

MINUTES
LENOIR COUNTY BOARD OF COMMISSIONERS
June 15, 2009

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, June 15, 2009 in the Board of Commissioners Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members present: Chairman George Graham, Vice-Chairman Claude Stroud and Commissioners, Jackie Brown, Reuben Davis, Tommy Pharo and Linda Rouse Sutton.

Members absent: Mr. Humphrey

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

Chairman Graham called the meeting to order at approximately 4:00 p.m. Ms. Brown offered the invocation and Mr. Graham led the audience in the pledge of allegiance.

Upon a motion by Ms. Brown and a second by Mr. Stroud, the Board excused Mr. Humphrey from the meeting.

PUBLIC INFORMATION:

Ms. Rebecca Geraghty and Mr. Todd Davis of Brennan Management Services, Inc. updated the Board on the Lenoir County Jail and Courthouse Annex. Ms. Geraghty introduced schematic drawings and 3-D images of the Lenoir County Jail and Courthouse Annex. Ms. Geraghty stated Brennan and Associates presented estimates to Lenoir County for two separate building site locations in March of 2009. The estimates of these conceptual designs for the Lenoir County Jail and Courthouse Annex were approximately the same cost with the total cost of construction at \$16,690,327. Based upon direction received at a March 12, 2009 meeting, Brennan Associates proceeded with schematic design of the facility on the alternate site location. Taking into account the current market conditions, the construction costs for this project could be anticipated to be around \$16,005,621. The current market conditions indicate that construction costs are down as much as 15 to 20% across many sectors. If the project schedule is extended, market conditions will likely improve and the project bids may be more in line with those in the second quarter of 2008. The cost then could be around \$17,606,183. Since the March 12th conceptual estimate review, there have been over \$1.5M in anticipated costs added to the project. The added costs are as follows: 1) Masonry replaced with precast at partial basement, first and second floor areas. The total anticipated cost of this change is approximately \$160,000; 2) Exterior Insulated Finish System and punched window openings replaced with glass curtainwall system at the third, fourth, and fifth floors is anticipated to impact project costs by \$600,000; and 3) The geotechnical report for the project was received in late May and will have a significant impact on the project costs. Brennan has included an allowance of \$750,000 for these costs as they expect the impact to be between \$700,000 and \$800,000; estimated on a 19-month construction schedule for completion.

Ms. Geraghty stated the estimates include underground, first and second floor connectors to the existing Courthouse building. The basement and first floor structure will be constructed of cast in place of concrete. The second through fifth floor structures will be structural precast. The jail will be approximately 5 stories consisting of 62,000 sq. ft. The buildings exterior skin will be architectural precast concrete insulated on the interior side of the building up to the third floor level and glass curtain wall form the third through fifth floor levels. The basement and fist floor interior walls will be a combination of concrete block (CMU) and drywall. Sheriff Smith stated the best decision the County has made was choosing Brennan and Associates for jail design. They have designed a facility for security and growth for now and in the future. The Board thanked Brennan Associates for the update.

ITEMS FROM CHAIRMAN/COMMISSIONERS

Item No. 1 was Items from the Chairman and Members of the Board. Ms. Sutton introduced a Proclamation against Closing Dobbs Youth Development Center. Ms. Sutton stated Dobbs Youth Development Center was established in September 1944 and employs approximately 85 people. Dobbs contributes substantially to the economic system of Lenoir County by utilizing medical services and facilities, purchasing supplies, goods and services. Dobbs employees provide valuable volunteer services for the citizens of Kinston-Lenoir County. Upon a motion by Ms. Brown and a second by Mr. Pharo, the proclamation was approved. Mr. Pharo proposed approval of a Proclamation against HR 2454: The American Clean Energy and Security Act. The Bill will raise energy rates by 20-40% across the nation. Upon a motion by Mr. Davis and a second by Mr. Stroud, the proclamation was unanimously approved. Mr. Davis stated some citizens have expressed their concern with smoking on the courthouse steps. Mr. Jarman stated signage was placed to prohibit smoking within 50 ft. of the courthouse, at that time the sitting Board asked that the signs be taken down. Ms. Sutton stated she feels smoking should be prohibited at the courthouse entryways. After a brief discussion, the Item was tabled for further discussion.

ITEMS FROM THE COUNTY MANAGER

Item No. 2 was Items from the County Manager. No items were discussed.

CONSENT AGENDA

Upon a motion by Ms. Brown and a second by Ms. Sutton, the Board unanimously approved the Consent Agenda.

