

**TENTATIVE AGENDA & MEETING NOTICE  
BOARD OF COUNTY COMMISSIONERS**

**TUESDAY, FEBRUARY 3, 2015  
8:30 A.M.**

**WATAUGA COUNTY ADMINISTRATION BUILDING  
COMMISSIONERS' BOARD ROOM**

TIME	#	TOPIC	PRESENTER	PAGE
8:30	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: January 20, 2015, Regular Meeting January 20, 2015, Closed Session		1
	3	APPROVAL OF THE FEBRUARY 3, 2015 AGENDA		11
8:35	4	REPORT FROM THE SUPERINTENDENT OF SCHOOLS	DR. SCOTT ELLIOTT	13
8:40	5	PRESENTATION OF APPALACHIAN DISTRICT HEALTH DEPARTMENT'S ANNUAL REPORT	MS. BETH LOVETTE	15
8:45	6	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	
		A. Proposed Amendments to the Following NC Department of Cultural Records Retention and Disposition Schedules: 1. Board of Elections 2. County Management 3. Register of Deeds 4. Tax Administration 5. Veteran's Services		23
		B. Tentative Annual Pre-Budget Retreat Agenda		47
		C. Boards and Commissions		49
		D. Announcements		57
8:50	7	PUBLIC COMMENT		58
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9:55	9	CLOSED SESSION Attorney/Client Matters – G. S. 143-318.11(a)(3)		58
10:00	10	ADJOURN		

**AGENDA ITEM 2:**

**APPROVAL OF MINUTES:**

January 20, 2015, Regular Meeting

January 20, 2015, Closed Session

**DRAFT****MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS  
TUESDAY, JANUARY 20, 2015**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, January 20, 2015, at 5:30 P.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

PRESENT: Jimmy Hodges, Chairman  
David Blust, Vice-Chairman  
Billy Kennedy, Commissioner  
John Welch, Commissioner  
Perry Yates, Commissioner  
Stacy C. Eggers, IV, County Attorney  
Deron Geouque, County Manager  
Anita J. Fogle, Clerk to the Board

Chairman Hodges called the meeting to order at 5:31 P.M.

Vice-Chairman Blust opened the meeting with a prayer and Commissioner Kennedy led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Chairman Hodges called for additions and/or corrections to the December 16, 2014, regular meeting and closed session minutes.

Commissioner Yates, seconded by Commissioner Welch, moved to approve the December 16, 2014, regular meeting minutes as presented.

VOTE: Aye-5  
Nay-0

Commissioner Yates, seconded by Commissioner Welch, moved to approve the December 16, 2014, closed session minutes as presented.

VOTE: Aye-5  
Nay-0

**APPROVAL OF AGENDA**

Chairman Hodges called for additions and/or corrections to the January 20, 2015, agenda.

County Manager Geouque requested to add a request for the Sheriff's Office for permission to apply for a grant to purchase body cameras.

Vice-Chairman Blust, seconded by Commissioner Welch, moved to approve the January 20, 2014, agenda as amended.

VOTE: Aye-5  
Nay-0

### **WATAUGA COUNTY COOPERATIVE EXTENSION YOUTH DEVELOPMENT PROGRAMMING STATUS**

Mr. Jim Hamilton presented an update on the status of youth development programming in Watauga County. A “save the date” of March 3, 2015, was given for the Annual Report to the People Lunch which would begin at 11:45 A.M.

Mr. Hamilton then asked Karee Mackey, 4-H Youth Development Extension Agent, to come forward and stated that she would be continuing her service with youth development with another agency after nineteen years of service in Watauga County.

At that time, Chairman Hodges presented Ms. Mackey with a proclamation in honor of her service to the children of Watauga County.

Commissioner Yates, seconded by Commissioner Kennedy, moved to adopt the proclamation honoring Ms. Karee Mackey as presented.

VOTE: Aye-5  
Nay-0

### **WATAUGA COUNTY PUBLIC LIBRARY ANNUAL REPORT**

Ms. Monica Caruso, County Librarian, presented the Watauga County Public Library Annual Report reflecting on 2014 and sharing plans for 2015. Ms. Caruso invited the Board to an Open House on February 19, 2015, at 4:00 P.M. at the Library. The report was presented for information only; therefore, no action was required.

### **PINE RUN PADDLE ACCESS/NCDOT ENCROACHMENT AGREEMENT REAUTHORIZATION**

Mr. Eric Woolridge with Destination By Design stated that his firm was under contract with High Country Pathways to facilitate a grant from the North Carolina Wildlife Resources to construct two river accesses in the County.

In June of 2012, the Board approved the encroachment agreement with the North Carolina Department of Transportation for the purpose of constructing the public river access at the Pine Run Road bridge, contingent upon the Watauga County Tourism Development Authority bearing all costs associated with the construction and future maintenance of the facility being the responsibility of the Watauga County Tourism Development Authority.

In September of 2013, Ms. Janice Carroll, Green Valley Park, updated the Board on the Pine Run Road river access. Due to the Watauga County TDA withdrawing as the grant sponsor; Green Valley Park agreed to take on that role and requested the change to the NC Recreation Trails Program. Based on conversations with NCDOT, the encroachment was still valid and the Department was awaiting direction as to the status of the project. As the Board approved the encroachment based on the TDA being the sponsor of the project, Ms. Carroll sought and was granted continued support with Green Valley Park being the sponsoring agent.

In October of 2013, Green Valley Park withdrew as the sponsoring agent and requested that High Country Pathways assume the sponsorship role. The request was granted by the Commissioners.

High Country Pathways in conjunction with the North Carolina Wildlife Resources will construct the access. On behalf of High Country Pathways, Mr. Woolridge requested the Board once again affirm and approve the encroachment agreement between the County and NCDOT. No changes have been made to the encroachment agreement as previously reviewed and approved by the County Attorney. NCDOT is requesting the reauthorization due to the fact that two years have passed with no action.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to reauthorize and approve the encroachment agreement with NCDOT as presented.

VOTE: Aye-5  
Nay-0

### **REQUEST TO APPLY FOR GRANT RELATED TO PERMANENT HOUSEHOLD HAZARDOUS WASTE SITE**

Watauga County Recycling Coordinator, Heather Bowen, requested authorization to apply for a grant from the North Carolina Department of Environment and Natural Resources. The purpose of the grant was to provide funding for the County's proposed Household Hazardous Waste Facility. The maximum award amount is \$30,000 with a cash match of \$17,324 which would be allocated from the project budget line.

Funds are budgeted in the current fiscal year to construct and operate a household hazardous waste facility that would allow for enhanced service at the same or current cost being paid for contracted services. If awarded, the grant would reduce county funds required to complete the project.

Commissioner Yates, seconded by Commissioner Welch, moved to authorize the submittal of the grant to the North Carolina Department of Environment and Natural Resources for a Household Hazardous Waste Facility and to approve the County match as presented.

VOTE: Aye-5  
Nay-0

## **REQUEST FOR AMENDMENTS TO FIRE DISTRICTS**

Fire Marshal Stephen Sudderth requested the Board schedule a public hearing on February 17, 2015 to allow citizen comment on the transfer of property from the Beaver Dam Fire District to the Cove Creek Fire District. Both Fire Chiefs are in support of the transfer.

Board action is requested to schedule a public hearing on February 17, 2015 to allow citizen comments on the transfer.

Commissioner Yates, seconded by Vice-Chairman Blust, moved to set a public hearing for February 17, 2015, at 5:30 P.M. to allow citizen comment on the proposed transfer of property from the Beaver Dam Fire District to the Cove Creek Fire District.

VOTE: Aye-5  
Nay-0

## **TAX MATTERS**

### ***A. Monthly Collections Report***

Tax Administrator Larry Warren presented the Tax Collections Report for the month of December 2014. This report was presented for information only and, therefore, no action was required.

### ***B. Refunds and Releases***

Mr. Warren presented the Refunds and Releases Report for December 2014, as well as a report from the new motor vehicle billing system, North Carolina Vehicle Tax System (NCVTS), for Board approval:

TO BE TYPED IN MINUTE BOOK

Commissioner Yates, seconded by Commissioner Welch, moved to approve the Refunds and Releases Report and the North Carolina Vehicle Tax System Refunds and Releases Report for December 2014, as presented.

