

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
 MONDAY, JANUARY 6, 2014 – TIME: 9:00 A.M.
 COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE
 130 S. QUEEN ST., KINSTON, N.C.**

CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE: 5 Min. Est.

PUBLIC INFORMATION: 10 Min.

- | | | |
|--------------------------------|--|---------------|
| 1. | Items from Chairman/Commissioners: 10 Min. | Board |
| 2. | Items from County Manager: 5 Min. | Jarman |
| CONSENT AGENDA: 10 Min. | | ACTION |
| 3. | Approval of Minutes: Board Meeting: December 2, 2013 | Martin/Jarman |
| 4. | Resolution Approving the Releases and Refunds to the Individuals Listed Herein | Parrish |

END OF CONSENT AGENDA

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS 40 Min.

- | | | |
|-----|---|--------|
| 5. | Budget Ordinance Amendment: General Fund: Non-Departmental: \$720: Increase | Martin |
| 6. | Budget Ordinance Amendment: General Fund: Non-Departmental: \$17,094: Increase | Martin |
| 7. | Budget Ordinance Amendment: Transportation Fund: Operations: \$46,443: Increase | Harper |
| 8. | Budget Ordinance Amendment: Federally Seized Property: \$44,000: Increase | Hill |
| 9. | Budget Ordinance Amendment: General Fund: Jail: \$188,129: Increase | Hill |
| 10. | Resolution Approving 2014 Calendar of Board Meeting Dates and Times | Jarman |
| 11. | Resolution Approving 2014 County Holidays | Jarman |
| 12. | Resolution Approving Mileage Reimbursement for County Employees from 56.5¢ per mile to 56.0¢ per mile Effective January 1, 2014 | Jarman |
| 13. | Resolution Approval of Payment of License Coordination Fee for 800 MHz P25 Radio System: AASHTO: \$4,300 | Dail |
| 14. | Resolution Approving Purchase Order and Contract for Attorney Services: Annette Turick (Child Welfare & Adult Services – Not to Exceed \$10,000; Dal Wooten (Child Support Services) – Not to Exceed \$10,000 | Moore |
| 15. | Resolution Approving the Purchase of One Light Transit Vehicle for \$46,013, Three Lift Equipped Vans for \$139,029 (\$46,343 ea.), and Lease of Trip Master Scheduling Software at a cost of \$11,650 | Harper |
| 16. | Resolution Authorizing Submittal of FY 14-15 Community Services Block Grant (CSBG) Application by Greene Lamp: \$287,834 | Jarman |

APPOINTMENTS: 5 Min.

17. Resolution Approving Citizens to Boards, Commissions, Etc. **5 Min.** Martin

CLOSED SESSION: 10 Min.

18. To discuss matters relating to the location or expansion of industries or other businesses in the area served by Lenoir County. Pope

OTHER ITEMS: 10 Min.

19. **Items from County Manager / County Attorney / Commissioners Public Comments/
Closed Session (if necessary)**
-

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: January 6, 2014
SUBJECT: Items of Interest

1. Monthly Status Report: 2011 CDBG NC Catalyst Project
2012 CDBG Scattered Site Housing Assistance Project
2. Lenoir County Financial Performance Summary 2013-14: November 30, 2013
3. Lenoir County Inspections Report: November 2013

Monthly Performance Status Report

(Due on 15th of each month)

Grantee Name: County of Lenoir Grant Number: 11-C-2375 Month: November Year: 2013
 Grant Project: 2011 CDBG NC Catalyst Project - Spring Drive Housing and Community Development
 Grant Period: October 12, 2012 - April 12, 2015 Release of Grant Funds: April 2, 2013

| <u>Activity</u> | <u>Performance Schedule</u> (On/Off) | <u>Current Performance Status</u> (If Off Schedule) | <u>Remedy to get back on Schedule</u> (If Off Schedule) |
|--|---|--|--|
| <i>Rehabilitation</i> | On | | |
| <i>Rehab/Reconstruction: Replacement Housing</i> | On | | |
| <i>Temporary Relocation</i> | On | | |
| <i>Clearance</i> | On | | |
| <i>Sidewalk Improvements</i> | On | | |
| <i>Flood/Drainage Improvements</i> | On | | |
| <i>Street Improvements</i> | On | | |
| <i>Sewer Improvements</i> | On | | |
| <i>Water Improvements</i> | On | | |
| <i>Administration</i> | On | | |
| | | | |
| | | | |

Prepared By: C. David Harris
 Endorsed By: Michael W. Jarman
 Board of Commissioners Update:
 Person Providing Update: Michael W. Jarman

Title: CDBG Project Manager
 Title: County Manager (City/County Manager or Clerk)
 Date: January 6, 2014
 Title: County Manager

Performance Schedule (Based on *Performance Based Contract*) On/Off Schedule

- ❖ *On* Performance Schedule: Stop and submit report, no current performance status or remedy to get back on schedule is required
- ❖ *Off* Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report

Monthly Performance Status Report

(Due on 15th of each month to DCA)

Grantee Name: County of Lenoir Grant Number: 12-C-2422 Month: November Year: 2013

Grant Project: 2012 CDBG Scattered Site Housing Assistance Project

Grant Period: April 15, 2013 - October 15, 2015 Release of Grant Funds: August 22, 2013

| <u>Activity</u> | <u>Performance Schedule</u> (On/Off) | <u>Current Performance Status</u> (If Off Schedule) | <u>Remedy to get back on Schedule</u> (If Off Schedule) |
|---|---|--|--|
| <i>Rehabilitation: Reconstruction (Replacement Housing)</i> | On | | |
| <i>Administration</i> | On | | |
| | | | |
| | | | |
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Prepared By: C. David Harris

Title: CDBG Project Manager

Endorsed By: Michael W. Jarman

Title: County Manager (City/County Manager or Clerk)

Board of Commissioners Update:

Date: January 6, 2014

Person Providing Update: Michael W. Jarman

Title: County Manager

Performance Schedule
(Based on *Performance Based Contract*)
On/Off Schedule

- ❖ Off Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report
- ❖ On Performance Schedule: Stop and submit report, no current performance status or remedy to get back on schedule is required

LENOIR COUNTY
FINANCIAL PERFORMANCE SUMMARY - 2013-14
NOVEMBER 30, 2013

EXPENDITURES

41.67%

| DESCRIPTION | BUDGET FOR YEAR | EXPENDITURES TO DATE | ENCUMBRANCE | UNENCUMBERED BALANCE | % EXPEND/ENCUMBR |
|---------------------------------|-------------------|----------------------|------------------|----------------------|------------------|
| GENERAL FUND: | | | | | |
| Governing Body | 201,793 | 74,792 | 0 | 127,001 | 37.1% |
| County Manager | 277,122 | 118,406 | 0 | 158,716 | 42.7% |
| Finance | 192,306 | 90,282 | 0 | 102,024 | 46.9% |
| Human Resources | 196,775 | 77,035 | 0 | 119,740 | 39.1% |
| Tax Office | 773,628 | 331,739 | 4,461 | 437,428 | 43.5% |
| Legal | 62,500 | 9,375 | | 53,125 | 15.0% |
| Court Facility | 594,232 | 179,891 | 70,889 | 343,452 | 42.2% |
| Elections | 371,136 | 134,521 | 15,504 | 221,111 | 40.4% |
| Register of Deeds | 278,053 | 107,527 | 23,830 | 146,696 | 47.2% |
| Non-Departmental | 1,244,664 | 834,833 | | 409,831 | 67.1% |
| Process Funds | 955,435 | 320,174 | 13,057 | 622,204 | 34.9% |
| Outside Agencies | 129,500 | 44,739 | | 84,761 | 34.5% |
| Management Info Systems | 917,862 | 375,524 | 87,834 | 454,504 | 50.5% |
| Public Buildings | 568,781 | 190,280 | 38,294 | 340,207 | 40.2% |
| Sheriff | 4,530,367 | 1,897,213 | 105,139 | 2,528,015 | 44.2% |
| Sheriff - Civil Process | 279,886 | 18,431 | 0 | 261,455 | 6.6% |
| Central Communications | 1,387,913 | 592,589 | 11,738 | 783,586 | 43.5% |
| Jail | 3,549,940 | 1,531,016 | 436,824 | 1,582,100 | 55.4% |
| Emergency Management | 427,040 | 158,444 | 37,987 | 230,609 | 46.0% |
| Emergency Medical Services | 3,747,074 | 1,562,450 | 257,210 | 1,927,414 | 48.6% |
| Non-Emergency Services | 353,271 | 122,835 | 31,322 | 199,114 | 43.6% |
| Hurricane Irene | | -499 | | 499 | |
| Fire Protection | 28,279 | 28,279 | 0 | 0 | 100.0% |
| Inspections | 221,293 | 89,824 | 0 | 131,469 | 40.6% |
| Medical Examiner | 40,000 | 6,600 | | 33,400 | 16.5% |
| Economic Development | 276,225 | 102,825 | 3,592 | 169,808 | 38.5% |
| Veterans Service Office | 33,241 | 8,113 | 94 | 25,034 | 24.7% |
| Cooperative Extension | 390,984 | 142,520 | 11,329 | 237,135 | 39.3% |
| JCPC - Parenting Matters | 35,194 | 12,049 | | 23,145 | 34.2% |
| Cooperative Ext-Grants | 200,375 | 24,511 | 1,500 | 174,364 | 0.0% |
| Soil Conservation | 121,263 | 47,759 | | 73,504 | 39.4% |
| Health Department | 4,035,078 | 1,377,520 | 238,088 | 2,419,470 | 40.0% |
| BioTerrorism - Health | 34,237 | 15,356 | 0 | 18,881 | 44.9% |
| M. Health Department | 245,715 | 102,381 | | 143,334 | 41.7% |
| Public Assistance (DSS) | 13,751,896 | 4,530,705 | 226,349 | 8,994,842 | 34.6% |
| Education | 9,900,000 | 4,125,000 | | 5,775,000 | 41.7% |
| Community College | 2,235,000 | 931,250 | | 1,303,750 | 41.7% |
| Cultural | 740,500 | 308,542 | | 431,958 | 41.7% |
| Recreation | 799,000 | 332,917 | | 466,083 | 41.7% |
| Debt Service | 7,989,715 | 3,005,514 | | 4,984,201 | 37.6% |
| Transfer to Other Funds | 2,882,324 | 0 | | 2,882,324 | 0.0% |
| Contingency | 50,000 | 0 | | 50,000 | 0.0% |
| TOTAL GENERAL | 65,049,597 | 23,963,262 | 1,615,041 | 39,471,294 | 39.3% |
| OTHER FUNDS: | | | | | |
| Employee Insurance Fund | 3,970,000 | 1,337,965 | | 2,632,035 | 33.7% |
| Vehicle Replacement Fund | 350,000 | 21,778 | 0 | 328,222 | 0.0% |
| Fed Seized Property Fund | 37,200 | 33,546 | 444 | 3,210 | 91.4% |
| State Controlled Substance Fund | 24,000 | 28,144 | 1,876 | -6,020 | 125.1% |
| School Capital Fund | 3,100,800 | 2,500,000 | | 600,800 | 80.6% |
| Transportation Fund | 1,324,336 | 414,372 | 70,225 | 839,739 | 36.6% |
| Scrap Tire Disposal Fund | 135,000 | 44,263 | | 90,737 | 32.8% |
| Emergency Telephone Fund | 1,653,287 | 180,222 | 1,694 | 1,471,371 | 11.0% |
| Revaluation Fund | 54,549 | 21,024 | | 33,525 | 38.5% |
| Automation-Preservation Fund | 21,600 | 0 | 0 | 21,600 | 0.0% |
| MSW Landfill-Debt Service | 0 | | | 0 | |
| Capital Improvements Fund | 5,233,412 | 3,578,542 | 9,996 | 1,644,874 | 68.6% |
| Fire Districts | 1,347,606 | 386,972 | 0 | 960,634 | 28.7% |
| Solid Waste Management | 3,436,974 | 1,098,054 | 81,242 | 2,257,678 | 34.3% |
| Trust & Agency Fund | | | | | |
| Family & Caregiver-Smart Start | 50,179 | 36,290 | 0 | 13,889 | 72.3% |
| TOTAL OTHER FUNDS | 20,738,943 | 9,681,172 | 165,477 | 10,892,294 | 47.5% |
| GRAND TOTAL | 85,788,540 | 33,644,434 | 1,780,518 | 50,363,588 | 41.3% |

LENOIR COUNTY
FINANCIAL PERFORMANCE SUMMARY-2013-14
NOVEMBER 30, 2013

REVENUES

41.67%

| DESCRIPTION | BUDGET FOR YEAR | REVENUES TO DATE | REMAINING BALANCE | % REC'D |
|-----------------------------|-------------------|-------------------|-------------------|---------------|
| GENERAL FUND: | | | | |
| Health Department | 1,903,179 | 558,730 | 1,344,449 | 29.36% |
| Public Assistance (DSS) | 9,632,846 | 2,916,431 | 6,716,415 | 30.28% |
| Property Taxes | 33,668,134 | 16,213,791 | 17,454,343 | 48.16% |
| Sales Taxes | 6,150,000 | 1,652,360 | 4,497,640 | 26.87% |
| Other General | 13,695,438 | 6,107,862 | 7,587,576 | 44.60% |
| TOTAL GENERAL | 65,049,597 | 27,449,174 | 37,600,423 | 42.20% |
| OTHER FUNDS: | | | | |
| Employee Insurance | 3,970,000 | 1,505,449 | 2,464,551 | 37.92% |
| Vehicle Replacement | 350,000 | 16,934 | 333,066 | 0.00% |
| Fed Seized Property | 37,200 | 79,339 | -42,139 | 213.28% |
| State Controlled Substance | 24,000 | 8,702 | 15,298 | 36.26% |
| School Capital Fund | 3,100,800 | 482,114 | 2,618,686 | 15.55% |
| Transportation Fund | 1,324,336 | 436,711 | 887,625 | 32.98% |
| Scrap Tire Disposal | 135,000 | 39,082 | 95,918 | 28.95% |
| Emergency Telephone | 1,653,287 | 115,804 | 1,537,483 | 7.00% |
| Revaluation Fund | 54,549 | 0 | 54,549 | 0.00% |
| Automation-Preservation Fnd | 21,600 | 9,802 | 11,798 | 45.38% |
| MSW Landfill-Debt Service | 0 | 11 | -11 | |
| Capital Improve Fund | 5,233,412 | 191,375 | 5,042,037 | 3.66% |
| Fire Districts | 1,347,606 | 606,916 | 740,690 | 45.04% |
| Solid Waste Management | 3,436,974 | 1,729,740 | 1,707,234 | 50.33% |
| Trust and Agency Fund: | | | | |
| Smart Start Program | 50,179 | 25,266 | 24,913 | 50.35% |
| TOTAL OTHER FUNDS | 20,738,943 | 5,247,245 | 15,491,698 | 25.30% |
| GRAND TOTAL | 85,788,540 | 32,696,419 | 53,092,121 | 38.11% |

| Project Based Revenues: | BUDGET | TO DATE | REMAINING | % REC |
|---------------------------------|--------------------|--------------------|------------------|----------------|
| SCHOOL CONSTRUCTION FUND | 72,623,867 | 72,623,867 | 0 | 100.00% |
| CAPITAL PROJECTS FUND | 36,075,003 | 29,097,065 | 6,977,938 | 80.66% |
| CDBG RELATED PROJECTS | 3,813,688 | 2,825,001 | 988,687 | 74.08% |
| Total Project Based | 112,512,558 | 104,545,933 | 7,966,625 | |

* **Bold** area represents "Project Based" funds in which Revenues to date includes revenues from prior years since the beginning of the project

| Project Based Expenditures: | BUDGET | EXPENDED TO DATE | ENCUMBERED | REMAINING |
|---------------------------------|--------------------|--------------------|------------------|------------------|
| SCHOOL CONSTRUCTION FUND | 72,623,867 | 72,623,867 | 0 | 0 |
| CAPITAL PROJECTS FUND | 36,075,003 | 28,248,424 | 6,384,645 | 1,441,934 |
| CDBG RELATED PROJECTS | 3,813,688 | 2,804,757 | 0 | 1,008,931 |
| Total Project Based | 112,512,558 | 103,677,048 | 6,384,645 | 2,450,865 |

