



Minutes

Board of Commissioners Work Session

7:00 PM September 26, 2022

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

Present: Mayor Jenn Weaver and commissioners Mark Bell, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

Staff: Assistant Town Manager and Community Services Director Margaret Hauth, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson and Communications Specialist Cheryl Sadgrove

1. Opening of the work session

Mayor Jenn Weaver opened the work session at 7 p.m.

2. Agenda changes and approval

A motion was made to approve the agenda as presented.

Motion made by Commissioner Kathleen Ferguson, seconded by Commissioner Mark Bell.

Voting Yea: Commissioners Bell, Robb English, Ferguson and Matt Hughes. Absent: Commissioner Evelyn Lloyd.

3. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Proclamation – Central Sterile Week
- C. Proclamation – Supply Chain Week
- D. Proclamation – 77th Anniversary of National Disability Employment Awareness Month

A motion was made to approve the consent agenda.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Commissioner Lloyd.

4. In-depth discussion and topics

Update and next steps on making volunteer board processes more consistent

Community Services Director Margaret Hauth noted a report was included in the agenda packet that summarizes research findings and next steps recommended by staff.

During discussion, commissioners expressed a desire to have more input on the Historic District Commission.

There was general discussion and agreement that new volunteers on all appointed boards need to have an onboarding process.

Lloyd joined the meeting at 7:11 p.m.

Bell expressed concern that some people are serving on multiple boards. Regarding that topic, Hauth said clarification is needed on whether to follow a policy created in 2017 or the town code. Also, the town clerk can notice if people are suggested for appointment to a board and are already serving on other boards.

It was noted that Tourism Development Authority can enlarge its membership.

Hughes expressed concern that staff screening applicants for appointed boards is not democratic. He added that it needs to be codified how to remove someone from a board, especially for absences.

Hauth explained that before the 2017 policy, applicants were interviewed by the appointed board and then by the Board of Commissioners. Many applicants found it daunting to be interviewed by the town board and a few withdrew. Also, appointed board members are uncomfortable voting on who to recommend for appointment to their board when there are two or three candidates sitting in the audience. She added that appointed board members not showing up for meetings was increasingly a problem and was affecting the ability to have quorum.

Weaver said she wants the boards to be high functioning, easy to serve on and flexible, and she feels the recommendations in the packet continue in that direction.

Ferguson expressed interest in compensation for serving on boards, acknowledging that it would be difficult to pay for. She would like a broader context included in the orientation for new appointed board members.

Hughes said it has been unclear whether the Board of Commissioners representative on appointed boards is a participant or is just attending.

Bell suggested a 15- to 20-minute review of a board's bylaws and informational documents at the first meeting of the year would be helpful.

Hauth noted the quasi-judicial board members would be receiving training through the UNC School of Government this year.

The board then shifted the conversation to deciding that attending hybrid meetings virtually when the Town of Hillsborough is not the host would be OK.

Bell then noted, and Hauth confirmed, that the Alliance for Historic Hillsborough can select who they want to serve on the Tourism Board.

5. Committee updates and reports

Board members gave updates on the committees and boards on which they serve.

6. Adjournment

A motion was made to adjourn the meeting at 8:31 p.m.

Motion made by Commissioner Ferguson, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd.

Respectfully submitted,



Sarah Kimrey
Town Clerk

Staff support to the Board of Commissioners

FY 2022-2023

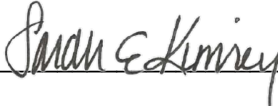
TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 09/26/2022 TO 09/26/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Admin.	10-10-4200-5300-080 TRAINING/CONF./CONV. To cover REI Groundwater Training	27848	09/26/2022	JFernandez	19,240.00	388.80	19,628.80
Admin.	10-10-4200-5300-577 WELLNESS PROGRAM ACTIVITIES To cover REI Groundwater Training	27849	09/26/2022	JFernandez	6,000.00	-388.80	5,611.20
Planning	10-10-4900-5300-320 SUPPLIES - OFFICE To est budget for office supplies	27843	09/26/2022	EBRADFORI	0.00	300.00	300.00
Planning	10-10-4900-5300-330 SUPPLIES - DEPARTMENTAL To est budget for office supplies	27844	09/26/2022	EBRADFORI	1,800.00	-300.00	1,100.00
						<u>0.00</u>	

APPROVED: 4/0

DATE: 9/26/22

VERIFIED: 



PROCLAMATION

Central Sterile Week

Oct. 9-15, 2022

WHEREAS, serving in settings ranging from hospitals to ambulatory surgery centers, central service technicians are responsible for processing surgical instruments, supplies and equipment and providing essential support to patient care services; and

WHEREAS, Central Sterile Department tasks include decontaminating, cleaning, processing, assembling, sterilizing, storing, and distributing the medical devices and supplies needed for patient care; and

WHEREAS, the Central Sterile Department of a healthcare facility is the heart of all activity surrounding instruments, supplies, and equipment required for operating rooms, endoscopy suites, intensive care units, birth centers, clinics, emergency departments, and other patient care areas; and

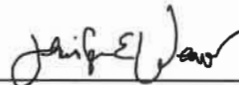
WHEREAS, central sterile technicians play an important role in patient care arenas and are responsible for first-line processes to prevent patient infections; and

WHEREAS, Central Sterile Week provides an opportunity to recognize the contributions central service technicians make to patient safety and the opportunities and challenges faced by those in the profession;

NOW, THEREFORE, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim Oct. 9-15, 2022, as **Central Sterile Week** in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 26th day of September in the year 2022.





Jenn Weaver, Mayor
Town of Hillsborough



PROCLAMATION

National Health Care Supply Chain Week

Oct. 1-8, 2022

WHEREAS, serving in settings ranging from hospitals to ambulatory surgery centers, supply chain personnel are responsible for processing supplies and equipment and providing essential support to patient care services; and

WHEREAS, supply chain personnel tasks include ordering, handling, and the organization of all supplies needed for patient care; and

WHEREAS, supply chain personnel of a healthcare facility are essential for all activity surrounding supplies, and case preparing for operating rooms, anesthesia support, PreOp and PACU areas; and

WHEREAS, supply chain personnel play an important role in patient care arenas and are responsible for insuring that everything is in compliance with Joint Commission guidelines; and

WHEREAS, Supply Chain Week provides an opportunity to recognize the contributions supply chain personnel make to patient safety and the opportunities and challenges faced by those in the profession;

NOW, THEREFORE, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim Oct. 1-8, 2022, as Supply Chain Week in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 26th day of September in the year 2022.



A handwritten signature in black ink, reading "Jenn Weaver".

Jenn Weaver, Mayor
Town of Hillsborough



PROCLAMATION

Recognizing the 77th Anniversary of National Disability Employment Awareness Month

WHEREAS, October 2022 marks the 77th anniversary of National Disability Employment Awareness Month; and

WHEREAS, the purpose of National Disability Employment Awareness Month is to educate about disability employment issues and celebrate the many and varied contributions of America's workers with disabilities; and

WHEREAS, the history of National Disability Employment Awareness Month traces back to 1945 when Congress enacted a law declaring the first week in October each year as "National Employ the Physically Handicapped Week;" and

WHEREAS, in 1962, the word "physically" was removed to acknowledge the employment needs and contributions of individuals with all types of disabilities; and

WHEREAS, in 1988, Congress expanded the week to a month and changed the name to National Disability Employment Awareness Month; and

WHEREAS, workplaces welcoming of the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and strong economy; and

WHEREAS, activities during this month will reinforce the value and talent that people with disabilities add to our workplaces and communities and will affirm the Town of Hillsborough's commitment to an inclusive community that increases access and opportunities to all, including individuals with disabilities;

NOW, THEREFORE, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim October as **Disability Employment Awareness Month** in the Town of Hillsborough and call upon employers, schools, and other community organizations in the community to observe October with appropriate programs and activities to promote its important message that people with disabilities add value and talent to our workplaces and communities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 26th day of September in the year 2022.



A handwritten signature in black ink, appearing to read "Jenn Weaver".

Jenn Weaver, Mayor
Town of Hillsborough