

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
 MONDAY, AUGUST 19, 2013 – TIME: 4:00 P.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: 15 Min.

Dr. Stephen Mazingo, Superintendent of Lenoir County Public Schools
 Mr. Brent Williams, Executive Director of Operations; Lenoir County Public Schools
 Re: GPS Tracking and Bus Data Management System
 Ms. Michelle Nix: Request for Town Hall Meeting at the Lenoir County Courthouse
 Mr. Joey Huff, Health Director: Local Health Department Accreditation

- | | | |
|-----|---|---------------|
| 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: August 5, 2013 | Martin/Jarman |
| 4. | Budget Ordinance Amendment: Finance/Sheriff’s Dept.: \$1,542: Increase | Martin |
| | END OF CONSENT AGENDA | |
| | BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS: 40 Min. | |
| 5. | Resolution Honoring Mark Keene | Kelly |
| 6. | Resolution Authorizing Lenoir County Cooperative Extension to Manage and Facilitate the Seniors’ Health Insurance Information Program (SHIIP): \$2,923 | Kelly |
| 7. | Resolution Authorizing Contract with USDA Animal and Plant Health Inspection Service, Wildlife Services Division of Beaver Management Assistance Program Participation | Kelly |
| 8. | Budget Ordinance Amendment: General Fund: COOP Ext.-Prevention Block Grant: \$5,325: Decrease | Kelly |
| 9. | Budget Ordinance Amendment: Capital Improvements Fund: Economic Development: \$11,375: Increase | Martin |
| 10. | Resolution Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by Auction | Wiggins |
| 11. | Resolution Allowing Sheriff Chris Hill to Purchase a Cellebrite Kit Ufed Touch Ultimate Device: \$10,084 | Hill |
| 12. | Resolution Authorizing Lenoir County Health Department to Execute a Purchase Order Contract to Drake Janitorial Service, Inc.: \$28,579.60 | Huff |
| 13. | Resolution Authorizing Lenoir County Emergency Services to Accept Ownership of Magnum 5080K Light-Tower/Generator from Duplin County: Purchased with Department of Homeland Security Grant Money through Domestic Preparedness Region 2 | Dail |

APPOINTMENTS: 5 Min.

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

Martin

OTHER ITEMS: 10 Min.

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



North Carolina

LOCAL HEALTH DEPARTMENT ACCREDITATION

North Carolina Local Health Department Accreditation

Site Visitors' Report

The Site Visit Team should use this report form to record their findings, comments, and recommendation in response to the health department's self assessment. The Site Visitors will consider their corroboration of the claims of the Health Department Self-Assessment, the outcomes of the on-site interviews, and their review of the evidence in the agency's resource file in preparing their report.

HEALTH DEPARTMENT: Lenoir County Health Department

COUNTY (or COUNTIES): Lenoir

HEALTH DIRECTOR: Joey Huff

BOARD OF HEALTH CHAIR: Giles Stroud

DATE HDSAI SUBMITTED: July 1, 2013

DATES of SITE VISIT: July 30 - August 1, 2013

INITIAL or RE-ACCREDITATION SITE VISIT: Re-Accreditation Site Visit

Site Visit Team Composition

- Tommy Jarrell, Public Health Administrator, Lead Site Visitor
- Nilla Sloop, Board of Health
- Malcolm Blalock, Environmental Health
- Cynthia Richmond, Public Health Nurse

Region Served by the Health Department

The population of Lenoir County is approximately 60,000 residents. There are three incorporated towns located in the county. The county seat is Kinston which is centrally located within the county. La Grange is located in the northwest area of the county. Pink Hill is located at the southern tip of the county. Agriculture and textile/manufacturing are the primary economic infrastructure of the county as well as the Global Transpark. The county has recently begun to emerge from the economic slowdown caused by the downsizing of Dupont and several other industries. Highway 70 E/W is a major four-lane thoroughfare that bisects the county. The Neuse River traverses the county and was the lifeline for commerce during the late 1700's and during the 19th century.

Number of Local Health Department Employees

The health department is located in the city of Kinston and employs 72 employees.

Local Health Department Budget Information

The budget is approximately \$3.5 million.

Local Health Department Services/Programs

The agency offers an array of programs and services including the following:

Adult Health, Animal Control, Child Health, Environmental Health, Family Planning, Health Promotion, Immunizations, Maternal Health, Public Health Preparedness and Response, STD, Communicable Disease, and WIC.

Findings

Accreditation Recommendation

The Site Visit Team was able to designate 141 activities out of 148 as 'Met' by the Lenoir County Health Department. Scoring requirements for Accreditation have changed effective February 1, 2013 to score each activity individually and not Benchmarks as a whole.

Accreditation Recommendation

The Accreditation Site Visit Team recommends the Lenoir County Health Department for Re-Accreditation.

Not Met Activities:

Activity 7.3: The local health department shall investigate and respond to environmental health complaints or referrals.

Re-Accreditation Documentation:

- Since the previous site visit, annual complaint logs (with the following required: complaint reported, date reported, action taken in accordance with policy, date of action taken and referral information if referred to another agency)

AND

- Lab/investigation reports (where applicable)

AND

- Policy defining timely and appropriate action.

Site visitors will randomly select a year for review since the previous site visit. A sample of complaints and reports for the year selected should be provided upon site visitor request.

Site Visit Team's Explanation: The Health Department did not include all required elements on the complaint log; information on the complaint and dates of initial investigation were not included on the log.

Activity 9.5: The local health department shall inform affected community members of changes in department policies or operations

Documentation:

- Announcement related to departmental change appearing in two of the following: news article, posting on web site, signage within the agency, recording from radio or TV, etc.,

AND

- Evidence of opportunity for public comment demonstrated by one of the following: meeting minutes, record of scheduled event, questionnaire and results. If no changes, show policy and procedure.

Site Visit Team's Explanation: The Health Department did not provide evidence of any opportunity for the public to comment on actions that affect the community before changes were enacted.

Activity 30.8: The local health department's hours of operation shall be based on documented community need.

Documentation:

- Evidence of consumer and community input related to service needs
- AND
- Record of response.

Site Visit Team's Explanation: The Health Department did not have documentation in their meeting minutes that discussion took place on responses from the consumer satisfaction survey concerning hours of operation.

Activity 31.4: The local health department shall have current written position descriptions and qualifications for each staff position.

Documentation:

- Position descriptions on file that have been signed, dated, and reviewed annually, to be verified through observations by Site Visitors.

Site Visit Team's Explanation: The Health Department did not have documentation in 5 of the personnel records that showed position descriptions had been reviewed annually during the last 4 years.

Activity 31.5: The local health department shall implement a performance appraisal system for all staff.

Documentation:

- Performance appraisal policies and procedures
- AND
- Signed and dated annual performance appraisal, to be verified through observations by Site Visitors

Site Visit Team's Explanation: The Health Department did not have documentation in 5 of the personnel records that showed performance appraisals had been performed annually during the last 4 years.

Activity 34.2: The local board of health shall review its operating procedures annually.

Re-Accreditation Documentation:

Board of health meeting minutes indicating annual review of operating procedures.

Site Visit Team's Explanation: The Health Department could not provide evidence that Operating Procedures were reviewed each year since the previous site visit as required by this Accreditation activity.

Activity 36.2: The local health department shall assure new board of health members receive training and reference materials on the authorities and responsibilities of the local board of health within the first year after appointment to the board.

Documentation:

- Training materials used
- AND
- Dated evidence of all BOH members' participation in orientation training activities during their first year after appointment.

Site Visit Team's Explanation: The Health Department could not show that a Board of Health member received orientation training within the first year after appointment.

Strengths and General Observations:

- The Accreditation Site Visit Team would like to commend the Lenoir County Health Department staff for their gracious hospitality and friendliness shown to the site visit team.
- The Accreditation Site Visit Team commends the Lenoir County Health Department for having facilities that are clean, very well maintained and secure.
- The Accreditation Site Visit Team commends the Lenoir County Health Department for their well-marked hard copy documentation which allowed the Site Visit Team to easily find evidence provided.
- The Accreditation Site Visit Team commends the Lenoir County Health Department for its very secure medical records department with great covers over medical records carts.
- The Accreditation Site Visit Team commends the Lenoir County Health Department for having a natural gas powered generator connected to their immunization refrigerator.
- The Accreditation Site visit Team commends the Lenoir County Health Department for advertising Health Department services to the community on pharmacy bags.
- The Accreditation Site Visit Team commends the Lenoir County Health Department Laboratory for the very visible maintenance and cleaning logs.
- The Accreditation Site Visit Team commends the Lenoir County Health Department for promoting and making the Health Department visible in the community through activities such as the Christmas parade and health fairs.
- The Accreditation Site Visit Team was impressed with the Lenoir County Public Health Department's longevity of the Management team and staff and the retention of experienced staff.
- The Accreditation Site Visit Team commends the Lenoir County Health Department for maintaining staff without cuts during hard economic times.
- The Accreditation Site Visit Team commends the Lenoir County Health Department for its strong partnerships throughout their community.
- The Accreditation Site Visit Team commends the Lenoir County Health Director on his credibility in the community and for having a good working relationship with schools, hospital and SPCA.
- The Accreditation Site Visit Team recognizes that the Lenoir County Board of Health has trust and respect in working with Health Director and staff and feels that the community respects the Health Department as a whole.
- The Accreditation Site Visit Team commends the Lenoir County Health Department for working with a neighboring county to provide much- needed Public Health services.
- The Accreditation Site Visit Team commends the Nursing Director for fostering staff moral through special activities and recognitions.
- The Accreditation Site Visit Team commends the Lenoir County Health Department for cross-training staff.
- The Accreditation Site Visit Team was impressed that the Lenoir County Health Department secured a position for a full time Medical Director/Provider that could better service the needs of their clients.

• Lenoir County Health Department - HDSA I Summary Checklist

CF&ES		M	NM	CF&ES		M	NM	CF&ES		M	NM	CF & ES		M	NM	BOH		M	NM
Assessment				Policy				Assurance				Assurance							
1				9				16				27				34			
	1.1	X		9.1	X			16.1	X			27.1	X			34.1	X		
	1.2	X		9.2	X			16.2	X			27.2	X			34.2		X	
	1.3	X		9.3	X			16.3	X			27.3	X			34.3	X		
				9.4	X										34.4	X			
2				9.5		X		17				28				34.5	X		
	2.1	X		9.6	X			17.1	X			28.1	X						
	2.2	X						17.2	X						35				
	2.3	X						17.3	X			29				35.1	X		
	2.4	X		10								29.1	X						
				10.1	X							29.2	X		36				
				10.2	X			18											
3				10.3	X			18.1	X							36.1	X		
	3.1	X		10.4	X			18.2	X							36.2		X	
	3.2	X						18.3	X							36.3	X		
								18.4	X										
				11															
4				11.1	X							30				37			
	4.1	X		11.2	X			19				30.1	X			37.1	X		
	4.2	X						19.1	X			30.2	X			37.2	X		
	4.3	X						19.2	X			30.3	X			37.3	X		
				12								30.4	X			37.4	X		
				12.1	X							30.5	X			37.5	X		
5				12.2	X			20				30.6	X			37.6	X		
	5.1	X		12.3	X			20.1	X			30.7	X						
	5.2	X						20.2	X			30.8		X		38			
	5.3	X										30.9	X			38.1	X		
				13				21				30.10	X			38.2	X		
6								21.1	X							38.3	X		
	6.1	X		14				21.2	X										
	6.2	X						21.3	X			31							
	6.3	X						21.4	X			31.1	X			39			
												31.2	X			39.1	X		
												31.3	X			39.2	X		
7				14.4	X			22				31.4		X		39.3	X		
	7.1	X						22.1	X			31.5		X		39.4	X		
	7.2	X		15				22.2	X			31.6	X			39.5	X		
	7.3		X	15.1	X			22.3	X										
	7.4	X		15.2	X														
	7.5	X		15.3	X			23				32				40			
	7.6	X		15.4	X			23.1	X			32.1	X			40.1	X		
	7.7	X		15.5	X			23.2	X			32.2	X			40.2	X		
				15.6	X			23.3	X			32.3	X						
8												32.4	X			41			
	8.1	X						24								41.1	X		
	8.2	X						24.1	X			33				41.2	X		
	8.3	X						24.2	X			33.1	X			41.3	X		
	8.4	X						24.3	X			33.2	X						
												33.3	X						
								25				33.4	X						
								25.1	X			33.5	X						
								25.2	X			33.6	X						
												33.7	X						
								26											
								26.1	X										
								26.2	X										
								26.3	X										

Lenoir County Health Department Site Visit Team:

Tommy Jarrell
Tommy Jarrell
Public Health Administrator

8/1/13
Date

Cynthia Richmond 8/1/13
Cynthia Richmond Date
Public Health Nursing

Malcolm Blalock
Malcolm Blalock
Environmental Health

8/1/13
Date

Nilla Sloop 8.1.13
Nilla Sloop Date
Board of Health

ACCREDITATION ADMINISTRATOR:

Dorothy Cilenti
Dorothy Cilenti
Accreditation Administrator

8/8/13
Date

NORTH CAROLINA LOCAL HEALTH DEPARTMENT ACCREDITATION BOARD
Local Health Department

Written Response to the SVT Report

Manual: NCLHDA Policies and Procedures	<u>Applicable Signatures/Title</u>
Section: Local Health Department	Administrator:
Distributed to/Date: Policies and Procedures Manual	Board Chair:
	NCIPH Director:
	Effective Date: December 19, 2008
	Supersedes: Request for Review of the SVT Report Policy of 8/19/08

Policy: The North Carolina Local Health Department Accreditation (NCLHDA) Program shall provide a means for local health departments (LHD) to respond to the findings of the Site Visit Team (SVT) Report. Local health departments shall have the right to provide a written response to the SVT Report that is presented to the board with the SVT Report. Local health departments may also request a review of the SVT Report by the Accreditation Administrator (AA), prior to the scheduled board meeting if they feel that information in the SVT Report contain errors of fact.

Purpose: The Board serves as the adjudicating body for the NCLHDA program and, as stated in the Adjudication & Appeals Procedures, hears appeals of information. When the Local Health Department receives its SVT Report, the LHD may wish to dispute a “not met” finding or a finding or recommendation that the LHD feels is erroneous prior to the presentation of the report to the Board. The request for review is presented to the NCLHDA Program Office.

Definitions:

Request for Review – a written statement specifying the error of fact and the corrected information, presented to the AA within 10 calendar days of receipt of the SVT Report by the LHD.

Errors of Fact – An error that is quantifiable, objective and not subject to interpretation in its meaning. (Example – the report states that the boundary is **30** feet, when the policy clearly states the boundary as **50** feet.)

Written response – a written statement in response to the findings of the SVT Report and presented to the AA within 10 calendar days of receipt of the SVT Report by the LHD.

Responsible Person(s):

The Accreditation Administrator (AA) receives the written response or request for review for an error of fact from local health departments on behalf of the Board. The AA investigates as

appropriate and reports findings to the LHD and the Board Chair. A written response is forwarded to the board with the SVT report.

Procedures:

Written Response

1. The local health department presents, in writing, a response to the SVT Report.
2. The response is mailed, delivered or emailed to the AA.
3. The response is forwarded to the Lead Site Visitor (LSV) for that SVT.
4. The LSV reviews the response and may discuss with the SVT.
5. The LHD response is presented to the board with the SVT Report for that agency.

Request for Review for Error of Fact

1. The local health department presents, in writing, a request for review of an error of fact in the SVT Report.
2. The request is mailed, delivered or emailed to the AA.
3. The AA notifies the Board Chair that a request for review has been received.
4. The LHD cannot request a review simply because it disagrees with the SVT Report. This is not a response to a not met activity. There must be compelling evidence that an erroneous fact is cited in the SVT report.
5. The request is NOT to be used to:
 - a. present information for consideration the LHD feels will clarify its position
 - b. request to change of a “not met” activity to a “met” activity
 - c. question how the SVT reached a conclusion in the report
 - d. present information the LHD feels was not properly reviewed during the site visit
 - e. present information or evidence it feels was present at the time of the site visit, but was not requested or evaluated by the SVT
6. The items in No. 5 may be included in a written response, and may be presented during the adjudication process of a board meeting.
7. An appeal cannot be made until the Board has rendered a decision on accreditation status for the LHD.
8. The AA investigates by including discussion, as is appropriate, with NCLHDA staff, LHD staff, the Health Director, SVT members and the Lead Site Visitor.
9. Upon conclusion of the investigation, the AA makes a decision and communicates that in writing to the LHD and the Board Chair.
10. If the LHD wishes to appeal the decision of the AA, the Appeals of Information procedure from the Adjudication & Appeals Procedures shall be used.

Report Format

The report will follow the format in Attachment 1 and will have the following components:

- Date
- Title
- Who made the request for review

- Background
- Investigation
- Decision Rendered

Reference Plans and Policies:

Adjudication & Appeals Procedures



North Carolina

LOCAL HEALTH DEPARTMENT ACCREDITATION

Date

REPORT FROM THE ACCREDITATION ADMINISTRATOR

XXX County Request for Review of Error of Fact in Site Visit Team Report

Request made by _____

Background

Investigation

Decision Rendered

The XXX County Health Department Site Visit Report will be/will not be revised to reflect this action/decision.

NORTH CAROLINA LOCAL HEALTH DEPARTMENT ACCREDITATION BOARD
Board

Adjudication & Appeals Procedures

Manual:	<u>Applicable Signatures/Title</u>
Section:	Administrator:
Distributed to/Date:	Board Chair:
	NCIPH Director:
	Effective Date:
	Supercedes:

Policy: The North Carolina Local Health Department Accreditation (NCLHDA) Board shall determine accreditation status of local health departments by acting on the recommendations of the Site Visit Team (SVT). Local health departments shall have the right to appeal:

1. not met activities or the accreditation recommendation made in the site visit report
2. the accreditation status determination of the Board

Purpose: The Board serves as the adjudicating body for the NCLHDA program. In this role, the Board assigns accreditation status to local health departments. There will be instances when a local health department will disagree with the Board’s assignment of accreditation status, may wish to present further evidence to the Board, or may wish to appeal information that was stated in the SVT report.

Definitions:

Adjudication – the process whereby the Board determines the accreditation status of a local health department

Appeal – a written objection made within 10 calendar days of the Board’s decision regarding accreditation status, stating the specific decision and basis for the objection

Appeals Committee – A standing committee of the NCLHDA Board. “It is the duty of this committee to receive appeals from local health departments and to schedule hearings, if held. The committee shall be composed of five members with the Board Chair serving as chair of the committee. Other members, which shall be appointed by the Board Chair, are one health director, one commissioner, one Board of Health representative, and one at large Board member.” *(from the NCLHDA Board Operational Guidelines, Approved, 04-11-08)*

Applicable Law, Rules and References:

- § 130A-34.1.(e)(6)
- § 130A-34.1.(g)
- 10A NCAC 48A .0203 Board Action
- 10A NCAC 48A .0204 Informal Review Procedures

Responsible Person(s):

The Accreditation Administrator (AA) receives appeals from local health departments on behalf of the Board. The Board Chair receives notice of the appeal and forwards to the Appeals Committee. The Appeals Committee hears the appeal and makes a final recommendation to the Board. The Board makes adjudicating decisions and acts on recommendations of the appeals committee.

Procedures:

Adjudication

1. A Board meeting is scheduled at least quarterly to hear the recommendation for accreditation status from the Lead Site Visitor (LSV). The LSV or designee represents the SVT in presenting the report to the Board. Any other SVT members who wish to be present may attend the board meeting.
2. The local health department shall have the opportunity to respond to the presentation.
3. Upon the local health department's request, the Board shall grant the local health department an extension of an additional 21 calendar days to submit additional written information to the Board. The purpose of this additional material is to support the claims of the local health department for accreditation status, or be offered as evidence toward an unmet activity.
4. If no request for an extension is made, the Board may:
 - a. Take action on the Site Visit Team's recommendation
 - i. The Board shall assign the following accreditation status:
 - "Accredited" to a local health department that satisfies the accreditation standards
 - "Conditionally accredited" to a local health department that, in its initial accreditation application, fails to satisfy the accreditation standards
 - "Unaccredited" to a local health department that had continued to fail to meet accreditation standards after the maximum (two years) period of conditional accreditation
 - b. Request additional information from the local health department and defer action on the recommendation to a later meeting
 - i. Action shall be taken within 90 days of the presentation of the site visit report to the Board
5. If a local health department is given conditionally accredited status:
 - a. The period of conditional accreditation shall expire two calendar years after conditional accreditation is granted.

- b. The Board shall provide to the local health department a written statement of the conditions that must be satisfied in order for the local health department to be accredited.
 - c. At any time during the two-year period, the local health department may request that its status be reviewed and changed from "conditionally accredited" to "accredited."
 - d. If the Board finds that the conditions have been met, the Board shall change the local health department's status to "accredited" with the accreditation period to expire four calendar years after the conditional accreditation was initially granted.
 - e. If the Board finds that the conditions have not been satisfied, the local health department shall continue under its grant of conditional accreditation unless the two year maximum conditional accreditation period has expired.
 - f. During the conditional accreditation period, the local health department may apply again for accreditation.
6. If the Board assigns a status of "conditionally accredited" or "unaccredited," the local health department may make a written request within 10 calendar days for reconsideration of the decision.
 7. The written request shall state the specific objections to the decision and the basis for those objections.
 8. The request is to be mailed to the AA.
 9. The AA notifies the Board Chair that an appeal has been received.
 10. The Board Chair convenes the Appeals Committee and schedules a hearing within 30 days of receipt of the request.
 11. The AA notifies the local health department of the scheduled hearing date.
 12. The Board shall act on the request, with a recommendation from the Appeals Committee, within 60 calendar days of the receipt of the request.
 13. The decision of the Board is final and shall be communicated in writing.

Appeals of Information

1. The local health department may request in writing for the Board's consideration regarding the presentation of information it feels will clarify its position to change an "unmet" activity to "met".
2. The request is mailed to the AA.
3. The AA notifies the Board Chair that an appeal has been received.
4. The Board Chair determines if the appeal will be heard by either the Board or the Appeals Committee.
 - a. The appeal may be denied if it does not change the outcome of the recommendation for accreditation status.
5. If the appeal is to be heard, the Board Chair convenes the Appeals Committee who will consider the information presented by the local health department. The Appeals Committee may determine a response either through a committee meeting or through a formal hearing.
6. Should a hearing be held, a date is set by the Board Chair within 30 days of the receipt of the request.

7. The AA notifies the local health department of the hearing date.
8. The Board shall act on the request within 60 calendar days of the receipt of the request.
9. The decision of the Board is final and shall be communicated in writing.

Reference Plans and Policies:

NCLHDA Board Operational Guidelines

DEFUND ObamaCare Town Hall

Hold Congress Accountable

**(Representatives Butterfield, Jones and McIntyre
and Senators Burr and Hagan invited)**

**Friday, August 23rd at 6:30PM
Lenoir County Courthouse
Queen & King Streets, Kinston, NC**

**Sponsored by
Lenoir County Republican Party
co-hosted by
Pitt, Greene and Duplin County
Republican Parties
and
The ENC TEA Party**



TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: August 19, 2013
SUBJECT: Items of Interest

1. August 12, 2013: Bids for Lenoir County Properties
2. Monthly Status Report: 2011 CDBG NC Catalyst Project
2012 CDBG Scattered Site Housing Assistance Project
3. Lenoir County Financial Performance Summary: July 31, 2013
4. Lenoir County Inspections Report: July 2013

8/14/2013

Action Required

Picture Number	MC Pin Number	Record Number	Street #	Street Name	Town	Anything on Property	How Acquired	Taxes Owed	Foreclosure Costs	Tax Value	Previous Bid	Current Bid	Recommendation
56.	4525-1683-6229	5628	1201	Sycamore Rd	Kinston	Yes	Tax Foreclosure					\$ 5,000.00	Accept

Monthly Performance Status Report

(Due on 15th of each month)

Grantee Name: County of Lenoir Grant Number: 11-C-2375 Month: July 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

Activity	Performance Schedule (On/Off)	Current Performance Status (If Off Schedule)	Remedy to get back on Schedule (If Off Schedule)
Rehabilitation	On		
Rehab/Reconstruction: Replacement Housing	On		
Temporary Relocation	On		
Clearance	On		
Sidewalk Improvements	On		
Flood/Drainage Improvements	On		
Street Improvements	On		
Sewer Improvements	On		
Water Improvements	On		
Administration	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: August 19, 2013
 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: July Year: 2013
 Grant Project: 2012 CDBG Scattered Site Housing Assistance Project
 Grant Period: April 15, 2013 – October 15, 2015 Release of Grant Funds: Anticipated September 2013

<u>Activity</u>	<u>Performance Schedule (On/Off)</u>	<u>Current Performance Status (If Off Schedule)</u>	<u>Remedy to get back on Schedule (If Off Schedule)</u>
Rehabilitation: Reconstruction (Replacement Housing)	On		
Administration	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: August 19, 2013
 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
JULY 31, 2013

REVENUES

8.33%

DESCRIPTION	BUDGET FOR YEAR	REVENUES TO DATE	REMAINING BALANCE	% REC'D
GENERAL FUND:				
Health Department	1,800,828	72,047	1,728,781	4.00%
Public Assistance (DSS)	9,506,499	416,838	9,089,661	4.38%
Property Taxes	33,652,420	537,134	33,115,286	1.60%
Sales Taxes	6,150,000	0	6,150,000	0.00%
Other General	13,118,263	778,914	12,339,349	5.94%
TOTAL GENERAL	64,228,010	1,804,933	62,423,077	2.81%
OTHER FUNDS:				
Employee Insurance	3,970,000	298,831	3,671,169	7.53%
Vehicle Replacement	350,000	0	350,000	0.00%
Fed Seized Property	20,000	0	20,000	0.00%
State Controlled Substance	20,000	105	19,895	0.53%
School Capital Fund	3,100,800	0	3,100,800	0.00%
Transportation Fund	1,324,336	13,299	1,311,037	1.00%
Scrap Tire Disposal	135,000	0	135,000	0.00%
Emergency Telephone	347,412	0	347,412	0.00%
Revaluation Fund	54,549	0	54,549	0.00%
Automation-Preservation Fnd	21,600	2,114	19,486	9.79%
MSW Landfill-Debt Service	0	2	-2	
Capital Improve Fund	2,542,324	0	2,542,324	0.00%
Fire Districts	1,347,606	22,270	1,325,336	1.65%
Solid Waste Management	3,436,974	152,391	3,284,583	4.43%
Trust and Agency Fund: Smart Start Program	101,723	0	101,723	0.00%
TOTAL OTHER FUNDS	16,772,324	489,012	16,283,312	2.92%
GRAND TOTAL	81,000,334	2,293,945	78,706,389	2.83%

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	28,837,021	7,237,982	79.94%
CDBG RELATED PROJECTS	3,813,688	2,818,001	995,687	73.89%
Total Project Based	112,512,558	104,278,889	8,233,669	

* **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	27,749,185	0	8,325,818
CDBG RELATED PROJECTS	3,813,688	2,800,001	0	1,013,687
Total Project Based	112,512,558	103,173,053	0	9,339,505

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

LENOIR COUNTY
FINANCIAL PERFORMANCE SUMMARY - 2013-14
JULY 31, 2013

EXPENDITURES

8.33%

DESCRIPTION	BUDGET FOR YEAR	EXPENDITURES TO DATE	ENCUMBRANCE	UNENCUMBERED BALANCE	% EXPEND/ENCUMBR
GENERAL FUND:					
Governing Body	201,793	22,729	0	179,064	11.3%
County Manager	277,122	21,252	283	255,587	7.8%
Finance	192,306	16,616	283	175,407	8.8%
Human Resources	196,775	14,531	283	181,961	7.5%
Tax Office	773,628	73,284	5,720	694,624	10.2%
Legal	62,500	1,875		60,625	3.0%
Court Facility	594,232	10,349	99,219	484,664	18.4%
Elections	371,136	52,218	21,809	297,109	19.9%
Register of Deeds	278,053	20,492	42,795	214,766	22.8%
Non-Departmental	1,228,950	562,826		666,124	45.8%
Process Funds	783,377	25,545	1,628	756,204	3.5%
Outside Agencies	129,500	1,250		128,250	1.0%
Management Info Systems	917,862	162,150	118,643	637,069	30.6%
Public Buildings	568,781	9,894	61,853	497,034	12.6%
Sheriff	4,458,306	367,639	165,727	3,924,940	12.0%
Sheriff - Civil Process	65,000	254	0	64,746	0.4%
Central Communications	1,387,913	102,636	113,480	1,171,797	15.6%
Jail	3,549,940	252,601	765,690	2,531,649	28.7%
Emergency Management	427,040	30,117	42,858	354,065	17.1%
Emergency Medical Services	3,743,074	327,300	440,637	2,975,137	20.5%
Non-Emergency Services	353,271	24,462	41,900	286,909	18.8%
Fire Protection	28,279	0		28,279	0.0%
Inspections	218,793	17,947	0	200,846	8.2%
Medical Examiner	40,000	0		40,000	0.0%
Economic Development	276,225	20,373	4,860	250,992	9.1%
Veterans Service Office	33,241	1,151	0	32,090	3.5%
Cooperative Extension	390,984	6,516	16,603	367,865	5.9%
JCPC - Parenting Matters	35,194	0		35,194	0.0%
Cooperative Ext-Grants	127,699	5,151	1,500	121,048	0.0%
Soil Conservation	113,355	9,018		104,337	8.0%
Health Department	3,914,655	240,097	313,191	3,361,367	14.1%
BioTerrorism - Health	34,237	3,179	0	31,058	9.3%
M. Health Department	245,715	20,476		225,239	8.3%
Public Assistance (DSS)	13,612,535	663,957	317,764	12,630,814	7.2%
Education	9,900,000	825,000		9,075,000	8.3%
Community College	2,235,000	186,250		2,048,750	8.3%
Cultural	740,500	61,708		678,792	8.3%
Recreation	799,000	66,583		732,417	8.3%
Debt Service	7,989,715	1,056,539		6,933,176	13.2%
Transfer to Other Funds	2,882,324	0		2,882,324	0.0%
Contingency	50,000	0		50,000	0.0%
TOTAL GENERAL	64,228,010	5,283,965	2,576,726	56,367,319	12.2%
OTHER FUNDS:					
Employee Insurance Fund	3,970,000	54,597		3,915,403	1.4%
Vehicle Replacement Fund	350,000	0	0	350,000	0.0%
Fed Seized Property Fund	20,000	0	0	20,000	0.0%
State Controlled Substance Fund	20,000	0	2,495	17,505	12.5%
School Capital Fund	3,100,800	0		3,100,800	0.0%
Transportation Fund	1,324,336	58,640	120,186	1,145,510	13.5%
Scrap Tire Disposal Fund	135,000	0		135,000	0.0%
Emergency Telephone Fund	347,412	83,200	27,235	236,977	31.8%
Revaluation Fund	54,549	4,014		50,535	7.4%
Automation-Preservation Fund	21,600	0	0	21,600	0.0%
MSW Landfill-Debt Service	0			0	
Capital Improvements Fund	2,542,324	25,683	0	2,516,641	1.0%
Fire Districts	1,347,606	0	0	1,347,606	0.0%
Solid Waste Management	3,436,974	226,422	100,712	3,109,840	9.5%
Trust & Agency Fund					
Family & Caregiver-Smart Start	101,723	0	0	101,723	0.0%
TOTAL OTHER FUNDS	16,772,324	452,556	250,628	16,069,140	4.2%
GRAND TOTAL	81,000,334	5,736,521	2,827,354	72,436,459	10.6%



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**

JULY 2013

PERMITS ISSUED: 135

PERMITS VALUE: \$ 2,362,751

PERMIT FEES: \$ 11,472

SINGLE FAMILY DWELLINGS: 1

MOBILE HOMES: 7

COMMERCIAL: 6

ADDITIONS: 7

ELECTRICAL: 48

PLUMBING: 11

MECHANICAL: 36

OTHER: 19

TOTAL INSPECTIONS: 239

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

Printed: 08-01-2013

Designated period: 07/01/13 to 07/31/13 [Prior period: 07/01/12 to 07/31/12]
 Code Prms Valuation Fees Paid Units Prms Valuation Fees Paid Units

	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
NEW RES. HOUSEKEEPING - LENOIR COUNTY									
* Single Family Houses Detached	101B		.00	.00	0	1	327,000.00	704.00	1
* 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

	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
NEW NON-RESIDENTIAL BUILDINGS:									
* Amusement, Social, & Recreational	318B		.00	.00	0	0	.00	.00	0
* Churches & Other Religious	319B	1	26,000.00	568.00	1	1	14,000.00	50.00	1
* Industrial	320B		.00	.00	0	1	74,581.35	187.50	1
* Pkng 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	1	30,000.00	309.00	1	1	15,000.00	100.00	1
* 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	1	150.00	150.00	1	0	.00	.00	0
* Other Non-Residential Bldgs	328B	1	29,000.00	250.00	1	0	.00	.00	0
* Structures Other than Buildings	329B	1	50,000.00	200.00	1	0	.00	.00	0

	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
ADDITIONS, ALTERATIONS, & CONVERSION									
* Residential	434B	7	116,500.00	447.00	7	1	30,000.00	50.00	0
* Non-Residential & Non-Housekeeping	437B		.00	.00	0	0	.00	.00	0
* Adds of Res. CP/Garages(Atch/Detc)	438B		.00	.00	0	2	37,000.00	158.00	2
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 12 251,650.00 1,924.00 12 7 497,581.35 1,249.50 6

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

Printed: 08-01-2013

Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units	Designated period: 07/01/13 to 07/31/13		Prior period: 07/01/12 to 07/31/12	
									Code	Prms	Valuation	Fees Paid
MOBILE/MODULAR OFFICE/CLASSROOM												
*MOBILE OFFICE	740B	1	16,000.00	225.00	1	0	.00	0	.00	0	0	0
*MODULAR CLASSROOM	750B		.00	.00	0	2	88,500.00	2	752.00	2	752.00	2
*MODULAR OFFICE	730B		.00	.00	0	0	.00	0	.00	0	.00	0
ELECT./PLUMB/HEAT/A/C/INS/TEMP POLE:												
*ELECTRICAL	800B	48	1,726,631.00	4,012.00	47	46	220,600.00	46	2,940.00	44	2,940.00	44
*PLUMBING	810B	11	16,300.00	608.00	11	11	15,150.00	11	641.00	9	641.00	9
*HEATING/ AIR CONDITIONING	820B	36	157,850.00	2,600.00	35	27	223,693.00	27	1,551.00	26	1,551.00	26
*INSULATION	830B	6	11,100.00	300.00	6	3	4,350.00	3	155.00	3	155.00	3
*TEMPORARY POLE	840B	3	1,750.00	150.00	3	1	500.00	1	50.00	1	50.00	1
RESIDENTIAL ACCESSORY STRUCTURES												
*STORAGE/PORCHES/PATIOS/DECKS	900B		.00	.00	0	0	.00	0	.00	0	.00	0
MISCELLANEOUS:												
*CHANGE OF OCCUPANCY	910B		.00	.00	0	2	300.00	2	300.00	2	300.00	2
*INSPECT DWELLING	920B		.00	.00	0	0	.00	0	.00	0	.00	0
*TENTS	930B		.00	.00	0	0	.00	0	.00	0	.00	0
*SATELLITE DISH	940B		.00	.00	0	0	.00	0	.00	0	.00	0
*AWNING	950B		.00	.00	0	0	.00	0	.00	0	.00	0
*EXTRA INSPECTIONS	960B	10	750.00	700.00	10	7	9,926.00	7	325.00	7	325.00	7
*FIRE PROTECTION SPRINKLER SYSTEM	966B		.00	.00	0	0	.00	0	.00	0	.00	0
*MOVING DWELLING ONLY	970B		.00	.00	0	0	.00	0	.00	0	.00	0
*SIGN	980B		.00	.00	0	0	.00	0	.00	0	.00	0
*FIREWORKS	985B		.00	.00	0	0	.00	0	.00	0	.00	0
*SWIMMING POOL	990B		.00	.00	0	1	27,000.00	1	100.00	1	100.00	1
*TANKS	995B		.00	.00	0	0	.00	0	.00	0	.00	0
MOBILE HOMES												
*SINGLE WIDE MOBILE HOME	700B	7	68,720.00	700.00	7	4	11,958.00	4	400.00	4	400.00	4
*DOUBLE WIDE MOBILE HOME	710B		.00	.00	0	2	167,460.00	2	250.00	2	250.00	2
*MODULAR HOME	720B	1	112,000.00	253.00	1	1	289,000.00	1	628.00	1	628.00	1
TOTALS FOR PERMITS ABOVE (incl. pg 1)												
Totals of other permits in the period	135		2,362,751.00	11,472.00	133	114	1,556,018.35	9,341.50	108	9,341.50	108	9,341.50
TOTAL FOR ALL PERMITS IN THE PERIOD	135		2,362,751.00	11,472.00	133	116	1,587,668.35	9,466.50	110	9,466.50	110	9,466.50

This Report was printed on Thursday, August 01, 2013

Item Totals for Inspector ID

Lenoir County

GO 133
 GO TB 1
 GO TB 1
 VM 103
 VM/TB 1

239 Entries for Inspector ID

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

ACTIVITIES	INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	REQUIRED
%INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	REQUIRED	
239	216	192	24	23	15	8		32
	90	89	11	10	65	35		13

MINUTES**LENOIR COUNTY BOARD OF COMMISSIONERS****AUGUST 5, 2013**

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, August 05, 2013, in the Board of Commissioner Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

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

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

Chairman Davis called the meeting to order at approximately 9:00 a.m. Ms. Brown offered the invocation and Mr. Daughety led the audience in the Pledge of Allegiance.

PUBLIC INFORMATION

Mrs. Alice Tingle, Chairperson of the Lenoir Memorial Hospital Foundation addressed the Board and told them how blessed Lenoir County is to have such a good local hospital. She told them not only do we have good doctors and surgical facilities, but we also have a lot of other special programs. The Foundation is helping to raise \$100,000 to benefit the expansion of the Cardiology Services at the hospital. Ms. Tingle then introduced Mr. Dirk Griffith, Lenoir Memorial Foundation Director. Mr. Griffith addressed the Board and stated the fund raiser would take place on September 18, 2013, and would feature Ms. Jeanne Robertson, Humorist. The event will be held in the Lenoir Community College, Waller Auditorium at 7:30 p.m. The money raised by this event will allow for expanded cardiac services at LMH. The event will also be tied to the 60th birthday celebration of the LMH volunteers.

Mr. Mark Pope, Economic Development Director then addressed the Board. Mr. Pope said he had received a press release from Mr. Scott Saylor with the North Carolina Railroad about a passing siding project to increase freight train capacity. This passing siding track will be a section running parallel to a through line and connected at both ends by switches, from the LaGrange area to the Wayne County line, to allow for the passing of faster trains. This two mile passing siding of railroad will be the first lengthy passing track to be built along the 114 mile stretch from Selma to the Morehead City port. The Norfolk Southern Railroad services the port at Morehead City and all three of the military bases in our area. This additional track will enhance safety and efficiency, as well as increasing track usage. This enabling of freight will help local businesses grow.

Mr. Pope also gave an update on the US 70 Corridor Commission. They will begin a study to evaluate the economic development impact of the completion of the Hwy 70 Bypass and the

completion of I-795. Many businesses have benefitted from the current path of Hwy 70, and the study will also determine ways to mitigate any negative impact the bypass may have. Former Governor Jim Martin said these two projects will allow for enormous improvements for eastern North Carolina. There will be informative meetings, and there will be focus groups, which may ask for input from the commissioners. The study should be complete by the end of 2013.

Mr. Pope also mentioned there was an article in the July/August edition of "World Waterpark Magazine", highlighting the Woodmen of the World Waterpark, and the impact it had on Kinston/Lenoir County. The article was written by Bill Ellis and Danny Rice.

Mr. Jerry Kanter introduced himself to the Board. He told the Board he had been involved with aviation since 1971 and even before that. Mr. Kanter said he is here today as the newest appointee to the Global Transpark Authority. He said he would like to be able to communicate with the City of Kinston and Lenoir County in a little different way than they were accustomed. Mr. Kanter said aviation had been his life for 40+ years, and he also mentioned Mr. Rouse was involved in general aviation and Mr. Daughety was involved in transportation. He said he had been working since February of this year with the tower chief at the Kinston Regional Jetport to be able to keep the control tower. Mr. Kanter said he did not want it to be one of the 149 to close on June 15, 2014. He gave examples of how important the Kinston Regional Jetport is to military facilities up and down the east coast in providing training opportunities. Mr. Kanter said this facility has also been designated by FEMA as an emergency airport for the Eastern United States, as well as being home to Air Forestry services that are not confined to this area. Mr. Kanter said we have a legacy left to us by several generations and he will fight to keep what we have worked for and what we deserve. He stated he is very proud of what we have here.

ITEMS FROM THE CHAIRMAN/COMMISSIONERS

Mr. Daughety gave an update on the Smithfield Way Extension project. He said there were citizens in the area of the project who had issues and concerns about drainage problems. Mr. Daughety said the citizens had been promised a meeting whenever NCDOT received the hydrologist report. He said that meeting will be held on August 15th from 10:00 a.m. until noon at the Visitors' Center. There will be NCDOT representatives on hand to give the hydrologist's report and answer any questions or concerns the citizens may have. He said he hoped the citizens will see there will be no negative impact from this project, and he also hoped the concerns about the drainage issues will also be answered.

Ms. Sutton said she recently had the opportunity to speak with Ms. Sanja Hudson, Chief Executive Officer for the Community Health Center. Ms. Sutton said the Community Health Center has been chosen to be a hub for Eastern North Carolina to educate and enroll uninsured individuals for health insurance. She also said they would be hosting a Health Fair on Saturday, August 17th from 9:00 a.m. until 2:00 p.m. Ms. Sutton also said the facility will probably need to expand.

ITEMS FROM THE COUNTY MANAGER

Mr. Jarman reminded the County Commissioners about the annual conference of the NCACC, August 22-25, 2013, to be held in Guilford County. He asked who would be attending, and Ms. Sutton and Ms. Brown both said they were going. Ms. Sutton suggested Ms. Brown be the voting delegate, since she had done this for the County in the past. Mr. Davis nominated Ms. Brown as the County's voting delegate, and Mr. Best seconded the motion. Upon common consent, Ms. Brown was elected as Lenoir County's voting delegate to the NCACC Annual Conference.

Mr. Jarman told the commissioners another bid had been received on the property at 1201 Sycamore Road, Kinston in the amount of \$4,000. Upon a motion by Mr. Hill and a second by Mr. Daughety, the bid of \$4,000 was unanimously declined.

Mr. Jarman advised the commissioners of some of the ramifications of the State's newly adopted budget. He said the \$100 million of lottery funds were still in the budget, but the statutory requirement of 40% remaining for school construction had been removed. He reminded the commissioners the changes in the amount of lottery funds set aside for schools still leaves the County making up a \$600,000 shortfall each year. The ADM funds for capital expenditures have been removed permanently, leaving the County to fully fund all capital expenditures. Mr. Jarman said the school administration has been advised they will have to come before the commissioners in the future to get approval for funding of capital expenditures. This has not been required in the past, since ADM funds provided 75% of the funding, with the County matching the remaining 25% with sales tax funds.

Mr. Jarman said the State is putting up money to help us draw down HAVA funds, but he is not sure how much or how we will be allowed to use them. Currently with the passage of the new Voter ID requirements, our County is one of the 35 counties that will have to purchase new voting machines. These machines will have to be in place by 2018, and will cost the 35 counties \$11 million dollars.

Mr. Jarman said he also wanted to discuss the way we pay the East Carolina Council dues. He stated in the past we have paid the total ECC dues, but we have only used one portion of the services provided, the aging funds. Mr. Jarman said if we pay only the portion of the dues related to the Aging services, the bill would be only \$9,740, instead of \$19,860 – this would be a savings of \$10,120. Last year Transit did utilize their grant services and LaGrange has used their services in obtaining the PARTF grant. Mr. Jarman asked for Mr. Rouse's thoughts, since he was the Board's representative on the East Carolina Council. Mr. Rouse said the East Carolina Council was mandated to handle our aging services, but he thought it better if we only paid for that service, since we have not utilized any of the other services. He said he had a responsibility to the taxpayers, and this precedent set by Onslow County, would save the County money. Mr. Rouse said this action would cause him to lose his position on the ECC Board. Upon a motion

by Mr. Daughety and a second by Mr. Hill, it was unanimously decided that the County pay only for the Aging services portion of the East Carolina Council dues and the RPO dues. Mr. Daughety said the Board needed to be fiscally responsible.

CONSENT AGENDA

3. Approval of Minutes: Board Meeting: July 15, 2013
4. Resolution Approving Releases and Refunds to the Individuals Listed Herein
5. Budget Ordinance Amendment: General Fund: Finance/Inspections.: \$2,500: Increase

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

PUBLIC HEARINGS

None

BUDGET ORDINANCES/RESOLUTIONS

Item No. 6 was a Proclamation honoring Social Services employees and designating August 21, 2013, as Social Services Employees Appreciation Day. Ms. Brown read the proclamation and invited all of the commissioners to attend the picnic being held on 8/21/13 from 11:30 a.m. until 1:30 p.m. at the Cooperative Extension Building.

Ms. Moore addressed the Board and shared about a training program that is provided by DSS called the Catalyst Program which is available to any County employee. This is a leadership program for new supervisors, or anyone interested in becoming a supervisor. She introduced Mr. Jeff Harrison, facilitator and Ms. Tammy Mooring and Ms. Allison Ross, recent participants in the program. Ms. Moore invited the Board to a Strengthening Families Summit that will be held on Saturday, August 17, 2013 from 9:00 a.m. until 1:30 p.m. in the Waller Building at Lenoir Community College. This summit is a project that was headed by the recent Catalyst participants. She said there will be six concurrent workshops offered during that time addressing the following: Feeding a Family on a Budget, "Darkness to Light", Foster Parent Recruitment and Adoption, Emergency Preparedness, Gang Awareness and Choosing Quality Child Care. Ms. Moore also said there will be over twenty vendors and agencies present passing out information of what could be done by individuals in the community. The admission is free with door prizes being awarded at the end.

Item No. 7 was a Budget Ordinance Amendment: Trust & Agency Fund: Innovative Approach to Literacy: \$2,550.00: Increase. Ms. Martha Martin, Finance Director stated this was to roll forward unexpended funds awarded to Cooperative Extension from FY12-13 into FY13-14 Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 7 was unanimously approved.

Item No. 8-A was a Resolution Authorizing an Increase to the Mapping Software Maintenance Contract with GeoSpatial Technologies in the Communications Division of the Emergency Telephone Fund in the Amount of \$5,875.00. Ms. Jerri King with Emergency Services addressed

the Board and said the Communications Division must maintain an up-to-date mapping system in order to remain Phase II compliant. At the time the budget was prepared, the exact cost of the mapping maintenance had not been finalized. This \$5,875.00 represents the difference between what was budgeted and the exact amount of the service.

Item No. 8-B was Budget Ordinance Amendment: Emergency Telephone Fund: E 911: \$5,875: Increase. Ms. Jerri King with Emergency Services this, budget amendment was to appropriate additional funds from the Emergency Telephone Fund Fund Balance to cover the additional mapping maintenance cost. Upon a motion by Ms. Sutton and a second by Mr. Daughety, both 8-A and 8-B were unanimously approved.

Item No. 9 was a Budget Ordinance Amendment: General Fund: Process Funds: \$5,986.07: Increase. Ms. Martin stated these funds were received by Cooperative Extension in FY12-13 and were to be used to support access to healthy local foods. All of the funds were not expended so the unspent portion is being rolled into FY13-14. Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 9 was unanimously approved.

Item No. 10 was a Budget Ordinance Amendment: General Fund: Sheriff's Dept: \$8,421.93: Increase. Ms. Martin stated this was also a roll forward budget amendment to roll forward unexpended SCAAP funds from FY12-13 into FY13-14. These funds were received from the State Criminal Alien Assistance Program and are restricted by use by the Sheriff's Department. Upon a motion by Mr. Hill and a second by Mr. Daughety, Item No. 10 was unanimously approved.

Item No. 11 was a Budget Ordinance Amendment: General Fund: Process Funds: \$11,183.97: Increase. Ms. Martin said this was a roll forward budget amendment for Cooperative Extension. These funds are from the State Health Insurance Initiative Program, and are used by Cooperative Extension to educate senior citizens about different health insurance choices. This budget amendment rolls forward unexpended funds from FY12-13 into FY13-14. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 11 was unanimously approved.

Item No. 12 was a Budget Ordinance Amendment: General Fund: Process Funds: \$11,364.10: Increase. Ms. Martin stated this was a roll forward budget amendment for Cooperative Extension. These are unexpended funds from prior Pesticide Grants, as well as funds recently received and approved on 7/13/13 – Item #6. These funds will be used by Cooperative Extension to correctly dispose of empty pesticide containers. Upon a motion by Mr. Daughety and a second by Ms. Brown, Item No. 12 was unanimously approved.

Item No. 13 was a Budget Ordinance Amendment: General Fund: Social Services: \$13,147.: Increase. Ms. Martin said these were Federal Adoption Incentive Funds originally received in FY04-05 and to be used only to enhance the adoption programs and secure homes for hard to place children. The unexpended funds are rolled forward each year, and the \$13,147 was the amount left from FY12-13. Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 13 was unanimously approved.

Item No. 14 was a Budget Ordinance Amendment: General Fund: Process Funds: \$21,360.50: Increase. Ms. Martin told the Board these were grant funds received for the Emergency Management Department. These funds have been received each year beginning in FY 08-09, and the \$21,360.50 is the total amount of unexpended funds left at the end of FY12-13. Upon a

motion by Ms. Sutton and a second by Mr. Daughety, Item No. 14 was unanimously approved.

Item No. 15 was a Budget Ordinance Amendment: General Fund: Health Dept: \$28,603.: Increase Ms. Martin stated these were funds appropriated each year in the Health Department's budget for maintenance and repairs at the SPCA. Each year, any unexpended funds are rolled into the next fiscal year. At the end of FY12-13, there was a total of \$28,603 left unexpended to be rolled forward into FY13-14. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 15 was unanimously approved.

Item No. 16 was a Budget Ordinance Amendment: General Fund: Process Funds: \$39,000.: Increase Ms. Martin told the Board these were funds received in FY12-13 for the 8th Judicial District Community Intervention Program from the NC Department of Juvenile Justice and Delinquency Prevention Program. Their year started November, so there are four months of grant funds to be rolled into FY13-14. Upon a motion by Mr. Hill and a second by Mr. Daughety, Item No. 16 was unanimously approved.

Item No. 17 was a Budget Ordinance Amendment: General Fund: Health Department: Pregnancy Care Management: \$39,489.: Increase Mr. Huff addressed the Board and said they are allowed to have a three month reserve on hand, and the amount can change after the budget is adopted. These funds pay two staff members to operate the program and these additional funds will support other programs within the department. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 17 was unanimously approved.

Item No. 18-A was a Resolution Allowing the Sheriff to purchase nine L3 Mobile Vision in-car cameras and all related hardware. Sheriff Chris Hill addressed the Board and said these cameras will be installed in cars reserved for the Town of LaGrange.

Item No. 18-B was a Budget Ordinance Amendment: General Fund: Sheriff's Department: 56,272.: Increase Sheriff Hill told the Board the Town of LaGrange will reimburse the County for the expense of installing these L3 cameras into the vehicles designated for the Town of LaGrange. This budget amendment appropriates the additional revenue and expenditure. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Items 18-A and 18-B were unanimously approved.

Item No. 19 was a Budget Ordinance Amendment: General Fund: Sheriff's Department: \$214,886.: Increase Ms. Martin told the Board these were unexpended Civil Process fees from prior years. These funds can only be used by the Sheriff's Department for the enhancement of the serving of civil papers. This budget amendment will roll forward unexpended funds into FY13-14. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 19 was unanimously approved.

Item No. 20 was a Budget Ordinance Amendment: Capital Improvement Fund: Economic Development: \$2,499,713.: Increase Mr. Tommy Hollowell, Assistant County Manager addressed the Board and said these were unexpended Economic Development, Community Development and Buildings and Grounds funds from FY12-13. This budget amendment appropriates the unexpended funds in the correct lines for FY13-14. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 20 was unanimously approved.

Item No. 21 was a Resolution Approving the Mileage Reimbursement Rate Increase for County Employees from \$.555 per mile to \$.565 per mile effective August 1, 2013. Mr. Hollowell explained to the Board the County historically reimburses for mileage at the same rate approved by the IRS. He stated the IRS increased the mileage reimbursement rate to \$.565 in January 2013. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 21 was unanimously approved.

Item No. 22-A was the Letter referencing the Annual Settlement of Property Taxes Collected for FY12-13

Item No. 22-B was a Resolution Approving the 2012-2013 Tax Collectors Annual Settlement

Item No. 22-C was the Report of Insolvents

Item No. 22-D was a Resolution Approving the Insolvent Personal Property Tax List

Mr. Darrell Parrish, Tax Administrator addressed the Board and told them the total amount of 2012 taxes that had been charged and also paid. He told them the current collection rate on the 2012 taxes is at 94.56%, and the next three years after that are at 99% collected. Mr. Parrish also said all uncollected taxes on personal property, for people who have not listed any real property, are declared insolvent after the close of the fiscal year. Although they have been designated as insolvent, the Tax Department will continue to use every resource of the law to try to collect these taxes. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Items No. 22-B and No. 22-D were unanimously approved.

Item No. 23 was a Resolution Authorizing the Emergency Repair of the HVAC System in the Lenoir County Courthouse by Brady Trane Service at a cost of \$15,359. Mr. Mike Wiggins, Maintenance Director addressed the Board and told them that for several weeks, the air conditioning in the courthouse was not operating properly. Staff members checked the problem, but they were unable to pinpoint the problem. Brady Trane was contacted and it was determined the chilled water coil was restricting airflow. One of the options was to replace the coil at a cost of approximately \$150,000. or to extensively clean the unit. Because of the chemicals involved in the cleaning, the Brady Trane employees had to work on the weekends when there was no one in the building. After two weekends of extensive cleaning, they were able to restore the airflow to 90%. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 23 was unanimously approved.

Item No. 24 was a Resolution Authorizing the Acceptance of a Lenoir County Community Foundation Grant in the Amount of \$1,000. Ms. Tammy Kelly, Cooperative Extension Director, addressed the Board and said these funds were to be used to begin a "Photovoltaic Solar Garden" in front of the Farmers' Market Annex as well as other renovations and upgrades. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 24 was unanimously approved.

Item No. 25 was a Resolution Authorizing the Lenoir County Health Department to pay both Prior Year and Current Year Accreditation Dues to the North Carolina Association of Local Health Directors in the amount of \$5,397. Mr. Huff, Health Department Director addressed the Board and told them in order to be able to receive their accreditation, they had to pay dues to the NCALHD. Mr. Huff said this is an unfunded mandate, and although he does not agree with the requirement, any county that was in arrears with their dues, would not be the benefactor of the accreditation process. Mr. Rouse asked what funds would be used to pay the dues, to which Mr. Huff said he would use his Essential Services money. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 25 was unanimously approved.

Mr. Huff then told the Board he had just finished this year's accreditation process. He said the team that visited the health department went through four years of paperwork checking 148 areas to make sure they were compliant in all of those areas. He wanted to thank Maintenance, MIS and Finance for all of the support in getting everything ready for the visit. Mr. Huff did say the accreditation team commended them for the way the facility was maintained, their privacy policy and other operations that are unique to Lenoir County's Health Department. He said he was optimistic about the outcome of the process.

Item No. 26 was a Resolution Allowing Sheriff Hill to Purchase an Uninterrupted Power Supply (UPS) for the New Jail in the Amount of \$6,800. Sheriff Hill addressed the Board and said whenever there is even the slightest outage of power or power surge, the video visitation cameras are out of service and must be rebooted by the provider, Simplex Grinnell. Simplex Grinnell installed the video visitation cameras in the new jail, which saves time and enhances safety within the jail. They have indicated a 20 minute Uninterrupted Power Supply will provide continuous power to the video visitation system in the event of a power loss or surge. Right now Simplex Grinnell is coming out a no charge to the County to reboot the cameras, but the warranty will soon be gone. Mr. Rouse asked if this was something that should be provided by Simplex Grinnell in the construction contract for the jail. Sheriff Hill said this is coming from the supply side (City of Kinston) and was not part of the specifications. The Sheriff said the funding for the UPS units will come from the existing Jail maintenance line. Upon a motion by Ms. Sutton and a second by Mr. Hill, Item No. 26 was unanimously approved.

Item No. 27 was a Resolution Authorizing the Sheriff to Reduce One Full-Time Detention Office Position and Create Three (3) Part-Time Positions within the Jail. Sheriff Hill said he was having some staffing issues in the new jail. He said he was concerned that there was not someone in Central Control at all times. Sheriff Hill said that in the evenings, it is the responsibility of the 1st floor tower person to man central control as well as his other duties. He said by breaking down the one full-time position into three part-time positions, he would have better coverage. Upon a motion by Ms. Sutton and a second by Mr. Hill, Item No. 27 was unanimously approved.

Mr. Daughety commended Sheriff Hill and his staff for the many drug arrest cases he has seen in the past few months. Sheriff Hill said whenever he went to the Sheriff's conference last week he made an agreement with Beaufort County to house all of their overflow prisoners. He said he is currently getting \$93,000 per month to house their prisoners and he will continue to all he can to fill empty beds. He was asked if he was housing any misdemeanants, to which he answered they were coming in slowly. Mr. Best asked the Sheriff if he was going to have the manpower to handle the jail at full capacity. Sheriff Hill said his primary concern was whenever his current staff asks for time off, the remaining staff must work overtime. He said the jail is built so you have the capacity to watch 10-100 prisoners with the same amount of staff. Mr. Jarman said he and the Sheriff are looking at the skeleton crew and the issue of paying overtime whenever other staff is off, and is looking at the best way to efficiently staff the jail.

Item No. 28 was a Resolution Approving the Endorsement of the FY 2013-2014 Lenoir County Home and Community Care Block Grant Funding Plan in the amount of \$492,192. Ms. Susan Moore, DSS Director addressed the Board and said the majority of these funds go to the Council on Aging and the rest are used by her department to provide senior services. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 28 was unanimously approved.

Item No. 29 was a Resolution Approving an Economic Development Grant Agreement with Pactiv, LLC in the amount of \$70,000. Mr. Mark Pope, Economic Development Director addressed the Board and said Pactiv recently announced a new expansion with a capital investment of \$3,250,000. and 26 new jobs for Lenoir County. This incentive grant is performance-based and the grant funds will be distributed based upon the actual goals achieved, and they will be prorated if the goals are not met. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 29 was unanimously approved.

Item No. 30 was a Resolution Approving Citizens to Boards, Commissions, Etc.

APPOINTMENTS

Item No. 17 was a Resolution Approving Citizens to Boards, Commissions, Etc.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Eastern Carolina Workforce Development	Keith Montgomery 2nd Appearance	June 2015
North Carolina's Eastern Region	Craig Hill 2nd Appearance	June 2017
Home and Community Block Grant Committee	Susan Hill Danielle Howell Carol Larkins 1st Appearance	June 2016

Mr. Brown made a motion to appoint Keith Montgomery to the Eastern Carolina Workforce Development Board and Craig Hill to the North Carolina's Eastern Region. Mr. Hill said in the minutes of the July 15, 2013 meeting, the first appearance for the North Carolina's Eastern Region needed to be corrected to read Craig Hill. Ms. Sutton seconded the motion and the motion passed unanimously.

CLOSED SESSION

A motion was made by Ms. Brown and second by Ms. Sutton to go into closed session at 10:35 a.m. with the following cited: Number four (4) To discuss matters relating to the location or expansion of industries other businesses in the area served by Lenoir County. No action was taken.

OPEN SESSION

Upon a motion by Ms. Brown and a second by Mr. Daughety, open session resumed at 11:13 a.m. Mr. Davis stated an Economic Development Issue was discussed, but no action was taken. Upon a motion by Mr. Rouse and a second by Mr. Daughety, the meeting adjourned at approximately 11:14 a.m.

Respectfully Submitted,

Martha H. Martin

Clerk to the Board

Reviewed By,

Michael W. Jarman

County Manager

BUDGET ORDINANCE AMENDMENT: FINANCE/SHERIFF'S DEPARTMENT: \$1,542. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2012 - 2013
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
GENERAL FUND	FINANCE/SHERIFF DEPARTMENT	10-3842-8500 INSURANCE - MISCELLANEOUS 10-4310-3530 VEHICLES REPAIR/MAINTENANCE	
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>	
10-3842-8500 INSURANCE-MISCELLANEOUS	1,542.00	10-4310-3530 VEHICLES REPAIR/MAINTENANCE	1,542.00
Total	1,542.00	Total	1,542.00

Reason and Justification for Request:

TO BUDGET INSURANCE PROCEEDS RECEIVED FROM NATIONWIDE INSURANCE COMPANY ON 08/07/2013 IN THE AMOUNT OF \$1,541.78. THIS IS PAYMENT FOR DAMAGES RECEIVED TO A SHERIFF'S VEHICLE ON JULY 11, 2013, AS A RESULT OF AN ACCIDENT WHENEVER SOMEONE RAN INTO THE BACK OF ONE OF OUR STOPPED PATROL CARS.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	8/7/2013	<i>Martha H. Martin</i>	8/7/2013
Budget Officer Approval	Date		
<i>Michael W. Jarman</i>	8/8/13		
Board Approval (When Applicable)	Date	Date of Minutes	

A RESOLUTION HONORING
Mark Keene

Item No. 5

WHEREAS, the Lenoir County Board of County Commissioners wishes to proudly acknowledge and to publicly recognize employees retiring from the North Carolina Cooperative Extension, Lenoir County Center; and,

WHEREAS, Mr. Mark Keene was employed by the North Carolina Cooperative Extension, Pender County Center as an Agricultural Agent in January 1985; and,

WHEREAS, Mr. Mark Keene transferred to the Lenoir County Center July 1989; and,

WHEREAS, Mr. Mark Keene has dedicated his professional career at North Carolina Cooperative Extension, Lenoir County Center to public service and to the citizens of Lenoir County; and,

WHEREAS, Mr. Mark Keene submitted his notice of retirement from the North Carolina Cooperative Extension, Lenoir County Center September 1, 2013; and,

WHEREAS, Mr. Mark Keene will retire with 30 years of service from the North Carolina Cooperative Extension, Lenoir County Center.

THEREFORE BE IT RESOLVED, this the 19th Day of August in the Year 2013 of our Lord, that the Lenoir County Board of Commissioners recognizes Mr. Mark Keene for his efforts, commitment and compassion that he has so freely given to the citizens of Lenoir County and further resolved that a copy of this Resolution be transmitted to Mr. Mark Keene by the Clerk to the Board of Commissioners of Lenoir County.

BOARD OF COMMISSIONERS OF LENOIR COUNTY

BY:

Mr. Reuben Davis, Chairman

ATTEST:

Clerk to the Board of Lenoir County Commissioners

DATE:

August 19, 2013

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 08/19/13 **ITEM NO** 6

RESOLUTION: Authorizing Lenoir County Cooperative Extension to Accept Grant Funds from the North Carolina Department of Insurance for the Seniors Health Insurance Information Program (SHIIP).

SUBJECT AREA: Administrative

ACTION REQUESTED:

Authorize Lenoir County Cooperative Extension to accept a \$2,923 grant from the North Carolina Department of Insurance to manage and facilitate the SHIIP (Seniors Health Insurance Information Program) in Lenoir County.

HISTORY/BACKGROUND:

Lenoir County Cooperative Extension assumed the role of host to the SHIIP Program in FY 2006-2007. The Seniors' Health Insurance Information Program (SHIIP) counsels Medicare beneficiaries and caregivers about Medicare, Medicare supplements, Medicare Advantage, Medicare Part D, and long-term care insurance. The program is implemented by a staff of trained Volunteers, and supervised and administered by Lenoir County Cooperative Extension. Volunteers are trained and updated by the division of Seniors' Health Insurance Information Program (SHIIP) of the North Carolina Department of Insurance and offer free, unbiased information regarding Medicare health care products. SHIIP Volunteers also help people recognize and prevent Medicare billing errors and possible fraud and abuse through our NC Senior Medicare Program. The SHIIP Program is currently housed at Cooperative Extension Agencies in several surrounding counties.

EVALUATION:

The SHIIP program is an important resource for the senior citizens of Lenoir County. The SHIIP program provides critical information to assist senior's in choosing the type of insurance they need. Last year approximately 539 Medicare recipients received assistance in selecting a prescription drug plan during the open enrollment period of October-December. We plan to assist a similar or greater number this year.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.



RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that Lenoir Cooperative Extension be authorized to accept \$2,923 from the North Carolina Department of Insurance to manage and facilitate the SHIIP (Seniors Health Insurance Information Program) in Lenoir County.

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Best _____ Brown _____

Daughety _____ Rouse _____ Sutton _____ Davis _____

Reuben Davis, Chairman
Lenoir County Board of Commissioners

08/19/13
Date

ATTEST

DATE

INTRODUCED BY: Michael Jarman, County Manager DATE: 08/05/13 ITEM NO.: 7

RESOLUTION: Authorizing Contract with USDA Animal and Plant Health Inspection Service, Wildlife Services Division Beaver Management Assistance Program Participation

SUBJECT AREA: Financial

ACTION REQUESTED:

Authorize to enter in to contract with the USDA Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) Division, for the purpose of participating in the NC Wildlife Resources Commission Beaver Management Assistance Program and additional services contract, \$21,800 for Fiscal Year, September 2013-October 2014.

HISTORY/BACKGROUND:

The BMAP was created by State legislative action in 1992 with the express purpose of helping manage ever increasing damage caused by beaver on private and public lands. Lenoir County residents, landowners, and businesses have experienced problems associated with beaver activity. The NC Cooperative Extension in Lenoir County was contacted to develop a program designed to assist with the management of this problem. Lenoir County joined BMAP in 1997 and has continued to reap benefits of this program. Through this program Lenoir County received approximately one-third of a work-year through the BMAP at \$4000 participation fee. In addition to the participation fee, the county also contributes an additional \$17,800.

EVALUATION:

During the 8 month period October 1, 2012 - June 30, 2013, beaver damage problems were resolved at 21 sites throughout the county. Ten were private landowners and businesses; the remaining 11 were Department of Transportation sites. The intent of the program is not to eradicate beaver in Lenoir County but to lessen the damage caused by the population. During the previously mentioned time frame, BMAP activities in Lenoir County prevented the loss of, or damage to, \$142,382 in resources, an increase of \$42,547 over the previous year. Resources affected include, \$33,492 in timber, \$100,800 in roads/bridges, \$2,090 in crops/pasture and \$6,000 to general properties. Comparing Lenoir County expenditures to saving, the estimated cost-benefit ratio was a favorable \$1.00 to \$6.53. *In essence, for every \$1.00 Lenoir County invested, \$6.53 was saved, a \$1.95 increase per \$1.00 over the previous year.*

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

MW
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that Lenoir County Cooperative Extension be authorized to enter in to contract with the USDA APHIS, Wildlife Services Division for the purpose of participating in the NC Wildlife Resources Commission Beaver Management Assistance Program and additional services contract, \$21,800 for Fiscal Year, September 2013-October 2014.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Sutton _____

Hill _____ Best _____ Rouse _____ Davis _____

Reuben Davis, Chairman
Lenoir County Board of Commissioners

08/19/13

Date

ATTEST

08/19/13
DATE

COOPERATIVE SERVICE AGREEMENT
between
LENOIR COUNTY
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
WILDLIFE SERVICES (WS)

ARTICLE 1

The purpose of this Cooperative Service Agreement is to provide Lenoir County, North Carolina residents and others beaver damage management services following Beaver Management Assistance Program (BMAP) Policies and Procedures (Appendix 1) to reduce or eliminate property damage and threats to human health and safety caused by beaver activities. Work will be conducted in Lenoir County. These services will be provided above and beyond that received through the County's participation in the BMAP.

ARTICLE 2

APHIS-WS has statutory authority under the Act of March 2, 1931 (46 Stat. 1468; 7 U.S.C.426-426b) as amended, and the Act of December 22, 1987 (101Stat. 1329-331, 7 U.S.C. 426c), to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3

APHIS-WS and Lenoir County mutually agree:

1. The parties' authorized representatives who shall be responsible for carrying out the provisions of this Agreement shall be:

Lenoir County
Michael W. Jarman, County Manager
PO Box 3289
Kinston, NC 28502

USDA-APHIS-WS
Jon F. Heisterberg, State Director
6213-E Angus Drive
Raleigh, NC 27617

2. To meet as determined necessary by either party to discuss mutual program interests, accomplishments, needs, technology, and procedures to maintain or amend the Work Plan (Attachment A). Personnel authorized to attend meetings under this Agreement

shall be Lenoir County Manager or his/her designee, the State Director or his/her designee, and/or those additional persons authorized and approved by the Lenoir County Manager and the State Director.

3. APHIS WS shall perform services more fully set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this Agreement, to amend, modify, add or delete services from the Work Plan.

ARTICLE 4

Lenoir County agrees:

1. To authorize APHIS-WS to conduct direct control activities to reduce human health and safety risks and property damage associated with resident beaver populations. These activities are defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by Lenoir County. Lenoir County will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.
2. To reimburse APHIS-WS for costs of services provided under this Agreement up to but not exceeding the amount specified in the Financial Plan (Attachment B). Lenoir County will begin processing for payment invoices submitted by APHIS-WS within 30 days of receipt. Lenoir County ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
3. To designate to APHIS-WS the Lenoir County authorized individual whose responsibility shall be the coordination and administration of activities conducted pursuant to this Agreement.
4. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.
5. APHIS-WS shall be responsible for administration and supervision of the program.
6. All equipment with a purchase price of \$5,000 or more per unit, purchased directly with funds from the cooperator for use solely on this project shall be subject to disposal according to APHIS policy, and shall be specifically listed in the attached work plan and financial plan. Property title/disposal shall be determined when this project (including all continuations and revisions of this agreement) terminates, or when the equipment is otherwise directed to other projects, whichever comes first. If the equipment is sold prior to the project end, the proceeds should be allocated according to APHIS policy. Continuations and revisions to this agreement shall list any equipment with a purchase price of \$5,000 or more per unit, carried over from a purchase directly with funds from the cooperator for use solely for this project. All

other equipment purchased for the program is and will remain the property of APHIS WS.

7. To coordinate with APHIS-WS before responding to all media requests.
8. To obtain the appropriate permits for removal activities for beaver and list USDA, APHIS, Wildlife Services as subpermittees.
9. To provide an indoor working space to complete necessary paperwork.

ARTICLE 5

APHIS-WS Agrees:

1. To conduct activities at Lenoir County as described in the Work and Financial Plans.
2. Designate to Lenoir County the authorized APHIS-WS individual who shall be responsible for the joint administration of the activities conducted pursuant to this Agreement.
3. To deposit \$17,800 as specified in the Financial Plan upon execution of this Cooperative Service Agreement for services agreed upon and specified in the Work Plan. APHIS-WS shall keep records and receipts of all reimbursable expenditures hereunder for a period of not less than one year from the date of completion of the services provided under this Agreement and Lenoir County shall have the right to inspect and audit such records.
4. To coordinate with Lenoir County before responding to all media requests.

ARTICLE 6

This Agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This Agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

ARTICLE 7

APHIS-WS assumes no liability for any actions or activities conducted under this Cooperative Service Agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 8

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.

ARTICLE 9

Nothing in this Agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

ARTICLE 10

Lenoir County certifies that APHIS-WS has advised the Lenoir County that there may be private sector service providers available to provide wildlife management services that Lenoir County is seeking from APHIS-WS.

ARTICLE 11

The performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable environmental statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.

ARTICLE 12

This Cooperative Service Agreement may be amended at any time by mutual agreement of the parties in writing. Also, this Agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 120 days prior to effecting such action. Further, in the event the Lenoir County does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

In accordance with the Debt Collection Improvement Act of 1996, the Department of Treasury requires a **Taxpayer Identification Number** for individuals or businesses conducting business with the agency.

Lenoir County Taxpayer Identification Number (TIN) 56-6000314

ATTACHMENT A WORK PLAN

Introduction

The U.S. Department of Agriculture (USDA) is authorized to protect American agriculture and other resources from damage associated with wildlife. The primary authority for Wildlife Services (WS) is the Act of March 2, 1931 (46 Stat. 1468; 7 U.S.C.426-426b) as amended, and the Act of December 22, 1987 (101Stat. 1329-331, 7 U.S.C. 426c). Wildlife Services activities are conducted in cooperation with other Federal, State and local agencies; private organizations and individuals.

The WS program uses an Integrated Wildlife Damage Management (IWDM) approach (sometimes referred to as IPM or “Integrated Pest Management”) in which a series of methods may be used or recommended to reduce wildlife damage. IWDM is described in Chapter 1, 1-7 of the Animal Damage Control Program Final Environmental Impact Statement (USDA, 1994). These methods include the alteration of cultural practices as well as habitat and behavioral modification to prevent damage. However, controlling wildlife damage may require that the offending animal(s) are killed or that the populations of the offending species be reduced.

Purpose

Lenoir County requested assistance in managing beaver damage problems in addition to those services provided under the Beaver Management Assistance Program to further alleviate increased flooding problems, property damage, and protect human health and safety on lands identified by Lenoir County.

Planned USDA, APHIS, Wildlife Services Activities

1. APHIS-Wildlife Services will use an integrated pest management approach to manage beaver damage throughout Lenoir County to help reduce property damage and protect human health and safety.
2. Residents of Lenoir County will receive prompt technical assistance, direct beaver control measures, educational workshops and programs as requested, and liaison with regulatory agencies. Liaison with federal and state regulatory will be for the purposes of consultation on endangered and threatened species, wildlife management and ecology, permits to take wildlife as necessary, and state and federal laws and regulations. Details of planned activities are attached as Appendix 1, North Carolina Beaver management Assistance Program Policies and Procedures, FY 2013.

Effective Dates

The agreement shall become effective on July 1, 2013, and shall expire on June 30, 2014.

**ATTACHMENT B
FINANCIAL PLAN**

Personnel Costs	\$ 9,200
Vehicle Usage	\$ 4,100
Supplies	\$ 2,025
<i>Subtotal (Direct Costs)</i>	<i>\$ 15,325</i>
Program Support (15.15%).....	\$ 2,322
Program Support (1%).....	\$ 153
TOTAL	\$ 17,800

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed \$17,800.

Financial Point of Contact

Lenoir County: Joyce Miller, Financial Director	252-559-6463
APHIS-WS: Catherine Saunders, Budget Analyst	919-786-4480 x 226

NORTH CAROLINA BEAVER MANAGEMENT ASSISTANCE PROGRAM (BMAP) FY 2013 (OCTOBER 2012 – SEPTEMBER 2013) POLICIES AND PROCEDURES

The North Carolina Beaver Management Assistance Pilot Program, later known as the Beaver Management Assistance Program (BMAP), was established in November 1992. Since that time the program has grown more than tenfold from four participating counties in 1992-93 to 43 in federal FY 2012. At the same time, BMAP services to the North Carolina Department of Transportation (NCDOT) have grown from four counties in 1992-93 to all 100 North Carolina counties in 1998. To ensure that program administration and operation are clear, the BMAP Advisory Board has compiled and approved the following policies and procedures.

HISTORY OF BEAVER IN NORTH CAROLINA

Historically, beaver were considered a valuable natural resource and were an extremely important part of the North Carolina economy. Well into the 1800's, beaver fur was the primary item of trade, and without trapping or hunting regulations, beaver were trapped to near extinction by the late 1890's.

In 1939, in an effort to assist the public and effectively manage wildlife and natural resources in the state, the North Carolina Department of Conservation and Development (the predecessor of the North Carolina Wildlife Resource Commission) (NCWRC) obtained 29 beaver from Pennsylvania and released them in North Carolina on what is now the Sandhills Game Lands. Because of economic and aesthetic values, public demand for beaver restocking remained high and restocking programs were continued between 1951 and 1956 with an additional 54 beaver being stocked over a nine-county area. The restocking and management efforts of the NCWRC were successful, and by 1953 there were an estimated 1,000 beaver over a seven-county area in the state. Today, beaver occupy watersheds throughout nearly the entire state with estimated statewide populations as high as 500,000.

While beaver populations are thriving and expanding throughout the state, resource use practices have changed, and there is no longer as high a demand for beaver products as there once was. This has resulted, in some areas, in beaver populations expanding to levels where they are in conflict with the health, safety, and livelihood of people.

In the early 1990's, state and county agencies and the public had few places to turn for relief from beaver damage as private trappers were few and far between and generally conducted beaver damage control activities only as a hobby or part time job. In the early to mid-1990's at least three North Carolina counties attempted to use bounties to reduce beaver damage. These efforts proved to have little effect on alleviating specific beaver damage problems.

CREATION OF THE BMAP

Responding to public complaints and requests for assistance, the 1991 Session of the North Carolina Legislature created the North Carolina Beaver Damage Control Advisory Board effective July 1, 1992. The Board is composed of the administrative heads, or their designees, of

the NC Wildlife Resources Commission (Chair), NC Department of Agriculture and Consumer Services, NC Forest Service, NC Division of Soil and Water Conservation Division, NC Cooperative Extension Service, NCDOT, NC Farm Bureau Federation, NC Forestry Association, and U.S. Dept. of Agriculture's Division of Wildlife Services. The Board was mandated to develop a program to manage beaver damage on public and private lands. This includes developing a priority system for responding to beaver damage complaints, developing a system for documenting activities, providing educational programs, providing for the hiring of personnel, evaluating the costs and benefits of the program, and advising the NCWRC on its implementation.

Utilizing the expertise of NCWRC and Wildlife Services personnel, considering the past history of beaver damage management efforts in the state, and drawing on the experiences of other states, the Advisory Board created the Beaver Management Assistance Pilot Program in November 1992. The primary focus of the program was oriented towards public health and safety and assistance to landholders experiencing beaver damage problems. The program was structured to be flexible, fair, and feasible. Because of practical and ecological considerations, the program was designed to assist the NCDOT, landholders, and others address specific beaver damage problems rather than to eradicate beaver populations over wide areas. The key to the success of the program was the active participation of the NCWRC, Wildlife Services, counties, landholders, Cooperative Extension Service and NCDOT personnel. Because of the success of the pilot program, the name was changed to the Beaver Management Assistance Program (BMAP) in 1995. In 1998 the BMAP was expanded to include all 100 North Carolina counties.

PROGRAM IMPLEMENTATION

Wildlife specialists use an Integrated Wildlife Damage Management approach in which a combination of methods may be used or recommended to reduce wildlife damage. Wildlife specialists use proven beaver damage management techniques and equipment to alleviate beaver damage. Whenever feasible, the use of non-lethal techniques is recommended and/or implemented; however, lethal beaver removal techniques are the predominant methods used. Wildlife specialists encourage landholders not to remove beaver if they determine such activities would result in little or no benefit to the landholder. Due to practical and ecological considerations, the NCWRC does not permit relocation of beaver within the state.

When conducting lethal management activities, beaver are the target species. Trapping is the primary tool for removing beaver from public and private property. Shooting is also used. Beaver damage management techniques are used selectively to ensure public safety and minimize detrimental effects on other animals. Animals captured other than nutria (an undesirable species not native to North America) and muskrat (can damage habitat, cause bank erosion) are released whenever possible. Beaver are offered to the landholder, disposed of in a sanitary manner, or sold, when practical and feasible, to provide additional funding for the BMAP. Some may be kept for future research, study or educational needs, or other purposes. When necessary to alleviate flooding, beaver dams are removed by wildlife specialists using hand tools or explosives. All wildlife damage management activities that take place are undertaken according to relevant laws, regulations, policies, orders, or procedures.

The performance of beaver damage management actions by Wildlife Services comply with the National Environmental Policy Act, the Endangered Species Act, and all other applicable environmental statutes. In October 2001 an Environmental Assessment (EA), *Aquatic Rodent Damage Management in North Carolina*, covering beaver damage management activities conducted by Wildlife Services throughout the state was finalized. In March 2007 the EA was updated and a new *Decision and Finding of no Significant Impact* was issued. In January 2012 the EA was reviewed (monitoring report) and updated.

COUNTY PARTICIPATION

County participation is required before any direct beaver damage management assistance is provided to landholders under the BMAP. Participation in the program is currently open to all North Carolina counties. Counties must renew participation annually. In April of each year, the NCWRC sends a letter to each county advising it of program eligibility. To participate, a county must respond by established deadlines as set forth by the Advisory Board or general statute. General Statute 113-291.10 requires that a county wanting to participate in the program in a given fiscal year shall provide written notification of its wish to participate and shall commit \$4,000 in local funds no later than September 30 of that year. Counties not in the program the previous fiscal year who elect to participate in the program will receive BMAP services starting in October or November of the current fiscal year.

Questions concerning county participation or program operations should be directed to either the Wildlife Services office in Raleigh at (919) 786-4480 or the NC Wildlife Resources Commission Division of Wildlife Management office in Raleigh at (919) 707-0050.

BMAP ASSISTANCE IN PARTICIPATING COUNTIES

BMAP participating counties can expect to receive service based on the number of counties opting to participate in any particular fiscal year and the amount of funding the program receives. In FY 2013, 44 counties are expected to participate. The \$4,000 a county contributes is a participation fee which allows private landholders the opportunity to participate in the cost share BMAP. Services provided will be on both public (DOT) and private lands in the county. Some counties may receive more service and some less depending on the demand for BMAP services in that county and the geographical area in which a wildlife specialist works.

ADDITIONAL BMAP ASSISTANCE IN PARTICIPATING COUNTIES

Participating counties occasionally request beaver management services for landholders in addition to those received under the BMAP. Generally, requests for additional assistance require hiring additional experienced personnel, which is inherently difficult, especially if such a request is for seasonal or less than full time work. If Wildlife Services is able to accommodate such requests, any additional work provided landholders in the county will follow BMAP guidelines, with only specific beaver damage problems being addressed, and the landholders paying the cost share as outlined under the section entitled "Landholder Cost Share in Participating Counties." Cost share fees paid by individual landholders will be used to support the overall BMAP. Any county requesting additional assistance pays full program costs (labor, vehicle usage, supplies

and equipment, etc.). In addition, both landholders and the DOT will receive services. To receive additional services, a county must enter into a cooperative service agreement with Wildlife Services with payment going directly to Wildlife Services, not the NCWRC.

BMAP ASSISTANCE TO LANDHOLDERS IN NON-PARTICIPATING COUNTIES

Landholders and others residing in nonparticipating counties (counties electing not to pay the \$4,000 cost share) are ineligible to receive BMAP services. Wildlife Services may, however, enter into beaver damage management cooperative service agreements with these landholders separate from the BMAP. Full costs of services provided under these agreements are paid by the landholder. BMAP services are conducted for the NCDOT in all North Carolina counties regardless of a county's participation in the program.

BMAP ADMINISTRATION AND FUNDING

Administrative authority for the BMAP rests with the NCWRC, but enabling legislation allows the NCWRC to transfer program administration, upon agreement, to Wildlife Services. Presently, Wildlife Services administers the BMAP according to the plan developed by the Beaver Damage Control Advisory Board and approved by the NCWRC. Administration of the BMAP follows the federal fiscal year (October through September).

Funding for the BMAP comes from the NCWRC, the NCDOT, county governments, Wildlife Services and private sources, making the BMAP a truly cooperative effort. County funding is collected directly by Wildlife Services. The NCWRC and NCDOT enter into a cooperative service agreement with Wildlife Services to conduct the work.

STATE COST SHARE

The extent of state funding is set by state legislation and the NCDOT. During the Second Regular Session of the 2011-2012 biennium of the NC General Assembly, the NCWRC was directed to fund \$599,000 of the program's costs for state FY 2012-13. The NC Board of Transportation opted to fund \$450,000 towards the program for federal FY 2013. There are no additional cost share charges to the NCDOT relating to beaver damage management along state-owned highways, roads, and bridges throughout North Carolina. If beaver damage management work must be conducted on adjacent properties to resolve a problem effecting NCDOT right-of-ways, those landholders are not charged for services.

COUNTY COST SHARE

General Statute 113-291.10 sets a \$4,000 cost share a county government must pay so that landholders, businesses, and others residing in that county are eligible for services. Counties paying the \$4,000 cost share are considered participating counties. All county cost share fees are made payable to the US Dept. of Agriculture c/o the NC Wildlife Resources Commission, NCSU Centennial Campus, 1751 Varsity Dr., Raleigh, NC 27606 ATTN.: Beaver Management Assistance Program.

LANDHOLDER COST SHARE IN PARTICIPATING COUNTIES

For purposes of this document, landholders who request BMAP services in a participating county are those who own/lease land or operate a business in that county. This includes public- and private-owned businesses, municipalities, county governments, soil and water conservation districts and others. Landholders in participating counties requesting BMAP services are required to pay a cost share for services as set by the Beaver Damage Control Advisory Board. This cost share fee also applies to landholders receiving beaver damage management services through cooperatively funded agreements between counties and Wildlife Services where the county fully funds the beaver damage management work. (See “Additional BMAP Assistance in Participating Counties.”)

Landholder cost share fees are billed and collected by Wildlife Services or the county, are paid for by the county, or are indirectly collected by the county through a local tax where a county funds the landholder cost share fees. Only counties paying for a full time employee or more in additional assistance above and beyond that received through the BMAP are given the option to collect cost share fees directly from the landholder. In those cases, Wildlife Services does not collect any additional cost share fees. All landholder cost share fees collected by Wildlife Services are made available to the BMAP through a separate trust fund agreement.

The BMAP Advisory Board set the landholder cost share at \$20 for each separate site visit a wildlife specialist makes to a landholder’s property or properties. There is no charge for the initial assessment which is defined as the time spent with a landholder whether in person or over the phone to discuss the BMAP and sign the paperwork. A site visit is defined as a trip to a landholder’s property or properties during which time beaver damage management activities occur. A site visit may last an entire day (as might be the case when initially setting traps on a property), or as little as 15 minutes. Landholders are also charged \$125 for beaver dam removal. Landholders requesting BMAP services requiring beaver damage management work on adjacent lands are required to provide for payment of those services. Additionally, written permission from adjacent landholders is required. After 15 visits to a specific landholder’s property in any given fiscal year, the landholder is required to pay full costs for BMAP services.

FEDERAL COST SHARE

In FY 2013, Wildlife Services will fund \$25,000 towards the BMAP. This is also the minimum federal funding requirement set forth in NC State Statute Section 13.29, G.S. 113-291.10 (f).

REQUESTS FOR ASSISTANCE

Landholders should make requests for assistance through their local cooperative extension service office or, in some cases, their local soil and water conservation district office or other designated contact. Each year a BMAP leaflet listing telephone contacts, by county, is distributed to all interested parties.

Requests for technical assistance, educational programs, and similar activities are given high priority and are provided at no cost to cooperators and the general public. Technical assistance includes recommendations, advice, and hands-on training aimed at teaching interested landholders and others how best to alleviate problems caused by beaver. Instructional materials are available for distribution statewide. Educational programs on beaver ecology and management are presented statewide.

Requests for direct assistance (wildlife specialists doing the work) are generally addressed on a first-come, first-served basis with top priority addressing threats to public health and safety, particularly along highway right-of-ways. Requests for help on state and county property and along highway right-of-ways should be made directly to the wildlife specialist. In general, the following priority rankings are observed when responding to requests for direct assistance:

- 1) State highways, roads and bridges
- 2) County-owned property in participating counties
- 3) Landholders in participating counties
- 4) Cities/municipalities in participating counties
- 5) Industrial/corporate landholders and landholder associations
- 6) Other lands

Logistic or travel cost considerations may require that some requests be worked out of order. In special cases, priority work areas may be established as determined by the wildlife specialists. Whenever possible, all requests for assistance will receive an initial response by telephone within 72 hours. Time of site visits and field work will vary according to current workloads.

Before assistance begins, a wildlife specialist meets with all relevant landholders to determine the extent of the problem caused by beaver, if any, and makes recommendations on the best course of action for addressing the damage problem. At this time the wildlife specialist offers to teach the landholder(s) how to address the problem including hands-on training on the landholder's property. If the landholder is unable or uninterested in conducting the work and requests that the wildlife specialist conduct the work, the wildlife specialist estimates the time and cost share the landholder must pay to receive the beaver management services. The landholder(s) signs an agreement that includes the estimated costs, the type of activities to be conducted on his/her land (e.g., trapping, shooting, installation of water control devices), and the granting of permission to work on his/her land.

Wildlife specialists do not remove beaver and their dams if such activities are expected to have little benefit in protecting timber, agricultural interests, roadways, other property such as sewer systems or waste water treatment facilities, or protecting human health and safety. Sometimes a beaver damage problem affecting a landholder originates on adjacent properties not owned by the landholder. In these cases the landholder requesting the services pays for any work done on those adjacent properties. Further, wildlife specialists will work on adjacent lands only if written permission is received.

LANDHOLDER GUARANTEE

BMAP activities are guaranteed for 30 days following the completion of a project. If a problem recurs within the guarantee period, the project is reworked at no additional charge.

PERSONNEL AND REPORTS

BMAP WILDLIFE SPECIALISTS

Wildlife specialists are hired by, and work directly for, Wildlife Services. The number of wildlife specialists hired as full-time or part-time employees is determined by the BMAP budget. Wildlife specialists generally work year-round as weather and other conditions allow.

Demand for beaver damage management activities on public and private lands vary throughout the year with the least demand coming during the summer months. During such slow periods, BMAP wildlife specialists occasionally work on non-BMAP related projects that might be available. All costs (salaries, vehicle usage, supplies, equipment, etc.) associated with such work are covered by the other project, resulting in a cost savings for the BMAP. This is a definite advantage to BMAP customers as additional BMAP services can be offered during the more critical times of the year such as the winter season.

SUPERVISION AND RECORD KEEPING

Wildlife specialists are supervised out of the USDA Wildlife Services District Offices located in Greenville, Statesville and Whiteville.

Wildlife specialists and supervisors maintain records of all appropriate BMAP information with records based on the federal fiscal year. Information is reported to the NCWRC during periodic Advisory Board meetings. An annual report documenting all activities during the federal fiscal year (October through September) is provided to the Advisory Board and the NCWRC no later than December 31 following the end of the federal fiscal year. County officials are also kept informed of progress through periodic meetings and/or reports.

Landholders are kept updated about ongoing work on their property. Once a project is complete, the landholder is sent an invoice listing the beaver management activities conducted on his/her land including numbers of beaver and/or beaver dams removed, number of site visits, work start and stop dates, and cost. Landholders are given 30 days following billing to pay their cost share. Landholders not paying for services will be ineligible for any future services.

Updated September 26, 2012

USDA is an equal employment provider and employer.

Item NO. 8

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: COOP EXT-PREVENTION BLOCK GRANT: \$5,325. DECREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2013 - 2014
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		COOP EXT. PREVENTION BLOCK GRANT		Various	
Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/>			Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		
REVENUES			EXPENDITURES		
Account # and Title	Amount	Account # and Title	Amount		
<u>DECREASE</u>		<u>DECREASE</u>			
10-3329-3625 Grant-Coop Ext.-Prevention Block	-5,325.00	10-4957-1810 Employer-FICA	-865.00		
		10-4957-1811 Employer-Medicare	-156.00		
		10-4957-1820 Employer-Retirement	-1,867.00		
		10-4957-1830 Employer-Insurance	-1,770.00		
		10-4957-2650 Computer Software	-800.00		
		10-4957-3110 Travel	-200.00		
		<u>INCREASE</u>			
		10-4957-1850 Unemployment Compensation	33.00		
		10-4957-4900 Stipends/Incentives	100.00		
Total	-5,325.00	Total	-5,325.00		
Reason and Justification for Request: Budget Amendment to adjust budget lines to actual approved amounts. Whenever the budget was adopted, Cooperative Extension had not yet received the exact amount of their funding for FY13-14, so this adjusts those budgeted lines to what was actually approved.					
Department Head Approval		Date	Finance Officer Approval		Date
<i>Jammy O'Keefe</i>		8-9-13	<i>Martha H. Martin</i>		8/12/13
Budget Officer Approval		Date			
<i>M. J. Juman</i>		8/14/13			
Board Approval (When Applicable)		Date	Date of Minutes		

Finance Office - Copy

Department - Copy

Administration - Copy

Item NO. 9

BUDGET ORDINANCE AMENDMENT: CAPITAL IMPROVEMENTS FUND: ECONOMIC DEVELOPMENT: \$11,375. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2013 - 2014
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
CAPITAL IMPROVEMENTS		ECONOMIC DEVELOPMENT		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>		
40-3980-9852	GRANT-EASTERN REGION-WEST PHARM	11,375.00	40-4920-3500	INDUSTRIAL PARK IMPROVEMENTS	11,375.00
Total		11,375.00	Total		11,375.00

Reason and Justification for Request:

BUDGET AMENDMENT TO APPROPRIATE FUNDS RECEIVED FROM THE EASTERN REGION FOR THE SEWER EXTENSION OUT IN THE HWY 70 WEST INDUSTRIAL PARK RELATIVE TO THE WEST PHARMACEUTICAL COMPANY. A TOTAL OF \$50,000 WAS AVAILABLE, BUT DUE TO WEST PHARMACEUTICAL NOT MEETING ALL OF ITS INCENTIVE CRITERIA, ONLY \$11,375. WAS RECEIVED.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	<i>8/5/2013</i>	<i>Martha H. Martin</i>	<i>8/5/2013</i>
Budget Officer Approval	Date		
<i>Michael W. Jarman</i>	<i>8/6/13</i>		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 8/19/13 ITEM NO. 10

RESOLUTION: Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by Auction

SUBJECT AREA: Administrative

ACTION REQUESTED:

The Board is requested to declare property as surplus and authorize the sale of the surplus property by auction.

HISTORY/BACKGROUND:

The County has a small inventory of various vehicles that have outlived their useful life. These vehicles are no longer of use to any County Department and there are no plans to put them back into service.

EVALUATION:

In accordance with procedures set forth in G.S. 153A-176, the County Manager's office is requesting the approval of the Board to sell the following vehicles by auction on GovDeals.com within the next 90 days. Proceeds resulting from the sale, less expenses, will be appropriated to the Vehicle Replacement Fund or to the Lenoir County Public Schools (for drug seized vehicles).

	<u>Vehicle</u>	<u>Serial Numbers</u>
1.	1996 Toyota Forerunner	JT3GN86R0T0013327
2.	2005 Ford Crown Victoria	2FAFP71W15X175728
3.	2006 Ford Crown Victoria	2FAHP71W76X141741
4.	2006 Ford Crown Victoria	2FAHP71W66X141746
5.	2006 Ford Crown Victoria	2FAHP71W86X141747
6.	2007 Ford Crown Victoria	2FAFP71W77X136712
7.	2007 Ford Crown Victoria	2FAFP71W77X136709
8.	2008 Ford Crown Victoria	2FAFP71V48X178764

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.



RESOLUTION: NOW THEREFORE BE IT RESOLVED

By the Lenoir County Board of Commissioners that property listed in this resolution be declared surplus and authorize the County Manager to sell the property at auction on GovDeals.com.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Davis _____ Best _____ Daughety _____

Hill _____ Rouse _____ Sutton _____

Reuben Davis, Chairman

08/05/13
Date

ATTEST

08/05/13
Date

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 08/19/13 **ITEM NO.** 11

RESOLUTION: Allowing Sheriff Chris Hill to Purchase a Cellebrite Kit Ufed Touch Ultimate Device: \$10,084.00

SUBJECT AREA: FINANCIAL

ACTION REQUESTED:

The Board is requested to approve a resolution allowing Sheriff Chris Hill to purchase a Cellebrite Kit UFED Touch Ultimate for use in criminal and narcotics investigations.

HISTORY / BACKGROUND:

The Lenoir County Sheriff's Office conducts criminal and narcotics investigations on a daily basis, which involve searching and extracting data from cellular phones, tablets and GPS systems. The information that is collected through the search of these devices can provide critical evidence during an investigation and for prosecutorial purposes. The Sheriff's Office currently has an older outdated system that was provided as part of a task force agreement with the State. The older system no longer works with the devices we have today and we are no longer receiving updates for the system.

EVALUATION:

The Cellebrite device is used by many Local, State and Federal law enforcement agencies in United States. This new and updated device is a necessity in many investigations, especially as it concerns child pornography, drug trafficking and breaking and entering where the suspects use cellular phones to facilitate their illegal activities. This device assists detectives to extract incriminating photographs, internet data, call logs, text messages and other information from the suspect's cellular phone. In addition, if a suspect deletes these files and photographs or has a locked password on a cellular phone, the Cellebrite device will bypass any security features and recover deleted files.

The Sheriff will use North Carolina Controlled Substance Tax Revenue Money to purchase this equipment. This purchase will not impact the taxpayers in any way as these funds are derived from taxation on illegal narcotics. The total cost for the equipment is \$10,084.00

The Sheriff respectfully requests that the Board of Commissioners authorize the Sheriff to execute a purchase order with Cellebrite USA, Inc. to purchase the CELLEBRITE KIT UFED TOUCH ULTIMATE.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MW
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is authorized to execute a purchase order with Cellebrite, USA, Inc. to purchase a CELLEBRITE KIT UFED ULITMATE TOUCH.

FUNDING ACCOUNT: 16-4317-5100 \$10,084

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Rouse _____ Sutton _____ Brown _____ Davis _____

Hill _____ Best _____ Daughety _____

Reuben J. Davis, Chairman 08/19/13
Date

ATTEST 08/19/13
Date

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 8/19/13 **ITEM NO.** 12

RESOLUTION: Authorizing Lenoir County Health Department to Execute a Purchase Order Contract to Drake Janitorial Service, Inc.: \$28,579.60

SUBJECT AREA: Financial

ACTION REQUESTED:

The Board is asked to grant permission to Lenoir County Health Department to execute a purchase order to Drake Janitorial Service, Inc. to cover the cost of initial cleaning \$8,575.00 and for general cleaning three nights a week for a monthly base rate of \$2,000.46.

Expenditure Account: Supplies-Janitorial-10-5110-3501

HISTORY / BACKGROUND:

Housekeeping consisted of two permanent full time employees. Due to retirement county will not replace employee. Drake Janitorial will supplement retiring employee for remainder of year.

EVALUATION:

This action is necessary to provide sufficient accounting of expenditures to comply with applicable laws.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.


Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners to authorize utilization of funds as requested.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Davis _____ Best _____ Sutton _____

Hill _____ Daughety _____ Rouse _____

Reuben J. Davis, Chairman 08/19/13
Date

ATTEST 08/19/13
Date

INTRODUCED BY: Michael Jarman, County Manager DATE: 08/19/13 ITEM NO.: 13

RESOLUTION: AUTHORIZING LENOIR COUNTY EMERGENCY SERVICES TO ACCEPT OWNERSHIP OF MAGNUM 5080K LIGHT-TOWER/GENERATOR FROM DUPLIN COUNTY PURCHASED WITH DEPARTMENT OF HOMELAND SECURITY GRANT MONEY THROUGH DOMESTIC PREPAREDNESS REGION 2.

SUBJECT AREA: Grants

ACTION REQUESTED:

Approve the transfer of ownership for one (1) Magnum 5080K light-tower/generator from Duplin County to Lenoir County.

HISTORY/BACKGROUND:

The Domestic Preparedness Regions, as established by North Carolina Emergency Management, seek to coordinate grant funding for various areas of counties by managing funding from various Department of Homeland Security grants. Lenoir County is part of Domestic Preparedness Region (DPR) 2. The Department of Homeland Security awarded grant funding to DPR 2 to purchase light towers for the counties in its region. Several light towers were purchased with these funds and are being distributed throughout the region.

EVALUATION:

Approval of this resolution will allow Lenoir County Emergency Services to accept ownership of this asset and continue to increase our cache of available resources to assist our citizens with efficient and effective emergency response.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

MW
Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that the Memorandum of Agreement between Duplin and Lenoir County for the transfer of ownership for one (1) Magnum 5080K Light-tower/generator from Duplin County to Lenoir County be approved.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Davis _____ Best _____ Daughety _____
Sutton _____ Rouse _____ Hill _____

Reuben J. Davis, Chairman
Lenoir County Board of Commissioners

08/19/13
Date

ATTEST

08/19/13
DATE

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 08/19/13 **ITEM NO.:** 14

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>
Home and Community Block Grant Committee	Susan Hill Danielle Howell Carol Larkins Frances Allison 2nd Appearance	June 2016

CURRENT VACANCIES:

Lenoir County Health Board – (1) Optometrist

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

MANAGER'S RECOMMENDATION:

Initials

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

BOARD/COMMITTEE/COMMISSION	APPLICANT/ CURRENT MEMBER	TERM EXPIRATION
Home and Community Block Grant Committee	Susan Hill Danielle Howell Carol Larkins Frances Allison 2nd Appearance	June 2016

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Davis _____ Brown _____ Best _____ Daughety _____
Hill _____ Rouse _____ Sutton _____

Reuben J. Davis., Chairman 08/19/13
Date

ATTEST 08/19/13
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:

Home & Community Care Block Grant

(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: Susan Hill
 Address: 2340 Mitchener Park Dr.
 City/State/Zip: Kinston N.C 28501
 Telephone: (Home) (252) 527-6728 (Work) (252) 522-7947
 Occupation: Registered Nurse
 Business Address: Lenoir Memorial Hospital, 100 Airport Rd, Kinston 28501
 Age: (Optional): 65
 Number hours available per month for this position: 2
 Training: RN - Work with elderly & disabled as case mgr - OAP program
 Business and Civic Experience/Skills: Chair of HCCBG for 5 yr., Lenoir County Planning Board for 3 yr
 Other County Boards/Committees/Commissions presently serving on: N/A
 Expiration date of Term: Aug 2013

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) | <input checked="" type="radio"/> 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.

Susan Hill
Signature of Applicant

7/18/13
Date

1047

APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Lenoir County HCCBG 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: Danielle Howell
Address: 4547 Hunter Creek Drive
City/State/Zip: LaGrange NC 28551
Telephone: (Home) 252-560-0801 (Work) 252-208-3790
Occupation: Volunteer Services Director @ Coswell Developmental Center
Business Address: 2415 West Vernon Ave. Kinston, NC 28504
Age: (Optional): 38
Number hours available per month for this position: 2
Training: BA Degree in Communication / work experience - 16+
Business and Civic Experience/Skills: Coswell Center Foundation Executive Director, Public Relations
Other County Boards/Committees/Commissions presently serving on: N/A
Expiration date of Term: 1/2016

Circle your voting precinct

- | | |
|---|---|
| K-1 (Carver Courts Recreation Center) | <u>Institute (Institute Methodist Church)</u> |
| 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) |
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| 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.

Danielle Howell
Signature of Applicant

7/18/13
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:

Lenoir Co. HCCBG 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: Carol Larkins

Address: 2313 STATIONS DR.

City/State/Zip: Kinston NC 28504

Telephone: (Home) 252-526-8242 (Work) 252-559-6235

Occupation: Supervisor, Adult & Family Support

Business Address: LENOIR CO DSS PO Box 6 Kinston 28502

Age: (Optional): _____

Number hours available per month for this position: 3 Hrs

Training: HCCBG - IN Home Aide Services Case Management

Business and Civic Experience/Skills: 19 years - Social Worker Experience.

Other County Boards/Committees/Commissions presently serving on: MC. Pre-K Committee
Eastern Carolina Council Comm. Resources, LCC Basic Skills/BED/ADH Advisory Committee
 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) |
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| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
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| 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) |

RHA's Family Self-Sufficiency Committee

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.

Carol Larkins
Signature of Applicant

7/25/13
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:

Lenoir County Home and Community Care Block Grant 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: FRANCIS D. ALLISON (FRAN)
 Address: 2003 CAREY Rd.
 City/State/Zip: KINSTON NC 28501
 Telephone: (Home) 252-522-0794 (Work)
 Occupation: Retired
 Business Address:
 Age: (Optional): 79
 Number hours available per month for this position: as much as required
 Training:
 Business and Civic Experience/Skills: Real estate sales - Garden Club
Ambassador for State Senior games - NAACP (local Nat'l)
 Other County Boards/Committees/Commissions presently serving on: NAACP & Directors president alumni Contentnea School
 Expiration date of Term:

Circle your voting precinct

- | | |
|--|--|
| <ul style="list-style-type: none"> K-1 (Carver Courts Recreation Center) K-2 (Old Plummer Daniel's Building) K-3 (Fairfield Recreation Center) <u>K-4 (Northwest Elementary School)</u> K-5 (Spillman Baptist Church) K-6 (Teachers Memorial School) K-7 (Emma Webb Recreation Center) K-8 (Holloway Recreation Center) K-9 (Kinston Number 4 Fire Station) Contentnea (Contentnea Ruitan Building) Falling Creek (Banks Elementary School Gym) | <ul style="list-style-type: none"> Institute (Institute Methodist Church) Moseley Hall (Frink Middle School Gym) Neuse (Agricultural Center) Pink Hill 1 (Bethel Baptist Church) Pink Hill 2 (Pink Hill Rescue Station) Sand Hill (Sand Hill VF Department) Southwest (Southwest VF Department) Trent 1 (Deep Run VF Department) Trent 2 (Moss Hill Ruitan Building) Vance (GTP Ed & Training CTR.) 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.

Francis D. Allison
Signature of Applicant

8-12-13
Date

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 08/19/2013 **ITEM NO.** 16

RESOLUTION: to Authorize Sheriff Chris Hill to Increase Jail Staffing

SUBJECT AREA: PERSONNEL

ACTION REQUESTED:

The Board is requested to authorize the creation and funding of (5) additional detention officer positions in the jail.

HISTORY / BACKGROUND:

The W.E. "Billy" Smith Detention Center was completed in March of 2013. Initially it was recommended by Brennan to hire 40 new detention officers to compliment the existing staff (37) that we already had in place, bringing the total number to 78. Because of cost concerns it was decided to only request 21 additional positions, which were eventually funded by the Board of Commissioners. The total complement of staff is currently 58. The new jail is capable of holding 200 inmates. The county continues to operate the older jail which was constructed in 1982, which will hold 85 inmates. On August 15, 2013 the combined total inmate population was 241 inmates. The detention center is currently housing 36 inmates at a rate of \$50 per day, per inmate or \$55,800 per month for Beaufort County. The jail is now housing State Misdemeanants, which are accruing \$40 per day per inmate. In addition, the jail is creating revenue via its commissary services and commission rates on inmate telephones. Since April 1, 2013, the jail has received \$95,810.95 in revenue, which goes back to the general fund.

EVALUATION:

The detention center has now operated fully for the past 4 months. There are 6 critical posts within both jails that must be operated with staff on a 24/7 basis. One other post exists within Master Control which is operated only during the daytime hours when activity within the jail is the highest. This post will now be manned by part time civilian employees, which will be funded from one full time position. After meeting with staff members and the command staff, it has become apparent that the number of detention officers for all of these critical posts is not acceptable. Because the jail is understaffed, the Sheriff's Office has been forced to use excessive amounts of overtime and lean heavily on part time help to compensate for the lack of staff in these areas. Each shift (4 shifts) must have 14 detention officers to properly operate both jails. At present there are only 12 officers per shift and there are three vacancies which are now being filled. In addition, there is (1) admin staff member, (1) assistant admin staff member, (1) support staff member, (2) house arrest officers, (1) county cook which is reimbursed by ABL management, and (1) position that has created three part time positions for Master Control. The Sheriff is requesting the addition of five more detention officers. The total complement in the jail, if approved, would be 63 positions. The total cost for (5) detention officer including salary and benefits is \$188,129. Other incidentals will be covered in the Sheriff's budget.

The Sheriff respectfully requests that the Board of Commissioners create and fund five more full time detention officer positions in the jail.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MW

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is granted five additional detention officer positions to work in the jail.

Funding Account #: \$188,129

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Rouse _____ Sutton _____ Brown _____ Davis _____

Hill _____ Brown _____ Daughety _____

Rueben J. Davis, Chairman 08/19/13
Date

ATTEST 08/19/13
Date