

Schedule travel, training, meetings for BOC, Manager	
<u>Commissioner Lemel</u> <ul style="list-style-type: none"> Thinking Big for Small People: Why Are NC County Leaders So Enthusiastic About Pre-K for Four Year Olds?; hotel Engaging Women Conference; hotel (cancelled) Kidonomics-Institute for Emerging Issues; hotel Task Force Meetings: ECI, DV/SA, Sr Services 	<u>Commissioner Chapman</u> <ul style="list-style-type: none"> NC Serves-Western @AB Tech NCACC Annual Conference in Durham; hotel 2017 Rural Assembly; hotel
<u>Commissioner Hawkins</u> <ul style="list-style-type: none"> 2017 Rural Assembly (scholarship); hotel Kidonomics-Institute for Emerging Issues (cancelled) 	<u>Commissioner Chappell</u> <ul style="list-style-type: none"> Land of Sky Banquet
<u>Manager</u> <ul style="list-style-type: none"> Hotel for NCACC Annual Conference in Durham Institute for Emerging Issues Crib to Career Workshop Follow up meeting with Manager, City Manager and Clerk to executive interlocal agreement approved during joint meeting with City of Brevard ref Ecusta Road Project Task Force Meeting: ECI, Sr Services 	
Update BOC and Manager's calendars with meetings, events, etc. when needed and schedule appropriate conference rooms	Prepare annual meeting schedules for regular meetings of the BOC with agenda deadlines, department head meetings, administration staff meetings and make appropriate conference room reservations
Scheduled "emergency meeting" of County, City and TEA officials to resolve issues with Ecusta Road project so we could move forward with getting items approved and signed	
Research and Process Agenda Items	Agenda items either researched (past agenda memos, NCGS, various websites, listservs, etc.) and written by Clerk or processed by Clerk to include in packet; all items proofread and some sent back for changes and additional information; following each meeting, every agenda item has some sort of follow up action: filing, archiving, posting to website, obtaining signatures, confirmation emails, forms, letters, scheduling, etc.
All agenda items are tracked for the purposes of submitters meeting agenda deadlines.	Clerk completes following checklist during agenda preparation: <ul style="list-style-type: none"> Check upcoming CAC appointments and place on agenda

	<ul style="list-style-type: none"> • Prepare agenda and agenda items • Copy agenda item to respective department head or presenter • Notify presenters of times and make any arrangements necessary • Prepare documents for Chairman's signature and place in folder • Special/emergency meetings, public hearings, or changes in times or location sent to Sunshine List, Housekeeping, Admin Bulletin Board, website • Agendas sent to Sunshine List, Housekeeping, Admin Bulletin Board, website • Scan, bookmark, and send agenda packets electronically to BOC, Manager, Attorney, Finance Director, Clerk • Email agenda packet to T. Times and 5 citizens who requested
Election of Officers	
Election of Chair and Vice-Chair for ensuing year-recorded for historical purposes, informed NCACC	
Public Comment	
Arranged for Doug Poad to speak and present Commissioners with 150 th quilt that was raffled off in 2011 and donated back to County; follow up included drafting thank you note to person that donated quilt and finding location to display quilt	
Public Hearing	
Sections 5311 Administrative & Capital Program and Section 5310 Operating Program for FY 2019 (Transportation)	Golden Leaf: Light Industrial Building-to expend monies for economic development purposes
Project Aiken-incentive grant	
Consent Agenda Items	
Minutes (usually each meeting)-archive, post on website, copy to file	Discovery, Release & Monthly Settlement Report (usually 2 nd meeting of each month)-copy to Finance
Reschedule Revaluation Cycle (resolution)-to Tax Office, Resolution Book	Budget Amendments-copy to Finance