* **Bold** area represents "Project Based" funds in which Expenditures to date includes expenditures from prior years since the beginning of the project



**LENOIR COUNTY
PLANNING & INSPECTIONS DEPARTMENT**

PO BOX 3289
101 NORTH QUEEN STREET
KINSTON, NC 28502
PHONE: 252-559-2260
FAX: 252-559-2261



**LENOIR COUNTY INSPECTIONS
PERMIT/INSPECTION REPORT**

NOVEMBER 2013

PERMITS ISSUED: 112

PERMITS VALUE: \$ 2,005,279

PERMIT FEES: \$ 9,869

SINGLE FAMILY DWELLINGS: 7

MOBILE HOMES: 9

COMMERCIAL: 2

ADDITIONS: 6

ELECTRICAL: 39

PLUMBING: 17

MECHANICAL: 23

OTHER: 9

TOTAL INSPECTIONS: 223

Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 12-03-2013

| | [Designated period: 11/01/13 to 11/30/13] | | | | [Prior period: 11/01/12 to 11/30/12] | | | | |
|---------------------------------------|---|------|--------------|-----------|--------------------------------------|------|--------------|-----------|-------|
| | Code | Prms | Valuation | Fees Paid | Units | Prms | Valuation | Fees Paid | Units |
| NEW RES. HOUSEKEEPING - LENOIR COUNTY | | | | | | | | | |
| * Single Family Houses Detached | 101B | 6 | 1,186,500.00 | 2,680.00 | 6 | 2 | 365,000.00 | 788.00 | 2 |
| * Single Family Houses Attached | 102B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * 2 Family Building | 103B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * 3 and 4 Family Buildings | 104B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * 5 or More Family Buildings | 105B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| *TOTAL INFORMATION 101-105 | 109B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| NEW RESIDENTIAL NON-HOUSEKEEPING BL: | | | | | | | | | |
| * Hotels, Motels & Tourist Cabins .. | 213B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * Other Non-Housekeeping Shelter ... | 214B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| NEW NON-RESIDENTIAL BUILDINGS: | | | | | | | | | |
| * Amusement, Social, & Recreational | 318B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * Churches & Other Religious | 319B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * Industrial | 320B | | .00 | .00 | 0 | 2 | 2,825,000.00 | 9,124.00 | 2 |
| * Prkng Garages (Blds & Open Decked) | 321B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * Service Stations & Repair Garages | 322B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * Hospitals & Institutional | 323B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * Offices, Banks, & Professional ... | 324B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * Public Works & Utilities | 325B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * Schools & Other Educational | 326B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * Stores & Customer Services | 327B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * Other Non-Residential Bldgs | 328B | 1 | 23,000.00 | 50.00 | 1 | 3 | 75,000.00 | 750.00 | 3 |
| * Structures Other than Buildings ... | 329B | 1 | 19,600.00 | 500.00 | 1 | 0 | .00 | .00 | 0 |
| ADDITIONS, ALTERATIONS, & CONVERSION | | | | | | | | | |
| * Residential | 434B | 5 | 118,525.00 | 540.00 | 5 | 8 | 420,533.00 | 1,197.00 | 8 |
| * Non-Residential & Non-Housekeeping | 437B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * Adds of Res. CP/Garages(Atch/Detc) | 438B | 1 | 13,600.00 | 50.00 | 1 | 1 | 29,724.00 | 130.00 | 1 |
| DEMOLITIONS AND RAZING OF BUILDINGS: | | | | | | | | | |
| * Single Family Houses (Atch/Detach) | 645B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * 2 Family Buildings | 646B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * 3 & 4 Family Buildings | 647B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * 5 or More Family Buildings | 648B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| * All Other Buildings and Structures | 649B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| ----- | | | | | | | | | |
| TOTALS FOR PERMITS THIS PAGE | | 14 | 1,361,225.00 | 3,820.00 | 14 | 16 | 3,715,257.00 | 11,989.00 | 16 |

Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 12-03-2013

| | [Designated period: 11/01/13 to 11/30/13] | | | | [Prior period: 11/01/12 to 11/30/12] | | | | |
|---------------------------------------|---|------|--------------|-----------|--------------------------------------|------|--------------|-----------|-------|
| | Code | Prms | Valuation | Fees Paid | Units | Prms | Valuation | Fees Paid | Units |
| MOBILE/MODULAR OFFICE/CLASSROOM | | | | | | | | | |
| *MOBILE OFFICE | 740B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| *MODULAR CLASSROOM | 750B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| *MODULAR OFFICE | 730B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| ELECT./PLUMB/HEAT/A/C/INS/TEMP POLE: | | | | | | | | | |
| *ELECTRICAL | 800B | 39 | 39,150.00 | 2,100.00 | 39 | 49 | 330,455.00 | 4,356.00 | 48 |
| *PLUMBING | 810B | 17 | 30,650.00 | 997.00 | 17 | 17 | 17,300.00 | 850.00 | 17 |
| *HEATING/ AIR CONDITIONING | 820B | 23 | 65,300.00 | 1,150.00 | 23 | 30 | 94,475.00 | 1,587.00 | 29 |
| *INSULATION | 830B | | .00 | .00 | 0 | 6 | 20,300.00 | 301.00 | 6 |
| *TEMPORARY POLE | 840B | 4 | 2,350.00 | 200.00 | 4 | 1 | 750.00 | 50.00 | 1 |
| RESIDENTIAL ACCESSORY STRUCTURES | | | | | | | | | |
| *STORAGE/PORCHES/PATIOS/DECKS | 900B | | .00 | .00 | 0 | 1 | 8,500.00 | 120.00 | 1 |
| MISCELLANEOUS: | | | | | | | | | |
| *CHANGE OF OCCUPANCY | 910B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| *INSPECT DWELLING | 920B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| *TENTS | 930B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| *SATELLITE DISH | 940B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| *AWNING | 950B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| *EXTRA INSPECTIONS | 960B | 3 | 350.00 | 150.00 | 3 | 7 | 3,175.00 | 385.00 | 7 |
| *FIRE PROTECTION SPRINKLER SYSTEM | 966B | | .00 | .00 | 0 | 1 | 40,000.00 | 768.00 | 1 |
| *MOVING DWELLING ONLY | 970B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| *SIGN | 980B | 1 | 19,000.00 | 100.00 | 1 | 0 | .00 | .00 | 0 |
| *FIREWORKS | 985B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| *SWIMMING POOL | 990B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| *TANKS | 995B | | .00 | .00 | 0 | 0 | .00 | .00 | 0 |
| MOBILE HOMES | | | | | | | | | |
| *SINGLE WIDE MOBILE HOME | 700B | 7 | 145,055.00 | 600.00 | 7 | 6 | 74,400.00 | 600.00 | 6 |
| *DOUBLE WIDE MOBILE HOME | 710B | 2 | 55,000.00 | 250.00 | 2 | 2 | 37,657.00 | 250.00 | 2 |
| *MODULR HOME | 720B | 1 | 165,000.00 | 452.00 | 1 | 1 | 185,000.00 | 458.00 | 1 |
| TOTALS FOR PERMITS ABOVE (incl. pg 1) | | 111 | 1,883,080.00 | 9,819.00 | 111 | 137 | 4,527,269.00 | 21,714.00 | 135 |
| Totals of other permits in the period | | 1 | 122,199.00 | 50.00 | 1 | 1 | 15,135.00 | 50.00 | 1 |
| TOTAL FOR ALL PERMITS IN THE PERIOD | | 112 | 2,005,279.00 | 9,869.00 | 112 | 138 | 4,542,404.00 | 21,764.00 | 136 |

This Report was printed on Tuesday, December 03, 2013

Lenoir County

Item Totals for Inspector ID

GO 121
 GO JT 2
 VW 100

223 Entries for Inspector ID

- S T A T I S T I C A L R E P O R T -

<----- Inspections -----> <----- Re-Inspections -----> Based On # Activities

| #ACTIVITIES | INSPECTIONS | PASSED | CORRECTIONS | RE-INSPECTIONS | PASSED | CORRECTIONS | RE-INSPECTIONS REQUIRED |
|-------------|--------------|---------|--------------|-----------------|---------|--------------|--------------------------|
| 223 | 197 | 171 | 26 | 26 | 25 | 1 | 27 |
| | %INSPECTIONS | %PASSED | %CORRECTIONS | %RE-INSPECTIONS | %PASSED | %CORRECTIONS | %RE-INSPECTIONS REQUIRED |
| | 88 | 87 | 13 | 12 | 96 | 4 | 12 |

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

December 2, 2013

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, December 2, 2013 in the Board of Commissioners Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members Present: Chairman Reuben J. Davis, Vice-Chairman Jackie Brown and Commissioners, Roland Best, Mac Daughety, Craig Hill, Eric Rouse, and Linda Rouse Sutton

Members Absent: None

Also present were: Michael W. Jarman, County Manager, Tommy Hollowell, Assistant County Manager, Martha Martin, Finance Officer, Robert Griffin, County Attorney, and members of the general public and news media.

Chairman Davis called the meeting to order at approximately 9:00 a.m. Ms. Jackie Brown offered the invocation and Mr. Rouse led the audience in the pledge of allegiance.

Election of Chairman

Attorney Robert W. Griffin

Ms. Sutton nominated Mr. Craig Hill and Mr. Daughety seconded the nomination; there was no opposition to the nomination and no other nominees; Mr. Hill was named Chairman by unanimous approval by the Board – One Year Term.

Election of Vice-Chairman

Attorney Robert W. Griffin

Ms. Sutton nominated Ms. Jackie Brown and Mr. Best seconded the nomination; there was no opposition to the nomination and no other nominees; Ms. Brown was named Vice-Chairman by unanimous approval by the Board – One Year Term.

There was a three minute recess to allow for congratulations and reorganization.

PUBLIC INFORMATION:

Mr. Mark Pilgreen with the Lenoir County Fair Association addressed the group and said he was asking for permission to extend the current driveway at the Cooperative Extension building. This extension would cross a ditch at the back of the Cooperative Extension property and connect to the fairground parking lot. Mr. Pilgreen said this would not only give the fair more visibility off of Hwy 11, it would also allow for an entrance as well as an exit from the fairgrounds on Hwy 11 during the week of the fair. He also said there would be a gate erected where the driveway would cross the ditch and this would allow Cooperative Extension to access the fairground parking lot for any overflow of parking they may have during different events.

Mr. Jarman asked Tammy Kelly, Cooperative Extension Director if she would come forward and express her feelings as to how she might be impacted by this move. Ms. Kelly said she had

already discussed the traffic issue with her staff, and it had been determined 90% of the fair traffic would take place after 5:00 p.m. She said there may be a scheduling issue with some of the classes they offer at night, but it should be a minor thing. Ms. Kelly also said there may be some resurfacing issues in the parking lot, since there are already holes in the parking lot.

Ms. Brown asked Mr. Pilgreen if the Fair Association would be putting up signs to let people know there was now an access to the fairgrounds off of Hwy 11 and he answered yes. Mr. Rouse asked if the Fair Association would be responsible for upkeep of the road. Mr. Griffin asked if the Fair Association was requesting an easement across the property, and if so, would the responsibility of road maintenance be included in the easement. Mr. Pilgreen said the Fair Association would be willing to maintain the road from the end of the Cooperative Extension parking lot to their property. Mr. Rouse asked the issue be tabled until some of their questions could be answered. Ms. Sutton made a motion to table the request and Mr. Daughety seconded the motion. The decision to table the motion until further information could be derived was unanimous.

Mr. Pilgreen reminded the commissioners several years ago the Fair Association granted permission for the County to build a road for EMS and the trash dropoff site, as well as donating land to the Sheriff Department for an impound lot.

Mr. Hill said the County appreciates all of the work of the Fair Association and the commissioners would discuss this issue at a later date.

ITEMS FROM THE CHAIRMAN/COMMISSIONERS:

Ms. Sutton mentioned LaGrange and Pink Hill had already had very successful Christmas parades.

Mr. Hill stated the Kinston Christmas parade is coming up and encouraged everyone to participate. He also reminded everyone December is a busy month with a lot of activities such as their invitation to LCC, the Lights of Love ceremony at Lenoir Memorial, the dedication of the African American Music Trail and the Downtown Holly Days celebration.

ITEMS FROM THE COUNTY MANAGER:

Mr. Jarman stated the commissioners have their Christmas get together on Monday night, December 16, 2013. He reminded everyone this was "dutch treat" and he will get the details of where it will be held to them.

Mr. Jarman stated there was a request from Eastpointe to designate one commissioner to serve on the County Commissioner Advisory Board. He said this board will probably meet once a quarter and it does not replace the Eastpointe Board already in place. Mr. Hill said Mr. Roland Best had expressed an interest in serving on this board, and by common consent the commissioners agreed to Mr. Best serving in that capacity.

CONSENT AGENDA:

3. Approval of Minutes: Regular Board Meeting: November 18, 2013

4. Resolution Approving the Releases and Refunds to the Individuals Listed Herein.

Upon a motion by Ms. Brown and a second by Mr. Daughety, the consent agenda was unanimously approved.

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Item No. 5 was a Resolution Supporting the Naming of the Bridge/Overpass as the Dr. George L. Edwards, Jr. Bridge: North Carolina Department of Transportation Mark Pope addressed the group and said there had been special circumstances arise in the Hwy. 70 Industrial Park due to the new roads and overpass. He further stated there had been a special request by NCDOT to name the bridge/overpass directly behind Affordable Dentures in honor of Dr. Edwards. Mr. Pope read much of the resolution expounding on the service of Dr. Edwards and the many benefits still in existence today in Lenoir County as well as other parts of the country, due to the foresight of Dr. Edwards. Upon a motion by Mr. Rouse and a second by Ms. Sutton, Item No. 5 was unanimously approved.

Item No. 6 was a Budget Ordinance Amendment: Trust and Agency Fund: Finance/Extension-Family Caregiver: \$7,951: Increase Ms. Tammy Kelly addressed the audience and stated this was additional funding for the Parents as Teachers Program. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 6 was unanimously approved.

Item No. 7 was a Budget Ordinance Amendment: General Fund: Process Funds: \$42,000: Increase Ms. Kelly addressed the group and said these funds were a grant from the NC Tobacco Trust Fund Commission and would be used to correct drainage issues, grade the parking lot and pave a portion of the parking lot in front of the newly remodeled Farmers' Market Annex. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 7 was unanimously approved.

Item No. 8 was a Resolution Approving the Payment of two Invoices to Ernie Everett Site Preparation, Inc. for Parking Lot Renovations at the Lenoir County Farmers' Market: \$21,000 and \$5,127 Ms. Kelly stated a portion of the work at the Farmers' Market was done back in 2011 with grant funds from RAFI, but there was not enough funding for all improvements to be made at that time. This grant will allow for additional improvements and the same contractor was chosen that was used in the beginning of the improvements project. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 8 was unanimously approved.

Item No. 9-A was a Resolution Authorizing the Lenoir County Health Department to Repay a Medicaid Overpayment to Carolina Care Plan of Eastern Norht Carolina (CCPEC): \$100,155 Mr. Joey Huff addressed the group and stated this was to reimburse CCPEC for Medicaid overpayments received during the period from September 2011 through December 2012. Mr. Huff explained the methodology behind how the Health Department received their Medicaid funding and how, due to different circumstances within the department, all of the funds received

had not been expended. Upon a motion by Mr. Rouse and a second by Mr. Daughety, Item No. 9-A was unanimously approved.

Item No. 9-B was a Budget Ordinance Amendment: General Fund: Health: \$100,155 Increase
Mr. Huff explained this was the Budget Ordinance Amendment appropriating the funds in order to pay back the Medicaid overpayment addressed in Item No. 9-A. Upon a motion by Mr. Rouse and a second by Mr. Daughety, Item No. 9-B was unanimously approved.

