and the County Clerks.

Ms. Franklin shares that Conflict of Interest for these volunteers is outlined in 45 CFR §1324.21 that typically includes recent or current employment with a regulatory agency (such as DSS or DHHS) or a nursing home or assisted living facility. Other conflicts of interest include a recent residency in a nursing home or assisted living facility for oneself or a close family member, to avoid attempts at retaliation or unlawful acts against the facility or its residents. Other conflicts may include ownership or a financial interest in the facilities. County Commissioners can serve on the board in an ex officio capacity.

Ms. Franklin is requesting the appointment of Mr. Richard Brady and Ms. Sandra Hooper whose applications are also included in your packet.



Tuesday, October 21, 2025

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Planning Board

Contact Information

Name Ms. Liliana Rebecca Vitale

Preferred Name Lili Vitale

Physical Address 243 Country Bend Rd
Franklin, North Carolina, 28734

Mailing Address PO Box 1177
Franklin, North Carolina, 28744

Email lilianarvitale@gmail.com

Mobile Phone Number (828) 371-8146

Preferred Number

Mobile Phone Number

Education

High School Name Franklin High School

Graduated

Yes

| | |
|---|--|
| Year Graduated | 2017 |
| College Name | University of North Carolina at Greensboro |
| Year Graduated | 2021 |
| Graduated | Yes |
| Degree | BA Anthropology |
| Post Grad College Name | The University of North Carolina at Chapel Hill |
| Degree | Master of Public Administration (MPA) |
| Employment Status | |
| Please provide your current employment status | Full-Time |
| Employer | Communities in Schools of North Carolina |
| Job Title | College & Career Specialist |
| Address | 222 N Person St Ste 203 Raleigh, North Carolina, 27601 |
| Contact Person | Virginia Haynes |
| Phone Number | (828) 702-2269 |
| Email | vhaynes@cisnc.org |
| Employment Date | Monday, March 24, 2025 |
| Previous employment or experience | |
| Lead CTE Teacher- Family & Consumer Sciences Franklin High School (2022-2025) Franklin, NC | |
| Assistant Director of Programming -Ramapo for Children (Summer 2022) Rhinebeck, NY | |
| Undergraduate Researcher Anthropology Department UNC-Greensboro Greensboro, NC/Angers, France (June 2019-Spring 2021) | |
| The Sixth District Office of Congressman Mark Walker (Guilford County) Nonpartisan US Congressional Intern for local office during Undergraduate degree program. (August 2018) | |
| Membership in professional, civic organization or government boards or commissions | Communities in Schools (Jobs for America's Graduates) ONECISNC Committee (Professional Development state committee for organization--liaison) |
| Community Service/Volunteer Activities | Franklin High School Interact Club Teacher Sponsor (Fall |

2023-Spring 2025) Franklin High School CAMINO Club Support Teacher (Spring 2025), Macon County Schools Summer Mock Trial Program Teacher Volunteer (Summer 2023), Jackson Community School Culinary Club Teacher Sponsor (In partnership with Uncomplicated Kitchen) (Fall 2025)

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

I want to serve on the Macon County Planning Board as I find this to be an ideal position to work with the larger community to find adequate solutions relating to the preservation and development of Macon County. This is a community-centered position, it is important to me to approach this board with empathy and an understanding that the work we do can help benefit our entire community. I prefer a bottom-up approach to local government–the people are connected to the decisions that impact our day-to-day lives. I have been interested in local Macon County Government since a young age–I have volunteered and interned at various capacities and am always willing to be of public service. I am currently a candidate in the UNC- Chapel Hill Master of Public Administration program–at this capacity I am learning more about public service. I currently work for an educational nonprofit which aims to connect necessary resources to students that are facing barriers. I am interested in improving my understanding of local government by actively being engaged with policy and procedure that impacts everyone in our community.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