Cancel 2 nd BOC meeting in August-publish notice in newspaper, post on website and doors	Constitution Week (proclamation)-Resolution Book
Juvenile Crime Prevention Council revisions to bylaws-file, to JCPC	Blue Ridge Community College Reserve Fund Request-to Finance and BRCC
American Red Cross Centennial (proclamation)-to American Red Cross, Resolution Book	Authorize County Manager to Negotiate Purchase Contracts-To Manager, Finance
Ordinance Declaring Road Closure for Veterans Day Ceremony-to NCDOT, City of Brevard	Domestic Violence Awareness Month (proclamation)-to SAFE, Resolution Book
National Family Caregivers Month (proclamation)-to Land of Sky Regional Council, Resolution Book	Veterans Day (proclamation)-prepare for Veterans Day Ceremony, to Resolution Book
Allowing Retiring Officer to Purchase His Service Handgun-Eddie Lance (resolution)-to Finance, Resolution Book	Allowing Retiring Officer to Purchase His Service Handgun-Jay Smith (resolution)-to Finance, Resolution Book
Request for Removal to State Maintained Secondary Road System (resolution)-to NCDOT, Resolution Book	Operation of Silvermont Museum Memorandum of Understanding-to contract files, to Heritage Museum
County Transportation System Safety Program Plan-to Transportation	Vaya Health Fiscal Monitoring Report-to Finance
Intent to Donate Surplus Items to Transylvania Vocational Services and the Boys and Girls Club of Transylvania County-publish notice in newspaper, post notice on website	Request to Close County Offices for Annual Employee Luncheon-publish notice in newspaper, post notice on all buildings and offices
Waiver of Activity Center Fees for WCCA/Silvermont Opportunity Center-to WCCA, Parks and Recreation	Cancellation of December 28 BOC Meeting-publish notice in newspaper, post notice on website and doors
Policy Addendum to the Transylvania County Drug and Alcohol Policy-to Transportation and Human Resources	
<i>Presentations/Recognitions</i>	
Recognition of Citizen Advisory Councils (personal invitations, certificates, mugs) at both July meetings and December meeting-made further arrangements with those that could not attend or mailed certificates	Recognition of Youth Voice Delegate to NCACC Annual Conference
US Department of Veterans Affairs Expenditures in NC-n/a	TEA Semi-Annual Report-n/a
Support for Stepping Up Initiative (resolution)-to requestor and Resolution Book	Transylvania Animal Transport Six Month Progress Report-n/a
Update on Mission Health/BCBS Contract by Mark Browder with Mark III Employee Benefits-n/a	Moseley Architects-Review of Courthouse Options-added to future agenda for approval

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Financing Scenarios-Courthouse-added to future agenda for approval	CARE Coalition "Our Transylvania Cares About Kids" Campaign-added to future agenda for approval
Education Funding Data-n/a	Joint Historic Preservation Commission Annual Report-n/a
Recognition of Employees Receiving Service Awards in 2017-n/a	Comprehensive Annual Financial Report for FY 2016-2017-n/a
Vaya Health Update-removed from agenda, added to future agenda	
Appointments	
Juvenile Crime Prevention Council x3-appointment letters, updated roster, FW to JCPC chair and facilitator	Transylvania County Council on Aging-appointments letters, thank you letters, updated roster, FW to TCCOA chair
Parks and Recreation Commission x2-appointment letters, thank you letters, updated roster, FW to Parks and Recreation Director	Agricultural Advisory Board-appointment letters, updated roster, FW to Cooperative Extension and Soil and Water
Voting Delegate to NCACC Conference-complete form and FW to Alissa Cobb with NCACC	Brevard Board of Adjustment and Appeal-appointment letter and thank you letter, updated roster, FW to City Planning and City Clerk
Jury Commission-appointment letter and thank you letter, updated roster, FW to Clerk to Superior Court	Transylvania Natural Resources Council-appointment letters and thank you letter, updated roster, FW to TNRC chair, Cooperative Extension and Soil and Water
Board of Health-appointment letter, updated roster, FW to Health Director	Brevard Planning and Zoning Board-appointment letter and thank you letter, updated roster, FW to City Planning and City Clerk
Transylvania County Tourism Development Authority-appointment letters and thank you letters, updated roster, FW to Chamber Ex Dir and TDA chair	
Old Business	
Transylvania County Rescue Squad Contract-signatures, copy to contract files, TCEM, Finance	Contract Renewal with Transylvania Economic Alliance (3 rd time on agenda)-Chairman signature, to TEA for signatures
Transylvania County Courthouse Expansion Options-n/a	CARE Coalition Partner Pledge-complete form and FW to CARE Coalition staff
Offer to Purchase Old Animal Shelter Property on Ross Road-began upset bid process	Memorandum of Understanding for Transylvania Family Resource Center-county signatures, disseminated for other agency signatures
Revisions to Sign Control Ordinance-advertised for public hearing	Revisions to Scenic Corridor Designation Ordinance-advertised for public hearing
New Business	
Reclassification of Position in Tax Administration-to Tax Administrator, Human Resources, Finance	Bids for HVAC Upfit for Recreation Activity Center-to Project Manager, Parks and Recreation Director, Finance