Mr. Jarman explained to the group this was just one incidence of the push for transparency and accountability. He also mentioned the County had also been involved in a Medicaid audit for EMS services and was required to pay back \$271. He further stated our County's payback was due to a rounding issue, not an oversight, and that many other counties had to pay back much larger amounts, some over \$100,000. Mr. Jarman said there would probably be more incidences of audits in the future.

Item No. 10 was a Resolution Authorizing County Administration to Advertise and Interview Candidates for the Position of Clerk to the Lenoir County Board of Commissioners Mr. Jarman addressed the group and said due to various reasons, Administration has operated without a clerk for about 50% of the time over the past three years. He said during the budget discussions, whenever the clerk's position was taken out, he had said he might come back before them and ask for the position to be reinstated. Mr. Jarman stated he was asking for this position to be reinstated due to many reasons. He said there are many different issues. Some of these issues involved tasks that are not being performed properly due to a lack of continuity, there are things that are just not getting done, such as keeping up with boards and board vacancies and there are issues with scheduling the use of public facilities. Mr. Jarman said with no one person responsible for the tasks, there is no person to hold responsible. He also said with the upcoming budget process, someone is needed to coordinate and process the budget information, and the ones currently taking on the additional responsibilities need to be focused on the budget.

Ms. Sutton made a motion to reinstate and fill the position of Clerk to the Board.

Mr. Best asked if this was the same position previously held by Ms. Roberts? Mr. Jarman answered yes and said this process would be handled by HR and the position would be offered for in-house applicants first, in order to give everyone a fair chance. Mr. Best asked if a person already employed was qualified, did they still have to go through the hiring process? Ms. Brown asked if applications had to go through HR for HR to approve? Mr. Jarman answered all of the applications would go to HR, but each department manager has the opportunity to choose the applicants for the interview process.

Mr. Rouse asked if this position could be filled with a part-time employee? Mr. Jarman said there would be the same issue of shuffling job duties to other people whenever that person was not at work. Mr. Rouse then asked if the budget could be kept neutral by eliminating a position somewhere else? Mr. Rouse made a motion to amend Ms. Sutton's motion to include eliminating a position somewhere else. Mr. Jarman said he was not comfortable with eliminating positions in other departments, and due to cuts already made, there are no positions that can be eliminated at this time. Mr. Hill said there should be some savings due to not having someone in this position

for the first half of the year. Mr. Jarman said there were other departments that may be cutting positions in the upcoming year.

Mr. Jarman said not having a clerk is currently stretching his existing staff and this may be something that can be addressed in the upcoming budget process, but not at this time. He also said he was back before the commissioners with this request because the citizens were not being served. Ms. Sutton agreed. She said there needs to be consistency in the position, and she currently doesn't know how to direct people with questions/needs.

Mr. Davis seconded Ms. Sutton motion to reinstate the Clerk to the Board position.

Mr. Daughety said he agreed the position could be reinstated as long as the budget remained neutral, and seconded Mr. Rouse's amendment. He said the citizens had already been hit by a tax increase for FY13-14.

The question was called for the amendment made by Mr. Rouse and seconded by Mr. Daughety. The motion failed – Mr. Rouse and Mr. Daughety were the only yes votes.

The question was called for the original motion made by Ms. Sutton and seconded by Mr. Davis to reinstate the Clerk to the Board position. Item No. 10 passed with Mr. Rouse and Mr. Daughety casting the only dissenting votes.

Mr. Jarman reminded everyone the tax increase approved with the FY 13-14 budget was earmarked 100% for debt service on the school bonds that the citizens of the County approved.

Item No. 11 was a Resolution Approving the Installation of a Fiber Connection between the Lenoir County Courthouse and the New MIS Building Located at 103 S. McLewean Street: East Coast Power and Lighting: \$9,739 Joey Bryan addressed the group and said in order for his department to move to the newly remodeled building at 103 S. McLewean Street, new 12 strand fiber would have to be installed to allow for data and voice connectivity. He said several options had been explored, but the cheaper method was to tie into the existing cable that comes out by the Administration building and run it over to the McLewean Street building. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 11 was unanimously approved.

Item No. 12 was a Resolution Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by Auction Mr. Jarman addressed the group and said there was one van from Transit, several old trucks and other equipment the Sheriff's Department had acquired through Federal Surplus that were in need of disposal. He also said these items would be posted on Govdeals.com. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 12 was unanimously approved.

Item No. 13 was a Resolution Authorizing Award of Contract for Asbestos Abatement Services: 2011 CDBG Catalyst Project: Eastern Environmental, Inc.: \$1,783 Martha Martin addressed the group and said bids were taken on Friday, November 22, 2013 for both CDBG projects for asbestos abatement, demolition and the provision and installation of modular homes. Ms. Martin said this resolution was for the abatement of asbestos from two homes in the Catalyst project.

Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 13 was unanimously approved.

Item No. 14 was a Resolution Authorizing Award of Contracts for Asbestos Abatement Services: 2012 CDBG Scattered Site Project: Enviro Assessments East, Inc.: \$1,200 and Eastern Environment, Inc.: \$995 Ms. Martin stated this resolution was for the abatement of asbestos in the two homes approved for the 2012 Scattered Site project. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 14 was unanimously approved.

Item No. 15 was a Resolution Authorizing Award of Contract for Demolition Services: 2011 CDBG Catalyst Project: Rick Bostic Construction and Demolition: \$9,749 Ms. Martin said this resolution was for the demolition and clearance of two dwellings in the Catalyst Project. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 15 was unanimously approved.

Item No. 16 was a Resolution Authorizing Award of Contracts for Demolition Services: 2012 CDBG Scattered Site Project: Bobby Cahoon Construction, Inc.: \$5,580 and Rick Bostic Construction and Demolition, Inc.: \$4,973 Ms. Martin stated bids were taken for the demolition and clearance of three structures in the Scattered Site project. Two of these are being approved today and are for the candidates chosen for the project, while the third bid is for the alternate candidate. This alternate beneficiary will not receive any assistance unless for some reason one of the two chosen candidates does not participate, or if the County receives additional funding. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 16 was unanimously approved.

Item No. 17 was a Resolution Authorizing Award of Contract for Provision and Installation Services of Modular Homes: 2011 CDBG Catalyst Project: Atlantic Housing, Inc.: \$157,935 Ms. Martin said bids were taken for the provision and installation of two modular homes in the Catalyst project and Atlantic Housing, Inc. was the lowest bidder. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17 was unanimously approved.

Item No. 18 was a Resolution Authorizing Award of Contract for Provision and Installation Services of Modular Homes: 2012 CDBG Scattered Site Project: Atlantic Housing, Inc.: \$173,263 Ms. Martin stated bids were taken for the provision and installation of three modular homes in the Scattered Site project, and as was stated in Item No. 16, the third bid will only be used if the third beneficiary becomes eligible. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 18 was unanimously approved.

Item No. 19 was a Resolution Authorizing Submittal of FY14-15 Community Services Block Grant (CSBG) Application by Greene Lamp: \$287,834 Ms. Mary Lovick, CSBG Program Director addressed the group and said her appearance today was to make the commissioners aware of their application and allow for a thirty day review period. She said the commissioners would not need to vote on allowing them to make application until the first meeting of January 2014. Ms. Lovick also introduced Ms. Angela Bates, Executive Director of Greene Lamp. Ms. Brown commended Ms. Bates for a job well done in the selling of plates for their 2nd annual BBQ fund raiser. No action was taken.

Item No. 20 was a Resolution to Allow Sheriff Chris Hill to Purchase a Canine Vehicle: \$26,330 Sheriff Hill addressed the group and said his department had recently purchased two additional canines. Due to these purchases, two new canine equipped vehicles are required. One of the existing Ford Crown Victorias will be converted to one of the canine units. Sheriff Hill explained the current State Contract vehicle, the Dodge Charger is not large enough for the other canine vehicle. A 2014 Ford Police Interceptor was available in Wilmington, and is what a lot of the surrounding counties currently use for regular patrol and canine operations. Since the cost of this vehicle is more than the state contract price of the Dodge Charger, the difference in the cost will be paid using Federally Seized Property Funds. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 20 was unanimously approved.

Item No. 21 was a Resolution to Allow Sheriff Chris Hill to Purchase a Vehicle: \$38,378.50 Sheriff Hill said this resolution was to allow for the purchase of a 2013 Chevy Tahoe for his use. His current Ford Crown Victoria is an older model, but doesn't have many miles, so it will be outfitted for one of the canine vehicles. Sheriff Hill explored many different vehicle options and went with the durability, comfort and compatibility of the Tahoe. He said this vehicle was not on state contract, so the difference between the state contract price of the Dodge Charger and the Chevy Tahoe will be paid from Federally Seized Property Funds. Mr. Jarman reminded the Board that the policy of the County is to replace eight Sheriff's vehicles per year in order to keep a fully functional fleet, but in FY12-13 in order to save money, there were no new vehicles purchased. Upon a motion by Ms. Sutton and a second by Mr. Best, the motion passed with Mr. Daughety casting the only dissenting vote.

Item No. 22 was a Resolution to Allow Sheriff Chris Hill to Purchase Six (6) 2014 Dodge Chargers: \$136,710 Sheriff Hill stated the state contract price for the 2014 Dodge Chargers was actually a little less than last year's price. He also said each year, except for FY12-13, the Sheriff's Department replaces eight vehicles in order to maintain a fleet of vehicles with less than 125,000 miles. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 22 was unanimously approved.

Item No. 23 was a Resolution Requesting to Disperse Lenoir County's Net Share of Funds from the North Carolina's Eastern Region Mr. Jarman addressed the group and said this resolution was to approve Administration requesting the funds derived from the additional motor vehicle registration tax within the Global Transpark area currently being held by the Eastern Region. He said HB107 allows a County from the Eastern Region to receive a disbursement of its share of the motor vehicle registration tax proceeds. Any funds received from this disbursement may be used by the County for economic development purposes, including the provision of land, buildings, facilities, programs, information and data systems, or infrastructure required to promote business or industry in the County. He also said the Eastern Region will no longer exist after June 30, 2014, and it is not sure at this time if the County will remain in the new Eastern Alliance. Mr. Jarman also said this resolution ties in with Item No. 24, which asks permission to pay off the existing loan the County has outstanding with the Eastern Region. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 23 was unanimously approved.

Item No. 24 was a Resolution Approving to Pay-off the Outstanding Loan with the North Carolina's Eastern Region for Industrial Shell Building #3: \$1,450,100 Mr. Jarman stated if we

request from the Eastern Region what we are owed before we pay off the debt, we will only receive about \$171,000. He said if we don't pay off the loan and leave it with the Eastern Region, the loan would go to the State at June 30, 2014, and the County would have to pay the State a service fee for handling the loan. Mr. Jarman went on to say the County has pushed for involvement in regional development in the past, but now he is not sure how the County needs to proceed with the dissolution of the Eastern Region. He did say the County had time to make a decision as to what we want to do in the future.

Mr. Hill said this is a good time to ask the Eastern Region for our funds, but he doesn't think the County needs to pull out of the Eastern Region just yet. He said he felt there would be time to make that decision after more guidelines have been established. Mr. Rouse then asked when the dues for the Eastern Alliance would be due? Mr. Hill replied they would kick in the 3rd year after the Alliance was formed, and the amount would be pro rated. He also said this may depend on whether or not the Eastern Alliance can keep the interest earned on the funds they held. Those interest funds went back to the State in the situation similar to this with the Rural Center, but no one is sure of how it will be handled.

Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 24 was unanimously approved.

APPOINTMENTS:

There were no appointments, so no action was taken.

OTHER ITEMS:

Mr. Hill said this is the last meeting prior to the Christmas holidays and on behalf of all the commissioners, he wanted to wish all of the citizens of Lenoir County a safe and wonderful holiday.

Ms. Sutton asked if whenever a motion is made by someone, doesn't there have to be a second to the motion before any discussion can begin. Mr. Griffin said that was correct if using Roberts Rules of Order, which he thought the County had adopted several years ago. Mr. Jarman said old records had been checked, but it could not be found when the County had decided to use Roberts Rules of Order.

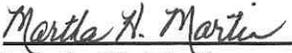
BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Item No. 27 was an add-on Resolution Allowing Sheriff Chris Hill to Purchase Tasers and Equipment: \$22,991.95 Sheriff Hill addressed the Board and stated the Sheriff's office has been using tasers for approximately eight years. He stated with the former layout of a jail in the basement and a jail upstairs, the two tasers per shift were adequate. Now, with the layout of the new detention center and the continued use of the jail in the basement, there are fourteen detention officers on each shift. Each one of these officers requires a taser to protect themselves from attack. The tasers, the taser cams, taser holsters and taser cartridges will be purchased using

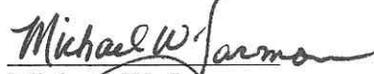
Federally Seized Property Funds. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 27 was unanimously approved.

Mr. Hill adjourned the meeting at 10:28 a.m.

Respectfully submitted,


Martha H. Martin
Clerk to the Board

Reviewed By


Michael W. Jarman
County Manager

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 1/06/14 **ITEM NO.:** 4

RESOLUTION: APPROVING THE RELEASES AND REFUNDS TO THE INDIVIDUALS LISTED HEREIN

SUBJECT AREA: Finance

ACTION REQUESTED: Approval of Releases and Refunds as Prepared

HISTORY/BACKGROUND:

Releases and refunds result from listing and assessing due to incorrect and incomplete information.

EVALUATION:

Taxpayers will or have overpaid taxes. Board action rectifies the mistake.

RELEASES OVER \$100

| Year | Name | Account | Amount | Reason |
|-------------|-------------------|----------------|---------------|-------------------|
| 2010 | Hasler Inc | 59240 | \$127.14 | Out of Business |
| 2011 | Hasler Inc | 59240 | 110.77 | Out of Business |
| 2012 | K & J Contractors | 60246 | 128.50 | Adjusted Value |
| 2011 | K & J Contractors | 60246 | 149.80 | Adjusted Value |
| 2010 | K & J Contractors | 60246 | 171.37 | Adjusted Value |
| 2013 | K & J Contractors | 60246 | 112.23 | Adjusted Value |
| 2013 | Jasper Edwards | 7899 | 166.22 | Legal Exemption |
| 2013 | Magadeline Moore | 3513 | 373.75 | Legal Exemption |
| 2003 | Darnell Smith | 18377 | 1121.31 | Corrected Listing |
| 2004 | Darnell Smith | 18377 | 1068.51 | Corrected Listing |
| 2006 | Darnell Smith | 18377 | 939.27 | Corrected Listing |
| 2005 | Darnell Smith | 18377 | 1027.47 | Corrected Listing |
| 2007 | Darnell Smith | 18377 | 852.46 | Corrected Listing |
| 2008 | Darnell Smith | 18377 | 766.60 | Corrected Listing |
| 2009 | Darnell Smith | 18377 | 423.14 | Corrected Listing |
| 2010 | Darnell Smith | 18377 | 386.36 | Corrected Listing |
| 2011 | Darnell Smith | 18377 | 342.08 | Corrected Listing |
| 2012 | Darnell Smith | 18377 | 300.42 | Corrected Listing |
| 2013 | Darnell Smith | 18377 | 272.81 | Corrected Listing |
| 2009 | Roger Mewborn | 19698 | 682.17 | Corrected Listing |
| 2010 | Roger Mewborn | 19698 | 637.44 | Corrected Listing |
| 2011 | Roger Mewborn | 19698 | 592.71 | Corrected Listing |
| 2013 | Charles Spell | 27146 | 373.50 | Corrected Listing |
| 2013 | Jonathan Whitley | 32264 | 393.75 | Legal Exemption |
| 2013 | Louise Smith | 26675 | 398.75 | Legal Exemption |
| 2013 | Richard McBynum | 58224 | 101.35 | Corrected Listing |

| | | | | |
|------|-----------------------|-------|---------|-------------------|
| 2013 | C Gas LLC | 62807 | 374.02 | Corrected Listing |
| 2013 | First Citizens Bank | 71994 | 104.54 | Corrected Listing |
| 2013 | First Citizens Bank | 71994 | 161.81 | Corrected Listing |
| 2013 | First Citizens Bank | 71994 | 399.20 | Corrected Listing |
| 2013 | First Citizens Bank | 71994 | 339.70 | Corrected Listing |
| 2013 | First Citizens Bank | 71994 | 369.71 | Corrected Listing |
| 2013 | First Citizens Bank | 71994 | 2767.17 | Corrected Listing |
| 2007 | Caremerica | 13650 | 933.26 | Out of Business |
| 2012 | Caremerica | 13650 | 665.68 | Out of Business |
| 2011 | Caremerica | 13650 | 720.40 | Out of Business |
| 2010 | Caremerica | 13650 | 775.12 | Out of Business |
| 2009 | Caremerica | 13650 | 829.84 | Out of Business |
| 2008 | Caremerica | 13650 | 908.51 | Out of Business |
| 2012 | Physicians Prime Care | 59627 | 470.00 | Out of Business |
| 2011 | Physicians Prime Care | 59627 | 510.64 | Out of Business |
| 2013 | Physicians Prime Care | 59627 | 437.73 | Out of Business |

