

**THE BOARD OF COUNTY COMMISSIONERS
DURHAM, NORTH CAROLINA**

Monday, August 1, 2011

9:00 A.M. Worksession

AGENDA

1. Citizen Comments

30 min

The Board of County Commissioners will provide a 30-minute comment period at the beginning of its Worksession meeting on the first Monday of each month. Any citizen of Durham County wishing to speak shall have an opportunity to do so. The Board may direct staff to research and reply to the concerns, if appropriate. Speakers must sign in prior to the start of the meeting providing a mail/email address and telephone number so that staff may reply to comments and/or questions. Citizens who request an immediate response from the Board are encouraged to submit a brief description of the issue to the Clerk to the Board two weeks prior to the Worksession to allow an opportunity for research prior to the meeting. **All speakers shall have three (3) minutes to speak and are requested to refrain from addressing issues related to personnel matters.**

Resource Person(s): Michelle Parker-Evans, Clerk to the Board

County Manager's Recommendation: The Manager recommends that the Board receive citizen comments and direct staff to respond, as deemed appropriate.

2. Workforce Development Board

15 min.

The Board is requested to receive and accept the Durham Workforce Development Board Annual Report as required by the City-County Consortium Agreement, Sec. X.

Resource Person: Kevin Dick, Director, Office of Economic and Workforce Development, City of Durham

County Manager's Recommendation: The County Manager recommends that the Board receive and accept the Durham Workforce Development Board Annual Report as required by the City-County Consortium Agreement, Sec. X.

3. Appointment of Homeless Services Advisory Committee Members

10 min.

Michelle Parker-Evans, Clerk to the Board, will distribute ballots to the Board to make appointments to the Homeless Services Advisory Committee:

Homeless Services Advisory Committee

Resource Person: Michelle Parker-Evans, Clerk to the Board

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners vote to suspend the rules and appoint members to the Homeless Services Advisory Committee.

4. **Strategic Plan Update**

15 min.

The County Manager's Office continues to seek the input of the BOCC in helping shape a meaningful Strategic Plan. Each month at Worksession, the County Manager's Office will seek the feedback of the Board of County Commissioners. Since your last update on June 6, the County Manager's Office has been working on the early stages of the Strategic Planning Process. Key developments in June and July include:

- Individual Strategic Plan consultation sessions with BOCC members
- Strategic Plan internal kickoff – held June 22
- Preparation for approximately 25 key stakeholder interviews on Aug. 3-5 & Aug. 9-10
- Preparation for five external focus groups, slated for August 17-19
- The formation of a Strategic Plan Communications Team to inform staff and public
- Distribution of electronic and paper copies of separate resident and employee surveys
- Translation of resident survey to Spanish for Latino community input

Staff continues to work closely with Lou O'Boyle and her staff at the consulting firm of Zelos on the Strategic Plan. Zelos will continue to help facilitate the data collection phase, which will continue through August and into September. In mid-September, the Direction Setting Team (which is the County Manager's Management Team) and the Plan Development Team will meet to review data collected this summer and begin the plan creation phase of the process.

Resource Person: Michael Palmer, Acting County Manager

County Manager's Recommendation: The Manager recommends that the Board hear the Strategic Plan update and ask staff questions as needed.

5. **Extension of Cleaning Contract**

15 min.

The Human Services Building is currently receiving interim janitorial services. The interim contracted amount for B&R Janitorial is \$52,551.56 under Funds Reservation #11-871 (April 15-June 31, 2011). This amount will be exhausted as expected on July 31, 2011.

Until the RFP for Human Services janitorial Services can be awarded, the contract amount with B&R Janitorial is requested to be extended month to month, at a cost of \$15,781.20 per month.

The janitorial service schedule is 10:00 AM-2:00 PM for Day Porter Services and Evening Services, Monday through Friday.

Resource Persons: Carol Louis, Contract Compliance; Motiryo Keambiroiro, General Services Director; Gayle Harris, Public Health Director

County Manager's Recommendation: The County Manager recommends that the Board suspend the rules and authorize additional funding and extend month to month with B&R Janitorial \$15,781.20 per month until the RFP can be awarded.

6. **Replacement of Vacant Commissioner's Seat**

30 min.

Attached please find NC General Statute § 153A-27 regarding replacement of a vacant Commissioner's seat.

Resource Persons: Lowell L. Siler, County Attorney; Michael Palmer, Acting County Manager

County Manager's Recommendation: The Manager recommends the Board review the statute and provide direction as appropriate.

7. **Review of April-July BOCC Directives**

5 min.

It was requested that at each month's Worksession, the Board of County Commissioners has the opportunity to review the previous month's directives for staff and make comments as necessary.

Resource Persons: Michael Palmer, Acting County Manager; Michael Davis, Assistant to the County Manager

County Manager's Recommendation: The Manager recommends that the Board review the March BOCC directives and make comments to staff as necessary.

8. **Closed Session**

30 min.

The Board will convene to adjourn to Closed Session pursuant to G.S. § 143-318.11(a)(6) to discuss annual performance evaluations of elected and appointed officials.

3 hours