



Board of Commissioners Regular Meeting

July 7, 2025

MINUTES

The July 7, 2025 Regular Meeting of the Warren County Board of Commissioners was called to order by Chair Angelena Kearney Dunlap, followed by a moment of silence and the Pledge of Allegiance. Commissioners in attendance were Bertadean Baker, Victor Hunt, Al Cooper, and Tare Davis. Others in attendance were County Manager Crystal Smith, County Attorney Shiekel Richardson, and Interim Finance Officer Chuck Murray.

1. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Cooper, and duly carried by unanimous vote, the Suggested Agenda with the addition of Item 9J, Consider Approval of Retainer Fee in the Amount of \$2,229 for Interim Finance Officer Chuck Murray for the Time Period of July 2025 Through December 2025 to be Paid in Two Installments, Along with His Regular Hourly Salary, and addition of Item 10 C, Consider Approval of Reappointment of James Whitley (2nd Term) and John Alston (3rd Term) to the Economic Development Commission for Three-Year Terms Beginning July 2025 and Ending June 2028 was approved.

2. INTRODUCTION OF YOUTH VOICE REPRESENTATIVE JAQUAE OLIVER, JR.

Jaquae Oliver, Jr., Youth Voice Representative of Warren County 4H, introduced himself to the Board of Commissioners.

3. INTRODUCTION OF SUMMER INTERNS

Summer Interns Jaylen Branche, Megan Owens, Aryana Meadows, and Selcyus Rorie introduced themselves to the Board of Commissioners.

4. PRESENTATIONS

Terrell Alston of Trillium provided the Annual Report for Warren County.

Trillium Health Resources Mission



- ▲ Transforming lives and building community well-being through partnerships and proven solutions.
- ▲ While Trillium does not provide direct services, we assist our members in connecting with services offered through a contracted local provider network. We review prior approval requests for services and reimburse providers for billable services to our members.
- ▲ Members can access services by visiting a network provider or by calling Trillium for a referral to a local provider.

Trillium Health Resources Local Connections Matter

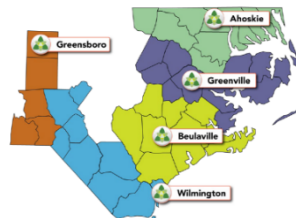


- ▲ Warren County's Regional Advisory Board Membership
 - Commissioner Bertadean Baker, Dr. Margaret Brake
- ▲ Warren County CFAC members- Bertha Hargrove, Shirley Robinson-Flood
- ▲ Warren County's Regional Vice President
 - Bobbie Lowe- bobbie.lowe@trilliumnc.org
- ▲ Warren County's Associate Regional Vice President
 - Terrell Alston- terrell.alston@trilliumnc.org
- ▲ Warren County's Community Liaison Coordinator
 - Annette Daugherty - annette.daugherty@trilliumnc.org

Trillium Health Resources Local Connections Matter



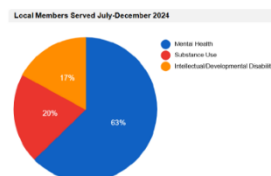
- ▲ 5 regions to assure local connections
- ▲ 5 Regional Advisory Boards with local appointed representatives
- ▲ 5 Consumer and Family Advisory Committees
- ▲ Governing Board with 10 CFAC and Regional Board representatives
- ▲ 5 Regional Vice Presidents, Community Engagement and Empowerment staff along with Community Liaisons
- ▲ Active stakeholder engagement and local participation in planning and service delivery collaboratives



Trillium Health Resources Members Served July-December 2024



- ▲ July-December 2024-Served 80,019 unique individuals with severe behavioral needs
 - 57,388 - Mental Health
 - 18,537 - Substance Abuse
 - 15,583 - Intellectual / Developmental Disability
- ▲ Total spent on services: \$802,710,029.83



Trillium Health Resources Tailored Plan Update

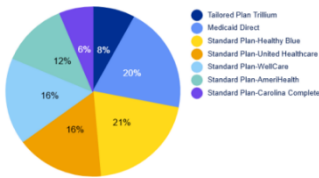


- ▲ Trillium's Tailored Plan work launched July 1, 2024 to offer integrated management of services for our members, including behavioral and physical health needs along with pharmacy benefits and transportation
- ▲ Lessons learned from Tailored Plan launch include:
 - Member and provider call volume increased significantly indicating a need for increased communication about the changes
 - Need for increased collaboration with transportation vendors to ensure member appointments were kept
 - Need for extension of provider flexibilities to reduce disruption following launch
- ▲ Most individuals, including those with mild to moderate behavioral health needs, are now managed under Standard Plans and have been since July 2021. Those include:
 - AmeriHealth Caritas NC Inc.
 - Blue Cross Blue Shield of NC
 - UnitedHealthcare of NC Inc.
 - WellCare of NC Inc.
 - Carolina Complete Health- covers regions 3, 4 and 5

Individuals Served by Health Plans



46 County Medicaid Enrollment Data (December 2024)



1. Tailored Plan Trillium
a. 80,984 (8%)
2. Medicaid Direct
a. 206,633 (20%)
3. Healthy Blue
a. 210,015 (21%)
4. United Healthcare
a. 166,697 (16%)
5. WellCare
a. 168,850 (16%)
6. AmeriHealth
a. 126,815 (12%)
7. Carolina Complete
a. 61,520 (6%)

Trillium Health Resources Town Hall Response



- ▲ In 2024, we held Town Halls that occurred in each of the 18 realigning consolidation counties
- ▲ Several themes emerged from the Town Halls, including requests for increased communication with providers and members/families, the need for streamlined processes, service expansion and requests for administrative flexibilities in how providers offer services
- ▲ Response to those themes include:
 - Request for Proposals and Requests for Applications for identified services
 - Provider Communication Bulletins directly addressing issues raised
 - Revision of process, including for Finance and Provider Network
 - Additional website postings
 - Expansion of Transition of Care flexibilities
 - Operations Team meetings with Consumer and Family Advisory Committee members
- ▲ Planning for our next round of Town Halls is underway with more information to be sent out soon

