

## **DRAFT MINUTES**

### **STATE OF NORTH CAROLINA COUNTY OF HENDERSON**

**BOARD OF COMMISSIONERS  
MONDAY, NOVEMBER 1, 2021**

The Henderson County Board of Commissioners met for a regularly scheduled meeting at 5:30 p.m. in the Commissioners' Meeting Room of the Historic Courthouse on Main Street, Hendersonville.

Those present were: Chairman William Lapsley, Vice-Chair Rebecca McCall, Commissioner Mike Edney, Commissioner Daniel Andreotta, Commissioner David Hill, County Manager John Mitchell, Assistant County Manager Amy Brantley, Attorney Russ Burrell, and Clerk to the Board Denisa Lauffer.

Also present were: Finance Director Samantha Reynolds, Sheriff Lowell Griffin, Engineer Marcus Jones, Planning Director Autumn Radcliff, Budget Manager Sonya Flynn, Social Services Director Jerrie McFalls, Tax Office Administrative Assistant Jennifer Miranda, HR Director Karen Ensley, EMS Director Mike Barnett, Tax Administrator Darlene Burgess, Behavior Health System Coordinator Jodi Grabowski, Community Health Improvement Specialist Camden Stewart, IT Director Mark Seelenbacher, Building Services Director Crystal Lyda, Assistant Engineer Deb Johnston & PIO Kathy Finotti – videotaping, HCSO Deputies Jeff Corn, and Robert Merz as security.

### **CALL TO ORDER/WELCOME**

Chairman Lapsley called the meeting to order and welcomed all in attendance.

### **INVOCATION**

The invocation was provided by Pastor Jonathan Christensen of Mt. Pisgah Lutheran Church.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the American Flag was led by Sam Lyda and Justin Swanson of Lab Rats 4-H Club.

### **INFORMAL PUBLIC COMMENT**

1. Lisa Therien spoke regarding the rights of homeowners in Older Adult Manufactured Home Parks and the involvement of property manager on her personal property.
2. Sandra Miller spoke about the rights of homeowners in Older Adult Manufactured Home Parks.

### **DISCUSSION/ADJUSTMENT OF CONSENT AGENDA**

Russ Burrell pulled consent item E – Set Public Hearing for Economic Development Matter “Project Smile”. This item will be moved to the agenda in an upcoming meeting.

Chairman Lapsley added item (10) Henderson County Planning under Nominations and Appointments.

*Chairman Lapsley made the motion to adopt the consent agenda with revisions discussed. All voted in favor and the motion carried 5-0.*

### **RESOLUTIONS AND RECOGNITIONS**

#### **2021.91 Proclamation – Homeless Youth Awareness**

The Board has received a request from Michael Absher with Only Hope WNC to designate November as National Homeless Youth Awareness Month in Henderson County. The attached proclamation sets aside this month as National Homeless Youth Awareness Month in Henderson County.

Chairman Lapsley read the Proclamation aloud.

APPROVED:

**Proclamation  
National Homeless Youth Awareness Month**

**WHEREAS**, the month of November is designated as National Homeless Youth Awareness Month; and

**WHEREAS**, this designation was declared by the U. S. House and Senate in 2007 and serves as an outlet to increase public awareness of an ongoing issue occurring in every city across the United States; and

**WHEREAS**, the nation's public schools report between 1.3 and 1.7 million homeless students grades pre-k through 12th grade; and

**WHEREAS**, we realize that adolescents become homeless, becoming separated from their caregivers and homes for various reasons, often putting them in precarious situations; and that school is often the most safe and stable environment for these youth; and

**WHEREAS**, we recognize in Henderson County that roughly 2.5 percent of our youth are identified as homeless; and

**WHEREAS**, Only Hope WNC, Inc. is a local non-profit whose mission is to promote the value of education, honor individuality and diversity, nurture respect for self and others, and provide hope for young people in need in the community; and

**WHEREAS**, Only Hope WNC, Inc. will be hosting a sleep out on November 5 - November 6 at the Historic Courthouse on Main Street in Downtown Hendersonville in an effort to draw attention and support for youth homelessness; and

**WHEREAS**, an effort is being made by the board members of Only Hope WNC, Inc. to raise community-wide awareness of homeless youth in Henderson County;

**NOW, THEREFORE, BE IT RESOLVED**, that we, the Henderson County Board of Commissioners, do hereby proclaim November 2021 as "Homeless Youth Awareness Month" in Henderson County, and applaud the efforts of those who serve and help fight youth homelessness in Henderson County.

Motion:

*Chairman Lapsley made the motion for the Board to adopt the Proclamation proclaiming November as National Homeless Youth Awareness Month in Henderson County. All voted in favor and the motion carried 5-0.*

**CONSENT AGENDA consisted of the following:**

**Minutes**

Draft minutes were presented for board review and approval of the following meeting(s):  
October 20, 2021 - Regularly Scheduled Meeting

Motion:

*I move the Board approves the minutes of October 20, 2021.*

### Tax Collector's Report

The October 26, 2021 report from the office of the Tax Collector is provided for the Board's information.

Please find outlined below collections information through October 25, 2021 for 2021 real and personal property bills mailed on August 27th. Vehicles taxes are billed monthly by NC DMV.

#### Henderson County Annual Bills (Real and Personal Property):

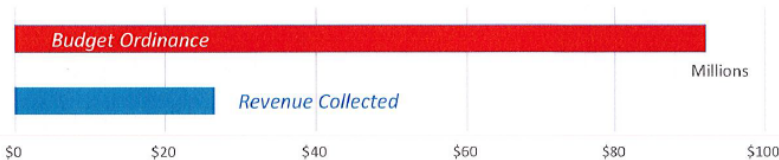
2021 Beginning Charge:	\$88,173,732.44	
Discoveries & Imm. Irreg.:	\$984,936.50	
Releases & Refunds:	(\$118,682.21)	
Net Charge:	\$89,039,986.73	
Unpaid Taxes:	\$65,462,926.79	
Amount Collected:	\$23,577,059.94	

#### Henderson County Registered Motor Vehicles (As Collected by NC DMV):

Net Charge:	\$2,632,271.08	99.78%
Unpaid Taxes:	\$5,696.66	
Amount Collected:	\$2,626,574.42	

#### Henderson County FY22 Budget Analysis:

Budget Ordinance	Revenue Collected
Ad Valorem: \$91,127,728.00	Ad Valorem: \$26,203,634.36
Prior Years: \$980,000.00	Prior Years: \$343,563.51
<b>Budget Total: \$92,107,728.00</b>	<b>YTD Revenue: \$26,547,197.87</b>



### 2021.92 Pending Releases and Refunds

The pending releases and refunds have been reviewed by the Assessor. As a result of that review, it is the opinion of the Assessor that these findings are in order. Supporting documentation is on file in the County Assessor's Office.