Refunds

| Year | Name | Account | Amount | Reason |
|-------------|---------------------|----------------|---------------|-----------------|
| 2012 | Whitaker, William P | 72562 | \$715.92 | Legal Exemption |
| 2012 | Kinston Neuse Corp. | 17151 | 1863.66 | Per CTSI Audit |
| 2013 | Sanderson Farms Inc | 67386 | 4257.46 | Per CTSI Audit |

MANAGER’S RECOMMENDATION: Approval of releases as set out above.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

 Craig Hill, Chairman 1/06/14
Date

 ATTEST 1/06/14
Date

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: NON-DEPARTMENTAL: \$720.: INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2013 - 2014
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

| FUND | | DEPARTMENT | | LINE ITEM DESCRIPTION | |
|--|--------|---|---|-----------------------|--|
| GENERAL | | NON-DEPARTMENTAL | | VARIOUS | |
| Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES | | | Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES | | |
| Account # and Title | Amount | Account # and Title | Amount | | |
| <u>INCREASE</u> | | <u>INCREASE</u> | | | |
| 10-3213-1100 2013 TAX LEVY | 720.00 | 10-4200-1913 PROF SVCS-BUS PER PROP AUDIT | 720.00 | | |
| Total | 720.00 | Total | 720.00 | | |

Reason and Justification for Request:
 To appropriate additional property tax revenue received by the County as a result of a business personal property tax audit being conducted by County Tax Services, Inc. The County contracted with County Tax Services, Inc. in May of 2010 to conduct the audit. County Tax Services, Inc. receives a 30% commission on all business personal property discoveries found as a result of the audit. The County pays this commission only after the taxpayer pays the discovery tax bill. The Board approved the contract with County Tax Services, Inc. on May 17, 2010, Item #8.

| | | | |
|--------------------------|------------|--------------------------|------------|
| Department Head Approval | Date | Finance Officer Approval | Date |
| <i>Marela H. Martin</i> | 12/20/2013 | <i>Marela H. Martin</i> | 12/20/2013 |

| | |
|--------------------------|----------|
| Budget Officer Approval | Date |
| <i>Michael W. Jarman</i> | 12/20/13 |

| | | |
|----------------------------------|------|-----------------|
| Board Approval (When Applicable) | Date | Date of Minutes |
| | | |

Item No. 6

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: NON-DEPARTMENTAL: \$17,094.: INCREASE



**LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST**

FY 2013 - 2014
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

| FUND | | DEPARTMENT | | LINE ITEM DESCRIPTION | |
|--|---------------|------------------|---|------------------------------|-----------|
| GENERAL | | NON-DEPARTMENTAL | | VARIOUS | |
| Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES | | | Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES | | |
| Account # and Title | | Amount | Account # and Title | | Amount |
| <u>INCREASE</u> | | | <u>INCREASE</u> | | |
| 10-3213-1100 | 2013 TAX LEVY | 17,094.00 | 10-4200-1913 | PROF SVCS-BUS PER PROP AUDIT | 17,094.00 |
| Total | | 17,094.00 | Total | | 17,094.00 |

Reason and Justification for Request:

To appropriate additional property tax revenue received by the County as a result of a business personal property tax audit being conducted by County Tax Services, Inc. The County contracted with County Tax Services, Inc. in May of 2010 to conduct the audit. County Tax Services, Inc. receives a 30% commission on all business personal property discoveries found as a result of the audit. The County pays this commission only after the taxpayer pays the discovery tax bill. The Board approved the contract with County Tax Services, Inc. on May 17, 2010, Item #8.

| | | | |
|----------------------------------|------------|--------------------------|------------|
| Department Head Approval | Date | Finance Officer Approval | Date |
| <i>Martha H. Martin</i> | 12-11-2013 | <i>Martha H. Martin</i> | 12-11-2013 |
| Budget Officer Approval | Date | | |
| <i>Michael W. Jarman</i> | 12/16/13 | | |
| Board Approval (When Applicable) | Date | Date of Minutes | |

Finance Office - Copy

Department - Copy

Administration - Copy

Item NO. 7

BUDGET ORDINANCE AMENDMENT: TRANSPORTATION FUND: OPERATIONS: \$ 46,443. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2013 - 2014
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

| FUND | | DEPARTMENT | | LINE ITEM DESCRIPTION | |
|---|---------------------------|------------|---|----------------------------|-----------|
| TRANSPORTATION | | OPERATIONS | | VARIOUS | |
| Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES | | | Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES | | |
| Account # and Title | | Amount | Account # and Title | | Amount |
| <u>INCREASE</u> | | | <u>INCREASE</u> | | |
| 22-3452-3601 | CTP - Capital | 41,798.70 | 22-4510-5100 | Capital Outlay - Equipment | 46,443.00 |
| 22-3991-9910 | Fund Balance Appropriated | 4,644.30 | | | |
| Total | | 46,443.00 | Total | | 46,443.00 |

Reason and Justification for Request:

Budget Amendment to appropriate CTP Grant funds for FY12-13 for the purchase of a van. These funds were appropriated with FY12-13 CTP Grant, but van was not available until FY13-14. These funds are 90% Federal/State and 10% local match.

| | | | |
|----------------------------------|----------|--------------------------|------------|
| Department Head Approval | Date | Finance Officer Approval | Date |
| <i>[Signature]</i> | 12-10-13 | <i>Martha H. Martin</i> | 12-10-2013 |
| Budget Officer Approval | Date | | |
| <i>[Signature]</i> | 12/10/13 | | |
| Board Approval (When Applicable) | Date | Date of Minutes | |

Finance Office - Copy

Department - Copy

Administration - Copy

Item NO. 8

BUDGET ORDINANCE AMENDMENT: FEDERALLY SEIZED PROPERTY: SHERIFF FEDERALLY SEIZED PROPERTY: \$44,000. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2013 -2014
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

| FUND | | DEPARTMENT | | LINE ITEM DESCRIPTION | |
|---|---------------------------|-----------------------------------|---|-------------------------|-----------|
| FEDERALLY SEIZED PROPERTY | | SHERIFF FEDERALLY SEIZED PROPERTY | | VARIOUS | |
| Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES | | | Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES | | |
| Account # and Title | | Amount | Account # and Title | | Amount |
| INCREASE | | | INCREASE | | |
| 15-3991-9910 | FUND BALANCE APPROPRIATED | 44,000.00 | 15-4316-5100 | CAPITAL OUTLAY | 23,000.00 |
| | | | 15-4316-5999 | CAPITAL ITEMS < \$5,000 | 21,000.00 |
| Total | | 44,000.00 | Total | | 44,000.00 |

Reason and Justification for Request:
 BUDGET AMENDMENT TO APPROPRIATE FUNDS FOR THE FEDERALLY SEIZED PROPERTY FUND. ON DECEMBER 2, 2013, THE COMMISSIONERS APPROVED (ITEM #27) THE PURCHASE OF TWELVE TASERS, TWELVE TASER CAMS, FIFTY-SIX TASER HOLSTERS AND TWO HUNDRED FIFTY-SIX TASER CARTRIDGES FOR THE SHERIFF'S DEPARTMENT. ALSO APPROVED WERE ITEMS #20 & #21 WHICH INCLUDED A PARTIAL PAYMENT FROM FEDERALLY SEIZED PROPERTY MONEY FOR THE PURCHASE OF A FORD UTILITY VEHICLE FOR A CANINE AND A CHEVY TAHOE FOR USE BY THE SHERIFF. THIS BUDGET AMENDMENT APPROPRIATES EXISTING FUND BALANCE TO COVER THESE EXPENDITURES.

| | | | |
|---|-----------------|---|-------------------|
| Department Head Approval <i>Christy L. ...</i> | Date 12/4/13 | Finance Officer Approval <i>Martha H. Martin</i> | Date 12/4/2013 |
|---|-----------------|---|-------------------|

| | |
|---|-----------------|
| Budget Officer Approval <i>Michael ...</i> | Date 12/9/13 |
|---|-----------------|

| | | |
|-----------------------------------|------|-----------------|
| Board Approval (When Applicable) | Date | Date of Minutes |
|-----------------------------------|------|-----------------|

Item NO. 9



LENOIR COUNTY, NORTH CAROLINA

BUDGET AMENDMENT REQUEST

FY 2013 - 2014

Appropriations

Budget Amendment # _____

Date Approved _____

Distribution - Finance Office:

| FUND | | DEPARTMENT | | LINE ITEM DESCRIPTION | |
|--|--|------------|---|--------------------------|------------|
| GENERAL | | SHERIFF | | VARIOUS | |
| Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES | | | Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES | | |
| Account # and Title | | Amount | Account # and Title | | Amount |
| INCREASE | | | INCREASE | | |
| 10-3991-9910 FUND BALANCE APPROPRIATED | | 188,129.00 | 10-4320-1210 | SALARIES & WAGES | 129,940.00 |
| | | | 10-4320-1810 | EMPLOYER-FICA | 8,057.00 |
| | | | 10-4320-1811 | EMPLOYER-MEDICARE | 1,884.00 |
| | | | 10-4320-1820 | EMPLOYER-RETIREMENT | 9,486.00 |
| | | | 10-4320-1830 | EMPLOYER-GROUP INSURANCI | 32,265.00 |
| | | | 10-4320-1870 | EMPLOYER-401-K | 6,497.00 |
| Total | | 188,129.00 | Total | | 188,129.00 |

Reason and Justification for Request:

BUDGET AMENDMENT TO APPROPRIATE FUNDING FOR FIVE (5) ADDITIONAL JAILER POSITIONS APPROVED BY THE COUNTY COMMISSIONERS ON AUGUST 19, 2013 - ITEM #16.

| | | | |
|----------------------------------|---------|--------------------------|-----------|
| Department Head Approval | Date | Finance Officer Approval | Date |
| <i>Chuck L. ...</i> | 12/4/13 | <i>Martha H. Martin</i> | 12/4/2013 |
| Budget Officer Approval | Date | | |
| <i>Michael W. ...</i> | 12/9/13 | | |
| Board Approval (When Applicable) | Date | Date of Minutes | |

Finance Office - Copy

Department - Copy

Administration - Copy

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 1/06/14 **ITEM NO.:** 10

RESOLUTION: Approving 2014 Calendar of Board Meeting Dates and Times

SUBJECT AREA: Administrative

ACTION REQUESTED: Formally approve all meeting dates and times of the Lenoir County Board of Commissioners for calendar year 2014.

HISTORY / BACKGROUND: It is good practice to officially adopt an annual calendar. This calendar can then be published as well as sent to all news media.

EVALUATION: The Clerk to the Board is responsible for maintaining this calendar so that citizens and staff have proper advance notice of times, days, and dates of meetings. Commissioners can modify the calendar if situations or emergencies warrant it to be changed. Historically, the Board meets only once during the months of July and December. Chairman Hill and Vice-Chairman, Jackie Brown, will both be out of town on January 20, 21, 22, 2014; therefore, the regularly scheduled 2nd meeting in January will be **Thursday, January 23, 2014.**

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the attached 2014 calendar of Board meeting dates and times; herein incorporated into this resolution by reference, is approved.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman 1/06/14
Date

ATTEST 1/06/14
Date

2014 CALENDAR

REGULAR MEETINGS

LENOIR COUNTY BOARD OF COMMISSIONERS

| DAY | DATE | TIME |
|----------|--------------|-----------|
| Monday | January 6 | 9:00 a.m. |
| Thursday | January 23 | 4:00 p.m. |
| Monday | February 3 | 9:00 a.m. |
| Monday | February 17 | 4:00 p.m. |
| Monday | March 3 | 9:00 a.m. |
| Monday | March 17 | 4:00 p.m. |
| Monday | April 7 | 9:00 a.m. |
| Monday | April 21 | 4:00 p.m. |
| Monday | May 5 | 9:00 a.m. |
| Monday | May 19 | 4:00 p.m. |
| Monday | June 2 | 9:00 a.m. |
| Monday | June 16 | 4:00 p.m. |
| Monday | July 21 | 4:00 p.m. |
| Monday | August 4 | 9:00 a.m. |
| Monday | August 18 | 4:00 p.m. |
| Tuesday | September 2 | 9:00 a.m. |
| Monday | September 15 | 4:00 p.m. |
| Monday | October 6 | 9:00 a.m. |
| Monday | October 20 | 4:00 p.m. |
| Monday | November 3 | 9:00 a.m. |
| Monday | November 17 | 4:00 p.m. |
| Monday | December 1 | 9:00 a.m. |

All meetings held in the First Floor Main Meeting Room of the Lenoir County Board of Commissioners, Lenoir County Courthouse, 130 South Queen Street, Kinston, North Carolina, unless modified and the media notified. The above-referenced calendar of regular meetings was unanimously adopted by the Lenoir County Board of Commissioners on January 6, 2014.

Michael W. Jarman
County Manager

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 1/06/14 **ITEM NO.:** 11

RESOLUTION: Approving 2014 County Holidays

SUBJECT AREA: Administrative

ACTION REQUESTED: Formally approve dates of County Holidays

HISTORY / BACKGROUND: It is good management practice to officially adopt an annual calendar of County holidays in order to reduce ad hoc questions (when holidays arise) and in order to better schedule completing tasks and managing workload.

EVALUATION: It is good management practice to officially adopt an annual calendar of County holidays. As per prior policy and practice, the County holidays are patterned after the schedule adopted by the State of North Carolina.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval


Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the attached 2014 Schedule of County Holidays, herein incorporated into this resolution by reference, is approved.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman 1/06/14
Date

ATTEST 1/06/14
Date

LENOIR COUNTY GOVERNMENT



2014 HOLIDAY SCHEDULE

| <u>Holiday</u> | <u>Observance Date(s)</u> | <u>Day(s) Scheduled Off Work</u> |
|------------------------------------|-----------------------------|----------------------------------|
| New Year's Day | January 1, 2014 | Wednesday |
| Martin Luther King, Jr.'s Birthday | January 20, 2014 | Monday |
| Good Friday/Easter Holiday | April 18, 2014 | Friday |
| Memorial Day | May 26, 2014 | Monday |
| Independence Day | July 4, 2014 | Friday |
| Labor Day | September 1, 2014 | Monday |
| Veteran's Day | November 11, 2014 | Tuesday |
| Thanksgiving/Holidays | November 27 & 28, 2014 | Thursday & Friday |
| Christmas/Holidays | December 24, 25, & 26, 2014 | Wednesday, Thursday, Friday |

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 01/06/14 **ITEM NO.:** 12

RESOLUTION: Approving Mileage Reimbursement for County Employees from 56.5¢ per mile to 56.0¢ per mile Effective January 1, 2014

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to decrease the mileage reimbursement rate for County Employees who are required to use their personal vehicles in the delivery of County Government services from 56.5¢ to 56.0¢ per mile- the IRS maximum.

HISTORY/BACKGROUND: Lenoir County has historically adjusted its mileage reimbursement rate for employees using their personal vehicles to the IRS established rate. In recent years the IRS has increased and decreased the mileage rate and Lenoir County has responded accordingly. In 2008, the IRS increased the mileage rate from 50.5¢ to 58.5¢ and we implemented the new rate. It was later reduced in 2008 to 55¢ and we reduced our rate accordingly. In 2009, the rate was adjusted from 55¢ to 50¢ and we did likewise. In 2010, the IRS rate was increased from 50¢ to 51¢ and Lenoir County increased its rate to 51¢ in January of that year. On July 1, 2011, the IRS increased the mileage rate from 51¢ to 55.5¢ and we increased our rate accordingly. The IRS bases these standard mileage rates on a study conducted each year by Runheimer International of the fixed and variable costs of operating an automobile. A decrease was announced by the IRS on December 6, 2013 to 56.0¢ per mile. Administration was notified of this decrease on December 9, 2013.

EVALUATION: Decreasing the mileage rate will mean County Employees who are required to use their personal vehicles in the delivery of County Government Services will be reimbursed at the same rate as suggested by the IRS. This will require no additional funding requests for FY13-14.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.


Initial

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that a decrease in Mileage Reimbursement for County Employees from 56.5¢ to 56.0¢ cents per mile effective January 1, 2014 is approved.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman

01/06/14
Date

ATTEST

01/06/14
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 1/06/14 **ITEM:** 13

RESOLUTION: Approval of Payment of License Coordination Fee for 800MHz P25 Radio System: AASHTO: \$4,300.00.

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to approve the payment of a license coordination fee to AASHTO for a new 800MHz P25 radio system: \$4,300.00.

HISTORY/BACKGROUND: As part of the Jones/Lenoir County Communications Center (JLECC) merger, an upgraded radio system is necessary to better satisfy the needs of responders in both Lenoir and Jones Counties. The current Motorola 800MHz radio system in Lenoir County is an analog system that was purchased in 1993. Jones County currently does not have an 800MHz radio system. As part of the merger, Lenoir County will receive a new P25 digital 800MHz radio system with all necessary infrastructure including simulcasting of both the Hugo and LaGrange repeaters. Jones County will receive a new 800MHz system. New FCC license applications must be filed for the Lenoir simulcast P25 system.

EVALUATION: New FCC license applications must be filed for the Lenoir simulcast P25 system. The application addresses the following modifications to the existing trunked license, WPBE627:

- Added Project 25 emissions to the existing license at Central Ave, control stations and mobile/portables
- Add Hugo as a simulcast site to the trunking license
- Add LaGrange as a simulcast site to the trunking license. Increases height to 195ft to expand the system footprint and limit and migrate any co-channel licensing by others that might restrict future system growth in this area of the County.

There is no FCC fee associated with this filing; however, there is a coordination fee for AASHTO for the completion and filing of the forms to the FCC.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

MW
Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that payment of a license coordination fee for a new 800MHz P25 radio system is approved: AASHTO: \$4,300.00.

Funding Source: 24-4320-5100

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill ___ Brown ___ Best ___ Daughety ___

Davis ___ Rouse ___ Sutton ___

Craig Hill, Chairman 1/06/14
Date

ATTEST 1/06/14
DATE

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 1/06/14 **ITEM NO.** 14

RESOLUTION: Approval of Purchase Order & Contract for Attorney Services: Annette Turick (Child Welfare & Adult Services) - Not to exceed \$ 10,000: Dal Wooten (Child Support Services) – Not to exceed \$10,000

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to approve and authorize the Social Services Director to execute Contracts and Purchase Orders for Legal Services with Annette Turick and Dal Wooten effective January 2014-June 2014.

HISTORY/BACKGROUND: The Lenoir County Department of Social Services historically contracts with Wooten & Turick for legal services. Beginning FY 2013-2014, the Lenoir County Department of Social Services hired in-house attorneys to reduce spending. The in-house attorneys began in November 2013 and are currently taking over caseloads. Additional attorney services may be required if our in-house attorneys are not available or need assistance while in this transition/training phase. Annette Turick, who has been the secondary provider of legal services for Child Welfare and Adult Services, will provide legal services for the Child Welfare and Adult Services Division as needed, not to exceed \$ 10,000. Dal Wooten, who has been the primary provider of legal services for the Child Support Division, will provide legal services for the Child Support Division as needed, not to exceed \$10,000.

EVALUATION: Beginning FY 2013-2014, the Lenoir County Department of Social Services hired in-house attorneys to reduce spending. Additional attorney services may be required if our in-house attorneys are not available or need assistance while in this transition/training phase. Annette Turick, who has been the secondary provider of legal services for Child Welfare and Adult Services, will provide legal services for the Child Welfare and Adult Services Division as needed, not to exceed \$ 10,000. Dal Wooten, who has been the primary provider of legal services for the Child Support Division, will provide legal services for the Child Support Division as needed, not to exceed \$10,000. This will be a (6) month contract on an as needed basis, subject to acceptable performance of the contractor. The state/federal reimbursable share for protective services is approximately 87.5% and 66% for Child Support Services

Approval of this resolution will allow for the encumbrance of funds and payment to the contractors as services are performed.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval

msj
INITIALS

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Lenoir County Social Services Director is authorized to execute contracts and purchase orders for legal services on an as needed basis with Dal Wooten & Annette Turick for FY 2013-2014 not to exceed \$ 10,000 for Child Support Services and \$10,000 for Child Welfare & Adult Services (\$20,000 total).

AMENDMENTS:

MOVED _____ **SECOND** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

Yea Votes: Hill _____ Brown _____ Best _____ Daughety _____ Davis _____
Rouse _____ Sutton _____

Craig Hill, Chairman

01/06/14
Date

Attest

Date

RESOLUTION: Approve the Purchase of One Light Transit Vehicle for \$46,013, Three Lift Equipped Vans for \$139,029 (\$46,343 ea.), and Lease of Trip Master Scheduling Software at a cost of \$11,650.

SUBJECT AREA: Purchases / Bids

ACTION REQUESTED: Authorize the Transit Director or his designee to execute all paperwork on behalf of Lenoir County to purchase, receive, and request reimbursement from NCDOT/PTD for one Light Transit Vehicle, three Lift Equipped Vans, and to lease Trip Master Enterprise Edition Scheduling Software

HISTORY / BACKGROUND: The Lenoir County Transportation Department began its operation in October 1994 with six vehicles. The LCT Program is a partnership between the North Carolina Department of Transportation/Public Transportation Division (DOT/PTD) and Lenoir County Government. On December 3, 2012, the Lenoir County Board of Commissioners approved a resolution on December 3, 2012, (Item 6-b), allowing Lenoir County Transit to apply to NCDOT/PTD for Community Transportation Program Grant funds for FY 2013-2014. CTP application was made, and on November 14, 2013 an agreement to provide all requested funding was executed by the Deputy Secretary for Transit. LCT has been approved for \$156,904 Federal and \$19,617 NCDOT capital funding, which requires a local match of \$19,618. The majority of this funding was budgeted for use in replacing vehicles that have met their useful life. LCT has also been approved for \$220,338 Federal and \$13,771 NCDOT administrative funding which requires a local match of \$41,314. A portion of this funding was budgeted to be used for new scheduling software. All local match monies will be generated by Transit revenues.

EVALUATION: The N.C. Department of Transportation initiated the Community Transportation Program (CTP) to enhance the provision of rural human service and general public transportation in counties and to meet the community transportation needs. In order to continue service to the residents of Lenoir County, Transit must be diligent in maintaining its equipment. Currently, LCT has one (1) twenty foot Light Transit Vehicle and three (3) Lift Equipped Vans that are becoming less reliable and costlier to repair. Replacement of the 20' LTV through National Bus at a cost of \$46,013 and replacement of the three Lift Equipped Vans through Braun Corporation at a cost of \$139,029 will result in better reliability and lower maintenance costs for the fleet. The vehicles to be replaced are all approaching 200,000 miles and over four years old. Community Transit Systems Software will soon discontinue supporting the scheduling software currently used by LCT. New, upgraded software is available for lease through CTS, Inc. at a cost of \$11,650. This software will allow for more efficient use of vehicles.

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 1/06/14 **ITEM NO.** 116

RESOLUTION: Authorizing Submittal of FY14-15 Community Services Block Grant (CSBG) Application by Greene Lamp: \$287,834.

SUBJECT AREA: Community Development

ACTION REQUESTED: To authorize Greene Lamp to submit a Community Services Block Grant (CSBG) application for FY14-15 in the amount of \$287,834.

HISTORY/BACKGROUND: Greene Lamp, a 501 (c) 3 community action agency, is one of a network of nearly 1,000 nonprofit and public organizations across the United States established in 1965 under the Economic Opportunity Act. The mission of community action agencies is to become the pre-eminent community building human services delivery and low income advocacy networks in America. CSBG Program funds support 1) the creation of new programs and services, 2) augmentation of existing programs and services, 3) organization infrastructure required to coordinate and enhance the multiple programs and resources that address conditions and barriers to poverty in area communities. Greene Lamp has been notified by the CSBG Program Administrator of the NC HHS DSS Office of Economic Opportunity that the Agency's allocation for FY14-15 is \$287,834, with an application due date of January 31, 2014. Greene Lamp plans to use the funds to provide comprehensive case management and support services to 40 low income families in Lenoir and Greene Counties. The North Carolina Administrative Code (10A NCAC 97C.0111 9b)(1)(A) requires that each CSBG grant recipient submit its Community Anti-Poverty Plan (grant application) to each County Commission Board that it serves.

EVALUATION: Greene Lamp has been notified by the CSBG Program Administrator of the NCHHSDSS Office of Economic Opportunity that the Agency's allocation for FY14-15 is \$287,834. The CSBG Grant application due date is January 31, 2014. North Carolina Administrative Codes require each CSBG grant recipient to submit its Community Anti-Poverty Plan (grant application) to each County Commission that it serves. Approval of this resolution will allow Greene Lamp to submit its FY14-15 CSBG Grant Application properly and in a timely manner.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.



RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners, that Greene Lamp is authorized to submit a Community Services Block Grant (CSBG) application for FY14-15 in the amount of \$287,834.

AMENDMENTS:

MOVED _____ **SECOND** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

Yea Votes: Hill _____ Brown _____ Best _____

Daughety _____ Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman 1/06/14
Date

Attest 1/06/14
Date

**Fiscal Year 2014-15 Application for Funding
Planning Process Narrative**

| | |
|---|---|
| <p>ROMA Goals 1, 3 and 5 Low income People Become More Self-Sufficient; Low income People Own a Stake in their Community; Agencies increase their capacity to achieve results</p> | <p>DHHS Excels-Goal 2 Expand understanding and use of information to enhance the health and safety of North Carolinians</p> |
|---|---|

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

a. The Poor

Greene Lamp has representation for the poor on the Board of Directors. Surveys were mailed to participants, Head Start parents and community partners. Patrons were also asked to complete surveys as they visited the offices. The community needs assessment outcome measure was presented at the board meeting held on May 21, 2013. Public Hearings were held in Greene and Lenoir Counties on November 19, 2013 to get input from the low-income population to determine the greatest needs in the community. Notices that the public hearings were going to be held were put in the local newspaper in both counties.

b. The Staff:

Greene Lamp staff played a vital role in the planning process. Agency staff developed the community needs questionnaire and disseminated it to participants, Board members, community leaders, and other stakeholders to guarantee their input into the planning process. Staff partner closely with the Workforce Investment Act Programs, JobLink Career Centers in Greene and Lenoir Counties, and a myriad of other partnering agencies to share information.

c. The Board:

The Board of Directors membership roster consists of representatives of the poor, publically elected officials, and representation of private organizations. The Board participates in the planning and approval process. The Executive committee reviews the application along with Finance Committee who reviewed the budget prior to full Board approval. Board members were given also community needs questionnaires to ensure their input. The Board of Directors also monitors program compliance and implementation as part of their oversight responsibilities.

| | |
|--|---|
| <p>ROMA Goal 5 Agencies increase their capacity to achieve results</p> | <p>DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians</p> |
|--|---|

2. Describe your agency’s method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

A. Greene Lamp identified the poverty cause by conducting a Community Needs Assessment.

Surveys were mailed to participants, Head Start parents, Board members, community partners and staff. The survey questions asked by participants, parents, and staff were different from those asked of community partners. The questions asked of participants and parents were:

1. What county do you live in?
2. What are the most pressing needs your family is currently facing?
3. Which issues/concerns you have in your community?
4. Is there a significant role model (father figure) in your child’s life?
5. What do you feel are strengths in the community?
6. What is your ethnic group?
7. What is your employment status?

8. What is your age?
9. What is your gender?
10. Do you have internet access?

The questions asked of community partners were:

1. What county do you live in?
2. Which issues /concern you see the most in the community?
3. What is your age?
4. What is your gender?
5. What is your ethnic group?
6. What is your employment status?
7. Do you have internet access?

The results of the Community Needs Assessment data from both counties indicated that a majority of low-income families reside in public housing or in rural areas of their county. The greatest need from all that were surveyed was unemployment/lack of employment opportunities. Opportunities for training and resources were also of importance. Affordable daycare and transportation were also in the top five needs in Lenoir and Greene Counties.

| | |
|--|--|
| <p>ROMA Goal 1, 2, 3 and 6 Low income People Become More Self-Sufficient; The conditions in which low income people live are improved; Low-income people own a stake in their community; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p> | <p>DHHS Excels- Goal 4 Provide services to individuals and families identified as being at risk of compromised health and safety.</p> |
|--|--|

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

Greene Lamp collaborates with many organizations and agencies to provide information and services that will empower the low-income population. Our current activities undertaken to advocate for and empower low-income individuals and families we serve include the Head Start and Workforce Investment Act (WIA) Out of School Youth and Adult and Dislocated Worker programs, in addition to CSBG. The overall goal of all programs operated by Greene Lamp is to increase the opportunities for self-sufficiency for low income individuals and families.

Greene Lamp also continues to be a cornerstone in the community meeting the needs of low income families and individuals through its many collaborations. Currently, Greene Lamp WIA staff are housed in local Division of Workforce Solutions / Career Centers in Carteret, Craven, Duplin, Greene, Jones, Onslow, Pamlico and Wayne counties. CSBG staff also have office hours at the Career Centers in Lenoir and Greene counties. Other agency staff are active members of local human service agency boards. This provides a resource for program recruitment.

Greene Lamp has formed partnerships with community organizations such as: Consumer Credit Counseling of Fayetteville, Lenoir, Carteret, Craven, and Wayne Community College, Kinston Housing Authority, Department of Social Services (Lenoir /Greene), Boys and Girls Club (Lenoir / Wayne), Greater Kinston Credit Union, and Kinston Promise Neighborhood. These partnerships provide participants information on budgeting and handling credit obligations, First Time Homebuyers Counseling, Career Readiness and employability skills training, GED preparation, and mentoring and tutoring for children ages 6 – 18.

| | |
|---|--|
| <p>ROMA Goals 1, 2 4, 5 and 6 Low income People Become More Self-Sufficient; The conditions in which low income people live are improved; Agencies increase their capacity to achieve results; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and support systems</p> | <p>DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians</p> |
|---|--|

4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

Greene Lamp organizes more effective collaboration with other agencies by increasing the staff's knowledge of existing programs and services within the counties served by participating in agency meetings such as interagency councils, and serving on boards and committees whenever possible. Greene Lamp continues to collaborate and establish linkages with other human service agencies, faith-based organizations, charitable organizations, private business and industry, economic development programs, government agencies and educational institutions both formally and informally.

Some examples of human service programs that Greene Lamp utilizes are (Head Start) day care, (Workforce Solutions & Job Link) job search and placement, and (Community College) basic skills, GED, and occupational training. A referral system was implemented through cooperative agreements with local school systems, health departments, Head Start, Department of Social Services, local libraries, faith-based organizations, Boys and Girls Club, Salvation Army, Consumer Credit Counseling, Job Link Career Centers, Kinston Community Health Center and the Chamber of Commerce. The cooperative agreements are in place to facilitate collaboration and avoid duplication of services.

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
Planning Process Narrative (continued)**

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

Greene Lamp through its partnerships and participation in many organizations, councils, and committees designed to coordinate agency services ensures that linkages to effective service delivery are established. Area service providers are aware of Greene Lamp’s programs and use these services to fill in the gaps while CSBG staff is very knowledgeable of other programs and referrals as well. Greene Lamp contracts directly with the Workforce Development Board under the Workforce Investment Act Youth, Adult and Dislocated Worker programs.

