

Bertie County Board of Commissioners



January 20, 2015

Chairman	Ronald "Ron" Wesson	District 1
	Stewart White	District II
Vice Chairman	Tammy A. Lee	District III
	John Trent	District IV
	Ernestine (Byrd) Bazemore	District V

BERTIE COUNTY BOARD OF COMMISSIONERS

January 20, 2015

7:00pm, Aulander Community Building

Meeting Agenda

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

(A)

***** APPOINTMENTS *****

7:00-7:05 Invocation and Pledge of Allegiance by Vice Chairman Lee

7:05-7:15 Public Comments

7:15-7:30 Public Hearing – Green Engineering – informing the public of the County’s intention to seek FY2015 CDBG funding under Title I of the Housing and Community Development Act (A-1)

7:30-7:45 Presentation of Paramedic EMS annual report by Emergency Services Director, Mitch Cooper, and EMS Division Chief, Matt Leicester

7:45-8:00 Presentation of Choanoke Area Development Association of NC, Inc’s (CADA, Inc.) 2015-2016 work plan and Community Services Block Grant funding proposal by Ms. Sallie P. Surface, Executive Director (A-2)

Board Appointments (B)

1. There are no Board Appointments.
2. Commissioner Boards/Committee Assignments (B-1)

Consent Agenda (C)

1. Approve minutes for Regular Session 1-5-15 (C-1)

*****OTHER ITEMS*****

Discussion Agenda (D)

1. Economic Development Update
2. Introduction of matters from recent NCACC leadership training:
 - a. Sample – Rules of Procedure for conducting County Board of Commissioners meetings (D-1a)
 - b. Sample- Code of Ethics for Board of Commissioners (D-1b)
3. Review dates for Board planning sessions

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

Public Comments Continued

Closed Session

Pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Pursuant to N.C.G.S. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approves the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Pursuant to N.C.G.S. § 143-318.11(a)(5) to establish, or to instruct the public body’s staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Pursuant to N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Adjourn

The Cashie

Hunter named to post vacated by successor

By THADD WHITE
Bertie Ledger-Advance

RALEIGH - Both men will continue to serve.

At 2 p.m. on Jan. 7, Judge Sam J. Ervin IV will take a seat on the North Carolina Supreme Court. Ervin was elected to that post in November, when he defeated Robert N. "Bob" Hunter Jr.

Hunter will, in turn, take Ervin's seat on the North Carolina Court of Appeals. He had previously served on the Court of Appeals for six years.

Ervin and Hunter squared off in November's General Election when Ervin claimed the seat on the state's highest court. Ervin had 1.3 million votes to nearly 1.2 million for Hunter.

Hunter currently serves on the North Carolina Supreme Court, as he was named to the post when Chief Justice Mark Martin was appointed to his position.

The appointment was announced by North

Carolina Governor Pat McCrory Monday. It is the second time in the past year the governor has appointed Hunter to the bench. He also appointed Hunter when Martin was elevated to Chief Justice.

Lucy Inman, a special Superior Court Judge who defeated District Court Judge Bill Southern in the November election, was elected to the seat held by Hunter until his elevation to the highest court.

"Justice Hunter's legal background and experience make him well-suited to return to the Court of Appeals," Gov. McCrory said. "I am grateful Justice Hunter has agreed to devote his considerable legal skills and experience to the continued service of our state."

Justice Hunter resides in Morehead City with his wife, Susan Awbrey Hunter. Together they have three sons and two grandsons.

No executions in North Carolina

By STEPHANIE CARSON
North Carolina News Service

RALEIGH - The close of 2014 marks eight years since North Carolina has executed a person on death row.

That's also the national trend, according to a new report by the Death Penalty Information Center. This year, three inmates were sentenced to death in North Carolina, far less than at a peak in the 1990s when as many as 30 new death sentences were handed down each year.

Gretchen Engel, executive director with the Center for Death Penalty Litigation, says people are questioning the need for the death penalty with a declining crime rate.

"Ironically in this period where North Carolina has had eight years of no executions, our crime rate has steadily been declining, and violent crime included," she says. "Part of it is this idea of why do we need the death penalty?"

Nationwide, execu-

tions were carried out in seven states, down from nine in 2013. Seven death row inmates were exonerated this year in the U.S., including two in North Carolina who were proven innocent based on DNA evidence and released.

Statelawmakersvowed to re-start executions last year, but Engel says that declaration may not be practical, as more cases of botched executions prompt people to question the humanity of the punishment.

"That really amounts to putting the state in the position of advocating human experimentation with drugs and that's just unacceptable in a civilized society," she says.

North Carolina's execution protocol calls for the use of pentobarbital, the same drug that other states have been unable to obtain for use in executions.

As of now, legal challenges to the state's protocol have suspended executions indefinitely.

Meetings

From PAGE A1

ings] will definitely help Shirlie get those figures to you," said Baker to the board.

The board came to a consensus that changing the date of the meetings would not be a problem.

Colerain Commissioner Bill Harrell added that changing the date would also allow the county commissioners to attend their meetings.

Bertie County Commission Vice Chair Tammy A. Lee was present during the Colerain meeting.

Harrell asked Lee when the county commissioners meet for their regular meetings.

Lee answered that they meet on the first and third Mondays of the month.

"Some of them [the commissioners] would probably like to come to some of these meetings," said Harrell.

Harrell made the motion to move the monthly meetings to the second Monday of the month, and Colerain Commissioner Tony Rawls seconded it.



BARRY WARD / Bertie Ledger-Advance

From left, back, Three Rivers Administrator Lynne Furlough, Three Rivers Director of Nursing Niki Roberson, Raymond Underwood, Wilder's Funeral Home Director Christine Wilder Shamblee and

Derrick Wilkins of Wilder's Funeral Home; from left, front, Molly Harrell, Nellie Pollard, Chanie Bush, Thelma Hoggard and James Holley.

Local business offers holiday gifts

By BARRY WARD
Bertie Ledger-Advance

WINDSOR - A local business made sure nursing home and assisted living residents were not forgotten over the holidays.

Christine Wilder Shamblee played Santa Claus as she and her staff gave Christmas gifts to nursing home and assisted living residents Dec. 23.

Shamblee visited facilities in Bertie, Northampton, Hertford and Halifax counties.

Shamblee is the owner and director of Wilder's Funeral Home.

"I've been giving residents money and gifts for seven years," she said.

She said many people who live in nursing homes are forgotten by loved ones during Christmas, or don't have family to give them anything.

So she decided to give them presents to share



Wilder's Funeral Home Director Christine Wilder Shamblee talks with one of the residents at Three Rivers Health and Rehabilitation Center.

the love and joy of the Christmas season.

"I like to think they're part of my family," she said.

The presents given to the residents included televisions, toiletries, shaving cream, hats,

socks and deodorant.

Shamblee said before she purchases the items, "I ask the people at the nursing home what the people want and need."

In addition to the presents, her funeral home hosts a gospel show for

the residents.

Shamblee said her aim is to make Christmas just as joyous for assisted living and nursing home residents as it is for others.

Jobless

From PAGE A1

employment rate was at 6.7 percent in November, while Northampton County was at 7.1 percent and Hertford County was at 6.3 percent.

Martin County's unemployment rate was at 6.1 percent in November and Washington County was at 6.5 percent.

Halifax County had a higher unemployment

rate than Bertie in November, at 8.4 percent.

Statewide, the unemployment rate decreased from 6.3 percent in October to 5.8 percent in November.

Nationwide, the unemployment rate was the same in November as it was in October, at 5.8 percent.

"North Carolina's November 2014 unemployment rate was 1.4

percentage points lower than a year ago," said the N.C. Department of Commerce in a released statement.

"When compared to the same month last year, non-seasonally adjusted unemployment rates decreased in all 100 counties. It is important to note that employment estimates are subject to large seasonal patterns, therefore, it is advisable to focus on over-the-year changes in the non-sea-

sonally adjusted estimates."

Graham County had the state's highest unemployment rate in November at 11.4 percent, while Chatham County had the lowest at 3.7 percent.

To learn more about the unemployment rate, call the N.C. Department of Commerce at 919-707-1010 or visit <https://desncc.com/deshome>.

PUBLIC NOTICE DOCKET NO. SP-3209, SUB 0 APPLICATION OF KELFORD SOLAR, LLC FOR A CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

NOTICE IS HEREBY GIVEN that on December 2, 2013, Kelford Solar, LLC (Applicant), filed an application, as amended on December 5, 2014, seeking a certificate of public convenience and necessity pursuant to G.S. 62-110.1(a) for construction of a 23.1-MW solar photovoltaic electric generating facility to be located on NC Highway 308 (Governors Road), between the north and south intersections with Cherry Farm Road, in Kelford, Bertie County, North Carolina. The Applicant plans to sell the electricity to Dominion North Carolina Power.

Details of the application may be obtained from the Office of the Chief Clerk of the North Carolina Utilities Commission, 430 N. Salisbury Street, 5th Floor, Dobbs Building, Raleigh, North Carolina 27603 or 4325 Mail Service Center, Raleigh, North Carolina 27699-4325 or on the Commission's website at www.ncuc.net.

If a complaint is received within ten days after the last date of the publication of this notice, the Commission will schedule a public hearing to determine whether a certificate should be awarded, will give reasonable notice of the time and place of the hearing to the Applicant and to each complaining party, and will require the Applicant to publish notice of the hearing in this newspaper. If no complaint is received within the time specified above and if the Commission does not order a hearing upon its own initiative, the Commission will enter an order awarding the certificate sought by the Applicant.

Persons desiring to lodge complaints may file statements to that effect with the Commission. Such statements should reference Docket No. SP-3209, Sub 0 and be addressed as follows: Chief Clerk, North Carolina Utilities Commission, 4325 Mail Service Center, Raleigh, North Carolina 27699-4325.

Statements may also be directed to Christopher J. Ayers, Executive Director, Public Staff - North Carolina Utilities Commission, 4326 Mail Service Center, Raleigh, North Carolina 27699-4326 or to The Honorable Roy Cooper, Attorney General of North Carolina, 9001 Mail Service Center, Raleigh, North Carolina 27699-9001.

NOTICE OF PUBLIC HEARING RELATIVE TO APPLICATION BY BERTIE COUNTY

FOR FUNDING UNDER THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that Bertie County will conduct a public hearing on Tuesday, January 20, 2015, at 7:00 P.M., or as soon thereafter as the agenda will allow, at the AULANDER COMMUNITY BUILDING, 116 South Commerce Street, Aulander, NC relative to the intention of the county to apply for FY2015 CDBG funding under Title I of the Housing and Community Development Act.

Bertie County anticipates applying for CDBG funds in FY2015. Information on the amount of funding available, the requirements on benefit to low- and moderate-income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary will be available. Citizens will also be given the opportunity to provide oral and written comment on the County's use of CDBG funds. All interested citizens are encouraged to attend.