VOTE: Aye-5  
Nay-0

## **MISCELLANEOUS ADMINISTRATIVE MATTERS**

### ***A. Shawneehaw VFD Request for Support of Lease Purchase Agreement***

County Manager Geouque presented a proposed letter of support as requested by Shawneehaw Volunteer Fire Department (VFD) to assist in obtaining financing to purchase equipment for operations. The letter confirms that Shawneehaw VFD receives both County and fire tax funding. The letter of support does not obligate the County.

Commissioner Yates, seconded by Vice-Chairman Blust, moved to approve the letter of support as presented.

VOTE: Aye-5  
Nay-0

***B. Proposed Dates for the Annual Pre-Budget Retreat***

County Manager Geouque presented the following proposed dates for the Annual Pre-Budget Retreat: February 20-21 or 27-28, 2015, with times proposed as 12–6 P.M. on Friday and 9 A.M.–12 P.M. on Saturday.

By consensus the Board scheduled the Annual Pre-Budget Retreat on Friday, February 27, 2015, from 12:00 – 6:00 P.M. and Saturday, February 28, 2015, from 9:00 A.M. to 12:00 P.M.

***C. Register of Deeds Appointment***

County Manager Geouque stated that Register of Deeds JoAnn Townsend was retiring January 31, 2015. A letter was presented from the Watauga County Republican Party executive committee unanimously selecting Ms. Amy Shook to fill the remaining term of JoAnn Townsend who is retiring January 31, 2015.

North Carolina General Statute 161-5, Section (a1) states, “When a vacancy occurs from any cause in the office of register of deeds, the board of county commissioners shall fill such vacancy by the appointment of a successor for the unexpired term, who shall qualify and give bond as required by law. If the register of deeds was elected as the nominee of a political party, the board of county commissioners shall consult the county executive committee of that political party before filling the vacancy and shall appoint the person recommended by that committee, if the party makes a recommendation within (thirty) 30 days of the occurrence of the vacancy.”

Per NCGS 161-5, Board action is required to ratify the appointment of Ms. Shook to serve out the remainder of Ms. Townsend’s term that expires in 2016, as the recommendation was made within the thirty (30) day time period.

Commissioner Yates, seconded by Commissioner Welch, moved to appoint Ms. Amy Shook as the Watauga County Register of Deeds effective February 1, 2015, to serve the remainder of Ms. JoAnn Townsend’s term which expires in 2016.

VOTE: Aye-5  
Nay-0

***D. Sheriff’s Office Request to Submit a Grant Application to Purchase Body Cameras***

County Manager Geouque presented a request from the Sheriff’s Office to apply for a \$15,000 grant from the Governor’s Crime Commission to purchase body worn cameras. There is no local match required.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to authorize the submission of the grant application as presented.

VOTE: Aye-5  
Nay-0

***E. Boards and Commissions***

County Manager Geouque presented the following Boards and Commissions appointments:

*Tourism Development Authority*

Mr. Jim Neustadt and Ms. Kim Rogers terms will expire February 28, 2015. Mr. Wright Tilley, Watauga County Tourism Development Authority Director, has stated that both are willing to continue to serve, if reappointed. The County Manager also shared a volunteer application received just prior to the meeting from Donna Horbury. These were first readings and, therefore, no action was required.

*Watauga County Nursing Home Community Advisory Committee*

Mr. Fred Badders term will expire January 24, 2015, on the Watauga County Nursing Home Community Advisory Committee. He is willing to continue to serve if reappointed.

Commissioner Welch, seconded by Commissioner Yates, moved to waive the second reading and reappoint Mr. Fred Badders to the Watauga County Nursing Home Community Advisory Committee.

VOTE: Aye-5  
Nay-0

*Watauga Medical Center Board of Trustees*

The Watauga Medical Center Board of Trustees has recommended Mr. Joe Miller, Mr. Paul Miller, Jr., and Dr. Paul Dagher (would fill required position of active member of the medical staff) for appointment as Board Trustees. Each of their terms would be effective January 1, 2015, through December 31, 2017.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to appoint Mr. Joe Miller, Mr. Paul Miller, Jr., and Dr. Paul Dagher to the Watauga Medical Center Board of Trustees with terms set to expire on December 31, 2017.

VOTE: Aye-5  
Nay-0

*Recreation Commission*

The following school district nominations were made for expiring terms on the Recreation Commission: Brittany Bolick (Hardin Park), Denny Norris (Green Valley), Carolina Carney



(Valle Crucis), and Gene Swift (Parkway). These would each be reappointments and this is a second reading and, therefore, action may be taken, if so desired.

Commissioner Welch, seconded by Commissioner Yates, moved to reappoint the following to the Recreation Commission: Ms. Brittany Bolick, representing Hardin Park Elementary School District, Mr. Denny Norris, representing Green Valley Elementary School District, Ms. Carolina Carney, representing Valle Crucis School District, and Mr. Gene Swift representing Parkway School District.

VOTE: Aye-5  
Nay-0

Boone Rural Fire Protection Service District

Each Commissioner appoints a representative to the Boone Rural Fire Protection Service District Board whose term will run concurrent with the term of the appointing Commissioner. Boone Rural Fire Service District Board members must own property and reside within that Fire Service District.

Chairman Hodges recommended the appointment of Reggie Hassler.

*[Clerk's Note: Chairman Hodges recent appointment to this position was not eligible to serve due to not living within the Fire Services District.]*

Vice-Chairman Blust, seconded by Commissioner Welch, moved to waive the second reading and appoint Reggie Hassler as Chairman Hodges' appointment to the Boone Rural Fire Protection Service District.

VOTE: Aye-5  
Nay-0

Watauga County Planning Board

Each Commissioner nominates a representative to the Watauga County Planning Board whose term will run concurrent with the term of the appointing Commissioner. Planning Board members must live within the appointing Commissioners District and action must be taken by the entire Board of Commissioners to make these appointments. Chairman Hodges appointment was tabled at the last meeting.

Chairman Hodges recommended the appointment of Mr. Patrick Morgan.

Vice-Chairman Blust, seconded by Commissioner Welch, moved to waive the second reading and appoint Mr. Patrick Morgan as Chairman Hodges' appointment to the Watauga County Planning Board.

VOTE: Aye-5  
Nay-0

***F. Announcements***

County Manager Geouque announced the following:

- The Essentials of County Government course will be held the following dates:
 

January 8-9, 2015	Winston-Salem
January 23-24, 2015	Chapel Hill
February 11-12, 2015	Asheville
February 18-19, 2015	New Bern
- The Watauga County Public Library will hold a “Day in the District”/Open House on Thursday, February 19, 2015, at 4:00 P.M. at the Library.

**PUBLIC COMMENT**

There was no public comment.

**CLOSED SESSION**

At 6:34 P.M., Commissioner Kennedy, seconded by Commissioner Yates, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3).

VOTE: Aye-5  
Nay-0

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to resume the open meeting at 7:45 P.M.

VOTE: Aye-5  
Nay-0

**ADJOURN**

Commissioner Welch, seconded by Vice-Chairman Blust, moved to adjourn the meeting at 7:45 P.M.

VOTE: Aye-5  
Nay-0

\_\_\_\_\_  
Jimmy Hodges, Chairman

ATTEST:

\_\_\_\_\_  
Anita J. Fogle, Clerk to the Board

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**AGENDA ITEM 3:**

**APPROVAL OF THE FEBRUARY 3, 2015, AGENDA**

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**AGENDA ITEM 4:**

**REPORT FROM THE SUPERINTENDENT OF SCHOOLS**

**MANAGER'S COMMENTS:**

Dr. Scott Elliot, Watauga County School Superintendent, will report to the Board on upcoming events in the school district.

The report is for information only; therefore no action is required.

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**AGENDA ITEM 5:**

**PRESENTATION OF APPALACHIAN DISTRICT HEALTH DEPARTMENT'S ANNUAL REPORT**

**MANAGER'S COMMENTS:**

Ms. Beth Lovette, Appalachian District Health Director, will present the health department's annual report for Fiscal Year 2013-2014.

The report is for information only; therefore, no action is required.