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Resolution Approving Donation of Surplus Computers to Transylvania Heritage Museum-to Finance	Transylvania Economic Alliance Contract x2-added to future agenda
Transportation Fare Policy Revisions-to Transportation, Finance	Environmental Health Temporary Overtime-to Health Director, Human Resources, Finance
Little River Fire Department Apparatus Acquisition-completed forms, to LR Fire Chief, to TCEM	Request for Use of Former Elections Building as Transylvania County Family Resource Center-added to future agenda
Recommended Project Submissions for NCDOT Funding-to Planning and Community Development, to LOS RPO	Mini-Brooks Act Exemption-to Finance
Tobacco Use Setback for Health Department per Accreditation-to Health Director	Modification of Hemlock Restorative Initiative Cost Share Program-to Cooperative Extension
Applications for NC Education Lottery Funds-to Finance, to TCS Finance (personal delivery)	Budget Amendments-to Finance
Vaccine Fee Schedule Update-to Health Director	Appalachian Regional Commission Emerging Opportunities Grant (Wayfinding Grant)-to Planning and Community Development
2016 Tax Settlement Report-to Tax Administration	
Sections 5311 Administrative & Capital Program and Section 5310 Operating Program for FY 2019 (Transportation)-signatures, completion of forms, to Transportation	National Fitness Campaign-n/a
Request to Apply for Governors Crime Commission Grants-to Sheriff's Office	Revisions to Sign Control Ordinance-added to future agenda
Revisions to Scenic Corridor Designation Ordinance-added to future agenda	DSS Position Request-to DSS Director, Human Resources, Finance
Connestee Fire Rescue Request for Reserve Funds-completed forms, to Connestee Fire Chief, to TCEM	Joint Meeting with City of Brevard: Golden Leaf Light Industrial Building, adoption of legal documents and authorization of signatures-worked with City Attorney and Staff to obtain final signatures, and ensured all parties had copies once recorded
SCBA Replacement Cost for Sylvan Valley 2 District-to TCEM	Lease Agreement for Dozer at Solid Waste-to Solid Waste, to Finance, signatures for lease agreement then to contract file, minutes needed for completion of lease
Golden Leaf Light Industrial Building: Award construction bid, approve project budget, appropriate funding, authorize County Manager to oversee project-to TEA, Finance, Manager	Incentive grant for Project Aiken-to TEA, Manager

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Letter in Support of Maintaining Federal Historic Preservation Tax Credits-to federal legislators via email and mail	Request for Social Work Program Manager Position and Remodel of Office Space-to DSS Directors, Human Resources, Finance
Approving Donation of Surplus Items to Boys and Girls Club and Transylvania Vocational Services (resolution)-to Finance	Request for Professional Services of Developmental Associates for Professional Search for Social Services Director-to Human Resources, Finance
Request for Community Social Services Assistant in DSS-to DSS Director, Human Resources Finance	Budget Amendment for Crocker Case-to Finance, Human Resources, Manager
January Agenda Items Processed in December	
County Commissioner Appointments-Appointments	Employee Recognition Ceremony-following regular business of 1/9/18 meeting
FY 18-19 Community Services Block Grant Application-Consent Agenda	Intent to Donate Surplus Items to Transylvania County Schools-Brevard Middle School-Consent Agenda
Position Grade Reclassification/Combination. Transportation Administrative Office Assistant-New Business	Recognition of Citizen Advisory Council Members-Presentations/Recognitions
City of Brevard Truck Request-New Business	Approval of Purchase of Rescue Pumper for Lake Toxaway Fire Rescue-New Business
Vaya Health Update-Presentations/Recognitions	
BOC Meeting Power Point Presentations	
Clerk prepares initial Power Point presentation for all meetings of the BOC, with the exception of outside presentations (most have their own), and forwards to Manager for review, making changes, finalizing	
CAC Reports Prepared & Distributed	
Appointment Report due to Secretary of State September 1 of each year as required per NCGS	Annual review and updates to CAC manual/handbook and website
Prepared reports of CAC members whose terms had expired or ended and sent personal invitations to attend BOC meeting for special recognition, prepared thank you letters, prepared certificates, ensured coffee mugs ordered and on-hand (both July meetings, 1 st December meeting)	At beginning of 3 rd Quarter, prepared 4 th Quarter CAC Report, which includes all upcoming appointments in the 4 th Quarter, all vacancies, email correspondence with department heads, facilitators, and chairs, applications on file, advertisement
Updated CAC Training materials and conducted am and pm training session in October for current CAC members and interested individuals	Monthly follow up with department heads, facilitators and chairs to ensure deadlines are met and appointments are made when due

