

**COUNTY PERSONNEL COMMITTEE MEETING  
THURSDAY, NOVEMBER 10, 1999, 10:00 AM**

- Present:** Talmage S. Baggett, Commissioner  
J. Lee Warren, Jr., Commissioner
- Absent:** H. Mac Tyson II, Commissioner
- Others:** James Martin, Deputy County Manager  
Juanita Pilgrim, Assistant County Manager  
Tom Cooney, Assistant County Engineer  
Peggy Crumpler, Planner, County Planning Department  
James Lawson, Personnel Services Manager  
Karen Musgrave, Staff Attorney  
Thanena Wilson, Community Development Director  
Rhonda C. Raynor, Deputy Clerk to the Board

Chairman Baggett called the meeting to order.

**INVOCATION:** Chairman Baggett offered the Invocation.

Chairman Baggett noted Commissioner Tyson had advised he would be unable to attend the meeting today due to court matters in Robeson County. He asked this information be duly noted in the minutes.

**1. Approval of Minutes of the October 14, 1999 and October 19, 1999 meetings.**

**MOTION:** Commissioner Warren offered a motion to approve the October 14, 1999 and October 19, 1999 minutes.

**SECOND:** Chairman Baggett

**VOTE:** UNANIMOUS

**2. Consideration of Proposed Classification Changes.**

James Lawson reviewed the Proposed Classification Changes for the committee. The information is attached to these minutes.

The following positions were presented for consideration:

1. Department: Community Development  
Position: # 579, Sr. Loan Analyst (New)
2. Department: Engineering  
Position: #654, Assistant Engineering Technician

Commissioner Warren asked if the position in Community Development would continue to be funded from federal funds.

Mr. Lawson advised the position would continue to be federally funded.

**MOTION:** Commissioner Warren offered a motion to approve the proposed classification changes in Community Development and Engineering as recommended by management.

**SECOND:** Chairman Baggett

**VOTE:** UNANIMOUS

#### 4. Other Committee Concerns.

James Martin advised a request for a Transportation Program Coordinator position has been presented and he asked that the Committee members consider this request. Assistant County Manager Juanita Pilgrim will be making the presentation to the Committee.

Ms. Pilgrim advised Peggy Crumpler would be leaving County employment this year. She has done an outstanding job for the County for many years.

**BACKGROUND:** Cumberland County currently provides coordinated Human Services Transportation to residents of Cumberland County. This effort has been in place since 1984 and has been managed by the Human Services Transportation System (HSTS) Steering Committee, which meets quarterly. In the past, staff support has been provided by the Transportation Planning Section of the Planning Department. This position was also responsible for duties other than those associated with HSTS, approximately 50 percent. In 1996, the City of Fayetteville pulled out of the Cumberland County Joint Planning Board and cutbacks were incurred by the Planning Department. As a result, the Transportation Planning position that was assigned to perform the HSTS duties was cut. The duties relating to HSTS were reassigned to the Comprehensive Planning Section. Additional requirements by the State make it necessary to have at least one full time position which would perform the responsibilities and duties necessary to provide staff support for the Human Services Transportation System and to help move the County toward meeting the policy requirements established by the State in order to receive additional funds.

**CONSIDERATIONS:** The North Carolina Department of Transportation currently oversees the development of transportation planning programs for all the counties in North Carolina. We are required by NCDOT to maintain an up-to-date Transportation Development Plan. They are currently restructuring their program to transition from the Transportation Development Plan to the Community Transportation Program, which requires counties to meet certain policy requirements to become eligible for certain

funds. These funds include Rural General Public Funds, Capital and Operating assistance Funds, and Administrative Funds for systems that meet these policy requirements or are committed to meeting these requirements. Due to the amount of additional work required by this transition, Cumberland County needs to have one full time position that would provide staff support and oversee the transition to the Community Transportation Program so that the County can become eligible for additional funding. Through the Community Transportation Program, Cumberland County can apply for funds that will fund 85 percent of this position.

**RECOMMENDATIONS:**

- 1) That Cumberland County establish the following new position to continue the provision of staff support for the Human Services Transportation System and to help implement the policy requirements of the Community Transportation Program as addressed in the job description (job description is attached to these minutes):

Transportation Program Coordinator  
Salary Grade 66 – Salary Range - \$29,764 to \$42,924

The starting salary of \$32,450 is based on the maximum amount of administrative funding available through the Community Transportation Program.

- 2) That Cumberland County fund this position from January 1 – June 30, 2000, using County funds.

6 month Salary	\$14,976	Travel	\$ 250
Social Security	\$ 1,146	Board Training	\$ 250
Retirement	\$ 735	Training	<u>\$ 500</u>
Hospitalization	\$ 1,260		
Workers Comp.	<u>\$ 35</u>	Total Travel	
Salary & Fringes	\$18,152	& Training	\$1,000

Computer/Printer \$1,200

Total County Funding for 6 month period January 1, 2000 – June 30, 2000 = \$20,352

- 3) That Cumberland County apply for Administrative Funds through the Community Transportation Program 2001 Grant Application to fund the position starting July 1, 2000.