# HEALTH FOR ALL: PROMOTE. PREVENT. EMPOWER.

## Appalachian District Health Department

### ANNUAL REPORT 2013 –2014

*It has been my pleasure to serve Alleghany, Ashe and Watauga Counties as Chair of the Appalachian District Board of Health. Our District Health Department is one of six multi-county health departments in North Carolina that take advantage of the cost savings that can be achieved through sharing staff and resources across county lines. A recent study showed that district health departments, on average, receive larger proportions of funding from sources other than your county tax dollars. (Comparing North Carolina's Local Public Health Agencies: The Legal Landscape, the Perspectives, and the Numbers; UNC School of Government, May 2012.) Appalachian District Health Department currently receives 14% of total funding from county allocations to the District health budget.*

*Each county appoints one county commissioner to the Board of Health and those three commissioners appoint the other board members as outlined in NC General Statutes. Many thanks to Commissioner Karen Leys, Alleghany; Commissioner Judy Poe, Ashe; and Commissioner Perry Yates, Watauga for their dedication to the health of the counties they serve. A complete Board of Health member listing, meeting schedules, and minutes can be found at <http://www.apphealth.com/about-us/board-of-health/>.*

*Sincerely,  
Ken Richardson, Chairman  
Appalachian District Board of Health*

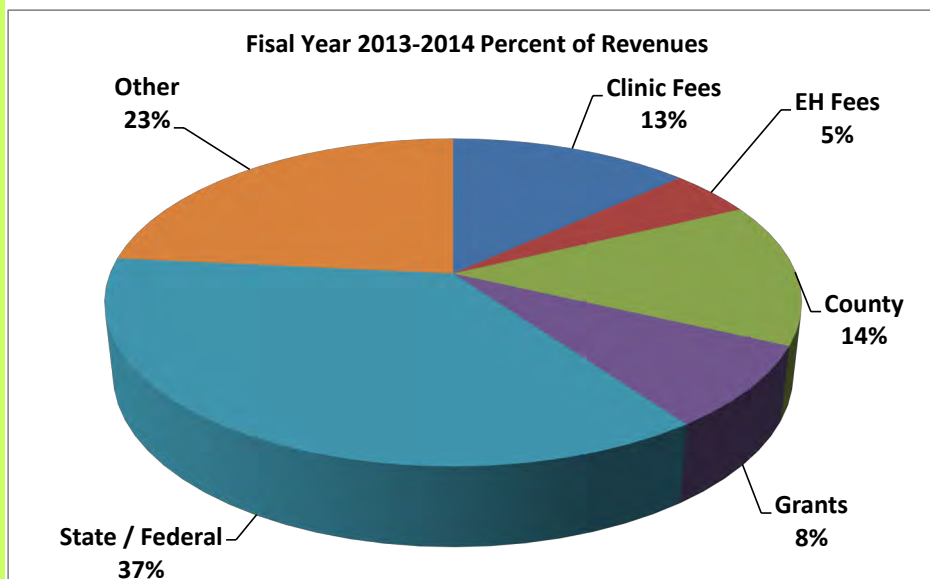
Greetings,

Thank you for your support of the Appalachian District Board of Health in allowing me to serve as your Local Health Director with the Appalachian District Health Department for three years. It is a privilege to work with a great team to improve the public's health in Alleghany, Ashe and Watauga Counties. We strive to promote safe and healthy living, prevent disease and protect the environment through education and the provision of the essential services of public health. We provide full service health departments in each county – including health care services for all ages, women's health services, communicable disease tracking, trending and treatment, immunizations, environmental health inspections and permitting and emergency preparedness. We are also pleased to work within each county to provide health promotion/prevention activities that help all of our citizens improve their health. If you have a question about public health or public health services, please don't hesitate to call any one of our health departments for assistance.

This space is too small for me to share all of our local public health initiatives with you. Please take just a moment to visit and bookmark [www.apphealth.com](http://www.apphealth.com). Our website offers "breaking news" public health updates, links to restaurant inspections and septic/well permits, information about our services/programs and easy links to offer patient or customer feedback or general feedback and an easy way to contact us for questions.

Yours in good health,

*Beth*



# ACHIEVING TARGETED IMPROVEMENTS IN HEALTH OUTCOMES

The Appalachian District community led efforts with the Community Transformation Grant (CTG) Project, funded by the Centers for Disease Control and Prevention, in partnership with the NC Region 3 health departments and Appalachian Partners in Public Health. This initiative serves the Appalachian District plus Wilkes, Yadkin, Stokes, Surry, Forsyth, Davie, and Davidson Counties. For more information on the CTG Project, visit [www.NWTransformationProject.org](http://www.NWTransformationProject.org). The CTG Project FY 13-14 accomplishments include:

## #1 TOBACCO FREE LIVING

In Region 3 Northwestern Regional Housing Authority (NWRHA) passed a smoke-free housing policy in all 13 properties (385 units) in 7 counties, 3 of which include Appalachian District (Alleghany, Ashe, Watauga).



**Photo Left:** Advertisement developed by App District that received recognition by CDC for creative messaging. Billboards were created and placed through-

out the region to educate and inform residents of the harmful effects of tobacco smoking and secondhand smoke exposure in multi-unit housing.

In July 2014, the Appalachian District Health Department held a Smoke-Free Multi-Unit Housing (SF MUH) Lunch & Learn for property managers and owners within the Appalachian District and surrounding counties. The workshop was well attended by the housing sector and the results from the event indicated momen-



tum for potential additional SF MUH opportunities.

**Photo Above:** Speaker panel of experts including representation from NC DPH, and various housing authorities throughout the state.

For more information, visit [www.smokefreehousingnc.com](http://www.smokefreehousingnc.com)

### Tobacco prevention and control

Tobacco use is still the leading cause of preventable death in the United States. To be most effective in reversing diseases caused by tobacco use, Appalachian District has partnered with Wilkes and Caldwell Counties with the Northwest Tobacco Prevention Coalition to help prevent youth from initiating smoking, protect individuals from harmful secondhand smoke, and provide resources to individuals, clinicians, business owners, and others interested in supporting those who want to quit. Learn more at [www.quitlinenc.com](http://www.quitlinenc.com)

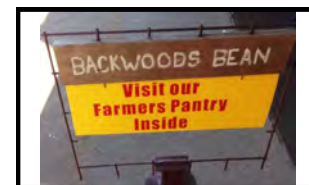
## #2 OBESITY PREVENTION

### HEALTHY EATING

CTG Project focused on enhancing existing farmers' markets and working with small food retail stores like neighborhood corner stores to incorporate fresh produce and healthier beverages. The region worked with 18 farmers' markets to provide structural improvements like tents, tables, and other materials needed to operate a successful market. In addition to structural improvements and technical assistance, the region was able to provide media opportunities that included print and digital advertising, direct mailers, and signage.

The Healthy Corner Store Initiative focuses on providing technical assistance, scales, shelving, produce containers and other necessary materials to foster the healthy improvements in each unique store setting. A regional assessment of 1,187 sites to identify the variety and quality of nutritious foods in grocery and small store outlets was conducted. Following the assessment, mini-grant awards were given to 7 stores, each store representing a county within Region 3.

The Food Trust, a nonprofit located in Philadelphia, PA with a mission to make healthy food available to all, recognized Region 3, for our cutting edge work in healthy corner stores in rural settings for others to follow suit. One example comes from downtown Sparta, NC where Backwoods Bean (pictured below) provides healthy, local produce which is easily accessible to the surrounding community. CTG Project was able to provide Backwoods Bean, a local coffee shop and café in Sparta, NC with various materials and signage to assist in making the easy choice for



achieving their goals healthy choice the Sparta, NC.

## #3 ACTIVE LIVING

In FY 13-14, Region 3 CTG Project continues to partner with Appalachian Partners in Public Health to contract with Destination by Design to continue to create a 15-year master plan, identifying key projects that both improve the built environment and positively impact public health. Through this process, the regional collaborative and community partners identified projects for each individual county. Alleghany County identified the Alleghany Wellness Center to create a site Master Plan. Ashe County identified Lansing Park Master Plan and Watauga County identified Middle Fork Greenway as top priorities. To see the *Health by Design Region 3 Master Plan*, go to <http://www.dbdplanning.com/gallery/health-by-design/>

**#4 HEALTHY EATING**

- Supported small retail stores to increase availability and promotion of healthy eating.
- Provided tables, tents, and signage for the Lansing Farmers' Market.
- Provided Alleghany Farmers' Market with supplies.
- Conducted cooking demos at local markets with Blue Ridge Seeds of Change, Blue Ridge Women in Agriculture and the Children's Playhouse in Watauga County.
- Conducted classroom presentations to Elementary Schools in Ashe and Alleghany.