These pending release and refund requests were submitted for the approval by the Henderson County Board of Commissioners.

Type:	Amount:
Total Taxes Released from the Charge	\$ 6,443.33
Total Refunds as a Result of the Above Releases	\$ 243.59

Motion:

*I move the Board approve the Combined Release/Refund Report as presented.*

### Notification of Vacancies

The Notification of Vacancies was provided for the Board's information. They will appear on the next agenda under "Nominations".

1. Mountain Area Workforce Development Board– 1 vac.  
Position # 6 (Position Requirement: Chamber of Commerce Nominee)
2. Nursing/Adult Care Home Community Advisory Committee – 2 vac.  
Position # 1 (Position Requirement: Nursing Home Designee)  
Position # 16 (Position Requirement: Regular - At Large)

## Motion:

*Chairman Lapsley made the motion to approve the consent agenda as revised. All voted in favor and the motion carried 5-0.*

**DISCUSSION ITEMS consisted of the following:  
COLLABORATIVE STRATEGIC PLANNING PROCESS FOR PRIORITIZATION AND  
DISTRIBUTION OF OPIOID LITIGATION SETTLEMENT FUNDS**

Behavior Health System Coordinator Jodi Grabowski, speaking on behalf of Public Health Director Steve Smith, stated the Henderson County Board of Health was presented with data from the 2021 community health assessment process for opioids and substance use at their October 12, 2021 meeting. That information served as an introduction for a Henderson County Partnership for Health discussion regarding shared interests in supporting a Commissioner-led strategic planning process to prioritize use of the Opioid Litigation Settlement Funds. At the conclusion of that discussion, the Board of Health unanimously voted to endorse the Partnership for Health's recommendation requesting that the Henderson County Board of Commissioners convene a task force that would inform the decision making process required by the Memorandum of Agreement to identify and support appropriate opioid remediation activities for Henderson County.

Prior to this discussion, the County Manager had been contacted by Dogwood Health Trust and was encouraged to submit an application on behalf of Henderson County and in collaboration with the HOPE Coalition, for funding to support a community planning collaborative to meet expectations embodied within the MOU for Opioid Litigation Settlement Funds.

On October 19, 2021 Henderson County was notified of the grant award of \$300,000 by Dogwood Health Trust. That grant agreement with Dogwood Health Trust, will be brought to the Board for approval at a future meeting.

Members of the Partnership for Health were in attendance to present information on this matter.

## 2021 Community Health Assessment Opioid and Substance Use Data

Henderson County Board of Commissioners  
November 1, 2021

Camden Stewart, MPH  
Community Health Improvement Specialist  
[cstewart@hendersoncountync.gov](mailto:cstewart@hendersoncountync.gov)



## COMMUNITY HEALTH IMPROVEMENT CYCLE



SOURCE: WNC HEALTHY IMPACT 2

### Key Points

- Unintentional poisoning is the 2<sup>nd</sup> leading cause of injury/death in Henderson County, behind unintentional falls.
- Deaths by unintentional medication & drug overdose are most common amongst Henderson County residents ages 25-34, and more common amongst males than females.
- Unintentional overdose deaths by heroin and/or other synthetic narcotics (fentanyl, and fentanyl analogues) has increased significantly since 2016.

## LEADING CAUSES OF DEATH: OVERALL

Rank	Cause of Death	Henderson	
		# Deaths	Death Rate (per 100,000)
1	Cancer	1,479	145.0
2	Diseases of Heart	1,471	137.8
3	All Other Unintentional Injuries	374	47.3
4	Cerebrovascular Disease	398	37.0
5	Chronic Lower Respiratory Diseases	388	36.1
6	Alzheimer's disease	348	30.7
7	Suicide	118	18.4
8	Pneumonia and Influenza	190	17.6
9	Unintentional Motor Vehicle Injuries	81	14.4
10	Diabetes Mellitus	127	13.4
11	Nephritis, Nephrotic Syndrome, and Nephrosis	118	11.5
12	Chronic Liver Disease and Cirrhosis	88	10.7
13	Septicemia	79	8.0
14	Acquired Immune Deficiency Syndrome	2	
15	Homicide	15	
	All Causes (some not listed)	7,134	714.0

Includes unintentional poisoning

\*The death rate by unintentional injury has increased from 37.7 (2013) to 43.9 (2016), and now 47.3 (2019).

SOURCE: NORTH CAROLINA STATE CENTER FOR HEALTH STATISTICS (NC SC HS), (2020). CAUSES OF DEATH [DATA TABLES]. AVAILABLE FROM [HTTPS://SCSH.DPH.NCDHS.GOV/DATA/](https://scsh.dph.ncdhs.gov/data/).

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## CAUSES OF DEATH: BY AGE GROUP

Henderson County				
Age Group	Rank	Leading Cause of Death	# Deaths	Death Rate
00-19	1	Conditions originating in the perinatal period	15	12.5
	2	Congenital anomalies (birth defects)	14	11.6
	3	Other Unintentional injuries	9	7.5
20-39	1	Other Unintentional injuries	47	40.6
	2	Motor vehicle injuries	23	19.9
	3	Suicide	20	17.3
40-64	1	Cancer - All Sites	332	174.9
	2	Diseases of the heart	180	94.8
	3	Other Unintentional injuries	69	36.3
65-84	1	Cancer - All Sites	825	667.4
	2	Diseases of the heart	617	499.1
	3	Chronic lower respiratory diseases	221	178.8
85+	1	Diseases of the heart	628	3422.0
	2	Cancer - All Sites	319	1738.2
	3	Alzheimer's disease	219	1193.3

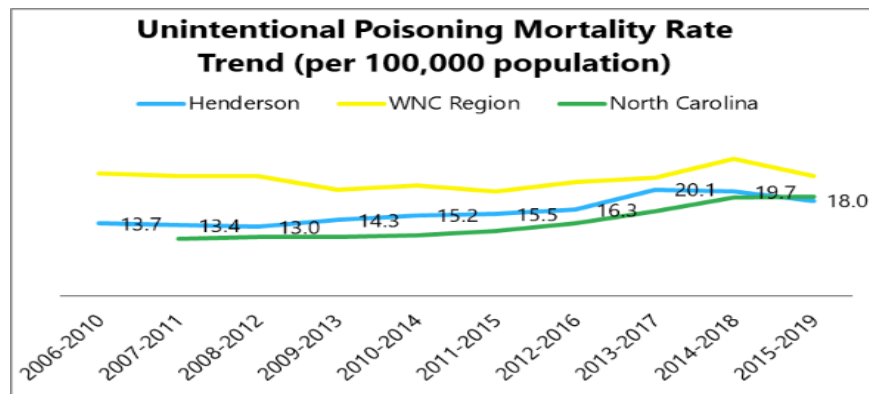
SOURCE: NORTH CAROLINA STATE CENTER FOR HEALTH STATISTICS (NC SC HS), (2020). DEATH COUNTS AND CRUDE DEATH RATES PER 100,000 POPULATION FOR LEADING CAUSES OF DEATH [DATA TABLES]. AVAILABLE FROM [HTTPS://SCSH.DPH.NCDHS.GOV/DATA/](https://scsh.dph.ncdhs.gov/data/).