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At beginning of 4 th Quarter, prepared 1 st Quarter CAC Report, which includes all upcoming appointments in the 1 st Quarter, all vacancies, email correspondence with department heads, facilitators, and chairs, applications on file, advertisement	
CAC Appointments Processed	Includes thank you letters to CAC members coming off of CAC, appointment letter to new CAC members, updating roster and ensuring it is forwarded appropriately
Juvenile Crime Prevention Council x3	Parks and Recreation Commission x2
Transylvania County Council on Aging	Agricultural Advisory Council
Brevard Board of Adjustment and Appeal	Jury Commission
Transylvania Natural Resources Council	Board of Health
Brevard Planning and Zoning Board	Transylvania County Tourism Development Authority
Media Inquiries	
After each BOC meeting, Clerk provides media with copy of Power Point Presentation	Ecusta Road Project artist's rendering
How much the County has paid the Transylvania Economic Alliance year-to-date	TEA Semi-Annual Report
WLOS Inquiry into TCBOC Prayer Policy based on federal court ruling; FW current prayer policy	Agenda Packet to Frank Kracher with WLOS: wanted info on Leder project at Glen Cannon, included link to website for archived recordings of BOC meetings, per request
Facilities Use Applications & Requests Processed	
AWCR-Commissioner Hawkins and Senator Edwards	AWCR-2-on-2 meetings with BOC, BOE and staff
BOC Chambers for meetings of Domestic Violence Task Force, Early Childhood Initiative Task Force, Senior Services Task Force	AWCR-Guardian Ad Litem monthly meetings
CH Gazebo: Sharing House for Pack the Pantry Food Drive	CH Gazebo: Heart of Brevard for Halloween Festival
AWCR-Golden Leaf/Ecusta Road Project meetings	BOC Chambers-ElevateHER
BOC Chambers-Retirement Planning Session	BOC Chambers-SOG interviews on opioid impacts
CH Gazebo-by Democrat Party to march to filing at BOE	CH Lawn-Dale Ferrara to make snow for Twilight Tour
CH Gazebo-John Wiseman and Kim Coram for hospitality event	AWCR-BOC, Manager, and TEA to meet with Dan Gerlach
AWCR-BOC, BOE, Rosman, City meetings with NC Legislation	CH Gazebo-WNC Military History Museum for Constitution Week event in 2018
Standing reservation for Chambers & AWCR for BOC meetings	