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12 month salary	\$32,450	Travel	\$ 500
Social Security	\$ 2,482	Board Training	\$1,000
Retirement	\$ 1,593	Training	<u>\$1,000</u>
Hospitalization	\$ 2,520		
Workers Comp.	<u>\$ 73</u>	Total Travel	
Salary & Fringes	\$39,118	& Training	\$2,500

Community Transportation Program will fund 85% of salary and fringes, which would be \$33,250. County share would be \$5,868 plus \$2,500 training and travel for a total of \$8,368.

Peggy Crumpler, Planner with the County Planning Department reviewed the background information for the committee members. She noted the Community Transportation Program would be much more involved than the current program. This program will require much more work in documentation alone. There is no one in the Planning Department that can assume these duties and no one in her section can either. This new position will be in the transportation section of the Planning Department. She then reviewed the transportation system Cumberland County currently coordinates. A variety of transportation is used including FAST buses, taxis and volunteer organizations. The State wants a one-stop place that anyone needing transportation can contact and receive the assistance they need. She noted the Department of Social Services, Mental Health and Health Department all provide transportation services. They usually receive Medicaid reimbursement for these costs. Cumberland County can provide a lot more services if the manpower is available to do the work.

Commissioner Warren asked where the funding for the transportation costs come from.

Ms. Pilgrim advised funding is received from the state to provide transportation for elderly and disabled persons. Funds are also provided from the Welfare-to-Work program. Social Services has funds in their budget and Medicaid reimburses them. Mental Health has approximately \$80,000 and receives reimbursement as well.

Commissioner Warren asked what portion of the funding comes from the General Fund.

Mr. Martin noted the County would pay 6-7% of the amount that is reimbursed by Medicaid.

Mr. Martin asked if he understood correctly that Ms. Crumpler's position in Comprehensive Planning would still be in place and the new position would take some of the responsibilities of her position and also perform the state requirements for the Community Transportation Program.

Ms. Crumpler advised Mr. Martin that he was correct about her position and the duties of the new position.

Ms. Pilgrim noted the new position is needed in the transportation area. The State wants the person to be hired in January and then begin to develop a true coordinated program. Funds are available to the County to develop this program, but they cannot access them until these other items are in place.

Ms. Crumpler noted the person in this position could help work with other areas to coordinate what the State wants.

Chairman Baggett asked what other counties are doing in this area.

Ms. Crumpler advised other counties already have rural transportation services. Some advanced counties have more extensive public transportation. Cumberland County is behind in some areas. Some counties use vans instead of buses. The State will often times assist with capital funding for transportation services.

Ms. Pilgrim advised the State is telling the County that they will help fund a coordinator and if we don't take advantage of this funding to assist in coordinating the State's efforts, it may be harder to get other funds they provide.

Commissioner Warren asked if this coordinator was a step toward a countywide transportation program.

Ms. Pilgrim advised she has been asked about this issue several times by Ben Brown with the City Transportation Department. She has advised him that this is not a decision she could make. As far as she is concerned the hiring of this person is not a commitment to a countywide plan.

Mr. Martin noted that it could be a commitment if the Board of Commissioners wanted it to be. He does not think the State is pushing the County toward a countywide plan. The State is pushing the County toward providing more a coordinated process in providing transportation services. The State wants low-income people to have the transportation they need to doctor appointments, etc. The County has a somewhat coordinated system, but we don't have a coordinated dispatch system and this is what the State wants us to have.

Ms. Crumpler advised the State wants a better use of resources. Part of the CTP program is getting rural general public transportation. They have looked at addressing policy changes and putting things in place to get the structure where it needs to be. Unless the County has a commitment from the Board of Commissioners, the plan cannot

be implemented. The program will be presented in stages, showing what is needed; the cost and who would be served. Nothing will be implemented without a commitment from the Board of Commissioners. Even if the County does not do rural general public transportation but does only human service transportation the County will still need this new position. A person is needed to do the necessary work and research what is being done in other counties. They currently don't have anyone on staff who has the time to do this research and additional work. This needs to be a full-time position.

Mr. Martin asked if the plans for other counties include a designated route or are their plans based on needs.

Ms. Crumpler advised the plans can be done either way.

Chairman Baggett asked how long it would take to fill this position.

Mr. Pilgrim stated if it was approved right away that it would be February 1, 2000 before a person could be in place.

Commissioner Warren asked if the State had guaranteed the funding for this position.

Ms. Pilgrim advised she has been verbally assured that the County will receive the funding for this position.

Commissioner Warren stated he would like to have some assurance from the State.

Ms. Pilgrim advised she could write a letter to the appropriate office asking for assurance that the County will receive this funding.

Ms. Crumpler advised the State has committed an administrative position for each County in the State regardless of the services being provided.

**MOTION:** Commissioner Warren offered a motion that the Personnel Committee meet again at the next regular meeting and that this request be presented to the full committee.

**SECOND:** Chairman Baggett

**DISCUSSION:** Commissioner Warren stated he would like to have assurances from the State about the funding at the next committee meeting.

**VOTE:** UNANIMOUS

Chairman Baggett noted the resignation of the Emergency Management Director, Cheryl Grabowski. He hopes that persons eligible to be promoted from within. He hopes

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employees in departments are being encouraged to seek higher level positions when they become available.

Meeting adjourned at 10:50 AM.