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## LEADING CAUSES OF INJURY

Leading Causes of Injury Death 2016 to 2019 HENDERSON			Leading Causes of Injury Hospitalization 2016 to 2019 HENDERSON		
Rank	Cause	#	Rank	Cause	#
1	Fall - Unintentional	182	1	Fall - Unintentional	1,624
2	Poisoning - Unintentional	81	2	MVT - Unintentional	286
3	MVT - Unintentional	62	3	Poisoning - Unintentional	239
4	Firearm - Self-Inflicted	54	4	Poisoning - Self-Inflicted	192
5	Poisoning - Self-Inflicted	16	5	Unspecified - Unintentional	85
TOTAL		469	TOTAL		2,707

## UNINTENTIONAL POISONING



SOURCE: NORTH CAROLINA STATE CENTER FOR HEALTH STATISTICS (NCSC HS). (2021). UNINTENTIONAL POISONING MORTALITY RATES PER 100,000 - COUNTY HEALTH DATA BOOK. [DATA TABLE]. AVAILABLE FROM [HTTPS://SCSH.NCPH.NCDHHS.GOV/DATA/](https://scsh.ncph.ncdhhs.gov/data/)

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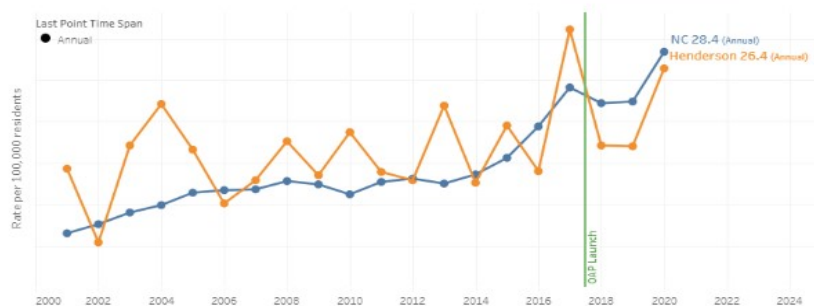
## UNINTENTIONAL OPIOID-RELATED DEATH

### Deaths in Henderson

The rate of unintentional overdose deaths among residents of Henderson in

**2020 (Annual)** was **26.4**.

(Rate per 100,000 residents. Number of deaths: 31)



SOURCE: NC OPIOID ACTION PLAN DASHBOARD (2021). METRICS. [DATA CHARTS]. AVAILABLE FROM [HTTPS://WWW.NCDHHS.GOV/ABOUT/DEPARTMENT-INITIATIVES/OPIOID-EPIDEMIC/OPIOID-ACTION-PLAN-DATA-DASHBOARD](https://www.ncdhhs.gov/about/department-initiatives/opioid-epidemic/opioid-action-plan-data-dashboard)

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# ILLICIT OPIOID INVOLVEMENT

## Illicit Opioid Involvement in Henderson

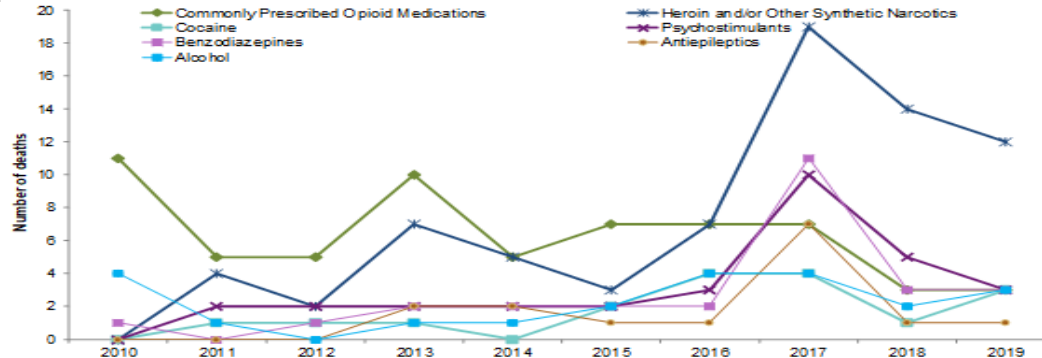
The percent of opioid deaths involving illicit opioids in Henderson in 2020 (Annual) was **83.9**.

(% Overdose deaths involving illicit opioids. Number of illicit opioid OD deaths: 26)



SOURCE: NC OPIOID ACTION PLAN DASHBOARD. (2021). METRICS. [DATA CHARTS]. AVAILABLE FROM [HTTPS://WWW.NCDHS.GOV/ABOUT/DEPARTMENTS/INITIATIVES/OPIOID-EPIDEMIC/OPIOID-ACTION-PLAN-DASHBOARD](https://www.ncdhs.gov/about/departments/initiatives/opioid-epidemic/opioid-action-plan-data-dashboard)

## SUBSTANCES\* CONTRIBUTING TO UNINTENTIONAL OVERDOSE DEATHS Henderson County Residents, 2010-2019



\*These counts are not mutually exclusive. If the death involved multiple substances it can be counted on multiple lines.

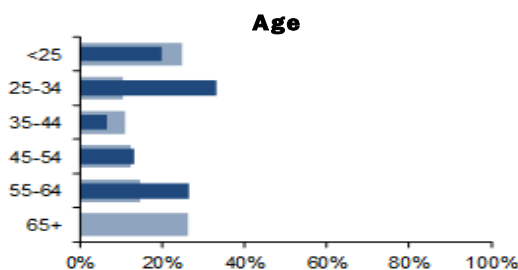
Source: N.C. State Center for Health Statistics, Vital Statistics – Deaths, Unintentional medication, drug, alcohol poisoning: X40 –X45 with any mention of specific T-codes by drug type (Commonly Prescribed Opioids, Heroin, Other Synthetics, Benzodiazepines, Cocaine, Psychostimulants, Antiepileptics and Alcohol). Analysis by Injury Epidemiology and Surveillance Unit



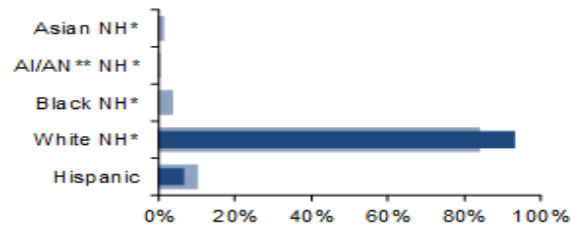
## COUNTY UNINTENTIONAL MEDICATION & DRUG OVERDOSE DEATHS COMPARED TO COUNTY POPULATION, BY DEMOGRAPHICS Henderson County Residents, 2019

Henderson County Resident Population, 2019  
Henderson County Resident Unintentional Overdose Deaths, 2019

\*Over 70% of medication and drug overdose deaths occur in males.