Members served in Warren County

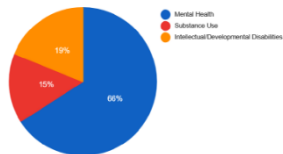


Total Members Served - 474*

- ▲ Mental Health - 360
- ▲ Substance Use - 83
- ▲ I/DD - 103

*Total is unduplicated, since a single individual may receive services in more than one category

Local Members Served July-December 2024



Training for First Responders



- ▲ During 24-25:
 - 2 40-hour Crisis Intervention Trainings held in Warren County for first responders
 - 2 trainings for: Trauma Informed Approach for Justice Involved



Medicaid Transformation Refresher



2021 - Present

- ▲ Establishment of 5 Standard Plans
- ▲ Medicaid Direct
- ▲ Establishment of Tailored Plans
- ▲ State Funds

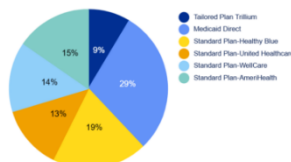
Medicaid Enrollment Options

Phase 1 (July 2021)	Phase 2 (Starts July 2024)	Phase 3 (Dec 2024)
Standard Plan	EBICI Tribal Option	Medicaid Direct
Standard Plans provide integrated physical health, behavioral health, pharmacy, and long-term services and support to most Medicaid beneficiaries, as well as programs and services that address other unmet health-related resource needs.	The Eastern Band of Cherokee Indians (EBICI) Tribal Option is available to federally recognized tribal members and their families. It is eligible for primary care case management and will be managed by the Cherokee Indian Hospital Authority (CIHA).	Medicaid Direct provides Medicaid and CHC benefits through fee-for-service (FFS) models, the LUMACO (behavioral health/SD/ID) and (T) services, and CMC (primary care case management) services for the Deaf, Excluded, and Exempt Populations.
		Behavioral Health IDO Tailored Plans will provide the same services as Standard Plans, as well as additional specialized services for individuals with significant mental health and substance use disorders, IDOs, and traumatic brain injury (TBI) Waiver, as well as people using state-funded services.
		Foster Care Plan will provide the same services as Standard Plans, as well as specialized care management services that aim to address many of the challenges children in the child welfare system face today in receiving seamless, integrated and coordinated health care.

Warren County Medicaid Enrollment



Warren Medicaid Enrollment Data-December 2024



1. Tailored Plan Trillium
a. 484 (9%)
2. Medicaid Direct
a. 1,658 (29%)
3. Healthy Blue
a. 1,094 (19%)
4. United Healthcare
a. 732 (13%)
5. WellCare
a. 806 (14%)
6. AmeriHealth
a. 867 (15%)

Project Updates



- ▲ Substance Abuse Prevention in Schools
- ▲ Naloxone Kits
- ▲ Summits and Re-Entry Simulations
- ▲ CHES Health
- ▲ Community Opportunity Centers
- ▲ Small Business Funding
- ▲ Empower Summer Camp
- ▲ Transition to Employment Program



Warren County Events



- ▲ Supporting Children Early Simulation held in Warren.
- ▲ Attendance at many public events
- ▲ Sponsorship of Mental Health Fair at Warren County Memorial Library
- ▲ COMING SOON:
 - August 5th: Re-entry Simulation held in Warren County



Substance Abuse Prevention



- ▲ Sold Out Youth is now available to Warren County High School and Early College
- ▲ Alice Aycock Poe Center :
 - Vaping 101 Provided to 10 classes at middle school



- ▲ Member & Recipient Services Line: [1-877-685-2415](tel:1-877-685-2415) Monday-Saturday 7am-6pm
- ▲ Behavioral Health Crisis Line: [1-888-302-0738](tel:1-888-302-0738) 24/7/365

- ▲ Member and Recipient Services and Behavioral Health Crisis Line staff screen and triage callers, and refer to a provider who can best suit their needs

- ▲ Access to services is determined by the urgency of need assessed.

5. CITIZEN COMMENTS

Rules for Citizen Comments: Please sign up to speak. The maximum time allowed to each speaker will be FIVE (5) minutes; Clerk to the Board will keep time. Any group of people who support or oppose the same position should designate a spokesperson. Please address only those items which may not have been addressed by a previous speaker, If a response from the County Manager or Board of Commissioners desired, leave a copy of your comment(s) with the Clerk to the Board. Order and decorum will be maintained. This is not a question and answer session.

