

WARREN COUNTY
BOARD OF COMMISSIONERS

May 24, 2016

5:45 PM – Special Meeting

WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA

PREPARED BY

*Angelena Kearney-Dunlap
Clerk to the Warren County
Board of Commissioners*

May 24, 2016

5:45 PM – Special Meeting

1 – Chairman or designee call Special Meeting to order

2 – Clerk read notice of Special Meeting

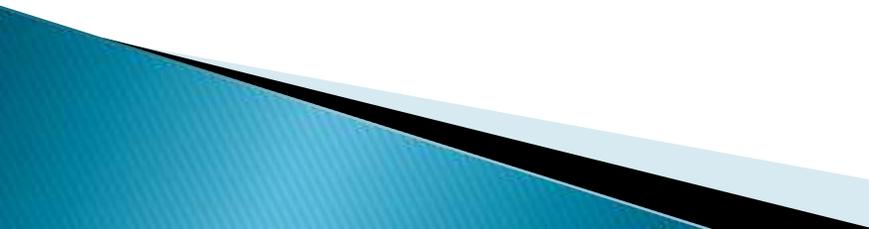
***3 – Consider Appointment to the Warren County In-House County Attorney
Position***

4 – Consider Appointment of the Warren County Animal Control Director

***5 – Consider Appointment of Interim Soil & Water Conservation District
Director***

***6 – Consider Budget Amendment # 11 to the FY 2015-16 Warren County Budget
Ordinance***

7 – Adjourn Special Meeting



May 24, 2016
5:45 AM
Special Meeting

Item #1

***Chairman or designee call Special Meeting
to order***

Item # 2

Clerk read notice of Special Meeting

**NOTICE
of
Special Meeting
Warren County Board of Commissioners**

Notice is hereby served that the Warren County Board of Commissioners have scheduled a Special Meeting for Tuesday, May 24, 2016 at 5:45 pm to consider appointment of:

- Warren County Staff Attorney;
- Interim Soil & Water Conservation District Director;
- Animal Control Director; and
- Adopt Budget Amendment # 11 to the FY 2015-16 Budget Ordinance.

This meeting will be held in the Warren County Armory Civic Center–Commissioners’ Meeting Room, 501 US Hwy 158 Business, East, Warrenton, NC.

All interested citizens are invited to attend.

Barry Richardson, Chairman
Warren County Board of Commissioners

May 24, 2016
5:45 PM
Special Meeting

Item # 3

**Consider Appointment
Of
Warren County Attorney**

*May 24, 2016
5:45 PM
Special Meeting*

Appointment of In-House County Attorney

Candidate: Atty. Jamie A. Wilkerson

Effective Date: June 1, 2016

Recommended Salary: \$70,000/annum

See Attached Resume'

**Appointment
Of
In-House
County Attorney**

**Professional
Experience**

Legal Writing Specialist and Adjunct Professor of Law
North Carolina Central University School of Law
August 2013-Present

- Conducting seminar-sized workshops to assist first-year law students with Legal Reasoning and Analysis and Legal Research and Persuasion courses.
- Assisting all law students with creating writing samples for the job market through individual and group counseling sessions.
- Teaching Introduction to Law & Legal Process and Basics of Legal Writing courses to undergraduate students.
- Coordinating the Legal Scholar and Fellow Writing Program.

Attorney

The Law Office of Jamie Wilkerson
October 2011 – Present

Representing clients through trial advocacy and mediation in the following areas of law:

- Child Support
- Child Custody
- Divorce
- Juvenile Delinquency
- Abuse and Neglect (DSS)
- Real Estate
- Contract (drafting and review)
- Misdemeanors
- Low-level Felonies

Graduate Assistant for Professor Timothy Peterkin

North Carolina Central University School of Law
May 2010-May 2011

- Edited Professor's foreclosure prevention articles for publication in law journals.
- Assisted Professor with research and provided substantive content for a legal writing textbook, "The Journey to

Excellence in Legal Writing.”

- Assisted with Foreclosure Defense Clinic.

Torts Tutor for Professor Donald Corbett

North Carolina Central University School of Law

August 2009-May 2010

- Created tutorials for first-year law students to assist with comprehension of class material.
- Served as a student liaison between first-year students and the Academic Support Office.

Media Coordinator and Journalism Teacher

Warren County High School

January 2007-May 2008

- Provided circulation and reference services for students, faculty, and staff.
- Maintained collection development and prepared books, audio-visual materials, and other media for cataloging.
- Taught Journalism I to high school students.
- Facilitated creation of the school yearbook.

Education

**North Carolina Central University School of Law-Durham,
North Carolina**

August 2008-May 2011

- Juris Doctor, Cum Laude
- Dean's List all semesters

**North Carolina Central University School of Library Science
Durham, North Carolina**

June 2003-December 2005

- Master of Library Science, Summa Cum Laude
- Dean's List all semesters

Spelman College-Atlanta, Georgia

August 1998-May 2002

- Bachelor of Arts, English

Secretary, Compass Youth Center Board of Directors
Vice Chairperson, Warren County Memorial Board of Trustees
Board Attorney, Warren Community Health Clinic
Member, The Links, Inc. Lake Gaston Area (NC) Chapter

Community

**Appointment
Of
In-House
County Attorney**

May 24, 2016
5:45 PM
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Item # 4

***Consider Appointment
of
Warren County
Animal Control Director***



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

Appointment of Animal Control Director

Barry Richardson, Chairman
Bertadean Baker, Vice Chairman
Jennifer Jordan
Tare Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager *LW*

DATE: May 18, 2016

RE: Candidate for Animal Control Director

The Personnel Committee recommends Ms. Danielle Bowen, Interim Animal Control Director, to fill the vacant Animal Control Director position effective June 1, 2016. Ms. Bowen's regular position is Animal Shelter Technician which she will vacate upon appointment to the Animal Control Director position. Ms. Bowen has four years of service in the Warren County Animal Control Department having served as a Shelter Technician and an Animal Control Officer. She has over 13 years of service in the Animal Control field. Ms. Bowen's resume' is attached.