### Race/Ethnicity



Technical Notes: Unintentional Medication and drug overdose: X40 –X44; Limited to N.C. residents  
Source: Deaths-N.C. State Center for Health Statistics, Vital Statistics; Population –NCHS  
Analysis by Injury Epidemiology and Surveillance Unit

\* Non-Hispanic  
\*\* American Indian/Alaskan Native



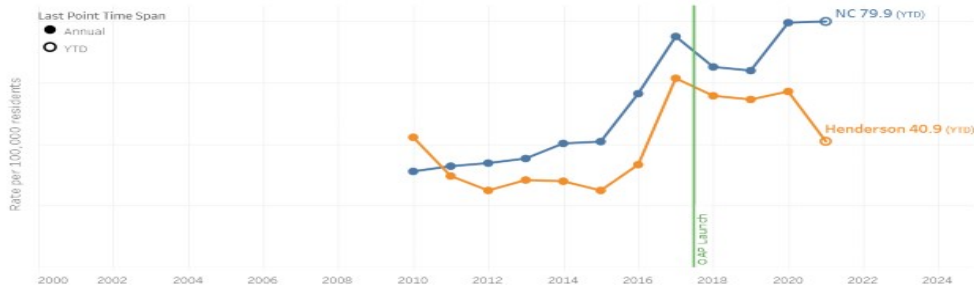
## SUBSTANCE MISUSE: ED VISITS

### ED Visits in Henderson

The rate of opioid overdose ED visits among residents of Henderson in

**2020 (Annual)** was **57.1**.

(Rate per 100,000 residents. Number of ED visits: 67)



SOURCE: NC OPIOID ACTION PLAN DASHBOARD. (2021). METRICS. [DATA CHARTS]. AVAILABLE FROM [HTTPS://WWW.NCDHHS.GOV/ABOUT/DEPARTMENTS/INITIATIVES/OPIOID-EPIDEMIC/OPIOID-ACTION-PLAN-DATA-DASHBOARD](https://www.ncdhhs.gov/about/departments/initiatives/opioid-epidemic/opioid-action-plan-data-dashboard)

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## MEDICATION-ASSISTED TREATMENT (MAT)

### Buprenorphine in Henderson

The rate of residents receiving dispensed buprenorphine prescriptions in

**Henderson in 2018 (Annual)** was **4,285.5**.

(Rate per 100,000 residents. Number of prescriptions: 6,671)

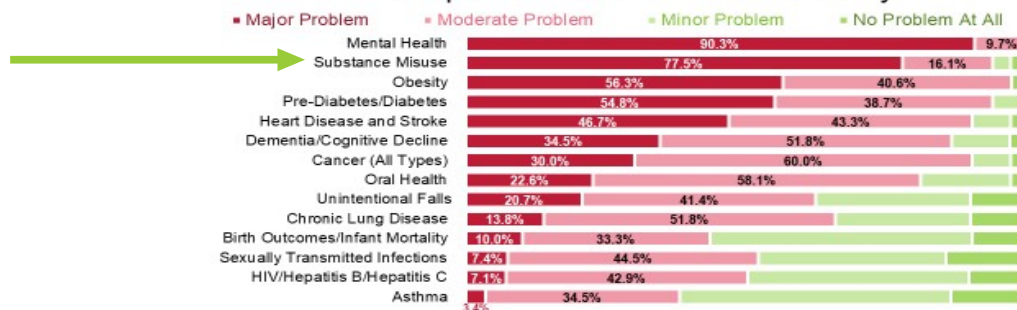


SOURCE: NC OPIOID ACTION PLAN DASHBOARD. (2021). METRICS. [DATA CHARTS]. AVAILABLE FROM [HTTPS://WWW.NCDHHS.GOV/ABOUT/DEPARTMENTS/INITIATIVES/OPIOID-EPIDEMIC/OPIOID-ACTION-PLAN-DATA-DASHBOARD](https://www.ncdhhs.gov/about/departments/initiatives/opioid-epidemic/opioid-action-plan-data-dashboard)

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## RATINGS OF HEALTH ISSUES

### Henderson County Key Informants: Relative Position of Health Topics as Problems in the Community



SOURCE: 2021 PRC ONLINE KEY INFORMANT SURVEY

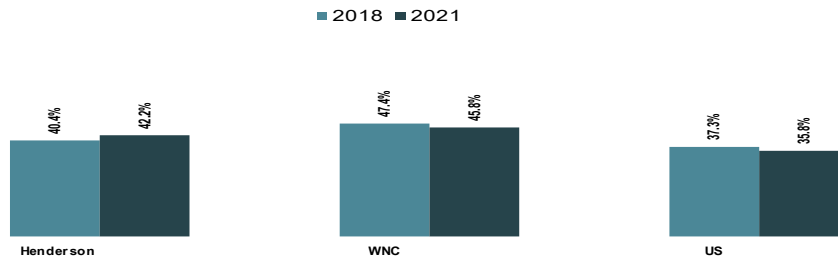
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## SUBSTANCE MISUSE

### LIFE HAS BEEN NEGATIVELY AFFECTED BY SUBSTANCE ABUSE (BY SELF OR SOMEONE ELSE)

(BY COUNTY, 2021)



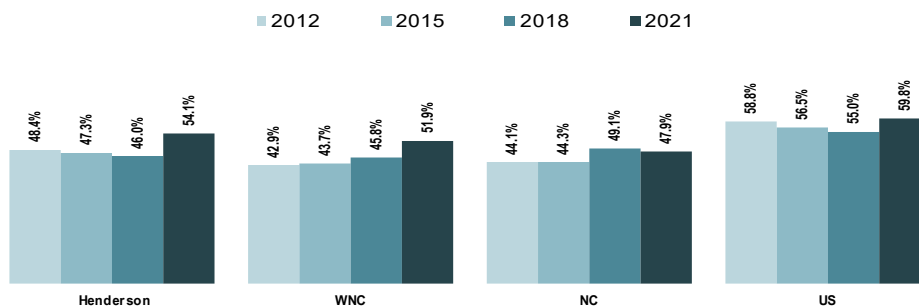
SOURCE: 2021 PRC COMMUNITY HEALTH SURVEY 15