- Donna Hopkins of Deerfield Farms stated that Deerfield Farms Road is becoming hazardous and needs to be paved. She presented signatures from all property owners requesting that the County and/or State take over maintenance of the road.
- Tony Bunnell spoke about the condition of Deerfield Farms Road.
- Hannah Poteat, a retired residential contractor, expressed concerns about recent actions that she says stacked the Planning Board with land developers and contractors. She stated that she represents a group that is asking the Board of Commissioners to immediately institute a policy to prohibit individuals who make their living on land use decisions from serving on the Planning Board. A copy of the proposed policy was given to the Clerk to the Board.
- Dylan Stickney stated that Horizon Solar has been in Warren County since 2021. He stated that an amendment to the Solar Farm Ordinance created a ban on large-scale solar projects.
- John Nosek spoke about Horizon Solar and property on Peete Farm Road that is currently a pine tree farm. There is interest now to use that land for solar projects, but the size constraints in the current Solar Farm Ordinance won't allow for a large-scale project.
- Dwayne Hicks discussed the fund balance that the County currently has. Mr. Hicks stated that \$1 million should be allocated to building a Senior Center. Mr. Hicks further stated that if the County has money and is operating in the black then there should be no need for other revenue at this time.
- Deborah Ferruccio stated that only giving 2 minutes for citizens to speak was not fair and that the Board of Commissioners is being arbitrary. Ms. Ferruccio stated that High Impact Land Use (HILU) is exempted in the Noise Ordinance and she hopes that will be fixed in the UDO that is currently being worked on. Ms. Ferruccio cited comments made by former Commissioner Jack Harris regarding Waste Management. Chair Angelena Kearney Dunlap reminded Ms. Ferruccio that the time limit for comments was 2 minutes and she was over her allotted time. Ms. Ferruccio continued to talk and Chair Kearney Dunlap requested that Sheriff Branche remove Ms. Ferruccio.
- Ken Ferruccio stated there needs to be a change to the Noise Ordinance as it relates to HILU regulations.
- Reinaldo Espinosa said it is unfair to give people only 2 minutes to speak. Mr. Espinosa stated he is speaking about the behavior of the Board of Commissioners at the April meeting, and said it is a disgrace how some people were seated on some boards.
- Barbara Espinosa said she spoke with several Commissioners who were confused about the action on April 16th concerning Board appointments. Ms. Espinosa asked that the Board of Commissioners reverse the actions taken and call for a new vote.
- Mike Naughton spoke about what he feels is illegal hunting in Warren County. He stated that he shouldn't have people and dogs running on his property and said that Board of

Commissioners need to do their job and protect the citizens of Warren County.

- Evelyn Woodson told a story of bullying and stated that is exactly what happened on the Planning Board.
- Mozzine Lowe introduced C4EE - a resource for rural communities with opportunities for workforce training.

6. CONSENT AGENDA

7. COUNTY MANAGER'S UPDATE – Crystal Smith

A. Let's Talk Warren County - Emergency Preparedness Event July

County Manager Crystal Smith reminded everyone of the Let's Talk Warren County - Emergency Preparedness Event that will take place on Saturday, July 19, 2025 from 9:00 a.m. until 12:00 p.m. at Heck's Grove Community Center.

B. Farmers Market Advisory Board By-Laws

Copies of the proposed Farmers Market Advisory Board By-Laws have been provided for review by the Board of Commissioners. County Manager Crystal Smith asked that comments be made by July 27th.

C. Quilters Lane Art Installation at Courthouse

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the Quilters Lane Art reinstallation of 10 painted quilt squares behind the Tax Office was approved.

D. Consider Approval of Community and Economic Development Director Appointment

This item will be brought to the Board of Commissioners on August 4, 2025.

8. FINANCE OFFICE – Chuck Murray

A. Consider Approval of Amendment to Contract to Audit Accounts Modifying the Date to be Submitted to LGC from October 31, 2024 to June 30, 2025

On motion of Commissioner Davis, seconded by Commissioner Cooper, and duly carried by unanimous vote, the amendment to the Contract to Audit Accounts modifying the date to be submitted to LGC from October 31, 2024 to June 30, 2025 was approved.

9. ACTION ITEMS

A. Designate Voting Delegate for NACo Annual Conference

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Chair Angelena Kearney Dunlap was appointed as Voting Delegate for NACo Annual Conference

B. Consider Approval of Memorandum of Understanding Between Integrated Mobility Division North Carolina Department of Transportation and Warren County and Kerr Area Transportation Authority (KARTS) Concerning Rural Operating Assistance Program (ROAP)

On motion of Commissioner Davis, seconded by Commissioner Baker, and duly carried by unanimous vote, the Memorandum of Understanding Between Integrated Mobility Division North Carolina Department of Transportation and Warren County and Kerr Area Transportation Authority (KARTS) Concerning Rural Operating Assistance Program (ROAP) was approved.

Public

MEMORANDUM OF UNDERSTANDING

BETWEEN

INTEGRATED MOBILITY DIVISION

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

AND

Warren County

AND

**Kerr Area Transportation Authority
dba KARTS**

CONCERNING

THE RURAL OPERATING ASSISTANCE PROGRAM (ROAP)

The Rural Operating Assistance Program (ROAP), administered by the Integrated Mobility Division of the North Carolina Department of Transportation, is a state funded grant program that provides funds for counties to provide transportation services for the elderly, the disabled, low-income and the rural general public population.

The Rural Operating Assistance Program (ROAP) is divided into three programs for which funds are available:

- Elderly and Disabled Transportation Assistance Program (EDTAP)
- Employment Transportation Assistance Program (EMPL)
- Rural General Public Program (RGP)

G.S. §136-44.27 allows public transportation authorities and regional public transportation authorities, created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes, to become applicants and to receive any ROAP funds to which the member municipality or county is entitled.

The Integrated Mobility Division of the Department of Transportation (the Department), Warren County (the County), and the Kerr Area Transportation Authority (the Authority), collectively the Parties, agree to the following terms and conditions that will enable program delegation from the County to the Authority.

4. Should the Authority delegate funds to qualified agencies in the Authority area, those agencies shall provide the same reports and make the reports available as described above.

5. The Authority agrees it is responsible for maintaining all the documentation required for state reporting or auditing in regard to any ROAP funds retained by the authority. The authority will prepare and sign all state-required reports and submit to the Department.

6. The Authority shall ensure that all ROAP funds passed through the authority are accounted for and presented in the authority's A-133 audit. Additionally, the authority will be responsible for refunding any unexpended funds to the state, unless there is a carryover of funds to the next fiscal year.

7. The Authority will comply with any other ROAP program requirements and accountability guidelines not specifically listed in this agreement or mentioned in the Certified Statement.

NOW, THEREFORE, by signing below the duly authorized representative of the Integrated Mobility Division of the North Carolina Department of Transportation Division hereby agrees to the following terms and conditions:

1. To disburse the ROAP funds allocated to the County to the Authority as scheduled in the annual application documentation.

