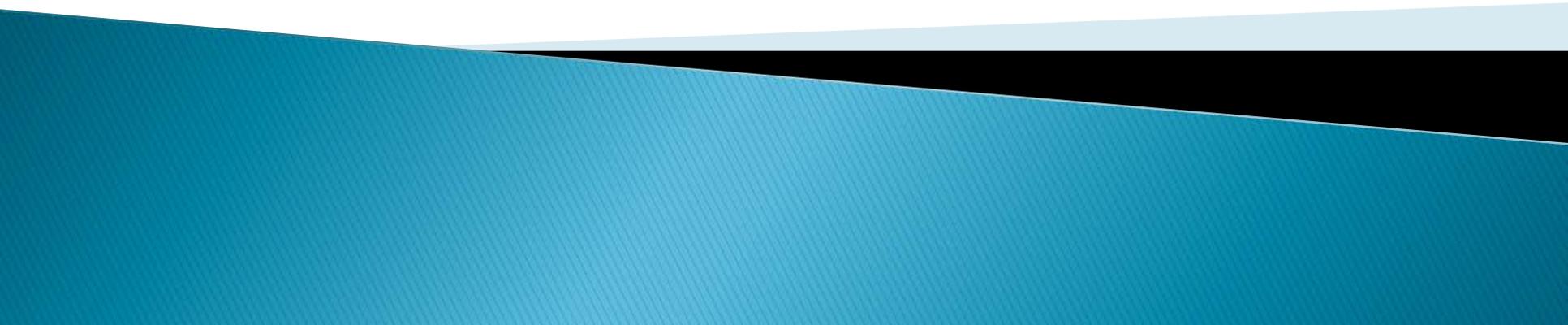


WARREN COUNTY BOARD OF COMMISSIONERS

August 11, 2009

2:00 PM - SPECIAL MEETING AGENDA

***JOHN GRAHAM CENTER
DSS Conference Rm 305
MAIN STREET, WARRENTON, NC***



2:00 pm
Call Special Meeting to Order

Clerk read Notice

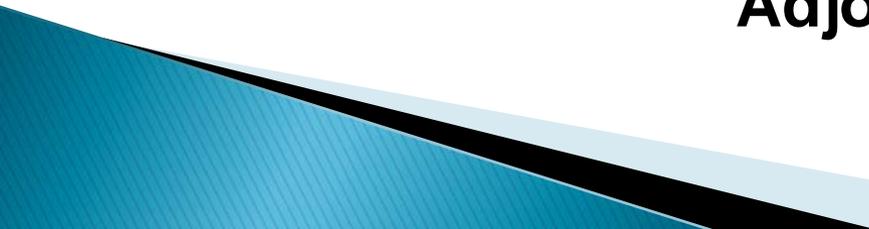
*** Appoint Senior Center Director**

*** Enter into Closed Session in accordance with
GS 143-318.11(6)(7) for interview process**

Open Session

*** Take action on County Attorney selection
or schedule a follow-up meeting.**

Adjourn Special Meeting



Special Meeting: August 19, 2009

**CALL
SPECIAL MEETING TO
ORDER**

Special Meeting: August 19, 2009

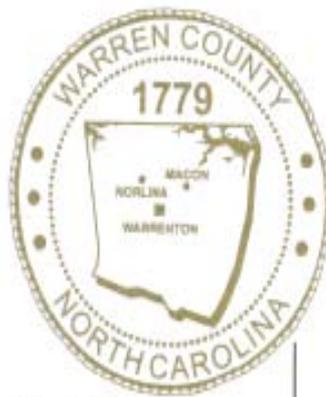
Appoint Senior Center Director

Arnetta Yancey

Effective: August 17, 2009

Salary: \$38,500

**Arnetta
Yancey**



Telephone:
252-257-7132

Fax:
252-257-5971

www.warrencountync.com

**WARREN COUNTY
HUMAN RESOURCES DEPARTMENT**

P.O. Box 619
Warrenton, NC 27589
Elgin J. Lane
Human Resources Manager
elane@co.warren.nc.us

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: *Elgin J. Lane*
Elgin J. Lane, Human Resources Manager
DATE: August 6, 2009
RE: Candidate for Senior Center Director

The Personnel Committee recommends Ms. Arnetta Yancey to the Board of Commissioners to fill the vacant Senior Center Director position with a starting salary of \$38,500. Ms. Yancey began her employment with Warren County on June 1, 2006 as Executive Assistant to the County Manager.

Contingent upon the approval of the Board of County Commissioners, Ms. Yancey has accepted a tentative offer of employment and will be available to start her new duties as Senior Center Director on August 17, 2009.

Your consideration of appointing Ms. Yancey to fill this position is greatly appreciated.