**#5 OVERALL**

Development of a regional collaborative. To date, the collaborative meets bi-annually, bringing in community partners from various sectors such as: planning, parks and recreation, school nurses, farmers and multi-unit housing property owners to discuss CTG strategies and broad public health issues. At each event, community partners are recognized for their efforts to advance public health.

Dissemination of a regional media campaign highlighting local farmer's markets, smoke-free housing, and Community Transformation Grant Project efforts at [www.nwtransformationproject.org](http://www.nwtransformationproject.org)

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**HEALTHY YOUTH****Positive Parenting Program:****Supporting positive outcomes for youth with Triple P**

In 2012, Appalachian District began working toward community supports for positive parenting in recognition of data received in the 2011 Community Health Assessment. As a recipient of a NC Division of Public Health grant, Appalachian District has continued to offer the Triple P program, an evidence-based program that has been shown to decrease substantiated cases of child maltreatment and abuse. The program provides easy to use information and tips that everyone working with families can use to help parents respond to challenging parenting situations and build positive relationships with their children. Together with trained providers in healthcare, social services, behavioral healthcare, school, and community settings, this project aims to provide parenting support in online, in person, or seminar format. Additional providers were trained to offer Triple P and the kickoff to the Stay Positive media campaign was launched in 2013-14 year. During 2014, partnership opportunities were extended to include a strategic partnership with High Country United Way to equip community based organizations in serving parents using the Triple P program in the upcoming year while continuing partnerships with the Alleghany Partnership for Children, Ashe Partnership for Children, and The Children's Council of Watauga County. Learn more about Triple P and how to get connected at [www.triplep-parenting.net/nc-en/home/](http://www.triplep-parenting.net/nc-en/home/).

*"Triple P helped me with my daughter's night-terrors. By developing a soothing bed-time routine, I was able to send her to bed feeling less anxious...Resulting in less stress for everyone. She no longer wakes up in the night screaming which leads to better rest, better mornings and less tantrums."*

-Ashe County Parent

**Health Department Upgrades  
Technology**

Fiscal year 2013-14 brought many technology upgrades to Appalachian District Health Department.

- ⇒ Continued work on the Electronic Health Record with wireless connectivity in all clinic areas to allow the clinical team to document patient information and follow-up from tablet computers. We are no longer creating a paper chart for patients! This next year promises even more enhancements as we connect to the North Carolina Health Information Exchange. This connection will allow our hospitals, private physician offices and specialty referrals to have access to the complete medical record which will enhance quality of care and eliminate duplicate diagnostic testing.
- ⇒ The Environmental Health staff made the transition to Custom Data Processing (CDP) for restaurant/lodging inspections as well as for septic/well permitting. Again, another challenging but worthwhile transition.
- ⇒ Our small Business Office began training for an upgrade to the District's financial software. This will allow us to automate many processes.

Many thanks go to Tommy Havelos, ADHD's Information Systems Administrator and all staff and customers for patience with the planning, execution and continued efforts with all of these system improvements.







## COMMUNICABLE DISEASE REPORT 13-14

This report shows the number of probable and confirmed disease cases in the Appalachian District Health Department counties for the calendar year 2013. Reportable communicable diseases with NO reported cases in this period were not included in this report. Because cases are routinely updated, case numbers may change. The arrows in the 2013 columns show an increase or decrease in cases from the previous year.

### Emergency Preparedness Update

The Appalachian District Health Department had the State Review for our Strategic National Stockpile (SNS) Plan in April of 2014. We scored a 99.5 out of a possible 100 points. These Plan requirements are going to change and our plan we need to be completely re-written by April 2015. Our District Epidemiology Team meets quarterly. These meetings allow opportunity to identify trends in disease and to complete after-action reviews for outbreaks of food-borne or other illnesses or environmental risks. We work regularly with our hospitals and with County Emergency Management to plan for potential emergencies.

### FOOD & LODGING INSPECTIONS

COUNTY	Inspections	Compliance Visits	Food, Lodging, Pool Permits	Consultative Site Visits
Ashe	250	32	76	423
Alleghany	166	8	55	138
Watauga	582	139	177	503
District Totals	998	179	308	1064

*Trend compared to prior year noted :*

### WATER PROTECTION UPDATE

COUNTY	Permits Issued	Avg days to first visit	Avg days to issuance
Ashe	889	9	17
Alleghany	504	10	17
Watauga	1079	7	16
District Totals	2412	10	17

DISEASE	ADHD Cases 2013	ADHD Cases 2012
Campylobacter infection	9 ↓	35
Chlamydia	148 ↓	149
Cryptosporidiosis	1 ↑	0
E. coli – shiga toxin producing	3 ↑	1
Gonorrhea	4 ↓	9
Haemophilus Influenza	2 ↑	1
Hepatitis A	0 ↓	1
Hepatitis B – Acute	5 ↑	0
Hepatitis B – Chronic	5 ↑	3
Legionellosis	0 ↓	2
Listeriosis	1 ↑	0
Lyme Disease	3 ↓	6
Meningitis, invasive disease	1 -	1
Non-gonococcal urethritis	1 -	1
Pertussis	1 ↓	8
PID	0 ↓	1
Rocky Mountain Spotted Fever	1 ↓	3
Salmonellosis	16 ↑	11
Staph aureus, reduced	1 ↑	0
Tuberculosis	0 ↓	1
Vibrio not cholera or vulnificus	0 ↓	1
<b>Totals per Year</b>	<b>206 ↓</b>	<b>234</b>

Each county Communicable Disease nurse works closely with county Animal Control to quickly identify potential rabies exposures and to recommend the appropriate course of treatment. The Communicable Disease nurse investigates each report of an animal bite or bat expo-

Rabies Statistics 2013	Alleg	Ashe	Watauga	District
# of bite/exposure reports	15	52	153	220
# of animals that tested + from those reported	0	2	3	5
# of Post Exposure Rabies Therapy recommend	2	10	19	31



# WATAUGA COUNTY HEALTH DEPARTMENT

Clinic Phone: 828-264-6635 Environmental Health Phone: 828-264-4995

### Travel Vaccines

Nurses are trained in the administration and consultation of travel vaccines. The nurse uses the Center for Disease Control (CDC) web site to advise the traveler on recommended vaccines for their destination. The consultation includes:

- ⇒ Education on adult vaccines, adolescent/pediatric vaccines, and non-vaccine preventable illnesses (Malaria)
- ⇒ Recommended adult vaccines
- ⇒ Recommended adolescent/pediatric vaccines
- ⇒ Review of non-vaccine preventable illnesses

Appalachian District Health Dept. has the distinction of being the only designated Yellow Fever Vaccination Center in the High Country.

### WATAUGA COUNTY STAFFING:

19 Employees work in the Watauga County Health Department Programs. 3 positions are Environmental Health Specialists working in the Water Protection Program (well and septic permitting). 23 additional employees serve Watauga in leadership roles for the District (serving all three counties).

Pediatric Dentistry: Dr. Dean Stacy, DDS, every Tuesday.

Dr. Danielle Darter, a Family Practice physician with certification in women’s health and Rachel Bridgeman, Family Nurse Practitioner, provide high quality, compassionate care five days/week.

### Environmental Health Goes Electronic!

With the resignation of Alan McKinney, the District promoted Joe Holder to the District Program Specialist for Water Protection programs. Joe brings years of experience from Alleghany, Surry and Forsyth Counties.

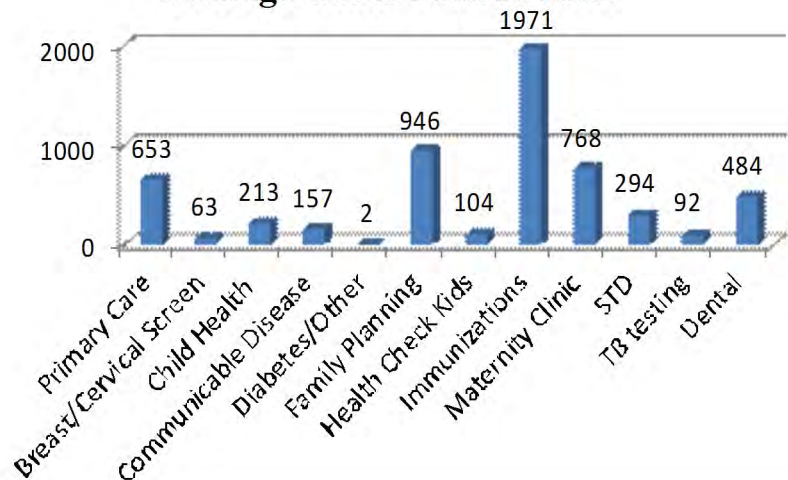
ADHD has adopted Custom Data Processing to streamline inspections/permitting and to improve customer services for our Food and Lodging Inspections as well as for Water Protection such as Well and Septic Permits.