I am a trained and published Cultural Anthropologist and teacher. I have conducted fieldwork in rural France and throughout southern Appalachia and have taught in alternative and traditional environments for several years. I have a strong ability to listen to others in my community with a genuine interest and passion for service as it relates to providing an equitable environment for all Maconians. Macon County is my home– I have taught at Franklin High School and currently work for an educational nonprofit that provides resources to students throughout North Carolina. I have worked in both the private and public sectors and aim to connect individuals to necessary resources. I am currently an MPA candidate at the UNC School of Government–my coursework directly relates to the policies and procedures we will be analyzing each meeting. Additionally, I have successfully applied for academic grants directly connected to my research and possess strong written and verbal communication skills. I grew up in Macon County and cherish our community and the people that make this place feel like home–I have traveled and worked throughout the United States and abroad, yet I always return to Macon County. I want to give back to the community that has given me so much opportunity and to encourage other young Maconians to be involved with local government processes. I am willing to meet people where they are and to hear a variety of perspectives as it applies to the work we will conduct–I take this privilege with the utmost respect and responsibility.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?

I have been interested in local government since a young age, I am familiar with the role through my MPA program at UNC. I have been waiting for an opening to apply.

Are you registered to vote in the state of North Carolina

Yes

Are you a full time resident of Macon County

Yes

Are you a Macon County property owner

No

If you are applying for the Nursing Home Adult Care Advisory Committee

Do you or someone in your immediate family have a Financial interest in a nursing home located in Macon County?

No

Is someone in your immediate family a resident in a nursing home located in Macon County?

No

References

| | |
|------------------|---|
| First Reference | Mr. Gary Shields |
| Title | Macon County Commissioner |
| Organization | Macon County |
| Phone Number | (828) 421-2900 |
| Email | gshields@maconnc.org |
| Relationship | Mentor, Friend |
| Second Reference | Mrs. Jennifer Turner Lynn |
| Title | Assistant Director |
| Organization | Reach of Macon County |
| Phone Number | (828) 318-7241 |
| Email | jtlives4jc@hotmail.com |
| Relationship | Former Coach, Friend |
| Third Reference | Mrs. Virginia Haynes |
| Title | State Director for Jobs for NC Graduates |
| Organization | Communities in Schools (Jobs for America's Graduates) |
| Phone Number | (828) 702-2269 |
| Email | vhaynes@cisnc.org |
| Relationship | Direct Supervisor |

Conflict of Interest Disclosure

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

I. Declaration of Policy

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, a Code of Ethics for county officials was adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all officials and to set forth actions that are compatible with the best interests of the County.

II. Applicability of Ethics Policy

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

III. Financial and Personal Disclosure

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

IV. Gifts and Favors

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

V. Appointment, Employment, or Contract Award of Relatives or Business Partners

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.


I would like to be considered for appointment to serve, without compensation, on a county Authority, Board, Commission, or Committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way guarantees that I will be appointed to a Authority, Board, Commission, or Committee by the Macon County Board of Commissioners.

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

Signature



Approval Activity History

| Actor | Actions | Date |
|---|---|---------------------------|
| <div> Notification</div> | Email sent. (Email) nparrott@maconnnc.org,tkeeze r@maconnnc.org,wcabe@maco nnc.org | Tuesday, October 21, 2025 |



Monday, November 3, 2025

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Planning Board

Contact Information

Name

Benjamin Robert Laseter

Preferred Name

Ben Laseter

Physical Address

557 E Main St
Franklin, North Carolina, 28734

Mailing Address

PO Box 1148
Franklin, North Carolina, 28744

Email

blaseter@mainspringconserves.org

Work Phone Number

(828) 524-2711

Preferred Number

Work Phone Number

Education

High School Name

Monroe High School, Monroe GA

Graduated

Yes

| | |
|------------------------|-----------------------|
| Year Graduated | 1991 |
| College Name | University of Georgia |
| Year Graduated | 1995 |
| Graduated | Yes |
| Degree | BS Forest Resources |
| Post Grad College Name | University of Georgia |
| Graduated | Yes |
| Year Graduated | 2003 |
| Degree | PhD Forest Resources |

