

# Bertie County Board of Commissioners



February 1, 2016  
**2:00pm**

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

**BERTIE COUNTY BOARD OF COMMISSIONERS**

February 1, 2016

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.*

**2:00** Work Session – Discuss OPEB funding strategies with Mr. Lee Carter of NC Cash Management Trust, formerly NC Local Government Commission

**4:00–4:05** Call to Order by Chairman Trent

**4:05–4:15** Invocation and Pledge of Allegiance by Commissioner Wesson

**(A)**

**\*\*\* APPOINTMENTS \*\*\***

**4:15 –4:30 (1)** Presentation of FY2014-2015 delinquent tax report by Tax Administrator, Jodie Rhea

**4:30–4:40 (2)** Discussion regarding transportation planning issues with Mid-East Commission Executive Director, Bryant Buck

**Board Appointments (B)**

1. Bertie-Martin Regional Jail Board

**Consent Agenda (C)**

1. Approve Minutes for Regular Meeting 1-21-16
2. Approve Register of Deeds Fees Report – February 2016
3. Approval of CADA’s annual Community Services Block Grant (CSBG) application for FY2016-2017
4. Resolution celebrating the 150<sup>th</sup> Anniversary of Cedar Landing Missionary Baptist Church
5. Approve Minutes for Planning Session 1-28-16

**\*\*\*OTHER ITEMS\*\*\***

**Discussion Agenda (D)**

1. Review of any outstanding issues from Planning Session

**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**



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** February 1, 2016

**AGENDA ITEM:** Work Session – Item #1

**DEPARTMENT:** Various

**SUBJECT:** Discuss OPEB funding strategies with Mr. Lee Carter of NC Cash Management Trust, formerly of the NC Local Government Association

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** See attachment.

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** See attachment.

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---

**Subject:** Excerpt from January 28, 2016 planning session

**OPEB and other post-employment benefits**

County Manager Sauer explained that as previously requested by the governing body, staff have prepared a matrix of approximately 25 counties to compare the eligibility strategies for future retiree health insurance in order to better manage or reduce this increasing annual contribution requirement and the long term accrued financial liability which is approaching \$4 million and is currently unfunded.

County Manager Sauer explained that the Chairman had suggested that the Board consider a funding formula to address the unfunded accrued liability which had not been addressed in previous years.

Chairman Trent suggested a monthly contribution of \$100 per employee to be budgeted which should provide approximated \$240,000 per year.

Copies of the staff report were on future retiree health insurance eligibility were distributed to the Commissioners.

Mr. Sauer also indicated that on Monday February 1<sup>st</sup> at 2:00PM the Board will have a discussion with former NC Local Government Commission senior staff member, Mr. Lee Carter, about funding an irrevocable trust for the purpose of meeting the accrued liability for long term retiree health insurance which is currently unfunded. FY 2014-2015 audit reported this figure is \$3.8 million.



**Scott T. Sauer** – County Manager  
[Bertie County, NC](#)  
(252) 794-6112

Excerpts from audit for  
the fiscal year ended June 30, 2015

**Bertie County, North Carolina  
Notes to Financial Statements**

The information above is based on 30 year expectations developed with the consulting actuary for the 2013 asset liability and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 3.19%. All rates of return and inflation are annualized.

*Discount rate.* The discount rate used to measure the total pension liability was 5.75%. The projection of cash flows used to determine the discount rate assumed that contributions from employers will be made at statutorily required rates. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the County's proportionate share of the net pension asset to changes in the discount rate.* The following presents the County's proportionate share of the net pension asset calculated using the discount rate of 5.75 percent, as well as what the County's proportionate share of the net pension asset would be if it were calculated using a discount rate that is 1-percentage-point lower (4.75 percent) or 1-percentage-point higher (6.75 percent) than the current rate:

	1% Decrease (4.75%)	Discount Rate (5.75%)	1% Increase (6.75%)
County's proportionate share of the net position liability (asset)	\$ (25,000)	\$ (27,841)	\$ (30,283)

*Pension plan fiduciary net position.* Detailed information about the pension plan's fiduciary net position is available in the separately issued Comprehensive Annual Financial Report (CAFR) for the State of North Carolina.