If additional information is needed, please contact Sarah Tinkham, County Manager's Office at 252-794-5300. Formal written complaints or comments concerning the application process that are submitted to the County Manager's Office will be responded to within ten working days by the County Manager. Persons with disabilities or who otherwise need assistance should contact Sarah Tinkham at 252-794-5300 or sarah.tinkham@bertie.nc.gov (TDD # 919-807-4420 or Relay North Carolina TTY# 1-800-735-2962) by January 16, 2015. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact the County Manager's office, at 252-794-5300, or at 106 Dundee Street, Windsor, NC, for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con County Manager's Office, al 252-794-5300, o en 106 Dundee Street, Windsor, NC, de alojamiento para esta solicitud.



Choanoke Area Development Association of NC, Inc.
Post Office Box 530 * Rich Square, North Carolina 27869
Telephone: 252.539.4155 * Fax: 252.539.2048
www.nc-cada.org

TO: Bertie, Halifax, Hertford, and Northampton Boards of Commissioners
FROM: Sallie P. Surface, Executive Director
CC: CADA Board of Directors
DATE: December 19, 2014
RE: Draft Refunding Application for 2015-2016 Community Services Block Grant (CSBG)

CADA is submitting a draft CSBG refunding application for your review in January. Your review is required as a step in the refunding process.

At this time, CADA has appealed the funding allocation that the state has allocated to our counties as explained in a previous e-mail. The state OEO office has informed us that it may be the latter part of January before the review of our request is completed. This draft refunding application may change based on the answer to CADA's request but we are still required to complete the process and have an application to the state by the end of January.

This refunding application has created a crisis for CADA and the low-income residents we all serve. Please let us know when we can discuss the refunding application and the pending crisis with you.

Thank you in advance for your continuing commitment to improving the quality of life for all.

North Carolina Department of Health and Human Services

Division of Social Services/Economic and Family Services



Community Services Block Grant Program

Fiscal Year 2015-16 Application for Funding
Project Period July 1, 2015 – June 30, 2016
Application Due Date: January 30, 2015

Agency Information	
Agency:	Choanoke Area Development Association of NC, Inc.
Federal I.D.	560841757
DUNS Number:	075568618
Administrative Office Address:	120 Sessoms Drive, Rich Square, NC 27869
Mailing Address (include the 4-digit zip code extension):	P.O. Box 530, Rich Square, NC 27869
Telephone Number:	252-539-4155
Fax Number:	252.539.2048
Board Chairperson:	J. Wendell Hall
Board Chairperson's Address: (where communications should be sent)	P.O. Box 530, Rich Square, NC 27869
Board Chairperson's Term of Office (enter beginning and end dates):	January 2014 – January 2016
Executive Director:	Sallie P. Surface
Executive Director Email Address:	surface@nc-cada.org
Agency Fiscal Officer:	Traig Neal
Fiscal Officer Email Address:	tneal@nc-cada.org
CSBG Program Director:	Christopher S. Moody
CSBG Program Director Email Address:	cmoody@nc-cada.org
Counties Served with CSBG funds:	Bertie, Halifax, Hertford and Northampton

North Carolina Department of Health and Human Services
Office of Economic Opportunity - Verna P. Best, Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420
<http://www.ncdhhs.gov/oeo/>

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Planning Process Narrative**

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

- a. Low-Income Community:

The involvement of the low-income community in the planning process is fundamental to and continues throughout all phases of planning, development, and evaluation. During the program year, CADA staff attends community meetings to inform the low-income of current on-going CADA programs and the impact these programs are making on poverty causes, and to ascertain community needs and concerns for future planning. The low-income residents of the four-county area CADA represents, participate in the development of the annual work plan through community meetings, surveys, annual planning meetings, Head Start Policy Council and other advisory boards and membership on the CADA Board of Directors.

- b. Agency Staff:

The staff, through daily contacts with the targeted population, through community meetings with the low-income and other agencies, and through an on-going monthly evaluation process, is directly involved in the planning, evaluation, and development of the grant application. A Community Needs Assessment Survey is completed to help determine the needs of the residents in the CADA service area.

- c. Agency's Board Members:

The Board is reflective of the community and has direct contact with the needs and resources that are available to impact the geographical areas/targeted populations they represent. Targeted populations such as Head Start, the elderly, and youth have representation on the Board, and thus, a direct voice in the planning and development of this strategic plan. In addition, staff presents information from community needs assessments and program evaluations to the CADA Board. The board reviews pertinent information, needs, and resources, and directs the development of the plan.

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

To facilitate planning, a Needs Assessment is conducted or is reviewed/updated annually. Some programs use a one-year planning process; others use a three – five year process. Choanoke Area Development Association conducted a community needs assessment in May 2014.

Information from the Needs Assessment, meetings with the low-income population; recommendations from the Head Start Policy Council and other standing program boards are presented to the CADA Board of Directors for consideration in establishing poverty causes or needs and their prioritization. The Board considers the identified community needs as they relate to CADA's stated mission and applies the following criteria to prioritize the cause of poverty: (a) magnitude of the problem – the number of people affected by the given cause; (b) intensity – the

degree of suffering caused by the problem; and, (c) severity of the problem resulting from the cause – this is the combination of magnitude and intensity. Also considered is (a) the agency's capacity to impact the problem; (b) available resources to combat the problem; (c) methods to measure impact on the problem; and, (d) cost effectiveness. If a discussion/dialogue does not achieve a consensus, a formal ranking method will be utilized.

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

CADA has worked to address the issue of self-sufficiency and empowerment of low-income individuals by:

- Coordinating services with local human service agencies so families can get timely referrals and the services needed;
 - Providing space for low-income residents on the Board of Directors; currently low-income residents constitute 37% of the Board membership;
 - Providing counseling and referral assistance for skills training/education programs;
 - Helping low-income families remove the barriers to self-sufficiency such as: daycare and transportation
 - Managing a N C Works Career Center, which helps low-income families improve skills and find jobs;
 - Providing housing assistance to low-income families including rental, rehab, down payment assistance and individualized credit counseling.
 - Providing home ownership and financial literacy classes for low-income residents interested in becoming first-time homeowners.
 - Offering free income tax preparation assistance and promoting the Earned Income Tax Credit
 - Sponsoring an Individual Development Account (IDA) program to help low-income families acquire assets for a small business, homeownership, or post-secondary educational pursuits.
 - The IDA program offers a 2-to-1 dollar match and some participants are able to get more depending on their area of residence;
 - Implementing a Home Protection Program;
 - Providing training opportunities through WIA;
 - Implementing Parenting and Literacy Programs such as Parents as First Teachers
 - Implementing a Head Start Male Involvement Program in four counties
 - Providing new housing opportunities for seniors and disabled individuals, such as Woodland Olney Apartments, Ahooskie High School Apartments and Enfield High School Apartments.
4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

Many of the programs CADA administers have advisory boards that represent the community. CADA actively seeks to form/join partnerships to ensure that the low-income (1) have a voice; (2)

are provided unduplicated services; and, (3) receive new services when needed. The membership of the community-at-large category on the CADA Board includes representatives of the faith community, youth and senior organizations, and service organizations such as the Pilot Club. Several CADA staff members serve on interagency committees.

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

Copies of grant applications are furnished to local governing offices, and upon request, to other agencies that administer programs that affect the low-income. CADA staff attends interagency coordination meetings, serves on agency boards, and maintains contact with other agencies to assure effective, non-duplicative delivery of services to the low income. An established interagency referral system assures that the low income have access to unduplicated resources and services.

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

Head Start offers a Male Involvement Program reaching out to fathers of Head Start students and our Parent as First Teachers Program assists new mothers with young children with child development issues.

7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

CADA has historically had a food pantry in Northampton County to assist those in need and referral sources for our other counties. We have received and distributed fresh vegetables received from the Food Bank of the Albemarle on a sporadic basis throughout the years. In 2010, we embarked on a much more effective method of food distribution – the Mobile Food Bank from the Food Bank of the Albemarle. This mobile unit, provided by the Kraft Food for America Program, allows us to serve over 100 families in Northampton County with a wide option of food on a monthly basis. CADA is also the lead agency for the Emergency Food and Shelter program. Nutritional outreach programs are coordinated with Cooperative Extensions, WIC and the Health Department. Programs are provided at CADA offices/centers. Staff assists with commodity distribution and serves on interagency councils. CADA provides summer nutrition programs for youth at Head Start Centers as needed.

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

Choanoke Area Development Association is the administrator of the NC Works County Career Center -- a one stop employment resource that provides a myriad of services and resources to local residents. We work closely with both local community colleges with regards to Career Readiness and TABE Testing and share staff and resources so as not to duplicate services. All CSBG case managers are knowledgeable of the resources at the NC Works Career Center, DES

Center and Roanoke Chowan Community College and Halifax County Community College and make frequent referrals to clients seeking employment or skills training.

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Planning Process Narrative (continued)**

9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

CADA has established a referral system with the local Departments of Social Services. This referral system is a two-way process since some programs CADA administers must ensure that all other sources of assistance have been exhausted. CADA offices are used by DSS for intake for the LIHEAP Program. CADA staff serves on local boards/councils for coordination and CADA actively seeks resources to complement those of DSS such as EnergyShare and Emergency Food and Shelter programs.

10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

CADA has identified the following needs for low-income youth: a) lack of after-school programs, b) lack of organized recreational activities, c) lack of adult role models and opportunities to interact with adults, d) lack of tutoring programs, e) few opportunities to build self-esteem, f) lack of work experience opportunities, g) lack of pregnancy prevention programs, and h) poor nutritional habits. In an effort to meet these needs, CADA is currently operating in Halifax and Bertie Counties WIA Year-Round Youth. Head Start provides services and counseling through its Male Involvement Program. CADA operates Parents as First Teachers Programs in Hertford County and Northampton County which serves young mothers.

11. Describe activities that your agency has undertaken or plans to undertake to establish a pool of unrestricted funds to further the agency's mission and reduce dependency on government funding.

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

CADA continually looks to referrals and dual enrollment to serve clients with all of the resources that may be available to them. We are exploring local fundraising strategies and options to raise unrestricted funds. CADA is exploring options to raise unrestricted funds such as profit centers along with partnering/networking with other funding sources to maximize resources and seek new funds.

- b. Funds to support the overall agency

CADA continuously researches and pursues funding from foundations and also seeks local sources of funding from the counties we serve. We have implemented various local fundraising events/activities in order to raise unrestricted funds to support the overall agency as well as scheduled meetings to strategize upcoming fundraiser events. In the future, CADA plans to invite community stakeholders to various CADA awareness meetings in order to promote services and raise awareness on how these services impact individuals within the community; in hopes that these CADA awareness meetings will encourage community stakeholders to donate.

12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

All case managers in various programs are ready to discuss child support issues – for mothers or fathers – and advocate on their behalf. CADA works with local DSS offices to insure that children are being supported by their non-custodial parents and will assist clients in pursuing their options – either to obtain child support or to present themselves in court for fair adjudication of the matter. Head Start's Male Involvement Program particularly emphasizes the importance and the protocol to resolve child support issues.

Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
OEO Form 210

Agency Strategy for Eliminating Poverty

Planning Period: 07/01/2015 – 6/30/2016

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

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

Poverty Cause: Lack of resources, knowledge and/or skills to become self-sufficient.