## SUBSTANCE MISUSE

**Current Drinker:** Any respondent who consumed at least one alcoholic drink in the past month.

### CURRENT DRINKERS

(BY COUNTY)



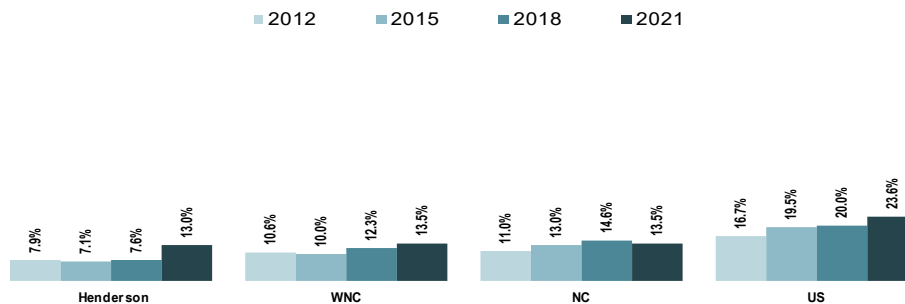
SOURCE: 2021 PRC COMMUNITY HEALTH SURVEY 16

## SUBSTANCE MISUSE

**Binge Drinking:** Men consuming 5+ alcoholic drinks or women consuming 4+ alcoholic drinks on any one occasion in the past month.

### BINGE DRINKERS

(BY COUNTY)

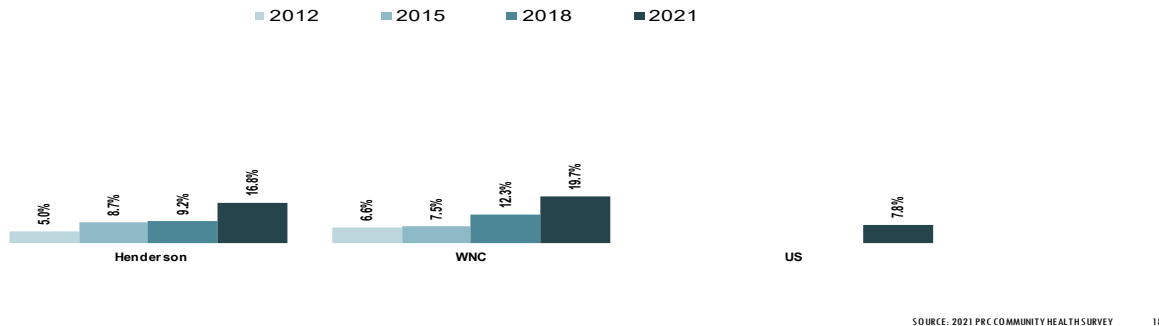


SOURCE: 2021 PRC COMMUNITY HEALTH SURVEY 17

## MENTAL HEALTH

### DID NOT GET MENTAL HEALTH CARE OR COUNSELING THAT WAS NEEDED IN THE PAST YEAR

(BY COUNTY)



Camden Stewart  
Community Health Improvement Specialist  
[cstewart@hendersoncountync.gov](mailto:cstewart@hendersoncountync.gov)

Jodi Grabowski  
Behavioral Health System Coordinator  
[jgrabowski@hendersoncountync.gov](mailto:jgrabowski@hendersoncountync.gov)

Learn more at:  
[NC Opioid Action Plan Data Dashboard](#)  
[NCDHHS IVP Branch: Poisoning Data](#)

#### Motion:

*Chairman Lapsley made the motion that the Board reinstitute the Task Force to accomplish the planning requirements of the Memorandum of Agreement for Opioid Litigation Settlement Funds for the purpose of identifying and prioritizing appropriate strategies for Henderson County needs. All voted in favor and the motion carried 5-0.*

#### 2021.93 APPROVAL OF LEASE WITH ECUSTA RAILS2TRAILS

Approval was sought for the lease from the Ecusta Rails2Trail, LLC, of the former Watco/Blue Ridge Southern Railroad LLC rail line from downtown Hendersonville to the Transylvania County border. The lease, of 150 years duration for nominal rent (\$1.00 paid once), allows all uses of the property permitted by the railbanking agreement between Blue Ridge Southern Railroad LLC and the United States Surface Transportation Board referenced in the Transportation Board's docket AB-1306X, decided June 28, 2021.

#### Motion:

*Commissioner Andreotta made the motion to adopt the lease as presented. All voted in favor and the motion carried 5-0.*

#### 2021.94 APPROVAL OF CHARTER AND BYLAWS FOR HENDERSON COUNTY RAIL – TRAIL ADVISORY COMMITTEE

The Board voted last meeting to establish a rail-trail advisory committee. A proposed charter and bylaws for this committee was provided.

### Charter and Membership

The Henderson County Board of Commissioners hereby create the Henderson County Rail-Trail Advisory Committee (the "RTAC"). The RTAC shall assist and advise the Board of

Commissioners by providing input on the operations and policies of the Henderson County Rail-Trail.

The RTAC shall have the following members, all of whom must reside within Henderson County, and all of whom are appointed by the Board of Commissioners:

- 1) Appointee nominated by the City of Hendersonville
- 2) Appointee nominated by the Town of Laurel Park
- 3) Appointee nominated by Conserving Carolina
- 4) Appointee nominated by Friends of the Ecusta Trail, Inc.
- 5) Appointee at large
- 6) Appointee at large
- 7) Appointee at large
- 8) Appointee at large
- 9) Appointee at large

Appointees for member slots 1), 4) and 7) shall serve an initial term which shall end on June 30, 2022. Appointees for member lots 2), 5) and 8) shall serve an initial term which shall end on June 30, 2023. Appointees for member slots 3), 6) and 9) shall serve an initial term which shall end on June 30, 2024. After the initial terms, appointees to all member slots shall serve three-year terms. All terms thereafter will begin on July 1 of the first year of the term, and end on June 30 of the last year of the term. Board members may serve no more than three terms, not including the initial terms set out above. No elected officials of the Board of Commissioners or either municipality may serve on the RTAC. The Board of Commissioners may have a liaison member to serve with and attend meetings of the RTAC.

## **Bylaws and Rules**

### **I. MEETINGS.**

A. Open-Meetings Law. It is the public policy of North Carolina and Henderson County that the hearings, deliberations, and actions of the RTAC be conducted openly. Except as allowed by N.C. Gen. Stat. §143-318.11, each meeting of the RTAC shall be open to the public and any person is entitled to attend and observe such a meeting.