The agency is also an active partner with the /Division of Workforce Solutions/Career Centers in Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico, and Wayne counties, which allows access to many other partners that are also located within the center such as: Workforce Solutions , Department of Social Services, (WIA) Workforce Investment Act, and the Veterans Administration. The Foster Grandparents Program (seniors 55 and older) donates valuable hours to the Head Start program by assisting in the classroom. Referrals will be made to all programs in the community to leverage our dollars and avoid duplication of services.

A client referral system is being used for those who seek services not offered by Greene Lamp. Resources and referrals are a vital part of the linkage between the individuals we serve and the services needed to become self-sufficient.

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| <p>ROMA Goal 2, 4 and 6 Low income People Become More Self-Sufficient; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p> | <p>DHHS Excels-Goals 1 and 3 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Offer outreach and services to individuals and families identified as being at risk of compromised health and safety.</p> |
|---|---|

6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

Our agency will support innovative community and neighborhood based initiatives by recruitment and referral as necessary. Greene Lamp currently partners with the Boys & Girls Club of America, 21st Century After-school Program, the Kinston Housing Authority’s Family Self-Sufficiency program and the Salvation Army. Greene Lamp is also involved with the local Homeless Coalition focusing on homeless families. Greene Lamp’s Head Start Fathers R Us program is a recruitment avenue for CSBG encouraging fathers to help support and stabilize their family.

Listed below is an ongoing list of neighborhood based programs that agency takes part in:

1. Consumer Credit Counseling provides money management, budgeting workshops
2. Angel Tree Project (Christmas project for Head Start/CSBG families)
3. Referrals to the Greater Kinston Credit Union for banking and credit
4. Building relationships with interfaith groups and other community groups
5. Lenoir County Schools and Greene Lamp Homeless Initiative identifying homeless children and families and referring them to proper supportive services.

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| <p>ROMA Goal 5 and 6 Agencies increase their capacity to achieve results; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p> | <p>DHHS Excels-Goals 1 and 5 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Provide services and protection to individuals and families experiencing serious health and safety needs who are not, at least temporarily, able to assist themselves.</p> |
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7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

Greene Lamp coordinates with the Salvation Army for food, clothes, and utility cost; InterChurch OutReach (ICOR) for utilities and food in Lenoir County; and with Interfaith for the residents of Greene County, local churches in the two-county area, and Department of Social Services (Lenoir/Greene). The Head Start program provides emergency food to their families when other agencies can't assist. Greene Lamp places food collection boxes in each office during Christmas for the staff to help with needy families.

Greene Lamp is partnering with Common Ground, a new non-profit agency promoting community gardening in Greene and Lenoir counties. The goal of Common Ground is reconnecting people with nature and agricultural tradition to help revitalize our rural economy and create healthier, more sustainable community.

Greene Lamp also receives funding through the Lenoir/Greene United Way to be used for emergency needs for families served. The agency is able to provide financial assistance, on an emergency basis, for supplies, services, and nutritious foods needed to counteract conditions of food insecurity among low-income individuals.

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

Greene lamp participates in many organizations, councils, and committees designed to coordinate agency services. Area service providers are aware of Greene lamp's programs and use our services to fill in the gaps while our staff is very knowledgeable of other programs and referrals as well. Greene Lamp contracts directly with the Eastern Carolina Workforce Development Board under the Workforce Investment Act Youth, Adult and Dislocated Worker programs.

Greene Lamp staff has direct access to the DWS job listings, TABE testing, and GED preparation testing. This allows low-income residents access to DWS services in the communities where Greene Lamp has a presence, thus alleviating transportation burdens.

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| <p>ROMA Goal 4 and 6 Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p> | <p>DHHS Excels-Goal 5 Provide services and protection to individuals and families experiencing serious health and safety needs who are not, at least temporarily, able to assist themselves.</p> |
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9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

Greene Lamp makes referrals for energy assistance to the Department of Social Services LIHEAP Program. The CSBG Director attends the LIHEAP meetings at the DSS. Guidelines are given to each

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
Planning Process Narrative (continued)**

agency to distribute to families they serve. WAGES in Goldsboro, NC operates the Weatherization Program for Greene and Lenoir Counties. Flyers and informational brochures are provided to all CSBG participants. The Salvation Army, ICOR, and Interfaith also accept referrals from Greene Lamp. By utilizing referrals, we are able to avoid duplication of services to families.

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| <p>ROMA Goals 4 and 5 Partnerships among supporters and providers of services to low-income people are achieved; Agencies increase their capacity to achieve results</p> | <p>DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians</p> |
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10. Describe the needs of low-income youth and your agency’s efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

Area youth are lacking in positive support systems such as mentoring and positive parent involvement. High school dropout rate continues to remain stagnant leaving youth without an educational background, employability skills, and personal responsibility. . Our area youth are in need of education, including attainment of a high school diploma, equivalency and/or occupational training classes, leadership skills, job training, work experience and mentoring. It has been determined that youth with access to safe and structured environment lead successful lives.

Greene Lamp directly supports local efforts positively effecting low income youth through the continued operation of the Workforce Investment Act (WIA) Out-of-School Youth Program. The program targets low-income youth between the ages of 16 -21 who have dropped out of school. The goal of the program is to empower the youth to achieve self-sufficiency and long-term employment through education, training, leadership, develop skills and work experience. Our CSBG Program accepts referrals from the WIA Youth as well as the Head Start program

Greene Lamp is the WIA Out of School Youth service provider in Carteret, Craven, Duplin, Greene, Jones, Onslow, Pamlico and Wayne counties. Greene Lamp staff are housed at the local DWS/Career Center office in an effort to address and reduce the employment needs of youth. The Greene Lamp Executive Director also is a member of the Eastern Carolina Workforce Development Board which allows for intensive collaboration with other area program leaders to better identify and coordinate resources for low income youth.

Greene Lamp coordinates and establishes linkages with the local Career Centers, local law enforcement officers, Juvenile Crime Prevention Councils and collaborate with Lenoir and Greene County Department of Social Services, Public Housing Authority, Community Colleges and other youth initiatives, including those that service homeless youth and other public and private initiatives.

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| <p>ROMA Goals 1 and 5 Low-income People Become More Self-Sufficient; Agencies increase their capacity to achieve results</p> | <p>DHHS Excels-Goal 1 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians.</p> |
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11. Describe activities that your agency has undertaken or plans to undertake to establish a pool of unrestricted funds to further the agency’s mission and reduce dependency on government funding.

- a. Funds to support services for low-income persons

Greene Lamp recently formed a partnership with United Way for emergency assistance funding for the families serve at the agency. Greene Lamp has sought funding from private philanthropic organizations.

b. Funds to support the overall agency

The Board of Directors and Community volunteers have held several activities that have raised funds for the agency’s unrestricted funds. Most recently, consideration has been given to fee-for-service projects that would provide an unrestricted revenue stream.

Foundational and Corporate support is also being sought as a way to increase the agency’s unrestricted fund balance.

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| <p>ROMA Goal 2, 4 and 6 Low income People Become More Self-Sufficient; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p> | <p>DHHS Excels-Goals 1 and 3 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Offer outreach and services to individuals and families identified as being at risk of compromised health and safety.</p> |
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12. Describe your agency’s method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

CSBG Case Managers inform clients that in 1975, federal law required that all states establish programs to aid the establishment and collection of child support to ensure that both parents support their children. The North Carolina Child Support Enforcement program is administered by the North Carolina Department of Health and Human services, Division of Social Services. Information is offered in the areas of assistance through Child Support such as: location of non-custodial parents, paternity establishment for children born outside of marriage, establishment & enforcement of support obligations.

Clients are given information on the location, local telephone number and hours of operation of our local Department of Social Services. We inform our clients of the 1-800-NUMBER and the North Carolina child support website (www.ncchildsupport.com) to obtain more information on how to apply for services. Individual counseling is offered on the importance of having children’s needs met by both parents whether it’s the custodial or non- custodial parent. Informational brochure on child support basics and how it works are available.

13. Does your agency calculate return on investment for your CSBG program? If so, please explain and give the calculation.

Greene Lamp does not have a current means of calculating ROI for the CSBG program.

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
OEO Form 210**

Planning Period: July 1, 2014-June 30, 2017

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name, rank the poverty cause(s) and identify which one(s) the agency will address.

The Poverty Cause name is: Lack of employment, education and skills needed to obtain employment and training in order to move families toward self-sufficiency.

Rank the poverty cause(s) and identify which one(s) the agency will address

- Lack of employment
- Lack of Education and skills training
- Affordable transportation
- Affordable Day Care
- Affordable Health Care

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (Include data sources). Explain why the problem exists. Identify the segment of the population and give the number of people experiencing the problem. Explain how the persons are adversely affected.

Poverty in Greene and Lenoir counties is caused by multiple issues, many of which are deeply rooted in the communities where low income families live. Annual Community Needs Assessments reveal that common barriers to self-sufficiency include lack of education, lack of employment opportunities, low paying jobs, historical cyclical poverty in families, etc.

According to the US Census Bureau, Greene County's 2012 population estimate is 21,429 with 18.4% living below the poverty level, and 35.5% of children 0 to 17 living in poverty. Lenoir County's 2012 population is 59,227 with 24.4% living below poverty. While North Carolina's poverty level is 17.2% of the population; 24.3% of children are poor; 27.1% of African-Americans; 29.8% of Native Americans and 34.2% of Hispanics are in poverty.

According to the most current data supplied by the NC State Department of Labor and the Department of Commerce, Lenoir County has an estimated population of 59,227 individuals. Females make up 52% of the population which is higher than the state average. There are 23,862 households with 61% homeownership and 31% of the households have children less than 18 years of age. Single parent female households account for 17% of Lenoir County population. The average household size is 2.43 and the average family size is 2.96.

Lenoir County has a current unemployment rate of 9.90% (March, 2013) which is higher than the national average of 8.6%. The end of 2012 saw a small increase in the unemployment rate from 9.7% to 10.2%; however, this rate is still lower than 2009 – 2011. It can be noted that job growth rate is 3.36% which is higher than the US average of 0.36%. Lenoir County's job market shows continued growth during the last two years.

Although Lenoir County's job market rate shows growth Lenoir County remains one of the most distressed counties in North Carolina designated as Tier 1. The North Carolina Department of Commerce ranks the counties status by tier levels based on the economic well-being in each county. The forty most distressed counties are designated as Tier 1, the next forty as Tier 2 and the last twenty as Tier 3.

The following data compares income along with economic outcomes in Lenoir County to the rest of the United States:

| Economy | Lenoir County, NC | United States |
|--------------------------|-------------------|---------------|
| <u>Unemployment Rate</u> | 9.90% | 8.60% |
| <u>Recent Job Growth</u> | 3.63% | 0.35% |
| <u>Future Job Growth</u> | 37.36% | 32.10% |
| <u>Sales Taxes</u> | 6.75% | 5.00% |
| <u>Income Taxes</u> | 7.00% | 4.70% |
| <u>Income per Cap.</u> | \$20,175 | \$26,154 |
| <u>Household Income</u> | \$37,390 | \$50,935 |

The future job growth in Lenoir County is 37% which is 5% above the national average; however, the median household income is \$37,390 which is \$13,000 less than the national average. Per capita income for the county was \$16,744 including 22% under the age of 18 and 18% age 65 or older living in poverty.

Lenoir County has labor force of 28,627 with 2,918 individuals unemployed. The end of 2012 saw a small increase in the unemployment rate from 9.7% to 10.2% but this rate is still lower than 2011, 2010 and 2009. Organizations such as the Lenoir County Committee of 100, Inc. are committed to providing funding for economic development projects as may be deemed beneficial to the citizens of Lenoir County, North Carolina. The Lenoir Committee of 100, Inc. also provides discretionary funds as deemed appropriate to recognized Lenoir County economic development agencies.

Below are some cost of living indices which are based on a US average of 100. An amount below 100 means Lenoir County, NC is cheaper than the US average. A cost of living index above 100 means Lenoir County, NC is more expensive.

***Overall, Lenoir County, NC cost of living is 88.70.

| Cost of Living | Lenoir, NC | United States |
|----------------------|------------|---------------|
| <u>Overall</u> | 89 | 100 |
| <u>Food</u> | 101 | 100 |
| <u>Utilities</u> | 108 | 100 |
| <u>Miscellaneous</u> | 96 | 100 |

Agency Strategy for Eliminating Poverty (con't)

According to the Department of Commerce, Greene County has a population of 21,429 with 18 years and younger making up 22% of the population. The county seat, Snow Hill, is the commercial center as well as the largest town. 87% of the families have lived in the same house for one year or longer. 75% of individuals 25 and older have finished High School. The median household income is \$36,150 which is over \$14,000 less than the national average.

The Greene County Economic Development Commission has a mission to improve the overall quality of life for Greene County citizens while creating new businesses and maintaining a strong infrastructure for growth. Greene County has a labor force of 9,350 with 8,448 residents employed. The county has an 8.9% unemployment rate which is .3% higher than the national average of 8.6% but job growth and future job growth are about 1% higher than the national average.

The Greene County Economic Development Commission leads the way for Greene County's economic development activities. Their mission is to enhance job opportunities, improve economic growth for the county, expand the tax base, recruit industrial and commercial activities for growth, encourage business retention and expansion, and educate citizens of these issues.

Greene County's Quantum Loan Fund helps small businesses expand with the understanding that each borrower will create at least one permanent full time job (or its equivalent) for each \$20,000 loaned from the Quantum Fund. The loans are designed to serve as subsidy financing.

Section II: Resource Analysis (use additional sheets if necessary)

a. Resources Available:

Greene Lamp has several programs that are an integral part in addressing poverty in Greene and Lenoir counties. They include Head Start, WIA Youth and WIA Dislocated Worker Program. They also partner with the Foster Grandparent Program through Caswell Center, the Title V Program, Lenoir/ Greene United Way, and the Weatherization Program which is operated by Wages in Wayne county.

The Head Start Program provides services to 311 children in Greene and Lenoir counties. There are currently seventeen (17) classrooms and six (6) centers. Head Start is federally funded through grants and is administered by the Office of Head Start within the Administration for Children Youth and Families (ACF) and the department of Health and Human Services (DHHS).

Head Start is a comprehensive child care program for low income children and families. The program is designed to foster stable relationships enhancing children and families. The program is designed to foster stable relationships, enhance program for low income children and families. The program is designed to foster stable relationships, enhance children's physical and emotional well-being, and establish an environment designed to develop strong cognitive skills.

The WIA Youth program is designed to assist low income 16-21 year old out of school youth seeking assistance to achieve academic and/or employment success. Since 2003 the WIA program has targeted out of school youth in an attempt to assist them with classroom work toward their GED or Adult High School Diploma. Students are referred and recruited through many community, public, and private organizations.

The WIA program currently serves over 100 youth between the ages of 16-21. The program provides services to high school dropouts, families receiving public assistance, youth deficient in basic literacy skills, foster kids, homeless, juvenile offenders, runaways, pregnant or parenting youth, youth without work history, and youth whose parents are incarcerated.

The program provides an array of services for the youth which includes: vocational training, mentoring, tutoring, leadership skills training, and job readiness training with paid work experiences. Greene Lamp WIA services are provided to youth in Craven, Duplin, Greene, Jones, Onslow, Carteret, Wayne, and Pamlico counties.

The WIA Dislocated Worker Program assists individuals who have lost their employment due to businesses or industries downsizing or completing shutting down. A lot of times, these individuals have to be re-trained in order to find suitable employment. Participants in this program are assisted with tuition, books, and sometimes transportation while they are enrolled in educational or training programs.

The Foster Grandparent Program is a program for low income eligible individuals age 55+. At least 18 Foster Grandparents provide one-on-one service to children with special needs. Foster Grandparents serve as mentors and tutors to children who have disabilities, abused or neglected, children whose parents are single, and children whose parents are incarcerated. They work 20-30 hours per week and receive a tax-free stipend, mileage reimbursement, accidental insurance, free meals while volunteering, and a free physical.

The title V program assists senior 55 years and older with employment opportunities while offering their services to non-profit agencies. They work up to 20 hours per week making minimum wage.

Lenoir/Greene United Way, a newly formed partnership provides Greene Lamp with funds that are used to provide emergency assistance to families who need help to pay utilities, rent deposits, water deposit, transportation, food, and other emergencies deemed reasonable by management.

Greene Lamp refers families to the Weatherization Program operated by WAGES in Wayne County for

energy efficiency services in Greene and Lenoir Counties.

a. Community Resources

1. Lenoir County

- Department of Social Services-array of programs
- Salvation Army-social service programs, food bank, thrift store
- Greene Lamp Head Start- 3 & 4 year old early education
- Foster Grandparent Program-Seniors 55 and older
- ICOR-(InterChurch OutReach) for utilities and food
- St. Mark Ministries-Food Bank/Distributes clothing
- Alpha & Omega Church Ministries-Food Bank
- Friends of the Homeless Shelter
- Council on Aging- Senior Program
- Georgia Battle Center-Kinston Parks & Recreation Senior Program
- Boys & Girl Club
- Young Women's Outreach
- The Gate
- Public Library
- Lenoir County Transit
- Title V senior program -ages 55 or older
- Lenoir Community College- vocational, Associate/ transfer classes
- Promise Grant
- Industries for the Blind
- Eastpointe Mental Health
- Partnership for Children
- Mary' Soup Kitchen
- Community Health Center
- Consumer Credit Counseling-credit counseling, budgeting, money management
- Kinston Housing Authority (Public housing & Section 8)
- NC Veterans Home- nursing home to disable veterans
- S.A.F.E. (domestic violence shelter)
- Greater Kinston Credit Union-community credit union, money management, credit and saving
- Red Cross
- Good Will Industries
- Habitat for Humanity- affordable housing
- Self Help Credit Union
- Kennedy Home- Residential housing for single mothers
- Early College
- Faith-Based Organization

2. Greene County

- Greene County Interfaith
- Department of Social Services
- Community College
- Greene County Public Housing
- Greene County Health Care
- Greene Lamp Head Start
- Greene County Partnership for Children
- Public Library
- Early College
- Job Link
- Greene County Transportation
- Greene County Public Schools
- Faith-Based Organizations

Resources Needed:

a. Agency Resources:

Greene Lamp needs \$287,834.00 to operate the planned program to assist with moving low-income individuals and families to self-sufficiency. This will afford at least 50 families the opportunity to improve their social-economic conditions in the communities in which they live. Comprehensive case management services will be provided to families in Greene and Lenoir Counties.

b. Community Resources

- More employment opportunities
- Affordable Public Transportation for city and rural areas
- More Foster Care Homes/Transition assistance after foster care
- Affordable Day Care/Extended hours
- More Empowerment Programs for the Youth
- Homeless shelter for women and children
- Boys & Girls Club for rural areas

1. Give the Poverty Cause name, rank the poverty cause(s) and identify which one(s) the agency will address.

The Poverty Cause name is: Lack of employment, education and skills needed to obtain employment and training in order to move families toward self-sufficiency.

Rank the poverty cause(s) and identify which one(s) the agency will address

- Lack of employment
- Lack of Education and skills training
- Affordable transportation
- Affordable Day Care
- Affordable Health Care

Section III: Goal and Strategy

Long-Range Goal: To provide intensive case management services for 106 low-income families in order that 50 families will become more self-sufficient by June 30, 2017

Strategies for Achieving Long-Range Goal:

1. Develop and implement a program to provide services to 50 low income individuals/families to combat poverty.
2. Collaborate with and provide referrals to other human service agencies in order to provide needed assistance such as training, job placement, day care and transportation.
3. Coordinate with the WIA Out-of-School Youth Program, Dislocated Worker Program, and Adult Program for education and training.
4. Coordinate with Division of Workforce Solution (DWS)/Career Center for job placement in Greene and Lenoir Counties.

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
One-Year Work Program
OEO Form 212**

| Section I: Project Identification | | | | | | | |
|--|---|----|---------------|-----------|---|----|-----|
| 1. Project Name: | Self-Sufficiency | | | | | | |
| 2. Poverty Cause Name: | Lack of employment, education and skills needed to obtain employment and training in order to move families toward self-sufficiency. | | | | | | |
| 3. Long-Range Goal: | To provide intensive case management services for 106 low-income families in order that 30 families will become more self-sufficient by June 30, 2017 | | | | | | |
| 4. Selected Strategy: | To enroll 50 (8 Greene; 42 Lenoir) low-income families in the Self-Sufficiency Program and provide comprehensive case management services | | | | | | |
| 5. Project Period: | July 1, 2014 | To | June 30, 2015 | Plan Year | 1 | of | 3 |
| 6. CSBG Funds Requested for this Project: | \$287,834.00 | | | | | | |
| 7. Total Number Expected to Be Served: | 50 | | | | | | |
| a. Expected Number of New Clients | 34 | | | | | | |
| b. Expected Number of Carryover Clients | 16 | | | | | | |
| 8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects): | | | | | | | 12 |
| 9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency): | | | | | | | N/A |

| Section II: One-Year CSBG Program Objective and Activities | | | | | | |
|---|---|--------------------------------------|---------------------------------------|---|--|--|
| Objective: To provide comprehensive case management services to 50 low-income individuals and families in order to assist them with moving above the Federal Poverty Guidelines by June 30, 2015 | | Implementation Schedule | | | | |
| | | First Quarter | Second Quarter | Third Quarter | Fourth Quarter | |
| Activities | Position Title(s) | | | | | |
| A. Client Outreach /Recruitment Public awareness occurs throughout the year about the self-sufficiency program in the form of newspaper ads, flyers posted around low-income communities website, collaborate with other human services agencies, walk-ins, attending Job fairs, community events, and referrals from other programs within the agency | CSBG Director Case Managers Program Assistant | 26 (10) 07/14- 09/30/14 | 34 (8) 10/1/14- 12/31/14 | 44 (10) 01/01/15- 03/30/15 | 50 (6) 04/01/15- 06/30/15 | |
| B. Client Eligibility The NC Department of Health & Human Services provides the income guidelines for the Self-Sufficiency Program. These guidelines are used in determining income eligibility for the program. Participants must also reside in Greene or Lenoir County. | Case Managers | 26 (10) 07/14- 09/30/14 | 34 (8) 10/1/14- 12/31/14 | 44 (10) 01/01/15- 03/30/15 | 50 (6) 04/01/15- 06/30/15 | |
| C. Intake/Assessment Case Managers reviews applications and provide intake to ensure that services are provided to applicants who have been determined and verified eligible. Information is entered into the Accountable | Case Managers | 26 (10) 07/14- 09/30/14 | 34 (8) 10/1/14- 12/31/14 | 44 (10) 01/01/15- 03/30/15 | 50 (6) 04/01/15- 06/30/15 | |

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|---|------------------------------------|--------------------------------------|---------------------------------------|---|--|
| Results for Community Action (AR4CA) computerized case management system. Other assessments on the system are also completed and printed and put in files. | | | | | |
| D. Orientation Case Managers will provide orientation to all participants about the program requirements and expectations while participating in the program | Case Managers Program Assistant | 26 (10) 07/14- 09/30/14 | 34 (8) 10/1/14- 12/31/14 | 44 (10) 01/01/15- 03/30/15 | 50 (6) 04/01/15- 06/30/15 |

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

| Section II: One-Year CSBG Program Objective and Activities (continued) | | | | | |
|---|-------------------|--------------------------------------|---------------------------------------|---|--|
| Objective: To provide comprehensive case management services to 50 low-income individuals and families in order to assist them with moving above the Federal Poverty Guidelines by June 30, 2015. | | Implementation Schedule | | | |
| Activities | Position Title(s) | First Quarter | Second Quarter | Third Quarter | Fourth Quarter |
| E. Case Management Case Managers will assist families in developing their action plan goals according to their needs and available resources in their community | Case Managers | 26 (10) 07/14- 09/30/14 | 34 (8) 10/1/14- 12/31/14 | 44 (10) 01/01/15- 3/30/15 | 50 (6) 04/01/15- 06/30/15 |
| F. Employment Assistance Case Managers will assess participants to see whether they are unemployed and seeking full time employment, seeking better employment and/or seeking a job with medical benefits. Supportive services will be provided but not limited to: <ul style="list-style-type: none"> • Required testing fees to pay for the NC Carolina's Career Readiness Certificate. It is a transferable credential that promotes skills and career development for individuals and confirms to employers that they possess required workplace skills in Applied Mathematics, Reading for Information, and Locating Information. Some employers in the area require this before application are accepted • Assistance with resume, interviewing techniques in person or on the phone, completing applications on line and uploading • Limited transportation assistance in the form of carpool, gas voucher, transit tickets • Specified work attire, uniforms, shoes • Minor car repairs for work, not limited to battery, tires, starter, etc. • Car insurance (down payment, monthly payment) • Limited child care • Telephone installation service and bill-limited • Make referrals to Job Link, Workforce Solutions, Vocation Rehabilitation, Telamon, businesses, and other employment agencies in the service delivery area | Case Managers | 26 (10) 07/14- 09/30/14 | 34 (8) 10/1/14- 12/31/14 | 44 (10) 01/01/15- 03/30/15 | 50 (6) 04/01/15- 06/30/15 |

| | | | | | |
|--|---------------|--------------------------------------|---------------------------------------|---|--|
| <p>G. Education Assistance Case Managers will assist participants in developing and setting educational goals, completing college applications, enrollments forms, FASA, and other financial aid form. Supportive services will be provided but not limited to:</p> <ul style="list-style-type: none"> • Tuition and books for short/long term classes • Testing fees for certifications and license • Training Program fees • Uniforms, medical equipment, medical fees • Tutor fees • Gas voucher to travel to and from school/clinical, daycare • Non graduates will be referred to the local community colleges for GED/High School Diploma, basic skills, and remedial education | Case Managers | 26 (10) 07/14- 09/30/14 | 34 (8) 10/1/14- 12/31/14 | 44 (10) 01/01/15- 03/30/15 | 50 (6) 04/01/15- 06/30/15 |
| <p>H. Emergency Assistance Emergency assistance will be provided to participants in the program. Participants will be assisted with utility bills (water, gas, electric), food ,medical, car repairs for work or school.</p> | Case Managers | 26 (10) 07/14- 09/30/14 | 34 (8) 10/1/14- 12/31/14 | 44 (10) 01/01/15- 03/30/15 | 50 (6) 04/01/15- 06/30/15 |
| <p>I. Health Care Assistance Refer participants to the local community health center for affordable health care, and set appointment to meet the outreach/enrollment specialist to register for healthcare insurance under the Affordable Care Act. Case Managers will assist with online application.</p> | Case Managers | 26 (10) 07/14- 09/30/14 | 34 (8) 10/1/14- 12/31/14 | 44 (10) 01/01/15- 03/30/15 | 50 (6) 04/01/15- 06/30/15 |
| <p>J. Money Management Attend Consumer Credit Counseling Workshops on budgeting, credit scores (how to obtain and improve), home buying, banking services, debt management, and consumer rights</p> | Case Managers | 26 (10) 07/14- 09/30/14 | 34 (8) 10/1/14- 12/31/14 | 44 (10) 01/01/15- 03/30/15 | 50 (6) 04/01/15- 06/30/15 |
| <p>K. Housing Assistance</p> <ul style="list-style-type: none"> ▪ Rent/Mortgage payments to avoid losing housing/stable environment ▪ Encourage participation in Section 8/Public Housing home ownership programs ▪ Refer to the Weatherization program for energy efficiency assistance with heat and air conditioning ▪ Attend meetings concerning how to lower utility bills, conserve energy in homes | Case Mangers | 26 (10) 07/14- 09/30/14 | 34 (8) 10/1/14- 12/31/14 | 44 (10) 01/01/15- 03/30/15 | 50 (6) 04/01/15- 06/30/15 |
| <p>L. Follow-Up After participants began employment, track 30, 60, 90 days after employment. Document into the AR4CA under financial and put income documentation into participant file</p> | Case Managers | Ongoing 07/14- 09/30/14 | Ongoing 10/1/14- 12/31/14 | Ongoing 01/01/15- 03/30/15 | Ongoing 04/01/15- 06/30/15 |

| | | | | | |
|---|--|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|
| M. Operations and Accountability <ul style="list-style-type: none"> ▪ Monitor, Evaluate & Assess Total Project ▪ Report on Outcome Measures ▪ Collaborate with community Organizations and others to obtain resources for Self-Sufficiency Project ▪ Schedule and attend meetings with other community organizations that support low-income families | CSBG Director Executive Director Board of Directors Case Managers | Ongoing 07/14- 09/30/14 | Ongoing 10/1/14- 12/31/14 | Ongoing 01/01/15- 03/30/15 | Ongoing 04/01/15- 06/30/15 |
|---|--|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

10. Use the tables below to enter your agency's projected outcome results (targets). The outcome measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to complete Table 1. All CSBG grantees operating non self-sufficiency projects are required to enter applicable outcomes in the Table 2. If your agency operates more than one non self-sufficiency project, please add tables as needed. There should be one table of outcome measures per project.

| Table 1 Outcome Measures for Self-Sufficiency Projects | |
|--|---|
| Project Name: | Expected to Achieve the Outcome in Reporting Period (Target) |
| Outcome Measures | |
| Number of persons served | 50 |
| The number of low-income families rising above the poverty level | 12 |
| The average change in annual income per participant family (in whole #'s) | \$17,100.00 |
| The number of participants obtaining employment | 12 |
| The number of participants obtaining jobs with medical benefits | 5 |
| The participant average wage rate | \$8.25 |
| The number of participants completing education/training programs | 20 |
| The number of participants securing standard housing | 1 |
| The number of participants provided emergency assistance | 15 |

| Table 2 Outcome Measures for Non Self-Sufficiency Projects | |
|---|---|
| Project Name: | Expected to Achieve the Outcome in Reporting Period (Target) |
| Outcome Measures | |
| Number of persons served | |
| | |
| | |
| | |
| | |

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.
 - a. **Board of Directors:** The board meets bi-monthly carrying on agency business and includes assessments and evaluations. They serve as the agency's oversight body as it relates to the programs Greene Lamp operates. The executive committee meets as often as necessary to carry on agency business. The board and board committees have members that represent the population the agency serves. The Executive Director meets regularly with supervisory staff to review program reports and financial information. At regular board meetings staff present reports to the Board. Full staff meetings are held for in-depth studies and discussions, and through regular progress reports and discussion with the Board recommendations are made to the Board for approval.
 - b. **Low-Income Community:** Low income representatives serve on the Board in equal numbers with other groups. Appointments to committees provide that committee membership be divided equitably between interest groups. The low income representatives participate in Greene Lamp's Head Start Self- Assessment team and are also actively involved in the Community Needs Assessment. Every Board member's comments are taken with interest. Suggestions and recommendations are invited, and questions concerning on going activities are answered. Board members are involved in on going governance, monitoring and assessment training.
 - c. **Program Participants:** Each CSBG participant is given a survey to complete once a year in accordance with ROMA goals, to evaluate program goals, staff accessibility to training, supportive services, etc. Participants meet with their case managers monthly for input on the program and to discuss their needs. A participant's ability to meet their personal goals is an evaluation of the program also. Program participants also provide input into the Community Needs Assessment and may attend the CSBG Public Hearing.
 - d. **Others:** All Greene Lamp programs are monitored by the funding agency to ensure the program meets their planned activities, goals, and objectives as stated in the grant agreement.

The Executive Director has a vital role in the operation and monitoring of the programs within the agency. The Executive Director uses the following procedures to monitor the Community Services Block Grant funds:

1. Holds regular staff meetings with Project Directors and staff.
2. Makes observations of the components on a daily basis.
3. Requires monthly statistical and financial reports that include planned and actual results.
4. Requires all forms of receipts/records and/or documentation to be approved by the administrative office.
5. Requires that any problem be reported to the Executive Director the day it occurs.
6. Assures that the funding agency receives required reports.