2. To receive and review reports from the designated transportation authority and to invoice the authority for unspent ROAP funds, unless there is a carryover for the next fiscal year.

3. To ask the External Audit Branch to compare information on the ROAP reports to the transportation authority's annual independent audit report. Additionally, the External Audit will do on-site audits of ROAP expenditures as scheduled.

This agreement takes effect immediately after all parties have signed it. All parties to this agreement must mutually agree in writing to any changes. This agreement remains in effect until any agency participant provides written notification to all the other parties to this agreement of their intention to terminate this memorandum of understanding. Any written notification of termination of this memorandum of understanding must include a termination date that provides at least thirty (30) days advance notification to all parties. N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this Memorandum of Understanding, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

COUNTY RESPONSIBILITIES

To achieve the purposes outlined above the County agrees to the following terms and conditions:

1. The County authorizes the Authority to become the applicant for the ROAP funds allocated to the County.
2. The County authorizes the Authority to be the direct recipient of ROAP disbursements from the Department
3. The County delegates to the Authority the power to determine how the ROAP funds will be distributed within the county, including the allocation of funds, management of the funds, administering the program, and filing reports that account for how the funds were expended.

The Authority serves multiple counties, the County agrees that the Authority shall use the funds to provide transportation services to anyone living in the respective county in which funds were received.

4. Each County Representative that sits on the Authority's Governing Board will provide oversight of the Authority spending and services.
5. The County is responsible to provide written notification to the Department when the County no longer wants the Authority to administer the ROAP Program on its behalf.

AUTHORITY RESPONSIBILITIES

To achieve the purposes outlined above, the Authority agrees to the following terms and conditions.

1. The Authority will complete the application requirements and submit the ROAP grant application for the full allocations and to be responsible for that allocation and disbursement of the ROAP funds.

2. To receive and manage the ROAP funds from the Department and to use any interest earned from the disbursements within the ROAP programs.

3. Upon request the Authority will provide all transit service and financial information to the Department and the county manager or his/her designee.

C. Consider Approval of Warren County Personnel Manual

On motion of Commissioner Cooper, seconded by Commissioner Davis, and duly carried by unanimous vote, the Warren County Personnel Manual was approved. The entire document is available on the County website at <https://warrencountync.com/DocumentCenter/View/5897/WC-Personnel-Manual---Revised-July-2025>.

D. Consider Approval of Warren County Job Classification Schedule

On motion of Commissioner Davis, seconded by Commissioner Cooper, and duly carried by unanimous vote, the Warren County Job Classification was approved.

