



## DEPARTMENT HEAD MEETING SUMMARY

9 a.m. Thursday, October 3, 2024

Agriculture Drive, Kenansville NC

**Department Heads in Attendance:** Angel Venecia, Laura Drakeford, Annie Murrell, Robert Cox, Gary Rose, Josh Raynor, Scotty Summerlin, Laura Jones, Melissa Brown, Frankie Herring, Jeffery Williams, David Houston, Billy Ivey, Craig Hatcher, Amanda Hatcher, Chris Hatcher, Brandon McMahan, Carrie Sullivan, Amanda Pope, Robin Grotke, Semeka Perry, Chelsey Lanier

**Also Attended:** Bryan Miller, Carrie Shields, Jaime Carr, Jasmine Savage, Simone Vann (Proxy)

### *Open Meeting*

The meeting commenced with a moment of reflection for individuals affected by Hurricane Helene.

## DEPLOYMENT UPDATES

- Matthew Barwick has been deployed to assist with recovery efforts.
- The Health Department is exploring additional deployment opportunities, noting that current aid is concentrated in the mountains.
- Better opportunities for deployment may arise as aid efforts stabilize.

## DEPARTMENT UPDATES AND COMMENDATIONS

### *Event Highlights*

- The Muscadine Festival was a success, with strong attendance. Acknowledgments were extended to all departments involved in organizing the event.

### *Upcoming Events and Initiatives*

- Elections: A Presidential election is forthcoming.
- Economic Development is working on several major projects.
- The Museum has planned events for October.
- DSS will host a sock drive, with an annual bake sale for foster children and dependent adults, scheduled for November.

## LEASES

- Finance requires copies of all FY24 leases to ensure accountability for DebtBook and compliance with Gatsby requirements.



### **CHANGES IN DEPARTMENT**

- Any departmental changes must be discussed in a meeting with Management prior to implementation.
- A Purchase Order is required for expenditures over \$500
  - Failure to follow this could result in personal liability for unpaid invoices.

### **USE OF COUNTY VEHICLES**

- Vehicles are not for personal use; incidental use is permissible.
- Pets are not allowed in county vehicles without prior authorization and should never be in the front seat.
- Do not use cell phones while operating a vehicle.
- Notify Management if you have a vehicle without a county logo to facilitate proper branding.

### **ADMINISTRATIVE LEAVE**

- Following a tree fall affecting power lines behind the Texas Tee “Browns,” departments without power were advised of the circumstantial nature of administrative leave.
- Hyper Reach will be activated in emergency situations for communication.

### **VISION STATEMENTS**

- Departments are to email their Vision Statements to the County Manager.
  - This will serve as a guiding compass for actions and decisions.
- Departments should report back on how this has influenced their processes in the next meeting.

### **BOCC AGENDA**

- Submit agenda request forms to the Clerk before the deadline
  - *Ensuring Carrie and Bryan are carbon copied*
- Budget Amendments must be approved by Finance before submission to the Clerk
- Contracts must have vendor signatures prior to submission.

### **DOCUSIGN**

- Aiming to implement a DocuSign account for departments to streamline contract management.



### **AGENDA SOFTWARE**

- CivicPlus is available for BOCC agenda creation, with four additional licenses for other departments.
  - Interested departments should contact Jaime for evaluation.

### **JAMES SPRUNT COMMUNITY COLLEGE**

- JSCC has been ranked 11th best Community College in the nation
- Plans to offer finance courses starting January 2025, taught by Chelsey Lanier.

### **HURRICANE RELIEF**

- Donations of water are discouraged due to ample FEMA supplies; however, there is a need for baby bottles, formula, can openers, over the counter medicine, pet food, bug spray, baby wipes, hygiene products, and canned food with pop tops.

### **THINGS TO EXPECT**

- Resend of Purchasing Policy.
- Distribution of Hurricane Relief Supply List.

*Closed Meeting*

**Respectfully Submitted by  
Trisha Hoskins**