A visit to our website: [www.apphealth.com](http://www.apphealth.com) allows the user to select Quick Links from the task bar and then click either **Septic System Permit Search** or **Restaurant or Facility Grades**. Follow the instructions on each search engine from there. You will need to allow “pop-ups” to view the septic documents.

Thanks to a grant provided by High Country Realtors, Soon archived septic/well permits will be available through the search as well as ADHD completes a large digital scanning project of our paper septic/well documents.

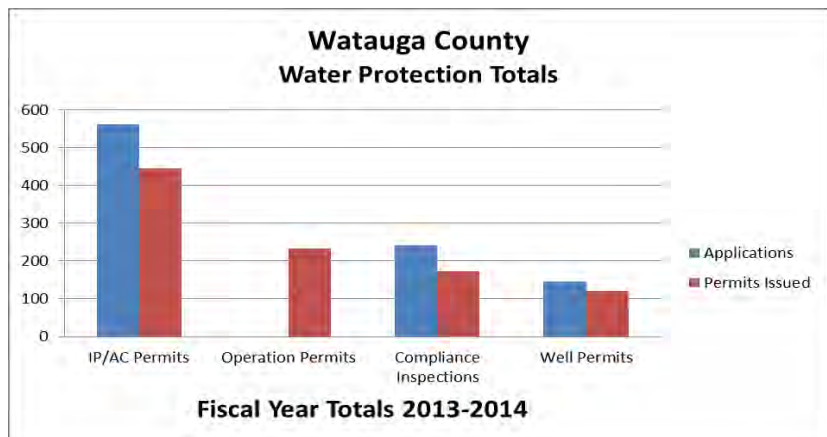
Please call us for any questions.

### Watauga Clinic Patient Visits



Watauga County Clinic visits are up from prior year grand total of 4957, with increases noted in Immunizations and Communicable Disease

### Watauga County Water Protection Totals



**NOTE** FY 2012-13 to FY 2013-14 permitting activities have remained basically flat.

Service programs provided by the health department with programs that are mandated by the State in **bold**:

- ◇ **Family Planning**
- ◇ Pediatric Dental
- ◇ **Tuberculosis Control**
- ◇ Primary Care/Child Health
- ◇ Primary Care/Adult Health
- ◇ **AIDS/HIV**
- ◇ Diabetes Self Management
- ◇ Nutrition Consultation
- ◇ **Immunizations**
- ◇ **Pregnancy Care Management**
- ◇ Alleghany Community Alternatives Program for Disabled Adults
- ◇ Care Coordination for Children
- ◇ Youth Tobacco Prevention
- ◇ Positive Parenting Program (Triple P)
- ◇ **Community Health Promotion and Wellness**
- ◇ Northwest Tobacco Prevention
- ◇ Community Transformation Grant
- ◇ **Water Protection (Septic and Well permitting)**
- ◇ **Food and Lodging (Permitting and Inspections)**
- ◇ General Administration
- ◇ **Emergency Preparedness**
- ◇ Alleghany/Ashe Health Alliance
- ◇ School Nurse Initiative
- ◇ Various Regional Projects
- ◇ Women, Infants, Children Nutrition Program

## HOW CAN YOUR HEALTH DEPARTMENT HELP YOU?

- Need a doctor? Call us. We accept almost all insurance plans, including Medicaid, Medicare, BCBS and private patient pay on a sliding fee scale.
- Need a dentist for your child? Call us to schedule an appointment. We see kids with Medicaid or private pay on a sliding fee scale.
- Health screenings
- Flu shots or most other immunizations.
- Keeps food served to the public safe.
- Protects your drinking/ground water.
- Breastfeeding support
- Diabetes support
- Nutrition counseling
- Speakers on health topics for small or large groups
- Broad range of Health Statistics
- Annual community health assessment update

**Get your flu shot today.  
No appointment necessary.**

### Watauga County Health Department Contact Information

Beth Lovette, Health Director	beth.lovette@apphealth.com	336-264-4995
Sandy Shumate, Director of Nursing	sandy.shumate@apphealth.com	336-372-5641
Pam Rush, Clinical Supervisor	prush@apphealth.com	828-264-6635
Andrew Blethen, EH Supervisor	andrew.blethen@apphealth.com	828-264-4995



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## **AGENDA ITEM 6:**

### **MISCELLANEOUS ADMINISTRATIVE MATTERS**

#### ***A. Proposed Amendments to the Following NC Department of Cultural Resources Retention and Disposition Schedules:***

1. Board of Elections
2. County Management
3. Register of Deeds
4. Tax Administration
5. Veteran's Services

### **MANAGER'S COMMENTS:**

The North Carolina Department of Cultural Resources recently amended the Board of Elections, County Management, Register of Deeds, Tax Administration, and Veteran's Services records retention schedules. The changes are minor and are included for your review.

Staff would recommend that the Board approve the changes to the Board of Elections, County Management, Register of Deeds, Tax Administration, and Veteran's Services records retention schedules.

Board action is required.



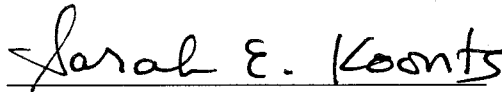
**County Board of Elections  
Records Retention Schedule Amendment**

Amending the County Board of Elections Records Retention and Disposition Schedule published April 4, 2012.

**STANDARD-5: Personnel Records**

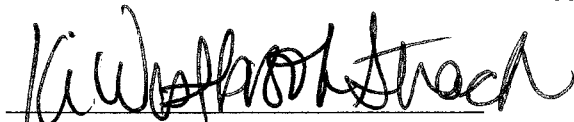
Amending Item 19 **Employee Eligibility Records** as shown on substitute page 59.

**APPROVAL RECOMMENDED**

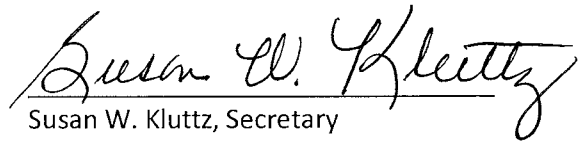


Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**



Kim Westbrook Strach, Executive Director  
State Board of Elections



Susan W. Kluttz, Secretary  
Department of Cultural Resources

**ACKNOWLEDGED (AGREED TO COMPLY)**

\_\_\_\_\_  
County Board of Elections, Director

\_\_\_\_\_  
Chairman, County Board of Elections

November 7, 2014

\_\_\_\_\_  
County/Region

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<b>EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES</b> Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.	Destroy in office when superseded or obsolete.	
18.	<b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 48, page 67. b) Destroy in office other records 3 years after completion, denial, repayment, and removal from program.*	
19.	<b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later. (NOTE: In accordance with U.S. Department of Justice memo dated February 18, 1988, signed by John R. Schroeder, election judges and poll workers are exempt from completing I-9 forms.)	8 USC 1324a(b)(3)
20.	<b>EMPLOYEE EXIT INTERVIEW RECORDS</b>	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 48, page 67. b) Destroy in office all remaining records after 1 year.	
21.	<b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 48, page 67. b) Destroy all other records in office 2 years after resolution of all actions.	29 CFR 1602.31

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 33, page 9.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative/reference value ends." Please use the space provided.*

**County Management  
Records Retention Schedule Amendment**

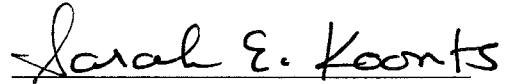
Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

**STANDARD 11. PERSONNEL RECORDS**

Amending item 19 **Employee Eligibility Records** as shown on substitute page 76.

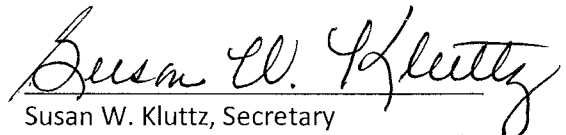
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman  
Board of County Commissioners

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

November 7, 2014

\_\_\_\_\_  
County

ITEM #	STANDARD-11. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <a href="#">PERSONNEL RECORDS (OFFICIAL COPY)</a> item 45, page 83.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <a href="#">PERSONNEL RECORDS (OFFICIAL COPY)</a> item 45, page 83.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <a href="#">PERSONNEL RECORDS (OFFICIAL COPY)</a> item 45, page 83.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

\*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**County Management  
Records Retention Schedule Amendment**

Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

**STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS**

Amending item 32 Escheat and Unclaimed Property File as shown on substitute page 25.