- 3. Approval of Minutes: Regular Board Meeting: June 1, 2009 Aytch/Jarman
Budget Work Session : June 8, 2009

PUBLIC HEARING/RESOLUTIONS

Item No. 4A was a Public Hearing Regarding the Edward Byrne Memorial Justice Assistance Grant (JAG) Funds. Upon a motion by Mr. Graham and a second by Ms. Brown, the public hearing opened at 5:12 p.m. Major Chris Hill of the Lenoir County Sheriff's Department addressed the Board. Mr. Hill stated on a grant award in the amount of \$26,935, the Sheriff's Office intends to purchase 12 Led lights at a cost of \$21,492. With the remaining funds the Sheriff will purchase six (6) .223 MP15 rifles, the total cost for rifles is \$5,250. There were no comments made by the public. Upon a motion by Mr. Graham and a second by Ms. Brown the public hearing closed at 5:12 p.m.

Item No. 4B was a Resolution Approving Proposed Expenditure of the Edward Byrne Memorial Justice Assistance Grant (JAG) Funds. Upon a motion by Ms. Brown and a second by Mr. Davis, Item No. 4B was unanimously approved.

Item No. 5 was a Public Hearing Regarding the Closeout of the 2006 CDBG Scattered Site Project. Upon a motion by Mr. Graham and a second by Ms. Brown, the public hearing opened at 5:13 p.m. Mr. David Harris of RSM Harris Associates; addressed the Board. Mr. Harris stated the County received \$400,000 in CDBG grant assistance to provide housing assistance to families scattered throughout the County. Three (3) families were furnished with brand new homes. Upon a motion by Mr. Graham and a second by Ms. Brown the public hearing closed at 5:15 p.m.

Item No. 6 was a Public Hearing Regarding the Requirements of all 2009 CDBG Projects as well as a Public Hearing Regarding Fair Housing Requirements. Upon a motion by Mr. Graham and a second by Ms. Brown, the public hearing opened at 5:15 p.m. Mr. Harris stated the hearing is to provide explanation of the regulations, eligible activities and proposed uses of CDBG funds that could be undertaken in the following categories: Community Revitalization, Scattered Site Housing, Infrastructure, Economic Development and Housing Development. The hearing will also provide information on the County's support of fair housing requirements. The State has announced some deadlines for each of these categories. The County is a supporter of fair housing requirements. Upon a motion by Mr. Graham and a second by Ms. Brown the public hearing closed at 5:22 p.m.

Item No. 7A was a Resolution by the Board of Commissioners of the County of Lenoir Authorizing Execution of CDBG-TEDG Documents. The County of Lenoir has applied for funding from the State of North Carolina under the Small Cities Community Development Block Grant Program. The County of Lenoir has been offered a \$75,000 grant under the 2006 Small Cities Community Development Block Grant Program – Talent Enhancement Demonstration Grant Category. Approval of this resolution means the county of Lenoir accepts the State of North Carolina under the Small Cities Community Development Block Grant offer of \$75,000. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 7A was unanimously approved.

Item No. 7B was a Resolution Authorizing Individuals to Sign all Requisitions for Funds from the Talent Enhancement Demonstration Grant (TEDG). Lenoir County applied to the Office of Rural Development Programs for a Talent Enhancement Demonstration Grant on March 16, 2009. These funds will be used to train a County employee to apply and implement Community Development projects. The County will utilize the ECU Office of Engagement, Innovation and Economic Development for training and studies. The funds will also be used to select a housing rehabilitation consultant experienced in housing construction and CDBG projects, to evaluate housing/neighborhood needs across the County. The County received notice of the approval of this grant on May 29, 2009. The Board is requested to approve, Michael W. Jarman, County Manager, Thomas L. Hollowell, Assistant County Manager, Martha H. Martin, Finance Officer, and Rose T. Fox, Accounting Specialist as designated individuals certified to sign requisitions for all Talent Enhancement Demonstration Grant (TEDG) requisitions for funds. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 7B was unanimously approved.

Item No. 7C was a Budget Ordinance: Community Development Block Grant Program: 2009 Talent Enhancement Demonstration Grant #08-T-1910. The project authorized is the Community Development Project described in the work statement contained in the 2009 CDBG application between the County of Lenoir and the NC Office of Rural Development Programs. This project is also referred to as the Talent Enhancement Demonstration Grant. The officers of the County of Lenoir are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the NC Office of Rural Development Programs and the budget contained herein. The finance officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and Federal and State Regulations. Funds may be advanced from the general funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner. Reimbursement to the general funds should be made in a timely manner. The finance officer is directed to report monthly on the financial status of each project element in Section IV and on the total grant revenues received or claimed. Copies of this Grant Project Ordinance shall be made available to the budget officer for direction in carrying out this project. . Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 7C was unanimously approved.

Item No. 7 D was a Resolution Authorizing the Awarding of a Contract for Demolition Services for the 2006 CDBG Concentrated Needs Project: \$2,950. Lenoir County was awarded \$700,000 for the CDBG Concentrated Needs project on July 31, 2006. This project has allowed the rehabilitation of homes, acquisition and clearance of parcels, relocation of families and provided water and drainage improvements in the Willie White Road and Mays Store Road area of Lenoir County. Bids were solicited for the demolition of one structure in that area on June 3, 2009. The contract will specify that the contractor will be allowed to do only that approved structure and only the activities specified by the county and/or the project administrator. On June 3, 2009, bids were solicited from three demolition contractors for the demolition of one structure. The contract for demolition of the one structure in the Willie White Road and Mays Store Road area of Lenoir County in the 2006 CDBG Concentrated Needs Project be awarded and executed by the Lenoir County Manager with Charles Hughes Construction at a cost NTE \$ 2,950. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 7D was unanimously approved.

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS

Item No. 8 was a Budget Ordinance Amendment: Fire Districts: Fire Protection: \$193,965: Increase. Mr. Hollowell stated the amendment appropriates funds to cover estimated revenues and expenditures for all fire districts for the remainder of FY 08-09. Upon a motion by Ms. Brown and a second by Mr. Stroud, Item No. 8 was unanimously approved.

Item No. 9 was a Budget Ordinance Amendment: Various Funds: Finance: \$1,004,750: Increase. Mr. Hollowell stated the amendment adjusts budgeted revenue and expenditures to more accurately reflect actual revenues and expenditures for eleven (11) months of FY 08-09. Upon a motion by Mr. Stroud and a second by Ms. Brown, Item No. 9 was unanimously approved.

Item No. 10A was a Resolution Authorizing Purchase Order Execution: Tim McKinnie & Associates, Inc.: Cost Allocation Plan: \$5,000. Mr. Hollowell stated Tim McKinnie would be the on-site consultant compiling this plan. He is one of the nations most experienced consultants in the field of cost

reimbursements for state and local governments with over 20 years of experience in preparing and negotiating cost allocation plans. He has prepared cost allocation plans for 98 of the 100 counties in North Carolina and all major cities. Prior to forming Tim McKinnie & Associates, Inc., Mr. McKinnie was Vice-President of David M. Griffith & Associates, Ltd. (now Maximus), which conducted the Cost Allocation Plan for Lenoir County for fiscal years 1989-2000. Tim McKinnie & Associates, Inc. has prepared the cost allocation plan for the past seven (7) fiscal years (01-02 thru 07-08) for Lenoir County at a cost to the County of \$5,000 per year. The indirect cost allocation plan is very important to the Social Services Department because it determines the allowable costs incurred by the County to support and administer Federal programs. These costs are reported and reimbursed to the County on a monthly basis. The allowable annual costs for Social Services proposed by the plan ending June 30, 2008 were \$999,506. Approval of this resolution will allow the encumbrance of funds and eventual payment for services as billed. Upon a motion by Ms. Sutton and a second by Mr. Stroud, Item No. 10A was unanimously approved.

Item No. 10B was a Resolution Approving/Authorizing Execution of FY 09-10 Insurance Policies with WA Moore Company, Inc. and Discovery Insurance Co.: \$383,074. Mr. Hollowell stated this current fiscal year would be the eighth in which the County contracted out all of the above-referenced insurance policies to local agents. In the past, part of the insurance coverage was taken through local agents and part was through the NCACC/NC Risk Management Pool. In past years, the Pool became increasingly more expensive than the local insurance options so we are recommending continuing with the local companies. For FY09-10 the County increased coverage amounts by an average of 5% on all buildings, added additional law enforcement personnel to cover LaGrange, added additional Transit vehicles, and contracted with Discovery Insurance to handle compliance with mandated Medicare Secondary Payer reporting requirements. JT Sutton Insurance Agency merged with WA Moore Company, Inc., on May 1, 2007; therefore, coverage previously provided by JT Sutton on auto, property, crime, general liability, and professional liability is now provided by WA Moore Company, Inc. Administration is recommending continuation of insurance coverage on County properties with WA Moore Company, Inc. for FY09-10. Administration did not bid this out because of the positive prior years' experience we had with these firms. These firms are independent agents and bid our insurance needs with several companies to obtain the best renewal quote for the County. There are only a limited number of underwriters that write insurance for units of government. Also, for EMS, there really is only one underwriter – VFIS (Volunteer Firemans' Insurance Services) which offers vehicle, general liability, and equipment coverage's. The County is self-insured on workers compensation, although we pay Discovery Insurance Company to handle claims and we pay for excess coverage for claims exceeding \$400,000. We previously evaluated being fully insured for worker's compensation, but the premiums were too high. Upon a motion by Ms. Brown and a second by Mr. Stroud, Item No. 10B was unanimously approved.