Employment Status

| | |
|---|---|
| Please provide your current employment status | Full-Time |
| Employer | Mainspring Conservation Trust |
| Job Title | Deputy Director |
| Address | PO Box 1148 Franklin, North Carolina, 28744 |
| Contact Person | Sharon Burdette |
| Phone Number | (828) 524-2711 |
| Email | sburdette@mainspringconserves.org |
| Employment Date | Sunday, April 1, 2012 |
| Membership in professional, civic organization or government boards or commissions | Currently on Macon Planning Board until 11/8/25 |
| Could you or your family be affected financially by decisions made by the board or commission for which you are applying? | No |

Why do you want to serve on this Authority, Board, Commission, or Committee ?
I have served several terms on the Macon County Planning Board over the years; my current term expires

11/8/25 and I wish to be considered for another term.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

I serve as Deputy Director at Mainspring Conservation Trust and have training/experience in natural resource management including wildlife habitats, watersheds, stream/wetland restoration, and associated disciplines.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?

I currently serve on the Macon County Planning Board; my current term expires 11/8/25.

Are you registered to vote in the state of North Carolina

Yes

Are you a full time resident of Macon County

Yes

Are you a Macon County property owner

Yes

If you are applying for the Nursing Home Adult Care Advisory Committee

References

| | |
|-------------------------|---|
| First Reference | Joe Allen |
| Title | Director, Permitting Planning & Development |
| Organization | Macon County |
| Phone Number | (828) 371-4422 |
| Email | jallen@maconnc.org |
| Relationship | Colleague |
| Second Reference | Russ Harris |
| Title | Executive Director |
| Organization | Southwestern Commission COG |
| Phone Number | (828) 586-1962 |
| Email | russ@regiona.org |
| Relationship | Colleague |
| Third Reference | Justin Setser |

| | |
|---------------------|------------------------|
| Title | Town Planner |
| Organization | Town of Franklin NC |
| Phone Number | (828) 524-2516 |
| Email | jsetser@franklinnc.com |
| Relationship | Colleague |

Conflict of Interest Disclosure

| | |
|---|-------------------------|
| Full Name of Spouse (if married) | Stephanie Hyder Laseter |
| Spouse's Place of Employment | USDA Forest Service |
| Spouse's Position/Title | Biological Scientist |

Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")

Spouse - member, Macon County Schools Board of Education
 Self - member, Franklin First United Methodist Church, Staff-Parrish Relations Committee
 Self - member, National & NC Trail of Tears Association Board
 Self - member, Nikwasi Initiative Board

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

I. Declaration of Policy

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, a Code of Ethics for county officials was adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all officials and to set forth actions that are compatible with the best interests of the County.

II. Applicability of Ethics Policy

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

III. Financial and Personal Disclosure

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require

otherwise.

IV. Gifts and Favors

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

V. Appointment, Employment, or Contract Award of Relatives or Business Partners

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.


I would like to be considered for appointment to serve, without compensation, on a county Authority, Board, Commission, or Committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way guarantees that I will be appointed to a Authority, Board, Commission, or Committee by the Macon County Board of Commissioners.

Upon appointment to a Board/Committe, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

Signature



Approval Activity History

| Actor | Actions | Date |
|--|---|--------------------------|
|  Notification | Email sent. (Email) nparrott@maconnc.org,tkeeze r@maconnc.org,wcabe@maco nnc.org | Monday, November 3, 2025 |



Tuesday, November 4, 2025

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Community Advisory Committee

