

A G E N D A
Perquimans County Board of Commissioners
SPECIAL CALLED MEETING & REGULAR WORK SESSION
Meeting Room – Perquimans County Library
January 16, 2024
7:00 p.m.

- I. **Call to Order**
 - II. **Prayer & Pledge**
 - III. **Approval of Agenda**
 - IV. **Special Called Meeting**
 - *The purpose of this Special Called Meeting is to discuss software for tax and finance departments.*
 - V. **New Business**
 - A. Software for Tax and Finance Departments
 - B. Personnel Matter: Appointment – Part-time/Fill-In Non-Certified Telecommunicator
 - C.
 - D.
 - E.
 - VI. **Adjournment of Special Called Meeting**
 - VII. **Work Session - Cancelled**
 - VIII. **Adjournment**
- ACTION REQUIRED {
- NO ACTION REQUIRED {

COUNTY MANAGER NOTES
Perquimans County Board of Commissioners
SPECIAL CALLED MEETING & REGULAR WORK SESSION
Meeting Room – Perquimans County Library
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7:00 p.m.

- III. **Enclosure.** The purpose of this Special Called Meeting is to discuss software for tax and finance departments.
- V.A. After hearing the presentation on the new software for the tax and finance departments, the Board may take action to award the contract.
- V.B. **Enclosure.** The following personnel matter needs to be handled prior to the February Regular meeting:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Reagan Charlton	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.87/hr.	01/16/2024

- VI. The Chairman will adjourn the Special Called Meeting
- VII. The Work Session is cancelled.



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON
CHAIRMAN
CHARLES WOODARD
VICE CHAIRMAN
TIMOTHY J. CORPREW
JOSEPH W. HOFFLER
T. KYLE JONES
JAMES W. WARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

PUBLIC NOTICE

Pursuant to NC General Statute 143-318.11(4), the Perquimans County Board of Commissioners will hold a **SPECIAL CALLED MEETING** on Tuesday, January 16, 2024, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, North Carolina. The purpose of the Special Called Meeting is to discuss software for tax and finance departments. The Board may take action on this item and, at its discretion, may take action on such other matters, as the Board deems appropriate. Following the Special Called Meeting, the Board will hold their regular scheduled Work Session.

Frank Heath

Frank Heath, County Manager

Posted: January 8, 2024

Perquimans County's Vision:

To be a community of opportunity in which to live, learn, work, prosper and play.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/8/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Reagan Charlton SOC. SEC. NO.: _____

POSITION: Part Time Fill In Non Certified Telecommunicator DEPT.: 911

X NEW EMPLOYEE EFFECTIVE DATE: January 16, 2024

GRADE: 60 STEP: 1 SALARY: \$14.87 Hourly

ENDING DATE OF PROBATIONARY PERIOD: February 1, 2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. DATE GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 01/08/24

W. Frank Heath, III
DATE: 1/10/2024

FINANCE OFFICER

DATE: _____

COPY
Revised 7/05