WARREN COUNTY GOVERNMENT					
Salary Grade Listing 2025-2026					
CLASSIFICATION TITLE	FLSA STATUS	SALARY GRADE	(Min)	(Mid)	(Max)
4H Program Assistant	NE	104	\$31,200	\$37,034	\$43,342
4H Program Support Specialist	NE	105	\$31,200	\$38,170	\$45,508
4H W.A.V. Program Coordinator	NE	109	\$37,477	\$46,396	\$56,675
Accounting Clerk II	NE	103	\$31,200	\$35,923	\$41,779
Accounting Clerk IV	NE	104	\$31,200	\$37,034	\$43,342
Accounting Specialist	NE	109	\$37,477	\$46,396	\$56,675
Accounting Technician	NE	109	\$37,477	\$46,396	\$56,675
Accounting Technician II	NE	111	\$41,318	\$51,152	\$61,148
Activity Coordinator	NE	105	\$31,200	\$38,170	\$45,508
Administrative Assistant I	NE	104	\$31,200	\$37,034	\$43,342
Administrative Assistant II	NE	109	\$37,477	\$46,396	\$56,675
Administrative Officer I	NE	111	\$41,318	\$51,152	\$61,148
Administrative Officer II	NE	114	\$47,831	\$59,214	\$70,598
Advanced EMT	NE	111	\$41,318	\$51,152	\$61,148
Aging Specialist	NE	108	\$35,693	\$44,188	\$53,875
Animal Control Director	E	115	\$50,223	\$62,175	\$74,129
Animal Control Officer I	NE	108	\$35,693	\$44,188	\$53,875
Animal Control Officer II	NE	110	\$39,350	\$48,718	\$58,082
Animal Shelter Attendant	NE	103	\$31,200	\$35,923	\$41,779
Animal Shelter Technician	NE	105	\$31,200	\$38,170	\$45,508
Assistant County Manager	E	127	\$90,193	\$111,690	\$133,124
Assistant Detention Center Administrator	NE	116	\$52,734	\$65,285	\$77,835
Assistant Emergency Services Director	E	122	\$70,668	\$87,487	\$104,307
Assistant Register of Deeds	NE	107	\$33,992	\$42,083	\$50,173
Board of Elections Assistant	NE	103	\$31,200	\$35,923	\$41,779
Buildings & Grounds Director	E	121	\$67,304	\$83,322	\$99,340
Buildings & Grounds Maintenance Supervisor	NE	110	\$39,350	\$48,718	\$58,082
Buildings & Grounds Maintenance Worker I	NE	106	\$32,374	\$40,078	\$47,784
Buildings & Grounds Maintenance Worker II	NE	108	\$35,693	\$44,188	\$53,875
Chief Deputy	E	122	\$70,668	\$87,487	\$104,307
Child Support Agent II	NE	111	\$41,318	\$51,152	\$61,148
Child Support Officer	NE	112	\$43,385	\$53,710	\$67,797
Child Support Supervisor I	NE	113	\$45,553	\$56,395	\$68,500
Clerk to the Board of Commissioners	E	115	\$50,223	\$62,175	\$74,129
Code Enforcement Administrator	NE	116	\$52,734	\$65,285	\$77,835
Code Enforcement Officer	NE	112	\$43,385	\$53,710	\$67,797
Community and Economic Development Director	E	124	\$77,912	\$96,455	\$114,998
Community Development Manager	NE	116	\$52,734	\$65,285	\$77,835
Community Health Assistant	NE	103	\$31,200	\$35,923	\$41,779
Community Health Technician	NE	105	\$31,200	\$38,170	\$45,508
Community Support Investigator	NE	112	\$43,385	\$53,710	\$67,797
Computer System Administrator I	NE	113	\$45,553	\$56,395	\$68,500
County Attorney	E	132	\$115,111	\$142,508	\$169,904
County Manager	E	133	\$120,867	\$149,633	\$178,400
Daycare SVC Coordinator I	NE	111	\$41,318	\$51,152	\$61,148
Delinquent Tax Specialist	NE	107	\$33,992	\$42,083	\$50,173
Deputy Elections Director	NE	111	\$41,318	\$51,152	\$61,148
Deputy Finance Director	E	118	\$58,139	\$71,976	\$85,814
Deputy Register of Deeds	NE	105	\$31,200	\$38,170	\$45,508
Deputy Register of Deeds III	NE	106	\$32,374	\$40,078	\$47,784
Deputy Sheriff	NE	113	\$45,553	\$56,395	\$68,500
Deputy Sheriff Investigator	NE	114	\$47,831	\$59,214	\$70,598
Deputy Sheriff Investigator Lieutenant	E	117	\$58,139	\$71,976	\$85,814
Deputy Sheriff Investigator Sergeant	NE	115	\$50,223	\$62,175	\$74,129
Deputy Sheriff Lieutenant	NE	116	\$52,734	\$65,285	\$77,835
Deputy Sheriff Major	E	120	\$64,098	\$79,354	\$94,609
Deputy SRO Sergeant	NE	115	\$50,223	\$62,175	\$74,129
Deputy Tax Assessor	NE	106	\$32,374	\$40,078	\$47,784
Deputy Tax Collector	NE	106	\$32,374	\$40,078	\$47,784
Detention Center Administrator	E	119	\$61,046	\$75,575	\$90,104
Detention Lieutenant	NE	115	\$50,223	\$62,175	\$74,129
Detention Officer	NE	112	\$43,385	\$53,710	\$67,797
Detention Sergeant	NE	113	\$45,553	\$56,395	\$68,500
Detention Transport Officer	NE	112	\$43,385	\$53,710	\$67,797
Detention Transport Sergeant	NE	113	\$45,553	\$56,395	\$68,500
ED11 Coordinator	E	116	\$52,734	\$65,285	\$77,835
Economic Development Specialist	NE	109	\$37,477	\$46,396	\$56,675
Elections Director	E	117	\$55,371	\$68,548	\$81,726
Elections IT Technician/GIS Support/ Mapping	NE	106	\$32,374	\$40,078	\$47,784
Emergency Services Director	E	124	\$77,912	\$96,455	\$114,998
EMS - Captain	NE	118	\$58,139	\$71,976	\$85,814
EMS - Field Training Officer (FTO)	NE	115	\$50,223	\$62,175	\$74,129
EMS - Lieutenant	NE	116	\$52,734	\$65,285	\$77,835
EMS Division Chief	E	121	\$67,304	\$83,322	\$99,340
EMS Basic	NE	109	\$37,477	\$46,396	\$56,675
EMT Paramedic	NE	114	\$47,831	\$59,214	\$70,598
Environmental Health Specialist	NE	115	\$50,223	\$62,175	\$74,129
Environmental Health Supervisor I	NE	118	\$58,139	\$71,976	\$85,814
Executive Assistant to the CM/Deputy Clerk to the Board of Comm.	NE	108	\$35,693	\$44,188	\$53,875
Finance Director	E	124	\$77,912	\$96,455	\$114,998
Fire Marshal	NE	118	\$58,139	\$71,976	\$85,814
Foreign Language Interpreter	NE	108	\$35,693	\$44,188	\$53,875
General Utility Worker	NE	106	\$32,374	\$40,078	\$47,784
GIS Technician	NE	112	\$43,385	\$53,710	\$67,797
Grants and Contracts Administrator	NE	116	\$52,734	\$65,285	\$77,835
Health Director	E	124	\$77,912	\$96,455	\$114,998
Human Resources Aide	NE	101	\$31,200	\$33,939	\$37,440
Human Resources Director	E	124	\$77,912	\$96,455	\$114,998
Income Maintenance Caseworker I	NE	106	\$32,374	\$40,078	\$47,784
Income Maintenance Caseworker II	NE	108	\$35,693	\$44,188	\$53,875
Income Maintenance Caseworker III	NE	110	\$39,350	\$48,718	\$58,082
Income Maintenance Investigator I	NE	108	\$35,693	\$44,188	\$53,875
Income Maintenance Supervisor II	NE	114	\$47,831	\$59,214	\$70,598
Library Assistant	NE	104	\$31,200	\$37,034	\$43,342
Library Director	E	124	\$77,912	\$96,455	\$114,998
Library Technical Assistant	NE	108	\$35,693	\$44,188	\$53,875
Medical Lab Technician II	NE	109	\$37,477	\$46,396	\$56,675
Nutritionist I	NE	111	\$41,318	\$51,152	\$61,148
Nutritionist II	NE	114	\$47,831	\$59,214	\$70,598
Office Assistant III	NE	102	\$31,200	\$34,891	\$40,536
Office Assistant IV	NE	104	\$31,200	\$37,034	\$43,342
Park & Recreation Director	E	121	\$67,304	\$83,322	\$99,340
Park & Recreation Operations Manager	NE	113	\$45,553	\$56,395	\$68,500
Planning/Zoning Code Enforcement Director	E	124	\$77,912	\$96,455	\$114,998
Processing Assistant III	NE	102	\$31,200	\$34,891	\$40,536
Processing Assistant IV	NE	104	\$31,200	\$37,034	\$43,342
Program Assistant IV	NE	104	\$31,200	\$37,034	\$43,342
Public Health Educator I	NE	107	\$33,992	\$42,083	\$50,173
Public Health Educator II	NE	111	\$41,318	\$51,152	\$61,148
Public Health Educator III	NE	115	\$50,223	\$62,175	\$74,129
Public Health Nurse Director I	E	121	\$67,304	\$83,322	\$99,340
Public Health Nurse I	NE	114	\$47,831	\$59,214	\$70,598
Public Health Nurse II	NE	116	\$52,734	\$65,285	\$77,835
Public Health Nurse III	NE	117	\$55,371	\$68,548	\$81,726
Public Health Nurse Supervisor I	NE	118	\$58,139	\$71,976	\$85,814
Public Health Nurse Supervisor II	E	119	\$61,046	\$75,575	\$90,104
Public Utilities Director	E	124	\$77,912	\$96,455	\$114,998
Public Works Director	E	124	\$77,912	\$96,455	\$114,998
Recreation Maintenance Specialist	NE	104	\$31,200	\$37,034	\$43,342
Recreation Program Manager	NE	113	\$45,553	\$56,395	\$68,500
Register of Deeds	E	118	\$58,139	\$71,976	\$85,814
Senior Administrative Assistant	NE	110	\$39,350	\$48,718	\$58,082
Senior Center Director	E	116	\$52,734	\$65,285	\$77,835
Senior Human Resources Analyst	NE	114	\$47,831	\$59,214	\$70,598
Senior Telecommunicator Supervisor	NE	115	\$50,223	\$62,175	\$74,129
Sheriff	E	126	\$85,897	\$106,341	\$126,785
Social Services Director	E	124	\$77,912	\$96,455	\$114,998
Social Worker I	NE	108	\$35,693	\$44,188	\$53,875
Social Worker IAT (Invest./Assess./Treat.)	NE	115	\$50,223	\$62,175	\$74,129
Social Worker II	NE	112	\$43,385	\$53,710	\$67,797
Social Worker III	NE	114	\$47,831	\$59,214	\$70,598
Social Worker I-Trainee	NE	107	\$33,992	\$42,083	\$50,173
Social Worker Supervisor I	NE	112	\$43,385	\$53,710	\$67,797
Social Worker Supervisor II	E	115	\$50,223	\$62,175	\$74,129
Social Worker Supervisor III	E	118	\$58,139	\$71,976	\$85,814
Soil and Water Conservation Director	E	116	\$52,734	\$65,285	\$77,835
Soil and Water Conservationist	NE	111	\$41,318	\$51,152	\$61,148
Solid Waste Operator	NE	105	\$31,200	\$38,170	\$45,508
Solid Waste Supervisor	NE	110	\$39,350	\$48,718	\$58,082
Tax Administrator	E	124	\$77,912	\$96,455	\$114,998
Tax Collection Specialist	NE	109	\$37,477	\$46,396	\$56,675
Tax Mapper/Exempt Specialist	NE	112	\$43,385	\$53,710	\$67,797
Tech Support Specialist	NE	113	\$45,553	\$56,395	\$68,500
Telecommunicator	NE	112	\$43,385	\$53,710	\$67,797
Telecommunicator Shift Supervisor	NE	114	\$47,831	\$59,214	\$70,598
Utilities Crew Leader	NE	109	\$37,477	\$46,396	\$56,675
Utilities Customer Service Supervisor	NE	110	\$39,350	\$48,718	\$58,082
Utilities Service Technician	NE	105	\$31,200	\$38,170	\$45,508
Utilities Superintendent	NE	111	\$41,318	\$51,152	\$61,148
Utility Customer Service Representative	NE	109	\$37,477	\$46,396	\$56,675
Utility Office Manager	NE	111	\$41,318	\$51,152	\$61,148
Veterans Service Officer	E	114	\$47,831	\$59,214	\$70,598
Weighmaster	NE	104	\$31,200	\$37,034	\$43,342