As a result of a community needs assessment conducted in 2014, the most critical community needs in Bertie, Halifax, Hertford and Northampton Counties are: **(Bold print – illustrates community needs the Self-sufficient program will address)**

- a) **Lack of resources and motivation/education/skill training to increase family income and become self-sufficient**
- b) High unemployment – lack of industry
- c) Lack of financial literacy
- d) Lack of resources/knowledge/skills to access affordable, standard housing.
- e) Lack of subsidized rental housing.
- f) Lack of homeless shelters
- g) **Limited funds for emergency assistance programs.**
- h) Lack of awareness information and available resources/services to prevent abuse and neglect and the removal of at-risk children from home.
- i) Lack of support services to enable single teenage parents and pregnant teenagers to complete high school requirements.
- j) Lack of resources to provide transportation/medical/needs.
- k) **Lack of employment counseling**
- l) **Lack of access to family support/family empowerment services.**
- m) Lack of emergency childcare
- n) Lack of resources and services for isolated elderly
- o) Lack of parental knowledge of child development stages and appropriate ways to stimulate learning for children 0-5 years of age. Lack of programs, mentoring for youth.
- p) Lack of Early Childhood Development programs/daycare to prepare children for school.
- q) Lack of child/parent literacy
- r) Lack of child health and wellness

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

The program serves four rural counties and has the following populations: Bertie (21,282), Halifax (54,691), Hertford (24,669) and Northampton (22,099). (Source: 2010 U.S. Census Bureau).

These counties have historically been designated as "Tier 1" counties – (i.e., most economically distressed) by the North Carolina Commerce Department. Located in the northeastern region of North Carolina and situated south of the Virginia border, approximately 90 miles west of the Atlantic Coast, this region of the state is characterized by slow growth and the average median household income is more than 30% below the state average. Declining tobacco quotas, peanut buyouts and hurricanes have devastated agriculture – the region's predominant industry. Unemployment rates in the area are consistently well above the state and national averages. Poverty is chronic and entrenched in these depressed rural communities.

Unemployment Figures for Service Area

County	January 2014
Bertie County	8.7%
Halifax County	9.2%
Hertford County	7.4%
Northampton County	8.5%
Average for Service Area	8.4%
North Carolina	6.3%
United States	5.8%

Source: North Carolina Department of Commerce - Labor and Economic Analysis Division (September 2014 Report)

The dependent poor headed by persons over 65 years of age and/or disabled represent over 15% of the area poverty households and are not potentially employable. Children under the age of six who live in poverty represent 31% of the population. Minorities that live in poverty represent 80% and 52% are female-headed households. Only 34% of the family members aged 25 or older are high school graduates. They also lack marketable skills/training, have poor or non-existent work histories, display poor work attitudes,

and need affordable childcare, transportation, and other supportive services.

High rent with limited earnings also has a major impact in the four counties that CADA serves. The North Carolina Housing Coalition suggests in order for individuals/families to afford rent and utilities for a safe, modest two-bedroom apartment at the fair market monthly rent would be \$584 (Bertie & Northampton), \$599 (Halifax), and \$594 (Hertford); Workers would need to earn \$23,360/\$11.23 per hr. (Bertie & Northampton), \$23,960/\$11.52 per hr. (Halifax) and \$23,760/\$11.42 per hr. (Hertford) annually. The typical renter, however, earns \$7.39 per hr. (Bertie), \$8.76 per hr. (Northampton), \$8.21 per hr. (Halifax), and \$10.19 (Northampton). At minimum wage of \$7.25 per hour, a worker within Bertie and Northampton must work 1.5 full-time jobs to afford this rent and Halifax and Hertford county workers must work 1.6 full-time jobs to afford this rent. When housing is affordable, families do not have to choose between paying for housing and other needs, such as food and medicine.

Compounding these barriers to employment are the remoteness of the area and the lack of employment opportunities. Of the area population, approximately 73% is transportation disadvantaged.

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

3. Resources Available:

a. Agency Resources:

Community Services Block Grant, Weatherization, Urgent Repair, Single Family Rehabilitation, Section 8, Joblink Career Center, Youth WIA, Parents as Teachers, Head Start, Early Head Start, Male Involvement, Emergency Food and Shelter, Energy Share, Senior Housing, Free Income Tax Preparation, Home Ownership, Foreclosure Prevention, Financial Literacy Education, Individual Development Accounts, and Comprehensive Referral System with Community Organizations.

b. Community Resources:

TANF, Food Stamps, LIEAP, Public Housing, Day Care Centers, Roanoke Chowan Community College and Halifax County Community College, Boys & Girls Clubs, DES, Choanoke Public Transit System, Union Mission, Juvenile Justice, and 4-H.

4. Resources Needed:

c. Agency Resources:

Additional emergency funds, unrestricted funds, additional homeownership grants and loan programs; additional public housing units and HUD section 8 vouchers, funds for after-school

programs, funds for entrepreneurial projects; funds for specialized staff for packaging loan applications, mobilizing financial resources, fatherhood program, re-entry program, funding for disseminating information to public/private entities, and substandard housing program to assist seniors needing adaptations so they can remain in their homes as well as assist individuals/families with energy efficiency to better utilize limited incomes and improve health.

d. Community Resources:

Accessible/affordable housing, funds for infrastructure, public transportation, job training/employment counseling, youth programs, after school programs, assistance with buying a home, homeless shelter, assistance for minor home accessibility modifications for low-income disabled persons, emergency childcare, transportation emergencies, isolation of elderly, parenting education, child literacy programs and child health and wellness programs.

Section III: Goal and Strategy

5. Long-Range Goal:

- Decrease by 15 the number of families or individuals living below 100% of the HHS poverty guidelines by June 30, 2016.
- Leverage resources to provide resource and referral services to 100 participants by June 30, 2016 with a focus on standard housing and emergency assistance.

6. Strategies for Achieving Long-Range Goal:

- Continue to develop a comprehensive client intake to more effectively assess the needs of our participants and expand our internal and external referral network.
- Continue to develop a comprehensive self-sufficiency program to assist those in poverty to improve quality of life.
- Continue an effective interagency collaboration in order to assure services are not duplicated.
- Continue services with local human service agencies to provide needed assistance and facilitate coordination.
- Maintain a counseling and referral system for comprehensive skill-training/education programs.
- Continue to collaborate with local colleges to provide HRD classes to participants
- Provide a comprehensive case management system to assist family members in removing barriers to employment such as daycare, transportation, etc.
- Participate in economic development activities that will increase opportunities for self-sufficiency.
- Develop regular involvement with NC Works Career Center formerly JobLink to ensure CSBG eligible customers access to the full array of services provided by the center.
- Maintain a system that focuses on individual employment plans and career path utilization.
- Educate and promote the importance of financial literacy and asset building.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals

and follow-up services to low-income residents to help them attain self-sufficiency.

- Promote the Earned Income Tax Credit and free tax preparation assistance for families.
- Maintain an intake process that will allow case managers the opportunity to understand clients' needs and direct them to the appropriate resources/organizations.
- Provide emergency and substandard housing assistance to families in need from July 1, 2015 to June 30, 2016.
- Identify low-income individuals/families in need of emergency or standard housing assistance and refer to appropriate programs for assistance.
- Continue services with local human service agencies to provide needed assistance and facilitate coordination.
- Distribute CADA brochures and promote services during community events.

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Self-Sufficiency						
2. Poverty Cause Name:	Lack of resources, knowledge and/or skills to become self-sufficient						
3. Long-Range Goal:	Decrease by 15 the number of families or individuals living below 100% of the HHS poverty guidelines by June 30, 2016.						
4. Selected Strategy:	Provide comprehensive assessment, case management, counseling, direct assistance, referrals and follow-up services to low-income residents to help them attain self-sufficiency.						
5. Project Period:	July 1, 2015	To	June 30, 2016	Plan Year	1	of	1
6. CSBG Funds Requested for this Project:	121,342						
7. Total Number Expected to Be Served:	40						
a. Expected Number of New Clients	32						
b. Expected Number of Carryover Clients	8						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							15
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							N/A

Section II: One-Year CSBG Program Objective and Activities						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Objective: Provide participants (families or individuals) with comprehensive case management along with other services that will help remove barriers to self-sufficiency for 40 low-income families by June 30, 2016.	LCM, CSM	10	20 (10)	30 (10)	40	
1. <u>Development</u>						
1.1 Maintain a comprehensive client intake process to more effectively assess the needs of our participants.	M/CS, CSM, CSMH, CSMEA, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16	
1.2 Manage a self-sufficiency program to assist those in poverty to improve their quality of life.	M/CS, CSM, CSMH, CSMEA, LCM	07/15- 06/16	07/15- 06/16	07/15- 06/16	07/15- 06/16	

		09/15	12/15	03/16	06/16	
1.3	Maintain a comprehensive case management system to assist family members in removing barriers to employment such as daycare, transportation, ID's, etc.	M/CS, CSM, CSMH, CSMEA, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
1.4	Maintain a housing referral and placement program.	M/CS, CSM, CSMH, CSMEA, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
1.5	Continue to expand the financial literacy program with more emphasis on personal budgeting skills for participants.	M/CS, CSM, CSMH,CSMEA, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
1.6	Research resources to assist families achieve self-sufficiency	ED, B/D, DAD, M/CS, CSMH, CSMEA	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
1.7	Seek housing resources to bridge gaps for special populations	ED, B/D, DAD, M/CS, CSMH	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
1.8	Participate in economic development activities to increase opportunities for participants.	ED, B/D, M/CS, DAD	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
1.9	Provide direct client support as needed to include payments for transportation, childcare, housing, utilities, skills training, tuition, uniforms, medical and food assistance, etc.	M/CS, CM, LCM, CSMH, CSMEA	10	20	30	40
<u>2. Training</u>						
2.1	Continue to train staff for proper intake procedures including income guidelines, documentation, and general information about other agency programs for which the participant may qualify.	M/CS CSMH, CSMEA, CSM LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
2.2	Train staff in proper techniques of comprehensive case management ensuring proper documentation and follow up for all participants.	M/CS CSMH, CSMEA,CSM, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16

2.3	Train/monitor staff in efficient use of Accountable Results for Community Action (AR4CA) for proper case management and data collection	M/CS LCM	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16
2.4	Continue to train Center Managers in this systems approach to maximize agency efforts to help our participants and to ensure proper reporting to funding agencies.	M/CS LCM	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16
3. <u>Enrollment</u>						
3.1.	Enroll (or carry over when applicable) eligible participants.	CSMH, CSMEA, CM, CSM LCM	2	12 (10)	22 (10)	32 (10)
3.2.	Complete intake assessment and determine resources available for eligible participant.	CM, CSM, CSMH, CSMEA, LCM	2	12 (10)	22 (10)	32 (10)
3.3.	Advise participants of available resources and programs.	CM LCM	2	12 (10)	22 (10)	32 (10)
3.4.	Provide a general orientation to eligible participant concerning expectations and possible results.	CM, CSM CSMH, CSMEA, LCM	2	12 (10)	22 (10)	32 (10)
3.5.	Enter into written agreement between mentor and participant.	CM, CSM, CSMH, CSMEA, LCM	2	12 (10)	22 (10)	32 (10)
4. <u>Case Management</u>						
4.1.	Complete needs assessment to determine strengths and weaknesses of participant	CM, CSM, CSMH, CSMEA LCM	10	20 (10)	30 (10)	40 (10)
4.2.	Develop a mutually agreed upon plan of action with the participant to be carried out while in the self-sufficiency program.	CM, CSM, CSMH, CSMEA, LCM	10	20 (10)	30 (10)	40 (10)
4.3.	Coordinate services with local human service agencies to provide needed assistance.	CM, CSM, CSMH, CSMEA LCM	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16
4.4.	Develop parenting skills education programs for participants with children	M/CS, CSMH, CSMEA, CSM, CM, LCM	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16

