

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, DECEMBER 3, 2012 – TIME: 9:00 A.M.
COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE
130 S. QUEEN ST., KINSTON, N.C.**

Administration of Oaths of Office: Lenoir County Board of Commissioners Newly Elected: By the Clerk of Court, Ms. Dawn Stroud:

Craig Hill

Administration of Oaths of Office: Lenoir County Board of Commissioners Re-Elected: By the Clerk of Court, Ms. Dawn Stroud:

Jackie Brown

Reuben Davis

Linda Rouse-Sutton

Administration of Oaths of Office: Register of Deeds: By the Clerk of Court, Ms. Dawn Stroud:

Pam Rich

Election of Chairman

Attorney Robert W. Griffin

Election of Vice-Chairman

Attorney Robert W. Griffin

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

PUBLIC INFORMATION: None

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

CONSENT AGENDA: 10 Min. ACTION

- | | | |
|----|--|----------------|
| 3. | Approval of Minutes: Regular Board Meeting: November 19, 2012 | Roberts/Jarman |
| 4. | Resolution Approving the Releases and Refunds to the Individuals Listed Herein | Parrish |
| 5. | Budget Ordinance Amendment: Tax Department: \$18.00: Increase | Martin |

END OF CONSENT AGENDA

PUBLIC HEARING: 5 MIN.

- | | | |
|----|---|--------|
| 6. | Public Hearing on Proposed Lenoir County Community Transportation Program Application | Harper |
| | A. Resolution Approving the Community Transportation Program Grant Application for FY: 2013-2014 | |
| | B. Resolution Authorizing Persons to Execute Required Documents for Community Transportation Grant: FY: 2013-2014 | |

BUDGET ORDINACE/RESOLUTIONS: 35 Min.

7. Resolution Honoring Margaret Seymour Jarman
8. Resolution Honoring Jackie Rhodes Moore
9. Resolution Honoring Mary Smith Moore
10. Resolution Honoring Sue Stroud Moore
11. Resolution Honoring Wanda Aldridge Moore
12. Resolution Honoring Pat Hemby Moore
13. Resolution Authorizing the Purchase of Year 2013 Vehicle Valuation Service: \$4,188.73 Parrish
14. Budget Ordinance Amendment: General Fund: Health: (Adult Health-CDC-TB) Budget Increase: \$5,026 Huff
15. Budget Ordinance Amendment: General Fund: Health: (Adult Health-Family Planning) Budget Increase: \$11,163: Increase Huff
16. Resolution Approving Community Development Block Grant Policies, Plans and Guidelines Harris
17. A. Resolution Accepting the Prevention and Treatment Center of Lenoir County FY 2012-2013 Grant funding for the 8th Judicial District Community Intervention Program: \$117,000 Milas Kelly
B. Budget Ordinance Amendment: General Fund: Process Funds: \$117,000: Increase
18. Resolution Authorizing Hugo Fire and Rescue to Purchase One (1) 2000 Pierce 85 Ft. Platform Ladder Truck Dail
19. Resolution Approving the Addition of Two Part-Time Positions Hill
20. Resolution Approving Purchase of Dell Computers: \$9,185.15 Hill
21. A. Resolution Approving Purchase of (6) Raptor Radar Units: \$10,974 Hill
B. Budget Ordinance Amendment: State Controlled Substance Fund: \$10, 974: Increase
22. Resolution Approving Purchase of Radio's and Repeater System: \$16,219.55 Hill
23. Budget Ordinance Amendment: Federally Seized Property Fund: Sheriff-Federally Seized Property: \$25,406 Hill
24. Resolution Authorizing the Purchase of Toner Cartridges for Precincts and One Stop Sites at a Cost not to Exceed \$2,924.10 King
25. Resolution Approving Purchase Order with Information Inc.: \$1,550 for FY 2012-2013 Moore

APPOINTMENTS: 5 Min.

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

OTHER ITEMS: 10 Min.

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

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: December 3, 2012
SUBJECT: Items of Interest

1. Reminder: County Commissioners Employee Appreciation Luncheon:
Friday, December 14, 2012: King's Restaurant: 11:30 a.m.
2. Reminder: County Commissioners Christmas Dinner:
Monday, December 17, 2012: Baron and the Beef: 6:00 p.m.

NORTH CAROLINA

IN THE GENERAL COURT OF JUSTICE

LENOIR COUNTY

SUPERIOR COURT DIVISION

I, CRAIG HILL, do solemnly swear that I will support the Constitution of the United States, so help me GOD.

I, CRAIG HILL, do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina and to the Constitutional Powers and Authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me GOD.

I, CRAIG HILL, do swear that I will well and truly execute the duties of the office as a member of the Lenoir County Board of County Commissioners according to the best of my skill and ability and according to law, so help me, GOD.

Member of Lenoir County Board of County
Commissioners

Sworn to and subscribed to before me this 3rd day of **December, 2012**.

Dawn G. Stroud
Clerk of Superior Court, Lenoir County

NORTH CAROLINA

IN THE GENERAL COURT OF JUSTICE

LENOIR COUNTY

SUPERIOR COURT DIVISION

I, JACKIE BROWN, do solemnly swear that I will support the Constitution of the United States, so help me GOD.

I, JACKIE BROWN, do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina and to the Constitutional Powers and Authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me GOD.

I, JACKIE BROWN, do swear that I will well and truly execute the duties of the office as a member of the Lenoir County Board of County Commissioners according to the best of my skill and ability and according to law, so help me, GOD.

Member of Lenoir County Board of County
Commissioners

Sworn to and subscribed to before me this 3rd day of **December, 2012**.

Dawn G. Stroud
Clerk of Superior Court, Lenoir County

NORTH CAROLINA

IN THE GENERAL COURT OF JUSTICE

LENOIR COUNTY

SUPERIOR COURT DIVISION

I, REUBEN DAVIS, do solemnly swear that I will support the Constitution of the United States, so help me GOD.

I, REUBEN DAVIS, do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina and to the Constitutional Powers and Authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me GOD.

I, REUBEN DAVIS, do swear that I will well and truly execute the duties of the office as a member of the Lenoir County Board of County Commissioners according to the best of my skill and ability and according to law, so help me, GOD.

Member of Lenoir County Board of County
Commissioners

Sworn to and subscribed to before me this 3rd day of **December, 2012**.

Dawn G. Stroud
Clerk of Superior Court, Lenoir County

NORTH CAROLINA

IN THE GENERAL COURT OF JUSTICE

LENOIR COUNTY

SUPERIOR COURT DIVISION

I, LINDA ROUSE-SUTTON, do solemnly swear that I will support the Constitution of the United States, so help me GOD.

I, LINDA ROUSE-SUTTON, do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina and to the Constitutional Powers and Authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me GOD.

I, LINDA ROUSE-SUTTON, do swear that I will well and truly execute the duties of the office as a member of the Lenoir County Board of County Commissioners according to the best of my skill and ability and according to law, so help me, GOD.

Member of Lenoir County Board of County
Commissioners

Sworn to and subscribed to before me this 3rd day of **December, 2012**.

Dawn G. Stroud
Clerk of Superior Court, Lenoir County

IN THE GENERAL COURT OF JUSTICE

OATH FOR REGISTER OF DEEDS

NORTH CAROLINA
LENOIR COUNTY

I, PAM RICH, DO SOLEMNLY SWEAR THAT I WILL SUPPORT AND MAINTAIN THE CONSTITUTION AND LAW OF THE UNITED STATES; AND THE LAWS OF NORTH CAROLINA NOT INCONSISTENT THEREWITH, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF OFFICE AS REGISTER OF DEEDS OF LENOIR COUNTY, SO HELP ME, GOD.

I, PAM RICH, DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL AND BEAR TRUE ALLEGIANCE TO THE STATE OF NORTH CAROLINA AND TO THE CONSTITUTIONAL POWERS AND AUTHORITIES WHICH ARE OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF; AND THAT I WILL ENDEAVOR TO SUPPORT, MAINTAIN AND DEFEND THE CONSTITUTION OF THE UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY; SO HELP ME, GOD.

I, PAM RICH, DO SOLEMNLY SWEAR THAT I WILL FAITHFULLY AND TRULY, ACCORDING TO THE BEST OF MY SKILL AND ABILITY, EXECUTE THE DUTIES OF THE OFFICE OF REGISTER OF DEEDS FOR THE COUNTY OF LENOIR IN ALL THINGS ACCORDING TO LAW, SO HELP ME, GOD.

WITNESS MY HAND, THIS 3RD DAY OF DECEMBER 2012.

PAM RICH

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE 3RD DAY OF DECEMBER 2012.

DAWN STROUD, CLERK OF
SUPERIOR COURT OF
LENOIR COUNTY

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

November 19, 2012

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, November 19, 2012 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, Mac Daughety, Linda Rouse Sutton, Tommy Pharo, and Eric Rouse

Members Absent: Jackie Brown

Upon a motion by Ms. Sutton and a second by Mr. Daughety, Jackie Brown's absence was excused and unanimously approved.

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

Chairman Graham called the meeting to order at approximately 4:05 p.m. Mr. Jarman offered the invocation and Mr. Graham led the audience in the pledge of allegiance.

PUBLIC INFORMATION

Susan Moore stated Lenoir Community College will serve 50 Thanksgiving dinners to citizens of Lenoir County. Ms. Moore stated she received a call from Quinton Coples, New York Jets NFL Player, and stated he would like to distribute 400 frozen turkeys to the community for Thanksgiving. Ms. Moore stated the Salvation Army will assist Mr. Coples with distributing the turkeys to the community.

ITEMS FROM THE CHAIRMAN/COMMISSIONERS

Mr. Rouse commended Commissioner Tommy Pharo for his outstanding service as a Lenoir County Commissioner. Mr. Rouse stated the insight and knowledge that Mr. Pharo brought to the Board over the last four years has been invaluable. Mr. Rouse stated Mr. Pharo kept the public informed of his decisions and the logic behind his votes as a Commissioner, which is a unique quality which does not go unappreciated or unrecognized. Mr. Rouse mentioned he is sure Mr. Pharo will continue to help the community in different ways as he moves forward with his future endeavors. Mr. Rouse presented Mr. Pharo a plaque on behalf of the Lenoir County Board of Commissioners, for his dedicated service to the citizens of Lenoir County.

Mr. Rouse stated 30 years ago, George W. Graham, Jr., was sworn in as a Lenoir County Commissioner. Mr. Rouse stated Mr. Graham has remained on the Board for eight consecutive terms. Mr. Rouse stated 14 of those years, Mr. Graham served as Chairman, garnering the respect of fellow commissioners as well as the community. Mr. Rouse stated in the course of 30 years, many changes have occurred within Lenoir County such as; the merging of City and County schools, a Countywide 911 system, Kinston-Lenoir County Public Library expansion, the Global Transpark, Sanderson Farms, Spirit AeroSystems and many more projects too numerous to mention. Mr. Rouse stated we will be hard-pressed to find another person who has guided and shaped Lenoir County as much as Mr. Graham has over the last thirty years. Mr. Rouse stated Mr. Graham has left his mark on Lenoir County through his guidance and knowledge garnered over a long career dedicated to improving Lenoir County. Mr. Rouse stated Mr. Graham leaves his gavel behind, in an effort to serve at the State level as our representative. Mr. Rouse presented Mr. Graham with a plaque on behalf of the Lenoir County Board of Commissioners in recognition of his dedicated service to the citizens of Lenoir County from 1982-2012. Mr. Graham served as Chairman for 14 years, Vice Chairman for 11 years and a Commissioner for 5 years. Mr. Graham expressed thanks to the Board for the plaque he received. Mr. Graham stated Lenoir County is doing extremely well. Mr. Graham commended Lenoir County for their outstanding programs and services, the creation of jobs, addressing education, and for being scrupulous with the budget. Mr. Graham stated the County has been able to recognize employees with raises when possible. Mr. Graham stated the County has had good managers, supervisors, administrators and good leaders. Mr. Graham commended the County for having a balanced budget throughout the years. Mr. Graham stated the County has been recognized for their financial maintenance. Mr. Graham encouraged the Board and the citizens of Lenoir County to continue to push forward by improving education, helping the sick as well as the poor, and the elderly. Mr. Graham stated the Board received an invitation regarding the Veteran's Nursing Home Grand Opening. Mr. Graham mentioned if he had to evaluate Lenoir County with a grade, he would give the County an A plus. Mr. Graham stated the County built a new jail facility, which was a \$17-\$18 million project, however, the new jail also displays that there are other problems within the County that need to be addressed as well. Mr. Graham expressed thanks again and encouraged the Board and the citizens to push forward. Mr. Graham commended the County for its dedicated service to the citizens of Lenoir County. Mr. Graham commended Roger Dail, Emergency Medical Services Director, on a job well done with Emergency Medical Services. Mr. Graham also commended the Fire Department on a job well done.

Mr. Daughety stated the Lenoir County Transportation Committee met on Wednesday, November 14, 2012, and unanimously approved resolutions of support in regards to the projects presented to the Board. Mr. Daughety presented a Resolution Supporting the Pink Hill Elementary School Project to the Board. Mr. Daughety stated North Carolina Department of Transportation has agreed to help improve access to Pink Hill Elementary School as requested by local Emergency Services from the Town of Pink Hill and Lenoir County Public Schools Administration. Mr. Daughety stated there is a need for greater access in times of emergency and for greater mobility in and out of Pink Hill Elementary School. Mr. Daughety stated the improved access would provide the citizens of Pink Hill with better and safer access to the school. Upon a motion by Mr. Davis and a second by Ms. Sutton, the Resolution Supporting the Pink Hill Elementary School Project, was unanimously approved.

Mr. Daughety presented a Resolution Supporting the Hill Farm Road Project to the Board. Mr. Daughety stated the North Carolina Department of Transportation has agreed to help improve access to the businesses along Hill Farm Road, from the intersection of US Highway 70 to Smithfield Way in an effort to alleviate their economic loss due to transportation concerns. Mr. Daughety stated these are difficult economic times and it is in the best interest of the citizens of Lenoir County to be supportive of our local businesses and their attempts to stay profitable and retain full employment for the citizens of Lenoir County. Mr. Daughety stated this project will greatly improve access for fire and emergency services on Hill Farm Road from US Highway 70 to Smithfield Way in Lenoir County. Mr. Daughety stated the improved access will provide citizens with better and safer access to shopping and dining opportunities, while creating greater economic value to the community. Upon a motion by Mr. Davis and a second by Ms. Sutton, the Resolution Supporting the Hill Farm Road Project, was unanimously approved.

Mr. Daughety presented a Resolution Supporting the Smithfield Way Extension Project to the Board. Mr. Daughety stated North Carolina Department of Transportation has agreed to help improve access to the businesses through extending Smithfield Way from where it intersects with Hill Farm Road to NC HWY 258 in an effort to alleviate major congestion on Hill Farm Road. Mr. Daughety stated that these are difficult economic times and it is in the best interest of the citizens of Lenoir County to be supportive of our local businesses and their attempts to minimize their traffic impact on secondary roads for the citizens. Mr. Daughety stated the project will greatly improve access for fire and emergency service vehicles on Hill Farm Road from US Highway 70 to Smithfield Way. Mr. Daughety stated the Smithfield Way Extension will provide easier access to the businesses along Hill Farm Road from its intersection with US Highway 70 to Smithfield Way. Mr. Daughety commended Karen Kozel, NC House Representative, for her assistance with the resolutions. Upon a motion by Mr. Davis and a second by Ms. Sutton, the Resolution Supporting the Smithfield Way Extension Project, was unanimously approved.

Mr. Pharo stated it has been an honor and a privilege to serve as a Commissioner.

ITEMS FROM THE COUNTY MANAGER

Mr. Jarman addressed the Board about a bid on the property located at 516 Cotton Lane, Kinston, NC, for \$2,200. Mr. Jarman asked the Board to accept the bid of \$2,200. Upon a motion by Ms. Sutton and a second by Mr. Daughety, the bid of \$2,200 was accepted with unanimous approval.

Mr. Jarman stated at their meeting on November 5, 2012, the Lenoir County Board of Education voted to close the Sampson School facility located at 606 Tower Hill Road in Kinston and not use the property for any additional or alternative purpose. In accordance with G.G. 115C-518A, the Lenoir County Board of Education is required to first offer the school site to the Lenoir County Board of Commissioners before otherwise disposing of the property. If the county commissioners are interested in obtaining the property, the next step would be to establish a price based on the fair market value of the property. Mr. Rouse inquired how soon would the Lenoir County Board of Education need to know the commissioners decision?

Mr. Daughety motioned to table the discussion regarding closing of Sampson School until after the first Board of Commissioners meeting in January.

Mr. Daughety mentioned the facility could be used by Lenoir Community College for Fire & Rescue Training. Mr. Daughety also stated the facility could be utilized as a bio refinery. The bio refinery could be used as a teaching tool for students. Mr. Daughety stated motor oil can be recycled and reused. Mr. Daughety stated the potential for the bio refinery project could grow vastly. Mr. Daughety stated all funds would come from grants and there would be of no cost to the County. Mr. Rouse inquired how big would the facility need to be to recycle fuel? Mr. Daughety stated the bio refinery would not require a lot of space, one room would suffice. Mr. Jarman stated the facility has asbestos and lead issues. Mr. Jarman stated there are some issues that would need to be addressed before it is utilized. Mr. Davis inquired if the County has ever assumed ownership of school property? Mr. Jarman stated in the past there has been discussion about accepting school property but the County has not assumed ownership of any school property. Mr. Graham cautioned the Board to be very careful and mindful about how Lenoir Community College is funded. Mr. Graham stated Lenoir Community College serves three counties (Lenoir, Green & Jones County) and there is a presence needed in Greene and Jones County as well as Lenoir County before adding additional facilities here in Lenoir. The motion by Mr. Daughety to table the discussion regarding the closing of Sampson School until after the first Board of Commissioners meeting in January, was seconded by Ms. Sutton and unanimously approved.

Mr. Jarman stated the County Commissioners Employee Appreciation Luncheon will be Friday, December 14, 2012 at King's Restaurant at 11:30 a.m.

CONSENT AGENDA: 10Min.

ACTION

3. Approval of Minutes: Regular Board Meeting: November 5, 2012 Roberts/ Jarman

Item No. 4 was a Budget Ordinance Amendment: Finance/Sheriff's Department: \$1,561: Increase. Upon a motion by Ms. Sutton and a second by Ms. Daughety Item No. 4 was unanimously approved.

BUDGET ORDINANCES/RESOLUTIONS

Item No. 5 was a Resolution Approving "Records Retention and Disposition Schedule" for the Register of Deeds. Ms. Margaret Seymour, Register of Deeds, stated the State Archives of North Carolina is the division of the North Carolina Department of Cultural Resources charged with administering a records management program. A schedule is sent to each Register of Deeds Office in the State of North Carolina which contains guidelines as to how long records are to be kept in the office of the Register of Deeds. The Register of Deeds Office falls under the Public Records Law, therefore only a few records are ever destroyed. Mr. Graham commended Ms. Seymour for her outstanding 32 years of dedicated service to the County. Upon a motion by Ms. Sutton and a second by Mr. Davis, Item No. 5 was unanimously approved.

Item No. 6 was a Resolution Approving the Acceptance of a Proposal for Advertising by the Kinston Community Health Center on One (1) Lenoir County Transit Vehicle and the Execution of a Contract. Mr. Chris Harper, Transit Director, stated as of July 1, 2007, Lenoir County Transportation has chosen to market advertisements to allow all revenues to be allocated to the transit system. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 6 was unanimously approved.

Item No. 7 was a Resolution Authorizing the Purchase of Toner Cartridges for Precincts and One Stop Sites at a Cost not to Exceed \$2,924.10. Upon a motion by Mr. Rouse and a second by Ms. Sutton, Item No. 7 was tabled with unanimous approval.

Item No.8 was a Resolution Approving 2013 County Holidays. Mr. Jack Jones, Human Resources Director, stated it is good personnel management practice to officially adopt an annual calendar of County Holidays in order to reduce ad hoc questions (when holidays arise) and in order to better schedule completing tasks and managing work load. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 8 was unanimously approved.

Item No. 9 was a Resolution Approving 2013 Calendar of Board Meeting Dates and Times. Mr. Michael Jarman, County Manager, stated it is good practice to officially adopt an annual calendar. This calendar can then be published as well as sent to all news media. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 9 was unanimously approved.

Item No. 10 was a Resolution Selecting a Community Development Block Grant Project Administrator. Ms. Martha Martin, Finance Director, stated the county has applied for funds under the 2011 CDBG NC Catalyst Program. Ms. Martin stated the County has received notification from the North Carolina Division of Community Assistance that they will receive a 2011 CDBG NC Catalyst Program Grant. The County has procured professional management services in accordance with all applicable Federal, State, and local requirements. Ms. Martin stated the County received proposals from at least two qualified firms to provide professional management services. Ms. Martin stated the County selected RSM Harris Associates, Inc. to provide complete program management services as outlined in their proposal (including administrative and technical housing services) for a lump-sum fee of \$78,000.00. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 10 was unanimously approved.

Item No. 11 was a Budget Ordinance Amendment: DSS: \$10,782: Increase. Ms. Susan Moore, Department of Social Services Director, stated the budget amendment was to cover the increased allocation received this year. The funds are 100% Federal and are at no cost to the County. Upon a motion by Ms. Sutton and a second by Mr. Davis, Item No. 11 was unanimously approved.

Item No. 12 was a Budget Ordinance Amendment: State Controlled Substance: Sheriff State Controlled Substance: \$4,000: Increase. Ms. Martha Martin, Finance Director, stated the budget amendment was to appropriate funds from the State Controlled Substance Fund. Ms. Martin stated on November 5, 2012, Item No. 12, the Board of Commissioners approved the use of controlled substance funds for canine training. Upon a motion by Mr. Daughety and a second by Mr. Davis, Item No. 12 was unanimously approved.

Item No. 13 was a Budget Ordinance Amendment: Federally Seized Property Fund: Sheriff-Federally Seized Property: \$30,370. Ms. Martin stated the budget was to appropriate funds from the Federally Seized Property Funds' Fund Balance to assist in purchasing a new fingerprinting machine for the new jail, office furniture for the new jail and pay for window tinting in the control towers. Ms. Martin stated all three items were approved by the Board of Commissioners on November 5, 2012 they were Items No. 9, 11, and 12. Upon a motion by Mr. Davis and a second by Mr. Daughety, Item No. 13 was unanimously approved.

Item No. 14 was a Budget Ordinance Amendment: Capital Projects Fund: E-911 Project-Grant Fund: \$7,400,000: Increase. Ms. Martin stated the budget amendment was to appropriate grant proceeds from the E-911 Board for the consolidation of the Jones and Lenoir County Communications' Centers. Ms. Martin stated at this time, the radio equipment budget and the construction budget have not been finalized. Mr. Graham inquired if the County has received \$7.4 million. Mr. Jarman stated the total cost of the project is \$12 million, however, the County received \$7.4 million. Mr. Dail stated funds will be used to build a backup 911 Center in Jones County, renovate office space and update the radio system. Mr. Jarman stated the County will receive all of Jones County's emergency calls. Mr. Daughety stated without the Lenoir and Jones County merger, the County would not be able to afford the improvements needed by Emergency Services. Mr. Griffin stated if Lenoir County did not partner with another county, Lenoir County would have had been required to build a separate backup 911 Center. Mr. Dail stated per guidelines, Lenoir County would have been required to build a separate backup 911 Center. Mr. Dail commended Mr. Graham for his outstanding service as Chairman. Upon a motion by Mr. Daughety and a second by Mr. Davis, Item No. 14 was unanimously approved.

Item No. 15 was a Resolution Authorizing the Lenoir County MIS Director to Execute a 3 year Agreement with CommTouch for Enterprise CAV Multiplatform Virus software: State Contract Price: \$3,092. Mr. Joey Bryan, MIS Director, stated over the past 17 years, Lenoir County's desktop PCs, Laptops and Servers have been protected by CommTouch's Virus Software know as Command Com. The pricing for this software is the State contract price. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 15 was unanimously approved.

APPOINTMENTS

Item No. 16 was a Resolution Approving Citizens to Boards, Commissions, Etc. There were no actions made at this time.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Firemen’s Relief Fund Board of Trustees firstAppearance	William “Bill” Gray	November 2014
Lenoir County Economic Development Board firstAppearance	Bill Whaley (Reappointment)	December 2016
Lenoir County Economic Development Board firstAppearance	Jack Harrell (Reappointment)	December 2016

Mr. Graham adjourned the meeting at 4:55 p.m.

Respectfully submitted,

Reviewed By

Clevette F. Roberts
Interim Clerk to the Board

Michael W. Jarman
County Manager

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 12/3/12 ITEM NO.: 4

RESOLUTION: Approving the Releases and Refunds to the Individuals Listed Herein

SUBJECT AREA: Finance

ACTION REQUESTED: Approval of Releases and Refunds as Prepared

HISTORY/BACKGROUND: Releases and Refunds result from listing and assessing due to incorrect and incomplete information.

EVALUATION:

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

RELEASES OVER \$100

Year	Name	Account	Amount	Reason
2010	Mills, Jacqueline	61023	\$376.03	Adjusted Value
2011	Mills, Jacqueline	61023	347.29	Adjusted Value
2012	Mills, Jacqueline	61023	319.35	Adjusted Value
2012	Spence, Horace L Jr	27180	125.21	Adjusted Value
2012	Town of LaGrange	40887	136.88	Legal Exemption
2012	Town of LaGrange	40887	901.05	Legal Exemption
2012	Head, Sylvia W	70567	114.34	Adjusted Value
2012	Ezzell, Leon	56732	168.00	Adjusted Value
2012	Blockbuster Inc	72032	151.47	Corrected Listing
2011	Kinston OB GYN	17152	1168.61	Corrected Listing
2012	Kinston OB GYN	17152	1132.31	Corrected Listing
2012	Rouse Dwight Tobacco Inc	24805	211.16	Adjusted Value
2009	King, Kenneth	65146	144.53	Adjusted Value
2010	King, Kenneth	65146	134.33	Adjusted Value
2011	King, Kenneth	65146	125.57	Adjusted Value
2012	King, Kenneth	65146	114.68	Adjusted Value
2012	Powell, Carletha	64241	161.39	Corrected Listing
2012	Ward, Frank Douglas III	36797	109.28	Adjusted Value
2012	Ham, Kari	32457	188.59	Corrected Listing

Refunds

Year	Name	Account	Amount	Reason
2012	Krzynovek, Amanda	51501	\$1041.21	Corrected Listing
2012	Andrews, Dorothy H	44560	348.00	Corrected Listing
2012	West, Gloria	20632	227.58	Corrected Listing

MANAGER'S RECOMMENDATION:

Approval of releases as set out above.


Initials

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Chairman

12/3/12
DATE

ATTEST

DATE

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: NON-DEPARTMENTAL: \$18.: INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2012 - 2013
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		NON-DEPARTMENTAL		VARIOUS	
Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u>		<u>INCREASE</u>			
10-3212-1100	2012 TAX LEVY	18.00	10-4200-1913	PROF SVCS-BUS PER PROP AUDIT	18.00
Total		18.00	Total		18.00

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

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martina H. Martin</i>	11/21/2012	<i>Martina H. Martin</i>	11/21/2012

Budget Officer Approval	Date
<i>MW Jarman</i>	11/21/12

Board Approval (When Applicable)	Date	Date of Minutes



PUBLIC HEARING NOTICE

Item No. 6

This is to inform the public that a public hearing will be held on the proposed Lenoir County Community Transportation Program Application to be submitted to the North Carolina Department of Transportation no later than December 28, 2012. The public hearing will be held on December 3, 2012 at 9 a.m. before the (governing board) Lenoir County Board of Commissioners.

Those interested in attending the public hearing and needing either auxiliary aids and services under the American with Disabilities Act (ADA) or a language translator should contact Sally Durst, on or before November 28, 2012, at telephone number (252) 559-6457 x7270 or via email at sdurst@co.lenoir.nc.us.

The Community Transportation Program provides assistance to coordinate existing transportation programs operating in Lenoir County as well as provides transportation options and services for the communities within this service area. These services are currently provided using Demand Response, Subscription, and Deviated Fixed Routes. Services are rendered by Lenoir County Transit.

The total estimated amount requested for the period **July 1, 2013 through June 30, 2014**

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$262,423	\$39,364 (15%)
Capital (Vehicles & Other)	\$209,175	\$20,918 (10%)
Operating (Small fixed-route, regional, and consolidated urban-rural systems only)	\$0	\$0 (50%) or more
<small>*Note: Small Fixed Route systems must contribute more than 50%</small>		
TOTAL PROJECT	\$471,598	\$60,282
	Total Funding Requests	Total Local Share

This application may be inspected at Lenoir County Transit from 9:00am to 4:00pm. Written comments should be directed to Sally Durst before November 29, 2012.

Aviso de Junta Pública

Este aviso es para informar al público sobre la junta pública que se llevara acabo, acerca de la aplicación de propuesta por el programa de transporte para la comunidad del condado de Lenoir, que será sometida al Departamento de Transportación de Carolina del Norte no mas tarde del 28 de diciembre del 2012. La junta pública se llevara a cabo el 3 de diciembre del 2012 a las 9:00 de la mañana frente (al grupo gobernador) de Comisionados del Condado de Lenoir.

Personas interesadas en atender la junta pública que necesiten ayuda auxiliaría o servicios bajo el acto de Americanos con Incapacidades o un intérprete favor de contactar a Sally Durst en o antes del 28 de noviembre del 2012, al número de teléfono (252) 559-6457 x7270 o por correo electrónico a sdurst@co.lenoir.nc.us.

El Programa de Transportación para la Comunidad proporciona asistencia para coordinar programas de transporte ya en existencia y operados en el Condado de Lenoir, también proporciona opciones y servicios de transporte para las comunidades en el área de servicio. Estos servicios actualmente son proporcionados usando demande la respuesta, rutas de suscripción, y rutas fijas/desviadas. Servicios son rendidos por el Programa de Transporte del Condado de Lenoir.

La cantidad aproximada que será pedida para el periodo del 1 de julio, 2013 al 30 de junio, 2014

<u>Proyecto</u>	<u>Cantidad Total</u>	<u>Porción local</u>
Administrativo	\$262,423	\$39,364 (15%)
Capital (vehículos y otros)	\$209,175	\$20,918 (10%)
Operativo (pequeñas rutas fijas, de región, y sistemas consolidados urbanorural)	\$0	\$0 (50%)
TOTAL PROYECTO	\$471,598	\$60,282
	Cantidad Total Pedida	Total de Porción Local

Esta aplicación puede ser inspeccionada en el edificio de Transporte del Condado de Lenoir, de 9:00 del la mañana a 4:00 de la tarde. Comentarios escritos deben ser dirigidos a Sally Durst antes del 29 de noviembre del 2012.

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 12/3/12 **ITEM NO.:** 6B

RESOLUTION: Authorizing Persons to Execute Required Documents for Community Transportation Grant: FY: 2013-2014

SUBJECT AREA: Administrative

ACTION REQUESTED: To authorize the Lenoir County Transportation Advisory Board, the Chairman of the Board of Commissioners, County Manager, or staff so designated to execute the required documents to obtain the necessary grant funds from the Community Transportation Grant Program for FY: 2013-2014.

HISTORY/BACKGROUND: The Lenoir County Transportation Department began its operation in October 1994 with six vehicles. The Lenoir County Transportation Department provides “Coordinated Human Services” and “Rural General Public Transportation” to the citizens of Lenoir County through subscription and demand routes. The Lenoir County Transportation Department currently serves several agencies participating in the consolidated system. The agencies participating are the Department of Social Services, Council on Aging, Lenoir County Health Department, Lenoir County Mental Health Program (EastPointe), and Vocational Rehabilitation. The Lenoir County Transportation Program is a partnership between the North Carolina Department of Transportation/Public Transportation Division (DOT/PTD) and Lenoir County Government. The administrative funding for the Transportation Department provided by NCDOT/PTD includes salaries for a Transportation Coordinator’s position, Administrative Assistant’s position and a Grant Writer/Safety Officer @ 100 percent, and a Part-Time Secretary position @ 25 percent. The local match is provided by various local transit revenues. The Transportation Coordinator’s position, now currently titled as Director’s position, was established in April of 1996 to increase the coordination and efficiency of the Lenoir County Transportation Department and its participating agencies/departments. In 2010, NCDOT approved a request from Lenoir County Transit to increase its fleet to eighteen. This growth has allowed the County to qualify for increased funding through the North Carolina Department of Transportation’s grant program.

EVALUATION: The N.C. Department of Transportation initiated the Community Transportation Program (CTP) to enhance the provision of rural human service and general public transportation in counties and to meet the community transportation needs. The CTP grant application includes approximately \$262,423 for administrative funding and \$209,175 for capital funding. The Transportation Department is currently approved for grant funding of one full-time Director’s position @ 100%, one full-time Administrative Assistant’s position @ 100%, one Part-Time Secretary @ 25%, and one Grant Writer/Safety Officer position funded @ 100%. The administrative portion of the grant application for FY 2013-2014 includes salaries, fringes and other operating expenditures for all administrative positions at the approved NCDOT/PTD participation percentages. NCDOT/PTD will participate in the administrative funding at an 85 percent level for each position resulting in a 15 percent local match requirement; capital is 90 percent NCDOT/PTD and a 10 percent local match. The capital portion of the grant application for FY 2013-2014 includes funding for replacing three (3) Center Aisle Vehicles with Lift, one (1) 20’ Light Transit Vehicle with Lift, scheduling software and office equipment. The Transportation Department will endeavor to secure the necessary local funding requirements through transit revenues before requesting county funding. As required by NCDOT/PTD, the Transportation Department properly advertised on November 25, 2012 for any public and/or agency comments regarding the proposed Community Transportation Application; also, informed the general public/agencies that a public hearing would be held sometime during the Commissioner’s regular scheduled board meeting beginning at 9:00 am on December 3, 2012 and the Public Hearing scheduled at 9:00 am in order to receive comments regarding the application.

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval

INITIALS _____

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that if the Community Transportation Grant for FY: 2013-2014 is awarded to Lenoir County, the Lenoir County Transportation Advisory Board, the Chairman of the Board of Commissioners, County Manager or staff so designated are authorized to execute the required documents to obtain the necessary grant funds.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Chairman 12/03/12
Date

ATTEST 12/03/12
Date

A RESOLUTION HONORING MARGARET SEYMOUR

WHEREAS, the Lenoir County Board of County Commissioners wishes to proudly acknowledge and to publicly recognize employees retiring from the Register of Deeds; and,

WHEREAS, Ms. Margaret Seymour was employed by Register of Deeds on May 1, 1980; and,

WHEREAS, Ms. Margaret Seymour was elected as Register of Deeds on December 1, 2000 and remained the Register of Deeds for three consecutive terms; and,

WHEREAS, Ms. Margaret Seymour has dedicated her professional career at the Register of Deeds to public service and to the citizens of Lenoir County; and,

WHEREAS, Ms. Margaret Seymour submitted her notice of retirement from the Register of Deeds effective November 30, 2012; and,

WHEREAS, Ms. Margaret Seymour will retire with thirty-two years of service from the Register of Deeds.

THEREFORE BE IT RESOLVED, this the 3rd Day of December in the Year 2012 of our Lord, that the Lenoir County Board of Commissioners recognizes Ms. Margaret Seymour for her efforts, commitment and compassion that she has so freely given to the citizens of Lenoir County and further resolved that a copy of this Resolution be transmitted to Ms. Margaret Seymour by the Clerk to the Board of Commissioners of Lenoir County.

BOARD OF COMMISSIONERS OF LENOIR COUNTY

BY: _____
Chairman

ATTEST: _____
Clerk to the Board of Lenoir County Commissioners

A RESOLUTION HONORING JACKIE RHODES

Item No. 8

- WHEREAS, the Lenoir County Board of County Commissioners wishes to proudly acknowledge and to publicly recognize employees retiring from the Lenoir County Department of Social Services; and,
- WHEREAS, Ms. Jackie Rhodes was employed by the County Director of Social Services as a Clerk Typist II on January 5, 1987; and,
- WHEREAS, Ms. Jackie Rhodes was promoted to a Social Services Eligibility Specialist I on March 21, 1988; and,
- WHEREAS, Ms. Jackie Rhodes' position was reclassified to an Income Maintenance Caseworker I on July 1, 1988; and,
- WHEREAS, Ms. Jackie Rhodes' position was reclassified to an Income Maintenance Caseworker II on March 21, 1989; and,
- WHEREAS, Ms. Jackie Rhodes became an Income Maintenance Investigator I on October 12, 2000; and,
- WHEREAS, Ms. Jackie Rhodes became an Income Maintenance Caseworker II on December 5, 2001; and,
- WHEREAS, Ms. Jackie Rhodes became a Processing Assistant IV on February 9, 2009; and,
- WHEREAS, Ms. Jackie Rhodes became a Public Information Assistant IV on April 12, 2010; and,
- WHEREAS, Ms. Jackie Rhodes has dedicated her professional career at Lenoir County Department of Social Services to public service and to the citizens of Lenoir County; and,
- WHEREAS, Ms. Jackie Rhodes submitted her notice of retirement from the Lenoir County Department of Social Services effective January 1, 2013; and,
- WHEREAS, Ms. Jackie Rhodes will retire with almost twenty-six years of service from the Lenoir County Department of Social Services.

THEREFORE BE IT RESOLVED, this the 3rd Day of December in the Year 2012 of our Lord, that the Lenoir County Board of Commissioners recognizes Ms. Jackie Rhodes for her efforts, commitment and compassion that she has so freely given to the citizens of Lenoir County and further resolved that a copy of this Resolution be transmitted to Ms. Jackie Rhodes by the Clerk to the Board of Commissioners of Lenoir County.

BOARD OF COMMISSIONERS OF LENOIR COUNTY

BY: _____
Chairman

ATTEST: _____
Clerk to the Board of Lenoir County Commissioners

A RESOLUTION HONORING
MARY SMITH

Item No. 9

WHEREAS, the Lenoir County Board of Commissioners wishes to proudly acknowledge and to publicly recognize employees retiring from the Lenoir County Department of Social Services; and,

WHEREAS, Ms. Mary Smith was employed by the County Director of Social Services as a Clerk Typist III on July 25, 1983 and,

WHEREAS, Ms. Mary Smith was promoted to an Accounting Technician I on November 2, 1992; and,

WHEREAS, Ms. Mary Smith's position was reclassified to an Accounting Technician II on July 1, 2000; and,

WHEREAS, Ms. Mary Smith has dedicated her professional career at Lenoir County Department of Social Services to public service and to the citizens of Lenoir County; and,

WHEREAS, Ms. Mary Smith submitted her notice of retirement from the Lenoir County Department of Social Services effective January 1, 2013; and,

WHEREAS, Ms. Mary Smith will retire with over twenty-nine years of service from the Lenoir County Department of Social Services.

THEREFORE BE IT RESOLVED, this the 3rd Day of December in the Year 2012 of our Lord, that the Lenoir County Board of Commissioners recognizes Ms. Mary Smith for her efforts, commitment and compassion that she has so freely given to the citizens of Lenoir County and further resolved that a copy of this Resolution be transmitted to Ms. Mary Smith by the Clerk to the Board of Commissioners of Lenoir County.

BOARD OF COMMISSIONERS OF LENOIR COUNTY

BY: _____
Chairman

ATTEST: _____
Clerk to the Board of Lenoir County Commissioners

A RESOLUTION HONORING SUE STROUD

Item No. 10

- WHEREAS, the Lenoir County Board of Commissioners wishes to proudly acknowledge and to publicly recognize employees retiring from the Lenoir County Department of Social Services; and,
- WHEREAS, Ms. Sue Stroud was employed by the County Director of Social Services as a Social Services Eligibility Specialist I on May 1, 1988; and,
- WHEREAS, Ms. Sue Stroud's position was reclassified as an Income Maintenance Caseworker I on July 1, 1988; and,
- WHEREAS, Ms. Sue Stroud's position was reclassified as an Income Maintenance Caseworker II on May 1, 1989; and,
- WHEREAS, Ms. Sue Stroud was promoted to an Income Maintenance Caseworker III on September 23, 1991; and,
- WHEREAS, Ms. Sue Stroud's position was reclassified as an Income Maintenance Supervisor II on July 1, 1993; and,
- WHEREAS, Ms. Sue Stroud's position was reclassified as an Income Maintenance Caseworker III on July 1, 1996; and,
- WHEREAS, Ms. Sue Stroud's position was reclassified as an Income Maintenance Caseworker II on July 1, 2009; and,
- WHEREAS, Ms. Sue Stroud has dedicated her professional career at Lenoir County Department of Social Services to public service and to the citizens of Lenoir County; and,
- WHEREAS, Ms. Sue Stroud submitted her notice of retirement from the Lenoir County Department of Social Services effective January 1, 2013; and,
- WHEREAS, Ms. Sue Stroud will retire with over twenty-four and a half years of service from the Lenoir County Department of Social Services.

THEREFORE BE IT RESOLVED, this the 3rd Day of December in the Year 2012 of our Lord, that the Lenoir County Board of Commissioners recognizes Ms. Sue Stroud for her efforts, commitment and compassion that she has so freely given to the citizens of Lenoir County and further resolved that a copy of this Resolution be transmitted to Ms. Sue Stroud by the Clerk to the Board of Commissioners of Lenoir County.

BOARD OF COMMISSIONERS OF LENOIR COUNTY

BY: _____
Chairman

ATTEST: _____
Clerk to the Board of Lenoir County Commissioners

A RESOLUTION HONORING WANDA ALDRIDGE

Item No. 11

- WHEREAS, the Lenoir County Board of Commissioners wishes to proudly acknowledge and to publicly recognize employees retiring from the Lenoir County Department of Social Services; and,
- WHEREAS, Ms. Wanda Aldridge was employed by the County Director of Social Services as an Income Maintenance Caseworker I on November 20, 2000; and,
- WHEREAS, Ms. Wanda Aldridge's position was reclassified as an Income Maintenance Caseworker II on November 20, 2001; and,
- WHEREAS, Ms. Wanda Aldridge submitted her notice of resignation effective June 25, 2004; and,
- WHEREAS, Ms. Wanda Aldridge was rehired as a Public Assistant IV on July 18, 2005; and,
- WHEREAS, Ms. Wanda Aldridge was promoted to an Accounting Technician II on May 10, 2006; and,
- WHEREAS, Ms. Wanda Aldridge has dedicated her professional career at Lenoir County Department of Social Services to public service and to the citizens of Lenoir County; and,
- WHEREAS, Ms. Wanda Aldridge submitted her notice of retirement from the Lenoir County Department of Social Services effective January 1, 2013; and,
- WHEREAS, Ms. Wanda Aldridge will retire with eleven years of service from the Lenoir County Department of Social Services.

THEREFORE BE IT RESOLVED, this the 3rd Day of December in the Year 2012 of our Lord, that the Lenoir County Board of Commissioners recognizes Ms. Wanda Aldridge for her efforts, commitment and compassion that she has so freely given to the citizens of Lenoir County and further resolved that a copy of this Resolution be transmitted to Ms. Wanda Aldridge by the Clerk to the Board of Commissioners of Lenoir County.

BOARD OF COMMISSIONERS OF LENOIR COUNTY

BY:

Chairman

ATTEST:

Clerk to the Board of Lenoir County Commissioners

A RESOLUTION HONORING PAT HEMBY

Item No. 12

- WHEREAS, the Lenoir County Board of Commissioners wishes to proudly acknowledge and to publicly recognize employees retiring from the Lenoir County Department of Social Services; and,
- WHEREAS, Ms. Pat Hemby was employed by the County Director of Social Services as a Clerk Typist II on October 5, 1981; and,
- WHEREAS, Ms. Pat Hemby was promoted to a Social Services Eligibility Specialist I on January 10, 1983; and,
- WHEREAS, Ms. Pat Hemby's position was reclassified to an Income Maintenance Caseworker II on July 1, 1988; and,
- WHEREAS, Ms. Pat Hemby was promoted to an Income Maintenance Caseworker III on November 1, 1989; and,
- WHEREAS, Ms. Pat Hemby was promoted to an Income Maintenance Supervisor II on November 19, 1990; and,
- WHEREAS, Ms. Pat Hemby's position was reclassified as an Income Maintenance Supervisor III on July 1, 1993; and,
- WHEREAS, Ms. Pat Hemby's position was reclassified as an Income Maintenance Supervisor II on August 1, 1996; and,
- WHEREAS, Ms. Pat Hemby was promoted to an Income Maintenance Program Manager on September 1, 2008; and,
- WHEREAS, Ms. Pat Hemby has dedicated her professional career at Lenoir County Department of Social Services to public service and to the citizens of Lenoir County; and,
- WHEREAS, Ms. Pat Hemby submitted her notice of retirement from the Lenoir County Department of Social Services effective January 1, 2013; and,
- WHEREAS, Ms. Pat Hemby will retire with over thirty-one years of service from the Lenoir County Department of Social Services.

THEREFORE BE IT RESOLVED, this the 3rd Day of December in the Year 2012 of our Lord, that the Lenoir County Board of Commissioners recognizes Ms. Pat Hemby for her efforts, commitment and compassion that she has so freely given to the citizens of Lenoir County and further resolved that a copy of this Resolution be transmitted to Ms. Pat Hemby by the Clerk to the Board of Commissioners of Lenoir County.

BOARD OF COMMISSIONERS OF LENOIR COUNTY

BY:

Chairman

ATTEST:

Clerk to the Board of Lenoir County Commissioners

INTRODUCED BY: Michael W. Jarman, County Manager **DATE :** 12/3/12 **ITEM NO.:** 13

RESOLUTION: Authorizing the Purchase of Year 2013 Vehicle Valuation Service: \$4,188.73

Subject Area: Purchase

ACTION REQUESTED: To approve the expenditure of \$4,188.73 to cover the cost of the vehicle valuation services provided by TEC Data Systems.

HISTORY/BACKGROUND: This expenditure is an annual expense incurred by the county to update our vehicle pricing system.

EVALUATION: The pricing updates are needed to allow for an additional year of vehicles and the correction of values for motor vehicles which are 1 year older as of January 1st, 2013.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MWJ
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the county execute a purchase order for \$4,188.73 to TEC Data Systems for vehicle valuation services.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Chairman Date

ATTEST Date

BUDGET ORDINANCE AMENDMENT:
 GENERAL FUND:
 HEALTH: (Adult Health-CDC-TB)
 Budget Increase
 \$5026.00

Item No. 14



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2012-2013
 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
Increase			Increase		
10-3513-3300	Tuberculosis-CDC-(STATE)	\$ 5,026.00	10-5150-2393	Medical Supplies CDC- TB	5,026.00
Total		5,026.00	Total		5,026.00
Reason and Justification for Request: Additional funds were made available from CDC.					
Department Head Approval		Date	Finance Officer Approval		Date
<i>[Signature]</i>		11/15/12	<i>Martha H. Martin</i>		11/16/2012
Budget Officer Approval		Date			
<i>[Signature]</i>		11/16/12			
Board Approval (When Applicable)		Date	Date of Minutes		

Finance Office - Copy

Department - Copy

Administration - Copy

BUDGET ORDINANCE AMENDMENT:
 GENERAL FUND:
 HEALTH: (Adult Health -Family Planning)
 Budget Increase
 \$11,163.00

Item No. 15



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2012-2013
 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>		
10-3502-3300	Family Planning (State)	\$ 11,163.00	10-5150-2390	Medical Supplies-Family Planning	11,163.00
Total		11,163.00	Total		11,163.00

Reason and Justification for Request:

Additional State funds increased TANF-Out of Wedlock birth prevention funds.

Department Head Approval	Date	Finance Officer Approval	Date
<i>[Signature]</i>	11/20/12	<i>Martha H. Martin</i>	11/21/2012
Budget Officer Approval	Date		
<i>Michael J. Farmer</i>	11/21/12		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

RESOLUTION BY THE BOARD OF COMMISSIONERS

OF THE COUNTY OF LENOIR

APPROVING CDBG POLICIES, PLANS AND GUIDELINES

WHEREAS, the County of Lenoir has the need for housing and neighborhood improvements within many areas of the County; and

WHEREAS, the County of Lenoir has applied for funding from the State of North Carolina under the Small Cities Community Development Block Grant (CDBG) Program; and

WHEREAS, the County of Lenoir has been awarded a \$500,000 NC Catalyst grant under the 2011 Small Cities Community Development Block Grant Program; and

WHEREAS, the County of Lenoir is required by NC Community Investment and Assistance to update the policies, plans and guidelines used to implement the CDBG grants,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the County of Lenoir

THAT, The County of Lenoir hereby approves the policies, plans and guidelines needed to implement the CDBG grant projects, including the following policies and plans:
Equal Employment and Procurement Plan
Section 3 Plan – Local Economic Benefit for Low and Very Low Income Persons
Recipient’s Plan to Further Fair Housing
Language Access Plan

THAT, Michael W. Jarman, County Manager, Thomas L. Hollowell, Assistant County Manager, Martha Martin, Finance Officer, and the Chairman of the Board are hereby authorized to sign the policies, plans and guidelines and submit to NC Community Investment and Assistance; and

THAT, The County of Lenoir has substantially complied with or will substantially comply with all federal, state, and local laws, rules, regulations, and ordinances as applicable to the CDBG projects.

Adopted this 3rd day of December, 2012, at Lenoir County, North Carolina

Clevette Roberts

Clerk to the Board
Title

COUNTY OF LENOIR

Equal Employment and Procurement Plan

The *County of Lenoir* maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the *County of Lenoir* prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The *County of Lenoir* shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the *County Manager* to assist in the implementation of this policy statement.

The *County of Lenoir* shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the *Chairman and County Board of Commissioners*.

The *County of Lenoir* is committed to this policy and is aware that with its implementation, the *County of Lenoir* will receive positive benefits through the greater utilization and development of all its human resources.

This Plan shall become effective upon adoption and shall apply for a period of three years thereafter.

Adopted this 3rd day of December, 2012

Michael W. Jarman, County Manager

Local Jobs Initiative
Section 3 Plan
Local Economic Benefit for Low- and Very Low-Income Persons

COUNTY OF LENOIR

(County)

DECEMBER 3, 2012 – DECEMBER 3, 2015

(Time Period)

I. APPLICATION AND COVERAGE OF POLICY

The *County of Lenoir* is committed to the policy that, to the greatest extent possible, opportunities for training and employment be given to lower income residents of the community development project area and contracts for work in connection with federally assisted community development project be awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area. As required by Section 3 of the Housing and Urban Development Act of 1968, the *County of Lenoir* has developed and hereby adopts the following Plan:

The *County of Lenoir* will comply with all applicable provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended (24 CRF Part 135), all regulations issued pursuant thereto by the Secretary of Housing and Urban Development, and all applicable rules and orders of the Department issued there under.

This Section 3 covered project area for the purposes of this grant program shall include the *County of Lenoir*.

The *County of Lenoir* will be responsible for implementation and administration of the Section 3 plan. In order to implement the *County of Lenoir* policy of encouraging local residents and businesses participation in undertaking community development activities, the *County of Lenoir* will follow this Section 3 plan which describes the steps to be taken to provide increased opportunities for local residents and businesses

This Section 3 Plan will apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

When in need of a service, the *County of Lenoir* will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification will include the Minority Business Directory published through the State Department of Commerce, local directories and Small Business Administration local offices. Word of mouth recommendation will also be used as a source.

The *County of Lenoir* will include the Section 3 clause and this plan in all contracts executed under the Community Development Block Grant (CDBG) Program. Where necessary, listings from any agency noted above will be included as well as sources of subcontractors and suppliers. The Section 3 Plan will be mentioned in the pre bid meetings and preconstruction meetings.

The prime contractor selected for major public works facility or public construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the

project. Should a need exist to hire any additional personnel, the Lenoir County Employment Security Commission will be notified and referred to the contractor.

Each contract for housing rehabilitation under the program, as applicable, for jobs having contracts in excess of \$100,000 will be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and will be updated from time to time or as the grant staff may deem necessary.

Early in the CDBG project, prior to any contracting, major purchases or hiring, the *County of Lenoir* will develop a listing of jobs, supplies and contracts likely to be utilized during the project. The *County of Lenoir* will then advertise the pertinent information regarding the project including all Section 3 required information. Community Investment and Assistance (CI) should be contacted with the Bid Materials to distribute the information throughout their list serve to reach out to the communities.

II. AFFIRMATIVE ACTIONS FOR RESIDENT AND BUSINESS PARTICIPATION

The *County of Lenoir* will take the following steps to assure that low income residents and businesses within the community development project area and within the *County of Lenoir* are used whenever possible:

1. Place qualified residents and businesses on solicitation lists
2. Assure that residents and businesses are solicited whenever they are potential sources of contracts, services or supplies
3. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by residents and businesses
4. Establish delivery schedules, where the requirements permit, which encourage participation by area for residents and businesses

The following methods will be used for the Section 3 program in the County:

The *County of Lenoir* will place a display advertisement in the local newspaper containing the following information:

1. A brief description of the project
2. A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.
3. An acknowledgement that under Section 3 of Housing and Community Development Act, local residents and businesses will be utilized for jobs, contract and supplies in carrying out the project to the greatest extent feasible.
4. A location where individuals interested in jobs or contracts can register for consideration
5. A statement that all jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; a statement that all contracts will be listed with the North Carolina Division of Purchase and Contracts; and a statement that potential employees and businesses may seek development and training assistance through various state and local agencies, or which the *County of Lenoir* will maintain a list for individuals and business concerns inquiring information

Training and technical assistance will be provided by the local community college for low income residents requiring skills to participate in community development project activities. Referrals will be made to the community college, local Private Industry Councils, Job Training Partnership Act (29 U.S.C. 1579 (a)) (JTPA) Programs, and job training programs provided by local community action

agencies as appropriate. Residents and businesses will be encouraged to participate in state and/or federal job training programs that may be offered in the area.

Low income residents and businesses will be informed and educated regarding employment and procurement opportunities in the following ways:

1. Advertisement in the local newspaper
2. Posting of Section 3 Plan at the County Courthouse
3. County Board meeting when project activities and schedules are discussed
4. Open meetings of Project Advisory Committee when everyone in neighborhood is invited
5. Notification to other agencies that provide services to low-income people.

The *County of Lenoir* will, to the greatest extent feasible, utilize lower income area residents as trainees and employees:

1. Encourage rehabilitation contractors to hire local area residents
2. Encourage public works contractors to hire local area residents

The *County of Lenoir* will, to the greatest extent feasible, utilize businesses located in or owned in substantial part by persons residing in the area

1. Contract with local contractors to perform demolition activities, and housing rehabilitation activities.
2. Encourage public improvement contractors to hire local residents for site clearance work, hauling materials, and performing other site improvements.
3. Encourage all contractors to purchase supplies and materials from the local hardware and supply stores

III. RECORDS AND REPORTS

The *County of Lenoir* will maintain such records and accounts and furnish such information and reports as are required under the Section 3 regulations, and permit authorized representatives of CI, and federal agencies access to books, records, and premises for purposes of investigation in connection with a grievance or to ascertain compliance with this Section 3 Plan.

The *County of Lenoir* will report annually the Section 3 numbers using the form HUD 60002 to CI at the end of the calendar year as part of the Annual Performance Report (APR).

IV. MONITORING COMPLIANCE

The *County of Lenoir* will require each applicable contractor to provide a copy of the Section 3 Plan and will monitor compliance during the performance of the contract. Copies of all advertisements, notice, and published information will be kept to document the implementation of the plan.

V. COMPLAINTS CONTACT

The County Manager will be the main contact in case any complaint is received from the general public on Section 3 compliance and may be contacted at the following address:

Michael W. Jarman, County Manager, P. O. Box 3289, Kinston, NC 28502, phone 252-559-6450

This Plan shall become effective upon adoption and shall apply for a period of three years thereafter.

Adopted this 3rd day of December, 2012

Michael W. Jarman, County Manager

Language Access Plan

County of Lenoir

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by the County of Lenoir must take adequate steps to ensure that their policies and procedures do not deny or have the effect of denying LEP individuals with equal access to benefits and services for which such persons qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

I. Scope of Policy

These requirements will apply to the **County of Lenoir CDBG Program** including subcontractors, vendors, and sub-recipients. The agency will ensure that LEP individuals are provided meaningful access to benefits and services provided through contractors or service providers receiving sub-grants from the agency.

II. Definitions

- A. Limited English Proficient (LEP) individual – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.
- B. Vital Documents – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.
- C. Title VI Compliance Officer: The person or persons responsible for compliance with the Title VI LEP policies.
- D. Substantial number of LEP: 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

III. Providing Notice to LEP Individuals

- A. The agency will take appropriate steps to inform all applicants, recipients, community organizations, and other interested persons, including those whose primary language is other than English, of the provisions of this policy. Such notification will also identify the name, office telephone number, and office address of the Title VI compliance officer(s).

List the current name, office telephone number and office address of the Title VI compliance officer:

Martha Martin, Finance Officer

County of Lenoir, P.O. Box 3289, Kinston, NC 28502 Phone 252-559-6450

(Note: The agency must notify the CI compliance office immediately of changes in name or contact information for the Title VI compliance officer.)

- B. The agency will post and maintain signs in regularly encountered languages other than English in waiting rooms, reception areas and other initial points of contact. These signs will inform applicants and beneficiaries of their right to free language assistance services and invite them to identify themselves as persons needing such services.

Identify areas within the agency where these signs will be posted:

First Floor - Lenoir County Courthouse

130 S. Queen St, Kinston, NC 28502

- C. The agency will include statements of the right to free language assistance in Spanish and other significant languages in all outreach material that is routinely disseminated to the public (including electronic text).
- D. The agency will also disseminate information in the following manner:
Information materials/pamphlets explaining the rights in this policy will be available in the County Manager's Office and given to applicants identifying themselves as persons needing such services.

IV. Provision of Services to LEP Applicants/Recipients

- A. Assessing Linguistic Needs of Potential Applicants and Recipients
1. The agency will assess the language needs of the population to be served, by identifying:
 - a. the language needs of each LEP applicant/recipient
 - b. the points of contact where language assistance is needed; and
 - c. the resources needed to provide effective language assistance, including location, availability and arrangements necessary for timely use.
 - d. Other (*describe*):
 2. Determining the Language Needs of the Population to be Served
The agency is responsible for assessing the needs of the population to be served. Such assessment will include, but not be limited to the following:
 - a. The non-English languages that are likely to be encountered in its program will be identified.
 - b. An estimate of the number of people in the community for whom English is not the primary language used for communication will be completed and updated annually. To identify the languages and number of LEP individuals local entities should review:
 - i. census data
 - ii. school system data
 - iii. reports from federal, state, and local governments
 - iv. community agencies' information, and
 - v. data from client files
 - vi. Other (*specify*):
 - c. The points of contact in the program or activity where language assistance is likely to be needed will be identified.

3. Determining the Language Needs of Each Applicant/Recipient

The agency will determine the language needs of each applicant/recipient. Such assessment will include, but not be limited to the following:

- a. At the first point of contact, each applicant/recipient will be assessed to determine the individual's primary language.

Check all methods that will be used:

- multi-language identification cards, a poster-size language list, or the use of "I speak" peel-off language identification cards for indicating preferred languages
 - English proficiency assessment tools, provided they can be administered in a manner that is sensitive to and respectful of individual dignity and privacy
 - Other (describe):
- b. If the LEP person does not speak or read any of these languages, the agency will use a telephone interpreting service to identify the client's primary language.
- c. Staff will not solely rely on their own assessment of the applicant or recipient's English proficiency in determining the need for an interpreter. If an individual requests an interpreter, an interpreter will be provided free of charge. A declaration of the client will be used to establish the client's primary language.
- d. When staff place or receive a telephone call and cannot determine what language the other person on the line is speaking, a telephone interpreting service will be utilized in making the determination.
- e. If any applicant/recipient is assessed as LEP, they will be informed of interpreter availability and their right to have a language interpreter at no cost to them with a notice in writing in the languages identified in Section C. Provisions of Written Translations.

B. Provision of Bilingual/Interpretive Services

1. The agency will ensure that effective bilingual/interpretive services are provided to serve the needs of the non-English speaking population. The provision of bilingual/interpretive services will be prompt without undue delays. In most circumstances, this requires language services to be available during all operating hours. This requirement will be met by use of any one or more of the following resources:
Bilingual staff
Contractual interpretation services
Use of telephone interpreter services
2. The agency will provide language assistance at all level of interaction with LEP individuals, including telephone interactions. Describe how this requirement will be met:
The agency will use paid interpreters, qualified bilingual employees, and/or qualified employees of other agencies or community resources. Telephone interpreter services will only be utilized as a back-up system or where other language assistance options are unavailable.
3. Interpreter Standards
- a. Those providing bilingual/interpretive services will meet the linguistic and cultural competency standards set forth below. The agency will ensure that interpreters and self-identified bilingual staff, have first been

screened to ensure that the following standards are met before being used for interpreter services:

- i. Can fluently and effectively communicate in both English and the primary language of the LEP individual
- ii. Can accurately and impartially interpret to and from such languages and English
- iii. Has a basic knowledge of specialized terms and concepts used frequently in the provision of the agency's services
- iv. Demonstrates cultural competency
- v. Understands the obligation to maintain confidentiality
- vi. Understands the roles of interpreters and the ethics associated with being an interpreter

Describe how the agency ensures the competency of bilingual staff and interpreters:

Agency will use bilingual staff and/or interpreters that have interpretative skills training and experience.

- b. When staff members have reason to believe that an interpreter is not qualified or properly trained to serve as an interpreter, the staff member will request another interpreter.

4. Using Family Members or Friends as Interpreters

- a. Applicants/recipients may provide their own interpreter; however the agency will not require them to do so.
- b. The agency will first inform an LEP person, in the primary language of the LEP person, of the right to free interpreter services and the potential problems for ineffective communication. If the LEP person declines such services and requests the use of a family member or friend, the agency may utilize the family member or friend to interpret only if the use of such person would not compromise the effectiveness of services or violate the LEP person's confidentiality. The agency will monitor these interactions and again offer interpreter services, if it appears there are problems with this arrangement.
- c. The agency will indicate in the LEP individual's file that an offer of interpreter services was made and rejected; that the individual was informed of potential problems associated with using friends or family members and the name of the person serving as an interpreter at the LEP individual's request.
- d. Only under extenuating circumstances shall the agency allow a minor (under the age of 18 years) to temporarily act as an interpreter. The agency will keep a written record of when it has used a minor as an interpreter, and this information will be shared with the DCA upon request.

5. The agency will *not* require the applicant/recipient to pay for bilingual/interpretive services.

C. Provision of Written Translations

1. The agency must provide written materials in languages other than English where a substantial number or percentage of the population eligible to be served or likely to be directly affected by the program needs services or information in a language other than English to communicate effectively.
2. Translation of Vital Documents

- a. The agency will ensure that vital documents for locally designed programs are translated into Spanish.
 - b. When DCA forms and other written material contain spaces in which the local entity is to insert information, this inserted information will also be in the individual's primary language. When such forms are completed by applicants/recipients in their primary language, the information must be accepted.
 - c. If, as a result of the local language assessment, it appears there are a substantial number of potential applicants or recipients of the agency (defined as 5% or 1,000 people, whichever is less) who are LEP and speak a language other than Spanish, the agency will translate and provide vital documents in the appropriate language.
 - d. The agency will keep a record of all vital documents translated, and will submit this information to DCA at their request.
3. If the primary language of an LEP applicant or recipient is a language other than Spanish AND the language does not meet the threshold for translation as defined in the preceding paragraph, the LEP individual will be informed in their own language of the right to oral translation of written notices. The notification will include, in the primary language of the applicant/recipient, the following language: IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.

D. Documentation of Applicant/Recipient Case Records

1. The agency will maintain case record documentation in sufficient detail to permit a reviewer to determine the agency's compliance with this policy.
2. The agency will ensure that case record documentation, including computerized records if appropriate, identifies the applicants/recipient's ethnic origin and primary language. In those cases where the applicant/recipient is non-English speaking, the agency will:
 - a. Document the individual's acceptance or refusal of forms or other written materials offered in the individual's primary language.
 - b. Document the method used to provide bilingual services, e.g., assigned worker is bilingual, other bilingual employee acted as interpreter, volunteer interpreter was used, or client provided interpreter. When a minor is used as interpreter, the agency will document the circumstances requiring temporary use of a minor and will provide this information to DCA upon request.
3. Consent for the release of information will be obtained from applicants/recipients when individuals other than agency employees are used as interpreters and the case record will be so documented.

E. Staff Development and Training

1. The agency will provide staff training at new employee orientation and continuing training programs. The training will include, but not be limited to:
 - a. Language assistance policies and procedures, resources available to support such procedures, methods of effective use of interpreters, and familiarization with the discrimination complaint process.
 - b. Cultural awareness information, including specific cultural characteristics of the groups served by the agency to provide a better understanding of, and sensitivity to, the various cultural groups to ensure equal delivery of services.

2. The agency will provide or ensure training is provided for bilingual staff and interpreters employed or utilized by the agency. This includes the ethics of interpreting, including confidentiality; methods of interpreting; orientation to the organization; specialized terminology used by the agency; and cultural competency.
3. The agency will ensure that applicable grantees, contractors, cooperative agreement recipients and other entities receiving state or federal dollars are trained in the requirements of this policy. Describe how this provision will be met: grantees, contractors, cooperative agreement recipients and other entities will provide documentation of training in the requirements of this policy.
4. The agency will collect and maintain the following information about training provided to staff: the date(s) of such training, the content of such training, the number and types of credit hours awarded; and the names and identifying information of each attendee at the training. The agency will ensure that grantees, contractors, cooperative agreement recipients and other applicable funded entities collect and maintain such information as well.

V. Compliance Procedures, Reporting and Monitoring

A. Reporting

1. The agency will complete an annual compliance report and send this report to CI. (Format will be supplied by CI)

B. Monitoring

1. The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system providing by the CI. These reports will be maintained and stored by the Title VI compliance officer and will be provided to the CI upon request.
2. The agency will cooperate, when requested, with special review by the CI.

VI. Applicant/Recipient Complaints of Discriminatory Treatment

A. Complaints

1. The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.
2. The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.
3. The agency will notify the appropriate agency or Division within CI of complaints filed the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

B. Investigation

1. The CI Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
2. The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

C. Resolution of Matters

1. If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.
2. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency.
3. If not resolved by CI, then complaint will be forwarded to DOJ, HUD Field Office.

This Plan shall become effective upon adoption and shall apply for a period of three years thereafter.

Adopted this 3rd day of December, 2012

Michael W. Jarman, County Manager

Recipient's Plan to Further Fair Housing

Grantee: County of Lenoir

**Recipient's Address: PO Box 3289
Kinston, NC 27502**

**Contact Person: Michael W. Jarman
County Manager**

Contact Phone #: 252-559-6450

Contact Email: mjarman@co.lenoir.nc.us

TDD #: 1-800-735-2962

- I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.**

First Time _____ Past Activities X

- II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community. (Use additional pages as necessary)**

Lack of knowledge among citizens of fair housing laws
Lack of understanding of the different forms of housing discrimination
Lack of knowledge of process to follow when a citizen believes they have been subject to housing discrimination
Lack of knowledge of resources available to assist in addressing housing discrimination issues

- III. Will the above activities apply to the total municipality or county?**

Yes X No _____ **If no, provide an explanation.**
(Use additional pages as necessary)

- IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. *Activities must be scheduled for implementation at least on a quarterly basis.* (Use attached table)**

Grantee Name: County of Lenoir

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
Complete update of Analysis of Impediments to Fair Housing Choice and submit to CI	Oct-Dec	2012	\$3,000	
Publish County Fair Housing Notice in the Kinston Free Press with information on Complaint Procedure and containing the County's TDD phone number	Jan-Mar	2013	\$200	
Conduct fair housing workshop	Apr-June	2013	\$500	
Request fair housing posters and brochures from NC Human Relations Commission and NC Real Estate Commission	July-Sept	2013	\$75	
Post fair housing posters and brochures at the Courthouse (English and Spanish versions)	Oct-Dec	2013	\$150	
Publish County Fair Housing Notice in the Kinston Free Press with information on Complaint Procedure and containing the County's TDD phone number	Jan-Mar	2014	\$200	
Send information to local lenders and realtors to introduce and explain the County's fair housing policy	Apr-June	2014	\$75	
Distribute fair housing brochures to places serving the public, such as Post Office, grocery stores and banks	July-Sept	2014	\$150	
Conduct public meeting and provide information to the public regarding the County's fair housing efforts.	Oct-Dec	2014	\$350	
Publish County Fair Housing Notice in the Kinston Free Press with information on Complaint Procedure and containing the County's TDD phone number	Jan-Mar	2015	\$200	

- V. Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)
- 1) Any person or persons wishing to file a complaint of housing discrimination in the
 - 2) County may do so by **informing the** County Manager of the facts and circumstance of the alleged discriminatory acts or practice.
 - 3) Upon receiving a housing discrimination complaint, the County Manager shall
 - 4) acknowledge the complaint within **10 days in writing** and inform the Division of Community Investment and Assistance and the North Carolina Human Relations Commission about the complaint.
 - 5) The County Manager shall **offer assistance** to the Commission in the investigation
 - 6) and reconciliation of all housing discrimination complaints which are based on events occurring in the County.
 - 7) The County Manager shall **publicize** in the local newspaper, with the TDD#,
 - 8) the local agency to contact with housing discrimination complaints.

Adopted this 3rd day of December, 2012

Michael W. Jarman, County Manager

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 12/3/12 **ITEM NO.** 17A

RESOLUTION: Accepting the Prevention and Treatment Center of Lenoir County
FY 2012-2013 Grant funding for the 8th Judicial District Community
Intervention Program: \$117,000.

SUBJECT AREA: Financial

ACTION REQUESTED: Approve the Acceptance of the FY 2012-2013 Prevention and
Treatment Center of Lenoir County Grant allocation of \$117,000 for the 8th Judicial District
Community Intervention Program (CIP).

HISTORY/BACKGROUND: Historically, there has been little emphasis placed on gang
intervention, gang prevention and parenting intervention programming in the 8th Judicial District,
which includes Wayne, Lenoir and Greene Counties. According to DJJDP risk assessment data
for 2009-2010, over 60% of youth assessed in the district have serious behavior problems in
school.

According to the NC Department of Juvenile Justice, by the end of the fiscal year that ended
June 2011, the 8th Judicial District was ranked 1st in the state for the number of assaults and
deadly weapon with intent to kill charges. Moreover, these counties ranked 4th in the state for 1st
degree murder charges. These rates are alarming because they are significantly higher than most
NC Court Districts. The Prevention and Treatment Center of Lenoir County, Parenting Matters
Program and the Department of Public Safety have collaborated on an 8th Judicial District
Community Intervention Program (CIP) to address this growing epidemic at the community
level.

In order to identify and reduce the risk of gang and youth violence, this collaboration proposes to
make gang intervention, gang prevention and parenting intervention services more accessible and
reduce the number of people that experience significant negative effects of youth and gang
violence.

EVALUATION: The Lenoir, Wayne and Greene Juvenile Crime Prevention Councils (JCPC)
met in regular session and unanimously approved recommending to the Lenoir County Board of
Commissioners that available DJJDP's grant funds in the amount of \$117,000 are approved for
the 8th Judicial District Community Intervention Program (CIP) and allocated as follows for
Fiscal Year 2012-2013.

Prevention and Treatment Center of Lenoir County	\$117,000
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MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Prevention and Treatment Center of Lenoir County is authorized to accept the FY: 2012-2013 Grant allocation of \$117,000 for the 8th Judicial District Community Intervention Program.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

Yea Votes: Davis _____ Brown _____ Daughety _____ Graham _____

Hill _____ Rouse _____ Sutton _____

Chairman, Board of Commissioners

December 3, 2012

Date

Attest

Date

Item No. 17B

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: PROCESS FUNDS: \$117,000. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2012 - 2013
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL	PROCESS FUNDS	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
<u>INCREASE</u>		<u>INCREASE</u>
10-3402-3637 GRANT-8TH JUDICIAL DISTR COMMUN INTERV PF	117,000.00	10-4201-6363 8TH JUDICIAL DISTR COMMUN INTERV GRANT
		117,000.00
Total	117,000.00	Total
		117,000.00

Reason and Justification for Request:

BUDGET AMENDMENT TO APPROPRIATE FUNDS FROM THE NC DEPT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION (DJJDP). THIS GRANT WILL PROVIDE FUNDING FOR THE 8TH JUDICIAL DISTRICT TO IDENTIFY AND REDUCE THE RISK OF GANG AND YOUTH VIOLENCE. THIS MONEY WILL BE PAID TO AND HANDLED BY THE LENOIR COUNTY STRUCTURED DAY PROGRAM. THIS IS A PASS THROUGH GRANT.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	11/27/2012	<i>Martha H. Martin</i>	11/27/2012
Budget Officer Approval	Date		
<i>Michael W. Farman</i>	11/27/12		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 12/3/12 **ITEM NO.:** 18

RESOLUTION: Authorizing Hugo Fire and Rescue to Purchase One (1) 2000 Pierce 85 Ft. Platform Ladder Truck

SUBJECT AREA: Financial

ACTION REQUESTED: Authorize Hugo Fire and Rescue to Purchase One (1) 2000 Pierce 85 ft. Platform Ladder Truck for \$315,000.

HISTORY/BACKGROUND: The contract signed between Lenoir County and the Volunteer Fire Departments states that any purchase of fire apparatus over \$100,000 must be approved by the Lenoir County Board of Commissioners. Hugo Fire and Rescue will provide a \$115,000 down payment. These funds are a combination of tax and fundraising revenue. Hugo Fire and Rescue will be replacing a 1986 Pierce 75 ft. Ladder Truck. The age and high cost of maintenance of the existing truck are the factors for replacing the truck.

EVALUATION: Staff has met with Hugo Fire and Rescue and discussed financial records. The truck will be purchased for \$315,000 from Midway Fire and Rescue, with a \$200,000 loan from Vision Financial Group, and Hugo Fire and Rescue will provide a \$115,000 down payment. The \$200,000 will be financed for sixty (60) months at a lease factor of .01934 with an annual payment of \$46,421.81. Staff recommends the purchase of the 2000 Pierce 85 ft. Platform Ladder Truck for a total price of \$315,000.

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 12/3/12 **ITEM NO.:** 19

RESOLUTION: Approving the Addition of Two Part-Time Positions

SUBJECT AREA: Personnel

ACTION REQUESTED: The Board is requested to authorize the Sheriff to hire two-part time sworn positions to make transports of inmates.

HISTORY/BACKGROUND: The Sheriff's Office is responsible to move inmates from the Lenoir County jail to other jails, prisons, and medical facilities in North Carolina. The Sheriff's Office recently purchased a transport van to move 10 inmates at a time. In an effort to reduce the work load on patrol officers and to keep them in the county, the Sheriff desires to hire two retired deputies to make these transports. The Lenoir County Board of Commissioners previously approved setting up the part-time line and funding the line with civil process funds.

EVALUATION: In an effort to reduce the work load on patrol officers and to keep them in the county, the Sheriff desires to hire two retired deputies to make these transports. The board of Commissioners previously approved setting up the part-time line and funding the line with civil process funds.

The Sheriff respectfully requests that he be permitted to hire two part-time deputies to make transports of inmates for the Office.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.


Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is permitted to hire two part time officers.

Funding Account #: 10-4311-1260

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Chairman

12/3/12
Date

ATTEST

12/3/12
Date

INTRODUCED BY: Michael Jarman, County Manager DATE 12/03/2012 ITEM NO. 20

Resolution Approving Purchase of Dell Computers: \$ 9185.15

SUBJECT AREA: FINANCIAL

ACTION REQUESTED:

The Board is requested to authorize the Sheriff to execute a purchase order with Dell, for the purchase of (13) Dell computers for the new jail.

HISTORY / BACKGROUND:

All bookings and records from bookings are electronically stored and retrieved from the Sheriff's records management system. In addition, other administrative functions are carried out using computers. The new jail has numerous posts and administrative offices that require computers to properly function.

EVALUATION:

The Lenoir County MIS department has received a quote from Dell for the purchase of (13) new computers. The price for each computer was quoted at \$706.33 each, which is quoted at a government rate. The total cost to purchase (13) Dell computers is \$9,185.15. The quoted computer hardware and software is consistent with other computers that are leased by the County through Dell. The Sheriff will use asset forfeiture funds to pay for this expenditure, thereby relieving the taxpayers of this financial burden.

The Sheriff respectfully requests that he be permitted to execute a purchase order with Dell, to purchase 13 new computers for the new jail.

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 12/3/12 **ITEM NO.:** 21A

RESOLUTION: Approving Purchase of (6) Raptor Radar Units: \$ 10,974

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to authorize the Sheriff to execute a purchase order with Kustom Signals, Inc., for the purchase of (6) Raptor radar units.

HISTORY / BACKGROUND: For the past decade the Sheriff's Office has equipped several cars with radar units to monitor traffic speed and enforce the speed limit laws within the county. The radar systems are also used in conjunction with operations that involve drug interdictions. The current radar system that the Sheriff's Office utilizes was donated to the Office by the State. These antiquated radar units are being removed by the State from the approved list of radar units that can be lawfully used to indicate the speed of a vehicle. Because of this, the Sheriff's Office is forced to replace the units with an approved radar unit.

EVALUATION: After review of all of the approved radar systems available to law enforcement, it was determined that the Kustom Signals Raptor RP-1 radar unit would be the best fit for the Sheriff's Office. This unit has both front and rear antenna's so that vehicle speeds can be identified while approaching both the front and rear of the patrol car. The price of the units has already been negotiated by the State which now provides State contract pricing for the units. The total cost for each radar unit is \$1,829 each for a total of \$10,974. This expenditure will be paid using the Sheriff's North Carolina controlled substance tax funds. By using these funds, the taxpayer is relieved of the financial burden of purchasing these units.

The Sheriff respectfully requests that he be permitted to execute a purchase order with Kustom Signals Inc., to purchase (6) Raptor RP-1 radar units.

Item No. 21B

BUDGET ORDINANCE AMENDMENT: STATE CONTROLLED SUBSTANCE FUND:
SHERIFF-STATE CONTROLLED SUBSTANCE: \$10,974. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2012 - 2013
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
STATE CONTROLLED SUBSTANCE	SHERIFF-STATE CONTROLLED SUBSTANCE	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
INCREASE		INCREASE
16-3991-9910 FUND BALANCE APPROPRIATED	10,974.00	16-4317-5999 CAPITAL OUTLAY < \$5,000
		10,974.00
Total	10,974.00	Total
		10,974.00

Reason and Justification for Request:
BUDGET AMENDMENT TO APPROPRIATE FUNDS FROM THE STATE CONTROLLED SUBSTANCE FUNDS' FUND BALANCE TO PURCHASE SIX RAPTOR RP-1 RADAR UNITS. THESE ARE ALLOWABLE EXPENDITURES FROM CONTROLLED SUBSTANCE PROCEEDS.

Department Head Approval <i>WE Smith</i>	Date <i>11/28/12</i>	Finance Officer Approval <i>Martha H. Martin</i>	Date <i>11/28/2012</i>
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Budget Officer Approval	Date
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Board Approval (When Applicable)	Date	Date of Minutes
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INTRODUCED BY: Michael Jarman, County Manager **DATE:** 12/03/2012 **ITEM NO.:** 22

RESOLUTION: Approving Purchase of Radio's and Repeater System: \$ 16,219.55

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to authorize the Sheriff to execute a purchase order with Gately Communications, for the purchase of (16) digital radio's, batteries, repeater, and the installation of this equipment for the new jail.

HISTORY / BACKGROUND: The detention staff in the jail currently use Motorola radio's that work without the use of a repeater or other device to enhance the signal. Detention staff must have radio communications to carry out their duties and to have communications during emergencies. Because the new jail is located 90 feet from the old jail and because the older (1982) jail will continue to operate in conjunction with the new jail, radio communications between the jails must be enhanced. Testing of the current analog radio system failed to perform adequately. The solution to enhance the in-house communications system is to purchase digital handheld radio's in conjunction with a digital repeater and strategically located antenna's. The new system was tested and was found to work very well under these conditions.

EVALUATION: Gately Communications currently provides emergency radio products to Lenoir County. This same company provides the installation and repair of radio equipment. Gately Communications has been involved in finding a solution for the communication issue between the new and old jail. Gately Communications has provided a quote to the Sheriff which entails the purchase and installation of (16) digital radio's, a digital repeater, antenna cable, and antenna's. All of the equipment will be purchased using federal asset forfeiture funds. Using these funds will relieve the taxpayers of this financial burden.

The Sheriff respectfully requests that he be permitted to execute a purchase order with Gately Communications, to purchase (16) digital radio's, batteries, digital repeater, and installation of this equipment.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is permitted to execute a purchase order with Gately Communications, for the purchase of (16) digital radio's, digital repeater, batteries, and the installation of radio equipment for jail in-house radio system.

Gately Communications----- \$ 16,219.55

Funding Account #: 15-4316-5999 \$ 16,219.55

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Chairman

Date

ATTEST

Date

BUDGET ORDINANCE AMENDMENT: FEDERALLY SEIZED PROPERTY FUND:
SHERIFF-FEDERALLY SEIZED PROPERTY: \$25,406. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2012 - 2013
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
FEDERALLY SEIZED PROPERTY		SHERIFF-FEDERALLY SEIZED PROPERTY		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
15-3991-9910 FUND BALANCE APPROPRIATED		25,406.00	15-4316-5999 CAPITAL OUTLAY < \$5,000		25,406.00
Total		25,406.00	Total		25,406.00

Reason and Justification for Request:
BUDGET AMENDMENT TO APPROPRIATE FUNDS FROM THE FEDERALLY SEIZED PROPERTY FUNDS' FUND BALANCE TO PURCHASE THIRTEEN COMPUTERS AND 16 DIGITAL RADIOS FOR THE NEW JAIL. THESE ARE ALLOWABLE EXPENDITURES FROM DRUG FORFEITURE PROCEEDS.

Department Head Approval <i>WC Smart</i>	Date <i>11/28/12</i>	Finance Officer Approval <i>Martha H. Martin</i>	Date <i>11/28/2012</i>
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Budget Officer Approval	Date
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Board Approval (When Applicable)	Date	Date of Minutes
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INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 12/3/12 **ITEM NO.:** 24

RESOLUTION: Authorizing the Purchase of Toner Cartridges for Precincts and One Stop Sites at a Cost not to Exceed \$2,924.10.

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize the purchase of 38 toner cartridges for printers at the 22 voting precincts and 4 One Stop Sites.

HISTORY/BACKGROUND: With the purchase of printers at each polling site the cartridges are needed for the printers to print the forms for the voters that actually go to the polls to vote. The process at the precincts makes it faster for the voter to vote. The MIS Department orders the toner cartridges for us at the best price they have available to them.

EVALUATION: Board of Elections is able to provide a more cost efficient and time saving process for the voters of Lenoir County with the aid of the printers at each precinct and One Stop Site and the toner cartridges are needed to keep this process going.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that Board of Elections be authorized to purchase toner cartridges at a cost not to exceed \$2,924.10

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Chairman 12/3/12
Date

ATTEST 12/3/12
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 12/3/12 **ITEM NO.:** 25

RESOLUTION: Approving Purchase Order with Information Inc: \$1,550.00 for FY 2012-2013

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize the Social Services Director to execute a purchase order and maintenance agreement with Information Inc for purchase of the NCDSS Day Sheet Program in the amount of \$1,550.00, which includes 8 hours of application development effective January 1, 2013 through June 30, 2013.

Account # 105310.2650 Computer Software \$1,550.00 for FY 2012-2013

HISTORY/BACKGROUND: DSS will purchase the automated day sheet program from Information Inc. DSS is currently using paper forms which require each staff member to write in entries for every client they see and code to the correct funding source for reimbursement purposes. These forms are then passed to the accounting staff and each sheet has to be keyed into the state system. Accounting staff are currently spending approximately 20 hours per month keying day sheets. Once all sheets are keyed they are then uploaded into a report for the accounting staff to pull in reimbursement. The day sheets are then stored at the agency for years.

The new day sheet program will make this entire process paperless and make the agency more efficient. Staff will key their day sheet into a computer system which uploads directly to the state and can be pulled by the accounting staff. It will reduce staff data entry time and make the agency more cost effective. It will also eliminate errors due to illegible handwriting, cutting down on the possibility of audit findings. The monthly charge for the program is \$150 per month for all 75 users and the yearly maintenance fee to administer and make changes or updates to the program will be \$650.00.

EVALUATION: This agreement is necessary in order to accomplish the day to day work activities at DSS and will increase efficiency for the entire agency.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval

INITIALS

RESOLUTION: NOW, THEREFORE BE IT RESOLVED that the Lenoir County Board of Commissioners authorizes the Social Services Director to execute a purchase order with Information Inc for purchase of the NCDSS Day Sheet Program at a yearly cost of \$ 1,550.00 for FY 2012-2013.

Account # 105310.2650 Computer Software \$1,550.00

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Chairman 12/3/12
Date

ATTEST 12/3/12
DATE

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 12/3/12 **ITEM NO.:** 26

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>
Firemen’s Relief Fund Board of Trustees 2 nd Appearance	William “Bill” Gray	November 2014
Lenoir County Economic Development Board 2 nd Appearance	Bill Whaley (Reappointment)	December 2016
Lenoir County Economic Development Board 2 nd Appearance	Jack Harrell (Reappointment)	December 2016

CURRENT VACANCIES:

Lenoir County Health Board – (1) Veterinarian, (1) Optometrist

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

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>
Firemen's Relief Fund Board of Trustees 2 nd Appearance	William "Bill" Gray	November 2014
Lenoir County Economic Development Board 2 nd Appearance	Bill Whaley (Reappointment)	December 2016
Lenoir County Economic Development Board 2 nd Appearance	Jack Harrell (Reappointment)	December 2016

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Chairman

12/3/12
Date

ATTEST

12/3/12
Date