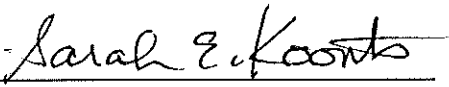
**STANDARD 11. PERSONNEL RECORDS**

Amending item 19 Employee Eligibility Records as shown on substitute page 76.

**SUPERSEDED  
November 7, 2014**

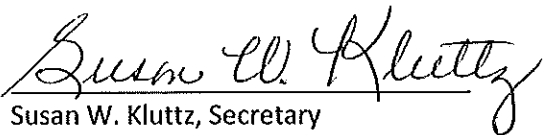
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 28, 2013

\_\_\_\_\_  
County/Region

ITEM #	STANDARD-4. BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<b>DEBT FINANCING RECORDS</b> Includes bank statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	26 CFR 1.148-5(d)(6)(iii)(E)
27.	<b>DEPOSITS</b>	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
28.	<b>DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)</b>	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
29.	<b>DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS</b> Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
30.	<b>DISTRICT INVESTMENT RECORDS</b>	Destroy in office after 3 years.*	
31.	<b>DONATIONS AND SOLICITATIONS</b>	Destroy in office after 1 year.	
32.	<b>ESCHEAT AND UNCLAIMED PROPERTY FILE</b>	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	<b>EXPENDITURE REPORTS</b>	Destroy in office after 3 years.*	

\*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-11. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Register of Deeds  
Records Retention Schedule Amendment**

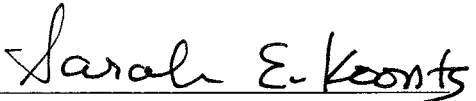
Amending the Register of Deeds Records Retention and Disposition Schedule published October 10, 2012.

**STANDARD 5. PERSONNEL RECORDS**

Amending item 18 **Employee Eligibility Records** as shown on substitute page 39.

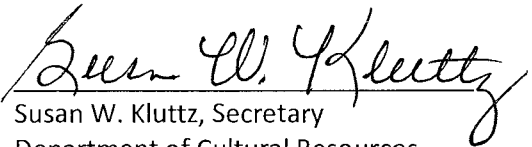
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Register of Deeds

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman  
Board of County Commissioners

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

November 7, 2014

\_\_\_\_\_  
County



ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
18.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
19.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office after 1 year.	
20.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Register of Deeds  
Records Retention Schedule Amendment**

Amending the Register of Deeds Records Retention and Disposition Schedule published October 10, 2012.

**STANDARD 2. BUDGET, FISCAL, AND PAYROLL RECORDS**

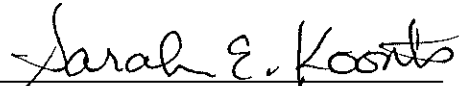
Amending item 26 Escheat and Unclaimed Property File as shown on substitute page 17.

**STANDARD 5. PERSONNEL RECORDS**

**SUPERSEDED November 7, 2014**  
Amending item 18 Employee Eligibility Records as shown on substitute page 39.  
Amending items 36 Family Medical Leave Act (FMLA) Records, 45 Leave File, and 46 Leave Without Pay File as shown on substitute pages 45 and 47.

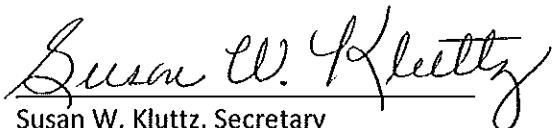
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Register of Deeds

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman  
Board of County Commissioners

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 29, 2013

\_\_\_\_\_  
County

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<b>CREDIT CARD AND DEBIT SLIPS</b> Records of payments received from customers in the transaction of county business.	Destroy in office after 3 years.*	
19.	<b>CREDIT CARD USE FILE</b>	Destroy in office after 1 year.*	
20.	<b>DAILY CASH REPORTS</b> Daily status of cash. Reports include receipts, disbursements, cash and invested balances.	Destroy in office after 1 year.*	
21.	<b>DAILY DETAIL REPORTS</b>	Destroy in office after 1 year.*	
22.	<b>DEPOSITS</b>	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
23.	<b>DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)</b>	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
24.	<b>DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS</b> Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
25.	<b>DISTRICT INVESTMENT RECORDS</b>	Destroy in office after 3 years.*	
26.	<b>ESCHEAT AND UNCLAIMED PROPERTY FILE</b>	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
18.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 year after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
19.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office after 1 year.	
20.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

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ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	<b>EQUAL PAY RECORDS</b> Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	<b>FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS</b> Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Item discontinued. See <b>LEAVE FILE</b> , item 45, page 47.	
37.	<b>FRINGE BENEFITS FILE</b>	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
38.	<b>GRIEVANCE FILE</b> Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email.  See also <b>DISCIPLINARY FILE</b> item 10, page 36 and <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.	Destroy in office after 2 years.	

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see *Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	<b>LEAVE FILE</b> Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
46.	<b>LEAVE WITHOUT PAY FILE</b>	Item discontinued. See <b>LEAVE FILE</b> , item 45, page 47.	
47.	<b>LONGEVITY PAY REQUESTS</b>	Destroy in office when released from all audits.	
48.	<b>MERIT AND SENIORITY SYSTEM RECORDS</b>	a) Destroy in office employee-specific records after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
49.	<b>PERSONNEL ACTION NOTICES</b> Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see *Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Tax Administration  
Records Retention Schedule Amendment**

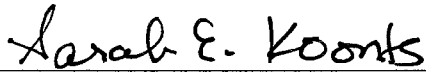
Amending the Tax Administration Records Retention and Disposition Schedule published April 17, 2013.

**STANDARD 5. PERSONNEL RECORDS**

Amending item 19 **Employee Eligibility Records** as shown on substitute page 36.

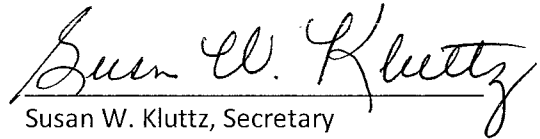
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Tax Assessor/Collector

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman  
Board of County Commissioners

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

November 7, 2014

\_\_\_\_\_  
County

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <a href="#">PERSONNEL RECORDS (OFFICIAL COPY)</a> item 45, page 43.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <a href="#">PERSONNEL RECORDS (OFFICIAL COPY)</a> item 45, page 43.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <a href="#">PERSONNEL RECORDS (OFFICIAL COPY)</a> item 45, page 43.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

\*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION](#), page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.



**Tax Administration  
Records Retention Schedule Amendment**

Amending the Tax Administration Records Retention and Disposition Schedule published April 17, 2013.

**SUPERSEDED**  
STANDARD 5. PERSONNEL RECORDS

Amending item 19 Employee Eligibility Records as shown on substitute page 36.

**November 7, 2014**

**STANDARD 12. PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS**

Adding item 3 Excise Tax Records as shown on substitute pages 72 and 73.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Tax Assessor/Collector/Administrator

*Sarah E. Koonts*

\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

*Susan W. Kluttz*

\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

September 3, 2013

\_\_\_\_\_  
County

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**STANDARD-12. PROGRAM OPERATIONAL RECORDS: BUSINESS AND OTHER TAX RECORDS.** Records received and created by county tax offices in order to meet all statutory requirements. Comply with applicable provisions of G.S. §153A-148.1 regarding confidentiality of local tax records that contain information about a taxpayer's income or gross receipts.

