

Monroe A. Miller Jr.  
2200 Camp Branch Road  
Waynesville, NC 28786  
November 26, 2017

**Subject:** Another Open Letter to Vicki Hyatt, Liberal Hack News Editor for the Mountaineer.

Another example of this Liberal Hack's main job responsibility is to give cover to our local county and city democrat politicians.

See her latest article relating to our last County Commission Meeting...

[http://www.themountaineer.com/news/new-direction-in-economic-development-approved/article\\_ab37dd64-cf31-11e7-9cf7-6745365899db.html](http://www.themountaineer.com/news/new-direction-in-economic-development-approved/article_ab37dd64-cf31-11e7-9cf7-6745365899db.html)

It is Vicki's job to provide cover for this guy that will not go away, David Francis, referring to him as a **Program Administrator**.

WTF?

Well, that was what his title was shown as on the Official Agenda for last Monday's meeting. See:

[http://haywoodnc.net/index.php?option=com\\_content&view=article&id=2546:bocc-meeting-agenda-for-november-20-2017&catid=1:latest-news](http://haywoodnc.net/index.php?option=com_content&view=article&id=2546:bocc-meeting-agenda-for-november-20-2017&catid=1:latest-news)

Please refer to New Business, items 6, 7, & 8.

Well, the last I heard from Kathi McClure, Haywood County Human Resources Director, that Francis last title was "**Administrative Program Evaluator**".

To attempt to clear up this conundrum, I continued dialog with Kathi McClure to see if David Francis had changed his title again.

She said "no", he was still "**Administrative Program Evaluator**".

Vicki Hyatt was copied on this e-mail dialog, which transpired on 11/22/2017, yet she is still attempting to cover and elevate his stature to Program Administrator from "**Administrative Program Evaluator**".

So why on God's Green Earth does Vicki Hyatt continue to cover for our county commissioners and this character David Francis? Francis must really have something on these commissioners and Vicki for them to nearly break their backs bending over backwards covering for this character.

Included are the e-mail dialog to Kathi McClure, the back-dated PERSONNEL ACTION FORM, and the Job Description for a "**Administrative Program Evaluator**".

Monroe A. Miller, Jr.  
Haywood County Taxpayer.

Subject: Re: Additional Request for Public Information - Job Titles. Minutes for Commissioners Meeting 11/6/2017. Request #3

Date: Wed, 22 Nov 2017 09:27:55 -0500

From: Monroe Miller

To: Kathi McClure <KMcclure@haywoodnc.net>

CC: Joel Mashburn <Joel.Mashburn@haywoodcountync.gov>, Candace Way <ecway@haywoodnc.net>, Sheriff Greg Christopher <GChristopher@haywoodnc.net>, Terry Ramey, J W. Kirkpatrick <kirk@jwklaw.net>, Bill L. Upton <billupton@bellsouth.net>, Michael T. Sorrells <sorrells@cbvnol.com>, L. Kevin. Ensley <lkensley@bellsouth.net>, Brandon C. Rogers <bcrogers@haywoodnc.net>, Chip Killian <CKillian@haywoodnc.net>, Stephanie Parkins <SParkins@haywoodnc.net>, Kris Boyd <KBoyd@haywoodnc.net>, David Francis <DBFrancis@haywoodnc.net>, Vicki Hyatt <vhyatt@themountaineer.com>, Cory Vaillancourt <cory@smokymountainnews.com>, Eddie Cabe, Michael E. Matthews <mematthews@haywoodnc.net>, Jeremy Davis

Ms. McClure,

Please review the agenda for Monday's November 20th County Commission meeting.

[http://haywoodnc.net/index.php?option=com\\_content&view=article&id=2546:bocc-meeting-agenda-for-november-20-2017&catid=1:latest-news](http://haywoodnc.net/index.php?option=com_content&view=article&id=2546:bocc-meeting-agenda-for-november-20-2017&catid=1:latest-news)

Notice, under new business, items 6, 7, and 8, where David Francis, the Program Administrator makes the presentation. But wait, in my latest PERSONNEL ACTION FORM that you e-mailed to me, re-attached, you show David Francis, page 1, as a ADMINISTRATIVE PROGRAM EVALUATOR. WTF? I checked with Candy Way to see if there was a mistake, but she said that is what she was told to put for his title on the agenda, but did not recall who told her to do that.

This guy Francis changes Job Titles faster than a Chameleon changes colors.

Please provide the following information on David Francis:

- What is David Francis' current Job Title, and if it is now Program Administrator, when did it change?
- Please provide the Job Description for a ADMINISTRATIVE PROGRAM EVALUATOR.
- Please provide the salary range for a ADMINISTRATIVE PROGRAM EVALUATOR.

Monroe Miller

Haywood County Taxpayer.

Pursuant to Proper Etiquette and N.C.G.S. § 14-196.3, this e-mail conforms to Section (e) which applies to any peaceable, nonviolent, or nonthreatening activity intended to express political views or to provide lawful information to others. This section shall not be construed to impair any constitutionally protected activity, including speech, protest, or assembly.

Subject: RE: Additional Request for Public Information - Job Titles. Minutes for Commissioners Meeting 11/6/2017. Request #3

Date: Wed, 22 Nov 2017 14:43:28 +0000

From: Kathi McClure <KMcclure@haywoodnc.net>

To: Monroe Miller

CC: Joel Mashburn <Joel.Mashburn@haywoodcountync.gov>, Candace Way <ecway@haywoodnc.net>, Sheriff Greg Christopher <GChristopher@haywoodnc.net>, Terry Ramey, J W. Kirkpatrick <kirk@jwklaw.net>, Bill L. Upton <billupton@bellsouth.net>, Michael T. Sorrells <sorrells@cbvnol.com>, L. Kevin. Ensley <lkensley@bellsouth.net>, Brandon C. Rogers <bcrogers@haywoodnc.net>, Chip Killian <CKillian@haywoodnc.net>, Stephanie Parkins <SParkins@haywoodnc.net>, Kris Boyd <KBoyd@haywoodnc.net>, David Francis <DBFrancis@haywoodnc.net>, Vicki Hyatt <vhyatt@themountaineer.com>, Cory Vaillancourt <cory@smokymountainnews.com>, Eddie Cabe, Michael E. Matthews <mematthews@haywoodnc.net>, Jeremy Davis

Mr. Miller,

Attached is the job description you requested and responses below in red to your questions.

Best regards,

Kathi

Please provide the following information on David Francis:

- What is David Francis' current Job Title, and if it is now Program Administrator, when did it change? **As the Personnel Action Form states Mr. Francis' title is now Administrative Program Evaluator effective 10-11-2017.**
- Please provide the Job Description for a ADMINISTRATIVE PROGRAM EVALUATOR. **Copy of job description is attached.**
- Please provide the salary range for a ADMINISTRATIVE PROGRAM EVALUATOR. **Salary Range for this position is \$54,949.71 - \$ 88,846.72**

PERSONNEL ACTION FORM

NOV 8 2017

TO: Human Resources Director (NOTE: Please fill in ALL spaces so that payroll processing of your request can be complete)

SCANNED

10/26/17

TYPE OF ACTION (Note - Please check ALL that apply):

<input type="checkbox"/> Death	<input type="checkbox"/>	<input type="checkbox"/> Salary Decrease
<input type="checkbox"/> Demotion	<input type="checkbox"/> Promotion	<input type="checkbox"/> Salary
<input type="checkbox"/> End of Probation Period	<input type="checkbox"/> Reduction in Force	<input type="checkbox"/> Suspension
<input type="checkbox"/> End of Temp Employment	<input type="checkbox"/> Re-employment	<input type="checkbox"/> Transfer-Lateral
<input type="checkbox"/> Hiring Above Minimum-	<input type="checkbox"/> Reinstatement- Employee cancelled retirement and returned to work from vacation 10-11-2017	<input type="checkbox"/> Separation of employment
<input type="checkbox"/> Hiring At Minimum	<input type="checkbox"/> Retain Regular Status	<input type="checkbox"/> Termination, Involuntary Discharge
<input type="checkbox"/> Hiring Below Minimum	<input type="checkbox"/> Retirement	<input type="checkbox"/> Voluntary Resignation
<input type="checkbox"/> Name Change	<input type="checkbox"/> Return from Leave	<input type="checkbox"/>

Leave of Absence: (Please Specify)

<input type="checkbox"/> Civil Leave	<input type="checkbox"/> Family Medical Leave	<input type="checkbox"/> Military Leave
<input type="checkbox"/> Educational Leave	<input type="checkbox"/> Leave Without Pay	<input type="checkbox"/> Voluntary Shared Leave
<input type="checkbox"/> Other		

(Note - Please complete ALL sections below and attach W-4, NC-4 & 19 Forms for New Hires and IT Access forms if necessary):

NEW HIRE / CHANGES	DEPARTMENT: ADMINISTRATION		DEPARTMENT # 4120		EMPLOYEE SSN:	
	EMPLOYEE NAME & ADDRESS: DAVID B. FRANCIS 171 HARRIETT'S TRAIL WAYNESVILLE, NC 28786				DATE OF BIRTH	
	EMPLOYEE #: 1368 <small>(To be completed by HR upon approval)</small>		REPLACING (Name & position):			
	Job Classification	Grade	Annual Salary	Hourly Wage	Is this employee filling a new Position? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	ADMINISTRATIVE PROGRAM EVALUATOR		\$85,015.40	\$40.8728	Job Class Code: 640 Effective: 10-11-2017	
Add or Change Time Clock Access: _____						

TERMINATION	First Day Worked:		Last Day Worked:			
	EVALUATION (Check Application Column)					
		Excellent	Very Good	Good	Satisfactory	Unsatisfactory
	Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If employee has been rated excellent or unsatisfactory on any item please explain:						
Is employee eligible for re-hire within your department? <input type="checkbox"/> Yes <input type="checkbox"/> No						

AUTHORIZATION	Department Head Remarks: (Must be completed on all types of action except new hires)				
	Date:	Department Head Signature		On voluntary resignations, did employee work full two week notice? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	HR Records Updated by: <i>JW</i>	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	HR Director Signature: <i>Kathy McCreire</i>	Date: 10-17-17
	Date: 10-26-17	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	County Manager Signature: <i>[Signature]</i>	Date: 10/24/17

This agreement has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act.

*Stonewall Blewens*  
re: Candy

**COUNTY OF HAYWOOD  
POSITION DESCRIPTION  
REVISED 10-2017**

**POSITION TITLE: ADMINISTRATIVE PROGRAM EVALUATOR**

**GENERAL DESCRIPTION OF POSITION:**

The purpose of this position is to conduct research and to provide recommendations on projects assigned by the County Manager and the Board of County Commissioners. The work performed by this individual will involve extensive research and writing as well as overseeing business communications, quality assurance and special projects assigned by the County Manager and Board of County Commissioners.

Work assignments are generally self-planned and performed with administrative supervision and review by the County Manager. The work of this position will include planning, implementing and follow up on program/project goals such as design and organizational analysis for the County as a whole.

**ESSENTIAL TASKS OF THE POSITION:**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Assists County in review of policies, practices and procedures and technical correctness in a wide range of programs and projects
- Will review Quality Assurance practices and assists with implementation at the direction of the County Manager and Board of County Commissioners
- Assists the County in achieving operational objectives by research and preparation of informational documents and recommendations for ongoing strategic plans and reviews
- Develops long range goals, objectives and plans to attract capital investments, create job opportunities and improve the tax base
- Serves on boards, committees or other groups with interest in improving the economic climate within the County
- Establishes and maintains relationships with community, regional and state economic development organizations to pursue economic development goals and objectives
- Coordinate and negotiate with existing industries, developers or other clients to expand existing facilities, to attract new facilities and expand opportunities for employment within the County.
- Prepares and presents proposals, information to elected and appointed officials to gain cooperation, approval and/or support
- Prepares proposals for grants, land acquisitions, building development; Managers development of industrial properties
- Advises and assists the general and professional public, subordinates or others on policies and procedures for economic development
- Serve as the lead on certain assigned projects to ensure they are implemented and will be expected to provide periodic progress reports on the status of assigned projects
- Develops a detailed project plan to monitor and track progress of assigned projects
- Creates and maintains comprehensive project and research documentation
- Researches available grant sources and programs and distributes information to County Department Directors and other key personnel and will assist in writing and processing grants
- Coordinates internal resources and third parties/vendors for execution of assigned projects
- Handles public record requests for County Administration, coordinates with Department Directors for other requests as appropriate
- Ensures that all assigned projects are delivered on-time and within the scope of work assigned.
- Provides pertinent information in identifying the definition of project scope and objectives including all relative stakeholders and ensuring technical feasibility.

- Extensive review and drafting of official communications on behalf of the County. Serve as the Public Information Officer for the County
- Composes and distributes press releases and public service announcements to disseminate County information and to otherwise facilitate a positive public image of the County
- Establishes and maintains close working relationship with the news media to promote regular accurate and comprehensive coverage of County issues, events and programs; contacts news media representatives to disseminate information and to suggest coverage by the media of specific events, programs or topics expected to reflect positively on the County
- Coordinates with Directors and Elected Officials for press conferences, including acquiring use of appropriate site, coordinating availability of necessary equipment and notifying and briefing media representatives
- Will be responsible OR assist other key County personnel in developing official responses on policy and procedure statements to be disseminated to the public as well as official responses to inquiries
- Researches, writes and disseminates talking points/message points to appropriate internal audiences for their use in dealing with media inquiries
- Researches and coordinates information for articles and press releases on topics receiving extensive, high profile media attention
- Monitors the County's Internet web site to ensure the information is accurate and current; Confers with the Web Site Manager/County IT for content and design
- Serve as consultant with ongoing Solid Waste duties and projects as needed and or required.
- Performs general/administrative work as necessary and/or assigned. This may include but is not limited to: preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending/receiving faxes, etc.
- If the selected candidate has a NC State Law License, this employee may be called upon to provide backup legal services at the direction of the County Manager
- Other duties as assigned by the County Manager of the Board of County Commissioners

**KNOWLEDGE, SKILLS ABILITIES REQUIRED FOR THE POSITION:**

Must possess and demonstrate excellent customer service skills for both internal and external customers, Ability to understand a variety of complex County business matters and projects, Must possess excellent communication skills both in verbal and written form. Ability to speak and write about research findings in a clear and concise manner. Ability to understand assignments and instructions. Must have solid organizational skills including attention to detail. Ability to use decisive reasoning in determining the best course of action to proceed with research assignments. Excellent public and internal communication skills. Must have the ability to understand complex information in information technology, emergency management technology, emergency services technology and solid waste technology. Ability to understand financial processes for County government. Have the ability to demonstrate outstanding project management skills. Additional requirements to have the ability to learn video production and modern media requirements and skills.

Requires the ability to coordinate or determine time place or sequence of operations or assigned tasks based on the analysis of data or information collected and may be asked to implement or report on operations and assigned tasks.

Requires the ability to give information, guidance or provide assistance to individuals to directly facilitate the accomplishment of tasks. Requires the ability to perform assigned tasks which involve specific guidelines and rules and have the ability to constantly problem solve.

Requires reading journals, manuals, and professional publications in a variety of fields based on County business; speaking informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations; composing original reports, scripts, articles, press releases, brochures, and other publication materials using proper language, punctuation, grammar and style.

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED FOR THE POSITION:**

Graduation from a four-year college or university, preferably with a major in business or public administration and/or public relations and 8 years of broad administrative experience in legal, personnel, budgeting, accounting and communications or a combination thereof, involving participation in the planning and management of a business or governmental program; OR an equivalent combination of education and experience.

**SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess valid NC driver’s license. Current DMV record must show no more than three points on record.

**AMERICANS WITH DISABILITIES ACT REQUIREMENTS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a regular and recurring basis, and sustained keyboard operations.

The job risks exposure to no known environmental hazards.

The job requires normal visual acuity, field of vision, hearing and speaking ability, color perception, depth perception.

**ADA COMPLIANCE**

The County of Haywood is an Equal Opportunity Employer. ADA requires the county to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**FAIR LABOR STANDARDS ACT (FLSA)**

**FLSA STATUS:**

Exempt.

CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor’s Certification: I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and © I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature      Title:              Date:

Employee’s Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature      Title:              Date:

Department Head or Authorized Representative’s Certification: I certify that this is an authorized, official position description of the subject position.

Signature      Title:              Date: