

**A G E N D A**  
Perquimans County Board of Commissioners  
**SPECIAL CALLED MEETING & REGULAR WORK SESSION**  
Meeting Room – Perquimans County Library  
November 20, 2023  
7:00 p.m.

I. **Call to Order**

II. **Prayer & Pledge**

III. **Approval of Agenda**

IV. **Special Called Meeting**

➤ *The purpose of this Special Called Meeting is to approve the proposed schedules, standards, and rules to be used in appraisal for Perquimans.*

V. **New Business**

A. Approval of Proposed Schedules, Standards, & Rules for 2024 Revaluations

B. Additional Action Needed for Medicaid Expansion

1. Budget Amendment

2. Personnel Matters:

➤ Appointment: IMC I Working Against IMC II (2)

C.

D.

E.

VI. **Adjournment of Special Called Meeting**

VII. **Work Session**

A.

B.

C.

D.

VIII. **Adjournment**

**ACTION  
REQUIRED**

**NO ACTION  
REQUIRED**

**COUNTY MANAGER NOTES**  
 Perquimans County Board of Commissioners  
**SPECIAL CALLED MEETING & REGULAR WORK SESSION**  
**Meeting Room – Perquimans County Library**  
**November 20, 2023**  
**7:00 p.m.**

IV. **Enclosure.** The purpose of this Special Called Meeting is to act on the proposed schedules, standards, and rules to be used in appraisal for Perquimans. The proposed schedules, standards, and rules were presented at a Special Called Meeting held on October 16, 2023. The Public Hearing was held during the Regular Meeting on November 6, 2023.

V.A. The next step will be to adopt the proposed schedules, standards, and rules. Board action is being requested.

V.B. **Enclosures.** With the Medicaid Expansion, a couple of items need to be considered for Board actions:

1. **Enclosure:** In order to cover the new Social Services employees for the Medicaid Expansion, the Board will need to consider and act on Budget Amendment No. 21. Board action is being requested.
2. **Enclosures.** The following personnel matters will need to be approved for the Medicaid Expansion:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Brandy Haislip	IMC 1 working against IMC II	Appointment	61/3	\$33,937	11/13/2023
Tracee Baxton	IMC 1 working against IMC II	Appointment	61/3	\$33,937	11/13/2023

Board action is being requested.

VI. The Chairman will adjourn the Special Called Meeting

VII. If there is no business to discuss for the Work Session, the Work Session will be cancelled.



**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON  
CHAIRMAN

CHARLES WOODARD  
VICE CHAIRMAN

TIMOTHY J. CORPREW

JOSEPH W. HOFFLER

T. KYLE JONES

JAMES W. WARD

W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

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# PUBLIC NOTICE

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The Perquimans County Board of Commissioners will hold a **SPECIAL CALLED MEETING** on Monday, November 20, 2023, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, North Carolina to approve the proposed schedules, standards, and rules to be used in appraisal for Perquimans County. The Board may take action on these items and, at its discretion, may take action on such other matters, as the Board deems appropriate.

Following the Special Called Meeting, the Board will hold their regular scheduled Work Session.

*Frank Heath*

Frank Heath, County Manager

*POSTED: November 2, 2023*

**Perquimans County's Vision:**

*To be a community of opportunity in which to live, learn, work, prosper and play.*

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 7, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandy Haislip

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

\*\*\*\*\*Ms. Haislip is not fully qualified as an IMC II (Grade 63), therefore is an IMC I (Grade 61) working against the IMC II position for a year. This is a MXP position\*\*\*\*\*

NEW EMPLOYEE EFFECTIVE DATE: November 13, 2023

GRADE: 61 STEP: 3 SALARY: \$33,937.00

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)


\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

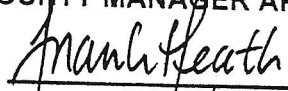
\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR      2      3      4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. DATE GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION  
  
DATE: November 7, 2023

\*\*\*\*\*  
COUNTY MANAGER APPROVAL  
  
DATE: 11/8/2023

FINANCE OFFICER \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 7, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tracee Baxton

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

\*\*\*\*\*Ms. Baxton is not fully qualified as an IMC II (Grade 63), therefore is an IMC I (Grade 61) working against the IMC II position for a year. This is a MXP position\*\*\*\*\*

NEW EMPLOYEE EFFECTIVE DATE: November 13, 2023

GRADE: 61 STEP: 3 SALARY: \$33,937.00

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

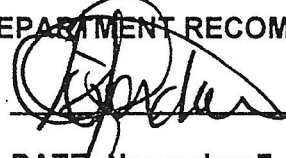
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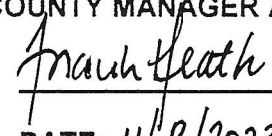
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DEPARTMENT RECOMMENDATION  
  
DATE: November 7, 2023

COUNTY MANAGER APPROVAL  
  
DATE: 11/8/2023

FINANCE OFFICER \_\_\_\_\_

DATE: \_\_\_\_\_

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUND**  
**NO. 21**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 20th DAY OF NOVEMBER, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2023 - 2024 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	96,408	
10-610-020	DSS - Salaries	67,733	
10-610-050	DSS - FICA	5,182	
10-610-060	DSS - Group Insurance	14,755	
10-610-070	DSS - Retirement	8,738	

**EXPLANATION:** To amend FY 23/24 budget to include salaries/benefits for 2 additional IMC workers and 1 Lead Worker position a needed for Medicaid Expansion and as discussed and approved at the 11/16/23 BOC meeting.

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 20th DAY OF NOVEMBER, 2023, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 20th DAY OF NOVEMBER, 2023.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer