

**MINUTES OF BUNCOMBE COUNTY BOARD OF COMMISSIONERS'**  
**BRIEFING OF OCTOBER 17, 2023 AT 3:00 P.M.**

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**BE IT REMEMBERED:** That the Board of Commissioners met in regular session on October 17, 2023, in the Commission Chambers, 200 College Street, Room 326 in downtown Asheville, North Carolina at 3:00 p.m. where and when the following business was transacted:

The Chairman called the meeting to order with the following members present:

Brownie Newman, Chairman  
Jasmine Beach-Ferrara, Commissioner  
Amanda Edwards, Commissioner  
Martin Moore, Commissioner  
Parker Sloan, Commissioner  
Terri Wells, Vice Chair  
Al Whitesides, Commissioner

Staff present: Avril Pinder, County Manager; Sybil Tate, Assistant County Manager; Dakisha Wesley, Assistant County Manager; Melissa Moore, Finance Director; Allison Dains, Parks & Recreation Director; Sharon Burke, Human Resources Director; Rafael Baptista, Strategy & Innovation Director; Tim Love, Intergovernmental Relations; Lamar Joyner, Clerk to the Board; Michael Frue, Senior Staff Attorney

The Chairman called the meeting to order at 3:03 p.m.

During the meeting, the Board and staff will review and discuss agenda items and receive staff updates with discussions as noted:

**Review the Board's Agenda.**

**Staff Updates:**

**Policy Updates**

**Procurement Policy.** Matt Evans & Ron Venturella, Finance, explained the proposed changes and updates that are being made to the Procurement Policy. Background was provided and feedback was solicited from the Board. The proposed changes will affect the following associated policies:

- Contracts Policy
- Gift Card Policy
- Meals & Meeting Expense Policy
- Procurement Policy
- Procurement Card Policy
- Surplus Personal Property Policy

The new Procurement Policy will combine related policies (all except Travel) and moves procedural elements to procedures document.

**Personnel Policy.** Sharon Burke, HR Director, explained that the following personnel policies were included in the update:

- Alternate Workforce (New)
- Conflict of Interest (Revised)
- Code of Conduct\*
- Discipline\*
- Separation\*
- Non-Discrimination & Anti-Harassment\*
- Grievance\*

\*New stand-alone policy, removed from Personnel Ordinance

In the Separation policy, it was identified that the changes to the Reduction in Force section may need to have more conversation, with the Board hearing the proposed changes, they agreed to review them and discuss at a later date.

The meeting was adjourned at 3:35 p.m.

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LAMAR JOYNER, CLERK  
BOARD OF COMMISSIONERS

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BROWNIE NEWMAN, CHAIRMAN  
BOARD OF COMMISSIONERS