4.5. Provide counseling and referral assistance to skill-training education programs.	M/CS CM, CSM, CSMH, CSMEA, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
4.6. Develop and provide housing support services to families seeking self-sufficiency	M/CS, CSMH, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
4.7. Provide participants referrals to Community Colleges for Human Resources Development classes on regular basis	M/CS CM, CSM CSMH, CSMEA, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
4.8. Provide referrals to community colleges for skills training, development of individual employment plans and career path plans	M/CS CM, CSM, CSMH, CSMEA, LCM, CM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
4.9. Coordinate regular involvement in the NC Works Career Center to insure CSBG eligible customers receive the full array of services. (Conduct Job Fairs at Center)	M/CS CM, CSM, CSMH, CSMEA, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
4.10. Provide/coordinate financial assistance consistent with participant's action plan to help remove barriers such as: transportation, housing, food, health, and any other needs to help them reach their goal.	M/CS CM, CSM LCM, CSMH, CSMEA,	10	20 (10)	30 (10)	40 (10)
4.11. Through counseling and training, thirty (15) families will gain fulltime employment or upgrade their current employment status.	M/CS CM, CSM, CSMH, CSMEA, LCM	5	10 (5)	15 (5)	20 (5)
4.12. Offer financial literacy classes – including budget counseling and credit repair.	M/CS, CM, CSM CSMH, CSMEA, LCM	10	20 (10)	30 (10)	40 (10)
4.13. Offer free tax return assistance to clients and promote the Earned Income Tax Credit	MCS, CM, CSM CSMH, CSMEA, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
4.14 . Coordinate Individual Development Account program resources for participants to encourage saving.	M/CS CM, CSM, LCM CSMH, CSMEA	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
5. <u>Follow Up</u>					

5.1 Maintain at least bi-monthly contact with the participant to monitor the progress of the action plan.	CM LCM	10	20 (10)	30 (10)	40 (10)
5.2 Regularly review case management documentation and required participant activities.	M/CS, CSM, CSMH, CSMEA, CM, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
5.3 Review program results at least monthly and submit reports as requested.	M/CS, CSM, CM, LCM, CSMH, CSMEA	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
5.4 Monitor and review program results and make recommendations for improvement as necessary.	CSMH, CSMEA, M/CS, CSM, CM, LCM	07/15- 06/16 09/15	07/15- 06/16 12/15	07/15- 06/16 03/16	07/15- 06/16 06/16
5.5 Prepare and submit quarterly reports to the Office of Economic Opportunity as required.	M/CS CSMH, CSMEA, LCM	1 07/14- 06/15 09/14	1 07/14- 06/15 12/14	1 07/14- 06/15 03/15	1 07/14- 06/15 06/15

KEY:

BD-Board of Directors

ED-Executive Director

DAD – Director of Agency Development

M/CS- Manager of Community Services

CSMH-Community Services Center Manager-Housing

CSMEA-Community Services Center Manager-Emergency Assistance

NC Works Coordinator – Center Manager

CM-Case Managers

LCM-Lead Case Manager

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section I: Project Identification							
1. Project Name:	Resource and Referral Services						
2. Poverty Cause Name:	Lack of resources, knowledge and/or skills to acquire emergency assistance or standard housing assistance.						
3. Long-Range Goal:	Leverage resources to provide resource and referral services to 100 participants by June 30, 2016 with a focus on standard housing and emergency assistance.						
4. Selected Strategy:	Identify low-income individuals/families in need of emergency or standard housing assistance and refer to appropriate programs for assistance.						
5. Project Period:	July 1, 2015	To	June 30, 2016	Plan Year	1	of	1
6. CSBG Funds Requested for this Project:	30,336						
7. Total Number Expected to Be Served:	100						
a. Expected Number of New Clients	100						
b. Expected Number of Carryover Clients	0						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							N/A
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							75%

Section II: One-Year CSBG Program Objective and Activities						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Objective: To provide resources and referral assistance to 100 clients by June 30, 2016.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	25	50 (25)	75 (25)	100 (25)	
<u>1. Development</u>						
1.1 Implement a comprehensive client intake/call-in process to more effectively assess the needs of our participants.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16	
1.2 Collaborate with representatives from USDA, Rural Development, private lending agencies, landlords, NCFHA and vendors in the CADA servicing area	M/CS, CSMEA, CSMH, NCW/CM	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16	
1.3 Conduct Poverty Forum for private/public sectors, community organizations, news media, and solicit	ED, DAD	07/15-06/16	07/15-06/16	07/15-06/16	07/15-06/16	

support for housing program.		09/15	12/15	03/16	06/16
1.4 Implement training sessions for CADA staff on Housing options for low-income residence	ED, DAD, M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16
1.5 Compile, reproduce, and disseminate information on available rental, rehab/new construction resources programs and the need for additional resources.	ED, DAD, M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16
1.6 Meet with community organization service agencies etc. to explain program and solicit support and referrals	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16
1.7 Establish cooperative working relationship with realtors, housing authority, lenders, landlords, building materials vendors and government officials	ED, DAD	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16
1.8 Coordinate and manage an emergency assistance program to assist those in need of emergency assistance.	ED, DAD, M/CS	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16
1.9 Organize/maintain partnerships with local Dept. of Social Services (DSS) in order to assure that no services have been duplicated as well as to assure DSS funds have been exhausted.	CM, LCM, M/CS, CSMH, CSMEA, DAD	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16
1.10 Coordinate a referral system that will connect 100 clients with services/agencies as needed.	CM, LCM, M/CS, CSMEA	25	50	75	100
1.11 Maintain a system of monitoring and tracking available funding allocations in order to assure that funds are exhausted properly to avoid pledging over program allocation.	CM, LCM, M/CS, CSMH, CSMEA	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16
1.12 Maintain a system that tracks the demographic characteristics of individuals/families that have applied for/received services.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/15-06/16 09/15	07/15-06/16 12/15	07/15-06/16 03/16	07/15-06/16 06/16
<u>2. Training</u>					
2.1 Train staff on proper intake/call-in procedures including documentation, Emergency food and Shelter, Energysare guidelines, and general information about other agency	LCM, M/CS, NCW/CM CSMH, CSMEA, DAD	9/15	12/15	3/16	6/16

programs for which clients may qualify.					
2.2 Train staff on proper procedures of collecting information in order to determine if clients are eligible to receive emergency or housing assistance	LCM, M/CS, CSMH, CSMEA, NCW/CM DAD	9/15	12/15	3/16	6/16
2.3 Train staff on in-house and community resource services in order to refer clients to needed services.	LCM, M/CS, CSMH, CSMEA, NCW/CM DAD	9/15	12/15	3/16	6/16
2.4 Train staff on the proper policies/procedures to contacting agencies such as Customer Care, Energy Management (CCEM), Ameri-Gas, Dominion Power, Roanoke Electric, Housing resources, etc in order to arrange pledges.	ED, LCM, M/CS, CSMH, CSMEA, NCW/CM DAD	9/15	12/15	3/16	6/16
2.5 Train staff on monitoring and tracking available funding allocations in order to assure that funds are exhausted in the right manner.	M/CS, CSMH, CSMEA,	9/15	12/15	3/16	6/16
3. <u>Case Management</u>					
3.1 Staff will coordinate various services for 100 clients	LCM, CSMH, CSMEA, NCW/CM , CM	25	50 (25)	75 (25)	100 (25)
3.2 Staff will record individuals/families demographic characteristics for participants who have applied for/received services	LCM, CSMH, CSMEA, NCW/CM , CM	9/15	12/15	3/16	6/16
3.3 Staff will verify that approved vendor payments for clients have been submitted/paid to clients' accounts	LCM, CSMH, CSMEA, NCW/CM , CM	9/15	12/15	3/16	6/16
3.4 Complete family data and certify eligibility for program	LCM, CSMH, CSMEA, NCW/CM , CM	25	50 (25)	75 (25)	100 (25)
3.5 Assess housing needs of participants.	LCM, CSMH, CSMEA, NCW/CM , CM	10	20 (10)	30 (10)	40 (10)
3.6 Counsel participants to develop strategies and refer to appropriate resource program.	LCM, CSMH, CSMEA, NCW/CM , CM	25	50 (25)	75 (25)	100 (25)
3.7 Establish and maintain file system for participants	LCM, CSMH, CSMEA, NCW/CM , CM	9/15	12/15	3/16	6/16

3.8 Assist/advocate for participants applying for needed services.	LCM, CSMH, CSMEA, NCW/CM , CM	25	50 (25)	75 (25)	100 (25)
3.9 Assist participants with applying for standard housing	LCM, CSMH, CSMEA, NCW/CM , CM	10	20 (10)	30 (10)	40 (10)
3.10 Assist participants with completing applications for loans/grants for rehab or new construction.	LCM, CSMH, CSMEA, NCW/CM , CM	10	20 (10)	30 (10)	40 (10)
3.11 Assist participants with securing bids to determine rehabilitation or new construction cost.	LCM, CSMH, CSMEA, NCW/CM , CM	10	20 (10)	30 (10)	40 (10)
3.12 Monitor participants' applications to assure services are not duplicated.	LCM, CSMH, CSMEA, NCW/CM , CM	9/15	12/15	3/16	6/16
3.13 Check status of applications	LCM, CSMH, CSMEA, NCW/CM , CM	9/15	12/15	3/16	6/16
3.14 Determine whether additional information is needed.	LCM, CSMH, CSMEA, NCW/CM , CM	9/15	12/15	3/16	6/16
3.15 Protect participants' loan/grant funds by monitoring contractor's progress and construction progress.	LCM, CSMH, CSMEA, NCW/CM , CM	9/15	12/15	3/16	6/16
3.16 Coordinate placement for 40 families in substandard housing.	LCM, CSMH, CSMEA, NCW/CM , CM	10	20 (10)	30 (10)	40 (10)
3.17 Provide follow-up counseling as needed for 100 families.	LCM, CSMH, CSMEA, NCW/CM , CM	25	50 (25)	75 (25)	100 (25)
3.18 Counsel families on energy conservation methods and programs.	LCM, CSMH, CSMEA, NCW/CM , CM	9/15	12/15	3/16	6/16
3.19 Refer participants to needed services: Weatherization, Emergency Assistance, Employment Assistance Child Care, Urgent Repair, Single Family Rehab., etc.	LCM, CSMH, CSMEA, NCW/CM , CM	9/15	12/15	3/16	6/16
4. <u>Follow-up</u>					
4.1 Staff will follow up with 100 clients to assure needs have been met.	LCM, CSMH, CSMEA, NCW/CM , CM	25	50 (25)	75 (25)	100 (25)
4.2 Staff will generate reports to track participants' characteristics and funding received.	LCM, CSMH, CSMEA, NCW/CM , CM M	9/15	12/15	3/16	6/16
4.3 Staff meetings will be held in order to discuss various needs as well as assure all pledges have been paid in full.	ED, DAD, LCM, CSMH, CSMEA,	9/15	12/15	3/16	6/16