Item No. 11 was a Resolution Authorizing Support of Continuance of Health Department Clinics and Services through FY 2009-2010. Mr. Hollow stated the resolution is to grant permission to utilize funds as requested to support health department services. Upon a motion by Mr. Davis and a second by Ms. Brown, Item No. 11 was unanimously approved.

Item No. 12A was a Resolution Approving FY 09-10 Position and Pay Classification Plan. Mr. Jarman stated the Position and Pay Classification Plan has one addition from Lenoir County Transit for the addition of one (1) grant writer position. Upon a motion by Ms. Brown and a second by Mr. Stroud, Item No. 12A was unanimously approved.

Item No. 12B was a Resolution Approving an Increase in Annual Leave for County Employees by Approximately Two (2) Days in Each of the 'Years of Service' Categories Effective July 1, 2009. Mr. Jarman stated in the 1980's, most counties and municipalities had a leave accrual plan called "Petty Leave". These plans included 14 to 16 hours of leave awarded to employees to use to take care of personal business. In the late 1980's, most units of government discontinued the Petty Leave program and added those 14 to 16 hours of Petty Leave to the Annual Leave Accrual rates. Lenoir County discontinued the Petty Leave program but it did not add the Petty Leave hours to its Annual Leave accrual rates. A study has been conducted that indicates Lenoir County's accrual rates are approximately 14 hours or two (2) days behind many of our surrounding. This would be a good time to rectify the accrual rates and reward the employees. In order to retain knowledgeable and experienced employees as well as attract potential employees to our County, we must take whatever steps we can in order to compete in the future. Upon a motion by Mr. Davis and a second by Mr. Stroud, Item No. 12B was unanimously approved.

Item No. 13A was a Resolution for Blanket Approval of Adoption Assistance Requests for Vendor Payments. Mr. Jack Jones, Director of Social Services, addressed the Board. Vendor payments are allowable costs on behalf of children who are eligible for adoption assistance under any of the three funding categories, which are IV-E Adoption Assistance, IV-B Adoption Assistance and State Adoption Assistance. The maximum payment per child is \$2400 for any combination of medical and non-medical services or treatment not covered by any medical insurance program. The required county financial participation rate is 25% for children who participate in the IV-B and IV-E Adoption Assistance Programs; there is no county financial participation for vendor payments for children covered under the State Adoption Fund. Currently, DSS will encumber up to \$2,400 on several different vendors that provide various services. However, since several of the adoptive parents use the same vendors, there is a potential for more than \$2,500 to be spent per vendor. This resolution will waive the need to bring back to the Board any request that exceeds the \$2500 purchase order limit. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13A was unanimously approved.

Item No. 13B Resolution Approving Blanket Purchase Order for System Sales: \$2,500. The case record labeling process at DSS was automated in 2004 through the purchase of TABQuik software from Systems Sales Company, Inc. The system is easy to use, more professional looking and it also included installation in four locations within the agency and four printers. The blanket PO will cover the cost of a \$200 maintenance agreement, file folders and TabQuik labels. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13B was unanimously approved.

Item No. 13C was a Resolution Authorizing the Purchase of Radio Advertisements from Curtis Media Group East: \$4,686. The need for Foster Parents and Adoptive Parents in Lenoir County as well as nationwide continues to increase. MAPP (Model Approach to Partnerships in Parenting) is a program through which prospective foster (and adoptive) parents can be selected and prepared to work with child welfare agencies as team members in helping troubled children and teens. It provides these parents with information about children's feelings regarding their birth families, the realities of separation and attachment, the impact of a new child on one's own family, and how to parent children who have been sexually abused. With the right attitude, skills and proper support, foster parenting can be a very rewarding experience for all the people involved. In order to reach a broader base of prospective foster/adoptive parents to participate in the MAPP program, a three- (3) month period of radio advertisements is requested. The advertisements will run July, August and September of 2009.

These advertisements will be paid through the Federal Adoption Assistance Fund and no County funds will be used. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13C was unanimously approved.

Item No. 13D was a Resolution Approving Purchase Order and Contract with Thomas Hill of Thomas Service Center: \$7,530. The elimination of the county storage facility on McLewean Street in 2002 created a dire need for adequate long-term storage space for Social Services to house records, equipment, etc. Social Services is therefore contracting with Thomas Hill of Thomas Service Center to lease a 1944 square foot building across the street from DSS. Note that six (6) vendors were previously contacted concerning rental space and Mr. Hill offered the most competitive rate (22¢ per square foot or \$427.50 per month) for those located in the DSS vicinity. DSS began contracting with Thomas Hill in April 2004 and the rate remains the same for FY 2009-10. DSS will also be responsible for utilities at this location that run \$200 or less monthly. This is a one (1) year contract renewable with modification annually and is necessary to maintain DSS records and equipment. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13D was unanimously approved.