NE=Non-Exempt; E=Exempt

E. Consider Approval of the Authorized Positions for FY 25/26

On motion of Commissioner Cooper, seconded by Commissioner Davis, and duly carried by unanimous vote, the Authorized Positions for FY26 were approved.



Authorized Positions

Warren County Government

FY26

Warren County Government

	FT	PT
Board of Commissioners		5
Clerk to the Board	1	

Appointed Positions

County Manager	1	
County Attorney	1	
Finance Director	1	
Tax Administrator	1	

Elected Officials

Sheriff	1	
Register of Deeds	1	

Mandated Services

Health Department Director	1	
Social Services Director	1	
Soil & Water District Director	1	
Elections Director	1	

Authorized Positions

(1)

By Departments

	FT	PT
Animal Control		
Animal Control Director	1	
Animal Shelter Technician	2	
Animal Control Officer II	1	
Animal Control Officer I	1	
Animal Care Attendant	1	

Board of Elections

Elections Director	1	
Deputy Elections Director	1	
Election IT Technician/GIS Support/Mapping	1	
Board of Elections Assistant	1	

Community & Economic Development

Community & Economic Development Director	1	
Economic Development Specialist	1	
Community Development Manager	1	

Parks & Recreation

Parks & Recreation Director	1	
Recreation Operations Manager	1	
Recreation Programs Manager	1	
Recreation Maintenance Specialist	1	
Administrative Assistant II	1	
Part-time positions varies based the need	12	

Authorized Positions

(2)

By Departments

	FT	PT
Senior Center		
Senior Center Director	1	
Senior Administrative Assistant	1	
Activity Coordinator	1	
Nutrition Site Manager		1
Aging Specialist	1	

Cooperative Extension

Cooperative Extension Director	1	
Farmers Market Manager		1
4H Program Coordinator	1	
4H Program Assistant	1	
Small Farms Technician		1