**e. Other Post employment Benefit**

**Healthcare Benefits**

*Plan Description.* Under the terms of a County resolution, the County administers a single-employer defined benefit Healthcare Benefits Plan (the HCB Plan). This plan provides postemployment healthcare benefits to retirees of the County, provided they participate in the North Carolina Local Governmental Employees' Retirement System (System). The County provides these benefits according to the following guidelines: a) The County will pay 50% of the cost of the premiums for an employee who is at least 55 years of age retiring with 15 years of continuous service with Bertie County; b) The County will pay 100% of the cost of the premiums for an employee retiring with 20 years of continuous service with Bertie County; c) The County will pay 100% of the cost of the premiums for an employee retiring with 25 years of non-continuous service with Bertie County; Coverage will continue until the employee becomes eligible for Medicare, at which time the County will convert coverage to a Medicare Supplement policy. The cost for the employee's share of the

**Bertie County, North Carolina  
Notes to Financial Statements**

premiums, if any, will be determined on an annual basis. Service time credit with the County will be calculated based on actual service time and any sick leave time that is on balance with the County at the time of retirement. The health insurance provision of this article shall apply to County Commissioners. The County pays the full cost of coverage for these benefits through private insurers. Also, the County's retirees can purchase coverage for their dependents at the County's group rates. The Board of Commissioners may amend the benefit provisions. A separate report was not issued for the plan.

Membership of the HCB Plan consisted of the following at December 31, 2013, the date of the latest actuarial valuation:

	General Employees	Law Enforcement Officers
Retirees and dependents receiving benefits	38	2
Active plan members	117	24
	155	26

**Funding Policy.** The County pays the full cost of coverage for the healthcare benefits paid to qualified retirees under a County resolution that can be amended by County Commissioners. The County's members pay \$22.99 per month for dependent coverage, \$33.45 per month for spouse coverage, and \$69.21 per month for family coverage. The County has chosen to fund the healthcare benefits on a pay-as-you-go basis.

The current ARC rate is 15.91% of annual covered payroll. For the current year, the County contributed \$246,270 or 6.47% of annual covered payroll. The County obtains healthcare coverage through private insurers. The County's required contributions, under a County resolution, for employees not engaged in law enforcement and for law enforcement officers represented 5.98% and .052% of covered payroll, respectively. There were no contributions made by employees. The County's obligation to contribute to HCB Plan is established and may be amended by the County Commissioners.

**Summary of Significant Accounting Policies.** Postemployment expenditures are made from the General Fund, which is maintained on the modified accrual basis of accounting. No funds are set aside to pay benefits and administration costs. These expenditures are paid as they come due.

**Annual OPEB Cost and Net OPEB Obligation.** The County's annual OPEB cost (expense) is calculated based on the *annual required contribution of the employer* (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the County's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the County's net OPEB obligation for the healthcare benefits:

**Bertie County, North Carolina  
Notes to Financial Statements**

Annual Required Contribution	\$	703,514
Interest on net OPEB obligation		135,429
Adjustment to annual required contribution		(129,376)
<hr/>		
Annual OPEB cost (expense)		709,567
Contributions made		(246,270)
<hr/>		
Increase (decrease) in net OPEB obligation		463,297
Net OPEB obligation, beginning of year		3,385,713
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Net OPEB obligation, end of year	\$	3,849,010

The County's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2014 were as follows:

For Year Ended June 30	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
2012	\$ 754,692	24.40%	\$ 2,386,999
2013	\$ 767,797	24.96%	\$ 2,963,144
2014	\$ 708,811	40.40%	\$ 3,385,713

**Funded Status and Funding Progress.** As of December 31, 2013, the most recent actuarial valuation date, the plan was not funded. The actuarial liability for benefits and, thus, the unfunded actuarial accrued liability (UAAL) was \$8,878,477. The covered payroll (annual payroll of active employees covered by the plan) was \$4,422,714 and the ratio of the UAAL to the covered payroll was 200.7%. Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and healthcare trends. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**Actuarial Methods and Assumptions.** Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members at that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value assets, consistent with the long-term perspective of the calculations.

In the December 31, 2013 actuarial valuation, the projected unit credit actuarial cost method was used. The actuarial assumptions included a 4.0% investment rate of return (net of administrative expenses), which is the expected long-term investment returns on the employer's own investments calculated based on the funded level of the plan at the valuation date, and an annual medical cost

**Bertie County, North Carolina  
Notes to Financial Statements**

trend increase of 7.75% to 5.00% annually. The investment rate included a 3.00 percent inflation assumption. The actuarial value of assets, if any, was determined using techniques that spread the effects of long-term volatility in the market value of investments over a 5 year period. The UAAL is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at December 31, 2013 was 30 years.