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>ANIMAL LICENSE RECORDS</b> Records concerning the payment of license fees.	Destroy in office after 3 years.*	
2.	<b>BEER AND WINE LICENSE TAX RECORDS</b> Issuance and payment records concerning licenses to sell alcohol.	Destroy in office 3 years after expiration.*	G.S. §105-113.78 G.S. §105-113.88
3.	<b>EXCISE TAX RECORDS</b> Records concerning the assessing and collecting of excise taxes, including land transfer taxes.	Destroy in office after 3 years.*	
4.	<b>GOING-OUT-OF-BUSINESS LICENSES</b> Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
5.	<b>HEAVY EQUIPMENT TAX</b>	Destroy in office after 3 years.*	
6.	<b>MOTOR VEHICLE RENTAL TAX</b>	Destroy in office after 3 years.*	
7.	<b>PREPARED FOOD AND BEVERAGE TAX</b>	Destroy in office after 3 years.	G.S. §160A-480.3

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<b>PRIVILEGE LICENSE CITATION RECORDS</b> Records documenting citations issued by license inspectors for non-compliance with business license requirements.	Destroy in office after 3 years.	
9.	<b>PRIVILEGE LICENSES</b> Records documenting the county's issuance of business privilege and license renewal notices, receipts, and periodic reports.	Destroy in office 3 years after license expires.	G.S. §105-33 G.S. §105-37.1 G.S. §105-38.1 G.S. §105-40 G.S. §105-105
10.	<b>ROOM OCCUPANCY TAX</b>	Destroy in office after 3 years.	G.S. §160A-480.3

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**County Veterans Services  
Records Retention Schedule Amendment**

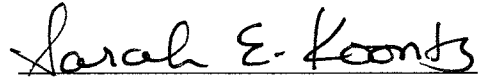
Amending the County Veterans Services Records Retention and Disposition Schedule published November 1, 2004.

**STANDARD 4. PERSONNEL RECORDS**

Amending item 20 **Employee Eligibility Records** as shown on substitute page 22.

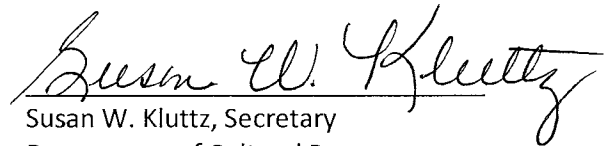
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
County Veterans Services Officer

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

November 7, 2014

\_\_\_\_\_  
County

ITEM #	STANDARD-4. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	<b>EDUCATIONAL LEAVE AND REIMBURSEMENT FILE</b>	a) Destroy in office records concerning approved requests when released from all audits. b) Destroy in office records concerning disapproved requests 6 months after disapproval.	Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records.
16.	<b>EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS</b> Records concerning certification or qualification as required for employment, continued employment, or promotion.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
17.	<b>EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES</b> Includes records listing employees, their job titles, work locations, phone numbers, e-mail address, and similar information.	Destroy in office when superseded or obsolete.	
18.	<b>EMPLOYEE BENEFITS REGISTER</b>	Destroy in office after 3 years.	
19.	<b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.	Destroy in office 3 years after completion, denial, repayment, and removal from program or until audited, whichever is later.	
20.	<b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
21.	<b>EMPLOYEE EXIT INTERVIEW RECORDS</b>	Destroy in office when administrative value ends or 3 years, whichever occurs first.	

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

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**AGENDA ITEM 6:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

***B. Tentative Annual Pre-Budget Retreat Agenda***

**MANAGER'S COMMENTS:**

A draft agenda for the Board's retreat scheduled for February 26<sup>th</sup> and 27<sup>th</sup> is enclosed for Board review. The agenda may change between now and the retreat based on input from the Board or the County Manager receiving additional items for consideration. County staff will start the process of preparing and compiling the information for the retreat. Please feel free to contact me during the upcoming weeks should you have any questions or require additional information.



**TENTATIVE RETREAT AGENDA**  
**WATAUGA COUNTY BOARD OF COMMISSIONERS**  
**COMMISSIONERS' BOARD ROOM**  
**WATAUGA COUNTY ADMINISTRATION BUILDING, BOONE, NC**  
**FEBRUARY 26 & 27, 2015**

<b>TIME</b>	<b>TOPIC</b>	<b>PRESENTER</b>	<b>PAGE</b>
<b>THURSDAY, FEBRUARY 26, 2015</b>			
10:00 AM	<b>OPENING REMARKS</b>	MR. DERON GEOUQUE	
10:05 AM	<b>RECREATION CENTER FEASIBILITY STUDY</b>	MR. CHAD ROBERSON	
11:30 PM	<b>FY 2015 REVIEW AND DISCUSSION OF 2016 BUDGET</b>	MS. MARGARET PIERCE	
	A. Revenues		
	B. Expenditures		
	C. Funding of Non-County Departments		
	D. Debt Service Report		
	E. Budget Calendar		
12:00 PM	<b>LUNCH</b>		
12:30 PM	<b>REVIEW OF CURRENT CAPITAL IMPROVEMENT PLAN (CIP)</b>	MR. DERON GEOUQUE & MR. ROBERT MARSH	
	A. Current CIP Status Report		
	B. Old AppalCART Building		
	C. CCC&TI Watauga Continuing Education Center Building		
	D. New River Property		
	E. New Ambulance Site		
	F. Brookshire Complex		
	1. Soccer Field		
	2. Trails		
	G. Future Projects for Consideration		
2:00 PM	<b>PLANNING AND INSPECTIONS MATTERS</b>	MR. JOE FURMAN	
	A. Update on Greenway Projects		
	1. Hardin Creek Project		
	2. 421 Underpass Project		
2:30 PM	<b>BOARD DIRECTIVES/DISCUSSION</b>		
3:00 PM	<b>RECESS UNTIL FRIDAY, FEBRUARY 27, 2015 AT 12:00 PM</b>		
<b>FRIDAY, FEBRUARY 27, 2015</b>			
12:00 PM	<b>LUNCH</b>		
12:30 PM	<b>TOURISM DEVELOPMENT AUTHORITY (TDA)</b>	MR. MATT VINCENT & MR. WRIGHT TILLEY	
1:00 PM	<b>FY 2015 REVIEW AND DISCUSSION OF 2016 BUDGET</b>	MS. MARGARET PIERCE	
	A. Revenues		
	B. Expenditures		
	C. Funding of Non-County Departments		
	D. Debt Service Report		
	E. Budget Calendar		
1:15 PM	<b>CALDWELL COMMUNITY COLLEGE &amp; TECHNICAL INSTITUTE</b>	DR. KENNETH BOHAM	
1:30 PM	<b>SCHOOL BOARD FUNDING ISSUES</b>	DR. SCOTT ELLIOTT	
	A. Schools' Capital Improvement Plan	SCHOOL BOARD MEMBERS	
	B. FY 2016 Funding Needs		
2:30 PM	<b>MISCELLANEOUS &amp; COMMISSIONER MATTERS</b>	MR. DERON GEOUQUE	
	A. State Issues		
	B. Commissioners Matters		
2:45 PM	<b>WRAP UP, GOALS &amp; OBJECTIVES, BOARD DIRECTIVES</b>		
3:00 PM	<b>ADJOURN</b>		

**AGENDA ITEM 6:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*C. Boards and Commissions*

**MANAGER'S COMMENTS:**

*Tourism Development Authority*

Mr. Jim Neustadt and Ms. Kim Rogers terms will expire February 28, 2015. Mr. Wright Tilley, Watauga County Tourism Development Authority Director, has stated that both are willing to continue to serve, if reappointed. A volunteer application was received from Ms. Donna Horbury who also has expressed interest in serving.

The above are second readings and, therefore, action may be taken, if so desired.

Volunteer Application  
Watauga County Boards And Commissions

If you are a Watauga County resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete the application below and click on Print Form. Please sign and mail or fax to:

Watauga County Commissioners' Office  
814 West King Street, Suite 205  
Boone, NC 28607  
Phone: (828) 265-8000  
Fax: (828) 264-3230

Name: Jim Neustadt

Home Address: 3657 Broadstone Rd

City: Banner Elk Zip: 28604

Telephone: (H) 828-963-7774 (W) 828-963-7774 (Fax) 828-963-6209

Email: jimn@logcabinrentals.com

Place of Employment: Valle Crucis Log Cabin Rentals, Inc

Job Title: Owner

In Order To Assure County wide Representation Please Indicate Your Township Of Residence:

- Bald Mountain
- New River
- Beaver Dam
- Blue Ridge
- Elk
- Stony Fork
- Brushy Fork
- Meat Camp
- Blowing Rock
- North Fork
- Watauga
- Cove Creek
- Shawneehaw
- Laurel Creek
- Boone

In addition, Please Indicate If You Live In One Of The Following Areas:

- Foscoe-Grandfather Community
- Howards Creek Watershed
- South Fork New River Watershed
- Valle Crucis Historic District
- Winklers Creek Watershed
- Extraterritorial Area

We Ask Your Help In Assuring Diversity Of Membership By Age, Gender, And Race, By Answering The Following Questions

- |                                       |  |                                |
|---------------------------------------|--|--------------------------------|
| Gender                                | Ethnic Background                          |                                |
| <input checked="" type="radio"/> Male | <input type="radio"/> African American     | <input type="radio"/> Hispanic |
| <input type="radio"/> Female          | <input checked="" type="radio"/> Caucasian | <input type="radio"/> Other    |
|                                       | <input type="radio"/> Native American      |                                |

Please List (In Order Of Preference) The Boards/Commissions On Which You Would Be Willing To Serve.