County Manager Office

County Manager	1	
Assistant County Manager	1	
Executive Assistant/Deputy Clerk	1	

Emergency Services

Emergency Services Director	1	
Senior Administrative Assistant	1	
Deputy Fire Marshal	1	
Assistant Emergency Services Director	1	

Authorized Positions

(3)

By Departments

	FT	PT
Emergency Medical Services		
Emergency Services Division Chief	1	
Administrative Assistance II	1	
EMT Paramedic P/T		16
EMT Paramedic	18	
EMT Basic	6	
EMT Basic P/T		11
EMS Captain	4	
Emergency Service Field Training Officers	4	
Emergency Service Lieutenant	4	
Finance Department		
Finance Director	1	
Deputy Finance Director	1	
Accounting Specialist	3	
Grants and Contract Administrator	1	
Health Department		
Health Department Director	1	
Administrative Assist II	1	
Administrative Officer I	1	
Accounting Technician	3	
Accounting Clerk IV	1	
Social Worker II	2	
Public Health Nurse II	6	

By Departments

	FT	PT
Information Technology		
Technology Support Specialist	2	
Administrative Assistant II		1
Library		
Library Director	1	
Senior Admin Assistant	1	
Library Technician Assistant	2	
Library Assistant	4	
Library Page		3
Planning/Zoning/Code Enforcement Department		
Planning Director	1	
Code Enforcement Administrator	1	
Senior Administrative Assistant	1	
GIS Technician	1	
Code Enforcement Officer	3	
Public Utilities Department		
Public Utilities Director	1	
Utilities Superintendent	1	
Utilities Crew Leader	2	
Utilities Services Technician	3	
Utilities Customer Service Supervisor	1	

By Departments

	FT	PT
Public Health Ed III	1	
Public Health Ed II	1	
Public Health Ed I	1	
Program Assistant IV	2	
Processing Assistant III	1	
Processing Assistant IV	3	
Public Health Nurse Supervisor I	3	
Public Health Nurse Director I	1	
Office Assist IV	1	
Office Assist III	1	
Nutritionist II	1	
Nutritionist I	1	
Med Lab Technician II	1	
General Utility Worker	1	
Comm Health Technician	1	
Community Health Assistant	2	
Foreign Language Interpreter	1	
Environmental Health Specialist	3	
Environmental Health Specialist Supervisor	1	
Tech Support Specialist		1
Human Resources		
Human Resources Manager	1	
Senior Human Resources Analyst	2	

By Departments

	FT	PT
Utility Customer Service Representative	2	
Utility Office Manager	1	
Public Works Department		
Public Works Director	1	
Senior Administrative Assistant	1	
Weighmaster	1	
Solid Waste Supervisor	1	
Solid Waste Operator	1	
Building & Ground Department		
Building & Ground Director	1	
Senior Administrative Assistant	1	
Building/Grounds Maintenance Worker II	1	
Building/Grounds Maintenance Worker I	3	
B&G Maintenance Supervisor	1	
Register of Deeds		
Register of Deeds Director	1	
Assistant Register of Deeds	1	
Deputy Register of Deeds III	1	
Deputy Register of Deeds	1	
Social Services Department		
Social Services Director	1	
Computer System Administrative I	1	
Administrative Officer II	1	

By Departments

	FT	PT
Accounting Technician II	1	
Social Worker Supervisor II	1	
Social Worker Supervisor III	2	
Social Worker I Supervisor	1	
Social Worker III	4	
Social Worker II	3	
Social Worker I	2	
Social Worker I/A/T	6	
Processing Assistant III	5	
Income Maintenance III	5	
Income Maintenance II	16	(2) are Medicaid expansion as of 2024
Income Maintenance Supervisor II	3	
Income Investigator I	1	
Human Resources Aide	4	1
Day Care Services Coordinator I	1	
Child Support		
Office Assistant IV	1	
Child Support Supervisor I	1	
Child Support Agent II	4	
Soil & Water District Department		
Soil & Water District Director	1	
Administrative Assistant II	1	
Soil & Water Conservationist	1	

By Departments

	FT	PT
Detention		
Detention Administrator	1	
Detention Sergeant	4	
Detention Officer	9	
Detention Transport Officer	2	
Detention Transport Sergeant	1	
Assistant Detention Administrator	1	
Detention Lieutenant	1	
Building & Grounds Maintenance Worker	1	
Detention Officer P/T		7
Tax Administration Department		
Tax Administrator	1	
Deputy Tax Collector	3	
Deputy Tax Assessor	3	
Delinquent Tax Specialist	1	
Tax Collection Specialist	1	
Tax Mapper/Exemp.Specialist	1	
Veterans Services		
Veterans Services Officer	1	
Administrative Assistant II	1	

By Departments

	FT	PT
Sheriff's Office		
Sheriff	1	
Deputy Sheriff Chief	1	
Senior Administrative Assistant	1	
Administrative Officer I	1	
Deputy Sheriff /Investigator	7	
Sergeant	4	
School Resource Officer-Sergeant	3	
Child Support Officer	1	
Community Support Investigator	1	
Deputy Sheriff Investigator Sergeant	2	
Deputy Sheriff	14	
Deputy Sheriff Lieutenant	2	
Deputy Sheriff Investigator Lieutenant	1	
Deputy Sheriff		6
Telecommunications		
Telecommunications Coordinator	1	
Telecommunicator	8	
Telecommunicator		2
Telecommunications Supervisor	4	
Senior Telecommunications Supervisor	1	

Request for New Positions**Human Resources:**

Full-Time Position: Senior HR Analyst – 1 FTE (Grade 114)

Detention:

Full-Time Position: Detention Officer – 1 FTE (Grade 112)

Buildings & Grounds:

Full-Time Position: Administrative Assistant II – 1 FTE (Grade 109)

Request for Reclassified Positions**Information Technology:**

Part time: Computer Support Technician to Full-time Technology Support Specialist (Grade 113)

Sheriff's Office:

Senior Administrative Assistant (Grade 110) to Administrative Officer I (Grade 111)

Administrative Assistant I (Grade 109) to Senior Administrative Assistant (Grade 110)

Department of Social Services:

Processing Assistant III (grade 102) to Accounting Technician I (Grade 109)

Register of Deeds:

Assistant Register of Deeds grade change to Grade 107

Deputy Register of Deeds to Deputy Register of Deeds III

**Administrative Approved Position Updates
(Position Title Change)****Department of Social Services:**

Social Worker II to Social Worker III

Social Worker Supervisor II to Social Worker Supervisor III

Positions that will no longer be funded for fiscal year 25/26**Tax Department:**

Position number: 414602, Assistant Tax Administrator

Public Utilities:

Position number: 712008, Utility Office Coordinator

Positions that will be frozen for fiscal year 25/26

None reported

F. Consider Acceptance of Qualifications for Engineering Consulting and Design Services for EMS Station 4 from Wooten Company - Emergency Services Director Chris Tucker

On motion of Commissioner Davis, seconded by Commissioner Baker, and duly carried by unanimous vote, the Qualifications for Engineering Consulting and Design Service for EMS Station 4 from Wooten Company were accepted.

G. Consider Acceptance of Qualifications for Engineering Consulting and Design Services for John Graham Gym Shelter Project from Germano - Emergency Services Director Chris Tucker

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Qualifications for Engineering Consulting and Design Services for the John Graham Gym Shelter Project from Germano were accepted.

H. Consider approval to apply for the Southern Crescent Regional Commission (SCRC) State Economic and Infrastructure Development (SEID) grant

On motion of Commissioner Cooper, seconded by Commissioner Baker, and duly carried by unanimous vote, the application for the Southern Crescent Regional Commission (SCRC) State Economic and Infrastructure Development (SEID) grant was approved.

I. Schedule Joint Meeting with Warren County Board of Education at 5:00 p.m. on August 20, 2025 Prior to the Warren County Board of Commissioners Work Session

On motion of Commissioner Cooper, seconded by Commissioner Baker, and duly carried by unanimous vote, the Joint Meeting with Warren County Board of Education will be scheduled for 5:00 p.m. on August 20, 2025 prior to the Warren County Board of Commissioners Work Session.

J. Consider Approval of Retainer Fee in the Amount of \$2,229 for Interim Finance Officer Chuck Murray for the Time Period of July 2025 Through December 2025 to be Paid in Two Installments, Along with Regular Hourly Salary

On motion of Commissioner Baker, seconded by Commissioner Hunt, and duly carried by unanimous vote, the retainer fee of \$2,229 for Interim Finance Officer Chuck Murray for the time period of July 2025 to December 2025 to be paid in two monthly installments along with his regular hourly salary was approved.

10. BOARD/COMMITTEE/COMMISSION APPOINTMENTS AND REAPPOINTMENTS**A.**

Consider Reappointment of Marion Richards (3rd Term), Sharon Speed (2nd Term), and appointment of Virginia Broach (First Term), Jane Hudson (First Term), Larry Hooven (First Term), Janet Rudasill (First Term) and Gail Richardson (First Term) to the Warren County Aging Advisory Council for Three-Year Terms Beginning July 15, 2025 and Ending June 30, 2028 as Recommended by the Warren County Aging Advisory Council.

On motion of Commissioner Hunt, seconded by Commissioner Cooper, and duly carried by unanimous vote, the reappointment of Marion Richards(3rd Term), Sharon Speed (2nd Term), and appointment of Virginia Broach, Jane Hudson, Larry Hooven, Janet Rudasill, and Gail Richardson to the Warren County Aging Advisory Council for three-year terms beginning July 15, 2025 and ending June 30, 2028 as recommended by the Warren County Aging Advisory Council were approved.

B. Consider Appointments of Commissioners as Ex-Officio Members of LEPC, Library Board of Trustees, Planning Board, Voluntary Agricultural Districting Advisory Board, Farmers Market Board, and Zoning Board of Adjustments, and Acknowledge Change in Positions from Regular Members to Ex-Officio Members of E-911 Commission, Economic Development Commission, EMS Peer Review Committee, Equalization and Review, Fire Commission, Health Board, JCPC, Recreation Commission, and Social Services Board of Directors as Mandated by the Revised Boards/Committees/Commissions Appointment and Reappointment Policy

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Chair Angelena Kearney Dunlap was appointed as ex-officio member of the LEPC, Planning Board, and will take over as appointed member of Stepping Up in place of Commissioner Baker, Commissioner Baker was appointed as ex-officio member of the Library Board of Trustees, Commissioner Cooper was appointed as ex-officio member of Voluntary Agriculture District Board, and Commissioner Davis was appointed as ex-officio member of Zoning Board of Adjustments, and it is acknowledged that the appointments of Commissioners to the E-911 Commission, Economic Development Commission, EMS Peer Review, Equalization and Review, Health Board, JCPC, Recreation Commission change from regular members to ex-officio members in accordance with the revised Boards/Committees/Commissions Appointment and Re-Appointment Policy.

C. Consider Approval of Reappointment of James Whitley (2nd Term) and John Alston (3rd Term) to the Economic Development Commission for Three-Year Terms Beginning July 2025 and Ending June 2028

On motion of Commissioner Hunt, seconded by Commissioner Cooper, and duly carried by unanimous vote, the reappointment of James Whitley (2nd term) and John Alston (3rd term) to the Economic Development Commission for three-year terms beginning July 1, 2025 and ending June 30, 2028 were approved.

11. BOARD OF COUNTY COMMISSIONERS' UPDATES

12. ADJOURN July 7, 2025 BOARD MEETING

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the July 7, 2025 Regular Meeting was adjourned.

Paula Pulley, Clerk to the Board