**f. Other Employment Benefits**

The County has elected to provide death benefits to law enforcement officers through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System (Death Benefit Plan), a multiple-employer, State-administered, cost-sharing plan funded on a one-year term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System, or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the system at the time of death are eligible for death benefits. Lump sum death benefit payments to beneficiaries are equal to the employee's 12 highest months salary in a row during the 24 months prior to the employee's death, but the benefit will be a minimum of \$25,000 and will not exceed \$50,000. All death benefit payments are made from the Death Benefit Plan. The County has no liability beyond the payment of monthly contributions. The contributions to the Death Benefit Plan cannot be separated between the post employment benefit amount and the other benefit amount. The County considers these contributions to be immaterial.

For the fiscal year ended June 30, 2015, the County made contributions to the State for death benefits of \$0. The County's required contributions for employees not engaged in law enforcement and for law enforcement officers represented 0.00% and 0.00% of covered payroll respectively.

Due to a surplus in the death benefit, a decision was made by the State to temporarily stop employer contributions to the LGERS Death Benefit Plan beginning July 1, 2012. A temporary relief period based on the number of years the employer has contributed as of December 31, 2010 was established as follows:

No. Years Contributing	Years Relief	FY Contributions Resume
less than 10	1	2014
10 - 20	2	2015
20 or more	3	2016

The period of reprieve is determined separately for law enforcement officers. Bertie County will have a three year reprieve because it has been contributing for more than 20 years. Contributions will resume in the fiscal year beginning July 1, 2015.



# Bertie County Board of Commissioners



February 1, 2016  
**4:00pm**

	Ronald "Ron" Wesson	District 1
	Stewart White	District II
	Tammy A. Lee	District III
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**BERTIE COUNTY BOARD OF COMMISSIONERS**

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**4:30–4:40** (2) Discussion regarding transportation planning issues with Mid-East Commission Executive Director, Bryant Buck

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**County Attorney’s Reports (G)**

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**Adjourn**



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** February 1, 2016

**AGENDA ITEM:** A-1

**DEPARTMENT:** Tax

**SUBJECT:** Presentation of FY 2014-2015 delinquent tax report by Tax Administrator, Jodie Rhea

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** N/A

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** N/A

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---



Jodie Rhea, Tax Administrator  
Bertie County Tax Department  
PO Box 527  
106 Dundee St.  
Windsor, NC 27983  
Phone: (252) 794-5310  
Fax: (252) 794-5357

January 21, 2016

To: Bertie County Board of Commissioners

Pursuant to N.C.G.S. 105-369, attached is a report of the total amount of unpaid taxes for the current year for "REAL" property only as of January 20, 2016.

At the present time, we have 53 accounts in bankruptcy, 70 accounts in foreclosure, 83 accounts on a payment plan and 38 accounts under wage garnishments. During the month of January, we send a request to numerous employers requesting a list of their employees that live in Bertie County. We then process those lists to issue wage garnishments, so the number of garnishments will increase over the next couple of months.

Today, under NCGS 105-369(s), the Board will issue an Order for me to advertise the delinquent 2015 taxes. Once this order is given, I must mail a notice to each delinquent taxpayer no less than 30 days before the actual advertisement. Right now we are planning on advertising the end of March or first of April.

Within the next couple of weeks, I will be sending you the month end reports for the month of January that will show all, both real and personal, delinquent taxes.

**Business Personal Property Audits:**

As of January 14, 2016, there are 257 accounts that have been or currently under review. 5 are under appeal with a potential discovery value of \$138,000,000 which would generate approximately \$1.1 million in taxes alone. However, that number may change depending on the outcome of the appeals.

28 accounts have been found to be compliant – no discovery

As of January 14, 2016, 134 accounts have been completed, with a total discovery value of \$65,500,000 which equals \$526,000 in taxes and \$155,000 in penalties for a total of \$681,000. Of that total, \$534,000 has been paid.

Jodie Rhea  
Tax Administrator

<b>2015 Delinquent Real Taxes</b>		
<b>By Township</b>		
	<b>Original Amount</b>	<b>Current Due</b>
Colerain	\$ 1,169,200.42	\$ 181,348.98
Indian Woods	\$ 210,572.11	\$ 43,835.33
Merry Hill	\$ 896,044.22	\$ 70,858.80
Mitchell	\$ 952,011.36	\$ 136,106.56
Roxobel	\$ 619,740.25	\$ 111,523.79
Snakebite	\$ 584,178.32	\$ 83,158.74
Whites	\$ 969,840.87	\$ 152,221.95
Windsor	\$ 2,307,734.84	\$ 332,376.16
Woodville	\$ 531,708.11	\$ 93,607.90
<b>Total for 18,163 parcels</b>	<b>\$ 8,241,030.50</b>	<b>\$ 1,205,038.21</b>

**Order to Advertise the 2015 Tax Liens**

Upon receipt of the Tax Collector's report of the unpaid 2015 taxes that are a lien on real property in Bertie County, and pursuant to North Carolina General Statute 105-369(s), the Bertie County Board of County Commissioners hereby orders the Tax Collector to advertise these liens.

This 2<sup>nd</sup> day of February, 2016.

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John Trent, Chairman  
Bertie County Board of Commissioners

(SEAL)

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Sarah S. Tinkham, Clerk to the Board  
Bertie County Board of Commissioners



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** February 1, 2016

**AGENDA ITEM:** A-2

**DEPARTMENT:** ---

**SUBJECT:** Discussion regarding transportation planning issues with Mid-East Commission Executive Director, Bryant Buck

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** N/A

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** N/A

**ATTACHMENTS:** Yes

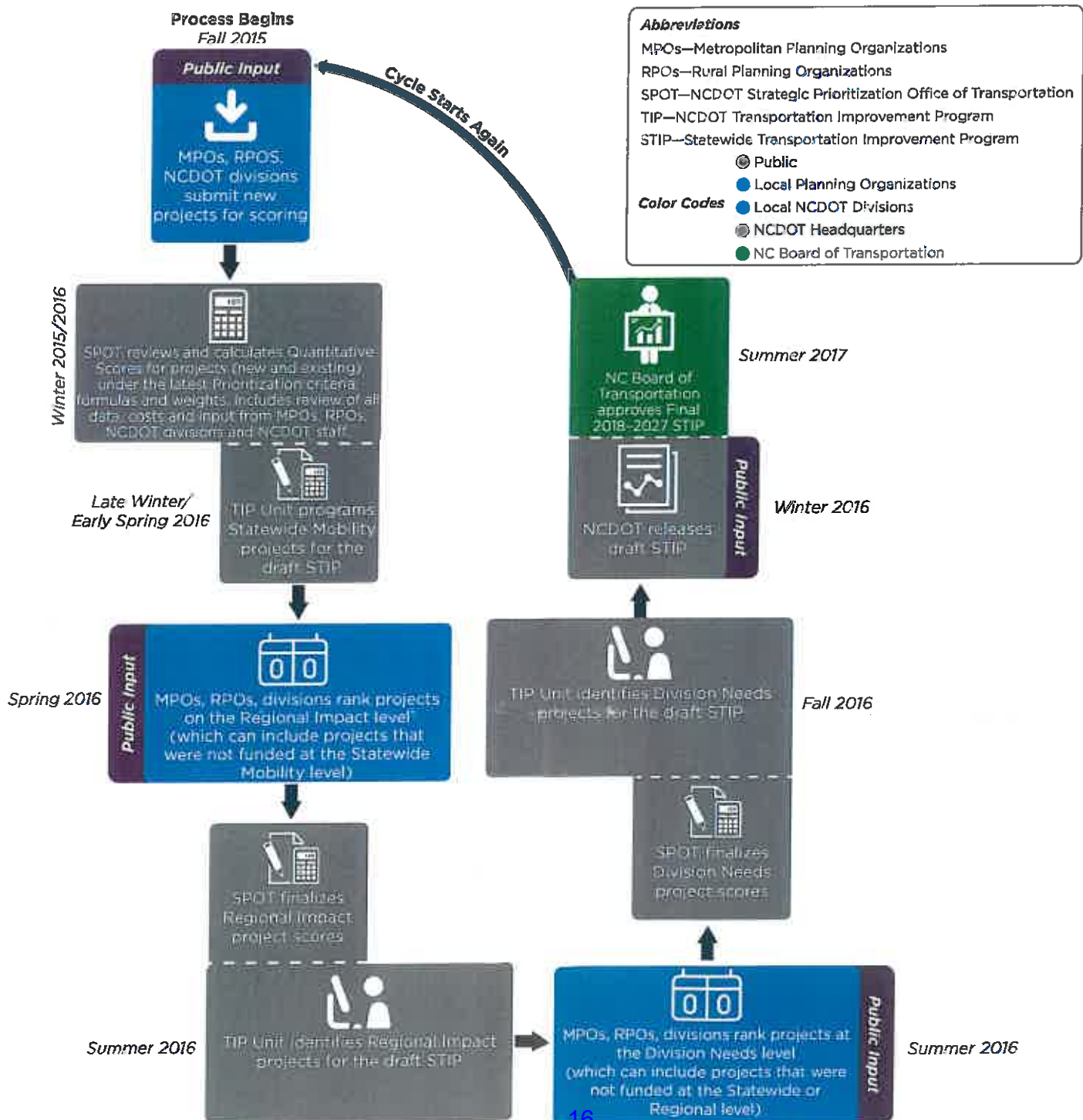
**LEGAL REVIEW PENDING:** ---

**ITEM HISTORY:** ---



# STATE TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT

The State Transportation Improvement Program (STIP) is the North Carolina Department of Transportation's (NCDOT) 10-year construction schedule for projects. The schedule is updated every two years based on a data-driven process called Prioritization, as well as the latest state and federal financial situation and the status of preconstruction activities. Schedule development must adhere to the Strategic Transportation Investments (STI) law which mandates ongoing evaluation and improvement to ensure the process continues to be responsive to North Carolina's diverse needs. Developing a STIP is accomplished through ongoing collaboration with our regional planning partners—metropolitan and rural planning organizations—and public input is a key component.





## STRATEGIC TRANSPORTATION INVESTMENTS LAW

Passed in 2013, the Strategic Transportation Investments Law (STI) allows NCDOT to use its funding more efficiently and effectively to enhance the state's infrastructure, while supporting economic growth, job creation and a higher quality of life. This process encourages thinking from a statewide and regional perspective, while also providing flexibility to address local needs.

STI established the Strategic Mobility Formula, which allocates available revenues based on data-driven scoring and local input. It was used for the first time to develop NCDOT's the 2016–2025 State Transportation Improvement Program (STIP), which schedules the projects that will be funded during a 10-year period. While federal law requires it to be updated at least every four years, NCDOT updates the STIP every two years.

## PRIORITIZATION

NCDOT uses a transparent, data-driven method for prioritizing transportation investment decisions. Through the process, called Prioritization, potential transportation improvement projects are submitted to NCDOT to be scored and ranked through the Strategic Mobility Formula at the statewide, regional and division levels, based on approved criteria such as safety, congestion, benefit-cost and local priorities. These scores and other factors are used to determine whether a project receives funding. Project prioritization occurs every two years. The current round of Prioritization is referred to as P4.0, because it is the fourth iteration of this process.

## REVENUE DISTRIBUTION



## HOW THE STRATEGIC MOBILITY FORMULA WORKS

The Strategic Mobility Formula funds projects in three categories:

- Division Needs
- Regional Impact
- Statewide Mobility

### Division Needs

Projects in this category receive 30 percent of the available revenue, shared equally over NCDOT's 14 transportation divisions, which are groupings of local counties. Project scores are based 50 percent on data and 50 percent on rankings by local planning organizations and the NCDOT transportation divisions.

Highway projects in this category are analyzed according to five criteria:

- Congestion (15 percent)
- Benefit/cost (15 percent)
- Safety (10 percent)
- Freight and military) (5 percent)
- Accessibility/Connectivity (5 percent)

### Regional Impact

Projects in this category receive 30 percent of available revenue. Projects on this level compete within regions made up of two NCDOT transportation divisions, with funding divided among the regions based on population. Data makes up 70 percent of the project scores in this category. Local rankings account for the remaining 30 percent.

Regional Impact projects are analyzed according to five criteria:

- Congestion (20 percent)
- Benefit/cost (20 percent)
- Safety (10 percent)
- Accessibility/connectivity (10 percent)
- Freight and military (10 percent)

### Statewide Mobility

Projects in this category receive 40 percent of available revenue. The project selection process is based 100 percent on data.


Statewide Mobility projects are analyzed according to six criteria:

- Congestion (30 percent)
- Benefit/cost (25 percent)
- Economic competitiveness (10 percent)
- Safety (15 percent)
- Multimodal and military (5 percent)
- Freight and mobility (15 percent)

### Alternate Criteria

To provide more flexibility, STI allows regions and divisions to develop alternate criteria tailored to their individual needs. To do so, the metropolitan and rural planning organizations and the NCDOT divisions within the region must unanimously agree on the criteria.

To find and review the Local Input Points Assignment Methodology, as well as view the new projects that were submitted by the Mid-East RPO, visit [www.mideastcom.org](http://www.mideastcom.org) and look on the homepage. Public Comment period ends February 8<sup>th</sup>, 2016.




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About Mid-East Com  
Board of Directors  
Region Q WJB  
Beaufort Co. NC Works  
Area Agency on Aging  
Economic Dev/Planning  
Contact Us  
Documents/Forms  
Annual Audits/Reports

Mid-East Commission  
1385 John Seall Avenue  
Washington, NC 27689  
Phone: 252-945-8043  
Toll Free: 1-800-799-9134  
Fax: 252-945-5489

Click here for [Govdeals.com](http://Govdeals.com) - surplus and confiscated items via the Internet. Each participating agency has its own auction rules and regulations and may be subject to government ordinances.

## Working For Eastern North Carolina



**"People Working Together"**  
*Workforce Development  
Area Agency on Aging (AAA)  
Community Development Block Grants  
Beaufort County JobLink  
Economic Development  
Planning/Land Use Administration*

The Mid-East Commission serves the counties of **Beaufort, Bertie, Hertford, Martin, & Pitt** as well as local municipalities.

**\*\*\* PUBLIC NOTICE \*\*\***

### MERPO Prioritization 4.0 Local Input Point Assignment Methodology

In accordance with legislative requirements, each HPO and RPO throughout the state is required to develop a Local Input Point Assignment Methodology.

This Methodology will be used to prioritize projects within the MERPO, which will then be submitted to NCDOT for programming the Statewide Transportation Improvement Program (STIP). The following Local Input Point Methodology has been endorsed by the MERPO TCC and TAC on November 4, 2015, and received Conditional Approval for the Strategic Prioritization Office of Transportation at NCDOT on December 8, 2015.

### MERPO SPOT 4.0 Local Input Point Assignment Methodology.

The MERPO is seeking Public Comment on the Local Input Points Methodology. Please provide any comments to Justin Oakes, RPO Planner, by February 8, 2016. Contact Justin by phone at 252-974-1843 or E-Mail at [joakes@mideastcom.org](mailto:joakes@mideastcom.org).

### MERPO Prioritization 4.0 New Project Submittals

The following New Projects for the Prioritization 4.0 Cycle were endorsed by the Mid-East RPO TCC and TAC on November 4, 2016. The new projects can be found, by mode, by clicking below:

### MERPO P 4.0 New Project Submittals - Highway Mode

For questions or to provide comments, contact Justin Oakes, RPO Planner, at [joakes@mideastcom.org](mailto:joakes@mideastcom.org) or by phone at 252-974-1843.

To find and review the Local Input Points Assignment Methodology, as well as view the new projects that were submitted by the Peanut Belt RPO, visit [www.peanutbeltrpo.com](http://www.peanutbeltrpo.com) and look on the homepage. Public Comment period ends February 8<sup>th</sup>, 2016.



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## PEANUT BELT RURAL PLANNING ORGANIZATION

- Home
- Committees
- Policies
- TIP Projects
- Newsletters
- Project Funding
- Links
- Meetings & Events

### Home

The Peanut Belt Rural Planning Organization (RPO) is a voluntary association of the counties of Bertie, Halifax, Hertford, and Northampton; the municipalities within those counties; and the North Carolina Department of Transportation.