B. Regular Meetings. The RTAC shall hold regular meetings on the second Wednesday of each month at 10:00 a.m. in the Meeting Room located at 100 North King Street, Hendersonville, North Carolina. A schedule of the regular meetings of the RTAC shall be kept on file with the secretary of the RTAC and the Clerk to the Henderson County Board of Commissioners. The RTAC shall have the authority to change the schedule of regular meetings, and/or to change the date of a particular regularly scheduled meeting without the necessity of approval of the Board of Commissioners. If the RTAC changes the schedule or location of regular meetings, the secretary shall forward a copy of the new schedule to the Clerk to the Board of Commissioners at least seven (7) days prior to the first meeting held pursuant to the new schedule. If a particular regularly scheduled meeting date is changed, the secretary shall comply with the notice provisions of section D below, Special Meetings.

C. Special Meetings. The chair of the RTAC or the majority of the members of the RTAC may at any time call a special meeting of the RTAC by signing a notice stating the time and place of the meeting and the subjects to be considered. Such notice must be:

1. Posted on the bulletin board in the front lobby of the Henderson County Courthouse,
2. Posted on the bulletin board for the Henderson County Historic Courthouse,

3. Mailed or delivered to each newspaper, wire service, radio station and television station which has filed a written request for notice with the secretary,

4. Mailed or delivered to any entity or person that has requested to be on the RTAC's "sunshine list" as prescribed by law; and

5. Delivered to all members of the RTAC at least 48 hours before the meeting.

Only the business that is specified in the notice of the meeting may be transacted during a special meeting.

## II. OFFICERS AND MEMBERS

### A. Required Officers

1. Chair. The presiding officer of each meeting of the RTAC shall be the chair of the RTAC. In situations where the chair is unavailable or unable to participate in the meeting or any particular matter before the RTAC, the vice-chair shall preside. In the event that neither the chair nor the vice-chair is available, the members of the RTAC, by affirmative vote of the majority, may appoint an acting chair who shall have all powers of the chair while acting as presiding officer.

2. Selection. The chair shall be selected by the Board of Commissioners. The vice-chair shall be elected by a majority vote of the RTAC.

3. Powers and Duties. The chair shall preside at all meetings of the RTAC but shall also have the right to engage in discussion and vote on any matter before the RTAC unless otherwise excused. The chair shall have the power to call a special meeting, rule on procedural matters during a meeting, call a brief recess of a meeting at any time, and adjourn a meeting in an emergency. At any other time, adjournment shall be by motion, duly approved. The vice-chair shall have all powers and perform all the duties of the chair in his or her absence.

4. Secretary. The Henderson County staff person assigned to the RTAC shall serve as the secretary of the RTAC and shall perform the following:

i. The secretary shall insure that all meetings of the RTAC are properly noticed.

ii. The secretary shall maintain the sunshine list which is a list of those persons or entities that have filed a written request indicating a desire to receive notice of all special meetings of the RTAC.

iii. The secretary shall take and record the actions of the RTAC and draft minutes of the meetings accordingly. Minutes, draft orders, agenda items or other RTAC documents shall be made available to RTAC members one week prior to their next regularly scheduled meeting whenever reasonably possible. The secretary shall also forward a copy of the minutes as they are approved to the Clerk to the Board of Commissioners.

iv. The secretary shall be responsible for maintaining an accurate list of members of the RTAC, submitting to the Clerk to the Henderson County Board of Commissioners a monthly attendance report for its members and notifying the Clerk to the Henderson County Board of Commissioners of any resignations of any of its members, or any other change in membership of the RTAC.

v. The secretary shall ensure all required documentation and evidence is kept as required by statute.

B. Schedule for Elections. Elections shall take place annually at the regularly scheduled meeting in July for Vice-Chair.

C. Attendance. All regular members of the RTAC are expected to attend the regular and/or special meetings of the RTAC. Any member not able to attend must notify the zoning administrator or secretary in advance of the meeting so that alternate members may be contacted as appropriate. Any regular member who has three unexcused absences within a 12 month period or three unexcused absences to scheduled meetings by an alternate member within a 12 month period shall be reported to the Henderson County Board of Commissioners for possible replacement.

III. RULES OF CONDUCT. This RTAC shall follow these rules of procedure for the conduct of its meetings :

A. The Chairperson will preside over the meetings and will be responsible for their conduct.

B. The Chair can make motions and vote on all matters.

C. The Chair can speak on any matter before the RTAC.

D. No motion needs to be seconded.

E. Informal discussion of any subject, without a motion being made, is allowed.

F. After a general discussion has been held without a motion, action can be agreed upon by unanimous consent without taking a vote at all.

G. On important and or complex issues, a clearly stated motion should be made to assure that everyone understands what is being voted upon.

H. If desired, at the discretion of the Chair, the RTAC can revert to the requirements of the Henderson County Board of Commissioners' Rules of Procedure at any meeting by a vote of a simple majority of those in attendance.

IV. REPORTS.

A. Annual Report. The RTAC shall make a report to the Henderson County Board of Commissioners at least annually. This report must be submitted no later than July 1st of each year. The RTAC shall also make reports to the Board of Commissioners as needed or as requested.

B. Public Records Law. The RTAC shall abide by North Carolina's Public Records Law, found in Chapter 132 of the General Statutes.

V. DUTY TO VOTE.

It is the duty of each member, including the chairman, to vote unless otherwise excused. The RTAC may excuse members from voting on any matter involving their own financial interest or official conduct, when a member has indicated an inability to be impartial in any quasi-judicial matter before the RTAC, or when a member has not attended the quasi-judicial hearing(s) at which an appeal or application was presented. When excused from voting on a particular matter such

member shall not participate in the discussion of the RTAC on such matter. Proxy voting is not permitted on any matter before the RTAC. Votes to abstain shall be counted as votes in the affirmative.

#### VI. ACTION BY THE RTAC.

A. Quorum. A majority of the RTAC members then serving shall constitute a quorum. No action of the RTAC may be taken at any meeting where less than a quorum is present. Once a quorum has been established, it will not be defeated if members leave.

B. Motions. Action of the RTAC may be taken upon a motion made by any member, including the chair. A motion shall be adopted if approved by the affirmative vote of a majority of the members present and not excused after full discussion of the motion by the members.

C. Minutes. Minutes shall be kept of all meetings of the RTAC. The secretary of the RTAC shall present such minutes to the RTAC for approval. Minutes of the meetings of the RTAC shall be public records. The secretary shall be responsible for sending a copy of all approved minutes to the Clerk to the Board of Commissioners.

D. Staff Support. County Staff shall be assigned to the RTAC, acting as the liaison between the RTAC, County Departments, and the Board of Commissioners and shall have the charge of correspondence, minutes, notifying members of meetings and other information.