The Executive Director monitors the following administrative policies and procedures:

1. Personnel Administration (including civil rights compliance and Affirmative Action).
2. Financial administration and control
3. Property management and Procurement
4. Information/reporting system
5. General administration
6. Compliance with terms and conditions of the grant agreement

The agency seeks public input into its planning via the Community Needs Assessment questionnaire and comments at its public hearing. The agency also informs the public of its Board meeting dates via local newspapers to allow for public comment.

2. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Executive/Personnel Committee of the Board of Directors approves all changes – additions or deletions – of administrative policies and procedures to maintain compliance to personnel laws and GAAP. The Executive Director provides supporting documentation for each revision or addition of policy and procedure to be voted upon prior to each bi-monthly board meeting.

At the meeting, the Board discusses each change individually, asking questions and/or giving recommendations that will further clarify the purpose and intent of the change. Once approved, rejected, or tabled, the change is then presented to the full board for approval of the Executive Committee's actions.

Finance committee meetings are held prior to each Board meeting to review financial statements, budgets, funding changes, etc.

3. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board will receive, review, and accept reports on a regular basis. Each Board member will receive a complete copy of each monitoring report. When necessary, the Board will request change in procedures and/or establish policy. The Executive Director implements board policy.

The Board of Directors is given copies of all needs assessments, financial statements, audits and outside agency monitoring reports. The Board members are given the opportunity to ask questions and to make recommendations for improvements. The information received by the Board also allows Greene Lamp to operate with full disclosure and transparency.

4. Describe the Board's procedure for conducting the agency self-evaluation.

Evaluations are ongoing through regular bi-monthly reports to the Board from each program. Each report states the goal, objectives, and achievements of the program. Financial data is included in the bi-monthly report as well as a separate line-item expense report provided by the Finance Department for each program. Program Directors are present at the board meeting to answer any questions concerning their program. Annually, the Board of Directors is given a self-assessment questionnaire which is completed and returned to the Executive Director for compilation. The assessment is then reviewed at the following Board meeting, with discussion as to areas of improvement.

5. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

Evaluations are ongoing through regular bi-monthly reports to the Board from each program. Each report states the goal, objectives, and achievements of the program. Financial data is included in the bi-monthly report as well as a separate line-item expense report provided by the Finance Department for each program. Program Directors are present at the board meeting to answer any questions concerning their program. Annually, the Board of Directors is given a self-assessment questionnaire which is completed and returned to the Executive Director for compilation. The assessment is then reviewed at the following Board meeting, with discussion as to areas of improvement.

Our Board's self-evaluation is scheduled for November 1, 2014. Completion date will be November 30, 2014.

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 01/06/14 **ITEM NO.:** 17

RESOLUTION: Approving Citizens to Boards, Commissions, Etc.

SUBJECT AREA: Boards and Commissions

ACTION REQUESTED: Officially and publicly appoint various applicants to various vacancies on boards, commissions, task forces, etc.

HISTORY / BACKGROUND: The County Manager/County Clerk advertises vacancies on boards, commissions, committees, task forces, etc. The County Manager/County Clerk serves only clearinghouse functions with respect to the appointment process; no influence is exerted in this role. Commissioners are welcome to recruit applicants, or citizens may apply on their own free will.

EVALUATION:

The following Boards currently have existing vacancies/expiring terms.

| <u>BOARD/COMMITTEE/COMMISSION</u> | <u>APPLICANT/ CURRENT MEMBER</u> | <u>TERM EXPIRATION</u> |
|---|---|----------------------------|
| US 70 Corridor Commission | Russell Rhodes Gordan Vermillion Bruce Parson Virginia Cox-Daugherty Johnny Craft Randy Brown Saleh "Sam" Youssef 1 st Appearance | |
| Nursing Home Community Advisory Committee | Ella Hall 1 st Appearance | |

CURRENT VACANCIES:

Lenoir County Health Board – (1) Optometrist

Lenoir County Planning Board – Districts One (1), Four (1)

US 70 Corridor Commission

Lenoir County ABC Board – One Vacancy (must reside South of the Neuse River)

MANAGER'S RECOMMENDATION:

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the following appointments are made:

| <u>BOARD/COMMITTEE/COMMISSION</u> | <u>APPLICANT/ CURRENT MEMBER</u> | <u>TERM EXPIRATION</u> |
|---|---|----------------------------|
| US 70 Corridor Commission | Russell Rhodes Gordan Vermillion Bruce Parson Virginia Cox-Daugherty Johnny Craft Randy Brown Saleh "Sam" Youssef 1 st Appearance | |
| Nursing Home Community Advisory Committee | Ella Hall 1 st Appearance | |

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Davis _____

Daughety _____ Rouse _____ Sutton _____

Craig Hill, Chairman

01/06/14
Date

ATTEST

01/06/14
Date

APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

Advisory Board/Committee/Commission interested in:

US70 Corridor Commission

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Russell H. Rhodes Jr
 Address: 1501 Greenbriar Rd
 City/State/Zip: Kinston, NC 28501
 Telephone: (Home) 252-527-7245 (Work) 252-527-7245
 Occupation: President, Neuse Sport Ship, Inc
 Business Address: 225 E. New Betha Rd, Kinston, NC 28504
 Age: (Optional): 49
 Number hours available per month for this position: 10 hours/week
 Training: Business Management and Organizational Management, BS
 Business and Civic Experience/Skills: 31 years at Neuse Sport Ship, Inc, Past Chairman Chamber of Commerce, Current Member NC Retail Merchants Board
 Other County Boards/Committees/Commissions presently serving on: _____
 Expiration date of Term: _____

Circle your voting precinct

- | | |
|---|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | Neuse (Agricultural Center) |
| K-4 (Northwest Elementary School) | Pink Hill 1 (Bethel Baptist Church) |
| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-6 (Teachers Memorial School) | Sand Hill (Sand Hill VF Department) |
| K-7 (Emma Webb Recreation Center) | Southwest (Southwest VF Department) |
| K-8 (Holloway Recreation Center) | Trent 1 (Deep Run VF Department) |
| K-9 (Kinston Number 4 Fire Station) | Trent 2 (Moss Hill Ruitan Building) |
| Contentnea (Contentnea Ruitan Building) | Vance (GTP Ed & Training CTR.) |
| Falling Creek (Banks Elementary School Gym) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Russell H. Rhodes Jr
Signature of Applicant

10/22/2013
Date

APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

HIGHWAY TO CORRIDOR BOARD
(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: LARRY BRUCE PARSON
 Address: 2103 SAINT GEORGE PLACE
 City/State/Zip: KINSTON NC 28504
 Telephone: (Home) 252 527 2845 (Work) 252 233 6887
 Occupation: BUSINESS MANAGER
 Business Address: 231 HIGHWAY 58 SOUTH, KINSTON NC 28503
 Age: (Optional): _____
 Number hours available per month for this position: 6
 Training: MASTERS DEGREE & 38 YEARS OF EXPERIENCE IN BUSINESS
 Business and Civic Experience/Skills: BOARD OF DIRECTORS FOR LMA 3AC COMMUNITY COUNCIL FOR THE ARTS, WORKFORCE DEVELOPMENT, WASA, CHARITIES CO-OP.
 Other County Boards/Committees/Commissions presently serving on: WASA, WFDIS
 Expiration date of Term: 2018 WASA, 2016 WFDIS

Circle your voting precinct

- | | |
|---|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | Neuse (Agricultural Center) |
| K-4 (Northwest Elementary School) | Pink Hill 1 (Bethel Baptist Church) |
| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
| <input checked="" type="radio"/> K-6 (Teachers Memorial School) | Sand Hill (Sand Hill VF Department) |
| K-7 (Emma Webb Recreation Center) | Southwest (Southwest VF Department) |
| K-8 (Holloway Recreation Center) | Trent 1 (Deep Run VF Department) |
| K-9 (Kinston Number 4 Fire Station) | Trent 2 (Moss Hill Ruitan Building) |
| Contentnea (Contentnea Ruitan Building) | Vance (GTP Ed & Training CTR.) |
| Falling Creek (Banks Elementary School Gym) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Larry Bruce Parson
Signature of Applicant

11-10-13
Date

APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Highway 70 Corridor Board

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: VIRGINIA COX-DAUGHERTY
Address: 404 Duggins Drive
City/State/Zip: Kinston, NC 28501
Telephone: (Home) 252-959-1082 (Work) N/A
Occupation: Retired Educator
Business Address: N/A
Age: (Optional): 67

Number hours available per month for this position: 20 hrs.

Training: 20 hrs. month

Business and Civic Experience/Skills: Greene Lamp Board; United Way Finance Board; Juvenile Board; Board of Elections Asst.

Other County Boards/Committees/Commissions presently serving on: None

Expiration date of Term: All expired except Greene Lamp 2016

Circle your voting precinct

- | | |
|--|--|
| K-1 (Carver Courts Recreation Center) | Moseley Hall (LaGrange Volunteer Fire Station) |
| K-2 (Gordon Street Christian Church) | Neuse (Cooperative Extension Office) |
| K-3 (Fairfield Recreation Center) | Pink Hill 1 (Bethel Baptist Church) |
| K-4 (Northwest Elementary School) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-5 (Spillman Baptist Church) | Sand Hill (Sand Hill VF Department) |
| K-6 (Teachers Memorial School) | Southwest (Southwood VF Department) |
| K-7 (Emma Webb Recreation Center) | <u>K-8 (Holloway Recreation Center)</u> |
| K-9 (First Pentecostal Holiness Church) | Trent 1 (Deep Run VF Department) |
| Contentnea (Hugo Volunteer Fire Station) | Trent 2 (Moss Hill Ruritan Building) |
| Falling Creek (Bank's Elementary School Gym) | Vance (Grace Fellowship Church) |
| Institute (Institute Methodist Church) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Virginia Cox-Daugherty
Signature of Applicant

11/12/2013
Date

APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

HWY. 70 BU-PASS CORID.

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

* * * * *

Name: Chief Johnny CRAFT
 Address: 5162 SHARON CHURCH RD.
 City/State/Zip: KINSTON, NC 28501
 Telephone: (Home) (252) 559-3641 (Work) (252) 522-3424
 Occupation: GM @ HOBART-KINSTON AND FIRE CHIEF AT HUGO FIRE
 Business Address: 1311 E. NEW BERN RD. - KINSTON, NC
 Age: (Optional): 55
 Number hours available per month for this position: ANY
 Training: _____
 Business and Civic Experience/Skills: GENERAL MANAGER OF A CO. AND FIRE CHIEF OF A FIRE DEPT.
 Other County Boards/Committees/Commissions presently serving on: NONE
 Expiration date of Term: _____

Circle your voting precinct

- | | |
|---|--|
| K-1 (Carver Courts Recreation Center) | Moseley Hall (LaGrange Volunteer Fire Station) |
| K-2 (Gordon Street Christian Church) | Neuse (Cooperative Extension Office) |
| K-3 (Fairfield Recreation Center) | Pink Hill 1 (Bethel Baptist Church) |
| K-4 (Northwest Elementary School) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-5 (Spillman Baptist Church) | Sand Hill (Sand Hill VF Department) |
| K-6 (Teachers Memorial School) | Southwest (Southwood VF Department) |
| K-7 (Emma Webb Recreation Center) | K-8 (Holloway Recreation Center) |
| K-9 (First Pentecostal Holiness Church) | Trent 1 (Deep Run VF Department) |
| <u>Contentnea (Hugo Volunteer Fire Station)</u> | Trent 2 (Moss Hill Ruritan Building) |
| Falling Creek (Banks Elementary School Gym) | Vance (Grace Fellowship Church) |
| Institute (Institute Methodist Church) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Chief Johnny E. Craft
Signature of Applicant

11-21-13
Date

NOV 27 2013

HUMAN RESOURCES
DEPARTMENT

APPLICATION FOR APPOINTMENT to LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Highway 70 Corridor Commission

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Randy Brown

Address: 5460 Barber Road

City/State/Zip: Seven Springs, NC 28578 (Lenoir County)

Telephone: (Home) 252-569-0342 (Work) 252-200-4848

Occupation: General Manager - William Barnett & Son, LLC.

Business Address: 1411 Hwy 258 North, PO Box 3449, Kinston NC 28502

Age: (Optional): 54

Number hours available per month for this position: 40 hrs

Training: B.S. degree

Business and Civic Experience/Skills: Business Mgmt for 30 yrs

Other County Boards/Committees/Commissions presently serving on: N/A

Expiration date of Term: _____

Circle your voting precinct

- | | |
|---|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | Neuse (Agricultural Center) |
| K-4 (Northwest Elementary School) | Pink Hill 1 (Bethel Baptist Church) |
| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-6 (Teachers Memorial School) | Sand Hill (Sand Hill VF Department) |
| K-7 (Emma Webb Recreation Center) | Southwest (Southwest VF Department) |
| K-8 (Holloway Recreation Center) | Trent 1 (Deep Run VF Department) |
| K-9 (Kinston Number 4 Fire Station) | <u>Trent 2 (Moss Hill Ruitan Building)</u> |
| Contentnea (Contentnea Ruitan Building) | Vance (GTP Ed & Training CTR.) |
| Falling Creek (Banks Elementary School Gym) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Randy Brown
Signature of Applicant

11-22-13
Date

APPLICATION FOR APPOINTMENT to LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission Interested in:

U.S. 70 Corridor Committee

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Saleh "Sam" Youssief

Address: 1851 Hwy 70 West

City/State/Zip: La Grange, N.C. 28551

Telephone: (Home) 252-516-4546 (Work) 252-268-1095

Occupation: Store Manager / Owner

Business Address: 1851 Hwy 70 West La Grange, N.C. 28551

Age: (Optional): 45

Number hours available per month for this position: Very flexible schedule

Training: N/A

Business and Civic Experience/Skills: I've worked for the public for the past 21 years and I own my own business.

Other County Boards/Committees/Commissions presently serving on: N/A

Expiration date of Term: N/A

Circle your voting precinct

- | | |
|--|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | Neuse (Agricultural Center) |
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| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-6 (Teachers Memorial School) | Sand Hill (Sand Hill VF Department) |
| K-7 (Emma Webb Recreation Center) | Southwest (Southwest VF Department) |
| K-8 (Holloway Recreation Center) | Trent 1 (Deep Run VF Department) |
| K-9 (Kinston Number 4 Fire Station) | Trent 2 (Moss Hill Ruitan Building) |
| Contentnea (Contentnea Ruitan Building) | Vance (GTP Ed & Training CTR.) |
| <u>Falling Creek (Banks Elementary School Gym)</u> | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

[Signature]
Signature of Applicant

11/15/13
Date

APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

NURSING HOME COMMUNITY ADVISORY COMMITTEE

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

* * * * *

Name: Ella H Hall
 Address: PO Box 3115
 City/State/Zip: Kinston NC 28502
 Telephone: (Home) 252-523-5216 (Work) _____
 Occupation: Retired
 Business Address: _____
 Age: (Optional): _____
 Number hours available per month for this position: May Vary
 Training: LPN, CPR, First Aid - Blood Borne Pathogens
 Business and Civic Experience/Skills: Kinston Civitan, Church Community events
Red Cross office + Blood Volunteer - welcome + greeter ministers - Health Team Chairman
 Other County Boards/Committees/Commissions presently serving on: Red Cross Lenoir County Board
 Expiration date of Term: _____

Circle your voting precinct

- | | |
|---|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | <u>Neuse (Agricultural Center)</u> |
| K-4 (Northwest Elementary School) | Pink Hill 1 (Bethel Baptist Church) |
| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-6 (Teachers Memorial School) | Sand Hill (Sand Hill VF Department) |
| K-7 (Emma Webb Recreation Center) | Southwest (Southwest VF Department) |
| K-8 (Holloway Recreation Center) | Trent 1 (Deep Run VF Department) |
| K-9 (Kinston Number 4 Fire Station) | Trent 2 (Moss Hill Ruitan Building) |
| Contentnea (Contentnea Ruitan Building) | Vance (GTP Ed & Training CTR.) |
| Falling Creek (Banks Elementary School Gym) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Ella H Hall
Signature of Applicant

10/17/2013
Date