Item No. 13E was a Resolution Approving Purchase Order with Anza Mailing Systems (NeoPost): \$7,980. DSS contracts with Anza Mailing Systems for the lease of a postage machine at a rate of \$7,980 yearly. These costs include charges for all equipment; meter rental, maintenance and rate change protection, as well as a desktop folder/insertor for mass mailings. This agreement is necessary in order to accomplish the day to day work activities at DSS that include the processing of over one hundred and six thousand pieces of outgoing mail annually. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13E was unanimously approved.

Item No. 13F was a Resolution Approving Contract between Lenoir County Department of Social Services and North Carolina Department of Health and Human Resources, Division of Services for the Blind: FY 09-10: \$9,972. Each year the County has drafted its share of the costs of Services to the Blind. This includes Special Assistance for the Blind, Chore Services and Blind Services Salary Administration. This will be a one (1) year contract, renewable with modification annually and is necessary to continue Blind Services through DSS in Lenoir County. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13F was unanimously approved.

Item No. 13G was a Resolution Approving Contract for Commodities Distribution for FY 09-10: \$15,000. DSS historically contracts with the National Guard Armory for the distribution of USDA surplus commodities. The Department is planning four issuances in the upcoming fiscal year and the costs of the contract are 100% reimbursable by USDA-no local match required. Costs are for the actual administration, storage and distribution costs incurred by the Kinston Armory Commission in the amount of up to (18%) of the total value of products distributed, not to exceed \$15,000 annually. This resolution is necessary for the continuation of the Commodity Foods Program in Lenoir County and is effective July 1, 2009 through June 30, 2010. Generally, the Guard uses the moneys paid under this contract for some charitable purpose. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13G was unanimously approved.

Item No. 13H was a Resolution Approving Contract and Purchase Order with Enterprise Rent-A-Car: \$20,000. The Medicaid program requires DSS to assist Medicaid recipients with transportation to obtain necessary non-emergency medical services when requested. For out-of-town trips, DSS seeks the most cost efficient means of transport. DSS contracts with Enterprise Rent-A-Car when it is the most cost effective means for trips over 50 miles or trips to multiple out-of-county appointments. DSS will also contract with Enterprise Rent-A-Car for out-of-county work-related travel for DSS staff on an as-needed basis. This will reduce travel costs and Medicaid costs as well. This contract is necessary in order to provide continued transportation services for Medicaid recipients and to reduce travel expenditures for DSS staff. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13H was unanimously approved.

Item No. 13I Resolution Approving Contract with Salvation Army: \$20,000. In prior years, DSS has contracted with a temp agency or an individual to take and process crisis related applications for needy individuals. For FY 2009/10, DSS will contract with the Salvation Army (4th consecutive year) to take and process applications for the Crisis Intervention, Share the Warmth and Energy Neighbor programs to assist low income families with heating or cooling related crises. An initial allocation of up to \$25,000 for Crisis Intervention payments to clients and up to the maximum allocation for Energy Neighbor and Share the Warmth programs will be paid upon approval of the contract. Subsequent cash advances will be made upon written request based on the availability of funding, spending patterns, or weather conditions. An initial allocation not to exceed \$20,000 or the State allocation will be paid to the Salvation Army upon approval of the contract for administrative expenses. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13I was unanimously approved.

Item No. 13J was a Resolution Approving Purchase Order with Dell Financial Services: \$25,412. Mr. Jones stated DSS contracts with Dell Financial Services for the lease of one hundred thirty-five (135) Dell Opti 360 computers at a rate of \$25,412 yearly. These costs include charges for all equipment and maintenance. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13J was unanimously approved.

Item No. 13K was a Resolution Approving Purchase Order and Contract with Drake Janitorial Service, Inc. for FY 09-10: \$34,232. Janitorial services at DSS changed from direct staff to contracted services effective July 1, 2003. Drake Janitorial has agreed to continue their services at a modest 1.5% increase of \$2,852.66 per month for general cleaning (includes cleaning supplies) to be done five times per week. This includes a person to work from 8:30 AM to 4:30 PM as well as a night crew to complete duties that cannot be accomplished during regular work hours. This is a one (1) year contract renewable with modification annually and is necessary to maintain the DSS building. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13K was unanimously approved.

Item No. 13L was a Resolution Approving Blanket Purchase Order for the Following: Floors and Courts: \$6,000: Corporate Resources: \$35,000. DSS historically executes blanket purchase orders for miscellaneous office and maintenance supplies at the beginning of the fiscal year. County Department representatives have met with representatives of Floors and Courts and Corporate Resources and both have offered competitive prices. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13L was unanimously approved.

Item No. 13M was a Resolution Authorizing Contract with Lenoir County Sheriff's Office for FY 09-10: \$50,000. In previous years the Lenoir County Department of Social Services initiated a Memorandum of Understanding with the Lenoir County Sheriff's Office whereby all Child Support legal documents requiring service by the Sheriff's Office required a \$15 service fee for service attempted or perfected. This year, as in the previous three fiscal years, DSS will contract with the Sheriff's Office for a dedicated Deputy to serve papers, work DSS court, and locate absent parents in the Child Support Program. Funds have been budgeted for the Deputy's salary, fringes, Christmas bonus and longevity pay, uniforms, guns, radio and vehicle fuel/maintenance. Revenues from the State and Federal Governments are available at 66% making the total County costs approximately \$17,000. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13M was unanimously approved.

Item No. 13N was a Resolution Approving Purchase Order with Coeco Office Systems: \$51,208. DSS contracts with Coeco Office Systems for the lease of eleven Multifunctional Copiers at a rate of \$31,908 yearly. These costs include charges for all equipment, maintenance, copies and all supplies (excluding paper and staples). \$19,300 is budgeted yearly to cover the cost per copy. This agreement is necessary in order to accomplish the day to day work activities at DSS that include the printing and copying of over 2.5 million documents annually. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13N was unanimously approved.

Item No. 13O Resolution Approving Contract with Vanguard Professional Staffing: \$60,000. In an effort to assist with continual recruitment, retention and quality assurance, the DSS Board is seeking to temporarily contract with Vanguard Professional Staffing for Social Workers and Income Maintenance Caseworkers to staff vacancies in the Child Welfare Program, Work First Services and Economic Services. Vanguard offers temporary experienced employees to cover vacancies for full-time or part-time schedules. Protecting and serving abused and neglected children is a difficult, stressful, and litigious, but very important role of County Government and Social Services. Systems must be in place to recruit and retain sufficiently trained and qualified Social Workers to serve and protect abused and neglected children in Lenoir County. Vanguard will be used to staff long-term absences and difficult-to-fill vacancies. DSS has numerous vacancies in the Work First and Economic Services Divisions that have proven difficult to fill. Vanguard has agreed to provide qualified temporary Income Maintenance Caseworkers to work in the Medicaid and Food Stamp programs as necessary. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13O was unanimously approved.

Item No. 13P was a Resolution Approving and Authorizing the Out-Posting of Income Maintenance Caseworkers at Lenoir Memorial Hospital and the Lenoir County Health Department: \$69,091. Lenoir Memorial Hospital and DSS entered into a mutual agreement on July 1, 1989 establishing an Income Maintenance Caseworker position at the hospital with the intent to provide maximum services and assistance to persons who need medical services and financial assistance in paying for these services. A second position was added at a later date. DSS and the Lenoir County Health Department entered into a mutual agreement on August 15, 1993 establishing an Income Maintenance Caseworker position at the Health Department with the same intent and purpose. The Hospital and Health Department reimburse DSS 50% of the non-federal share of these positions. This resolution is necessary to continue the timely initiation and processing of Medicaid applications taken at Lenoir Memorial Hospital and the Lenoir County Health Department.

These Memoranda of Understanding are effective July 1, 2009 through June 30, 2010 and modifications require the consent of all parties. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13P was unanimously approved.

Item No. 13Q was a Resolution Approving Service Contracts for FY 09-10: Interim Health Care: \$247,214. DSS contracts with an In-Home Aide service provider for in-home or chore services for aged and/or disabled adults. In-Home Aide Services means the provision of care for a person or assistance to persons by performing home management or personal care tasks that are essential to daily living. Such tasks are performed to enable individuals to remain in their own homes when they are unable to carry out the activities of daily living for themselves and when no responsible person is available for these tasks. In Lenoir County, Level I chore services are provided by the Council on Aging and Level II and III are provided by the Department of Social Services. The Lenoir County Board of Social Services awarded the In-Home Aide Services Contract to Interim Health Care on April 26, 2007. (Note: In-Home Aide Services are required to be bid every third year.) Interim Health Care agreed to provide these services to clients referred by the Lenoir County Department of Social Services at a unit cost of \$12.50 for both Level II and Level III In-Home Aide services. These services are funded by allocations from the Home and Community Care block grant, State In-Home, and Social Services Block Grant funding sources. Approximately 32 citizens were provided chore services during fiscal year 2008/09 that would otherwise not have received care or may have required higher cost institutionalization. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13Q was unanimously approved.

Item No. 13R was a Resolution Approving Contracts for Legal Services: Dal Wooten & Chris Rogerson – NTE: \$158,000 Annually: Griffin & Griffin and Annette Turick – NTE: \$110,000 Annually: Griffin & Griffin – NTE: \$500 Annually. Lenoir County Department of Social Services historically contracts with Griffin and Griffin to provide legal services for the agency in the provision of protective services for abused, neglected and dependent children or adults and for termination of parental rights. Attorney Griffin's rate is \$90 per hour. A secondary contract is necessary for the continuity of legal services when the primary attorney is unavailable, in cases where a conflict-of-interest may arise for the primary attorney, and during times when the Department and the primary attorney are faced with a high volume of Child Welfare cases. The secondary provider of these services is Annette Turick at a rate of \$90 per hour. Charges for both attorneys are not to exceed \$110,000 in FY 2009-10. The department also contracts with Griffin and Griffin to provide administrative/legal services in personnel and other matters at the same rate and not to exceed \$500 during the fiscal year. Dal Wooten, Attorney at Law, is the primary provider and Chris Rogerson is the secondary provider of legal services for the department in the provision of Child Support services. Mr. Wooten served five years as the secondary provider before becoming the primary provider of Child Support legal services in 1997. The hourly rate for both is \$90 not to exceed \$158,000 in FY 2009-10. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13R was unanimously approved.

Item No. 13S was a Resolution Approving Provider Agreement for Subsidized Day Care: \$2,439,887. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13R was unanimously approved.

Item No. 13T was a Resolution Approving Contract for FY 09-10: Day Break Life Center Inc.: \$48,336. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13R was unanimously approved.

Item No. 13U was a Budget Ordinance Amendment: General Fund: DSS: \$2,625: Increase. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13U was unanimously approved.

Item No. 14A was a Resolution Authorizing FY 09-10 Purchase Orders for the Board of Elections: Print Elect/Owen G. Dunn - \$2,000: Freedom ENC/The Free Press - \$2,000: Weekly Gazette - \$1,000: A.G. Smith - \$1,500: \$6,500. Upon a motion by Ms. Sutton and a second by Mr. Brown, Item No. 14A was unanimously approved.

Item No. 14B was a Resolution Authorizing FY 09-10 Purchase Orders for the Board of Elections: Executive Leasing - \$5,818; Corporate Resources - \$2,000: \$7,818. Upon a motion by Ms. Sutton and a second by Mr. Brown, Item No. 14A was unanimously approved.

Item No. 15 was a Resolution Authorizing the Sale of Lenoir County Owned Lots to the City of Kinston. Mr. Darrell Parrish, Tax Administrator, addressed the Board. Mr. Parrish stated The North Carolina general statutes allow one government agency to transfer property to another government agency without going through a public bid process. All of these parcels were offered for sale to the public at the foreclosure sale. The total tax value of the properties was \$8,000. The County has a total investment in the property of \$7,898.69 (delinquent taxes and foreclosure costs). The City of Kinston has offered to purchase the property for the amount that the County has invested-\$7,898.69. Upon a motion by Mr. Stroud and a second by Mr. Davis, Item No. 15 was unanimously approved.

Item No. 16A was a Resolution Authorizing the Approval of FY 09-10 Expenditure of Supplies – R. L. Ballard & Associates: \$5,000. Upon a motion by Mr. Davis and a second by Mr. Pharo, Item No. 16A was unanimously approved.

Item No. 16B was a Resolution Approving FY 09-10 Expenditures of Funds for Leasing Copiers – COECO: \$5,508. Upon a motion by Mr. Davis and a second by Mr. Pharo, Item No. 16B was unanimously approved.

Item No. 16C was a Resolution Authorizing the Approval of FY 09-10 Contract Services Indexing – COTT Systems: \$50,000. Upon a motion by Mr. Davis and a second by Mr. Pharo, Item No. 16C was unanimously approved.

Item No. 17A was a Budget Ordinance Amendment: State Controlled Substance: Sheriff-State Controlled Substance: \$33,036: Increase. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17A was unanimously approved.

Item No. 17B was a Resolution Approving Purchase of Plumbing Services from the following Vendor: Ed Phillips Heating Air Conditioning & Plumbing: \$5,000. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17B was unanimously approved.

Item No. 17C was a Resolution Approving Contract for Sheriff's Equipment and Supplies: Lawmen's Safety Supply: \$7,500. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17C was unanimously approved.

Item No. 17D was a Resolution Approving Purchase of Ammunition: Lawmen's: \$7,800. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17D was unanimously approved.

Item No. 17E was a Resolution Approving Purchase of Tires from the Following Vendors: BTS Tire: \$10,000. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17E was unanimously approved.

Item No. 17F was a Resolution Approving Contract for Sheriff's Uniform Supply Vendor: American Uniform Sales: \$9,000: Century Uniforms: \$5,000. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17 was unanimously approved.

Item No. 17G was a Resolution Approving Purchase Order with Gately Communications, Co.: \$18,000. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17G was unanimously approved.

Item No. 17H was a Resolution Approving Contract for Sheriff's Uniform Supply Vendor: American Uniform Sales: \$10,000: Century Uniforms: \$18,000. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17H was unanimously approved.

Item No. 17I was a Resolution Approving Purchase of Equipment & Monitoring Services from Reliant Management Group: \$31,222. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17I was unanimously approved.

Item No. 17J was a Resolution Approving Contract for Jail Operating Supply Vendors: Bob Barke Supply: \$16,000: Safelle, Inc.: \$3,000: Brame: \$14,300. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17J was unanimously approved.

Item No. 17K was a Resolution Approving Contract for Repair/Maintenance Vendor: Brittain's Garage: \$18,000: Fast Forward Signs: \$5,000: Webb's Automotive: \$13,000: Jarman Tire: \$2,500: Fred Moodys Garage: \$2,500. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17K was unanimously approved.

Item No. 17L was a Resolution Approving Purchase of Night Vision Equipment: \$66,071.88. Sheriff Smith stated Within the Sheriff's Office is a detachment of deputies (Special Response Team-SRT) who perform specialized duties such as apprehending high risk individuals. These deputies are typically called-out when armed persons are barricaded within buildings or at other high-risk incidents. Although this team has been outfitted with contemporary equipment the team lacks the ability to adequately see in low-light conditions while performing these high-risk functions. Having the ability to see in low-light conditions greatly enhances the team's ability to identify the target and take appropriate actions to protect themselves. The Sheriff has been gathering information on night vision equipment. Arrington's of Greensboro, NC will provide (12) Generation 3 Night Vision goggles, one for each team member, as well as the helmet mounting hardware for \$44,951.88. In addition this same company will provide (2) Pinnacle Generation 3 universal night sights for specialized weaponry for a total cost of \$21, 120. The total to purchase for all of this equipment is \$66,071.88. Lawmen's Safety Supply proposed a price for the exact type of equipment but their price came in at \$68,514. It is the intent of the Sheriff to partially fund this purchase with Controlled Substance Tax funds and the other funded from Capital Outlay-Equipment. The Sheriff respectfully request that the Board of Commissioners authorizes the Sheriff to execute a purchase order with Arrington's to purchase the aforementioned night vision equipment. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17L was unanimously approved.

Item No. 17M was a Resolution Approving Contract for Jail Food Service Vendors: NC Dept. of Corrections: \$18,000: Sysco Food: \$32,000: US Foodservice: \$30,000: Franklin Baking: \$16,000: Maola Milk and Ice: \$30,000: Institution Food House: \$36,000. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17M was unanimously approved.

Item No. 18A was a Resolution Resolution Authorizing Replacement of three 15-Ton Split System Heat Pumps at the Lenoir County Livestock Building: Ed Phillips, Inc.: \$33,211. Upon a motion by Ms. Sutton and a second by Mr. Pharo, Item No. 18A was unanimously approved.

Item No. 18B was a Resolution Authorizing FY 09-10 Service Contracts and Purchase Orders for Court Facility/Public Buildings Department: \$172,170. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 18B was unanimously approved.

APPOINTMENTS

Item No. 19 was a Resolution Appointing Citizens to Boards, Commissions, Etc. The following reflects existing vacancies and appointments.

| <u>BOARD/COMMITTEE/COMMISSION</u> | <u>APPLICANT/ CURRENT MEMBER</u> | <u>TERM EXPIRATION</u> |
|--|---|--|
| North Carolina’s Eastern Region 2 nd Appearance | George W. Graham, Jr. (Re-Appointment) | June 2013 M: Brown S: Sutton |

CURRENT VACANCIES

- Lenoir County Economic Development Board – At-Large Member**
- Lenoir County Health Board – (1) Veterinarian, (1) Optometrist, (2) Public Members**
- Lenoir County Planning Board – Districts One (1) and Four (4)**
- Grifton Planning Board – One (1) Vacancy**
- CJPP – Three (3) Vacancies**
- Kinston Board of Adjustment – Two (2) ETJ Members; (1) Primary – (1) Alternate**

Upon a motion by Mr. Graham and through common consent, the Board canceled the July 6th Board of Commissioners Meeting. The next Board meeting will be held July 20th at 4:00 p.m.

ADJOURNMENT

Upon a motion by Mr. Graham and a second by Ms. Brown, the meeting adjourned at 6:01 p.m.

Respectfully submitted,

Reviewed By

Lashanda Aytch
Clerk to the Board

Michael W. Jarman
County Manager