Contact Information

Name

Mrs. Sandra Simons Hooper

Preferred Name

Sandra

Physical Address

12 LAKESHORE DRIVE
FRANKLIN, North Carolina, 28734

Mailing Address

12 LAKESHORE DRIVE
FRANKLIN, North Carolina, 28734

Email

SandraHooper6141@gmail.com

Mobile Phone Number

(828) 371-6141

Preferred Number

Mobile Phone Number

Education

High School Name

Franklin High School

Graduated

Yes

| | |
|---|--|
| Year Graduated | 1977 |
| College Name | Southwestern Community College |
| Year Graduated | 1979 |
| Graduated | Yes |
| Degree | Associated of Applied Science |
| Post Grad College Name | Western Carolina University |
| Graduated | No |
| Employment Status | |
| Please provide your current employment status | Retired |
| Community Service/Volunteer Activities | 1) Macon Citizens for Habilities, Inc. - member of Human Rights Committee - 27 years (2) Four Seasons Hospice Volunteer - 2 years 3) Volunteer at East Franklin Elementary School - 4 years |
| Could you or your family be affected financially by decisions made by the board or commission for which you are applying? | No |
| Why do you want to serve on this Authority, Board, Commission, or Committee ? | |
| I have a heart for the elderly and for those people with special needs and love to work with and try to make their lives a little bit better and to make certain that their rights, dignity, needs and desires are met. I have tried to volunteer for many years where I felt that I could make a difference. Since retiring two years ago, I've tried to spend more time with folks that just need a little extra care and compassion. | |
| Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission | |
| My love for the elderly and people with special needs is the qualification that I think is most important to me. I'm a good listener and I have a big desire to make certain that folks in nursing or assisted living homes are treated with dignity and respect. | |
| How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying? | A friend, Denise Allen, asked if the CAC would be something that I would be interested in. Then I had a long conversation with Anna Franklin, the Regional Ombudsman, about the Ombudsman program and began the initial training with her. |
| Are you registered to vote in the state of North Carolina | Yes |

Are you a full time resident of Macon County

Yes

Are you a Macon County property owner

Yes

If you are applying for the Nursing Home Adult Care Advisory Committee

Do you or someone in your immediate family have a Financial interest in a nursing home located in Macon County?

No

Is someone in your immediate family a resident in a nursing home located in Macon County?

No

References

| | |
|------------------|--|
| First Reference | Jamie Stiles |
| Title | President |
| Organization | Drake Enterprises |
| Phone Number | (828) 342-7529 |
| Email | Jamie.Stiles@Drake.Enterprises |
| Relationship | Former supervisor and friend |
| Second Reference | Christi Huff |
| Title | Executive Director |
| Organization | Macon Citizens Habilities, Inc. |
| Phone Number | (828) 371-2164 |
| Email | christi@maconcitizens.com |
| Relationship | Co-member of the Human Rights Committee and friend |
| Third Reference | Jennifer Fox |
| Title | Volunteer Coordinator |
| Organization | Four Seasons |
| Phone Number | (828) 551-8827 |

Email jfox@fourseasonscfl.org

Relationship Supervisor and friend

Conflict of Interest Disclosure

Full Name of Spouse (if married) Rev E Davis Hooper

Spouse's Place of Employment Wells Grove Baptist Church

Spouse's Position/Title Pastor

Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")

My husband and I are members of Wells Grove Baptist Church. Davis has pastored several churches in Macon, Jackson and Haywood Counties.

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

I. Declaration of Policy

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, a Code of Ethics for county officials was adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all officials and to set forth actions that are compatible with the best interests of the County.

II. Applicability of Ethics Policy

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

III. Financial and Personal Disclosure

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

IV. Gifts and Favors

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

V. Appointment, Employment, or Contract Award of Relatives or Business Partners

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.


I would like to be considered for appointment to serve, without compensation, on a county Authority, Board, Commission, or Committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way guarantees that I will be appointed to a Authority, Board, Commission, or Committee by the Macon County Board of Commissioners.

Upon appointment to a Board/Committe, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

Signature

Sandra Hooper

Approval Activity History

| Actor | Actions | Date |
|---|---|---------------------------|
| <div> Notification</div> | Email sent. (Email) nparrott@maconnnc.org,tkeeze r@maconnnc.org,wcabe@maco nnc.org | Tuesday, November 4, 2025 |



Tuesday, November 4, 2025

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Community Advisory Committee (CAC)