We are recommending an annual salary of \$44,000. Contingent upon the Board of Commissioners' approval of the requested salary, Ms. Bowen has accepted a tentative offer to fill this position.

Thank you in advance for your favorable consideration of this request.

cc: Lisa Alston, HR Manager
Danielle Bowen, Interim Animal Control Director

Danielle McElwee Bowen

Resume

Appointment of Animal Control Director

Professional Summary

A creative, dedicated animal welfare professional with a proven track record in development, grant writing and technical field expertise.

Professional Experience

Shelter Technician, Warren County, NC

July 2013 to present

Primary contact for citizens and organizations for animal admissions, care and disposition.

Developed animal rescue and marketing program utilizing social media and personal networking resulting in increased live animal release 50% over 2 year period.

Provided technical animal care to facilitated animals in compliance with agency NC Veterinary Health Program resulting in successful recruitment and retention of 65 professional animal rescue programs.

Maintained public records, investigative reports, animal documentation and assisted in the development of industry specific software for the agency .

- Created and maintain shelter Facebook page.
- Perform humane euthanasia for owner who cannot afford vet costs.
- Tranquilized all dogs in the field that could not be captured by other means.
- Increased live release from shelter.
- Increased approved rescue groups from 25 to 65.

Animal Control Officer, Warren County, NC

April 2011-July 2013

Enforcement officer for rabies control, county ordinance and state law regarding animals. Provide animal capture, restraint and handling expertise for various species. Initiated program for pet owner assistance of supplying animal accessories. Provided public education in pet care, responsible pet ownership

- Tranquilized all the animals for the county that could not be caught by other means.
- Started a program, the "Bucket Brigade" to help supply buckets and dog houses to owners who could not afford them.

Animal Control Officer, Vance County, NC

April 2002-March 2011

. Enforcement officer for rabies control, county ordinance and state law regarding animals. Provide animal capture, restraint and handling expertise for various species. Initiated program for pet owner assistance of supplying animal accessories. Provided public education in pet care, responsible pet ownership

- Started a dog house program to help people who could not otherwise afford them.
- Acquired a generator through a grant from Power to The Paws.
- Grant from Petfinder.com Foundation in the amount of \$2,800.00 to purchase cat vaccines.
- Developed animal rescue and marketing program utilizing social media and personal networking.
- Recruitment and retention of 30 professional animal rescue programs.

Education-Certification

NC Certified Euthanasia Technician- by injection

NC Certified Rabies Vaccinator

NC Certified Chemical Immobilization Technician

Certified Animal Control Officer-National Animal Control Association

*Appointment
of
Animal Control
Director*

May 24, 2016
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Item # 5

***Consider Appointment
of
Interim
Soil & Water Conservation District
Director***



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

MORANDUM

***Appointment
of
Interim
Soil & Water
Conservation
District Director***

Barry Richardson, Chairman
Bertadean Baker, Vice Chairman
Jennifer Jordan
Tare Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LJW*
DATE: May 17, 2016
RE: Personnel Action Request

I am respectfully requesting the Board's consideration and approval of the following personnel action request:

Soil & Water Conservation

Mr. Larry West, Soil and Water Conservation District Director, is out of the office on extended medical leave. At this time, we do not know when Mr. West will return to his full-time duties. Therefore, I am respectfully requesting the Board's consideration to appoint Mr. Gary Holtzmann, Soil and Water District Conservationist, to serve as Interim District Director effective May 1, 2016 until Mr. West returns to full-time status. I am recommending that Mr. Holtzmann's base salary be increased by \$5,000 to compensate him for the extra duties and responsibilities he will be required to perform while in this interim position.

To facilitate this request, it will be necessary to appropriate \$952.66 from Contingency to cover the additional salary and fringes through the end of this fiscal year. (\$5,000 Salary + \$382.50 FICA + \$333.50 Retirement = \$5,716/12 = \$476.33 x 2 mos. = \$952.66)

Thank you in advance for your consideration and approval of this personnel action request.

cc: Lisa Alston, HR Manager
Gary Holtzmann, Soil & Water District Conservationist

May 24, 2016
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Item # 6

***Consider
Budget Amendment # 11
to the FY 2015-16
Warren County Budget Ordinance***

Budget Amendment # 11

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2015/2016

Amendment No. 11

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

County Attorney	\$	16,058
Soil Conservation	\$	953
Contingency		<u>(17,011)</u>
Total	\$	(0)

This amendment:

- appropriates additional funds to the County Attorney budget for miscellaneous expenses due to the employment of a county attorney (i.e., salary and fringes and operating expenses in the amount of \$8,613). This amendment also appropriates additional funds for contracted services in the amount of \$7,445.

Funding Source: Contingency

- appropriates additional funds to the Soil Conservation budget for interim director salary and fringes.

Funding Source: Contingency

Respectfully Submitted 05/24/2016

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

*May 25, 2016
8:45 AM
Special Meeting*

Item # 7

Adjourn Special Meeting