



DEPARTMENT HEAD MEETING SUMMARY

9:00 a.m. Thursday, February 13th, 2025

224 Seminary Street, Kenansville NC

Department Heads in Attendance: Melisa Brown, Robert Cox, Craig Hatcher, Chris Hatcher, Amanda Hatcher, David Houston, Frankie Herring, Laura Jones, Monique Jones, Tracey Kornegay, Chelsey Lanier, Samantha Lane, Joe Newburn, Amanda Pope, Billy Ivey, Angel Venecia, Stratton Stokes, Gary Rose, Scotty Summerlin, Jeffery Williams, Chris Vernon, Derrel Whaley, Jordon Whaley, Anita Savage, Robin Grotke, Josh Raynor.

Also Attended: Jason Brock, Jaime Carr, Trisha Hoskins, Jessica Helms, Jasmine Savage, Bryan Miller, Carrie Shields.

Open Meeting

STATE OF THE COUNTY

- Please send your Issues, Goals, and Accomplishments in to Trisha along with any other requested information for this annual report.

PERSONNEL POLICY: WORKERS' COMPENSATION CLAIMS

- In the event of a workplace accident, the supervisor should immediately assess the employee's condition. The employee should then be directed to Human Resources, followed by a screening with doctors approved by the county. For serious injuries, EMS should be contacted first, followed by HR notification. If the employee declines this process, they will not be able to file a workers' compensation claim. After the initial screening, the employee is free to seek care from any physician. For after-hours incidents, employees should visit the emergency room and notify HR the following morning.

Upcoming Initiatives & Updates

BUDGET AMENDMENT AND COUNTY FUNDS

- A budget amendment of \$634,000 from the general fund is required due to both anticipated and unanticipated expenses. To address this, a spending freeze will be implemented to restore financial balance. While revenues are meeting expectations, this primarily concerns the general fund, with slightly more flexibility granted to enterprise funds. All departments must limit spending unless approved by management.
- Any expenditure over \$5,000 must be discussed with management before being incurred,



including significant purchases like equipment repairs, to prevent unnecessary spending.

- Routine office supplies, such as paper, are considered essential and may be purchased without prior approval. However, larger purchases, such as a new copier, require management consultation.
- If your department can increase general revenues, please bring these opportunities forward for discussion with management.
- Funds that have already been allocated for specific purposes do not require additional approval, as these have been pre-discussed. This pertains mostly to general fund revenues.
- For questions regarding ARPA funds used as revenue replacement, please consult with the CFO.
- Any large expenditure of grant funds must be reviewed and approved by management.
- If a position is not essential, please refrain from scheduling employees for that role.
- Ensure the new budget reflects actual costs, as it is unlikely we will achieve revenue neutrality. Be sure to request the necessary funds to cover your department's needs.
- When planning for the future, be realistic about your department's financial needs. Request only what is necessary, avoiding inflated budget requests.

UPDATE DEPARTMENT WEBSITE INFORMATION

- Department heads are required to update their webpages for the upcoming website transition. Outdated or incorrect information will not be included on the new website.
- Any information related to boards, councils, or committees must also be updated.
- **All updates must be completed by Monday, February 17th.**
- Frankie will send further instructions via email.

ALTERATION OF COUNTY BUILDINGS

- Do not make any changes, whether cosmetic or otherwise, to county buildings without prior approval from management.
- Existing items are excluded from this policy and are not subject to approval.

AUDIT UPDATE

- The county has received an unmodified audit opinion, and was on-time for the second consecutive year.

BUDGET SEASON

- The budget process will follow a similar approach to previous years. An email will be sent with the budget sheets, which will include a column to request increases. These requests will automatically update salary and benefit figures.
- **To streamline the process, send all required documents (Presentation, Salary Sheet, and Requested Budget Sheet) to Chelsey in one email by February 28th.**



- Trisha will schedule your budget meetings.
- Jordon's budget information will be sent out as an example for how to structure your submissions.
- Capital needs, assessments, and improvement plans are currently being reviewed with Davenport, so capital needs requests will be temporarily deferred.
- New financial policies are being developed to regulate areas such as county fund balance and debt-to-expenditure ratios.
- Minimizing budget amendments during the fiscal year will improve the county's financial standing and enhance bond ratings.

TRANSITION TO MUNIS

- The P-Card sign-off process will now be conducted through Munis, replacing the previous system in Works. Training will be provided.
- Jessica Helms is the Deputy Finance Officer and can assist with any questions about the process.
- The process remains largely the same, but Munis access will be required.
- If you have an admin designated for this task, please send their information to Jessica Helms.
- Further details will be provided via email.
- For questions on generating reports in Munis, please contact Jessica.
- The budget amendment process will transition to Munis and will no longer be managed in Excel.

DEPARTMENT UPDATES

- Transportation Ribbon Cutting: 10 AM on February 18th.
- May 9th: Concert featuring a Country Artist.
- Exploring a variety of talent options for upcoming events at the event center.
- Mattie Lane has officially been appointed as Animal Shelter Manager.
- The new surplus company generated significantly lower revenue than expected, with items selling for about half of what they would have through GovDeals.
- Soil and Water has successfully implemented a water monitoring system at Cabin Lake.
- River cleanup efforts continue to progress well, despite delays caused by recent rainfall.

Closed Meeting

**Respectfully Submitted by
Trisha Hoskins**

