

LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, SEPTEMBER 19, 2011 – 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: Mary Williams – New Business – H.O.P.E
Henri McClees – New Landowner Protection Act

- | | |
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| 1. Items from Chairman/Commissioners: 10 Min. | Board |
| 2. Items from County Manager: 5 Min. | Jarman |

CONSENT AGENDA: 10 Min.

ACTION

- | | |
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| 3. Approval of Minutes: Regular Board Meeting: September 6, 2011 | Banks/Jarman |
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END OF CONSENT AGENDA

PUBLIC HEARING: 10 Min.

- | | |
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| 4. Public Hearing on 2011 Redistricting Plans for Lenoir County Board of Commissioners and Lenoir County School Board | Griffin |
| A. Resolution By the Lenoir County Board of Commissioners Adopting 2011 Redistricting Plan | |

BUDGET ORDINANCE AMENDMENTS/ RESOLUTIONS: 30 Min.

- | | |
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| 5. Budget Ordinance Amendment: General Fund: Process Funds: \$10,578.70. Increase | Martin |
| 6. Budget Ordinance Amendment: General/Capital Improvements Fund Transfers – Other Funds/Community Development: \$12,500. Increase | Martin |
| 7. Budget Ordinance Amendment: General Fund: Finance/Non-Departmental/Emergency Management: \$12,630. Increase | Martin |
| 8. A. Resolution Requesting the Establishment of Fees for Rabies Vaccinations | Huff/Martin |
| B. Resolution Approving the Lenoir County Health Department to Increase the 2011-2012 Budget with Lenoir County School Nurse Funding Initiative Funds \$150,000 | |
| C. Budget Ordinance Amendment: General Fund: (General) School Health Nurse Line Item Budget Increase \$150,000 | |
| D. Resolution Authorizing Lenoir County Health Department to Execute a Purchase Order: Lenoir County Schools: \$150,000 | |
| 9. Resolution Approving Recommended Electing County Work First Block Grant Plan for FY 2012-2014 | Moore |
| 10. Resolution Authorizing Replacement of Windows Damaged by Hurricane Irene at the Tax Office and Upgrade Framing Structure and Windows to 1” Insulated Solar Reflective Bronze Glass Units: Oliver Glass Company: \$6,699 | Hollowell/Martin |

PUBLIC HEARING: 10 Min.

11. **Public Hearing on Proposed Rural Operating Assistance Program (ROAP) Application Submission** Allison
- A. Resolution Approving the Rural Operating Assistance Program (ROAP), Elderly Disabled Transportation Assistance Program (EDTAP) \$70,817, Employment Transportation Assistance Program (EMP) \$38,486, and Rural General Public (RGP) Funding \$66,794 for FY 2011-2012 Totaling \$176,097

APPOINTMENTS: 5 Min.

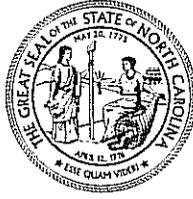
12. Resolution Approving Citizens to Boards, Commissions, Etc. **5 Min.** Banks

OTHER ITEMS: 10 Min.

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

TO: Members of the Board
FROM: Chairman/Commissioners
DATE: September 19, 2011
SUBJECT: Items of Interest

1. Parks and Recreation Authority Grant for Woodmen Water Park
2. Letter of Support – HUD Sustainable Communities Planning Grant Application – PlanIt EAST



STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR
20301 MAIL SERVICE CENTER • RALEIGH, NC 27699-0301

BEVERLY EAVES PERDUE
GOVERNOR

August 18 , 2011

The Honorable George Graham
Lenoir County
130 South Queen Street
Kinston, North Carolina 28502

Dear Chairman Graham:

I am pleased to announce that the Parks and Recreation Authority has approved a matching grant in the amount of \$500,000 from the Parks and Recreation Trust Fund for the Woodmen Water Park project. Thank you for your efforts to make Lenoir County, as well as North Carolina, a better place to live. Parks and recreation provide many benefits for our citizens, from better health to cleaner air and water.

Mr. Bill Ross, chairman of the Parks and Recreation Authority, will contact you with his congratulations as well as information about how to begin the project.

We look forward to assisting you in meeting the park and recreation needs in your community.

Sincerely,

A handwritten signature in black ink that reads "Beverly Eaves Perdue".

Beverly Eaves Perdue

cc: William G. Ross Jr., Chair
Parks and Recreation Authority



County of Lenoir

Board of Commissioners
George W. Graham, Jr., Chairman
Reuben Davis, Vice-Chairman
Jackie Brown
J. Mac Daughety
Tommy Pharo
Eric S. Rouse
Linda Rouse Sutton



Lenoir County Courthouse
Post Office Box 3289
130 South Queen Street
Kinston, NC 28502

Telephone: (252) 559-6450
Fax: (252) 559-6454

Michael W. Jarman, County Manager
Tommy Hollowell, Assist. County Manager
April L. Banks, Interim Clerk to the Board

September 23, 2011

Mark Sutherland, Vice President
North Carolina's Eastern Region
PlanIt EAST
656 West Corbett Avenue
P.O. Box 814
Swansboro, NC 28584

RE: HUD Sustainable Communities Planning Grant Application - PlanIt EAST

Dear Mr. Sutherland:

Please accept this letter of continued support on behalf of Lenoir County. We recognize the need for a coordinated, collaborative regional effort to prepare and carry out a successful Sustainable Communities Initiative grant application and work program for PlanIt EAST and we support the on-going work of North Carolina's Eastern Region.

We agree that North Carolina's Eastern Region will be the lead member of the consortium for the purposes of this grant application and subsequent award. Further, we understand that North Carolina's Eastern Region will act in the representative capacity with HUD on behalf of all members of the PlanIt EAST Consortium and assume administrative responsibility for ensuring that the Consortium's program is carried out in compliance with all HUD requirements.

We pledge our support for the PlanIt EAST project. Within the limits of our budgets and time, we will provide staff time, meeting space and community outreach support for the PlanIt EAST project. Two of our County Commissioners, Eric Rouse and J Mac Daughety serve as PlanIt EAST delegates. As part of our support, we also declare our partnership with North Carolina's Eastern Region for PlanIt EAST and acknowledge the importance of addressing HUD's livability principles: provide more transportation choices, promote equitable, affordable housing, enhance economic competitiveness, support existing communities, coordinate policies and leverage investment, and value communities and neighborhoods.

We understand that this letter of support is neither a fiscal nor a funds obligation document. The original of this letter will be kept on file at the PlanIt EAST Swansboro NC office until such time as it is supplemented by another agreement. We also agree to enter into a formal Consortium Agreement that will be executed no later than 120 days after the effective start date of the Sustainable Communities Initiative agreement.

Sincerely,

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: September 19, 2011
SUBJECT: Items of Interest

1. Lenoir County Inspections Permit / Inspection Report



**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**

AUGUST 2011

PERMITS ISSUED: 148

PERMITS VALUE: \$ 9,306,346

PERMIT FEES: \$ 33,410

SINGLE FAMILY DWELLINGS: 2

MOBILE HOMES: 9

COMMERCIAL: 3

ADDITIONS: 7

ELECTRICAL: 67

PLUMBING: 14

MECHANICAL: 30

OTHER: 16

TOTAL INSPECTIONS: 219

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

Printed: 09-01-2011

Code	Prms	Designated period: 08/01/11 to 08/31/11		Prior period: 08/01/10 to 08/31/10	
		Valuation	Fees Paid	Valuation	Fees Paid
NEW RES. HOUSEKEEPING - LENOIR COUNTY					
* Single Family Houses Detached	1	220,701.00	490.00	1	0
* Single Family Houses Attached			.00	0	0
* 2 Family Building			.00	0	0
* 3 and 4 Family Buildings			.00	0	0
* 5 or More Family Buildings			.00	0	0
*TOTAL INFORMATION 101-105			.00	0	0
NEW RESIDENTIAL NON-HOUSEKEEPING BL:					
* Hotels, Motels & Tourist Cabins			.00	0	0
* Other Non-Housekeeping Shelter			.00	0	0

Code	Prms	Designated period: 08/01/11 to 08/31/11		Prior period: 08/01/10 to 08/31/10	
		Valuation	Fees Paid	Valuation	Fees Paid
NEW NON-RESIDENTIAL BUILDINGS:					
* Amusement, Social, & Recreational			.00	0	0
* Churches & Other Religious			.00	0	0
* Industrial	1	1,800,000.00	4,500.00	-1	0
* Prkng Garages (Blds & Open Decked)			.00	0	0
* Service Stations & Repair Garages			.00	0	0
* Hospitals & Institutional	1	4,562,300.00	11,406.00	1	0
* Offices, Banks, & Professional			.00	0	0
* Public Works & Utilities			.00	0	0
* Schools & Other Educational			.00	0	0
* Stores & Customer Services			.00	0	0
* Other Non-Residential Bldgs			.00	0	1
* Structures Other than Buildings			.00	0	0

Code	Prms	Designated period: 08/01/11 to 08/31/11		Prior period: 08/01/10 to 08/31/10	
		Valuation	Fees Paid	Valuation	Fees Paid
ADDITIONS, ALTERATIONS, & CONVERSION					
* Residential	5	103,000.00	522.00	5	6
* Non-Residential & Non-Housekeeping			.00	0	0
* Adds of Res. CP/Garages(Atch/Detc)	2	27,000.00	133.00	2	0
DEMOLITIONS AND RAZING OF BUILDINGS:					
* Single Family Houses (Atch/Detach)			.00	0	0
* 2 Family Buildings			.00	0	0
* 3 & 4 Family Buildings			.00	0	0
* 5 or More Family Buildings			.00	0	0
* All Other Buildings and Structures			.00	0	0

TOTALS FOR PERMITS THIS PAGE	10	6,713,001.00	17,051.00	10	7	156,000.00	1,215.00	6
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Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 09-01-2011

Code	Firms	Designated period: 08/01/11 to 08/31/11			Prior period: 08/01/10 to 08/31/10					
		Valuation	Fees Paid	Units	Valuation	Fees Paid	Units			
MOBILE/MODULAR OFFICE/CLASSROOM										
*MOBILE OFFICE	740B	.00	.00	0	.00	.00	0			
*MODULAR CLASSROOM	750B	.00	.00	0	.00	.00	0			
*MODULAR OFFICE	730B	27.00	623.00	1	.00	.00	0			
ELECT./PLUMB/HEAT/A/C/INS/TEMP POLE:										
*ELECTRICAL	800B	52,325.00	3,387.00	66	91,100.00	3,117.00	54			
*PLUMBING	810B	19,500.00	706.00	14	27,300.00	943.00	15			
*HEATING/ AIR CONDITIONING	820B	2,210,590.00	7,475.00	30	1,79,499.00	2,167.00	38			
*INSULATION	830B	5,700.00	169.00	3	20,300.00	337.00	5			
*TEMPORARY POLE	840B	1,900.00	200.00	3	1,500.00	50.00	0			
RESIDENTIAL ACCESSORY STRUCTURES										
*STORAGE/PORCHES/PATIOS/DECKS	900B	.00	.00	0	.00	.00	0			
MISCELLANEOUS:										
*CHANGE OF OCCUPANCY	910B	.00	.00	0	.00	.00	0			
*INSPECT DWELLING	920B	.00	.00	0	.00	.00	0			
*RENTS	930B	.00	.00	0	500.00	150.00	1			
*SATELLITE DISH	940B	.00	.00	0	.00	.00	0			
*AWNING	950B	.00	.00	0	.00	.00	0			
*EXTRA INSPECTIONS	960B	550.00	182.00	7	4,025.00	335.00	9			
*FIRE PROTECTION SPRINKLER SYSTEM	966B	2,240.00	2,240.00	1	.00	.00	0			
*MOVING DWELLING ONLY	970B	.00	.00	0	.00	.00	0			
*STGN	980B	.00	.00	0	.00	.00	0			
*FIREWORKS	985B	.00	.00	0	.00	.00	0			
*SWIMMING POOL	990B	.00	.00	0	.00	.00	0			
*PANKS	995B	.00	.00	0	.00	.00	0			
MOBILE HOMES										
*SINGLE WIDE MOBILE HOME	700B	15,750.00	425.00	5	70,400.00	600.00	6			
*DOUBLE WIDE MOBILE HOME	710B	222,263.00	500.00	4	86,370.00	125.00	1			
*MODULAR HOME	720B	50,000.00	302.00	1	.00	.00	0			
TOTALS FOR PERMITS ABOVE (incl. pg 1)										
		146	9,293,846.00	33	260.00	145	144	636,994.00	9,039.00	135
Totals of other permits in the period		2	12,500.00		150.00	2	3	19,000.00	200.00	2
TOTAL FOR ALL PERMITS IN THE PERIOD		148	9,306,346.00	33	410.00	147	147	655,994.00	9,239.00	137

This Report was printed on Thursday, September 01, 2011

Lenoir County

Item Totals for Inspector ID

GO 119
 GO C 1
 GOWH C 1
 VM 96
 VM DR 2

219 Entries for Inspector ID

- STATISTICAL REPORT -

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

ACTIVITIES	INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	REQUIRED
%INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	REQUIRED	
219	176	144	32	43	40	3	35	
	80	82	18	20	93	7	16	

MINUTES
LENOIR COUNTY BOARD OF COMMISSIONERS
September 6, 2011

Item No. 3

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Tuesday, September 6, 2011 in the Board of Commissioners Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members present: Chairman George Graham, Vice-Chairman Reuben Davis and Commissioners, Jackie Brown, Mac Daughety, Linda Rouse Sutton, Tommy Pharo, and Eric Rouse
Members Absent: None

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

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

PUBLIC INFORMATION

Mr. Robert Griffin addressed the Board regarding Proposed 2011 Lenoir County Electoral Districts. On September 19, 2011, a Public Hearing will be held on the plans. The goal is to create as many different plans as possible that are all legal and do not split precincts. The divisions are based on geography and population. Mr. Griffin stated the pros and cons of each plan.

Plan A:

Pros:

1. Maintains 2001-2011 Districts except for moving Woodington from District 1 to District 4 to balance numbers, and repairing split precinct Trent 2.
2. No incumbents are forced to give up their seats, i.e., no "double bunking".

Plan B: Same as Plan A except Falling Creek is swapped for Institute and Vance in Districts 2 and 3.

Pros:

1. Makes election of a citizen from LaGrange area highly likely.

Cons:

1. "Double bunking" of Tommy Pharo and Eric Rouse.

Plan C: Majority white precincts Neuse and Kinston 4 (Northwest School) are moved into majority black Districts 4 and 5.

Pros:

1. Makes election of a citizen from Pink Hill/Deep Run area highly likely.
2. Opens a new seat for a citizen from the northern part of the county – Contentnea Neck/Vance/Institute area.

Cons:

1. "Double bunking" of Mac Daughety with Jackie Brown in a majority black district.
2. "Double bunking" of Tommy Pharo with George Graham in a majority black district.

Plan D: Moves the core of one of the two majority black districts from East Kinston to West Kinston (District 3 instead of District 5).

Pros:

1. Opens a new seat in a majority black district in North and West Kinston.
2. Opens a new seat for a citizen from LaGrange or Pink Hill/Deep run.

Cons:

1. "Double bunking" of Mac Daughety with Jackie Brown in a majority black district.
2. Tommy Pharo will reside in a majority black district.
3. George Graham will reside in a majority white district.

Plan E: Moves one of the two majority black districts from East Kinston to West Kinston (District 3 instead of District 4).

Pros:

1. Opens a new seat in a majority black district in North and West Kinston.
2. Opens a new seat for a citizen from Pink Hill/Woodington area in a formerly majority black district.
3. No "double bunking".

Cons:

1. Tommy Pharo will reside in a majority black district.
2. Jackie Brown will reside in a majority white district.
3. District 4 is elongated – stretches from inside Kinston to the far side of Pink Hill.

Mr. Griffin invited the Commissioners to change the plans to their liking and he will review to determine if they meet legal requirements. Citizens are also invited to submit their own plans for consideration by the Board. In order to be considered at the public hearing on September 19, 2011, plans must be submitted to Mr. Griffin by 5:00 p.m. Thursday, September 15, 2011 to verify the plan meets legal requirements. Only those plans meeting legal requirements will be considered by the Board. Mr. Graham thanked Mr. Griffin for a job well done.

Mr. Dail provided a status update regarding Hurricane Irene. At the height of the storm, there were 28,000 citizens without electricity. Most have been restored, but there are still some sporadic outages. As of Thursday, September 1, 2011, the shelter at Lenoir Community College closed. Lenoir County has been declared a Disaster County so there will be Individual Assistance available from Federal Emergency Management Agency (FEMA). Homeowners can apply for relief with repairs. FEMA can be reached at 1-800-621-3362 and for the hearing impaired, 1-800-462-7585 from 7 a.m. to 10 p.m. A Disaster Recovery Center (DRC) will be set up but the location is currently pending. Before visiting the DRC, citizens need to call FEMA in order to apply for Disaster Assistance and obtain an application number. Mr. Dail thanked some of the corporate businesses who provided assistance to those in need. Sanderson Farms provided 185,000 pounds of ice free of charge to citizens. They also sent a truckload of ice to Pamlico County. The Salvation Army served over 10,500 meals. The Red Cross also assisted in providing meals and clean up supplies. Ms. Brown commended the Wilson Chapter of the Red Cross for delivering clean-up supplies to citizens. Mr. Dail stated the recovery phase is the most difficult time in a disaster. He asked for citizens to be patient. Approximately 50 homes were destroyed in Lenoir County. The hardest hit areas are Northwest Kinston and the Greenmeade area of Kinston. Ms. Brown inquired about the status of the Landfill. Mr. Dail stated debris pickup will commence shortly. All debris must be separated into vegetative debris (i.e. tree parts) and construction debris (i.e. shingles, siding). He encouraged people to put the debris on the curb or at the right-of-way to be picked up instead of taking it to the Landfill.

Mr. Dail informed the Board the Lenoir County Schools are operating with the exception of Rochelle Middle School. The school plans to reopen Wednesday, September 07, 2011. Mr. Rouse inquired about burning debris instead of placing it curbside for pickup. Mr. Dail discourages people from burning because it may cause issues for other citizens. Mr. Graham asked about fees being charged for Landfill use. Mr. Dail responded no Landfill fees will be waived. Any amount over 2,000 pounds will be assessed fees for citizens who pay a landfill user fee. Mr. Daughety stated he spent a couple days at the Emergency Operations Center (EOC) and is impressed with the job Mr. Dail has done.

Mr. Graham reiterated the FEMA application process will start via telephone. Some citizens will qualify for a grant or small business loan. Mr. Dail recognized all the personnel involved in the effort including volunteer firemen, paid staff, volunteers, and law enforcement. Ms. Sutton encouraged people to remember preparation takes place all year long for events such as this. Mr. Jarman commended the staff and Mr. Dail on doing a tremendous job. Mr. Daughety also thanked Mr. Dail and his staff for a job well done.

Ms. Susan Moore, Department of Social Services (DSS) Director also provided an update. She stated two respirator patients and three high risk patients were placed in facilities due to the need for power. The State issued a waiver for emergency placements. One of the rest homes located in Kinston was flooded causing 17 patients to be relocated to a facility in Pink Hill. Ms. Moore extends a special thank you to Harmony Hall, Kinston Rehabilitation, and Glencare of Pink Hill. All of these facilities placed patients from other facilities. During and after the hurricane, DSS assisted in responding to issues of dehydration, people needing transport to hospitals and dialysis, and also citizens needing help with their home oxygen tank. Personnel went door to door to check on the elderly and disabled. They contacted the Salvation Army to inform them of people in need. DSS also had personnel located in the shelter and at the EOC.

Ms. Moore stated currently, there are approximately 6,600 families receiving Food Stamp benefits in Lenoir County. DSS opened without electricity on Tuesday, August 30, 2011 at 7:30 a.m. Power was restored at 11 a.m. Applications were processed for replacement benefits to families already receiving benefits. Up to 50% of the August allotment will be provided to the recipient in order to replace food spoiled from no electricity. In approximately 3 ½ days, 5,000 recipients applied for the replacement benefits and 100 applied for regular Food Stamp benefits. Starting this week, DSS will start processing Disaster Food Stamps on Thursday, September 8, 2011 through Monday, September 12, 2011. Recipients already receiving benefits will not have to reapply for Disaster benefits. The income limit is typically at 200% poverty to qualify for the program. For the Disaster program, there are different qualifications. DSS will deduct uninsured losses and normal shelter costs from net income. Ms. Moore stated they expect 9,000 to 10,000 applicants. The applications will be processed in three locations: Vernon Park Mall in Kinston inside the old Eckerd's, Pink Hill Town Hall and LaGrange Town Hall. A photo ID and one document proving residence in Lenoir County are required. Also, any information regarding income and damages may be required. The Salvation Army will be providing snacks and water to citizens in line. The United States Department of Agriculture is concerned with the comfort of people waiting in line to be processed. There will be comfort stations available for people while they wait. Ms. Moore asked for Volunteers to assist in the effort. DSS will also be processing normal Emergency Assistance applications which cover up to \$600 for household expenses or car repairs. Claims can also be filed with FEMA online at www.disasterassistance.gov. She also provided the following helpful contact numbers:

Crisis Counseling Hotline 866-451-7760

Farmers Assistance (assist farmers with land damage and crop loss) 252-523-0524

NC Baptist Men (assist with removing yard debris and removing fallen trees) 704-880-5507

Harvest Connection (assist with tarps and clean-up) 252-775-0878

Training will begin on Wednesday, September 07, 2011. The entire agency will be contributing in the recovery effort. She assured staff is working hard and fast to restore the County.

ITEMS FROM THE CHAIRMAN/COMMISSIONERS

Mr. Graham stated he received a call from a Mr. Jenkins regarding being charged to use the Landfill. Mr. Dail stated the best thing to do is to leave the debris curbside for pickup as they are not waiving any fees.

ITEMS FROM THE COUNTY MANAGER

Item No. 2 was Items from the County Manager. Mr. Jarman wanted to thank several departments for their outstanding work assisting the citizens of Lenoir County during and after the hurricane. Ms. Moore was thanked for her dedication. Mr. Jarman thanked the Landfill staff stating the Landfill was operating the day after the storm. Maintenance was thanked for assisting in getting the facilities repaired for employees and the public. The Sheriff's Department was recognized for putting in long hours and assisting in making the road conditions safe. The Health Department was commended for their staff assisting at the EOC and shelters. Mr. Jarman stated Management Information Systems assisted in maintaining internet and technology use. Cooperative Extension, the Tax Department, and Inspections assisted in damage assessment. Geographic Information Systems assisted in plotting damages. Transit assisted by transporting people to dialysis, the hospital, and the local shelter. Mr. Daughety thanked the staff of South Lenoir High School for aiding in the cleanup of the school. On behalf of the Board, Mr. Graham thanked all employees for their outstanding performance.

Mr. Hollowell informed the Board of the preliminary damage assessment on County facilities. They are as follows:

- Administration Building
 - Tax Department
 - Two large storefront windows need replacing
 - Water damage to carpet, computers, wallpaper, blinds, desks, tables, and files
 - Register of Deeds
 - Leaks
 - Water damage to carpet and wall
 - Planning and Inspections
 - Water damage along west wall
 - Carpet (mold)
 - Damage to file boxes
 - Mechanical Room
 - Electrical surge damaged two chiller pumps
 - Fire/Smoke Alarm repair
- County Manager's Office
 - Flashing blown-up on parapet roof
 - Minor water damage to tiles in computer room
 - Water damage to west wall in Assistant County Manager's Office
 - Light fixture hanging due to water damage to sheetrock ceiling
- Courthouse
 - Main chiller pump to HVAC shorted out due to electrical surge
 - Water damage to ceiling in main atrium
 - Minor water damage to file boxes in Finance Office
 - HVAC Unit on roof blown over
- Health Department
 - Ceiling tiles down due to water leaks
 - Sign blown down in front of building
 - Gutters down on one side of building
 - Water behind stucco on west side of building
- Transit Building
 - Minor damage-shutters blown off building

- Cooperative Extension Building
 - Minor damage-ceiling tiles down due to roof leaks
- Livestock Building
 - 8'-9' fascia cap on front of building
- Farmers Market
 - Sign down
- Landfill
 - Shop roof damaged-tin and rafters
 - Shop roll-up doors 14' by 15' will not operate properly
 - Sign at front entrance to Landfill
 - Water damage to equipment-Miller 250 AC/DC Welder and large shop fan
 - Shingles on scale house
- EMS Stations
 - EMS Station #2
 - Windows blow out/broken at entrance
 - Metal roof of vestibule damaged
 - Sign blown out of wood frame
 - Tree/limb removal from front vestibule
- Industrial Shell Building #3
 - Damage to soffit and light at entrance

Mr. Jarman informed the Board of the Notice for the Proposed Replacement of Bridge No. 530017 Over Southwest Creek on SR-1804. The Department of Transportation along with the Army Corps of Engineers will be surveying the area.

Mr. Jarman recommended the Board to accept a \$2,500 bid received for a residence at 708 Chestnut Street. The residence has fire damage on one side but can be fixed. Upon a motion by Mr. Pharo and a second by Ms. Sutton, the Board unanimously agreed to accept the bid for purchase.

Mr. Rouse inquired about the purpose of direct deposit of pay if a stub will be mailed out. Mr. Hollowell stated the stub informs the payee of itemized deductions and provides an explanation of leave balances. No fee is charged for direct deposit, but the stub notice along with direct deposit is a requirement for county employees. Mr. Jarman stated the County may go to electronic notification instead of hard copies mailed. Mr. Rouse inquired on the status of the Code of Ethics policy. Mr. Jarman stated the policy is in the development process and preliminary information will be provided to the Commissioners and if any of them would like to add to the policy, please forward the information.

Mr. Rouse informed the Board several citizens contacted him regarding the recent issue in the media with Mark Pope and Representative Stephen LaRoque. Mr. Jarman stated he has met with Mr. Pope, as his supervisor to discuss the issue. Mr. Rouse also stated he was informed by concerned citizens that Mr. Jarman and Mr. Pope were engaged in business together outside of their employment with the County. There are concerns of a conflict of interest due to the fact they generate revenue together and Mr. Jarman is the direct supervisor of Mr. Pope. Ms. Brown stated if a concern has been voiced, then all Board members should be informed as she was unaware of a possible issue. Mr. Rouse informed the Board he would like for the Human Resources (HR) Department to investigate the concern to see if a conflict exists. Ms. Sutton stated the concerns discussed should be made in closed session and a decision made as a Board on how to proceed. Mr. Daughety commended Mr. Pope and Mr. Jarman on their achievements and stated business outside of the workplace done on personal time are of no concern to the Board. Mr. Jarman stated unless the actions of an employee affect their job performance, then involvement is not necessary. Mr. Rouse reiterated his desire to have HR investigate the issue so that he may have more information to provide on the subject. Mr.

Jarman stated the issue concerning Mr. Pope had been reviewed and the proper action taken. He also stated we have a closed session scheduled and if there is still an issue it is with his employment and this is a personnel issue that should be discussed in closed session.

CONSENT AGENDA

Upon a motion by Ms. Brown and a second by Mr. Daughety, the Board approved the following Consent Agenda.

- | | |
|---|------------------|
| 3. Approval of Minutes: Regular Board Meeting: August 15, 2011 | Banks/Jarman |
| 4. Resolution Approving the Releases and Refunds to the Individuals Listed Herein | Martin/Hollowell |
| 5. Budget Ordinance Amendment: Finance/Sheriff's Department: \$1,132. Increase | Martin/Hollowell |
| 6. Budget Ordinance Amendment: General Fund: Process Funds: \$1,553. Increase | Martin/Hollowell |
| 7. Budget Ordinance Amendment: Finance/Sheriff's Department: \$1,616. Increase | Martin/Hollowell |
| 8. Budget Ordinance Amendment: General Fund: Non-Departmental: \$2,007. Increase | Martin/Hollowell |

PROCLAMATIONS/BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS

Item No. 9 was a Proclamation for Sickle Cell Awareness Month: September 2011. This year marks 101 years since the discovery and documentation of sickle cell disease in western medical literature by Dr. James B. Herrick, Professor of Medicine at Rush Medical College in Chicago in 1910. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 9 was unanimously approved.

Item No. 10 was a Resolution Approving a Request for Addition to State Maintained Secondary Road System. The subject subdivision roads were reviewed and approved by the North Carolina DOT on September 4, 1998. They experienced some deterioration over the years, but were restored to acceptable standards recently. Upon a motion by Mr. Pharo and a second by Ms. Sutton, Item No. 10 was unanimously approved.

Item No. 11A was a Resolution Approving a Contract Amendment for Fiscal Year 2011/12: Day Break Life Center Inc.: \$899. Ms. Moore stated funding was restored to the Fiscal Year 2011/12 allocation of \$40,000 in the final State budget approval. The Board approved a contract with Day Break Life Center Inc. on June 20, 2011 in the amount of \$28,101. The Board also approved a contract amendment on July 18, 2011 to increase the contract by \$11,000. The proposed request is to increase the contract by \$899 to match the State allocation of \$40,000. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 11A was unanimously approved.

Item No. 11B was a Resolution Approving an Increase to Services Contracts for Fiscal Year 2011/12: Addus HealthCare Inc.: \$249,562. The Board originally approved the contract to Addus HealthCare Inc. in the amount of \$245,562 on June 20, 2011. This resolution is requesting to increase the contract by \$4,000 to correct a technical error in the original budget resolution. The correct amount should be \$249,562 to match approved FY 11-12 budget appropriation. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 11B was unanimously approved.

Item No. 12 was a Resolution Authorizing the Award of Four Contracts for Rehabilitation Services Related to the 2010 Single Family Rehabilitation Project: \$150,543. These funds are used for moderate rehabilitation of homes owned by either elderly or disabled persons, with the rehabilitation costs not to exceed \$45,000 per unit. Brendan Nolan, with The Wooten Company submitted requests for rehabilitation proposals to area rehabilitation contractors on properties associated with the 2010 Single Family Rehabilitation project. The Wooten Company sent out bid requests on July 14, 2011 to local licensed general contractors asking them to submit bids for the

rehabilitation work. The County awards contracts to the lowest, qualified bidders for the rehabilitation of four homes. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 12 was unanimously approved.

Item No. 13 was a Budget Ordinance Amendment: General Fund: DSS: \$6,081.08 Increase. Crisis line item adjustments to reflect actual State allocation received for FY 11-12. The allocation received is more than the State estimate approved in the FY 11-12 DSS Budget. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 13 was unanimously approved.

Item No. 14 was a Budget Ordinance Amendment: General Fund: DSS: \$33,707: Increase. This is a day care line item adjustment to reflect an increase in the day care subsidy allocation received for FY 11-12. The allocation received is more than the State estimate approved in the FY 11-12 DSS Budget. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 14 was unanimously approved.

Item No. 15 was a Budget Ordinance Amendment: General Fund: Coop Ext – Prevention Block Grant: \$48,119: Increase. This budget amendment is to set up funding for the 4-H All Starts Grant Program – Prevention Block Grant for the 2011-2012 Fiscal Year. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 15 was unanimously approved.

Item No. 16 was a Budget Ordinance Amendment: Capital Improvements Fund Economic Development: \$100,000. Increase. This amendment is to appropriate State One-NC Funds received by the County for the Masterbrand Cabinets expansion. This is the first half payment of a \$200,000 grant from the North Carolina Department of Commerce One NC Funds that were awarded on April 21, 2010. The final payment will be awarded once the company reaches its final 50% addition of new jobs and has made its required investment. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 16 was unanimously approved.

Item No. 17 was a Budget Ordinance Amendment: Trust & Agency Fund: Finance/Extension-Family Caregiver: (\$109,370): Decrease. This amendment is to decrease the budgeted amounts of the Partnership for Children Program. When the budget was being compiled, it was thought the Partnership for Children would be receiving the same funding as FY 10-11. On August 16, the County received notification from the Lenoir-Green Partnership, that they had currently received only 25% funding from the NC Partnership for Children. Therefore, it is necessary to adjust the County's funding portion to match that 25% funding. Upon a motion by Mr. Pharo and a second by Ms. Brown, Item No. 17 was unanimously approved.

APPOINTMENTS

Item No. 18 was a Resolution Appointing Citizens to Boards, Commissions, Etc.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Home & Community Block Grant Advisory Committee 1 st Appearance	Terrance Body	September 2014
Lenoir County Transit Advisory Board 1 st Appearance	Jamie Wallace	September 2014
Lenoir County Aging Advisory Committee 2 nd Appearance	Tracy Breasure Cora Mattocks Susan Hill	August 2013
Lenoir County Planning Board 2 nd Appearance	Donna Hardy	August 2013

Upon a motion by Ms. Brown and a second by Mr. Daughety, the above second appearance appointments were unanimously approved.

CURRENT VACANCIES

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

CLOSED SESSION

Upon a motion by Ms. Sutton and a second by Ms. Brown, and unanimous approval, closed session was entered at approximately 10:57 a.m. and the following cited: Number five (5) To establish or instruct the public body’s staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price or other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other materials terms of an employment contract or proposed employment contract. Also cited: Number six (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance, by or against an individual public appointment of a member of the public officer or employee. The Closed Session will not include discussion of the appointment of a member of the public body, or a vacancy on the public body, and any final action on appointment, discharge or removal by the public body will be made in open session. Upon a motion by Mr. Graham and a second by Mr. Davis; the Board moved out of closed session at approximately 12:10 p.m.

OPEN SESSION

Mr. Rouse stated all issues have been resolved and appreciates everyone being forthcoming with information. Mr. Jarman suggested more details should be provided to the public. Mr. Rouse stated the issue in question was regarding Mr. Jarman’s co-owning rental property with Mr. Pope. They have two rental properties. Mr. Rouse confirmed the properties were acquired before Mr. Pope became Director of Economic Development and Mr. Jarman the County Manager. HR also confirmed there was no conflict of interest found to exist.

ADJOURN

Upon a motion by Mr. Rouse and a second by Ms. Brown the Board adjourned at 12:12 p.m.

Respectfully submitted,

Reviewed By

April L. Banks
Interim Clerk to the Board

Michael W. Jarman
County Manager



NOTICE OF PUBLIC HEARING

2011 REDISTRICTING PLANS FOR LENOIR COUNTY BOARD OF COMMISSIONERS AND LENOIR COUNTY SCHOOL BOARD

The Lenoir County Board of Commissioners will conduct a Public Hearing on Monday, September 19, 2011 sometime during the regularly conducted Board meeting of the Commissioners which begins at 4:00 PM in the Board's Main Meeting Room of the Lenoir County Courthouse, 130 S. Queen St., Kinston, North Carolina 28501 for the purpose of taking comments from the public with regard to the 2011 Redistricting Plans.

The five electoral districts will be reconfigured to take into account population changes revealed by the 2010 census. The five districts will be used for election of members of the Lenoir County Board of Commissioners and the Lenoir County School Board beginning in 2012. The two at-large seats on these boards are elected county-wide and are unaffected by redistricting changes.

After the public hearing, the Board of Commissioners may approve, authorize, and ratify resolutions related to a redistricting plan being selected.

April Banks
Interim Clerk to the Lenoir County
Board of Commissioners

NOTICE OF PUBLIC HEARING
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COMMISSIONERS AND LENOIR COUNTY SCHOOL BOARD

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After the public hearing, the Board of Commissioners may approve, authorize, and ratify resolutions related to a redistricting plan being selected.

April Banks

Interim Clerk to the Lenoir County Board of Commissioners

Proposed 2011 Lenoir County Electoral Districts

Lenoir County Board of Commissioners and Lenoir
County Board of Education - September 6, 2011

Plans A through E

Prepared by Lenoir County Attorney Bob Griffin and G.I.S.
Planning Coordinator Wayland Humphrey

PROPOSED 2011 LENOIR COUNTY ELECTORAL DISTRICTS-PLAN A

Precinct	Total Population	White	Percent White	Black or African American	Percent Black	Latino	Percent Latino	Incumbent Commissioner	Incumbent School Board Member	2008		2010 Clerk of Court		
										Dem-Obama	Rep-McCain		Dem-Perdue	Rep-McCroy
TOTAL-LENOIR COUNTY	59,495	31,758	53%	24,121	41%	3,917	7%			13401	17039	8975	8003	9595
District 1 - Four Year Term Elected 2014 & 2018														
Pink Hill 1	1,069	864	81%	82	8%	162	15%			240	124	157	67	208
Pink Hill 2	1,970	1,415	72%	216	11%	411	21%			353	210	222	108	379
Trent 1	2,056	1,609	78%	199	10%	282	14%			251	142	179	133	471
Trent 2	1,663	1,395	84%	98	6%	205	12%			409	271	261	90	327
Neuse	5,129	3,501	68%	1,270	25%	423	8%	Mac Daughety		1280	1089	795	437	939
TOTAL-District 1	11,887	8,784	74%	1,865	16%	1,484	12%			2533	1636	1614	835	2324
District 2 - Four Year Term Elected 2014 & 2018														
Falling Creek	5,974	4,514	76%	1,102	18%	401	7%	Eric Rouse	David Fillippell	1926	1287	1354	447	1471
Moseley Hall	5,715	2,963	52%	2,326	41%	463	8%			1181	1654	841	868	942
TOTAL-District 2	11,689	7,477	64%	3,428	29%	864	7%			3107	2841	2195	1315	2413
District 3 - Four Year Term Elected 2012, 2016, & 2020														
Institute	2,628	1,814	69%	619	24%	214	8%			686	504	509	194	470
Vance	3,545	1,677	47%	1,636	46%	294	8%			700	947	491	453	482
Kinston 4 (Northwest School)	3,613	2,455	68%	1,024	28%	109	3%	Tommy Pharo		1114	1115	709	441	973
Kinston 9 (First Penta. Church)	2,465	1,149	47%	1,204	49%	79	3%	Rita Hodges		1372	940	392	566	458
TOTAL-District 3	12,251	7,095	58%	4,483	37%	696	6%			3872	3506	2101	1554	2383
District 4 - Four Year Term Elected 2012, 2016, & 2020														
Kinston-1 (Carver Courts)	1,999	38	2%	1,925	96%	29	1%			7	540	9	268	13
Kinston 2 (Gordon St. Church)	1,684	115	7%	1,534	91%	25	1%			11	578	8	326	23
Kinston 3 (Fairfield Center)	2,074	678	33%	1,267	61%	112	5%			232	654	150	346	161
Kinston 8 (Holloway Center)	1,392	7	1%	1,368	98%	10	1%	Jackie Brown	Garland Nobles	5	758	7	484	26
Sandhill	1,256	1,028	82%	149	12%	95	8%			333	215	241	74	248
Southwest	1,722	1,445	84%	150	9%	120	7%			535	347	327	89	332
Woodington	1,678	1,530	91%	88	5%	69	4%			460	278	271	109	408
TOTAL-District 4	11,805	4,841	41%	6,481	55%	460	4%		Giles Stroud	1583	3370	1013	1696	1211
District 5 - Four Year Term Elected 2014 & 2018														
Kinston 5 (Spilman Bap. Church)	2,038	754	37%	1,225	60%	34	2%			305	738	188	417	234
Kinston 6 (Teachers' Memorial)	3,274	400	12%	2,804	86%	51	2%			157	1175	111	662	141
Kinston 7 (Emma Webb)	2,867	456	16%	2,319	81%	73	3%	George Graham		206	1134	150	703	162
Contentnea Neck	3,684	1,951	53%	1,516	41%	255	7%		C.L. Braxton	699	890	468	413	494
TOTAL-District 5	11,863	3,561	30%	7,864	66%	413	3%			1367	3927	917	2195	1031

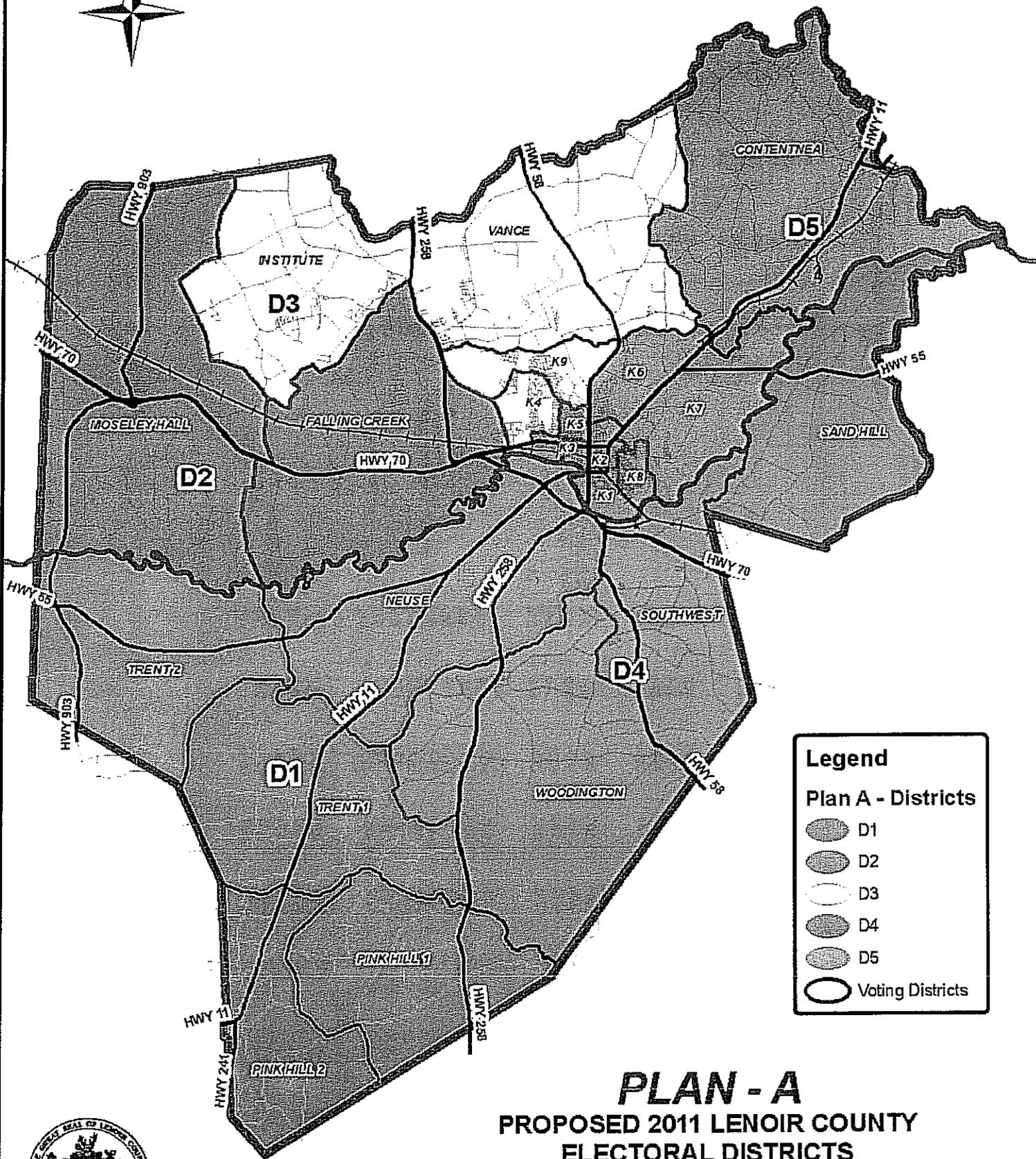
Drafter's Comments on Plan A:

Pro:

1. Maintains 2001-2011 Districts except for moving Woodington from District 1 to District 4 to balance numbers, and repairing split precinct Trent 2.
2. No Incumbents are forced to give up their seats, i.e., no "double bunking".

Con:

1. None noted.



PLAN - A

PROPOSED 2011 LENOIR COUNTY ELECTORAL DISTRICTS

(County Commissioner & School Board)



PROPOSED 2011 LENOIR COUNTY ELECTORAL DISTRICTS-PLAN B

Precinct	Total Population	Percent		Black or African American	Latino	Percent Latino	Incumbent School Board Member	2008 Presidential Dem-Obama	2008 Governor Dem-McCain	2010 Clerk of Court Dem-Allison	Rep-Stroud		
		White	Black										
TOTAL-LENOIR COUNTY	59,495	31,758	53%	24,121	41%	3,917	7%	13378	13401	17039	8975	8003	9595
District 1 - Four Year Term Elected 2014 & 2018													
Pink Hill 1	1,069	864	81%	82	8%	162	15%	42	240	124	157	67	208
Pink Hill 2	1,970	1,415	72%	216	11%	411	21%	92	353	210	222	108	379
Trent 1	2,056	1,609	78%	199	10%	282	14%	82	251	142	179	133	471
Trent 2	1,663	1,395	84%	98	6%	206	12%	131	409	271	261	90	337
Neuse	5,129	3,501	68%	1,270	25%	423	8%	669	1280	1089	795	437	929
TOTAL-District 1	11,887	8,784	74%	1,665	16%	1,484	12%	1016	2533	1836	1614	835	2324
District 2 - Four Year Term Elected 2014 & 2018													
Moseley Hall	5,715	2,963	52%	2,326	41%	463	8%	1402	1181	1654	841	868	942
Institute	2,628	1,814	69%	619	24%	214	8%	343	686	504	509	194	470
Vance	3,545	1,677	47%	1,636	46%	294	8%	800	700	947	491	453	482
TOTAL-District 2	11,888	6,454	54%	4,581	39%	971	8%	2545	2567	3105	1841	1515	1894
District 3 - Four Year Term Elected 2012, 2016, & 2020													
Falling Creek	5,974	4,514	76%	1,102	18%	401	7%	746	1926	1287	1354	447	1471
Kinston 4 (Northwest School)	3,613	2,455	68%	1,024	28%	109	3%	725	1114	1115	709	441	973
Kinston 9 (First Penta. Church)	2,465	1,149	47%	1,204	49%	79	3%	1905	1372	940	392	566	458
TOTAL-District 3	12,052	8,118	67%	3,330	28%	589	5%	3376	4412	3342	2455	1454	2902
District 4 - Four Year Term Elected 2012, 2016, & 2020													
Kinston 1 (Carver Courts)	1,999	38	2%	1,925	96%	29	1%	570	7	540	9	268	13
Kinston 2 (Gordon St. Church)	1,684	115	7%	1,534	91%	25	1%	611	11	578	8	326	23
Kinston 3 (Fairfield Center)	2,074	678	33%	1,267	61%	112	5%	618	232	654	150	346	161
Kinston 8 (Holloway Center)	1,392	7	1%	1,368	98%	10	1%	786	5	758	7	484	26
Sandhill	1,256	1,028	82%	149	12%	95	8%	118	333	215	241	74	248
Southwest	1,722	1,445	84%	150	9%	120	7%	157	535	347	327	89	332
Woodington	1,678	1,530	91%	88	5%	69	4%	104	460	278	271	109	408
TOTAL-District 4	11,605	4,841	41%	6,481	55%	460	4%	2964	1583	3370	1013	1696	1211
District 5 - Four Year Term Elected 2014 & 2018													
Kinston 5 (Spilman Bap. Church)	2,038	754	37%	1,225	60%	34	2%	650	305	738	188	417	234
Kinston 6 (Teachers' Memorial)	3,274	400	12%	2,804	86%	51	2%	1212	157	1175	111	562	141
Kinston 7 (Emma Webb)	2,867	456	16%	2,319	81%	73	3%	1137	206	1134	150	703	162
Contentnea Neck	3,684	1,951	53%	1,516	41%	255	7%	699	699	880	468	413	494
TOTAL-District 5	11,863	3,561	30%	7,864	66%	413	3%	3698	1367	3927	917	2195	1031

Drafter's Comments on Plan B:

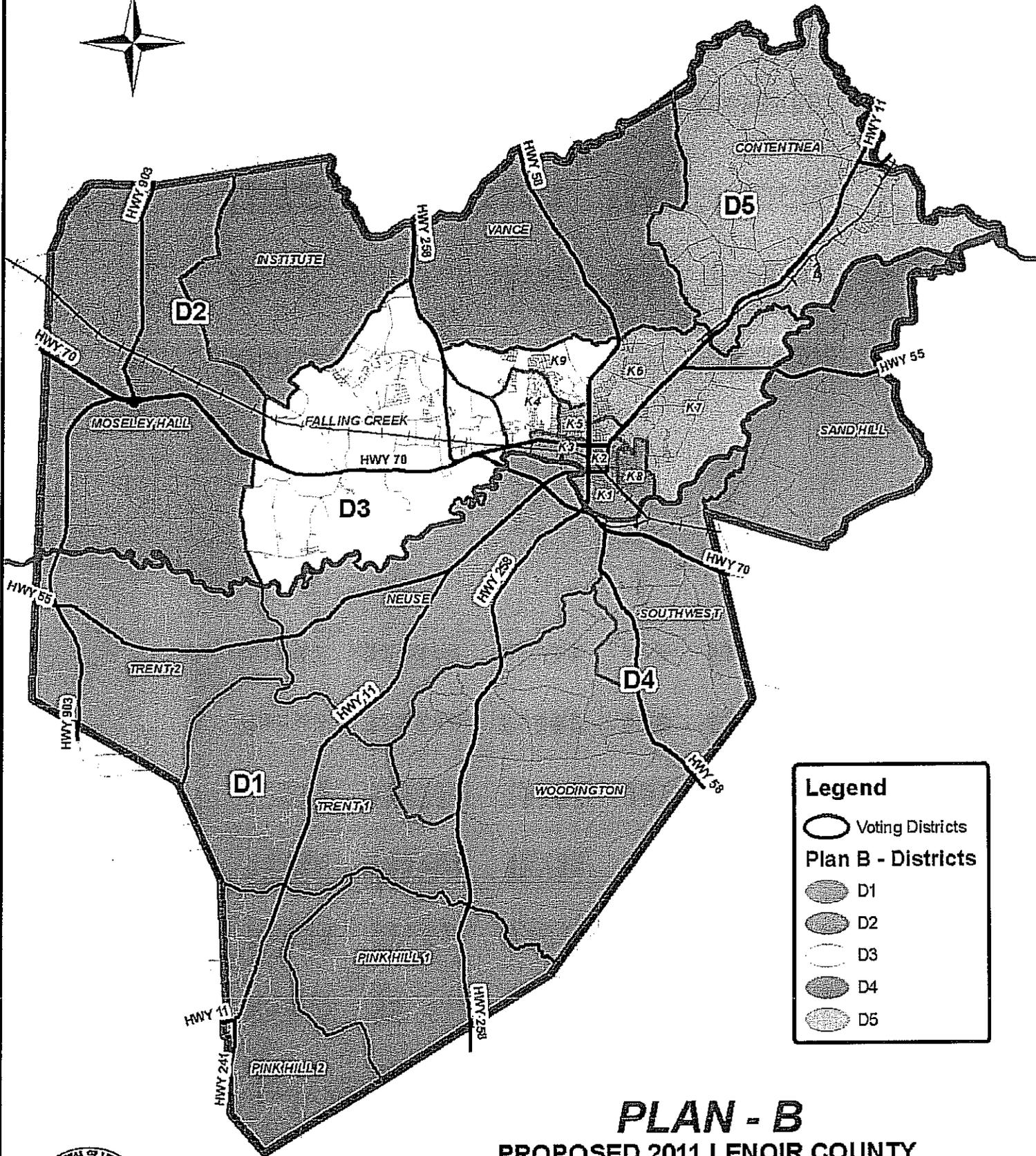
Same as Plan A except Falling Creek is swapped for Institute and Vance in Districts 2 and 3.

Pro:

1. Makes election of a citizen from LaGrange area highly likely.

Con:

1. "Double bunking" of Tommy Pharo and Eric Rouse.



Legend

-  Voting Districts
- Plan B - Districts**
-  D1
-  D2
-  D3
-  D4
-  D5

PLAN - B

PROPOSED 2011 LENOIR COUNTY ELECTORAL DISTRICTS

(County Commissioner & School Board)



PROPOSED 2011 LENOIR COUNTY ELECTORAL DISTRICTS-PLAN C

Precinct	Total Population	White	Percent White	Black or African American	Percent Black	Latino	Percent Latino	Incumbent Commissioner	Incumbent School Board Member	2008 Presidential		2008 Governor		2010 Clerk of Court		
										Dem-Obama	Rep-McCain	Dem-Perdue	Rep-McCraw	Dem-Allison	Rep-Stroud	
TOTAL-LENOIR COUNTY	59,495	31,758	53%	24,121	41%	3,917	7%			13378	13401	17039	8975	8003	9595	
District 1 - Four Year Term Elected 2014 & 2018																
Pink Hill 1	1,069	864	81%	82	8%	162	15%			42	240	124	157	67	208	
Pink Hill 2	1,970	1,415	72%	216	11%	411	21%			92	353	210	222	108	379	
Trent 1	2,056	1,609	78%	199	10%	262	14%			82	251	142	179	133	471	
Trent 2	1,663	1,395	84%	98	6%	206	12%			131	409	271	261	90	337	
Sandhill	1,256	1,028	82%	149	12%	95	8%			118	333	215	241	74	248	
Southwest	1,722	1,445	84%	150	9%	120	7%			157	535	347	327	89	332	
Woodington	1,678	1,530	91%	88	5%	69	4%		Giles Stroud	104	460	278	271	109	408	
TOTAL-District 1	11,414	9,286	81%	982	9%	1,345	12%			726	2581	1587	1658	670	2363	
District 2 - Four Year Term Elected 2014 & 2018																
Moseley Hall	5,715	2,963	52%	2,326	41%	463	8%			1402	1181	1654	841	868	942	
Falling Creek	5,974	4,514	76%	1,102	18%	401	7%	Eric Rouse		746	1926	1287	1354	447	1471	
TOTAL-District 2	11,689	7,477	64%	3,428	29%	864	7%		David Fillippell	2148	3107	2941	2195	1315	2413	
District 3 - Four Year Term Elected 2012, 2016, & 2020																
Institute	2,628	1,814	69%	619	24%	214	8%			343	686	504	509	194	470	
Vance	3,545	1,677	47%	1,636	46%	294	8%			800	700	947	491	453	482	
Contentnea Neck	3,694	1,951	53%	1,516	41%	265	7%		C.L. Braxton	699	699	880	468	413	484	
Kinston 9 (First Penta. Church)	2,465	1,149	47%	1,204	49%	79	3%		Rita Hodges	1905	1372	940	392	566	458	
TOTAL-District 3	12,322	6,591	53%	4,975	40%	842	7%			3747	3457	3271	1860	1626	1904	
District 4 - Four Year Term Elected 2012, 2016, & 2020																
Kinston 1 (Carver Courts)	1,999	38	2%	1,925	96%	29	1%			570	7	540	9	268	13	
Kinston 2 (Gordon St. Church)	1,684	115	7%	1,534	91%	25	1%			611	11	578	8	326	23	
Kinston 3 (Fairfield Center)	2,074	678	33%	1,267	61%	112	5%			618	232	654	150	346	161	
Kinston 8 (Holloway Center)	1,392	7	1%	1,368	98%	10	1%	Jackie Brown	Garland Nobles	766	5	758	7	484	26	
Neuse	5,129	3,501	68%	1,270	25%	423	8%	Mic Daughety		669	1280	1089	795	437	929	
TOTAL-District 4	12,278	4,339	35%	7,364	60%	599	5%			3254	1535	3619	969	1891	1152	
District 5 - Four Year Term Elected 2014 & 2018																
Kinston 4 (Northwest School)	3,613	2,455	68%	1,024	28%	109	3%	Tommy Pharo		725	1114	1115	709	441	973	
Kinston 5 (Spilman Bap. Church)	2,038	754	37%	1,225	60%	34	2%			650	305	738	188	417	234	
Kinston 6 (Teachers Memorial)	3,274	400	12%	2,804	86%	51	2%			1212	157	1175	111	662	141	
Kinston 7 (Emma Webb)	2,867	456	16%	2,319	81%	73	3%	George Graham		1137	206	1134	150	703	162	
TOTAL-District 5	11,792	4,065	34%	7,372	63%	267	2%			3724	1782	4162	1158	2223	1510	

Drafter's Comments on Plan C:

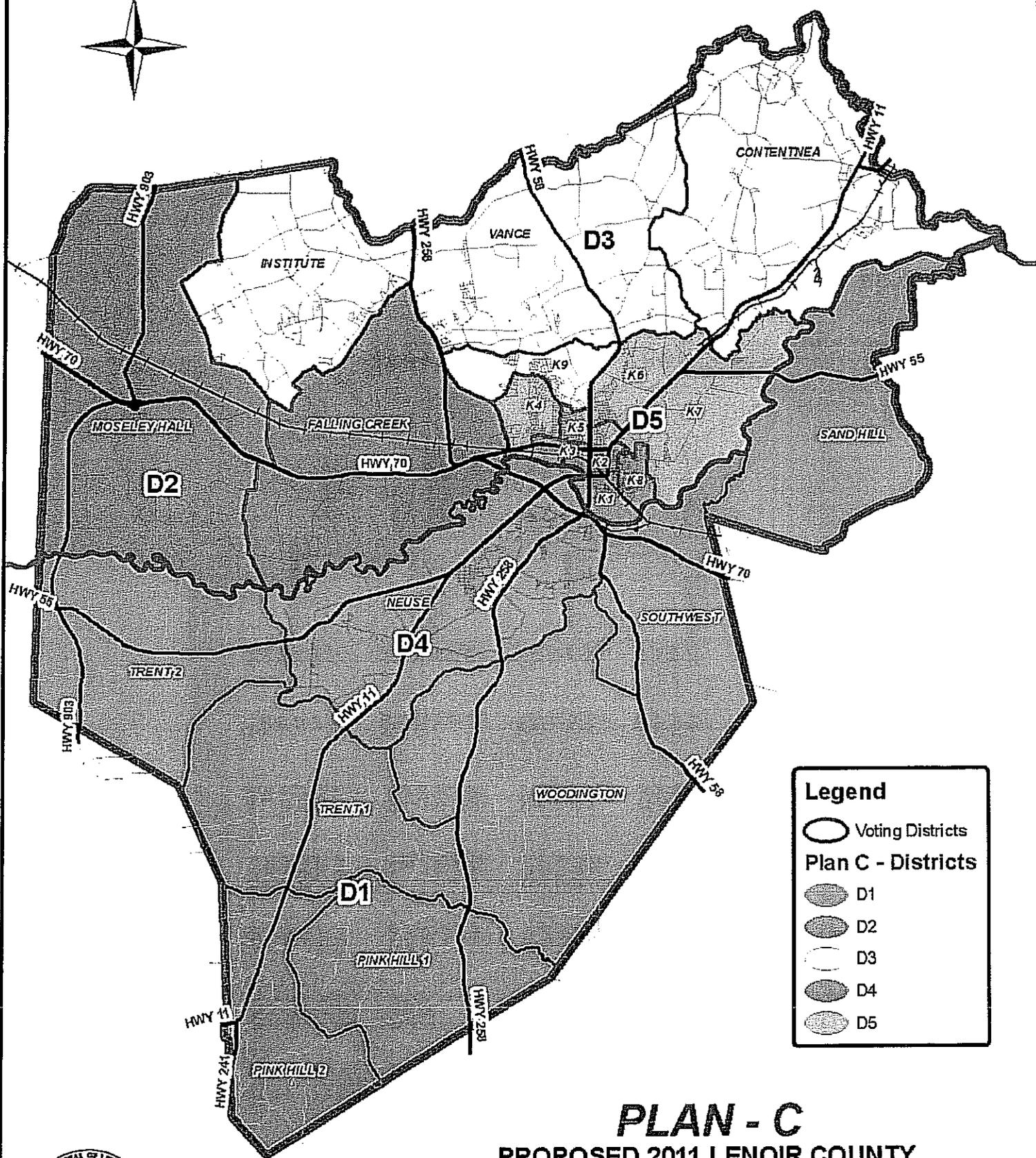
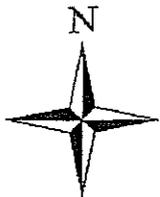
Majority white precincts Neuse and Kinston 4 (Northwest School) are moved into majority black Districts 4 and 5.

Pro:

1. Makes election of a citizen from Pink Hill/Deep Run area highly likely.
2. Opens a new seat for a citizen from north part of county - Contentnea Neck/Vance/Institute area.

Con:

1. "Double bunking" of Mac Daughety with Jackie Brown in a majority black district.
2. "Double bunking" of Tommy Pharo with George Graham in a majority black district.



Legend

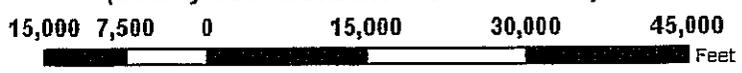
- Voting Districts
- Plan C - Districts**
- D1
- D2
- D3
- D4
- D5



PLAN - C

PROPOSED 2011 LENOIR COUNTY ELECTORAL DISTRICTS

(County Commissioner & School Board)



PROPOSED 2011 LENOIR COUNTY ELECTORAL DISTRICTS-PLAN D

Precinct	Total Population	Percent		Black or African American	Percent Black	Latino	Percent Latino	Incumbent Commissioner	Incumbent School Board Member	2008 Presidential		2008 Governor		2010 Clerk of Court		
		White	Black							Dem-Obama	Rep-McCain	Dem-Perdue	Rep-McCroy	Dem-Allison	Rep-Stroud	
TOTAL-LENOIR COUNTY	59,495	31,758	53%	24,121	41%	3,917	7%			13378	13401	17039	8975	8003	9596	
District 1 - Four Year Term Elected 2014 & 2018																
Pink Hill 1	1,069	864	81%	82	8%	162	15%			42	240	124	157	67	208	
Pink Hill 2	1,415	1,415	72%	216	11%	411	21%			92	353	210	222	108	379	
Trent 1	2,056	1,609	78%	199	10%	282	14%			82	251	142	179	133	471	
Trent 2	1,683	1,395	84%	98	6%	206	12%			131	409	271	261	90	337	
Moseley Hall	5,715	2,963	52%	2,326	41%	463	8%			1402	1181	1654	841	868	942	
TOTAL-District 1	12,473	8,246	66%	2,921	23%	1,524	12%			1749	2434	2401	1660	1266	2337	
District 2 - Four Year Term Elected 2014 & 2018																
Falling Creek	5,974	4,514	76%	1,102	18%	401	7%	Eric Rouse	David Filippelli	746	1926	1287	1354	447	1471	
Institute	2,628	1,814	69%	619	24%	214	8%			343	686	504	509	194	470	
Vance	3,545	1,677	47%	1,636	46%	294	8%			800	700	947	491	453	482	
TOTAL-District 2	12,147	8,005	66%	3,357	28%	909	7%			1889	3312	2738	2354	1094	2433	
District 3 - Four Year Term Elected 2012, 2016, & 2020																
Kinston 3 (Fairfield Center)	2,074	878	33%	1,267	61%	112	5%			618	232	654	150	346	161	
Kinston 4 (Northwest School)	3,613	2,455	68%	1,024	28%	109	3%	Tommy Pharo		725	1114	1115	709	441	973	
Kinston 6 (Teachers' Memorial)	3,274	400	12%	2,804	86%	51	2%			1212	157	1175	111	662	141	
Kinston 9 (First Penta. Church)	2,465	1,149	47%	1,204	49%	79	3%		Rita Hodges	1905	1372	940	392	566	458	
TOTAL-District 3	11,426	4,682	41%	6,299	55%	351	3%			4460	2875	3884	1362	2015	1733	
District 4 - Four Year Term Elected 2012, 2016, & 2020																
Kinston 1 (Carver Courts)	1,999	38	2%	1,925	96%	29	1%			570	7	540	9	268	13	
Kinston 2 (Gordon St. Church)	1,684	115	7%	1,534	91%	25	1%			611	11	578	8	326	23	
Kinston 8 (Holloway Center)	1,392	7	1%	1,368	98%	10	1%	Jackie Brown	Garland Nobles	786	5	758	7	484	26	
Neuse	5,129	3,501	68%	1,270	25%	423	8%	Mac Daughety		669	1280	1089	795	437	929	
Woodington	1,678	1,530	91%	88	5%	69	4%		Giles Stroud	104	460	278	271	109	408	
TOTAL-District 4	11,882	5,191	44%	6,185	52%	556	5%			2740	1763	3243	1090	1624	1399	
District 5 - Four Year Term Elected 2014 & 2018																
Contentnea Neck	3,684	1,951	53%	1,516	41%	255	7%			699	699	880	468	413	494	
Kinston 5 (Spilman Bap. Church)	2,038	754	37%	1,225	60%	34	2%		C.L. Braxton	650	305	738	188	417	284	
Kinston 7 (Emma Webb)	2,867	456	16%	2,319	81%	73	3%	George Graham		1137	206	1134	150	703	162	
Sandhill	1,256	1,028	82%	149	12%	95	8%			118	333	215	241	74	248	
Southwest	1,722	1,445	84%	150	9%	120	7%			157	535	347	327	89	332	
TOTAL-District 5	11,567	5,634	49%	5,359	46%	577	5%			2761	2078	3314	1374	1696	1470	

Drafter's Comments on Plan D:

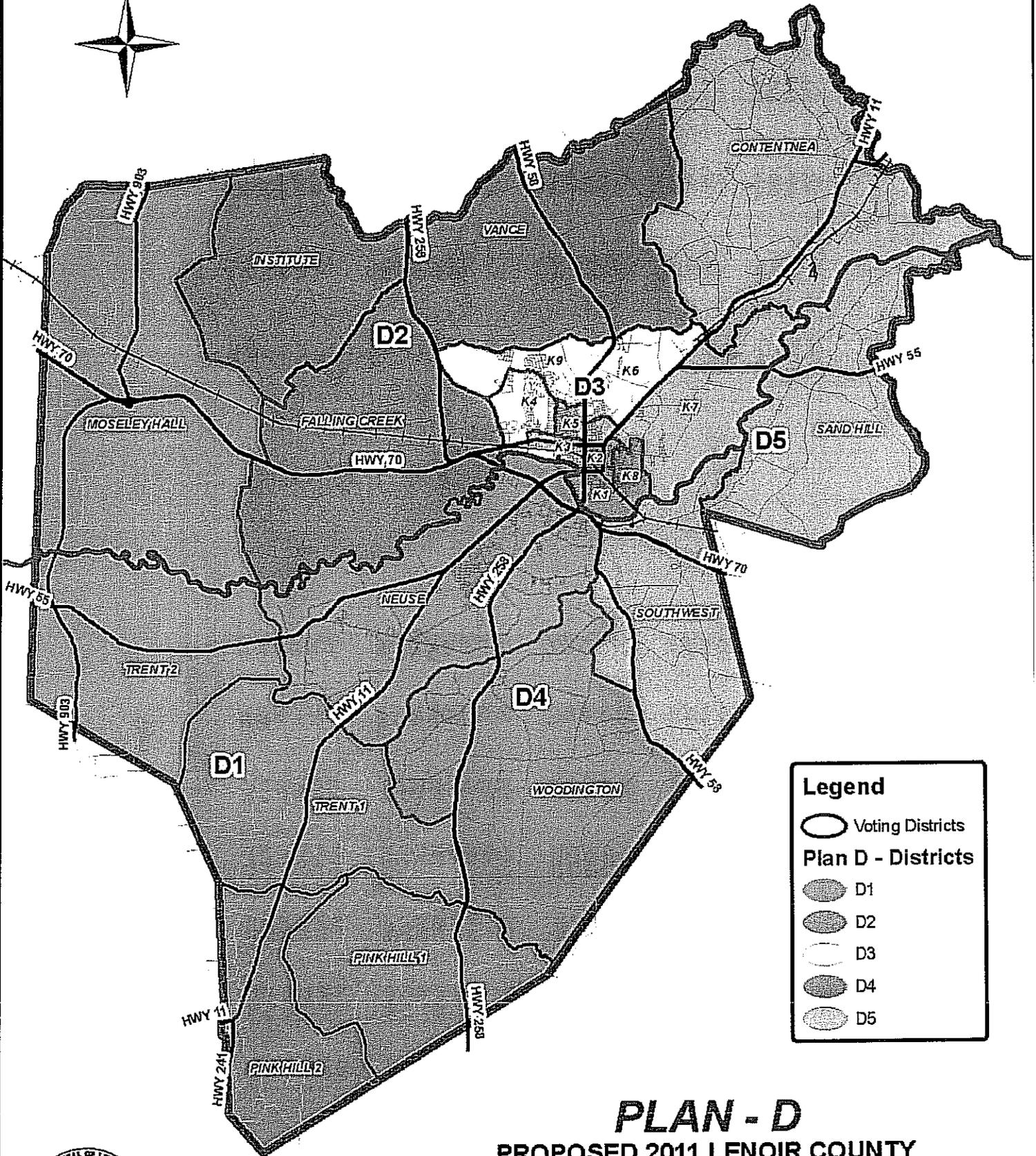
Moves the core of one of the two majority black districts from East Kinston to West Kinston (District 3 instead of District 5).

Pro:

1. Opens a new seat in a majority black district in North and West Kinston.
2. Opens a new seat for a citizen from LaGrange or Pink Hill/Deep Run.

Con:

1. "Double bunking" of Mac Daughety with Jackie Brown in a majority black district.
2. Tommy Pharo will reside in a majority black district.
3. George Graham will reside in a majority white district.



Legend

- Voting Districts
- Plan D - Districts**
- D1
- D2
- D3
- D4
- D5

PLAN - D

PROPOSED 2011 LENOIR COUNTY ELECTORAL DISTRICTS

(County Commissioner & School Board)



PROPOSED 2011 LENOIR COUNTY ELECTORAL DISTRICTS-PLAN E

Precinct	Total Population	White	Percent White	Black or African American	Percent Black	Latino	Percent Latino	Incumbent Commissioner	Incumbent School Board Member	2008 Presidential Dem-Obama	2008 Governor Rep-McCain	2008 Dem-Perdue	Rep-McCroy	Dem-Allison	2010 Clerk of Court	Rep-Stroud
TOTAL-LENOIR COUNTY	59,495	31,758	53%	24,121	41%	3,917	7%			13378	13401	17039	8975	8003	9595	
District 1 - Four Year Term Elected 2014 & 2018																
Trent 2	1,663	1,395	84%	98	6%	206	12%			131	409	271	261	90	337	
Moseley Hall	5,715	2,963	52%	2,326	41%	463	8%			1402	1181	1654	841	868	942	
Neuse	5,129	3,501	68%	1,270	25%	423	8%	Mac Daughety		689	1280	1089	795	437	929	
TOTAL-District 1	12,507	7,859	63%	3,694	30%	1,092	9%			2202	2870	3014	1897	1395	2208	
District 2 - Four Year Term Elected 2014 & 2018																
Falling Creek	5,974	4,514	76%	1,102	18%	401	7%	Eric Rouse	David Filippell	746	1926	1287	1354	447	147	
Institute	2,628	1,814	69%	619	24%	214	8%			343	686	504	509	194	470	
Vance	3,545	1,677	47%	1,636	46%	294	8%			800	700	947	491	453	482	
TOTAL-District 2	12,147	8,005	66%	3,357	28%	909	7%			1889	3312	2738	2354	1094	2423	
District 3 - Four Year Term Elected 2012, 2016, & 2020																
Kinston 4 (Northwest School)	3,613	2,455	68%	1,024	28%	109	3%	Tommy Pharo		725	1114	1115	709	441	973	
Kinston 5 (Spilman Bap. Church)	2,038	754	37%	1,225	60%	34	2%			650	305	738	188	417	234	
Kinston 6 (Teachers' Memorial)	3,274	400	12%	2,804	86%	51	2%			1212	157	1175	111	662	141	
Kinston 9 (First Penta. Church)	2,495	1,149	47%	1,204	49%	79	3%		Rita Hodges	1905	1372	940	382	566	458	
TOTAL-District 3	11,390	4,758	42%	6,257	55%	273	2%			4492	2948	3968	1400	2086	1809	
District 4 - Four Year Term Elected 2012, 2016, & 2020																
Kinston 1 (Carver Courts)	1,999	38	2%	1,925	96%	29	1%			570	7	540	9	268	13	
Kinston 8 (Holloway Center)	1,392	7	1%	1,368	98%	10	1%	Jackie Brown	Garland Nobles	786	5	758	7	484	26	
Southwest	1,722	1,445	84%	150	9%	120	7%			157	535	347	327	89	332	
Woodington	1,678	1,530	91%	88	5%	69	4%			104	460	278	271	109	408	
Trent 1	2,056	1,609	78%	199	10%	282	14%			82	251	142	179	133	471	
Pink Hill 1	1,069	864	81%	82	8%	162	15%			42	240	124	157	67	208	
Pink Hill 2	1,970	1,415	72%	216	11%	411	21%			92	353	210	222	108	379	
TOTAL-District 4	11,866	6,908	58%	4,028	34%	1,083	9%			1833	1851	2399	1172	1258	1837	
District 5 - Four Year Term Elected 2014 & 2018																
Kinston 2 (Gordon St. Church)	1,684	115	7%	1,534	91%	25	1%			611	11	578	8	326	23	
Kinston 3 (Fairfield Center)	2,074	678	33%	1,267	61%	112	5%			618	232	654	150	346	162	
Kinston 7 (Emma Webb)	2,867	456	16%	2,319	81%	73	3%	George Graham		1137	206	1134	150	703	162	
Sandhill	1,266	1,028	82%	149	12%	95	8%			118	333	215	241	74	248	
Contentnea Neck	3,684	1,951	53%	1,516	41%	255	7%		C. L. Braxton	699	699	880	468	413	494	
TOTAL-District 5	11,565	4,228	37%	6,785	59%	560	5%			3183	1481	3461	1017	1862	1082	

Drafter's Comments on Plan E:

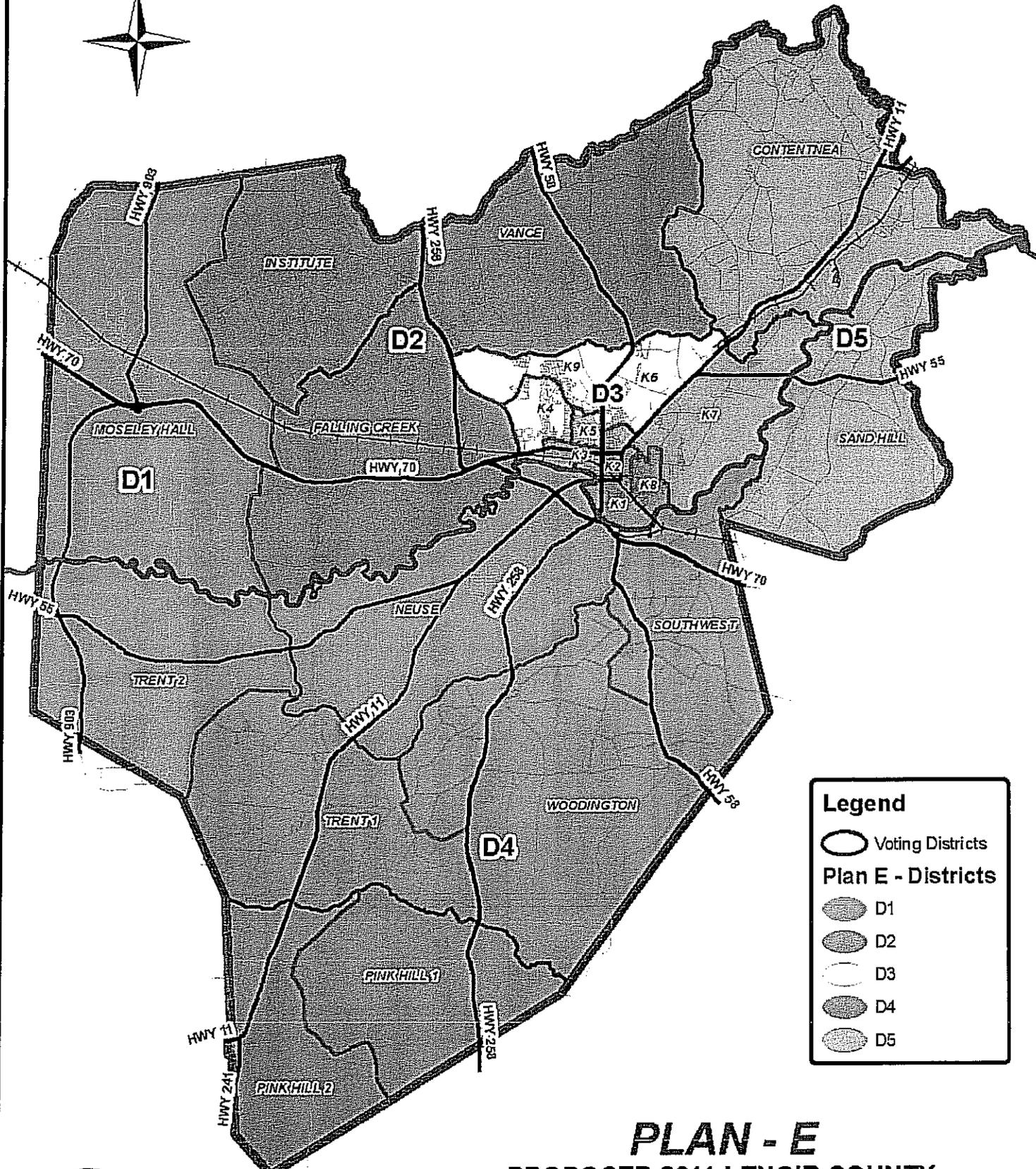
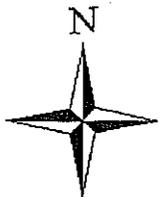
Moves one of the two majority black districts from East Kinston to West Kinston (District 3 instead of District 4).

Pro:

- 1. Opens a new seat in a majority black district in North and West Kinston.
- 2. Opens a new seat for a citizen from Pink Hill/Woodington area in a formerly majority black district.
- 3. No "double bunking".

Con:

- 1. Tommy Pharo will reside in a majority black district.
- 2. Jackie Brown will reside in a majority white district.
- 3. District 4 is elongated - stretches from inside Kinston to the far side of Pink Hill.



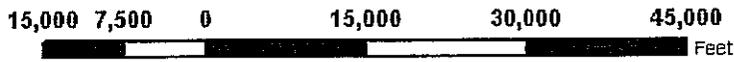
Legend

-  Voting Districts
- Plan E - Districts**
-  D1
-  D2
-  D3
-  D4
-  D5

PLAN - E

PROPOSED 2011 LENOIR COUNTY ELECTORAL DISTRICTS

(County Commissioner & School Board)



POPULATION DEVIATION SHEET

(Shows total deviation in the population between the largest and the smallest election districts under the various plans.)

- 1. Existing Plan (Alternate E) - 2000 Census Figures
 12,502-biggest district 11,930-ideal population
 -11,930-ideal population -11,390-smallest district
 572-difference= 4.8% too big + 540-difference= 4.5% too small = 9.3% total deviation

- 2. Existing Plan (Alternate E) - 2010 Census Figures
 13,388-biggest district 11,899-ideal population
 -11,899-ideal population -10,104-smallest district
 1,489-difference=12.5% too big + 1,795-difference=15.1% too small = 27.6% total deviation

- 1. Plan A - 2010 Census Figures
 12,251-biggest district 11,899-ideal population
 -11,899-ideal population -11,689-smallest district
 352-difference= 3.0% too big + 210-difference= 1.8% too small = 4.8% total deviation

- 2. Plan B - 2010 Census Figures
 12,052-biggest district 11,899-ideal population
 -11,899-ideal population -11,805-smallest district
 153-difference= 1.3% too big + 94-difference= 0.8% too small = 2.1% total deviation

- 3. Plan C - 2010 Census Figures
 12,322-biggest district 11,899-ideal population
 -11,899-ideal population -11,414-smallest district
 423-difference= 3.6% too big + 485-difference= 4.1% too small = 7.7% total deviation

- 4. Plan D - 2010 Census Figures
 12,473-biggest district 11,899-ideal population
 -11,899-ideal population -11,426-smallest district
 574-difference=4.8% too big + 473-difference= 4.0% too small = 8.8% total deviation

- 5. Plan E - 2010 Census Figures
 12,507-biggest district 11,899-ideal population
 -11,899-ideal population -11,390-smallest district
 608-difference= 5.1% too big + 509-difference= 4.3% too small = 9.4% total deviation

DRAW YOUR OWN DISTRICTS

Citizens are invited to submit their own plans for consideration by the Lenoir County Board of Commissioners. In order to be considered at the public hearing on September 19, 2011, plans must be submitted to Attorney Bob Griffin, 213 E. Gordon St., Kinston, NC 28501 by 5:00 PM, Thursday, September 15, 2011 to verify that the plan meets legal requirements. Only those plans meeting legal requirements will be considered by the Board of Commissioners.

RULES:

1. **EQUALITY:** The plan must contain five electoral districts whose population according to the 2010 census is as nearly equal as practicable. The courts have interpreted this to mean there should not be more than 10% difference between the smallest and the largest district. See Population Deviation Sheet at page 12 for examples of calculating the total deviation in the plan.
2. **CONTIGUITY:** Precincts in each district must touch together. Districts cannot include "island" precincts which don't touch any other precinct in the district.
3. **MINORITY VOTING RIGHTS:** The plan must not prevent members of numerically significant racial minorities from electing the candidates of their choice. Applying the law to the demographic make-up of Lenoir County, the Voting Rights Act requires that black citizens make up a majority of two of the five election districts, if such districts can be drawn without creating an illegal racial gerrymander. (Racial gerrymanders are very oddly shaped districts whose shape was determined primarily by race, rather than by other natural dividing lines such as precinct boundaries, major roads, etc.) Plans A, B, C, D, and E all show majority black districts in two of the five districts in each plan without resorting to racial gerrymanders.
4. **SPLIT PRECINCTS:** Splitting precincts is allowed but discouraged because it can cause voter and candidate confusion. If splitting precincts is necessary, well recognized landmarks such as major roads should be used as the dividing line.

14

LENOIR COUNTY BOARD OF COMMISSIONERS REDISTRICTING SCHEDULE

August 2011 – Plans developed

Tuesday, September 6, 2011 at 9:00 AM – Redistricting plans presented to Board of Commissioners and general public by Lenoir County Attorney.

September 6, 2011 – September 15, 2011 – “Draw Your Own District” period. Elected officials and citizens may meet privately with the County Attorney to present their own plans or “tweak” existing plans to their liking. County Attorney will review and revise plans to meet One Person-One Vote and Voting Rights Act requirements. Any submitted plans which are legal will be added to the group of plans considered by the Board of Commissioners.

Monday, September 19, 2011 at 4:00 PM – Public Hearing on Redistricting Plans.

Once the public hearing is concluded, the Board of Commissioners will be free to adopt a plan at that meeting or any future meeting.

Upon adoption the County Attorney will submit the plan to the US Justice Department to evaluate its effect on the ability of minority voters to elect candidates of their choice. The Justice Department has 60 days for its response and can ask for an additional 60 days by requesting more information. Once the Justice Department has given its “preclearance” to the plan, the plan is final and will be in effect for the next 10 years.

**RESOLUTION BY THE LENOIR COUNTY BOARD OF COMMISSIONERS
ADOPTING 2011 REDISTRICTING PLAN**

WHEREAS, the Board of County Commissioners of Lenoir County consists of seven members, two of which are elected at large and five of which are elected from single member electoral districts; and

WHEREAS, these five single member electoral districts were last redistricted in 2001 based on 2000 census data; and

WHEREAS, the 2010 census shows that there is a substantial inequality of population among the districts; and

WHEREAS, the Lenoir County Board of Education also consists of seven members, two of which are elected at large and five of which are elected from single member electoral districts. The 1991 school merger plan which created the new unified school board provided that the school board will use the same districts for election as the county commissioners, as they may change from time to time; and

WHEREAS, the Lenoir County Board of County Commissioners, acting under the authority of North Carolina General Statute 153A-22, does redefine the five single member electoral districts for the Board of County Commissioners and the Lenoir County Board of Education as follows:

NOW, THEREFORE, BE IT RESOLVED that:

1. The Lenoir County Board of Commissioners adopts the attached plan entitled **Plan** _____ as the plan of electoral districts for electing the five single member seats on the Lenoir County Board of Commissioners and the Lenoir County Board of Education, beginning with the 2012 elections.

2. This resolution shall become effective upon preclearance by the United States Justice Department. Within ten days after the day on which it becomes effective, the Clerk to the Board shall file a certified copy of this resolution in the Secretary of State's office, in the Lenoir County Register of Deeds' office, and with the chairman of the Lenoir County Board of Elections, as required by law.

This _____ day of _____, 2011.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____
Pharo _____ Rouse _____ Sutton _____

LENOIR COUNTY BOARD OF COMMISSIONERS

By: _____
George W. Graham, Jr.
Chairman

Date

ATTEST:

April L. Banks
Interim Clerk to the Board of Commissioners
of Lenoir County

Date

Item No.: 5

BUDGET ORDINANCE AMENDMENT: GENERAL FUND:PROCESS FUNDS: \$10,578.70. INCREASE



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

FY 2010 - 2011
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
GENERAL FUND	PROCESS FUNDS	VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>	
REVENUES		EXPENDITURES	
Account # and Title	Amount	Account # and Title Amount	
<u>INCREASE</u>		<u>INCREASE</u>	
10-3991-9910 FUND BALANCE APPROPRIATED	10,578.70	10-4201-6034 COOP EXT - SHIP GRANT	10,578.70
Total	10,578.70	Total	10,578.70

Reason and Justification for Request:

BUDGET AMENDMENT TO RE-APPROPRIATE SHIP GRANT FUNDS NOT EXPENDED IN PREVIOUS YEARS. FROM FISCAL YEAR 2006-2007 THROUGH FISCAL YEAR 2010-2011, A TOTAL OF \$18,537.84 IN REVENUE HAS BEEN RECEIVED. OF THAT AMOUNT RECEIVED, ONLY 7,959.14 HAS BEEN EXPENDED. THIS LEAVES A TOTAL OF \$10,578.70 OF SHIP GRANT FUNDS TO BE ROLLED FORWARD INTO FISCAL YEAR 2011-2012.

Department Head Approval <i>Martina H. Martin</i>	Date 9/11/11	Finance Officer Approval <i>Martina H. Martin</i>	Date 9/11/11
Budget Officer Approval <i>Michael W. ...</i>	Date 9/9/11	Date of Minutes	
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

Item No.: 6

BUDGET ORDINANCE AMENDMENT: GENERAL/CAPITAL IMPROVEMENTS FUND
 TRANSFERS-OTHER FUNDS/COMMUNITY DEVELOPMENT: \$12,500. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2011 - 2012
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL/CAPITAL IMPROVEMENTS		TRANSFERS-OTHER FUNDS/ COMMUNITY DEVELOPMENT		VARIOUS	
Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES		
Account # and Title	Amount	Account # and Title	Amount	Account # and Title	Amount
<u>INCREASE</u>		<u>INCREASE</u>		<u>INCREASE</u>	
10-3991-9910 FUND BALANCE APPROPRIATED	6,250.00	10-9800-8502 TRNSF TO CAPITAL IMPROVEMENTS	6,250.00		
<u>INCREASE</u>		<u>INCREASE</u>		<u>INCREASE</u>	
40-3980-9800 TRNSF FROM GENERAL FUND	6,250.00	40-4930-5123 MILITARY GROWTH TASK FORCE	6,250.00		
Total	12,500.00	Total	12,500.00		

Reason and Justification for Request:

BUDGET AMENDMENT TO APPROPRIATE FUNDS FROM THE GENERAL FUND TO THE CAPITAL IMPROVEMENTS FUND TO COVER THE COST OF THE COUNTY'S COMMITMENT TO THE MILITARY GROWTH TASK FORCE. ON JUNE 20, 2011, THE COMMISSIONERS VOTED TO JOIN THE MILITARY GROWTH TASK FORCE.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	9/12/11	<i>Martha H. Martin</i>	9/12/11
Budget Officer Approval	Date		
<i>Michael W. [Signature]</i>	9/15/11		
Board Approval (When Applicable)	Date	Date of Minutes	

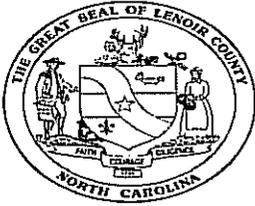
Finance Office - Copy

Department - Copy

Administration - Copy

Item No.: 7

BUDGET ORDINANCE AMENDMENT: GENERAL FUND:
FINANCE/NON-DEPARTMENTAL/EMERGENCY MANAGEMENT: \$12,630. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2011 - 2012
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		FINANCE/NON-DEPARTMENTAL/EMERGENCY MANAGER		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		
REVENUES			EXPENDITURES		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u>		<u>INCREASE</u>			
10-3842-8500 INSURANCE-MISCELLANEOUS	12,630.00	10-4200-4991 MISCELLANEOUS		1,953.00	
		10-4330-3530 MAINT/REPAIR-VEHICLES		10,677.00	
Total		Total	12,630.00		

Reason and Justification for Request:

TO BUDGET INSURANCE PROCEEDS RECEIVED FROM VFIS INSURANCE COMPANY ON 9/12/2011 IN THE AMOUNT OF \$10,676.69 AND PROCEEDS RECEIVED FROM GREAT WEST CASUALTY COMPANY ON 9/12/2011 IN THE AMOUNT OF \$1,952.66. THE VFIS CHECKS ARE TO COVER THE COST OF REPAIRS TO THE 2008 FORD EXPEDITION DRIVEN BY ROGER DAIL THAT WAS INVOLVED IN AN ACCIDENT ON 7/13/2011. THE CHECK FROM GREAT WEST CASUALTY COMPANY WAS TO COVER THE COST OF RENTING A REPLACEMENT VEHICLE.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha A. Martin</i>	9/12/11	<i>Martha H. Martin</i>	9/12/11
Budget Officer Approval	Date		
<i>Michael W. Farman</i>	9/15/11		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 09/19/11 **ITEM NO.:** 8A

RESOLUTION: Requesting the Establishment of Fees for Rabies Vaccinations

SUBJECT AREA: Financial

ACTION REQUESTED:

The Board is asked to establish the fee for rabies vaccinations at \$7.00 to be administered at the county sponsored Rabies Vaccination Clinics.

HISTORY / BACKGROUND:

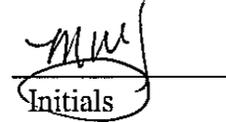
NCGS 130A-187 requires the local health director to organize and assist other organizations to conduct rabies vaccination clinics at least annually. NCGS 130A-188 requires the board of county commissioners to establish the fee for rabies vaccination at county sponsored vaccination clinics. Rabies Vaccination Clinics have been scheduled for Tuesday, April September 27, 2011(Riverbank Animal Hospital, Northside Animal Hospital, Countryview Animal Hospital and Animal Hospital of Lenoir County LaGrange).

EVALUATION:

This action is necessary 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 establish the fee for a rabies vaccination to be administered at county sponsored Rabies Vaccination Clinics at the rate of \$7.00.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham Jr., Chairman 9/19/11
Date

ATTEST 9/19/11
Date

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 9/19/11 **ITEM NO.:** 8B

RESOLUTION: Approving The Lenoir County Health Department To Increase The 2011-2012 Budget With Lenoir County School Nurse Funding Initiative Funds \$150,000

SUBJECT AREA: Financial

ACTION REQUESTED:

The Board is asked to grant permission to the Lenoir County Health Department to increase the agency's budget by \$150,000. The Health Department will enter into a contractual agreement with Lenoir County Schools for the School Nurse Funding Initiative with State funds.

Increase Revenues:

School Nurse Reimbursement -10-3505-4107 \$150,000.00

Increase Expenditures:

Professional Service School Nurse-10-5110-6901 \$150,000.00

HISTORY / BACKGROUND:

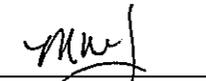
Amendments in House Bill 200 changed the allocation criteria of school health nurse positions funded by the School Health Funding Initiative (SNFI). HB200 also directed that SNFI funds be appropriated to the local health department for disbursement to the local school system pursuant to terms in a contract between the local health department and the local school system. Lenoir County Health Department has been allocated \$150,000 in SNFI funds to support three (3) school health nurse positions. The Lenoir County Health Department and Lenoir County Public Schools will enter into a contract for the health department to disburse SNFI funds to the local school system by monthly invoice statements.

EVALUATION:

The purpose of the contract is to improve the school nurse to student ratio in the school district in order to have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local capacity to provide basic health services to students. The contractor shall only use funds for salary, fringe and to support continuing education and required school nurse training. The contractor shall assure that these funds will not supplant existing funds support school nurse positions.

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 _____ Graham _____ Daughety _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham Jr., Chairman 9/19/11
Date

ATTEST 9/19/11
Date

BUDGET ORDINANCE AMENDMENT:
 GENERAL FUND:
 (GENERAL) School Health Nurse
 LINE ITEM BUDGET INCREASE \$150,000.00

Item No.: 8C



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2011 - 2012
Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL	HEALTH	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>
10-3505-4107 School Health Nurse Reimbursement	\$ 150,000.00	10-5110-6901 Professional Services School Nurse \$ 150,000.00
Total	150,000.00	Total \$ 150,000.00

Reason and Justification for Request:
 Additional State funding for Support for School Health Nurse Initiative program.

Department Head Approval	Date	Finance Officer Approval	Date
<i>[Signature]</i>	9/12/11	<i>Martha H. Martin</i>	9/13/11
Budget Officer Approval	Date		
<i>Michael Williams</i>	9/15/11		
Board Approval (When Applicable)	Date	Date of Minutes	

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 9/19/11 **ITEM NO.:** 8D

RESOLUTION: Authorizing Lenoir County Health Department to Execute a Purchase Order:
Lenoir County Schools: \$150,000.00.

SUBJECT AREA: Financial

ACTION REQUESTED:

The Board is asked to grant permission to Lenoir County Health Department to pay monthly expenditures to Lenoir County Schools on a monthly basis for the School Health Nurse Initiative program.

HISTORY / BACKGROUND:

The Lenoir County Health Department received State Funding in the amount of \$150,000(School Nurse Initiative) to support three (3) school health nurse positions. The Lenoir County Health Department and Lenoir County Public Schools will enter into a contract. They will submit a monthly invoice in which we will pay out of these funds.

EVALUATION:

This action is necessary to comply with applicable laws.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MWJ

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 _____ Graham _____ Daugherty _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham, Jr. Chairman 9/19/11
Date

ATTEST 9/19/11
Date

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 9/19/11 **ITEM NO.:** 9

RESOLUTION: Approving Recommended Electing County Work First Block Grant Plan for
FY 2012-14

SUBJECT AREA: Administrative

ACTION REQUESTED:

The Board is requested to approve the Recommended Electing County Work First Block Grant Plan for Fiscal Year 2012-14

HISTORY/BACKGROUND:

Federal regulations governing the Temporary Assistance for Needy Families (TANF) Program require states to submit biennial plans that describe the operation of their TANF programs. The primary TANF assistance program in North Carolina is the Work First Program. Since Work First is administered locally in each county, North Carolina law (G.S. 108A-27) requires Lenoir County Board of Commissioners to submit a County Work First Block Grant Plan for October 1, 2012, through September 30, 2014.

During a regularly scheduled meeting on August 15, 2011, the Lenoir County Commissioners voted unanimously to request to be designated as an Electing Work First County and appointed a Work First Block Grant Planning Committee. The committee's charge was to develop a qualified Electing County Plan that would reduce the County's Maintenance of Effort (MOE) to 90% while avoiding program changes that would increase the County's administrative costs.

EVALUATION:

The Planning Committee met on August 12, 2011 and made only minor changes to the current Work First Electing County Plan. During the committee meeting the Planning Team discussed transportation reimbursement rates, kinship care and services to school children. This plan reduces the Maintenance of Effort (MOE) to 90% but does not incorporate any changes that are not anticipated to increase the County's administrative costs under the Division of Social Services' current rules and operating procedures. A Block Grant Plan must be approved and submitted to the Division of Social Services.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval


INITIALS

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioner that the recommended Electing County Work First Block Grant Plan for Fiscal Years 2012-14, as previously distributed to the Board and made available to the public and duly advertised and incorporated and made a part of this resolution by reference, is hereby approved.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham Jr., Chairman

9/19/11
Date

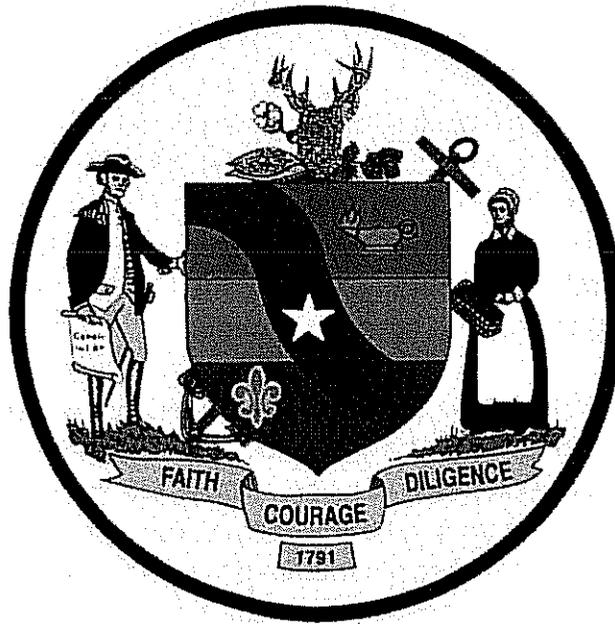
ATTEST

9/19/11
Date

Lenoir County

DRAFT

Any comments about this plan should be directed to Susan Moore at 559-6361 or Chris Harper at 559-625 or by submitting written comments at the address below.



2012-2014

Electing County Plan

Susan E. Moore, Director
smoore@dss.co.lenoir.nc.us
252-559-6361
Fax 252-559-6381
130. W. King St.
Kinston, NC 28502

DRAFT

I. Conditions within Lenoir County

Our Local Economy: Lenoir County experienced widespread flooding in 1999 when a tropical storm and two hurricanes that hit our area that summer. Mitigation efforts moved many families out of the flood-prone areas when the county purchased their damaged properties and cleared the land. The mitigation program dramatically reduced the potential for future flood damage to homes in Lenoir County, but it also left the county owning large sections of undeveloped land. Many of the relocated families purchased homes within the county, while other families left the county. Lenoir County's population declined immediately following the floods and has still not recovered to pre-1999 numbers. The shift in property ownership reduced property tax revenue to the county.

The low income and middle-income areas of our county were hit hardest by the floods, creating a higher impact on the families who were least able to quickly recover. The flooding destroyed a large number of low-rent homes and apartments in Kinston. Our county continues to have fewer low rent homes or apartments. For that reason, many of the renters affected by the floods left the county and have not returned.

Most flooded businesses eventually reopened, but some businesses did close, thus eliminating many local jobs. Our local economy has made slow but steady progress toward recovery. Then, the nation's economy contracted in 2008, creating another serious stress on our local economy. The county increased its economic development efforts and attracted several new businesses to our county, including Spirit and Sanderson Farms. These new jobs range from positions requiring highly skilled workers at Spirit to low skilled positions at Sanderson Farms. Although new jobs have come to our county, Lenoir County's unemployment rate has consistently exceeded the state's unemployment rate and continues to be high. Our unemployment rate for June 2011 was 11.1%.

Substance Abuse and Mental Health Issues: Our County has a serious problem with substance abuse and undiagnosed or untreated mental illness. This statement is based on the frequent complaints we receive from local employers who report problems with finding good job candidates who can pass the drug screens. They are also having problems retaining employees because of poor attendance issues and employees who do not pass random

drug screens. The Lenoir County Personnel Association reports that many job applicants are disqualified because they cannot pass the drug screens. In addition, our Children's Protective Services (CPS) social workers report an increase in the number of families involved with CPS that have substance abuse problems and undiagnosed or untreated mental illness issues.

Gangs: The Kinston Free Press reported on June 5, 2010 that a tug-of-war between two nationally known gangs has put a generation of Kinston youth on a dead-end that endangers their lives and the city. The City's twenty versions of the two Los Angeles-based gangs, the Bloods and the Crips, have been feuding for territory in our county. Every week there are new reports of gang violence and property crimes. This spring & summer there have been a string of arsons and four murders in our county that were committed by local gang members, including the murder of a U. S. Marshall attempting to arrest a gang member. Gang activity has more than quadrupled since 2006 according to the Free Press. Sgt. Dennis Taylor of the Kinston Police Department says, "If kids don't have good parenting, they are going to strike out and be involved with gangs, because they want to be loved and they can get that from the gangs." Maj. Greg Thompson also of the Kinston Police Department, says, "Gang activity plays a role in most local property crimes, such as vandalism and larceny, and in violent crimes ranging from assault with a deadly weapon and murder." Protecting Lenoir County children from violence, abuse, neglect, and exploitation is harder now because of the increasing influence of gangs. It is more important than ever that our community increase its efforts to provide parenting education, more after school activities for children, and more supportive services for children and families identified to be at risk.

School Drop-Out Rate: As our national and local economy continue to change workers must have more education and higher skill levels. It is increasingly important that children stay in school, graduate, and obtain advanced training from a technical school or college. Lenoir County schools have decreased their dropout rate from a high of 7.43 percent in 2005 to 3.87 percent in 2010. However, the N. C. Department of Public Instruction (DPI) reports that fewer Lenoir County school students who begin the ninth grade are graduating. The DPI also reports that the graduation rates for minority children continue to lag behind the graduation rate for white children. Chris Lavender, reporter for the Kinston Free Press reported on August 8, 2008 that the new Learn and Earn school programs that allow students to earn a high school diploma and an associate's degree in just five years are having a positive impact on the county's graduation rate. Our agency plans to increase its efforts to support families and encourage every child to stay in school by

establishing a CPS social worker position to work with WFFA child only families and Kinship Care families.

Domestic Violence: Sue Proctor, Director of SAFE, a local domestic violence agency, reports that Lenoir County continues to have a high rate of domestic violence. Our CPS supervisors and staff also report that a high percentage of their cases involve domestic violence. This problem continues to endanger children and destroy the stability of local families. Our Work First staff continues to screen all WFFA applicants and recipients for domestic violence, but very few families self-disclose that they have experienced domestic violence.

II. The Lenoir County Planning Process

A. Planning Committee

The Lenoir County Commissioners met on August 15th, 2011 to consider the Standard vs. Electing County issue and the composition of the Local Planning Team. During the meeting the commissioners chose to remain an Electing County by a unanimous vote. On August 15th, 2011 the Lenoir County Commissioners appointed the following individuals to the Local Planning Team:

- Lenoir County Board of Commissioners
Jackie Brown, Chairwoman of the Lenoir Co. DSS Board
- County Board of Social Services and Business Community
Clay Howard, DSS Board Member
- Employment Security Commission
Jamie Wallace, Manager
- Community Based Organizations/Faith Based Organizations
Major Robin Starr, Salvation Army
- Former Recipient of Work First Family Assistance
Annetta Sanders, Section 8 Family Self-Sufficiency Coordinator,
Kinston Housing Authority
- Transportation Services Provider
Bill Allison, Lenoir County Transit

- Local School System
Kelee Moore, Social Worker Lenoir County Schools
- Local Department of Social Services
Susan Moore, Director
- Child Care Provider
Marilyn Kennedy, Director, Deep Run Child Care
- Lenoir County Health Department
Joey Huff, Director
- Eastpointe LME
Ken Jones, Eastpointe CEO (Khristine Brewington of PORT Human Services was selected by Mr. Ken Jones to serve in his absence)

B. Public Comment

The proposed Electing County Plan was opened for public inspection from August 29, 2011 to September 9, 2011 by posting the plan on the county website at www.co.lenoir.nc.us. Copies of the proposed plan were also available at the Lenoir County Department of Social Services and the Lenoir County Manager's office. Copies of the plan were provided to the County manager and the Lenoir County Commissioner's for their review before the final approval of this plan. Copies were also provided to the Lenoir County Board of Social Services. An advertisement was posted in The Free Press, a Kinston newspaper and informed the public of the opportunity to comment. A public hearing was held by the Lenoir County Commissioners on _____ in the Lenoir County Courthouse to allow for public comment. The plan was then approved by the Lenoir County Commissioners on _____ for submission to the state.

Following the approval of the plan, the committee may meet periodically to evaluate the progress and outcome of the welfare reform efforts in Lenoir County and to consider plan revisions.

C. Planning Process

The Local Planning Team met on August 23, 2011. A wealth of reading and research information was provided to the committee. During the

committee meeting the Planning Team discussed transportation reimbursement rates, kinship care and services to school children. The committee voted to approve the proposed plan and to make it available for public comment.

III. Lenoir County Outcomes and Goals for 2012-2013

A. Statewide Work First Goals:

1. Meeting Federal Work Participation Rates for All Families. Active participation in employment services and activities will lead to full time employment. Counties must ensure that at least 50% of all Work Eligible Individuals, as defined by Federal Rule, complete the required number of hours of federally countable work activities.
2. Meeting Federal Work Participation Rates for Two-Parent Families. Active participation in employment services and activities will lead to full time employment. Counties must ensure that at least 90% of all two-parent families with Work Eligible Individuals, as defined by Federal Rule, complete the required number of hours of federally countable work activities.

B. County Performance Measures

1. Employment
Self-sufficiency will be realized primarily through the employment of Work First participants.
2. Meeting Federal Participation Rates
Active participation in federal countable work activities will lead to full time employment. Below are the All Parent and Two Parent participation rates for Lenoir County for the last twelve months.

Month	All Parent Rate	Two Parent Rate
June 2011	68.63%	0% *
May 2011	71.05%	0% *
April 2011	73.91%	0% *
March 2011	73.08%	100%
February 2011	72.92%	0% *
January 2011	68.63%	100%
December 2010	69.09%	100%
November 2010	65.63%	33%
October 2010	54.72%	50%
September 2010	58.82%	100%
August 2010	65.96%	100%
July 2010	71.74%	100%
Yearly Avg.	67.84%	N/A

* indicates there were no Two-parent cases

3. Providing Employment Services

Active participation in intensive employment activities for all WFE participants is necessary in order to meet the participation rate and to ensure families are served adequately before the end of five years. One measure of success in Work First is the percentage of families who are subject to the work requirement that are receiving assistance with job preparation and job placement.

4. Staying Off Welfare

Efforts to reduce welfare rolls, help adults find jobs, and increase self-sufficiency are undermined when families return to welfare. Families leaving Work First because of a job are tracked to determine if they return to cash assistance. This will be tracked using the state Data Warehouse system and Management Assistance website through the University of North Carolina at <http://ssw.unc.edu/ma/index.html>.

5. Job Retention

Families who leave Work First for employment and continue to be employed 6 to 12 months after leaving the program show evidence of increased job stability, which impacts a family's well being. This measure will be based on the number of responsible adults that leave Work First Family Assistance for employment who are still employed at 6 and 12 month intervals following termination. This will be tracked using the state Data Warehouse system and in house reports.

6. Benefit Diversion

The most successful outcome possible for an applicant for public assistance is to avoid the need to become a recipient. This is also recognized in the federal law, which specifies diversion from public assistance as a desired outcome.

7. Improving School success for Work First Children

Lenoir County has a higher than average school dropout rate. We will provide WFFA children and their families with supportive services that encourage success in school or staying in school through graduation.

IV. Plans to Achieve and Measure the Outcomes and Goals:

A. Activities:

The following Work First activities are designed to enable Lenoir County to meet the goals listed above. Lenoir County Work First Participants must engage in these activities for the purpose of meeting work requirements or to pursue personal or family goals related to the employment and self-sufficiency.

1. Employment

a.) Unsubsidized Employment

This employment can be part-time or full-time unsubsidized work paid 100% by the employer.

b.) Subsidized Employment

Job Boost funds can be used to subsidize employers who participate in this program to aid Work First participants in finding employment as long as funding permits. The Lenoir County Department of Social Services can reimburse participating employers from \$6.00 to \$10.00 per hour, or up to 75% of an employee's wages.

2. Job Search and Job Readiness

This activity is countable for no more than four consecutive weeks, and 12 total weeks in a federal fiscal year (Oct. 1 through Sept. 30). However, all job-ready participants will be assigned job search and/or job readiness activities in the addition to other program activities until the participant finds permanent employment.

a.) Job Search

Lenoir County will offer job search that is self-directed by the client. The Work First Employment social worker will act as their job coach to assist them as needed in their efforts. The WFES social worker will assist the client to: identify program goals; outline strategies to engage in meaningful job search by registering with local employment agencies; enrolling participants in job readiness classes at the Lenoir Community College; establishing a minimum number of employer contacts to be made each week; and reviewing the previous week of employer contacts and developing strategies to overcome newly identified barriers.

The Mutual Responsibility Agreement will be amended to include additional job readiness training as additional barriers to employment are identified. Job search activities may be conducted in groups or an individual setting dependent upon the number of participants in this activity. Participants in Job Search activities must keep a written log of employers contacted, name of the interviewer, and the result of the visit. Job search logs will be closely scrutinized for accuracy since fraudulent activities have been prevalent in the past.

All Work First Employment participants will complete mandatory drug screening before entering job search. Participants that test positive will be counseled and referred to a substance abuse treatment provider for services. Many employers report frustration with the high number of job applicants that cannot pass a drug screen. The Lenoir County Department of Social Services will test Work First Employment participants to identify substance abuse problems and address these concerns. Failure to comply with this requirement will result in termination of their WFFA case.

b.) Job Readiness

Work related activities help participants to develop the knowledge, skills and attitude necessary to be successful in employment. Job readiness is designed to provide instruction, an opportunity to practice new skills, and to become familiarized with general workplace expectations. This component is intended to help participants to obtain and maintain employment by enhancing job retention and advancement skills. The Lenoir Community College is currently providing Work Keys training to assist participants in Work First. Work Keys is a national workforce development assessment system that permits a direct comparison of the skills and levels of skills needed to perform a job with the skills and level of skills an individual currently possesses. This certificate reports an individual's Applied Mathematics, Location Information, and

Reading for Information levels of skills in relation to the level of these skills needed in 90% of the job and occupations contain the Work Keys database. Work Keys also includes Key Train, an individualized online training intended to teach the skills the individual lacks.

3. On-the-Job-Training

On-the-Job (OJT) is a subsidized employment opportunity where an employer agrees to hire and train a participant in exchange for a partial subsidy. The Lenoir County Department of Social Services plans to use Job Boost funding or any future funding to utilize subsidized employment. The qualifications and policies of Job Boost II or any future subsidized employment program will be used to administer OJT or OJT similar programs.

4. Work Experience

Work experience is an unpaid training opportunity with a company, agency, organization, or governmental office (public, private, non-profit, and for profit). This activity is intended to provide meaningful duties that have relevance to the local labor market and allow the Work First participant to gain needed work history and experience. Participants who are unable to obtain unsubsidized employment, who need to develop stronger job references, or who lack job-entry skills are good candidates for this activity. Work First Work Experience placements are well supervised. A Work First Employment social worker develops the Work Experience sites by contacting local employers who wish to enter into an agreement with the Work First Program. These agreements include guarantees that Work First participants are not displacing laid-off employees and that the employer has a grievance policy for regular employees who feel that displacement has occurred. The participants in this component are covered by a Department of Health and Human Services worker's compensation plan that covers any work related injuries that occur.

The WFE social worker will regularly monitor all Lenoir County Work First Experience placements to resolve problems and provide supportive services as necessary. Consultation with the work experience provider may be warranted. Work First participants must submit a written weekly report of hours completed signed by the site supervisor. It is the goal that through work experience contracts that some of the participants in Work First will use this opportunity to prove that they can be productive at the work site and eventually hired in a paying position.

Many employers report frustration with the high number of job applicants that cannot pass a drug screen. The Lenoir County Department of Social Services will test Work First Employment

participants to identify substance abuse problems and address these concerns. All Work First Employment participants will complete mandatory drug screening before entering work experience. Participants who fail the drug screen will be referred to treatment and will be monitored for compliance with their treatment plan by the WFE social worker. Failure to comply with this requirement will result in termination of their WFFA case.

5. Vocational/Educational Training

Vocational Educational Training is education or training designed to provide the participant with the basic skills and certification necessary for employment. This activity may include training used as a primary activity for the participant when it is likely that successful completion will result in employment at wages higher than the participant could attain without the training. Participants are limited to 12 months in a lifetime in this activity for federal tracking purposes. Lenoir Community College provides a majority of the Vocational Educational Training for Lenoir County Work First participants through the college's continuing education, and vocational education courses.

6. GED/HS Completion for Teen Heads of Households

Teenage heads of households, under age 20 will be encouraged to remain in school through graduation from high school or attainment of a GED. Teenaged participants are expected to maintain satisfactory school attendance, including GED studies, and to demonstrate progress toward graduation using the school's system definition to determine satisfactory attendance and progress.

7. Skills Training Directly Related to Employment

Participants may choose to enroll in one of the short-term (less than 6 months) courses at Lenoir Community College that are specifically designed to allow the participant to obtain the knowledge required to enter employment in a specific career. Each enrolled participant is expected to attend class and demonstrate progress toward completion. These participants must provide written attendance and progress reports every two weeks signed by the course instructor who supervises the participant on a daily basis. This activity is utilized along with other core activities.

Job-ready adult participants may also be referred to Lenoir Community College for testing using the Work Keys, additional training using Key Train tools and also Employability Skills Classes. These tools have been developed and used to measure baseline skill requirements for manufacturing and other occupations, and to provide training to participants to improve basic work skills. The college has already profiled jobs to establish the foundation skill requirements for specific

jobs. Each participant works at his/her own pace using a computer-based assessment and training program. The program assesses each participant's competency with regard to the established foundation skills identified. Based on this assessment, the participant then completes Key Train education elements to improve any skills deficiencies identified. After successfully completing the Key Train component, each participant receives a bronze, silver, or gold certificate indicating the participant's level of competence achieved. Many Lenoir County employers now require job applicants to have a Work Keys certificate. Lenoir Community College staff provides daily supervision of participants in the Key Train and Work Keys activities and assists the participants when necessary. The Work Keys-Key Train component is designed as "open entry – open exit" independent study program; therefore, a participant can begin the component without waiting for a new class to begin. This will help to reduce the lost time participants often have to wait to begin a traditional skill training program at the college. These participants must provide written attendance and progress reports every month signed by the course instructor who supervises the participant on a daily basis. This activity is utilized along with other core activities.

8. Education Directly Related to Employment

This activity includes Adult Basic education, ESL, GED, or other courses designed to provide knowledge and skills required for the specific occupations or work settings. These are chosen by the participant in the areas of nursing assistant positions or child care teacher positions. Each enrolled participant is expected to attend class and demonstrate progress toward completion. These participants must provide written attendance and progress reports every month signed by the course instructor who supervises the participant on a daily basis. This activity is utilized along with other core activities.

9. Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence

This activity includes regular attendance (according to the requirements of the school or course of study) in high school or GED classes sponsored by Lenoir Community College regardless of whether a high school diploma or GED is a requirement for employment in the participant's chosen field of occupation. Participants must demonstrate progress using a quantitative measure such as a timeframe for completion based on the institution's standards. Lenoir County Schools and Lenoir Community College provide these activities. Each enrolled participant is expected to attend class and demonstrate progress toward completion. These participants must provide written attendance and progress reports every month signed by the course instructor who supervises the

participant on a daily basis. This activity is utilized along with other core activities.

10. Community Service

Community Service will be applied to MRA according to state policies.

B. Supportive Services

The following supportive services can be provided to the Work First eligible families using Work First Block Grant funds. The list is not exhaustive. The agency will ensure that Work First does not duplicate existing and available resources or services. The DSS Director based on the availability of funding may adjust the spending limits. Lenoir County will add services as appropriate and when available.

1. Case Management:

Case Management means planning and directing the provision of, and/or directly providing services. This includes tracking of what has been provided and what can be provided in relation to the family's needs. Activities include determination and coordination of conditions and methods of service delivery that will best support the family's efforts toward self-sufficiency. This means assuming the role of primary agent who assures dependable and coordinated provision of services to the client as he or she moves toward self-sufficiency.

Case management includes, among other things, gathering information through various methods, such as home visits, interviewing, formal testing, and self-assessment instruments. It includes coordination with agency staff and other community resources when appropriate to prevent duplicative assessments and services. The purchase of diagnostic evaluations to assess an individual's self-sufficiency needs is an allowable use of funds. Time spent arranging for examinations are considered case management.

Case Management will include working with all WFFA families including parents and caretakers to ensure that child attends school regularly and is making adequate progress. The social worker will work with caretakers to build better relationships between the caretaker and the school and to indentify and remove barriers to the child's success at school.

Case Management activities may include:

a. Work-related activities:

- Initial assessment and periodic reassessment of families' needs and participants' job readiness;

- Examination of constructive ways to resolve work-related and family-related issues;
- Mutually-developed strategies (by the participant and worker) for self-sufficiency;
- Identification of responsibilities of both the participant and agency in facilitating the completion of plans;
- Planning and monitoring a participant's job search activity;
- Arranging and/or providing transportation;
- Arranging child/adult care;
- Arranging any other services needed by the family; and
- Arranging for drug testing or drug treatment where appropriate.

b. Children's Successful school activities:

- Meet with the Teacher at least once per grading period
- Read to/with the child every day
- Review the child's homework every day
- Make sure the child has a place to study at home
- Make sure the child has proper clothing and supplies for school

2. Child Care:

Lenoir County plans to use the Division of Child Development funding and the Work First Block Grant funding if available to purchase or provide child care for eligible WFE families and for employed families who meet 200% of poverty guidelines. Children of Child Welfare families and Work First Employment families will receive priority. The Child Day Care priority list is included as Attachment # 1.

3. Work-Related Expenses:

Work-related expenses are related to accepting or retaining employment (i.e., equipment, tools, uniforms, car repairs, and insurance, etc.). These items will be purchased or provided, as needed, to enable the recipient to accept and maintain employment. Covered work-related expenses must be non-recurring. Payment of these expenses is limited to \$500 per participant per job not to exceed \$1,000 per fiscal year.

4. Transportation Services

Transportation services will be purchased or reimbursed directly to the participant when the participant owns their own transportation. When the participant is receiving transportation from a third party and a formal contract doesn't exist between the 3rd party and the department, the department will reimburse the client. It will be the responsibility of the client to reimburse the third party with the transportation. The Lenoir County Transit System (LCTS) will be the primary provider of transportation services; however, the county may purchase transportation services from other local vendors when LCTS is unable to provide the needed service. Transportation services are limited to \$600 per participant per month. At the supervisor's discretion in unusual situations, this limit may be increased. Unusual situations may include but are not limited to participants living outside of the City of Kinston who incur greater travel costs than the typical participant. The transportation reimbursement rate should increase for participants who provide their own transportation to \$8 per day for inside the county transportation and \$11 a day for outside the county transportation.

5. Participation Expenses

Participation expenses include miscellaneous items or services needed by the family in order to participate in an activity agreed upon by the caseworker and the family, such as work shoes, uniforms or tools, registration fees, insurance coverage, etc. With supervisory approval, participation expenses may also be used to identify and recognize health-related needs such as alcohol and drug dependency. This may also include payment for counseling and/or treatment. Participation expenditures are limited to \$600 per month per participant not to exceed \$1,200 per year. Federal TANF funds will not be used for medical services. The agency will use MOE funds to pay for medical services not covered by Medicaid.

6. Personal and Family Counseling

Participants will be referred to the area mental health Local Management Entity or contracted service provider for personal and family counseling services or purchased from a qualifying agency to resolve serious emotional conflicts based on the availability of funding. Families who have a need for parenting classes will be referred to the Lenoir County Cooperative Extension office for parenting classes.

7. Individual and Family Adjustment

WFE participants will be referred to the area mental health agency, school counselors, Lenoir County Cooperative Extension Services, and other area resources to receive individual and family adjustment services to enable the participant and/or family to recognize, understand, and cope with obstacles to reaching their goals. These obstacles include household management, consumer affairs, family life, alcoholism, drug addiction, mental retardation, emotional disturbances, and school-related problems, etc.

The social worker assigned to the child only cases will provide family adjustments services to help families identify obstacles and obtain services to allow the family to resolve these obstacles.

8. Day Care for Adults

Based on the availability of Work First funding, Lenoir County may purchase Adult Day Care services for a disabled adult family member when these services are necessary to allow a Work First parent to participate in program activities or employment and when the family is unable to obtain the necessary services from other programs or resources. Day care for adults provides organized day activities and services purchased from an outside agency that promote personal independence, social, physical, and emotional well being. These services may cover the cost of food, transportation, and attendance fees. In all cases, adult day care services must be provided in a home or center that has been certified to meet State standards. Payments are limited to the rates for Adult Day Care and Adult Day Health as stated in the Adult Services manual.

9. Counseling and Problem-Solving

Work First social workers and Human Resource Placement Specialist will provide counseling to the family that enhances the family's problem solving, decision-making, and conflict resolution skills to begin to eliminate barriers to self-sufficiency and build upon family strengths, and encourage a well-functioning family unit.

V. Administration

A. Authority

It is recommendation of the Lenoir County Work First Planning Team that the Lenoir County Work First Program should continue to be administered by the Lenoir County Department of Social Services.

B. Organization

The Lenoir County Department of Social Services current Organization is summarized below. A copy of the agency's organizational chart is included as Attachment # 2. Lenoir County does not plan to consolidate Work First duties such as employment services and eligibility determination for cash assistance. The Work First Employment social workers will continue to provide employment services for families with significant barriers to employment such as a history of involvement with Children's Protective Services, domestic violence, substance abuse, felony convictions, serious mental health problems, or a lengthy history of welfare dependency. The Income Maintenance caseworkers will determine eligibility for Work First Family Assistance and provide ongoing case management in the area of eligibility. The duties of the Income Maintenance Caseworker II and the Social Worker II are not blended, but with each having specific duties respective to their individual job titles.

The Adult and Family Services Division is responsible for all services and activities related to the Work First Program, Adult Services, the Child Care Subsidy Program, Medical Transportation Services through Medicaid, General Assistance, Program Integrity, the Crisis Intervention Program, Domestic Violence and Emergency Assistance. The following duties are assigned to division staff:

The two Income Maintenance Caseworker II's in the Work First unit are responsible for Intake and Eligibility determination for all WFFA cases, on-going certification of WFFA cases and all "Child Only" WFFA cases, Benefit Diversion and Emergency Assistance eligibility.

The WFE Social Workers are responsible for the full employability assessment, employment services, MRA completion, and ongoing case management for all WFE cases.

The Child Care Subsidy Services team consists of two Income Maintenance case managers who determine eligibility for subsidy services and have on-going case management responsibilities for all subsidy cases.

Two Processing Assistant IV positions are responsible for arranging and coordinating non-emergency medical transportation for Medicaid recipients.

The Adult Services team consists of one Adult Services Supervisor and four Adult Services Social Workers.

Emergency Assistance and General Assistance are the primary responsibility of one Income Maintenance Caseworker II. This position is backed up by two Income Maintenance Caseworker II's in WFFA and by four Social Workers in Adult Services. This position reports directly to the WFFA, Medicaid Transportation and Child Day Care Subsidy supervisor

One Office Assistant position is responsible for maintaining intake logs, tracking information about day care attendance sheets and utilizing computer systems to track data and information for the program manager and supervisors in the division.

We plan to add one social worker III position to the Children's Protective Services Division to work with Work First child only cases and to families who accept "services recommended" after closure of their Children's Protective Services case. This social worker will be responsible for issuing the Family Supplement to families where children are placed by Children's Protective Services. The social worker will also work with families to ensure the child's success in school.

C. Child Care

Families receiving Children's Protective Services, Work First Employment, and Teen Parents attending secondary school or GED classes will receive priority for Child Care Subsidy services. The Child Day Care Subsidy services priority list is attached as Attachment # 1.

D. Transportation

Work First Employment Services participants may receive transportation assistance to all support program activities. The Lenoir County Transit System is the primary provider of transportation services for Work First participants. The Lenoir County Department of Social Services also contracts with local taxi companies, provides direct reimbursement to participants who use their own vehicles and provides direct reimbursement to the client to reimburse family or friends who transport participants. Work First staff arranges transportation services for participants when family or friends aren't available or consistently available. The maximum monthly transportation benefit for each WFE participant will be set at the beginning of each fiscal year and will be based on the availability of funding.

When it is more cost efficient and economical, covered services may include up to \$600 per family to assist with the down payment for a

vehicle. Families may receive assistance with a vehicle down payment once per family.

Employed former WFE participants who no longer receive WFFA due to wages may receive Family Employment Supportive Services. This may include transportation assistance for twelve months if the family's income remains below 200% of the federal poverty and the family meets all other eligibility criteria. Eligibility for this program will be for a year from the date of application. Other Lenoir County working families who meet the 200% of poverty eligibility criteria may receive transportation assistance for twelve months.

Lenoir County will budget approximately \$50,000 per year for Work First transportation services, based on the availability of funding.

E. Substance Abuse and Other Services

Due to a decrease in available funding and difficulty in hiring a qualified individual, Eastpointe, the Area Mental Health Authority for Sampson, Duplin, Wayne, and Lenoir Counties has been unable to co-locate a Qualified Substance Abuse Professional (QSAP) in the DSS office. Work First staff screens all applicants and recipients for substance abuse issues using the AUDIT and DAST-10 and the Substance Abuse Behavioral Indicator Checklist. Each applicant and recipient signs a consent form (DSS-8129) authorizing DSS Work First staff and Eastpointe staff to share necessary information related to the individual's substance abuse issues and/or treatment. Individuals who have been convicted of a Class H or I substance abuse felony in North Carolina or who screen positive are referred to Eastpointe or to contracting agency for a full assessment of substance abuse problems and appropriate treatment. In the event that Eastpointe or contracting agency staff determines a need for further assessment or treatment, the staff coordinates with DSS to have the Mutual Responsibility Agreement completed and signed.

The Lenoir County Department of Social Services will require each Work First Employment participant to participate in Job Search or Work Experience as a condition of their MRA to have a drug test before being assigned to those components. The testing will identify clients that need treatment and counseling in order to pass a pre-employment drug screen by a potential employer. Participants that test positive will be referred for substance abuse treatment and will be monitored by the WFE social worker. The Lenoir County Department of Social Services will seek to develop additional substance abuse counseling providers in order to assist with this task.

F. Family Violence Option

Lenoir County adopted the North Carolina Family Violence Option to assist those participants who are or have been victims of family violence

by providing the necessary tools to address the issues related to the abuse. For some participants, the Option provides an opportunity for a waiver of one or more Work First requirements. For all participants, however, the Option seeks to heighten awareness of family violence and provides the means and impetus to develop appropriate methods for dealing with this issue.

Adults seeking Work First cash assistance and Emergency Assistance including payees in child only cases and teen heads of household are given written and verbal information about family violence and the services available to deal with the issue. Should the adult self-disclose or the worker find evidence of family violence, the worker discusses with the individual the services available to deal with the issue and makes any appropriate referrals.

All WFFA applicants and WFE participants are notified of the potential to request a waiver of some or all of the Work First requirements because of Domestic Violence. Participants are given the Family Violence Option brochure (DSS-6967) along with written materials from SAFE in Lenoir County, a local domestic violence agency. If, at any time, a participant discloses being a victim of family violence, the participant is referred to an individual trained in family violence at SAFE in Lenoir County, a local family violence agency where a family violence counselor conducts a screening and/or an assessment of the participant's barriers to obtaining and/or keeping a job and meeting other Work First requirements.

Family Counselors at SAFE and Children's Protective Services social workers work closely with Work First staff to ensure that families receive necessary services, and to assist victims of family violence to implement a safety plan for the family. A copy of the TANF/Domestic Violence Plan for Lenoir County is included as Attachment # 3. Under this plan, SAFE assesses the family violence situation and the family's ability to participate with the Work First program. This agreement allows the SAFE Family Counselor to assist the family with relocation expenses, legal expenses, and other emergency needs related to the family violence issue. DSS then reimburses SAFE for approved expenditures up to \$1,500 per family.

Referrals for Family Violence will also be received from the school social worker or guidance counselor in order to utilize the need for a holistic Family Violence program.

Lenoir County receives a separate allocation from the Division of Social Services for TANF-Domestic Violence Emergency Assistance. These funds are used to support the family as they implement the family's safety plan. Covered services include help with housing and utility costs, transportation and travel costs, legal expenses, counseling, and other emergency needs. It should be noted that travel often encompasses travel to other states and, in very rare occasions, outside of the country. Sometimes travel may be in the form of purchasing fuel for the

participant's vehicle or a bus ticket for the participant and their child/children. Another cost associated with either of these modes of transportation is food and lodging. All of the aforementioned expenses should be addressed on a case by case basis with strong input from SAFE and the DSS supervisor of the Domestic Violence Emergency Assistance program. Due to the complex nature of the logistics involved in this type of safety plan, extreme latitude should be granted to ensure the safety of the individual in crisis.

G. Maintenance of Effort

As an Electing County, Lenoir County's Maintenance of Effort is reduced to \$921,356 per year. The following activities and services will be funded using MOE Funds:

H. Child Welfare Services

Lenoir County plans to use \$1,290,192 of federal TANF funds for child welfare services each year. The amount of funds budgeted for CPS administration expenses may vary based on the availability of funding.

VI. Emergency Assistance

The Family Emergency Assistance Program seeks to support the efforts of families to obtain and maintain employment, to prevent homelessness, to strengthen families, to keep children in school, and to secure a plan for safety, protection, and well-being of children. Grants may be approved for sporadic, unexpected and unforeseen crises and are targeted to promote self-sufficiency, proactive planning, personal responsibility, and parental responsibility. Program grants are approved only when the grant will alleviate the crisis and foster independence rather than dependence. Family Emergency Assistance grants are not intended to meet recurring or ongoing needs. The Emergency Assistance program will utilize approximately \$100,000 to support this program if funding is available.

See Attachment # 4

VII. Services to Low Income Families (Under 200% of Federal Poverty Level)

Lenoir County will follow the standard county policy for serving Low Income Families (Under 200% of Federal Poverty) with the addition of school related expenses for WFFA children and caretakers.

VIII. Services to Non-Custodial Parents

Lenoir County will follow the standard county policy for serving Non-custodial families with the exception that we will offer supportive services necessary for the parent to successfully comply with the CPS Family Plan where children are in Foster Care and their plan is to reunite with the family.

IX. Exemption from the Work Requirement

A. Child Under Three Months Old

Lenoir County will exempt a new mother from work activities for three (3) months following the birth of a baby. The new mother must provide a written statement from her physician if she requests an exemption for a longer period due to her incapacity or special medical needs of the newborn. If the mother later has another child, she may request another three month exemption not to exceed a total of 12-months of exemption in her lifetime. The WFE social worker and the participant will jointly develop a MRA to include these activities:

- Well-baby check-ups for the baby
- Post-partum check-up for the mother
- Arranging for primary and back-up child care to begin after the 3-month work exemption ends
- Registering for WIC services
- Applying for Child Support Services to establish paternity and support for the baby
- Meeting with the social worker in the last month of the 3-month exemption to modify the MRA, identify barriers and supportive services needed, and select work activities for the following month.

B. Domestic Violence Emergency Assistance

Families experiencing domestic violence may request an exemption from work activities. The request for exemption must be supported by a recommendation from SAFE in Lenoir County, CPS staff, School Social Workers or Work First staff. These families may be exempted from some or all Work First activities, based on the recommendations of the DSS CPS social worker, SAFE staff, and/or Work First staff. Request for exemptions can also be received from a Lenoir County School social worker for consideration of exemption. These families will develop a MRA jointly with the Work First staff. This MRA will include activities necessary to implement the family's safety plan and supportive services to be provided. The Lenoir

County TANF-DV Emergency Assistance Plan is Attachment # 4 to this plan. Activities included on the MRA may include but are not limited to:

- Attending the Empowerment classes at SAFE
- Searching for new housing
- Establishing a new household
- Registering children in a new school
- Attending court
- Attending counseling
- Meeting with attorney
- Arranging for child care
- Meeting with School personnel to discuss the child's progress in school

C. Incapacity

Adults who are incapacitated and unable to work or participate in program activities may be exempted from all or some program activities. A written statement from a physician must support the request for exemption. The statement must include the expected duration of the incapacity and degree of capacity for participation, if any. Although these families are exempted from work activities based on the recommendation of the physician, these individuals will be subject to Work First Benefits. These families will develop a MRA jointly with the Work First staff. This MRA will include appropriate activities and supportive services to be provided. Activities included on the MRA may include but are not limited to:

- Physician's visits and medical treatment
- Therapy sessions
- Applying for SSI, Disability Social Security benefits, or other benefits
- Filing an appeal of a SSI or Disability Social Security application denial
- Attending an appeal hearing
- Meeting with Vocational Rehabilitation counselor and following rehabilitation plans

D. Caring for incapacitated family members in the home

Adults who are unable to fully participate in work activities because they are needed in the home to care for an incapacitated family member or household member may be exempted from some or all work activities. A written statement from a physician must support the request for exemption. The statement must include the expected duration of the incapacity and degree of capacity for participation if any. These families will develop a MRA jointly with the Work First staff. This MRA will include activities and supportive services to be provided. Activities included on the MRA may include but are not limited to:

- Physician's visits and treatment plans
- Therapy sessions

- Applying for SSI, Disability Social Security benefits, other disability benefits and/or Medicaid for the family or household member
- Filing an appeal of a SSI or Disability Social Security denial
- Attending an appeal hearing
- Exploring alternatives such as Home Health
- Meeting with Vocational Rehabilitation counselors and following rehabilitation plans

X. Innovative County Strategies (1 page maximum)

1. Kinship Care Supplement Payment

If funding allows, Lenoir County will provide a supplemental payment to families with whom children are placed into a Kinship Care Arrangement by Children's Protective Services social workers in order to avoid foster care placement. This payment is intended to provide the Kinship Care family with additional financial support to care for these additional children and meet the increased expenses associated with bringing a new child or children into the home. Families entering into a **new kinship care arrangement on or after July 1, 2012** will be eligible for this Kinship Care Supplemental Payment.

The pay will continue for a maximum of twelve months, until the child(ren) no longer reside with the family, or until available funding is exhausted, whichever occurs first. Payments will be made at the point of placement and at the first of subsequent months at the following rates.

Total Payment to Kinship Care Cases

# of Children Placed by CPS	1	2	3	4	5	6	7	8
Kinship Care Payment	\$150	\$200	\$250	\$300	\$350	\$400	\$450	\$500

3. Kinship Care Program

When it is necessary to remove a child or children from their home, this agency will explore options to place the children with a close relative who is capable and willing to care for the children and who is an appropriate person to care for the child or children rather than place the children in a foster home. The agency will create a Social Worker II position to work closely with this Kinship Care family after CPS involvement ends, to identify barriers and concerns, and to provide supportive services designed to strengthen the family and enable the children and their caretaker to build a successful family. The social worker will monitor the children's progress in school and encourage the caretaker to be actively involved in the children's education by reading to the children daily, meeting with each child's teacher at least once

each grading period, ensuring that the children attend school regularly, reviewing each child's homework daily, making sure that they children have required well check-ups and receive prompt medical care when needed, and ensuring that the children have a place to study, a place to sleep, and necessary school supplies, and proper clothing for school.

XI. Special Issues

The special issues for Lenoir County are addressed in section I, Conditions within Lenoir County

XII. Eligibility Criteria

Lenoir County plans to use the following criteria to determine eligibility for WFFA benefits. Individual spending limits for services may be adjusted at the director's discretion based on the availability of funding

Manual Section	Proposed Policy
101-Initial Screening	<ul style="list-style-type: none"> Applicants excluding intact families must cooperate with the Child Support Program before applying for WFFA.
102- Short-term Services and Benefits	<ul style="list-style-type: none"> The benefit limits for short-term services and benefits may be adjusted at the director's discretion based on the availability of funding. Follow the county policy for Emergency Assistance. Adopt state policy for Employment Services for Non-custodial parents of a WFFA child. Services will be offered as funds allow.
104-Application Review	<ul style="list-style-type: none"> Adopt state policy with the addition that all caretaker relatives will be encouraged to seek legal custody of the children in their care.
104A-Individual Criminal Violations	<ul style="list-style-type: none"> Adopt State policy
104B-Substance Abuse/Mental Health	<ul style="list-style-type: none"> Adopt State policy with the exception that all WFE participants will take a drug screen before placement in Job Search or Work Experience.
105-Federal 60-month Time Limit and Work First 24-month Time Limit	<ul style="list-style-type: none"> Adopt State policy. The Lenoir County DSS Board will hear all requests for Hardship Exemptions.
104-D Family Violence Option	<ul style="list-style-type: none"> Adopt State Policy

106- Family Cap	<ul style="list-style-type: none"> • Adopt State policy
107-Minor Parent Rules	<ul style="list-style-type: none"> • Adopt State policy
108-State/County Residence Rule	<ul style="list-style-type: none"> • Adopt State policy
109-Age Rule for Children	<ul style="list-style-type: none"> • Adopt State policy
110-Rule to Apply for a Social Security Number	<ul style="list-style-type: none"> • Adopt State policy
111-Citizenship/Immigrant Rules	<ul style="list-style-type: none"> • Adopt Sate policy
112-Kinship/Living With Rule	<ul style="list-style-type: none"> • Adopt State policy with the following exception: Temporary absences from the home will be no longer than 30 days.
114-Income and Needs Assessment	<ul style="list-style-type: none"> • Lenoir County will adopt the state policy for countable income with the exception of counting SSI and SSD and the budget unit will consist of all household members
115-Resources	<ul style="list-style-type: none"> • Adopt State policy
116- Child Support Services	<p>Adopt state policy with the following additions:</p> <ul style="list-style-type: none"> • All applicants, except intact families, are required to cooperate with the Child Support Program before applying for WFFA. • The family is not eligible for WFFA benefits if the parent or caretaker fails to cooperate with the Child Support Program. • Families who fail to cooperate with the Child Support Program during the WFFA intake process are referred to the Family Medicaid Unit for evaluation of Medicaid eligibility on the same day.
117- Ongoing Assessment and Services	<ul style="list-style-type: none"> • Adopt State policy
118-Work Requirements and Services	<p>Adopt State policy with the following exceptions:</p> <ul style="list-style-type: none"> • Single parents of a child less than 3 months old is exempted from WFE work activities, however, the new parent will be required to complete some activities during this period <ul style="list-style-type: none"> ○ Well-baby check-up ○ Post-partum check-up for the mother ○ Register for WIC services ○ Make plans for primary and back-up child care at the end of the 3-month exemption period ○ Contact Child Support to establish paternity and support of the new baby.

- Schedule a visit to select program activities and identify the needs for supportive services at the end of the 3 month exemption period.
 - The family is limited to no more than 12 months exemption in a lifetime for the purpose of child birth.
- Transportation expenses for WFE participants and Non-custodial parents of WFFA children are limited to \$600 per month.
- Direct reimbursement of transportation expenses for use of a personal vehicle is limited to \$8 per day for participants working inside of Lenoir County and \$11 per day for participants working outside of Lenoir County. The client may claim a transportation hardship if this rate is not sufficient to cover their transportation costs. The supervisor or program manager will have final approval in approving a hardship and the allowable costs involved.
- All WFE participants are encouraged to complete their high school diploma or GED within the 24-month time limit.
- Adults who claim an exemption from WFE activities due to incapacity must provide a physician's statement indicating the participant's functional capacity. The county reserves the right to request a functional evaluation from a qualified evaluator of the agency's choice.
- Participants who have 3 "No Shows" in one month for agency arranged transportation are ineligible for transportation service for a period of one month. A second occurrence of 3 "No Shows" in one month will result in 3 months of ineligibility for transportation services.
- All participants who claim an incapacity exemption from WFE activities for more than two months will be referred to Vocational Rehabilitation for assessment and to develop training opportunities with sheltered workshops as appropriate.
- All unemployed and under-employed adult applicants/participants must register for work at the Lenoir Community College Job Link Center.
- Participants will be referred to the WIA

	<p>Program at Lenoir Community College. If accepted into the program, the participant is required to comply with the terms of the WIA program as a condition of their MRA.</p> <ul style="list-style-type: none"> • All countable federal and state components will be utilized in accordance with state policy to meet program participation. This shall include CS (Community Service). • Work First Employment participants must register for Job Connector with the local Employment Security Commission within 2 weeks after initial assessment with the WFE SW if assigned to the JS component and provide documentation. • All WFE participants who are not employed must register with the Work Keys class at Lenoir Community College. • All participants who are placed in Job Search or Work Experience will complete mandatory drug screening. Failure to comply with requirement will result in termination of their WFFA case. • All WFFA recipients must meet with the child's or children's teacher and/or school counselor/social worker at least once each grading period to discuss the child's progress, attendance, or other factors affecting the child's or children's school progress.
119-Work First Benefits	<ul style="list-style-type: none"> • Adopt State policy
120-Sanctions	<p>Adopt state policy with the following additions:</p> <ul style="list-style-type: none"> • Job-Quit Sanction: 3 months of Ineligibility. The family is not eligible for a period of three months if the parent quits a job or WFE work experience placement, abandons a job or WFE work experience placement, is fired from a job for reasons other than the inability to the job, or fails to attend Work Keys Preparation Classes or Employability Skills classes at LCC or voluntarily reduces work hours or rate of pay without a good cause reason. Quitting a job or reducing work hours in order to attend college, training or other post-secondary education does not meet the definition of "good cause." Job abandonment is defined as failing to go to work and failure to notify the employer. For applicants, the 3 months of ineligibility begins the month the parent stops work or the work experience or reduces work hours or rate of pay. For recipients, the 3 months of

	<p>ineligibility begin the month following expiration of an advance notice. The participant may cure this sanction by returning to work at an equivalent rate of pay and number of work hours compared to the last job if acquired during the 10 day notice period.</p> <ul style="list-style-type: none"> • Fired from Employment Sanction: 3 months of Ineligibility. The family is not eligible for a period of three months if the parent is fired from a job for any reason other than the ability to perform the duties and responsibilities of the position. (Example: The parent assaults or is insubordinate to their boss) • Transportation "No Show" Sanction: 1st Sanction-1 month of ineligibility for transportation assistance, 2nd Sanction-3 months of ineligibility for transportation assistance. Participants that have 3 "No Shows" in one month for agency arranged transportation are ineligible for transportation services for a period of one month. A second occurrence of 3 "No Shows" in one month will result in 3 months of ineligibility for transportation services. • MRA sanctions: (Same as state policy with these additions) <ul style="list-style-type: none"> ○ All participants who claim an incapacity exemption from WFE activities for more than two months will be referred to Vocation Rehabilitation for assessment and to develop training opportunities with sheltered workshops as appropriate. Refusal of a Vocational Rehabilitation (VR) referral or failure to comply with the VR program without a good cause reason will result in a MRA sanction. ○ All unemployed or under employed adult applicants who are determined to be "job ready" must register at the Lenoir Community College Job Link Center, and with all area temporary agencies. Failure to register for work with the Job Link Career Center or local temporary agency will result in a MRA sanction. ○ Any applicant or participant who refuses to take a drug test or refused treatment or fails to comply with the treatment plan will result in a MRA sanction. ○ Participants will be referred to the WIA
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	<p>Program at the Lenoir Community College. If accepted in the program, the participant is required to comply with the terms of the WIA program as a condition of the MRA. Refusal of a referral to WIA for failure to comply with the WIA program without a good cause reason will result in a MRA sanction.</p> <ul style="list-style-type: none"> ○ For recipients who are terminated as a result of non-compliance with their MRA. There will be a one month sanction beginning the month following the month of termination. (Example: If the client is terminated in August for failure to meet their MRA requirements, they will be ineligible for the month of September.) Each recipient will be reviewed for Medicaid and FNS.
130- Application Processing	<p>Adopt State policy with the following exceptions:</p> <ul style="list-style-type: none"> • Elimination of automatic reopening of a WFFA case. The family must reapply if the assistance is terminated for any reason other than agency error. • For recipients who are terminated as a result of non-compliance with their MRA. There will be a one month sanction beginning the month following the month of termination. (Example: If the client is terminated in August for failure to meet their MRA requirements, they will be ineligible for the month of September.) • All applicants not already receiving Medicaid and FNS will be referred to those programs on the day they ask to apply for WFFA.
140-Automatic Inquiry and Match Procedures	Adopt State Policy.
201-Reviews for Work First Family Assistance	Adopt State Policy
202-Changes in Situation	Adopt State Policy
203-Administrative Reopen/Reapplication	Elimination of the automatic reopening of a WFFA case. The family must reapply if the assistance is terminated for any reason.
205-Payment rules and Benefit Issuance	Adopt State Policy
206-SSI and 1634 Medicaid	Adopt State Policy
207-Fraud and	Adopt State Policy

Intentional Program Violations	
263-Financial Responsibility: Part I- Overpayments	Adopt State Policy
263-Financial Responsibility: Part 2- Underpayments	Adopt State Policy
263-Financial Responsibility Part 3 Reconciliation	Adopt State Policy
264-Notice and Hearings Process	<p>Lenoir County will adopt state notice and hearing policy with the following exceptions. Lenoir County's WFFA Hearing Process is as follows.</p> <ul style="list-style-type: none"> • Adopt state policy for 1st level hearing before a local hearing officer. Agency supervisors are appointed by the Director to serve as hearing officers. Work First supervisors do not serve as the hearing officer for a Work First hearing. • The Lenoir County Board of Social Services serves as the hearing officer for 2nd level WFFA hearings. All other state policy rules regarding 2nd level hearings are adopted. • The appellant may petition to the Lenoir County Superior Court if dissatisfied with the result of the 2nd level hearing. <p>The Lenoir County Board of Social Services also serves as hearing officer for all requests for a Hardship Exemption to the 60-month Federal Time Limit or for Extensions of the 24-month State Time Limit.</p>

XIII. Appeals Process

Lenoir County adopts the appeals procedures as defined in the Work First manual and in N. C. G. S. 108A-79. As an Electing County, Lenoir County has established the following Appeals Process for Work First:

- Agency supervisors for Food Stamps, Medicaid, Child Support, Adult Services, and Children's Services will serve as the hearing officers for first level Work First hearings.
- The Lenoir County Board of Social Services serves as the hearing officer for all second level Work First hearings.

- The applicant or recipient may appeal to the Lenoir County Superior Court if dissatisfied with the results of the second level hearing.
- The Lenoir County Board of Social Services also serves as the hearing officer for all requests for a Hardship Extension of the 60-Month Federal limit or requests for WFFA benefits beyond the 24-month state limit.

XIV. Review Prior to Expiration of Time Limits

Lenoir County will follow standard procedures for meeting the requirements of State Law {GS 108A-27.4(e)(7)} as detailed in Work First manual section 105A, IV that requires a review of all Work First cases no later than three months before the expiration of time limits for receiving cash assistance to ensure that time limitations are computed correctly, that the family is informed in writing about public assistance benefits for which the family may be eligible after leaving Work First, to provide an extension of benefits if the family qualifies for an extension, to review family status and to assist the family to identify resources, and to support the family's needs to maintain employment and family stability.

XV. Funding Requirements

To be completed

XVI. Certification

**Lenoir County Child Care
Waiting List Policy**

Effective August 1, 2009

Lenoir County will take steps to implement a waiting list to limit and/or reduce subsidy services whenever the following situations occur:

- Available funding for subsidy services will not meet the demand for services, or
- Available funding for staff to administer the subsidy program is not sufficient, or
- The number of available child care slots is insufficient to meet the demand for services.

When the above situations occur Lenoir County will establish a waiting list for services. Children will be assigned a priority based on the need for care and the length of time the family has been on the waiting list. Once all of the families in a priority group are served, the agency will offer services to the next highest priority group. New siblings born to or moving into the household will be served without going on the waiting list.

Priority for Subsidy Services Based on Need:

- | | |
|---|---|
| 1. Protective Services | 6. Employment:- |
| 2. Work First Employment Service Participants | a. 1 st priority to full-time employed |
| 3. Children in Lenoir County DSS Legal Custody who need care for any reason | b. 2 nd priority to part-time employed |
| 4. Teen Parents attending school | 7. Developmental Needs: |
| 5. Child Welfare Services: | 8. Education and Training Leading to Employment: |
| | 9. Seeking Employment |

Families in priority groups 1 – 5 will be placed on a waiting list only in extreme funding situations.

1. Reduction of Services

When the above funding situations occur, Lenoir County may also end services to families in reverse order of priorities beginning with the lowest priority group. Should the situation require termination of subsidy services to a part of a priority group, terminations will be based on "last on-first off".

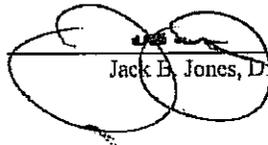
2. Waiting List Monitoring

At least semi-annually, the agency will send a letter to each family on the waiting lists and ask for updated information about the family's need for child care assistance and current income. Families, who no longer need child care assistance, do not respond within ten work days, or who are over income will be removed from the waiting list without service.

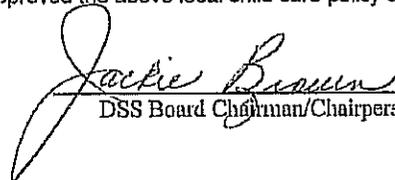
3. Served From the Waiting List

Children will be offered services as funding becomes available. The agency will attempt to contact these families by mail and follow-up with a telephone call if the family does not respond to the letter. Failure to respond within ten workdays will result in removal from the waiting list.

The Lenoir County Board of Social Services approved the above local child care policy on July 30, 2009.



Jack B. Jones, Director



DSS Board Chairman/Chairperson

Family Violence Option Attachment #3

Lenoir County Plan for TANF/DV Funds**July 1, 2011 – June 30, 2012****Purpose:**

The purpose of this plan is to establish the procedures that **Lenoir County Department of Social Services** and **SAFE in Lenoir County** (Domestic Violence agency) will follow in assisting victims of domestic violence. This is an agreement on how to proceed and interact with families with children who are experiencing or have experienced domestic violence in the past. The current allocation for the Fiscal Year 2011-2012 beginning July 1, 2011 is \$14,624.

Referral Process:

The Work First Family Assistance staff of Lenoir County Department of Social Services will serve as the managing unit of the TANF/DV funds. Families who have experienced domestic violence are identified as follows:

1. DSS workers will screen and refer domestic violence clients to the Work First Employment Services staff and to SAFE in Lenoir County.
2. The staff at SAFE in Lenoir County will make referrals and recommendations to Work First. The domestic violence advocates or an approved DSS worker will assess for Domestic Violence.
3. Social Workers in Children's Protective Services may identify domestic violence without a referral to SAFE of Lenoir County.

Eligibility Process:

DSS Work First staff will determine eligibility for domestic violence funds based on either of these criteria:

1. Family's eligible for or receiving Work First Family Assistance.
2. Families with incomes under 200% of the federal poverty guidelines, provided there is a child in the household who is under age 18 and who meets the TANF kinship and citizenship requirements.
3. A police/sheriff's department report of domestic violence is not required to receive assistance with this program.

Use of Funds:

The following list of approved costs is not exclusive. Any appropriate expenditure that DSS and SAFE agree on that will promote safety for the client and children and economic stability can be allowed as long as it is a direct victim service and falls within TANF guidelines. TANF/DV services are normally limited to \$1,000 per family, but with the DSS TANF Supervisor's approval, services may exceed this limit on a case by case basis up to \$1,500.

- **Transportation:** The approved state rate per mile is allowed for use of a personal vehicle. Reasonable actual costs are allowed for bus passes, cabs, auto repairs, car insurance, etc. as approved by DSS.
- **Individual & Family Adjustment Services:** The established rate of up to \$100 per hour is allowed for Individual and Family Adjustment Services for professional counseling. A rate of up to \$45 per hour is allowed for para-professional counseling. Counseling whether professional or para-professional includes but is not limited to therapeutic counseling, crisis counseling, court advocacy, individual assessments, support group, batterer's intervention, and parenting classes. Costs for individual counseling or batterer's intervention class for offending parents can be paid with TANF/DV funds. Payments for group sessions will be the amount that is typically charged per parent.
- **Housing:** Housing assistance includes rent, utilities, deposits, moving truck rental, and other relocation costs. Housing assistance can also include mortgage payments to maintain the home when the batterer relocates. Reasonable actual costs for these services as approved by DSS are allowed.
- **Educational or Job Training Activities:** Reasonable actual costs are allowed for these services as approved by DSS and include the cost of tuition, books, transportation, day care, etc. not covered by a Pell Grant or other grant or scholarship.
- **Attorney fees:** Up to \$125 per hour is the established rate for attorney fees. The fees can be used for any civil action that will enable a victim to be safe and/or economically independent.
- **Shelter Costs for Domestic Violence Victims and Their Dependents:** The established rate of up to \$50 per person per night is approved for shelter costs. This can be approved only if the shelter is not already funded from another source. The local shelter will be asked to provide a per night cost for reimbursement.
- **Other Possible Expenditures include but are not limited to:** Past due bills that interfere with the client getting safe housing, day care expense, uniforms, steel-toed boots, etc. Note: Medical expenses and prescription costs are not allowable costs for TANF/DV funds. However, Lenoir County Emergency

Assistance or General Assistance funds may be used for medical expenses and prescriptions not covered by Medicaid or another funding source.

- **Batterers Intervention Programs:** The Department of Social Services may assist those who have been court ordered to attend a Batterers Intervention Program when it is in conjunction with an active Children's Protective Services Case. The maximum allowable cost for this program will be \$600.
- **Children's Protective Services Cases:** Assistance for the non-offending parent can be provided for safety and economic stability. It is important to note that assistance cannot be provided to the non-offending parent if the children are in the legal custody of the county. Also, assistance cannot be provided if a kinship provider is currently receiving Child-only TANF benefits by maintaining physical custody of the non-offending parent's children. One example of this would be if a grandparent was caring for the non-offending parent's children while the parent has an open CPS In-Home Services case. The grandparent seeks and receives TANF assistance to help with the cost of caring for the children. However, the grandparent and either parent may qualify for Lenoir County Emergency Assistance to help with DV expenses, provided there is a plan to reunite the family within the next ninety (90) days. The CPS worker, TANF worker, and family members will collaborate together in eventually working toward a plan of discontinuing TANF to the grandparent and toward supporting a safe and economically stable reunited family.

TANF/DV funding will not be used to provide services that meet the federal definition of "assistance". "Assistance" is defined as services that have cash value (cash like) and are intended to meet basic ongoing needs. Services are not considered "assistance" if they are:

- Non-recurring, short term benefits designed to deal with a specific episode of need;
- Not intended to meet recurring or ongoing needs; and
- Not extending beyond four (4) months.

Billing Process:

1. DSS TANF staff will issue a voucher authorizing services to eligible participants based on requests for supportive services from SAFE and/or CPS staff.
2. SAFE will make direct payment to vendors for authorized services.
3. SAFE will submit an itemized statement of expenditures along with the completed and signed voucher by the tenth (10th) of the month following delivery of the supportive service.

4. DSS will reimburse SAFE for authorized expenditures by the tenth (10th) of the month following receipt of the itemized statement of expenditures and the completed and signed voucher.
5. DSS may also make payment to vendors based on the recommendation of CPS staff.

Collaboration:

1. It is generally in the best interest of children affected by both maltreatment and domestic violence to be placed in the care of their non-offending parent (or parents) whenever possible. Therefore, the Lenoir County Department of Social Services and S.A.F.E. of Lenoir County agree to work on a systemic and case-by-case basis to increase safety for the adult victim/survivor and to decrease the opportunity for batterer's assaults.
2. The Lenoir County Department of Social Services and S.A.F.E. of Lenoir County agree to inform families about their respective confidentiality requirements; including any available release forms they may sign to facilitate more open dialogue between service providers.
3. The Lenoir County Department of Social Services and S.A.F.E. of Lenoir County agree to work together to provide services to all families who are affected by domestic violence and child mistreatment, without consideration for race, religion, age, gender, creed, color, disability, national origin, gender identity or expression, sexual orientation, veteran status, criminal record or political affiliation.
4. The Lenoir County Department of Social Services and S.A.F.E. agree to collaborate to produce written materials about their respective services, including but not limited to, information on the Work First Family Violence Option and the availability of TANF/DV funds. Materials shall be distributed to families experiencing domestic violence as deemed safe and appropriate.
5. The Lenoir County Department of Social Services agrees to refer adult and child victims/survivors of domestic violence to S.A.F.E. after identification of domestic violence within the family.
6. When a report is made to the Lenoir County Department of Social Services which does not meet the statutory criteria for child abuse, neglect, or dependency, but does reference domestic violence, referral information for S.A.F.E. in Lenoir County should be given to the reporter. When the reporter contacts S.A.F.E. in Lenoir County, S.A.F.E. will provide the reporter with

- a. A description of available services,
 - b. How to provide support to the family, including how to start a conversation about safety,
 - c. Contact numbers for emergency services and information about when to call for police or medical assistance.
7. The Lenoir County Department of Social Services and S.A.F.E in Lenoir County agree to avoid using potentially dangerous or inappropriate interventions when domestic violence is occurring such as couples counseling, mediation, anger management, facilitating agency/family meeting such as child and family team meetings or team decisions making meetings with the batterer and victim(s) together, or batterer intervention programs which are not approved by the NC Council for Women.
 8. Families who receive shelter, other temporary housing, or other services from S.A.F.E. in Lenoir County should not be discouraged from seeking services from the Lenoir County Department of Social Services. Families should not be disqualified from services through the Lenoir County Department of Social Services because they receive assistance from S.A.F.E. in Lenoir County.
 9. The Lenoir County Department of Social Services and S.A.F.E. in Lenoir County agree to adhere to North Carolina's mandatory reporting laws regarding child abuse, neglect, and dependency as found in N.C.G.S. 7B-301. If appropriate, it is agreed that best practice is to inform the adult victim/survivor of the legal requirement and encourage them to make the report.
 10. The Lenoir County Department of Social Services and S.A.F.E. in Lenoir County agree to meet quarterly to share program specifics, information/presentations to each other, attend/participate in trainings, discuss any prevalent domestic violence service needs and how to meet those needs in the community, and to share progress reports as to what service the TANF/DV Fund is being spent on whether the expenditure is originating from the domestic violence agency or directly from social services.

This plan shall also serve as the Memorandum of Understanding between the Lenoir County Department of Social Services and S.A.F.E. of Lenoir County.

Signatures:

Susan E. Moore, Director
Lenoir County Department of Social Services

Date Signed

Sue Proctor, Executive Director
S.A.F.E. of Lenoir County

Date Signed

Attachment # 4 Family Emergency Assistance Program

**Lenoir County TANF - Work First
Family Emergency Assistance Program
FY 2010-2011**

The Lenoir County Department of Social Services will administer the **Family Emergency Assistance Program (FEA)**. Family Emergency Assistance Program grants are intended to alleviate a family's sporadic emergency financial crisis. Each family's situation will be evaluated on its own merits.

The Family Emergency Assistance Program seeks to support the efforts of families to obtain and maintain employment, to prevent homelessness, to strengthen families, to keep children in school, and to secure a plan for safety, protection, and well-being of children. Grants may be approved for sporadic, unexpected or unforeseen crises and are targeted to promote self-sufficiency, proactive planning, personal responsibility, and parental responsibility. Program grants are approved only when the grant will alleviate the crisis and foster independence rather than dependence. Family Emergency Assistance grants are not intended to meet recurring or ongoing needs.

Lenoir County expects that each family will use its own abilities and resources to meet the family's needs. Applications for Family Emergency Assistance grants are appropriate once the family has exhausted its own resources effectively and has experienced an unusual circumstance beyond the family's control. The Family Emergency Assistance Program primarily assists families with sporadic crises related to essential household needs such as housing and utilities. However, Family Emergency Assistance grants may be used to prevent the removal of a child from his or her home, to keep a child in school, or to resolve other unforeseen financial crises that threaten the family's well-being.

A. Criteria for the Family Emergency Assistance Program are as follows:

1. **Residence:** The family must live in Lenoir County. Residence must be verified by using the OLV system if the address is verified correct by matching the outstanding bill with FNS, Medicaid or any other agency program. If residence is questionable, a collateral contact may be requested.
2. **Family:** The family must include a dependent child ages birth to eighteen years old who lives in the home and an adult who has daily supervision responsibilities for the child, as verified by collateral contact.

Parents or caretakers whose children have been temporarily removed from their care by Children's Protective Services staff may receive a Family Emergency

Assistance grant to purchase services necessary to reunify their family and regain custody of their children. A written referral from the CPS social worker is required. The referral must include the reason for the need, the cost of the requested services, and the projected time frame for reunifying the family. The CPS referral will serve as the collateral contact. Prudent judgment must be adhered to by the social worker making these referrals. The parent or caretaker must have income or immediate employment that would adequately cover all household bills

3. **Kinship:** The adult applicant must be a 1st degree relative or have court-ordered legal custody or guardianship of at least one child in the family. 1st degree kinship includes parent (natural mother or father, alleged father, legal father, or adoptive parent), or other blood, half blood, or adoptive relative including grandparent, aunt, uncle, sibling, niece, nephew, or 1st cousin. This includes great, great-great, step, and half relationships, alleged 1st degree paternal relative, stepparent, stepbrother, stepsister, and spouses of any 1st degree relative even after death or divorce has terminated the marriage. The applicant's statement regarding kinship may be accepted unless questionable. If questionable, kinship must be verified using Work First Family Assistance (WFFA) procedures.
4. **Citizenship:** At least one family member must be an U. S. Citizen or eligible alien. The applicant's statement regarding citizenship may be accepted unless questionable. If applicant's statements are questionable, citizenship must be verified using WFFA procedures to establish citizenship or eligible alien status.
5. **Identity:** Follow WFFA procedures to verify the identity of all applicant family members. The mothers' copy of the birth certificate is acceptable.
6. **Recent connection to the work force:**
 - a. All adults in the family ages 19 to 64 years old and 18 year old adults who are not attending high school or GED classes must have a connection to the workforce:
 - working or have worked in the last year, **or**
 - registered for work with the Kinston Employment Security office and actively seeking employment, **or**
 - unable to work as verified by a doctor's written statement.

- 1) Be incapacitated and advised not to work by a physician. A written statement from a physician must verify the work incapacity. The physician's statement must include the extent and severity of the illness or injury and the period of time (from and through dates) that the physician recommended that the adult remain out of work.
 - b. Adult family members 65 years old or older and 18 year old adults who are attending high school or GED classes, are not required to have a recent connection to the work force.
 - c. Families receiving Children's Protective Services are not required to have a recent connection to the work force in order to receive a Family Emergency Assistance grant to help with expenses related to the family's CPS In-home or Out-of-Home Family Services Agreements.
7. **Income:** The family's countable income may not exceed 200% of the Federal Poverty limit for the family size.

All income received by the family members (whether earned or unearned), with the exception the earnings of a child under age 18 years old will be considered lump sum payments received in the application month.

The family must provide verification of their income. However, if verification is not available to the family, the worker may accept the applicant's statement regarding income if the statement is not questionable.

SSI income will be counted when determining eligibility for Emergency Assistance.

8. **Budget:** The family's income eligibility is based on:
- a. The family's actual gross income received during the month prior to application month, or
 - b. If income changed in the prior month or during the application month, the actual gross income received during the application month.
9. **Budget Unit:** The family budget unit consists of the parent or adult caretaker relative, spouse, and their children who live in the home.
10. **Cooperation With Child Support Enforcement Program:**

- a. Before a Family Emergency Assistance grant may be approved and during the twelve (12) months following approval of the services, all adult family members must cooperate with the Child Support Enforcement Program to establish paternity, establish a support order, and/or enforce the support order for any children in the home when one or more of the parents are absent from the home and not living with the child.
- b. Families who have a good cause reason for not applying for Child Support Enforcement Services may request an exemption from this requirement. Good Cause exists in the following situations:
 - 1) The caretaker's cooperation with Child Support Enforcement can reasonably be expected to result in:
 - a) Physical or emotional harm to himself/herself that would make him/her unable to care for the child, **or**
 - b) Physical or emotional harm to the child for who support is sought.
 - 2) At least one of the following circumstances exists:
 - a) The child for whom support is sought was conceived as a result of incest or rape, **or**
 - b) Legal proceedings for the adoption of the child are pending, **or**
 - c) The caretaker is currently being-assisted by a public or licensed private social agency to resolve the issue of whether to keep the child or to relinquish the child for adoption, and discussions have not gone on for more than three months.
- c. Should an adult family member voluntarily close his or her Child Support case within one (1) year of receiving a Family Emergency Assistance grant, the family will be sanctioned for a period of twelve (12) months beginning the date he/she requested that the Child Support agent close his/her CSE case or the adult was cited for "non-compliance" by the Child Support agent.
- d. This sanction period may be lifted the month following "full compliance" (but not less than one month of sanction) requirements to provide all known essential information needed to locate a non-custodial parent, to testify in court if necessary, to establish paternity or support, and to enforce an existing order for support as verified by the Child Support agent. Simply reopening the Child Support case does not meet the definition of "fully complied".

e. The following situations are considered "good cause" for closing a Child Support case:

- 1) The absent parent has returned to the home,
- 2) The absent parent died,
- 3) The absent parent is incarcerated for a long-term sentence, or
- 4) The CSE agent recommends closing the CSE case for a procedural reason such as:
 - a) The non-custodial parent has been in Location Status for three years, or
 - b) The non-custodial parent has been in Location Status for one year and insufficient data (date of birth and Social Security number) are available to allow the ACTS computer system to conduct automatic location activities.

11. **Crisis:** The family must be experiencing a financial crisis caused by unexpected, unforeseen, or unusual circumstances beyond their control. A crisis may exist if the family has experienced a significant loss of monthly income or a significant increase in essential monthly expenses. A significant change is defined as 15% or more. If situations occur year after year, this is not deemed to be a crisis, but an ongoing episode of need. Ongoing episodes of need aren't covered under the crisis definition and therefore would not be considered for EA services.

a. A crisis may include but is not limited to:

- 1) Death of a family or household member or a catastrophic illness of a family or household member resulting in a loss of income and/or increased expenses,
- 2) Involuntary or temporary loss of employment or significant reduction of income to a point where the family cannot meet basic essential household needs, (Note: The family's monthly income must be reduced at least 10% to be considered a significant reduction.)
- 3) Unexpected, temporary, and significant increase (at least 15% increase) in essential household needs, (Example: Electricity bill increases 10% compared to last month due to extreme temperatures.)
- 4) Unexpected repair or replacement cost for essential household item such as a major household appliance, repair to the home heating or cooling system, or repair to a vehicle.

- 5) Loss of shelter, food, clothing, or household furnishings due to fire, flood, or similar natural or man-made disaster, a criminal act, or no-fault eviction,
 - 6) Threat of out-of-home placement of children, based on the existence of a bona-fide threat of abuse, neglect, or dependency as determined by the DSS CPS staff, and when there is a reasonable expectation that the family will have sufficient future resources to meet basic essential household expenses.
 - 7) Needing help to reconcile the family when the child was temporarily removed by DSS due to abuse, neglect, or dependency.
 - 8) Needing help to purchase goods essential to the child's success at school when the purchase is beyond the family's ability to pay and for which no other community resource exists. (Example: Child's eyeglasses are lost. Neither Medicaid nor Services for the Blind will pay to replace the eyeglasses).
- b. The situation must be unusual, unexpected, and outside the family's control. The following situations do not constitute an unusual, unexpected, or unforeseen circumstance:
- 1) Maternity leave (Exception: Leaving work early due to pregnancy complications, maternity leave extended beyond six weeks due to delivery complications, or to the baby's serious health problems.) Must be supported by a physician's written statement that she was out of work more than six (6) weeks based on physician's recommendation.),
 - 2) Resigning from a job or reducing work hours in order to attend college,
 - 3) Choosing to quit a job, abandon a job, refuse a valid job offer, voluntarily reduce work hours and/or fired from a job without a good cause reason, (Examples of **good cause reasons** to quit a job, refuse a job offer, reduce work hours or be fired from a job include but are not limited to:
 - a) Unable to obtain appropriate child care or inability to pay for child care,
 - b) Serious disruption of transportation,

- c) Taking care of a sick family member as verified by a physician's written statement that the adult is needed in the home to care for the family member,
 - d) Inability to perform the work as verified by employer,
 - e) Sexual harassment by employer or co-worker
 - f) Illegal or unethical conduct by employer (Example: failure to pay individual for work performed)
 - g) Moving to live with or near relatives who will provide child care and other supportive help to the family.
- 4) Loss of government benefits (Work First, Food Stamps, Medicaid, Child Care, Housing Assistance, Education grants) due to sanction, fraud, or non-compliance with the program.
- 5) Choosing to spend family resources for non-essential goods and services rather than essential family needs. The look-back period for assessing how the family has used their available resources is three (1) month. All income including lump sum payments received during the look-back period and the application month will be considered. (Example: Paying a large long distance telephone bill instead of the rent, or using tax refund check to purchase new furniture rather than paying the utility bill.)
- a) Essential household needs include rent, mortgage, utilities (includes heating or cooking gas, electric, water), food, basic telephone service, basic transportation costs including car payment, car insurance, vehicle repairs and maintenance costs, and fuel costs, medical bills, medication, child care, court-ordered payments including child support, alimony payments, judgments, and tax payments.
 - b) Non-essential needs include cable television or satellite services, long distance telephone calls, extra or multiple telephone services, gifts to friends or family, making loans to friends and family, clothing purchases, jewelry purchases, Internet service, furniture purchases, or other discretionary spending.
- 6) Failure to receive a WFFA Type 2 (pay-after-performance) check because the adult participant(s) failed to complete the number of participation hours agreed to on the family's Mutual

Responsibility Agreement without a good cause reason or due to other Work First Family Assistance program sanctions.

- 7) The absence of earnings during the summer months for ten-month school employees. (Exception: Individuals hired as a ten-month school employee within three months of applying for a Family Emergency Assistance grant may be considered for a Family Emergency Assistance Program grant.)
- 8) The absence of earnings during a scheduled annual company slow-down or shutdown. (Example: The employer closes for two weeks every December.) (Exception: Individual began work with this employer within the three months prior to applying for a Family Emergency Assistance grant.)
- 9) The family must provide verification that a crisis now exists. Acceptable verification of a crisis includes:
 - 1) Check stubs to show significant reduction of income compared to previous months,
 - 2) A disconnect notice or overdue notice for utility services,
 - 3) A notice of intent to foreclose,
 - 4) A notice of pending eviction,
 - 5) A bill for an essential household need that is beyond the family's ability to pay due to a significant (10%), unexpected, and temporary loss of income or a significant (10%), unexpected, and temporary increase in essential household needs,
 - 6) A referral from a Children's Protective Services social worker indicating that the child is in danger or in threat of immediate removal from its home, due to abuse, neglect or dependency of the child,
 - 7) A referral from a Children's Protective Services social worker requesting immediate assistance to help reconcile the family when the child was temporarily removed by DSS due to abuse, neglect, or dependency,
 - 8) A referral from a DSS social worker, SAFE, or other case manager indicating the family is at risk due to spousal abuse or other domestic violence,
 - 9) A notice of condemnation of property,
 - 10) Documentation of loss of shelter because of natural disaster.

11) A referral from a school social worker requesting immediate assistance to help a child with school related clothing needs or other household needs.

12. **Grant:** The Family Emergency Assistance grant may not exceed \$600 within one thirty-day period per fiscal year, without supervisor's approval. The Family Emergency Assistance grant year is July 1st through June 30th. If a family has received Emergency Assistance two (2) consecutive years the family cannot receive Emergency Assistance until they have not received Emergency Assistance for one (1) year unless the need is not similarly related to prior needs.

Example: The family receives a \$350 Family Emergency Assistance grant on May 10th to help with their rent. The family receives another \$250 Family Emergency Assistance grant on August 6th to help with their electricity bill.

- a. Family Emergency Assistance grants are issued as vendor payments on behalf of the family. No grant payments are made directly to the family.
- b. Family Emergency Assistance grants will not be used to pay legal fines, taxes, judgments, and court costs, alimony or child support obligations.
- c. Grants may be issued to pay rental or utility deposits only in situations where the family is moving because:
 - 1) The family is involuntarily homeless through no fault of their own,
 - 2) Of a domestic violence situation,
 - 3) A family member is a victim of a criminal act,
 - 4) A natural disaster (flood, fire, tornado, or storm damage to the home, or
 - 5) To accept a verifiable job offer.
- d. Family Emergency Assistance grants may also be issued in circumstances that impair the child's ability to perform well in school. (Examples: The child's glasses are broken and the family is unable to replace or repair the glasses through the Medicaid Program, Services for the Blind, or through another source, or the child does not have weather-appropriate clothing

for school (ex. Shoes, winter coat, etc.) , and the family has exhausted all available resources for clothing including Salvation Army and ICOR.)

- e. Family Emergency Assistance grants will not be issued:

To pay bills for individuals not included in the family's budget unit, except in unusual circumstances where the supervisor determines that failure to do so will place the children at risk of removal from the home or place the children in danger and where having the bill changed into the name of a budget unit member will place an undue burden on the family. (Example: The family's electricity bill is in the father's name. The father has left the home. The mother has a poor credit history and is unable to have the utility bill changed to her name without paying a large deposit.)

13. **At intake:** The Family Emergency Assistance intake worker will explore all family resources at application. Families are expected to use their own resources instead of public assistance. The Family Emergency Assistance grant is intended to help the eligible family maintain their current standard of living during a brief interruption of income or brief period of increased essential expenses.

A Family Emergency Assistance grant is appropriate when the grant will alleviate the emergency and the family expects to have resources sufficient to meet their on-going monthly needs once the crisis is resolved. The worker will determine whether the family has used their resources to meet essential needs before paying for non-essential goods and services. The worker will also determine whether the family is actually in an unforeseen crisis. Families without expected future resources sufficient to meet their basic essential needs will be referred to other long-term assistance programs to meet their needs and to develop a plan to allow the family to meet its basic needs. When the Family Emergency Assistance grant alone or in combination with other available resources is insufficient to resolve the crisis or when the family lacks the future resources to meet their basic on-going needs, the application for Family Emergency Assistance will be denied.

The intake worker will determine whether the family has a history of being in crisis. If so, the worker will determine whether approval of

the Family Emergency Assistance grant will alleviate the family's crisis or a referral to a long-term assistance program would be more appropriate for the family.

In situations where the Family Emergency Assistance application is denied because the family's normal monthly income is insufficient to meet its essential on-going needs, the worker will explore all available agency or community resources with the family and make appropriate referrals for services including referral to the Cooperative Extension Service's Money Management Workshop and/or Consumer Credit Counseling for help to plan and avoid future crises, job referrals, and/or referrals to the WIA Program.

14. **Sanction:**

- a. **Work-Related Sanction:** The family is subject to a three (3) month sanction period if any adult family member has refused employment, reduced their work hours, abandoned a job, or been fired from a job without a good cause reason in the month of application or in the three months before the month of application. During this sanction period, the family may not receive a Family Emergency Assistance grant because the circumstances are deemed to have been within the family's control.
- b. **Child Support Sanction:** The family is subject to a twelve (12) month sanction period if 1) any adult family member requests closure of a Child Support Enforcement case without a good cause reason as defined in above Section A, 10, b. or Section A, 10, e. or 2) the adult family member fails to "fully comply" with the Child Support Enforcement Program within one year of receiving a Family Emergency Assistance grant. The family will be ineligible to receive additional EA grants during the sanction period.
 - 1) This sanction period begins on the date the adult requests that the Child Support agent close his/her CSE case or the Child Support agent sites the adult for "non-cooperation".
 - 2) This sanction period may be reduced to one (1) month if the family "fully complies" with the Child Support Enforcement Program

15. **Processing Time:** Family Emergency Assistance applications should normally be completed within the five (5) working days following the date

of application. The applicant may request an additional five- (5) working days if necessary to provide required verifications. No Family Emergency Assistance application will pend beyond ten (10) workdays waiting for necessary verifications.

16. **Notification:**

- At intake, the case manager will provide the applicant with a written list of all information needed to complete the pending application using the DSS-8146-A.
- Should the family choose not to apply for a Family Emergency Assistance grant, Family Employment Services, Benefit Diversion, WFFA, or another Work First program, the case manager will provide the family with a DMA-5095 listing all of the programs discussed, referrals made, and the reason the family chose not to apply.
- At approval, the case manager will provide the applicant with a written notice of benefits authorized using the DSS-8108.
- At denial, the case manager will provide the applicant with a written notice detailing the reason for the denial and the sanction if appropriate, using the DSS-8109.

To be Attached:

Memorandum of Agreements with Eastpointe LME, the Employment Security Commission, and Vocational Rehabilitation

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 9/19/11 **ITEM NO.** 10

RESOLUTION: Authorizing Replacement of Windows Damaged by Hurricane Irene at the Tax Office and Upgrade Framing Structure and Windows to 1" Insulated Solar Reflective Bronze Glass Units: Oliver Glass Company: \$6,699.

SUBJECT AREA: Purchases - Bids

ACTION REQUESTED: The Board is requested to authorize Oliver Glass Company of Kinston, N.C. to replace 2 damaged windows on the front of the Administration Building, in the Tax Office areas, and upgrade the framing structure of all 4 storefront windows to accommodate 1" insulated solar reflective bronze glass units in the amount of \$6,699.

HISTORY/BACKGROUND: On Saturday, August 27, 2011, Hurricane Irene blew out a large ¼" plate glass window and cracked another at the front of the Administration Building in the Tax Office areas. These arch-topped windows are ¼" bronze plate glass and are approximately 96" wide x 130" tall. The large size of these windows made it much easier for the strong winds to vibrate them, bend them, and break them. The estimate to replace the 2 windows is approximately \$1,500. An insurance adjustor from Trident, the County's insurance carrier, met with county staff on September 1, 2011 to review damage to county owned property. Insurance should cover the replacement of the 2 damaged windows **plus** an allowance (undetermined amount at this time) for the cost incurred by the County in securing and weathering the opening on the day of the storm with plywood and plastic. Since the storm, staff has evaluated the replacement of the 2 windows and has made a recommendation to administration to redesign all 4 storefront windows at the Administration Building (see attachment A). The redesign involves adding a horizontal bar to all window openings at a height that closely matches the height of the transom bar above the adjacent entrance doors and a vertical bar in the middle of the opening. Storefront window sash will be added to the existing framing, fortifying its strength, and allowing 3 smaller units of 1" insulated solar reflective bronze glass to be glazed into each of the openings. These smaller insulated glass units and the additional framing will make the window design much sturdier than the existing design of one piece of ¼" plate glass that is approximately 86 square feet in size. The addition of 1" insulated solar reflective bronze glass will also be much more energy efficient by keeping approximately 79% of the solar heat out of the affected office areas in the summer and prevent the escape of heated air during the winter months. Insurance proceeds received for the replacement of the 2 damaged plate glass windows, plus the allowance for weathering the opening on the day of the storm, will be applied to the redesign and offset the total cost of replacing the windows in all 4 openings on the Queen Street side of the building.

EVALUATION: Hurricane Irene damaged 2 large ¼" plate glass windows at the Administration Building. The windows need to be replaced as soon as possible for security and safety concerns: therefore, this project has not been bid out. Replacing all 4 storefront windows on the Queen Street side of the building with 1" insulated solar reflective bronze glass units will be a safer and more energy efficient solution than just replacing the 2 broken large windows with ¼" plate glass. Insurance proceeds of at least \$1,500 will be used to reduce the overall cost of replacing all 4 windows. Oliver Glass Company of Kinston, N.C. replaced 25 bronze insulated glass units in the curtainwalls and office areas of the Courthouse in early 2006. . In 2009 they replaced 24 additional damaged and failed units for the same price. Oliver Glass Company has performed numerous repair and replacements projects for the County over the years. Oliver Glass Company is well qualified to perform this replacement and will do so in a timely manner.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.



RESOLUTION: NOW THEREFORE BE IT RESOLVED that the Board authorizes Oliver Glass Company of Kinston, N.C. to replace the glass in 4 storefront window openings on the front of the Administration Building in the Tax Office areas and upgrade the framing structure on all 4 storefront window openings to accommodate 1" insulated solar reflective bronze glass units (as shown on attachment A) in the amount of \$6,699.

AMENDMENTS:

MOVED _____ **SECONDED** _____

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

Yea Votes: **Graham** ___ **Davis** ___ **Brown** ___ **Daughety** ___ **Pharo** ___

Rouse ___ **Sutton** ___

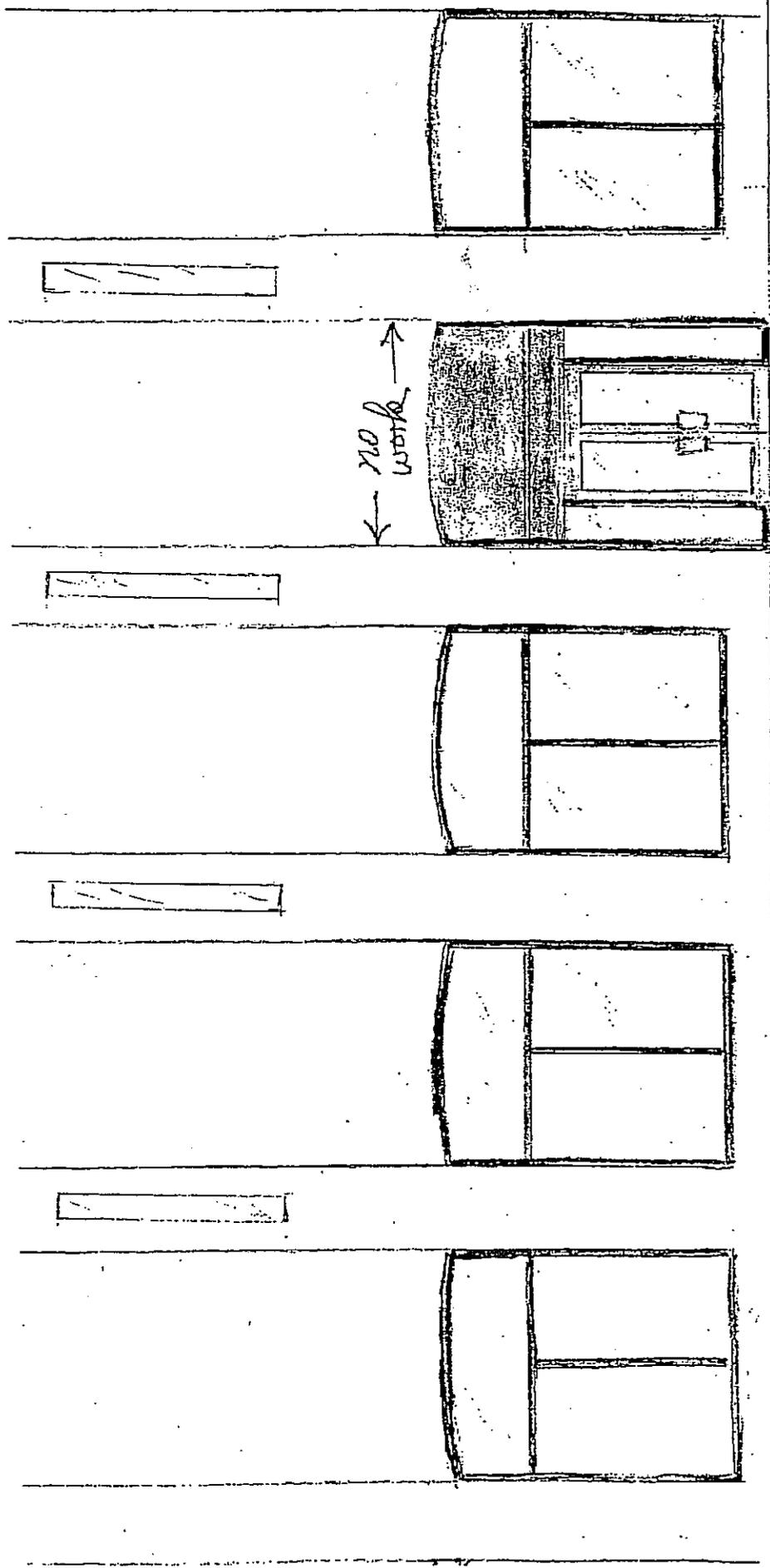
George W. Graham, Jr., Chairman

Date

Attest

Date

ATTACHMENT A





PUBLIC HEARING NOTICE

This is to inform the public of the opportunity to attend a public hearing on the proposed Rural Operating Assistance Program (ROAP) application to be submitted to the North Carolina Department of Transportation no later than September 30, 2011 by the County of Lenoir. The public hearing will be held on September 19, 2011 at 5:00pm at the Lenoir County Board of Commissioners meeting in the Lenoir County Courthouse located at 130 South Queen Street, Kinston, NC 28501. Lenoir County will provide auxiliary aids and services under the ADA for disabled persons who wish to participate in the hearing. Anyone requiring special services should contact Sally Durst, Transportation Grant Writer, as soon as possible so that arrangements can be made.

The programs included in the Rural Operating Assistance Program application are:

1. Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the transportation of elderly and disabled citizens.
2. Employment Transportation Assistance Program is intended to provide operating assistance for the transportation of persons with employment related transportation needs.
3. Rural General Public (RGP) Program funds are intended to provide operating assistance for the transportation of individuals who do not have human service agency assistance to pay for their transportation and live in non-urbanized areas.

The period of performance for Rural Operating Assistance Program funds is July 1, 2011 through June 30, 2012. The FY2012 ROAP individual program totals are:

PROGRAM	TOTAL
EDTAP	\$70,817
EMPL	\$38,486
RGP	\$66,794
TOTAL	\$176,097

This application may be inspected at the Lenoir County Transit Office located at 201 East King Street, Kinston, NC 28501 from 9:00am to 4:00pm, Monday through Friday. Written comments should be directed to Sally Durst, Grant Writer, 201 E. King Street, Kinston, NC 28501, before September 16, 2011.

Aviso de muestra de la audiencia pública

Este aviso es para informar al público de la oportunidad de asistir una audiencia pública sobre la solicitud propuesta para el programa de Asistencia de Operaciones Rurales (Rural Operating Assistance Program o ROAP) que se someterá al Departamento de Transporte de Carolina del Norte por el condado de Lenoir no más tarde del 30 de septiembre, 2011. Se llevará a cabo la audiencia pública el lunes, 19 de septiembre, 2011 a las 5:00 de la tarde en la reunión de los comisarios del condado Lenoir en el cuarto de juntas de el condado ubicado a 130 S. Queen Street, Kinston, North Carolina. El condado de Lenoir les proporcionará ayuda y servicios auxiliares bajo el ADA a las personas discapacitadas las que quieran participar en la audiencia. Alguien que requiera servicios especiales deba ponerse en contacto con Sally Durst, Transportation Grant Writer, cuanto antes para que se puedan hacer los preparativos.

Los programas incluidos en la solicitud del programa de asistencia de operaciones rurales son:

1. El programa de Asistencia para el Transporte de los Ancianos y los Discapacitados (EDTAP) proporciona asistencia de operaciones para el transporte de los ciudadanos ancianos y discapacitados.
2. El programa de Asistencia de Transporte para Empleo proporciona la ayuda de operaciones para el transporte de personas necesitadas con relación al empleo.
3. Los fondos del programa del Público General Rural (RGP) les proporcionan los servicios del transporte a los individuos que no reciban asistencia para pagar de su transporte de la agencia de los servicios humanos y vivan en áreas no-urbanizadas.

El periodo del uso de los fondos del programa de Asistencia de Operaciones Rurales es el 1 de julio, 2011 hasta el 30 de junio, 2012. Los totales de cada programa del año fiscal 2011-2012 son:

PROGRAMA	TOTAL
EDTAP	\$70,817
EMP	\$38,486
RGP	\$66,794
TOTAL	\$176,097

Se puede examinar esta solicitud a en el edificio de Transporte del Condado de Lenoir, ubicado a 201 E. King St., Kinston, North Carolina de 9:00 de la mañana ha 4:00 de la tarde de lunes ha viernes. Comentarios escritos deben ser dirigidos a Sally Durst, Transportation Grant Writer, 201 E. King St., Kinston, NC 28501, antes del viernes, 16 de septiembre, 2011.

RESOLUTION: Approving the Rural Operating Assistance Program (ROAP), Elderly Disabled Transportation Assistance Program (EDTAP) \$70,817, Employment Transportation Assistance Program (EMP) \$38,486, and Rural General Public (RGP) Funding \$66,794 for FY 2011-2012
Totaling \$176,097.

SUBJECT AREA: Finance

ACTION REQUESTED:

Approve the FY 2011-2012 ROAP Grant application for Lenoir County in the amount of \$176,097.

HISTORY/BACKGROUND:

The Rural Operating Assistance Program (ROAP) for FY 2011-2012 consolidates several grants into one package. The ROAP funds are distributed through a formula based allocation. Lenoir County is eligible to receive funding for three (3) grants: Elderly and Disabled Transportation Assistance Program (EDTAP), Employment Transportation Assistance Program (EMP), and Rural General Public Transportation (RGP). EDTAP and EMP programs are 100% state funded and require no local match; RGP requires a minimum match of 10% local funds (RGP ticket sales). An application must be submitted to the North Carolina Department of Transportation/ Public Transportation Division (NCDOT/PTD) in order to receive the funds. The County is the only eligible applicant for ROAP funds. The County (ROAP recipient) is responsible for disbursing the funds and making any sub-allocation determination for such funds at the local level. Lenoir County Transit will be receiving 40% of EDTAP and Council on Aging will be receiving 60% of EDTAP funds. The NCDOT/PTD requires that a public hearing be held to allow agencies and citizens the opportunity to participate in the sub-allocation decision and the opportunity to receive ROAP funding.

EVALUATION:

A public hearing was held during the September 19, 2011 board meeting to receive input/requests from agencies and citizens regarding the allocation of ROAP funding for FY 2011-2012. The grant funds as listed by NCDOT/PTD and the recommended disbursement for each program are as follows:

EDTAP	- Council on Aging	60%	\$42,490
	- Lenoir County Transit	40%	\$28,327
EMP	- Lenoir County Transportation		\$38,486
RGP	- Lenoir County Transportation		\$66,794
	Total ROAP Grant		\$176,097

MANAGER RECOMMENDATION:

Respectfully Recommend Approval

Mue
INITIALS

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Lenoir County Department of Transportation is hereby authorized to apply for the North Carolina Department of Transportation FY 2011-2012 Rural Operating Assistance Program Grant in the amount of \$176,097, be it further resolved that if the grant is awarded, the Chairman of the Board, the County Manager, or staff so designated, are authorized to execute the required documents to obtain the necessary grant funds and that the grant funds are allocated as follows:

EDTAP	-	Council on Aging	60%	\$42,490
		Lenoir County Transit	40%	\$28,327
EMP	-	Lenoir County Transportation		\$ 38,486
RGP	-	Lenoir County Transportation		\$ 66,794
Total ROAP & Supplemental ROAP Grant				\$176,097

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham Jr., Chairman

9/19/11
Date

ATTEST

9/19/11
Date

CERTIFIED STATEMENT
FY 2012
RURAL OPERATING ASSISTANCE PROGRAM
County of Lenoir

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips and for other transportation services for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CTSP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipient of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP application. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips and transportation services provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2011 to June 30, 2012 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Lenoir, North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips and services for five years that prove that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips and transportation services provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips and other transportation services when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2012 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county manager will provide written assurance to the Public Transportation Division that the employment transportation needs in the county have been met prior to transferring any Employment Transportation Program (EMPL) funds. The letter will describe the process used to make this determination. Transfer of EMPL funds is prohibited if there are any unmet needs or service strategies in the Coordinated Public Transit – Human Services Transportation Plan that have not been addressed.
- The county will provide an accounting of trips, services and expenditures in semi-annual reports to NCDOT – Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY 2012 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$70,817	\$70,817
Employment Transportation Assistance Program (EMPL)	\$38,486	\$38,486
Rural General Public Program (RGP)	\$66,794	\$66,794
TOTAL	\$176,097	\$176,097

WITNESS my hand and county seal, this 19th day of September, 2011.

Signature of Board of County Manager/Administrator

Signature of Board of County Commissioners Chairperson

Printed Name of County Manager/Administrator

Printed Name of Chairperson

State of North Carolina County of



Signature of County Finance Officer

Printed Name of County Finance Officer

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 09/19/11 **ITEM NO.** 12

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 Advisory Committee 2 nd Appearance	Terrance Body	September 2014
Lenoir County Transit Advisory Board 2 nd Appearance	Jamie Wallace	September 2014

CURRENT VACANCIES:

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

MANAGER'S RECOMMENDATION:


Initials

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

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Home and Community Block Grant Advisory Committee 2 nd Appearance	Terrance Body	September 2014
Lenoir County Transit Advisory Board 2 nd Appearance	Jamie Wallace	September 2014

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____
Pharo _____ Rouse _____ Sutton _____

George W. Graham, Jr., Chairman

09/19/11
Date

ATTEST 09/19/11
Date