	NCW/CM , CM				
4.4 Evaluate Program	BD, ED, MCS, CMS	9/15	12/15	3/16	6/16
4.5 Submit required reports	ED, DAD, FD CMS, MCS	9/15	12/15	3/16	6/16

KEY:

BD-Board of Directors

ED-Executive Director

FD – Finance Director

DAD – Director of Agency Development

M/CS- Manager of Community Services

CSMEA-Community Services Center Manager-Emergency Assistance

CSMH - Community Services Center Manager - Housing

NCW/CM - NC Works Coordinator – Center Manager

LCM-Lead Case Manager

CM-Case Managers

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

10. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees are required to complete Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2015-16 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (Self-Sufficiency Program)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	40
The number of low-income participant families rising above the poverty level.	15
The number of participant families obtaining employment.	20
The number of participant families who are employed and obtain better employment.	0
The number of jobs with medical benefits obtained.	7
The number of participant families completing education/training programs.	4
The number of participant families securing standard housing.	2
The number of participant families provided emergency assistance.	5
The number of participant families provided employment supports.	15
The number of participant families provided educational supports.	2
The average change in the annual income per participant family experiencing a change.	\$12,000
The average wage rate of employed participant families.	\$9.00

Community Services Block Grant Program
 Fiscal Year 2015-16 Application for Funding
 One-Year Work Program
 OEO Form 212 (continued)

Table 2 Outcome Measures for Project 2 (Resource & Referral Program)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	100
The number of low-income participant families rising above the poverty level.	0
The number of participant families obtaining employment.	0
The number of participant families who are employed and obtain better employment.	0
The number of jobs with medical benefits obtained.	0
The number of participant families completing education/training programs.	0
The number of participant families securing standard housing.	40
The number of participant families provided emergency assistance.	60
The number of participant families provided employment supports.	0
The number of participant families provided educational supports.	0
The average change in the annual income per participant family experiencing a change.	0
The average wage rate of employed participant families.	0

Community Services Block Grant Program
 Fiscal Year 2015-16 Application for Funding
 One-Year Work Program
 OEO Form 212 (continued)

11. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total *number of persons served* in the table.

Number of Families to be Served Per County											
Agency Name: Self-Sufficiency											
Project Name:											
County	Bertie	Halifax	Hertford	Northampton							Total
Total Planned	8	16	8	8							40
Project Name: Resource & Referral											
County	Bertie	Halifax	Hertford	Northampton							Total
Total Planned	20	40	20	20							100

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

a. Board of Directors:

The Board of Directors, as the governing body of the agency, is responsible for the establishment of policies, the direction of activities, and the development of programs and is assisted by the staff in planning, assessing, tracking and evaluating program progress, and recommending changes.

b. Low-Income Community:

Low-income representatives are directly involved through participation on the Board of Directors and on other CADA Advisory Boards and committees that plan, track, and evaluate all CADA programs. Program reports are presented at county council and community organization meetings for review and recommendations. Monthly, the supervisory personnel of each program use the monthly reports generated by the CADA CSBG staff in the Community Service Centers to monitor and evaluate progress. The staff presents program reports to the Board of Directors for review.

c. Program Participants:

Low-income representatives are directly involved in the planning, tracking, and evaluation of all programs. Program participants are encouraged to evaluate and recommend program changes through individual contacts with staff and group/community organization meetings and through needs assessment surveys and tracking of customer satisfaction.

d. Others:

The Board of Directors has representation of faith-based, business, industry, and community members who would be included in this category. (See above) The membership of Advisory Boards/ committees includes other agencies and community organizations. CADA staff serves on consortium boards and collaborates with the community to maximize service without duplication.

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

All CADA employees and members of its governing body are given a copy of the agency's Personnel Policies and Procedures. The Administrative staff and Board monitor these policies. The Personnel and Grievance Committee of the Board of Directors reviews the policies annually and recommends amendments if needed to the Board for approval at a quorum meeting.

CADA has on file a copy of the Affirmative Action Plan approved by CADA's Board of Directors. CADA's Equal Opportunity Officer assures that this plan is adhered to.

Both the Board and the funding sources through monthly and quarterly reports monitor fiscal policies. A local CPA firm conducts an annual audit and copies of the report are transmitted to CADA's governing board and all funding sources.

3. Describe how the Board acts on monitoring, assessment and evaluation reports.
At the monthly Board of Directors' meeting, program reports and recommendations are presented for advice, discussion, revision, and planning as a means of solving problems and improving implementation of service. Programmatic staff is available at Board meetings to answer questions and to provide additional information the Board may need to consider. Through the board process, members make recommendations for Board actions and these are approved, disapproved or tabled for future action. Approval requires a majority of the members. Approval of the CSBG work plan is governed by this process.

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

Each year during the planning process, the agency conducts a self-assessment. This self-assessment is the basis for program planning and assures the responsiveness of the agency to community needs. Upon completion of a project – end of program year – an in-depth assessment of the project's goals, impact and cost effectiveness is conducted by staff, the Board and the low income. The Board is provided information for assessment through Committee/Staff/ Executive Director reports. This information is used by the Board to determine revisions/additions to the agency's work plan and strategic planning. Agency self-evaluation is an ongoing process. Proposals for funding are presented to the Board for approval each month.

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

Self-Assessments are conducted at the end of each fiscal year. The Board of Directors receives reports from the Executive Director and the managers of the self-sufficiency, housing and employment departments that outline expected and actual results. These reports are delivered each quarter and as needed. Evaluations are ongoing throughout the year and the process provides a foundation for program planning and a vehicle for modification when needed. Board members review the items presented, discuss any perceived problems and explore potential program revisions to insure the agency's continued responsiveness to community needs.

Board members expressed concerns regarding requirements of spending the county allocations in the specified county. An example of a challenge that may occur due to the county spending requirements is CADA may have challenges (staffing and resource) to respond to a crisis in a particular county (for example, natural disasters, plant layoffs, plant closings).



**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: _____

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **January 30, 2015**.

Clerk to the Board should initial all items below.

_____ The agency submitted a complete grant application for Commissioner review.

_____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

_____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Witness/Notary

Date

**Bertie County Board of Commissioners
Board/Committee Responsibilities and Meeting Logistics**

Commissioner	Board/Committee Function
J. Wallace Perry, Chairman	<p>Bertie-Martin Regional Jail - every 3rd Thursday, Martin County Commissioners Room, 7:30pm</p> <p>*EMS Advisory Council (currently inactive)</p> <p>Rural Transportation Advisory Committee</p> <p>Tri-County Airport Authority</p>
Charles L. Smith, Vice Chairman	<p>Albemarle Regional Health Services</p> <p>Juvenile Crime Prevention Council</p> <p>Moses B. Gilliam Center Advisory Board</p> <p>Department of Social Services Board - every 3rd Monday, Bertie County Social Services, 1:30pm</p> <p>East Carolina Behavioral Health (Finance Committee) - every other month just before Board meetings – Williamston Telecenter- 5:30pm</p> <p>Economic Development Commission - every 3rd Thursday, Heritage House Restaurant, 8:00am</p>
Rick Harrell	
John Trent	Vidant Bertie Hospital
Ronald “Ron” Wesson	<p>Mid-East Commission - every 3rd Thursday, Martin County Rural Development, 7:00pm</p> <p>Windsor Township Development</p>
Entire Board	<p>Water Districts (as necessary)</p> <p>Board of Equalization and Review (annually)</p>

**Windsor, North Carolina
January 5, 2015
Regular Meeting**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 4:00pm in the Commissioners Room located at 106 Dundee Street Windsor, NC. The following members were present or absent:

Present: Ronald "Ron" Wesson, District I
Stewart White, District II
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
County Attorney Lloyd Smith
Network Administrator Joe Wilkes
Finance Director William Roberson
Economic Development Director Steve Biggs
Tax Administrator Jodie Rhea

Gene Motley of the Roanoke-Chowan News Herald and Thadd White of the Bertie Ledger-Advance were present from the media.

Chairman Wesson welcomed all of those present, and thanked them for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Chairman Wesson gave the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

Norman Cherry of Lewiston was present to represent Martin Community College as the Interim Director of the Bertie Campus, and provided the Board with a hand out detailing the courses being offered at MCC for the new semester. He also informed the Board that a meeting space was available at the MCC Bertie Campus that the Board could utilize, if needed.

There were no other Public Comments.

APPOINTMENTS

Presentation of audit report for the fiscal year ended June 30, 2014 by Mr. Jeff Best of Carr, Riggs & Ingram, CPAs

Mr. Best presented each Commissioner with a draft copy of the audit, and explained that the NC Local Government Commission's final approval should be received in just a matter of days.

He explained to the Board that there have been many changes in governmental accounting standards and that some terminology has changed. For example, a Board would typically receive a letter with an "unqualified" opinion when a unit's financial statements were fairly presented in all material respects, which is good news for the Board.

For the year ended June 30, 2014 Mr. Best explained that there is good news for the Board and the County's financial position, but the terminology has changed and the auditors are now issuing an "unmodified" opinion.

Mr. Best discussed with the Board, that if he were a member of the governing body, his initial focus would be on the net change in fund balance and he referred the Commissioners to page 21. According to the audit after all adjustments, the net change in fund balance for the year ended June 30 2014 is \$585,233 which is the amount of increase for the fund balance reserves.

He also explained that the NC Local Government Commission monitors the fund balance level for counties and municipalities as a measure of fiscal soundness. In Bertie County's case, the fund balance is nearly thirty-two percent (32%) of projected expenditures for the next year which is very strong for a County of this size.

Mr. Best spent considerable time reviewing each section of the audit report and noted that he would be willing to attend a work session with the Board after each Commissioner has had more time to review the documents.

County Manager Sauer suggested that the report be immediately posted on the County's website so that it is available for the citizens to review.

County Attorney Lloyd Smith asked for clarification on two issues—confirmation that the audit report is an "unmodified" opinion; and confirmation that there were no findings of deficiencies for internal control.

Mr. Best assured the County Attorney and the Board that he could answer affirmatively on both questions.

Chairman Wesson thanked Mr. Best for his patience in providing such a thorough report, and indicated that the Board would welcome further discussion at a later date.

Windsor Rotary Club/Pound the Sound Committee – request for sponsorship

John Davis and Billy Smithwick of the Town of Windsor and Windsor Rotary Club informed the Board of an opportunity to sponsor a triathlon event in collaboration with Scotch Hall Preserve to be called “Pound the Sound.” The event will take place on Saturday, June 13, 2015.

Mr. Davis stated that the Windsor Rotary Club was looking to make this event as much of a team effort as possible and that other local organizations are on board.

Chairman Wesson stated that this event was a great idea, and that it fits nicely into their Economic Development cluster of adventure/tourism.

Vice Chairman Lee expressed concerns about an influx of other organizations looking to receive sponsorship, and that not all events can be supported by the County.

Commissioner Trent responded by stating that events like this could show a corporate hotel chain that Bertie County is worth the investment as these events can grow each year.

After some additional discussion, Commissioner Trent made a **MOTION** to sponsor the Pound the Sound event with a donation of \$1,000. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

In conclusion, Mr. Davis encouraged all of those interested, citizen or public official, to participate on the Pound the Sound Committee.

Request to present at the Board’s 2015 Planning Retreat – Patricia Ferguson, President of the African American Caucus and lead convener of the Poverty Summit hosted at Chowan University

Patricia Ferguson, President of the African American Caucus, approached the Board with the latest tier designations released by the State.

Ms. Ferguson emphasized the importance of considering the poor in every County decision, and that poverty cannot be eradicated without active participation from policymakers. She also spoke regarding the importance of County and township participation regarding the next Census data collection in 2020.

The Board agreed, and stated that inaccuracies in the Census data have a serious impact on the County’s eligibility for various grant funding.

Additionally, Ms. Ferguson requested that she be included on the Board’s upcoming Planning Retreat agenda.

The Board agreed that Ms. Ferguson would be given a time slot on the Planning Retreat agenda, as well as announced to all of those present that Planning Retreats are open to the public.

BOARD APPOINTMENTS

The Board reviewed an application from Maggie Witherspoon to fill an open vacancy on the Nursing Home & Adult Care Home Advisory Board.

After some discussion, Commissioner Trent made a **MOTION** to appoint Maggie Witherspoon to the Nursing Home & Adult Care Home Advisory Board. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

Approve minutes for Regular Session 12-15-14

Commissioner Trent made a **MOTION** to approve the minutes for Regular Session 12-15-14. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Employee Eligibility Records Retention – County Tax Administrator

Tax Administrator Jodie Rhea was present to answer any questions about this item. After a brief discussion, Mr. Rhea recommended that this item be accepted by the Board.

Commissioner Bazemore made a **MOTION** to accept the new Employee Eligibility Records Retention schedule as outlined in the Board's electronic agenda packet, and as recommended by the Tax Administrator. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

CDBG Project Close-Out Extension Request for Scatter Site Housing Project Number 11-C-2304

County Manager Sauer recommended this item for approval.

Commissioner Trent made a **MOTION** to approve this item as recommended. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Accept Register of Deeds Fees Report – December 2014

County Manager Sauer recommended that this item be accepted as presented.

Commissioner Bazemore made a **MOTION** to accept the Register of Deeds Fees Report for December 2014. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Authorize Public Hearing for CDBG projects and FY2015 funding on January 20, 2015

County Manager Sauer requested that the Board authorize a Public Hearing regarding CDBG projects for FY2015 on January 20, 2015 at 7:00pm inside the Aulander Community Building. This public hearing would take place during the Board's regularly scheduled meeting.

Commissioner Bazemore made a **MOTION** to authorize a Public Hearing as requested. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION AGENDA

Green Engineering presentation of Lewiston-Woodville Water System Evaluation and discussion of Town of Roxobel for a similar water system evaluation and possible merger

Chairman Wesson introduced Rodney Tart of Green Engineering, noting that the Board of Commissioners had previously acted favorably to accept the Town of Lewiston-Woodville's offer to accept the town's water system, pending an evaluation of the feasibility for consolidation with the County's regional water system.

Green Engineering's evaluation included a review of the Town's records, State archive documents and a detailed physical inspection of the system.

The distribution system consists of 18 miles of water mains with pipe sizes ranging from 1 and ½ inches to eight inches in diameter, with various materials such as galvanized steel, cast iron, asbestos cement and PVC which were all common during the period of construction dating to the early 1960s.

Smaller lines and all galvanized steel pipe will require replacement, in addition to replacing all meters in the early stages of this transition.

There was significant discussion about the viability and cost associated with rehabilitation of the 100,000 gallon elevated water storage tank which has been out of service for at least a decade.

Green Engineering also examined the consumption rates, billing records and the latest water supply plan filed with the State. There was no major maintenance issues identified that will give cause for the State to take any enforcement action.

Mr. Tart noted that implementation of revisions to the Safe Drinking Water Act of 1996 has influenced many small water systems to consolidate with other larger systems.

The transfer of Lewiston-Woodville's system assets to the County's regional water system will eliminate any future liabilities that may result from the continued operation of such a small system.

Green Engineering's report summarizes the benefits of this proposed consolidation stating "this merger also secures the long-term sustainability of the public health protection to the citizens in the area and will further strengthen the Regional Water System's financial position by providing a more favorable 'economy of scale' operation."

With the merger of the County's regional water system and the Town of Lewiston-Woodville system, a total of 326 connections will be added, most of which are residential customers averaging 4,500 gallons per month.

The County's system wide residential average consumption is 3,685 gallons per month, and the Lewiston-Woodville customer base is projected to add a net increase of approximately \$50,000 per year in new revenue for the County's Water Department operations.

In the year 2014, the County acquired the South Windsor Water Association system adding 185 customer accounts, and with the possibility of merging with the Town of Roxobel, there is also the opportunity to add 165 customers, which will continue to enhance the improved economy of scale for the County's regional system.

There was also significant discussion about the actions necessary to secure state and federal grant funding to assist with making the necessary improvements and to bring the Town's water system into compliance with the county's specifications and operating standards.

Following the presentation by Mr. Rodney Tart of Green Engineering, Commissioner Trent made a **MOTION** to proceed toward accepting Lewiston-Woodville's water system as follows:

- 1) The County will immediately prepare an emergency operating agreement to manage, maintain and sustain the Town's water distribution system effective March 1, 2015 or as soon as practicable;
- 2) The agreement to ultimately accept the Town's water system will include payments to the Town equal to the outstanding debt service which is not to exceed \$18,000;
- 3) The County's intent is to offer services for billing and collection services for water, sewer and other Town fees in compliance with NC General Statutes;
- 4) The County's acceptance of the elevated storage tank will be subject to the availability of grant funds to restore the tank to operational standards;
- 5) The County will work closely with Town officials to secure any and all possible state or federal funds necessary to maintain the viability of the distribution system to serve all existing water customers;
- 6) The County and its engineer will coordinate meetings with the appropriate state and federal agencies, including the regional engineer, to receive consideration for safe drinking water funding as provided for in 15A NCAC 01N .0202 (c) which states:
"A public water system in significant non-compliance with the Act may receive assistance if the assistance shall ensure compliance with the Act. A public water system that does not have the technical, managerial and financial capacity may receive assistance if the owner or operator shall agree to undertake changes in operation of the water system that will ensure the system will achieve technical, managerial, and financial capacity over the long-term."

- 7) The County will coordinate with the Town of Lewiston to ensure a smooth transition which may transpire over a period of months as the Town and County collectively pursue financial support through the State's Water Infrastructure Disadvantage Communities Program, Financially Disadvantaged System projects, and Consolidation of Non-Viable Systems programs which may be applicable for this merger.

Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Additionally, Commissioner Trent made a **MOTION** to engage Green Engineering for a similar evaluation of the Town of Roxobel's water system for a merger with the County's regional system. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Roanoke-Chowan News Herald – Crossroads Edition – February 2015

Toby Wilder of the Roanoke-Chowan News Herald approached the Board regarding the February 2015 Crossroads Edition of the publication.

Mr. Wilder stated that the County had invested in a \$500, ¼ page advertisement in the 3rd Saturday of the Crossroads Edition in 2014.

He stated that he was present tonight to seek their support again for the 2015 edition.

The Board came to a consensus that an additional advertisement would benefit the County's Economic Development goals.

After some discussion, Commissioner Trent made a **MOTION** for the County to purchase a ½ page advertisement in the Crossroads Edition for 2015. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss North Carolina's Coastal Plain National Wildlife's "Balancing Nature and Commerce Initiative" to foster nature based tourism – Natural Resources Planner, Pam Wingrove

Pam Wingrove, Natural Resources Planner with the North Carolina Coastal Plain, introduced herself to the Board, as well as gave a brief overview of her organizations initiatives.

She stated that he would like to network with the County especially regarding Economic Development.

Revenue Enhancement and Expense Reduction proposed from Bob Segal, CPA

County Manager Sauer stated that this item was purely informational, and that the Board could decide if they would like to have Bob Segal present at an upcoming meeting.

Vice Chairman Lee made a **MOTION** to have Bob Segal present to the Board at any upcoming meeting. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

COMMISSIONERS' REPORTS

Chairman Wesson discussed the facility tour that the Board held prior to the meeting, reviewing maintenance issues at the Courthouse with Maintenance Director Anthony Rascoe.

In particular, Chairman Wesson noted that the next phase of RAMJACK procedures is pending in order to "shore up" the foundation which has shifted and created cracks on the buildings' exterior.

He noted that this project is funded in the current budget and that the County Manager was seeking Board approval and concurrence since this project was initiated prior to the Board's new membership.

Commissioner Trent made a **MOTION** to proceed with the needed improvements. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner White expressed his desire to see a new public access boat landing on Salmon Creek.

There were no other comments at this time.

COUNTY ATTORNEY'S REPORTS

The County Attorney gave no remarks at this time.

PUBLIC COMMENTS CONTINUED

Annette Eubanks of the Mid-East Commission Area Agency on Aging was present to simply inform the Board of the Mid-East Commission's Executive Board meeting on Wednesday, January 7, 2015.

ADJOURN

Chairman Wesson adjourned the meeting at approximately 7:00pm.

Ronald D. Wesson, Chairman

Sarah S. Tinkham, Clerk to the Board

- SAMPLE -

RULES OF PROCEDURE FOR THE BOARD OF COUNTY COMMISSIONERS OF ~~HARNETT COUNTY, NORTH CAROLINA~~

I. APPLICABILITY

Rule 1. Applicability of Rules.

These rules apply to all meetings of the Board of Commissioners of Harnett County at which the Board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law.

II. OPEN MEETINGS

Rule 2. Meetings to be Open.

The public policy of North Carolina and of Harnett County is that the hearings, deliberations, and actions of this Board and its committees be conducted openly.

Rule 3. Closed Sessions.

- (a) It is the policy of Harnett County that closed sessions shall be held only when required to permit the Board of Commissioners to act in the public interest as permitted in this section. The list includes:
1. To prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes (The Public Records Law).
 2. To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
 3. To consult with an attorney employed or retained by the Board in order to preserve the attorney-client privilege between the attorney and the Board, which privilege is hereby acknowledged. This subdivision prohibits discussion of "general policy matters" in closed session and declares that it shall not be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the Board is a participant. The subdivision permits the Board to consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, or administrative procedure, with terms of any settlement to be made public within a reasonable time.
 4. To discuss matters relating to the location or expansion of industries or other businesses in the area served by the Board.
 5. To establish, or to instruct the Board's staff or negotiating agents concerning the position to be taken by or on behalf of the Board in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property

- by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
6. To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. This subdivision prohibits discussion of "general personnel policy issues" or considerations of the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the Board or another body or consideration of (or filling of) a vacancy among its own membership in closed session.
 7. To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (b) The Board may go into closed session only upon motion made and adopted at an open meeting. The motion shall state the permitted purpose of the closed session and if the closed session is to consult with an attorney in order to preserve the attorney-client privilege, the motion must identify the parties in each existing lawsuit which the Board expects to receive advice during the closed session. The motion must be approved by a majority of those Board members present and voting.
 - (c) Minutes shall be kept of all closed sessions of the Board, but may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session.
 - (d) The County Manager, Assistant County Manager, *Amended to add Finance Officer 2-6-95* Finance Officer, and the County Attorney shall attend the closed session, unless expressly excluded in the motion. Other persons shall not attend the closed session unless expressly included in the motion or otherwise called into the session.

III. ORGANIZATION OF THE BOARD

Rule 4. Organizational Meeting.

On the first Monday of December following a general election in which County officers are elected, the Board shall meet at the regular meeting time and place. The order of business shall be:

- (a) The Board shall approve the minutes of its prior meeting and other items of business.
- (b) The newly elected members of the Board shall take and subscribe the oath of office.
- (c) With the Clerk to the Board presiding, the Board shall elect a Chairman and a Vice Chairman from its members.

Rule 5. Election of Chairman.

The Chairman and Vice Chairman of the Board shall be elected annually for a term of one year and shall not be removed from the office of Chairman or Vice Chairman unless he/she becomes disqualified to serve as a Board member.

IV. REGULAR AND SPECIAL MEETINGS

Rule 6. Regular and Special Meetings.

- (a) Regular Meetings: The Board shall hold regular meetings as follows:

**First Monday of each Month at 9 a.m.
Third Monday of each Month at 7 p.m.**

If a regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting. Regular meetings are held in the County Administration Building. The Board may change or cancel the place or time of a particular regular meeting or of all regular meetings within a specified period by resolution adopted, posted, and noticed at least seven days before the change takes effect. Such a resolution shall be filed with the Clerk to the Board and posted at or near the regular meeting place, and copies shall be sent to all persons who have requested notice of special meetings of the Board.

- (b) Special Meetings. The Chairman or a majority of board members may at any time call a special meeting of the Board by signing a notice stating the time and place of the meeting and the subjects to be considered. The Clerk shall cause the notice to be posted on the bulletin board in the courthouse, on the door of the meeting room, and delivered to the Chairman and all other Board members or left at the dwelling place of each Board member at least 48 hours before the meeting. In addition, the notice shall be mailed or delivered to individual persons and news organizations that have requested such notice as provided in subsection (e) below. Only items of business specified in the notice may be transacted at a special meeting.
- (c) Emergency Meetings. The Chairman or a majority of members may call an emergency meeting to deal with an unexpected circumstance requiring immediate consideration. The person or persons calling the emergency meeting shall cause notice of the meeting to be given to the other Board members and the public. Local news organizations, having requested notice of special meetings as provided in subsection (e), below, shall be notified of such emergency meetings by the same method used to notify Board members. Only business connected with the emergency may be discussed at the meeting.
- (d) Work Sessions, Retreats, and Committee Meetings. The Board may schedule work sessions, retreats, forums, conventions, association, and committee meetings, or other information meetings of the Board or of a majority of its members at such times and

concerning such subjects as may be established by resolution or order of the Board. A schedule of such meetings held regularly shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held regularly are subject to the same notice requirements as special Board meetings.

- (e) Sunshine List. Any individual and/or newspaper, radio station, and television Station desiring notice of all special meetings of the Board shall file a written request with the Clerk to the Board of Commissioners.

Rule 7. All Meetings Within the County.

- (a) All meetings shall be held within the boundaries of Harnett County, except as otherwise provided by statute or herein.
- (b) A joint meeting with the Governing Board of any other political subdivision of this or any other state may be held within the boundaries of either subdivision as may be specified in the call of the meeting. At any such joint meeting, this Board reserves the right to vote separately on all matters coming before the joint meeting.
- (c) A special meeting between the Board of Commissioners and its local legislative delegation during a session of the General Assembly; provided, however, that at any such meeting, the members of the Board of Commissioners may not vote upon or otherwise transact public business except with regard to matters directly relating to legislation proposed to or pending before the General Assembly.
- (d) A special meeting called in connection with a retreat, forum, or similar gathering may be held solely for the purpose of providing members of the Board with general information relating to the performance of their public duties; provided, however, that the members of the Board shall not vote upon nor otherwise transact public business while in attendance at such a gathering.
- (e) While in attendance at a convention, association meeting, or similar gathering, a special meeting may be held; provided, however, that any such meeting may be held solely to discuss or deliberate on the Board's position concerning similar issues that are not legally binding upon the Board of Commissioners or its constituents.

Rule 8. Broadcasting and Recording of Meetings

- (a) Except as provided in this rule, any radio or television station may broadcast all or any part of an official Board meeting required to be open to the public. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting required to be open.
- (b) Any radio or television station wishing to broadcast any portion of any portion of an official Board meeting shall so notify the County Manager no later than two business days before the meeting. If the number of requests or the quantity and size of the

necessary equipment is such that the meeting cannot be accommodated in the designated meeting room and no suitable alternative site is available, the County Manager may require the news media to either pool equipment and personnel or to secure and pay the costs of an alternative meeting site mutually agreeable to the Board and the media representative.

V. AGENDA

Rule 9. Agenda

- (a) The County Manager shall prepare the agenda for each regular, special, and emergency meeting. A request to have an item of business placed on the agenda for a regular meeting must be received by Monday noon of the week preceding the regular meeting day. Any Board member may, by a timely request, have an item placed on the agenda. A request to place an item on the agenda from other than a Board member shall be at the discretion of the County Manager and Chairman of the Board.
- (b) The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relevant to items on the agenda. A copy of the agenda packet shall be available to each Board member not later than Wednesday of the week preceding the regular meeting day.
- (c) The Board may, by unanimous vote of the members present, add or delete an agenda item.
- (d) ~~The agenda shall be published in a newspaper of general circulation prior to the day of the scheduled regular meeting.~~ *deleted by resolution 9-19-11 (also back of book)*
- (e) The County Manager may propose a consent agenda as part of the main agenda. The consent agenda shall contain those routine items of business that do not normally involve debate. The Board may approve all items on the consent agenda by adopting one (1) motion. The Board may transfer an item from the consent agenda to the main agenda upon a majority vote of the members present and voting. A motion to transfer should normally be made at the beginning of the meeting. The consent agenda may include, but is not limited to, the following routine items of business:
 - 1. Approval of minutes from the prior meeting.
 - 2. Budget amendments/revisions.
 - 3. Disposition of surplus personal property to other governmental agencies.
 - 4. Granting to North Carolina Department of Transportation road right-of-way easements on County property.
 - 5. Resolutions of appreciation, support, and recognition.
 - 6. Resolutions requesting road additions to the state highway secondary road system.
 - 7. Tax releases, tax refunds.

VI. CONDUCT OF DEBATE

Rule 10. Powers of the Chairman.

The Chairman shall preside at all Board meetings. In the absence of the Chairman, the Vice Chairman shall preside at Board meetings. If the Vice Chairman is absent, members present may appoint someone to Chair the meetings. To address the Board, a member must be recognized by the Chairman. The Chairman shall have the following powers:

- (a) To rule on points of parliamentary procedure, including the right to rule out of order any motion offered for patently obstructive or dilatory purposes;
- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- (c) To call a brief recess at any time;
- (d) To adjourn in an emergency.

Rule 11. Action by the Board.

The Board shall proceed by motion. Any member, including the Chairman, may make a motion.

Rule 12. Second Required.

A motion shall require a second. A motion shall be ruled dead by the Chairman if a second is not received within a reasonable period of time.

Rule 13. One Motion at a Time.

A member may make only one motion at a time.

Rule 14. Substantive Motion.

A substantive motion is out of order while another substantive motion dealing with another subject matter is pending.

Rule 15. Substitute Motion.

A substitute motion (an amendment) dealing with the same subject matter as the original substitute motion is in order and shall be acted upon prior to action on the original motion.

Rule 16. Debate.

The Chairman shall state the motion and then open the floor to debate.

Rule 17. Adoption by Majority Vote.

A motion shall be adopted if approved by a majority of the votes cast, unless otherwise required by these rules or North Carolina laws.

Rule 18. Procedural Motions.

- (a) In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.
- (b) In order of priority, the procedural motions are:
- To adjourn. The motion may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.
 - To Recess.
 - To Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.
 - To Suspend the Rules, the motion requires a two-thirds (2/3) vote of the members present.
 - To Divide a Complex Motion and Consider it by Paragraph.
 - To Defer Consideration. A substantive motion whose consideration has been deferred expires unless a motion to revive consideration is adopted within one hundred (100) days after deferral.
 - To Postpone to a Certain Time or Day.
 - To Refer to Committee. Sixty (60) days after a motion has been referred to committee, the introducer may compel consideration of the measure by the entire Board, regardless of whether the committee has reported the matter back to the Board.
 - To amend. An amendment to a motion must be germane to the subject of the main motion, but it may not achieve the opposite effect of the main motion. There may be only one amendment to the motion. A motion to amend shall require a second. Any amendment to a proposed ordinance shall be reduced to writing.
 - To Revive Consideration. The motion is in order at any time within one hundred (100) days of a vote deferring consideration.
 - To Prevent Reconsideration for Six Months. The motion shall be in order only immediately following the defeat of a substantive motion. It requires a vote equal to a quorum and is valid for six (6) months or until the next regular election of County Commissioners, whichever occurs first.

Rule 19. Renewal of Motion.

A defeated motion may not be renewed at the same meeting.

Rule 20. Withdrawal of Motion.

A motion may be withdrawn by the introducer any time before the Chairman puts the motion to a vote.

Rule 21. Duty to Vote.

- (a) It is the duty of each member to vote unless excused by a majority vote according to law. The Board may excuse members from voting on matters involving their own financial interest or official conduct. A member wishing to be excused from voting shall so inform the Chairman, who shall take a vote of the remaining members. A member who fails to vote, not having been **excused**, shall be recorded as voting in the **affirmative**.
- (b) Tie Vote. The effect of a tie vote is that the motion did not carry.

Rule 22. Prohibition of Secret Voting.

No vote may be taken by secret ballot. The Clerk shall record the vote of each member in the minutes.

Rule 23. Action by Reference.

The Board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda, or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at the meeting can understand what is being discussed or acted on.

Rule 24. Introduction of Ordinances, Resolutions, and Orders.

A proposed ordinance shall be deemed introduced at the first meeting where it is on the agenda, regardless of whether it is actually considered by the Board, and its introduction shall be recorded in the minutes.

Rule 25. Adoption, Amendment, or Repeal of Ordinances.