#### VII. AMENDMENTS.

The Board of Commissioners may amend these bylaws at any time. The RTAC, by a four-fifths vote of the members then serving of the RTAC at a regular meeting, may suggest amendments to these bylaws to the Board of Commissioners; provided however, that amendments shall not be voted on until such proposed amendments have been submitted in writing to the members of the RTAC at a regular meeting preceding the vote. Amendments to the bylaws shall not be effective until they are approved by the Henderson County Board of Commissioners.

Motion:

*Commissioner Andreotta made the motion to revise the bylaws to add the requirement that committee members must be residents of Henderson County. All voted in favor and the motion carried 5-0.*

Motion:

*Commissioner Andreotta made the motion to adopt the Charter and Bylaws with the revisions discussed. All voted in favor and the motion carried 5-0.*

#### MISSION STATEMENT REVIEW

The Board of Commissioners adopted the following Mission Statement on December 17, 2003.

"Our mission is to lead our community, to promote individual responsibility and equal opportunity, to protect life and property, to provide efficient, innovative, and quality public services; to provide services required by Federal and State mandates; to stimulate economic growth and regional cooperation, and to balance the preservation and utilization of all of our resources."

The Board was requested to discuss any proposed changes to the Mission Statement, and direct Staff accordingly.

Motion:

*Commissioner Andreotta made the motion for the county attorney to revise the language in the mission statement and present the revised mission statement to the Board at the next meeting. All voted in favor and the motion carried 5-0.*

#### RECRUITMENT AND RETENTION DISCUSSION

The County Manager asked Human Resources Director Karen Ensley to provide the Board a brief update concerning recruitment and retention efforts within the County. The Board requested to hear from the





## Known Obstacles

### OTHER EMPLOYER OFFERINGS

- Hazard / Crisis Pay
- Double Time
- One-time Bonuses
- Sign-on Bonuses
- Competitive Compensation based on Salary Surveys
- Remote Work



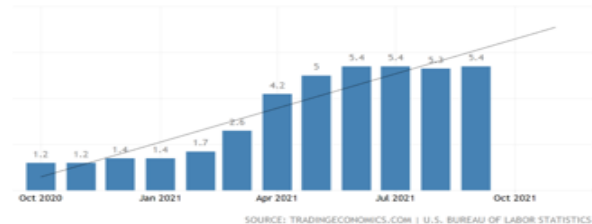
### JOB SEEKER OPPORTUNITIES

- Skilled & Unskilled labor jobs are paying higher wages
- Jobs open on every corner
- Variety of non-traditional work schedules
- Robust benefit options (paid leave, 401K, service credit)
- Many workers have not returned to work

## Other Recruitment & Retention Factors

### Inflation Impact

*'The annual inflation rate in the US edged up to a **13-year high** of 5.4% in September of 2021...' in food, housing, transportation and gas – Trading Economics, US Bureau of Labor Statistics*

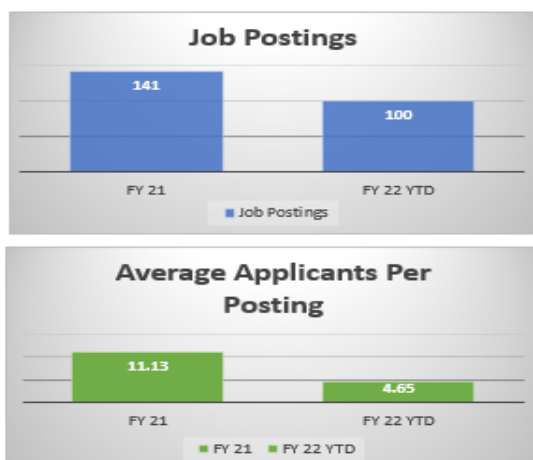


### Training Investment

Training length (sometimes can be 1 yr or more), education cost, additional cross-coverage by other staff, only to lose staff to our competitors is costly, results in a significant loss of productivity, has a potential impact to service delivery and meeting of state and federal service standards

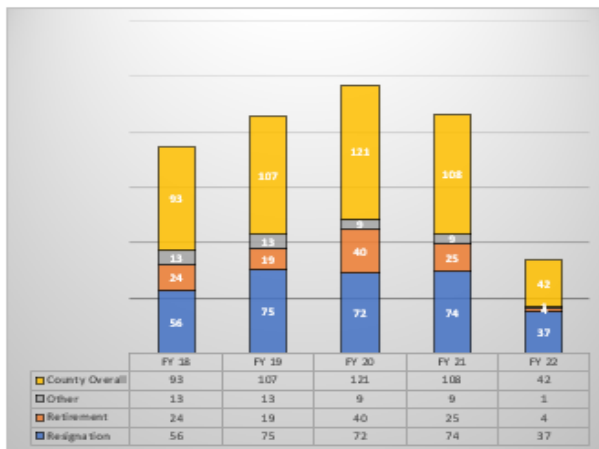
## County Job Postings & Applications

\*Benefit eligible positions, excluding Sheriff's Dept



- Of the total number of jobs posted in FY 21, we have already posted **71%** in the first four months of FY 22
- **58%** Reduction in average applications per posting YTD (4 months) FY 22

## County Turnover Trends



### • Resignations

- FY21: **74**
- Q1 FY22: **37**

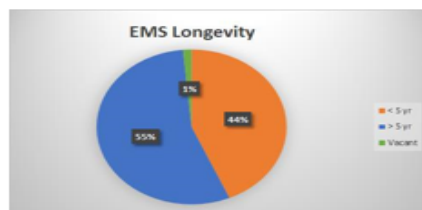
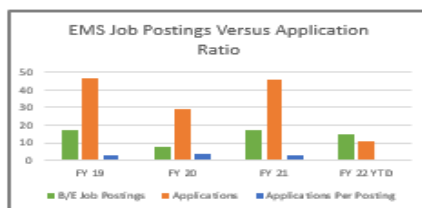
*50% of last year's total after 3 months*

### • Retirements

- While trending down, approx. **20%** of the current workforce is eligible for retirement
- Typically, spike in January & June

*Approximately **160** are eligible*

## Emergency Medical Services



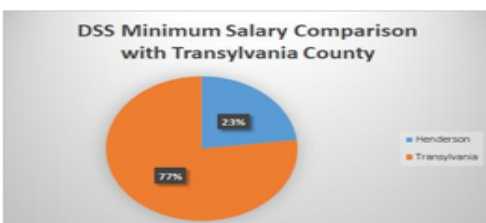
- Analysis of EMS in our geographic area & NC indicates HC is lagging in salaries

- **74%** Reduction of average applications per posting from last year

- **44%** of staff have less than 5 years of experience with HC

- Estimated cost to replace a full-time staff member is **\$26,816**

## Social Services



- **64%** of all County Q1 FY 22 (3 months) resignations have been from DSS

- **43%** Reduction in average applications per posting

- Estimated time for many new hires to achieve full independent functionality is 1 year