Arnetta Yancey

Arnetta M. Yancey

205 W Franklin St
Warrenton, NC 27589

252-257-6719
amyancey@hotmail.com

SUMMARY OF PROFESSIONAL QUALIFICATIONS

- Experienced manager and supervisor with expertise in human relations
- Extensive background in customer service
- Staff training and development
- Team coaching
- Excellent written and oral communication skills
- Strong organizational and time management skills
- Superb interpersonal skills
- Public Speaker
- Motivational Speaker

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management (SHRM)
- National Notary Association (NNA)
- North Carolina County Clerks Association (NCCCA)
- American Society of Administrative Professionals (ASAP)

PROFESSIONAL EXPERIENCE

Executive Assistant
Warren County Local Government

June 2006-Present
Warrenton, NC

- Performs difficult paraprofessional work assisting with a variety of complex office assistance and administrative tasks in the Office of the County Manager, Human Resources, and Board of County Commissioners
- Responsible for establishing office procedures; sets up and maintains central record filing system of the Office of the County Manager
- Maintains the budget tracking system for the Office of the County Manager
- Interact with Board of Commissioners (5) and Department Heads (27) to respond to requests made by citizens and County Manager
- Prepared budget tracking training material; trains Department Heads and Administrative Assistants
- Reviews a variety of data for accuracy, completeness and conformance to established standards and procedures
- Serve as Deputy Clerk to Board of Commissioners
- Knowledge of NC General Statutes and local ordinances
- Conduct reference checks for Human Resources Manager
- Advertise open positions for Human Resources Manager, track applications, and prepare documentation to applicants
- Work with senior management on the Human Resources Subcommittee on improving policies and procedures
- Developed a paperless work flow in the Office of the County Manager

Arnetta Yancey

Clinical Auditor/Office Manger
Maria Parham Oncology Clinic

December 2005 – May 2006
Henderson, NC

- Responsible for coding and billing daily oncology visits
- Responsible for daily and monthly reports
- Responsible for office supplies
- Maintains the central record filing system
- Interact with Director, Physicians, and Nursing Staff
- Responsible for updating information on ICD and CPT codes and Medicare guidelines

Patient Accounts/Patient Services Supervisor
Healthcare Business Resources, Inc.

February 1999 – December 2005
Durham, NC

- Responsible for recruitment, hiring, orientation, supervision and performance evaluation of up to 21 Account Representatives
- Ensured productivity of staff by monitoring progress of specific job functions, reallocating workload as necessary in Patient Accounts, Patient Services, and Claims Processing Departments
- Formulated, wrote, and implemented new employee orientation manuals.
- Trained, supervised, and evaluated staff, coached improvement management skills.
- Resulted in multilateral staff achievement of work objectives.
- Developed incentive plan to improve morale and retention.
- Assisted Reimbursement and Client Services Department with outstanding account receivable issues related to billing and ensured follow-up on denials
- Created training manuals for Patient Accounts and Patient Services and trained new hires
- Worked with senior management in creating and implementing policies to improve retention and production
- Knowledge of third party, Medicare, Medicaid, Blue Cross and Commercial insurance billing.
- Knowledge of HIPAA, Medicare, Medicaid, and HMO laws

Claims Processing Supervisor
Healthcare Business Resources, Inc.

February 1994 – October 1998
Durham, NC

- Ensured daily processing of electronic and paper claims
- Implemented system to file and maintained payment vouchers
- Monitored productivity and quality of claims processed
- Determined the filing criteria of claims based on guidelines of Third Party Billing carriers
- Responsible for recruitment, hiring, orientation, supervision and performance evaluation of up to 14 Claims Processors

COMMUNITY INVOLVEMENT/VOLUNTEER

Vice President/Executive Director
Ordained Elder
The Ministers Outreach Crusade, Inc.

1993- Present

Henderson, NC

- Successfully established an IRS 501c3 nonprofit organization.
- Managed operations of three outreach programs.
- Prepared business plan for \$2.5 million community based project
- Designed service development plans and conducted operation assessments.
- Counseled youth/adults on defining career and work related goals and objectives.
- Managed and developed over 100 volunteers into goal-oriented, cohesive group
- Successfully refined and implemented new projects.

Arnetta Yancey

- Direct and oversee recreational, social, and educational projects

EDUCATION

American InterContinental University
Bachelor of Business Administration

November 2008
Hoffman Estates, IL

- Summa Cum Laude
- Concentration: Human Resource Management

American InterContinental University
Associate of Arts in Business Administration

August 2007
Hoffman Estates, IL

- Graduated with Honors

Vance-Granville Community College

Present

A-Z Grantwriting Course

Scheduled completion date September 4, 2009

Special Meeting: August 19, 2009

**Closed Session in accordance with
NC GS 143-318.11(6)(7)
for
Discussion of Personnel Matters
County Attorney**

Open Session

Take action on County Attorney selection or schedule a follow-up meeting.

Adjourn Special Meeting