To be adopted at the meeting where it is first introduced, an ordinance or an action with the effect of an ordinance, or any ordinance amending or repealing an existing ordinance (except the budget ordinance, a bond order or another ordinance requiring a public hearing before adoption) must be approved by all members of the Board of Commissioners. If the proposed measure is approved by a majority, but not by all the members of the Board, or if the measure is not voted on at that meeting, it shall be considered at the next regular meeting of the board. If it then or at

any time thereafter within one hundred (100) days of its introduction receives a majority of the votes cast, the measure is adopted.

Rule 26. Quorum.

A majority of the Board membership shall constitute a quorum. The number required for a quorum is not affected by vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members, he/she shall be counted as present for the purposes of determining whether a quorum is present. The Board may compel the attendance of an absent member by ordering the Sheriff to take the member into custody.

Rule 27. Public Hearing Time Limits.

- (a) The time limits for speakers at zoning public hearings shall be ten (10) minutes for the proponent and ten (10) minutes for the opponent; the time may be apportioned among speakers for that side. The time limits for speakers at other public hearings shall be three (3) minutes per speaker.
- (b) The Board of Commissioners reserves the right to limit the length of public hearings. After the Chairman announces the close of a public hearing, no member of the public may address the issue to the board.
- (c) Persons desiring to speak at a public hearing must register with the Clerk to the Board prior to the commencement of the meeting.

Rule 28. Quorum at Public Hearings.

A quorum of the Board must be present at all public hearings required by law.

Rule 29. Minutes.

Minutes shall be kept of all Board meetings.

Rule 30. Appointments.

The Board shall fill County Commissioner vacancies in accordance with G. S. 153A-27. The Board shall fill a Register of Deeds vacancy in accordance with G. S. 161-5 and a Sheriff vacancy in accordance with G.S. 162-5. The Board shall use the following procedure to make appointments to fill vacancies in other Boards, Commissions, and Committees over which the Board has power of appointment.

- (a) Any U. S. citizen who is a resident of Harnett County is eligible to serve on appointed Boards/Commissions/Committees of the County where such appointment is not prohibited by state statute.

- (b) All Board members must maintain residence in Harnett County while serving on said Board.
- (c) All appointments will be made in accordance to the Statute or Ordinance that created the Board/Commission/Committee.
- (d) No citizen may serve more than two appointed positions simultaneously.

(e) No citizen may serve more than three consecutive terms on any Board/Committee/Commission unless the term is 3 years or under. No member of any Board/Committee/Commission may serve more than nine consecutive years.

(f) If a person is appointed to fill someone's unexpired term and serves less than half of a full term, he/she is eligible to serve three full terms.

(g) If an appointee has unexcused absences which constitute more than 25% of the Board meetings in any calendar year which he or she is required to attend pursuant to his or her appointment, he or she is obligated to resign. Excused absences are defined as absences caused by events beyond one's control. If the individual refuses to resign, he or she may be dismissed by action of the Board of County Commissioners subject to state or local law. A calendar year is to be defined as a 12-month period beginning on the date of appointment.

(h) Each County Commissioner will have available to him or her a binder containing a list of all county appointments, with the following data provided:

- Name of the board, commission, committee, or authority
- Brief on the functions
- Statute or cause creating board, commission, committee or authority
- Number of members and terms of office
- Current members and terms of office, including number of terms serviced
- Regular meeting day, time, and location, if determined

(i) Procedures for filling vacancies for appointed positions:

1. Notification of available appointments

A. A list of available positions stating terms of office, requirements for office, and duties of positions will be published in the newspapers of Harnett County thirty (30) days prior to the month of appointments being made. This procedure will be carried out by the Clerk to the Board of County Commissioners.

B. Thirty (30) days prior to the terms expiring, the Clerk to the Board will mail a notice to each person who is eligible for reappointment requesting information on his or her interest in continuing to serve. If an application

*See amendment
adopted 2-7-65*

is not on file, one will be requested at this time. If an individual is not eligible for reappointment, he or she will be notified and given reason for being ineligible.

- C. If, because of policy or otherwise, an individual is unable to be reappointed, he or she will be sent a letter of appreciation by the Chairman of the Board of Commissioners at the expiration of his or her term thanking him or her for the past services rendered.

2. Selection Process

- A. Six (6) days prior to the date a vacancy occurs, all applications for a particular position will be given to the County Manager. The Manager will check each for eligibility.
- B. A list of all names submitted will be sent to all Commissioners with those who are ineligible noted and the reasons for ineligibility given.
- C. The Clerk to the Board shall be given a copy of the information to be placed on the agenda as the "Appointments" for action at the next meeting of the County Board of Commissioners.

3. Notification of Appointment

- A. The County Manager shall prepare a letter of notification to the appointee and a copy of the affected board, notifying each of the appointment. This letter will include a congratulation statement, the time, date, and place of the first meeting he or she is to be sworn in, if this is required.
- B. The County Manager shall require the appointee to certify that he or she has read and understands Rule 30. Appointments section of "Rules of Procedure for the Board of County Commissioners of Harnett County, North Carolina". This section states policy and procedures for appointments to any County board, commission, committee, or authority. The County Manager shall mail a self-addressed, stamped envelope for the convenience of the appointee in returning the signed affirmation of understanding.

4. Applications

All applications received shall be retained for at least two (2) years. Applications shall be kept on file for all active appointees. All the above data shall be maintained as confidential for County Board of Commissioners' use only.

Rule 31. Changes to Rules of Procedure.

The Board may change these rules of procedure upon a vote by two-thirds (2/3) of the members of the Board. Changes shall be effective at the next regular meeting.

These rules shall be effective on October 1, 1994.

Amended 2-6-95. — *To add Finance Officer to attend closed sessions.*

Amended 2-7-05. — *To increase limit of appointments from 2 to 3 consecutive terms*



**A RESOLUTION TO AMEND HARNETT COUNTY
BOARD OF COMMISSIONERS'
RULES OF PROCEDURE**

THAT WHEREAS, on September 19, 1994 the Harnett County Board of Commissioners adopted Rules of Procedure pursuant to N.C. General Statute §153A-41; and

WHEREAS, Rule 31 of the Rules of Procedure allows the Board of Commissioners to modify its Rules pursuant to a two-thirds affirmative vote of the members of the Board; and

WHEREAS, Section V Rule 9 (d) states that the "agenda shall be published in a newspaper of general circulation prior to the date of the scheduled regular meeting."

That due to other technical methods of publishing the agenda and due to newspaper publication costs, the Board determined that it would be in the best interest of Harnett County to delete Rule 9 (d) from the Rules of Procedure.

NOW, THEREFORE, BE IT RESOLVED that the Harnett County Board of Commissioners does hereby delete Rule 9 (d) from its Rules of Procedure with all subsequent of Rule 9 to be re-lettered accordingly.

Duly adopted this the 6th day of September, 2011 by a vote of 5 ayes and 0 nays.

HARNETT COUNTY BOARD OF COMMISSIONERS



Timothy B. McNeill

Timothy B. McNeill, Chairman

ATTEST:

Margaret Regina Wheeler

Margaret Regina Wheeler, Clerk

SAMPLE ONLY
1.20.15

BOARD OF COMMISSIONERS

DAN B. ANDREWS, JR., *Chairman*
BEATRICE B. HILL, *Vice-Chairman*
JOSEPH T. BOWDEN
TEDDY BYRD
WALT TITCHENER



COUNTY MANAGER
NEIL EMORY
WM. A. (TONY) WILDER, *Assistant*
CLERK TO THE BOARD
KAY S. BLANCHARD

COUNTY OF HARNETT
P.O. BOX 759 • LILLINGTON, N.C. 27546
(910) 893-7555 • FAX (910) 814-2662

SAMPLE

Schedule of Meetings

HARNETT COUNTY BOARD OF COMMISSIONERS

Regular Meetings: The Board shall hold regular meetings as follows:

First Monday of each month at 9 a.m.

Third Monday of each month at 7 p.m.

If a regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting.

Request for item to be placed on the Agenda: A request to have an item of business placed on the agenda for a regular meeting must be received by Monday noon of the week preceding the regular meeting day.

Special Meetings: The Board may also call a Special Meeting which would be announced and a notice posted at least 48 hours prior to the Special Meeting.

If you have any questions, please call Kay Blanchard, Clerk to the Board, in the County Manager's Office.

-SAMPLE-

Code of Ethics for the
~~Harnett County Board~~ of Commissioners of
 the County of Harnett, North Carolina

PREAMBLE

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a "frequent recurrence to the fundamental principles is absolutely necessary to preserve the blessings of liberty," and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina's state motto, *Esse quam videri*, "To be rather than to seem," and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics, and

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this County, and with obeying the law.

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the County of Harnett, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Harnett County Board of Commissioners do hereby adopt the following General Principles and Code of Ethics to guide the Board of Commissioners in its lawful decision-making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.
- Governmental decisions and policy must be made and implemented through proper channels and processes of governmental structure.
- Board members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.
- Board members must always remain aware that at various times they play different roles:
 - As advocates, who strive to advance the legitimate needs of their citizens
 - As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions

- As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations.
- Board members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.
- Board members must be aware of their obligation to confirm their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Harnett County Board of Commissioners and to help determine what conduct is appropriate in particular cases. It should not be considered to be a substitute for the law or for a board member's best judgment.

Section 1. Board members should take care to obey all laws applicable to their official actions as members of the board. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To assert that a board member is behaving unethically because one disagrees with that board member on a question of policy (and not because of the board member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

The board shall endeavor to keep up to date, through the board's attorney and other sources, about new or ongoing legal or ethical issues they may face in their official positions.

Section 2. Board members should act with integrity and independence from improper influence as they exercise the duties of their office. Board members should use their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner. They should be self-governing and not subject to improper influence, while at the same time being able to consider the opinions and ideas of others.

At the same time, however, board members should recognize that they are part of a larger group and should act accordingly. They should respect their office and not behave in ways that reflect badly on it. They should treat other board members and the public with respect, and should honor the opinions of others even when they disagree. They should recognize that they are not generally authorized to act on behalf of the board, since the board must take official action as a body.

Section 3. Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this board considers impropriety in terms of whether a reasonable person who is aware of all the relevant facts and circumstances surrounding the board member's action would conclude the action was inappropriate.

If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the board member may seek the advice of the board's attorney and may state on the record the facts of the situation and the steps taken to resolve it.

Section 4. Board members should faithfully perform the duties of their offices. They should act as especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Board members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them. They should demand full accountability from those over whom the board has authority.

Board members should be willing to bear their fair share of the board's workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

Section 5. Board members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not the board members or their employees.

In order to maintain strict compliance with the laws concerning openness, board members should make clear that an environment of transparency and candor is to be maintained at all times in their governmental unit. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

(The remainder of this page left blank intentionally)



Adopted this the 6th day of December 2010.

Timothy B. McNeill

Timothy B. McNeill, Chairman
Harnett County Board of Commissioners

Attest:

Margaret Regina Wheeler

Margaret Regina Wheeler
Clerk to the Board

SAMPLE ONLY
1.20.15