Public Records/Citizen or External Organization Requests or Information Processed/Internal Research Requests Processed	
Research for City of Brevard on history of South Broad Park property and release of grant restrictions	Dr. Fisher contract-staff
Baptist Church parking agreement-staff	Cougar Artwork on Administration lawn because of citizen complaint-staff
County Organization Chart for grant purposes-staff	Abandoned Motor Vehicles Ordinance-staff
Policy for alcohol on county properties-staff	Previous year agenda items for Order to Collect Taxes and Settlement Report-staff
Transylvania Economic Alliance contract-staff	BOC Meeting Power Point presentations-staff
Updates to Sunshine email list when requested: removal and addition of email addresses	Animal Control Ordinance-staff
Old Planning Board membership lists from mid-1990's-staff	Various Parks and Recreation agreements ref. utilities at ballfields-staff, City of Brevard
Action taken by BOC with regards to adoption of Parks and Recreation Master Plan-City of Brevard	Research on if BOC ever approved Mini-Brooks Act exemption-Finance
Minutes, agreements, contracts and work programs associated with County upgrade to emergency communications systems-citizen request; referred to Communications, but request denied because citizen requesting confidential information	Information on donation of van to TVS-staff
BOC minutes for Health Department accreditation-staff	Minutes approving relocation of North Transylvania and Little River fire district lines-staff
Golden Leaf Agreement-TEA	Authorization for Manager to sign purchase contracts-staff
Resolution in Support of Using Native Plants-TNRC	Transportation System Safety Program Plan-staff
Emails, text messages, other forms of communication between EMS Director Bobby Cooper and Communications Director Kevin Shook and several named people within the NCEM Office and Charlotte Fire Department, and copies of contracts, deployments, NCEM training programs, contracts on equipment purchases and monies spent with specific vendors-request by Captain Timothy Bell representing Charlotte Fire Departments Battalion Chief Timothy Rogers	School funding presentations-TCS staff
Research on electronic advertising-staff	NCDOT resolution template-Polk County

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Research on historical records pertaining to Mary C. Jenkins Community Center-leases, ownership, who did work on pool and what they did to close/fill it-Susan Threlkel	BOC Bylaws-Washington County
BOC Meeting Schedule-staff	Leachate agreement with Town of Rosman-staff
Minutes for Solid Waste dozer approval-staff	Budget Amendment for Renee Crocker case-Carolina Public Press
Records relating to levying of collection of court fines, fees, costs; records concerning incarceration of individuals for failure to pay those costs; internal communications at TC Manager's Office: request to Manager, Finance Director, Clerk of Superior Court, Sheriff's Office-ACLU	Sample agenda memo regarding reclassification of employee positions-staff
Water and sewer agreement between County and City of Brevard when Public Safety Facility was constructed-staff	Research county owned properties to respond to citizens and non-residents interested in potentially purchasing property that didn't sell during foreclosure; worked with Tax office to compile accurate listing with minimum bid amounts; verbal agreement with Tax Office that their office would handle inquiries about property and Admin to explain upset bid processes in future
Minutes reference approval of road prioritization projects-staff and TAC	Local eclipse information (safety, viewing locations, etc.)-Congressman Meadows office
Photo of Commissioner Lemel for Social Services Working Group commit roster-SOG	Sample proclamations to assist Cleveland County Clerk with writing a proclamation to recognize contributions of a citizen in their county
Drafted recognition letter to present to special guest at Veterans Day Ceremony	Minutes template to City of Brevard for 150 th Anniversary Planning Committee and samples of minutes from County's 150 th Committee
Records Retention Schedule and Staff Contact Lists to new Solid Waste Staff	Transfer agenda and meeting documents for Commissioner Lemel's SSWG and Blue Ribbon Commission into Google Drive for easier access and ability to edit through GoodReader app
CAC Policy and Procedures, example of CAC quarterly report, Clerk's committee management calendar, CAC training PP, CAC application, CAC handbook, CAC recruitment ad, CAC brochure, research on authority to create CACs-to Lincoln County Clerk, revamping CAC system	CAC application-Town of Knightdale
Forwarded annual TNRC Report to BOC at request of TNRC Chair	Forward monthly financial statements to BOC upon request from Finance