1.
2.
3.

Volunteer Application  
Watauga County Boards And Commissions  
(Continued)

Please list any work, volunteer, and/or other experience you would like to have considered in the review of your application.

Work  
Experience:

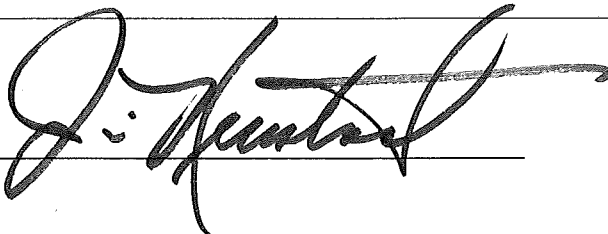
Current Board Member Watauga County TDA

Volunteer  
Experience:

Other  
Experience:

Other  
Comments:

Signature: \_\_\_\_\_



Date: 1/9/15

Print this page by clicking on "File" and choosing "Print".  
After printing, please sign and return to:

*Watauga County Commissioner's Office  
842 West King Street Suite 1  
Boone, NC 28607*



**Name:** Jim Neustadt

**Home Address:** 366 Marie's Path

**City:** Sugar Grove

**Home Phone:** 297-1185

**Work Phone:** 963-7774

**Fax:** 963-6209

**Email:** JimN@logcabinrentals.com

**Place of Employment:** Valle Crucis log Cabin Rentals, Inc.

**Job Title:** Owner

**Township of Residence:** Watauga

**Area of Residence:** Valle Crucis Historic Distric

**Gender:** Male

**Ethnic Background:** Caucasian

**Board/Commissions Preferences:**

**Preference 1:**

**Work Experience:** Past Corporate Vice President of Advertising for Lowes Home Improvement, Wilkesboro and Sr. Vice President of Marketing and Advertising for Michaels Arts and Crafts Stores, Irving Tx. Over 30 years of Marketing and Advertising experience. Currently Owner of Valle Crucis Log Cabin Rentals, Inc. In addition I am a licensed North Carolina Real Estate Broker and Realtor.

**Volunteer Experience:** Currently none.

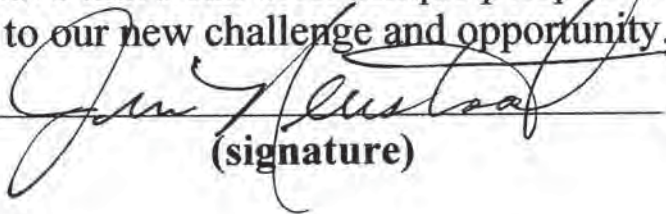


**Other Experience:** Available upon request.

My desire is to be on the Board for the new Tourism Development Authority. We have been in contact with the Watauga Tax Office re: the additional 6% Occupancy Tax and would like to insure that the funds are appropriately invested in venues that will bring the County maximum

**Comments:** returns. I believe that my work experience for several national billion dollar, multi-unit retailers and my current investment as a business owner and property manager for 60 privately owned vacation rental properties would benefit the County. I believe that I can offer unique perspectives and real life solutions to our new challenge and opportunity.

2-2-06  
(date)

  
(signature)

Donna Frick Horbury  
120 HoneyBear CG Rd  
Boone, NC 28604

Jan 14, 2015

To Whom It May Concern:

I am presenting the following information to verify that I have the qualifications, interest, and commitment to serve on the Watauga County Tourism Board. I have long been concerned about increasing tourism to this area in such a manner as to encourage activities that would attract more people to this area rather than Asheville or other mountain communities. Similarly, this needs to be done in such a manner as to maintain the integrity of Boone and surrounding area. This is a fine line which I believe can be achieved by members with similar goals to preserving Boone by setting a strong foundation for present and future development.

I am also concerned that the occupancy tax is not being paid by all property owners in the area and feel that revenue can indeed be increased by simple monitoring of sites such as VRBO and other non-regulated vacation rental enterprises.

Further, I have supported the WCT since its inception both in moral support, as well as financially with my company contributing a great percentage of the annual income via occupancy tax. I feel strongly that this board is vital to Watauga County and its goals.

Cordially,

Donna Frick Horbury

Volunteer Application  
Watauga County Boards And Commissions

If you are a Watauga County resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete the application below and click on Print Form.  
Please sign and mail or fax to:

Watauga County Commissioners' Office  
814 West King Street, Suite 205  
Boone, NC 28607  
Phone: (828) 265-8000  
Fax: (828) 264-3230

Name: Donna Horbury  
Home Address: 510 Preacher Billings Rd.  
City: Banner Elk Zip: 28604  
Telephone: (H) 828-963-5650m 963-2393 (Fax) 888-385-8350  
Email: Donna@BlueRidgeVacationCabins  
Place of Employment: Blue Ridge Vacation Cabins  
Job Title: CEO

In Order To Assure County wide Representation Please Indicate Your Township Of Residence:

- Bald Mountain
- New River
- Beaver Dam
- Blue Ridge
- Elk
- Stony Fork
- Brushy Fork
- Meat Camp
- Blowing Rock
- North Fork
- Watauga
- Cove Creek
- Shawneehaw
- Laurel Creek
- Boone

In addition, Please Indicate If You Live In One Of The Following Areas:

- Foscoe-Grandfather Community
- Howards Creek Watershed
- South Fork New River Watershed
- Valle Crucis Historic District
- Winklers Creek Watershed
- Extraterritorial Area

We Ask Your Help In Assuring Diversity Of Membership By Age, Gender, And Race, By Answering The Following Questions

- |  |  |
|--|--|
| <p>Gender</p> <p><input type="radio"/> Male</p> <p><input checked="" type="radio"/> Female</p> | <p>Ethnic Background</p> <p><input type="radio"/> African American</p> <p><input checked="" type="radio"/> Caucasian</p> <p><input type="radio"/> Native American</p> <p><input type="radio"/> Hispanic</p> <p><input type="radio"/> Other</p> |
|--|--|

Please List (In Order Of Preference) The Boards/Commissions On Which You Would Be Willing To Serve.

1. Watauga County Tourism Board
2. \_\_\_\_\_
3. \_\_\_\_\_



**Education:**

1986 - BA in Psychology, UNC\_G  
1989 - MA in Psychology UNC-G  
1991 - Ph.D. in Cognitive Psychology UNC-G

**Other:**

Real Estate Licence #237060 since 2005  
Member of High Country Association of Boone, MLS/Realtor 2005  
Owner and BIC of Blue Ridge Vacation Cabins/2005  
Owner of Yonahlossee Resort Rental/2013  
Member of NC Vacation Rental Managers Association/2007  
BBB of NC, Verified Member  
Excellence Award from Flip Key  
AAA Diamond 4 Star Rating and Membership/2011

**Summary:**

BRVC specializes in mid to high-end vacation rental cabins, primarily in Watauga County, and currently manages 103 properties. We employ 5 rental agents, and 15 other employees with an advertising budget of over \$60,000 annually to increase the tourist interest in the High Country area.

BRVC 828-963-2393  
email: Donna @BlueRidgeVacationCabins.com

**AGENDA ITEM 6:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*D. Announcements*

**MANAGER’S COMMENTS:**

The Watauga County Public Library will hold a “Day in the District”/Open House on Thursday, February 19, 2015, at 4:00 P.M. at the Library.

The Board is invited to attend the Cooperative Extension’s Annual “Report to the People” luncheon which is scheduled for Tuesday, March 3, 2015, at the Watauga County Agricultural Conference Center at 11:45 A.M.

**AGENDA ITEM 7:**

**PUBLIC COMMENT**

**AGENDA ITEM 8:**

**BREAK**

**AGENDA ITEM 9:**

**CLOSED SESSION**

Attorney/Client Matters – G. S. 143-318.11(a)(3)