Contact Information

| | |
|----------------------------|---|
| Name | Mr Richard James Brady |
| Preferred Name | Richard |
| Physical Address | 346 Pauline Avenue Franklin, North Carolina, 28734 |
| Mailing Address | 346 Pauline Avenue Franklin, North Carolina, 28734 |
| Email | Nthemtns@morrisbb.net |
| Work Phone Number | (828) 524-0454 |
| Mobile Phone Number | (352) 257-7118 |
| Home Phone Number | (828) 524-0454 |
| Preferred Number | Mobile Phone Number |

Education

High School Name Citrus County Adult Ed

Graduated

Yes

Year Graduated

1982

Graduated

Yes

Employment Status

Please provide your current employment status

Retired

Professional Licenses held (if applicable)

Nursing Home Administrator NC, FL

Previous employment or experience

I have 41 years of proven healthcare exp, of those 30 years employed as the Licensed Nursing Home Administrator. I retired in 2017. I currently remain licensed which now is nearly 38 years licensed. In this capacity I was the LNHA/ED/COO/CEO of the operations of a Skilled Nursing Facility. I served my last 12+ years in Macon County. I was academically credentialed as a Hospital Admin. I was also an Assisted Living Facility Admin, through the American College of Health Care Administrators.

Membership in professional, civic organization or government boards or commissions

Current member of the Town of Franklin Planning Board, Board of Adjustments. Member of the Macon County GOP. Precinct Chair for precinct #2 for Macon County GOP. Previous membership of the American College of Health Care Administrators. Previous exp on government boards, previous member of Kiwanis, United Way, Chamber.

Community Service/Volunteer Activities

Macon County GOP, Precinct Chair for precinct #2. Member of Community Advisory Committee. Contributions to No Wrong Door/Downtown Door.

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

My many years of proven healthcare experience in the capacity of Administrator/Leadership (LNHA), Risk Management (RM), Infection Control (IC), Quality Assurance and Performance Improvement (QAPI) will benefit this Committee.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

Health Care Administration exp, Previous Licensed Health Care Risk Manager (LHRM), Previous Nationally Certified as a Nursing Home Administrator (CNHA) thru the American College of Health Administrators, 1 of only 67 Nationwide at the time of obtaining this Credential. Previously held National Certifications in Resident Assessment Coordinator (RAC-CT). (SPICE) Certified in State of North Carolina, meaning State Certified in Infection Control by the NC-DHHS/DHSR. Quality Assurance and Performance Improvement (QAPI).

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?

Newspaper advertisement in January 2025

| | |
|---|-----|
| Are you registered to vote in the state of North Carolina | Yes |
| Are you a full time resident of Macon County | Yes |
| Are you a Macon County property owner | Yes |

If you are applying for the Nursing Home Adult Care Advisory Committee

| | |
|---|----|
| Do you or someone in your immediate family have a Financial interest in a nursing home located in Macon County? | No |
|---|----|

| | |
|---|----|
| Is someone in your immediate family a resident in a nursing home located in Macon County? | No |
|---|----|

References

| | |
|------------------|-----------------------------|
| First Reference | Shelia Jenkins |
| Title | Executive Director |
| Organization | No Wrong Door/Downtown Door |
| Phone Number | (828) 421-2972 |
| Email | shelia@nowrongdoorwnc.org |
| Relationship | Friend |
| Second Reference | Patti Trick |
| Title | Chair |
| Organization | MACONGOP |
| Phone Number | (954) 931-7705 |
| Email | maconncgop@gmail.com |
| Relationship | Friend |
| Third Reference | Mary Anderson |
| Title | Business Office Manager |
| Organization | Healthcare |

| | |
|--------------|----------------------------|
| Phone Number | (828) 557-9430 |
| Email | Maryanderson1971@yahoo.com |
| Relationship | Friend |

Conflict of Interest Disclosure

| | |
|----------------------------------|-----|
| Full Name of Spouse (if married) | N/A |
| Spouse's Place of Employment | N/A |

Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")

N/A.

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| <div> Notification</div> | Email sent. (Email) nparrott@maconnc.org,tkeeze r@maconnc.org,wcabe@maco nnc.org | Tuesday, November 4, 2025 |