Resolution recognizing high school coach, resolution naming bridge, proclamation for National Day of Prayer-Town of Surf City	Planning Board application and link to Rick Lasater upon request
Parks and Recreation Membership roster-Chairman Chapman	FW message from Chairman to all county employees before Christmas luncheon
FW strategic plan-staff	All Moseley contracts associated with Courthouse Expansion Project-Manager, Attorney, Finance Director
Research on past agenda memos and resolutions ref. delaying revaluation-Manager	Sample letter recommending award of Long Leaf Pine Award-Halifax County
Leachate agreement with Town of Rosman-Solid Waste	
Accounting Paperwork for BOC (travel receipts, credit cards)	
<u>Commissioner Hawkins</u> <ul style="list-style-type: none"> • NC Travel & Tourism Board Meeting • NCACC Annual Conference and hotel reimbursement (paid out of own pocket) • 2017 Rural Assembly • EDPNC Meeting 	<u>Commissioner Chapman</u> <ul style="list-style-type: none"> • Refreshments for quarterly Legislative Meetings • NCACC Annual Conference • 2017 Rural Assembly
<u>Commissioner Chappell</u> <ul style="list-style-type: none"> • Check request for Land of Sky Banquet ticket 	
Times Handling BOC Meeting Logistics (set up, clean up)	
10 regular meetings of the Board of Commissioners during period 7/1/2017-12/31/2017	Each meeting requires at minimum the following: <ul style="list-style-type: none"> • Water • Agendas for the public, Commissioners, Manager, Clerk, Attorney • Public comment forms, pens • Unlock doors 30 minutes before meeting time • Make Prayer and Pledge of Allegiance assignments • Gavel for Chairman • Turn on monitors at dais • Make sure names plate in place for Commissioners and chairs in place for audience and Commissioners • Make sure desks and tables are clean • Hearing aid devices out for citizens

	<ul style="list-style-type: none"> • Notepads and pens for Commissioners requesting • Laptop table for media • Turn on projector for Power Point and other related media • Turn on Chamber lights and both sets of dais lights • Turn on foyer light and open hallway door for access to bathrooms • Open doors to Admin side for daytime meetings • Turn signs around on windows • Place handheld mic at Manager's/Clerk's desk for use when Commissioners not seated at dais
Chambers is cleaned up and put back in order following the meeting	
Events Planned	
Assisted with planning Veterans Day event at Courthouse Gazebo, to include: road closure application, fee, liability insurance to City of Brevard; approval of ordinance to NCDOT; prepare program at direction of Chairman Chapman; arranged for set up and take down, including chairs, podium, A/V system, programs for distribution; coordinated with Parks to get gazebo and front lawn area cleaned up prior to the event; attended event and distributed programs with help of Manager's daughters; prior to event followed up with City to ensure no issues with street closure; drafted letter to present to special guest	Worked with City Clerk to work out details of special joint meeting between BOC and Brevard City Council on the Ecusta Road project; set up meeting room and coordinated other items like A/V, refreshments, table for signing documents, etc.
Updated CAC Training materials and conducted am and pm training session in October for current CAC members and interested individuals; included personal invitation; presentation made via Power Point, informal with lots of Q&A, refreshments	Coordinated with Land of Sky to hold their monthly meeting here in BOC Chambers; LOSRC staff arranged for caterer, but I was here to coordinate while the Executive Committee was in session; set up room, A/V, coffee, food tables, etc.
Organized all-day office Eclipse "Party" for safety purposes so staff wouldn't have to leave office because of the risk of traffic standstills; breakfast, lunch and snacks served all day	
Items Prepared or Processed for Signature and/or Filing	Includes contracts, resolutions, appointment and thank you letters to CAC members and other various letters from staff
MOU for Heritage Museum to Operate Silvermont Museum	MOU for Family Resource Center in old BOE Building

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WNC Military History Museum Lease	Agreement with Transylvania Economic Alliance
Employment Agreements with Angela Leopard, Beth Hyatt	Agreement with Brevard Rescue Squad
Ecusta Road Project documents	Blue Ridge Community College School Resource Officer
Filed the following contracts for DSS: Brevard City Cab, Elite Transportation, TVS, Care Partners, Hope for the Future, WP Health Holdings: Cedar Mountain House, Kingsbridge House; Cesar's Family Services; Sparc	Amendment for Mission Health Reimbursement
Solid Waste Dozer Agreements	Joyce Engineering for Landfill Permit Renewal
Lease Agreement for Lease Space for Probation Office with Department of Public Safety	NC State Certificate Form for Health Department
Health Department to participate in statewide enhanced primary care case management program	Vaya Kiosk contract/MOU
Solid Waste-Scrap Tire Recycling and Disposal Contract	All nonprofit funding contracts
Thank You Letter to Joe Sanders with Blue Ridge Bicycle Club	Letter to US representatives requesting maintain historic tax credits in federal tax code
Thank You Letter to Dollar General ref working with citizens to address concerns	Section 5311 and 5310 Grant Application Packet forms, resolutions, conflict of interest policy, etc.
NCACC Voting Delegate Form	HCCBG In-kind forms, Manager's signature needed for WCCA
Order to Collect Taxes	Resolution Approving Donation of Surplus Computers to Heritage Museum
Resolution Rescheduling Revaluation	Resolution In Support of Stepping Up Initiative
Proclamation Constitution Week	Juvenile Crime Prevention Council Bylaws
Lotter Fund Applications	Letter recommended prioritized transportation projects to Land of Sky RPO
American Red Cross Proclamation	Ordinance for road closure for Veterans Day Ceremony
Wayfinding grant	Proclamation for Domestic Violence Awareness Month
Proclamation for National Family Caregivers Month	Resolutions Awarding Retiring Officers Service Handguns
Veterans Day Proclamation	CARE Coalition Partner Pledge
Resolution approving donation of surplus items to Boys and Girls Club and TVS	Letters to Eagle Scout Recipients x2, and Troop Leader
Letter of Support for MAWFDB Upskill WNC grant application to NC Department of Commerce	Letter to recognize special guest at Veterans Day Ceremony