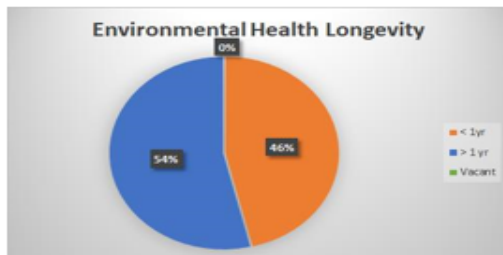
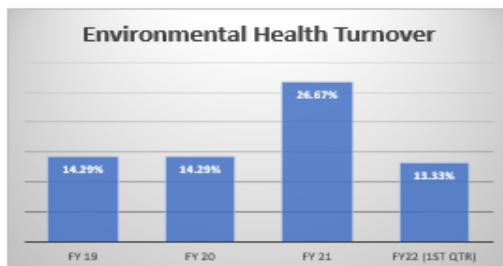
- In a recent comparison with Transylvania County, **77%** of their minimum starting rates exceed the Henderson County rates

## Public Health



- **158%** increase in YTD postings compared to FY 21 (many are new project positions)
- Extremely **high demand** for qualified talent, some in public & private sector
- **28%** of staff have **less than 1 year of experience** with HC & are not yet independently functional in their position and an additional **14%** of positions are **vacant**

## Environmental Health



- Turnover increased **12.38%** from FY 20 to FY 21
- Estimated time for many new hires to achieve full independent functionality is 9 months
- **46%** of staff have **less than 1 year of experience** with HC

### We're Hiring!

*Many positions from Full-time to Temporary available for opportunities to help your community.*

**APPLY TODAY!**

828-697-4669

<https://www.hendersoncountync.gov/jobs>



After discussion, County Manager John Mitchell proposed that he work with Human Resources and Budget Staff to develop options to help alleviate the challenges in recruiting and retaining employees.

Commissioner Edney challenged John Mitchell to “think outside the box” while developing those options.

## **NOMINATIONS AND APPOINTMENTS**

Chairman Lapsley opened the floor for nominations.

1. Cemetery Advisory Committee – 3 vac.  
*Vice-Chair McCall nominated Mitchell Brett Callaway for position #5. All voted in favor and the motion carried 5-0.*
2. Henderson County Board of Equalization and Review – 1 vac.  
There were no nominations at this time and this item was rolled to the next meeting.
3. Henderson County Rail – Trail Advisory Committee – 9 vac.  
There were no nominations at this time and this item was rolled to the next meeting.
4. Henderson County Zoning Board of Adjustment – 1 vac.  
There were no nominations at this time and this item was rolled to the next meeting.
5. Hendersonville City Zoning Board of Adjustment – 1 vac.  
There were no nominations at this time and this item was rolled to the next meeting.
6. Home and Community Care Block Grant Advisory Committee – 2 vac.  
There were no nominations at this time and this item was rolled to the next meeting.
7. Juvenile Crime Prevention Council – 2 vac.  
There were no nominations at this time and this item was rolled to the next meeting.
8. Laurel Park Planning Board – 1 vac.  
There were no nominations at this time and this item was rolled to the next meeting.
9. Nursing/Adult Care Home Community Advisory Committee – 10 vac.  
There were no nominations at this time and this item was rolled to the next meeting.
10. Henderson County Planning Board – 1 vac. **(Add-On)**  
*Commissioner Hill nominated Jared Ownbey for position #5. All voted in favor and the motion carried 5-0.*

## **COMMISSIONER UPDATES**

Commissioner updates include current and ongoing items of interest in the County and allow commissioners an opportunity to bring the full Board up to date on issues that occur between meetings. Commissioners may also use this opportunity to report on related committee work and assignments.

Commissioner Andreotta encouraged citizens to participate in the upcoming public meetings for the 2045 Comprehensive Plan.

Vice-Chair McCall commended the NC DOT for picking up 11 million pounds of trash on NC roads and highways so far this year. She also noted that the state will now be requiring the roadside mowers to pick up trash before mowing. This will prevent mowers from mowing over the trash and creating more debris along roadways.

Vice-Chair McCall also informed the Board that Hendersonville City Councilwoman Dr. Jennifer Hensley had recently performed an act of heroism by assisting a local motorist. The motorist was experiencing a medical emergency due to a drug overdose while driving on Church Street. Dr. Hensley jumped to action and took control of the situation until paramedics could arrive.

Commissioner Edney thanked the 160 current Henderson County Employees who are eligible for retirement for continuing to work during the pandemic and beyond.

Chairman Lapsley asked County Manager John Mitchell to provide an update on ARP Discussions. John Mitchell explained that it was the consensus of the ARP Advisory Group to put their monthly meetings on pause until final requirements for the disbursement of ARP funds have been received by the Federal Government.

### **COUNTY MANAGER'S REPORT**

The County Manager provided the Board of Commissioners with a brief update concerning issues that should be brought to the attention of the Board.

County Manager John Mitchell provided the latest information regarding the State Budget. He reported that the Governor, the Speaker of the House, and the President Pro Tempore of the North Carolina Senate met last week and believed they had come to some sort of consensus and that we might hear something later this week. He reminded the Board that he had received similar information about the timing of the budget before, but this is the latest information he has received to date. The indication is if a final agreement is not reached soon, they will begin to execute "mini budgets" to address some areas that they do have consensus. John Mitchell also provided a brief update regarding redistricting and ARP Funds.

### **IMPORTANT DATES**

In closing, Commissioner Edney asked his fellow Commissioners, the County Manager, Assistant County Manager, and the County Attorney to weigh in and share their predictions for the 2021 World Series currently underway with the Atlanta Braves and the Houston Astros.

Their predictions were as follows:

Commissioner Edney.....Astros in 7	Vice-Chair McCall.....Braves in 6
Chairman Lapsley.....Braves in 7	Commissioner Hill.....Braves in 6
Commissioner Andreotta...Braves in 6	Amy Brantley.....Astros
John Mitchell.....Braves in 7	Russ Burrell.....Braves in 6

### **CLOSED SESSION**

The Board requested to go into closed session for the following reasons:

1. To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body. (§143-318.11(a)(3))

*Commissioner Edney made the motion that the Board go into closed session pursuant to N.C. Gen. Stat. §143-318.11(a), for the reason(s) set out in the Board's agenda. All voted in favor and the motion passed 5-0.*

*Commissioner Edney made a motion to go out of closed session and adjourn @ 8:00 p.m. All voted in favor and the motion carried.*

### **ADJOURN**

Attest:

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Denisa A. Lauffer, Clerk to the Board

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William Lapsley, Chairman