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Letter thanking Dr. Emily Sawyer for donation of 150 th Quilt to County	JCPC Certification for signature
# Times Process Minutes and Met Target	
July 11 BOC meeting-minutes approved August 8	July 24 BOC meeting-minutes approved August 8
August 8 BOC meeting-minutes approved September 19	2 nd meeting in August cancelled
1 st meeting in September rescheduled due to Hurricane	September 19 BOC meeting-minutes approved October 10
September 25 BOC meeting-minutes approved Octo 10	October 10 BOC meeting-minutes approved October 23
October 23 BOC meeting-minutes approved-November 14	November 14 BOC meeting-minutes approved November 27
November 27 BOC meeting-minutes approved December 12	December 12 BOC meeting-minutes to be approved in January
Agendas Processed (agenda page to sending out packet)	
July 11 BOC meeting-agenda July 6, packet July 7	July 24 BOC meeting-agenda July 20, packet July 20
August 8 BOC meeting-agenda July 27, packet July 27	2 nd meeting in August cancelled
September 12 BOC meeting-agenda September 7, packet September 8 (meeting cancelled due to Hurricane)	September 19 BOC meeting-agenda September 15, packet September 15
September 25 BOC meeting-agenda September 21, packet September 22	October 10 BOC meeting-agenda October 4, packet October 6
October 23 BOC meeting-agenda October 18, packet October 19	November 14 BOC meeting-agenda November 8, packet November 9
November 27 BOC meeting-agenda November 22, packet November 22	December 12 BOC meeting-agenda December 5, packet December 7
CAC Minutes Archived	
Transportation Advisory Committee	Joint Historic Preservation Commission
Transylvania Natural Resource Council	Juvenile Crime Prevention Council
Planning Board	
Sunshine/Media Releases	
Legal notices for sale of old animal shelter property on Ross Road x9	Public Hearing notices, press releases, legal notices, CAC changes in meeting date, time, location or if cancelled/rescheduled, etc.
Press Release: DSS Director Darrell Renfrore and picture	Public Hearing Notice; Section 5310 and 5311 Transportation Grants
2 nd BOC Meeting in August & December cancelled	BOC Agendas for every meeting
Press Release: Henderson County Welcomes New Parks and Recreation Director	
Public Hearing Notice: Project Aiken Incentive Grant	Press Release: Henderson County Welcomes New Parks and Recreation Director
Public Hearing Notice: Light Industrial Building, to expend money for economic development purposes	
Public Hearing Notices: Sign Control and Scenic Corridor Designation Ordinances	Public Hearing Notice: Light Industrial Building, to expend money for economic development purposes
	Press Release on Hurricane Irma Emergency Preparedness

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Press Release: County Selected to Present Webinar	Press Release: Seeking Volunteers to Serve on Nursing & Adult Care Home Advisory Committee
Press Release: Tax Administration Presents 2016 Report to Commissioners	BOC to hold special meeting (rescheduled from 1 st meeting in September being cancelled)
DSS Board Special Meeting x2; DSS Board meeting date change; DSS Board meeting cancelled	Agricultural Advisory Board Meeting rescheduled
Planning Board Meeting rescheduled; Planning Board meeting cancelled	Transylvania Natural Resources Council Meeting rescheduled
TDA Meeting Rescheduled	Intent to Donate Surplus Property
County Offices to Close Early for Employee Luncheon	Transportation Advisory Committee Meeting; Transportation Advisory Committee regular meeting schedule change
Transportation Advisory Board meetings x3	Parks and Recreation Meeting cancelled
Openings and vacancies on citizen advisory councils x3	Press Release: NCACC Legislative Goals Conference
Commissioners to tour PARI	Board of Health meeting cancelled x2
Articles Scanned and Archived	Articles in local newspaper, NCACC and SOG publications and others related to local government in this county or of interest to us statewide
July-60 T. Times articles	August-54 T. Times articles
September-31 T. Times articles	October-33 T. Times articles
November-44 T. Times articles	December-39 T. Times articles
NCACC Spring 2017 Quarterly Magazine-4 articles	NCACC Summer 2017 Quarterly Magazine 3 articles
Other	
Attended Western Regional Clerks Conference in Ashe County	Attended NC Clerks Association of County Clerks Executive Committee and Business Meeting during NC Association of County Commissioners Annual Conference in Durham
Renewed membership to NC Association of County Clerks Association and International Institute for Municipal Clerks; expected to earn Certified Municipal Clerks designation through IIMC by end of February in addition to NC County Clerks certification received last spring	Performed duties as needed to fulfill requirements of position on Board of Directors on NC Association of County Clerks
Coordinated with TC Retired School Personnel to place boxes at various county offices to collect school supply donations	Provided information as requested to City of Brevard for their 150 th Anniversary planning

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Worked closely with Transylvania Economic Alliance to ensure all Ecusta Road projects signed and recorded as needed	Send updates to T. Times when needed for BOC address updates, CAC meeting updates for their monthly listings
Recruited and organized Customer Service Committee made up of staff across several departments; divided into subcommittees to tackle several projects in an effort to improve customer service delivery across the all departments; continue to participate in ElevateHER group	Attended all day retreat for Nursing and Adult Care Home Advisory Committee at the Land of Sky Regional Council to learn more about what this committee does in an effort to recruit better; only Clerk in attendance from the LOS region; able to provide input from Clerk's perspective on items such as Open Meetings Law, minutes, confidentiality, etc.
Serve as contact person for Domestic Violence Task Force, Early Childhood Initiative Task Force, Senior Services Task Force: schedule conference rooms, ensure set up of rooms and materials needed, email reminders of monthly meetings, email various documents as requested; respond to questions and comments and refer as needed to get answers; responsible for creation and updates to membership rosters and email group lists	Forwarded 4 flag alert requests to departments to comply with federal flag code and coordination to ensure flags raised when alerts expired
Attended Engaging Women Conference in Raleigh as part of ElevateHER work	Spoke to Vision group about role of Clerk to the Board
Attended event at Chamber to learn about event planning	Gave oath of office to Assistant Tax Administrator
Maintain and update emergency call tree for office closings and delays	Worked with Chamber to correct errors in their newsletters pertaining to County Commission meetings, links to websites, etc.
Attended meet-n-greet on behalf of Manager during federal site visit for CARE Coalition	Attended Clio software demonstration at request of County Attorney and County Manager
Several website updates pertaining to CAC's as needed; monitor on regular basis to ensure information is accurate, meetings are calendared; website updates as needed in other areas when noticed	Agenda management is constant throughout each week; agenda items or potential agenda items continue to come on the radar; requires continual and timely follow up with department heads, Manager, outside agencies to meet deadlines
CAC management is constant, although not as cumbersome because Granicus software has taken the place of spreadsheets and paper copies of applications; to meet deadlines and ensure department heads, CAC facilitators and chairs remain on top of their responsibilities	Maintenance requests submitted: lights in courtyard, keys for old BOE building, thermostat issues in old Admin Building
Managed sale of old Animal Shelter property on Ross Road; upset bids, collection of deposits, acceptance of last and highest bid,	Suggested updates to Emergency Action Plan and FW to Fire Marshal/Safety Officer

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arranging for firm to handle closing and connecting them with buyer and buyer and buyer's attorney	
Send periodic Sunshine List updates to Market Connections	