The purpose of Rural Transportation Planning Organizations is to work cooperatively with the Department of Transportation to plan rural transportation systems and to advise the Department on rural transportation policy. The RPO is responsible for:

- Providing a forum for public participation in the transportation planning process
- Developing and prioritizing projects the organization believes should be included in the TIP
- Developing, in conjunction with NCDOT, long range local and regional transportation plans
- Providing transportation related information to local governments

### \*\*\* PUBLIC NOTICE \*\*\*

#### PBRPO Prioritization 4.0 Local Input Point Assignment Methodology

In accordance with legislative requirements, each MPO and RPO throughout the state is required to develop a Local Input Point Assignment Methodology.

This Methodology will be used to prioritize projects within the PBRPO, which will then be submitted to NCDOT for programming the Statewide Transportation Improvement Program (STIP). This following Local Input Point Methodology has been endorsed by the PBRPO TCC and TAC on November 12 2015, and received Conditional Approval from the Strategic Prioritization Office of Transportation at NCDOT on December 8 2015.

##### PBRPO SPOT 4.0 Local Input Point Assignment Methodology

The PBRPO is seeking Public Comment on the Local Input Points Methodology. Please provide any comments to Justin Oakes, RPO Planner, by January 31,

2016. Contact Justin by phone at 252-974-1843 or E-Mail at [joakes@mid-east.com](mailto:joakes@mid-east.com)

#### PBRPO Prioritization 4.0 New Project Submittals

The following New Projects for the Prioritization 4.0 Cycle were endorsed by the Peanut Belt RPO TCC and TAC on November 12 2015. The new projects can be found, by mode, by clicking below:

[PBRPO P 4.0 New Project Submittals - Highway Mode](#)

[PBRPO P 4.0 New Project Submittals - Bike and Pedestrian Mode](#)

For questions or to provide comments, contact Justin Oakes, RPO Planner, at [joakes@mid-east.com](mailto:joakes@mid-east.com) or by phone at 252-974-1843



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** February 1, 2016

**AGENDA ITEM:** B-1

**DEPARTMENT:** Administration

**SUBJECT:** Bertie-Martin Regional Jail Board

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** N/A

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** N/A

**ATTACHMENTS:** No

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** February 1, 2016

**AGENDA ITEM:** C-1

**DEPARTMENT:** Administration

**SUBJECT:** Approve minutes for Regular Session 1-21-16

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** N/A

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** It is recommended that this item be approved as presented.

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---

**Windsor, North Carolina**  
January 21, 2016  
**Regular Meeting**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 7:00pm at the Powellsville Town Hall located at 106 E. Main Street in Powellsville, NC. The following members were present or absent:

Present:        Ronald “Ron” Wesson, District I  
                  Stewart White, District II  
                  John Trent, District IV  
                  Ernestine (Byrd) Bazemore, District V

Absent:         Tammy A. Lee, District III

Staff Present: County Manager Scott Sauer  
                  Assistant County Attorney Jonathan Huddleston  
                  Finance Officer William Roberson  
                  Information Technology Director Scott Pearce  
                  Emergency Services Director Mitch Cooper  
                  Economic Development Director Steve Biggs  
                  Water Superintendent Ricky Spivey

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

**CALL TO ORDER**

Chairman Trent called the meeting to order, and thanked those present for their attendance.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Chairman Trent led the Invocation and Pledge of Allegiance.

### **PUBLIC COMMENTS**

Town of Powellsville Mayor, Mr. Thomas Asbell, thanked the Commissioners for holding their meeting in the Powellsville community. He officially welcomed the County to the Town of Powellsville, and stated that he looked forward to this annual meeting each year.

There were no other public comments in this section.

## **APPOINTMENT**

### **Pound the Sound review and video presentation by Windsor Chief of Police, and President of the Windsor Rotary Club, Todd Lane**

Windsor Chief of Police, and President of the Windsor Rotary Club, Todd Lane was present to provide a brief presentation about the success of the first annual Pound the Sound event in June 2015.

The Board also viewed the event's highlight video on the Pound the Sound website.

Chief Lane also requested that Board consider sponsoring the 2016 event which will take place on Saturday, June 11, 2016.

After some discussion, the Board voted to increase their sponsorship from \$1,000 to \$5,000.

Commissioner Wesson made a **MOTION** to sponsor the 2016 Pound the Sound event in the amount of \$5,000. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board commended the work of the event organizers and stated that they were looking forward to this year's event.

### **Economic Development update by Economic Development Director, Steve Biggs**

Economic Development Director, Steve Biggs, thanked the Board for their action and support during the announcement of the impending closure of the Golden Peanut facility in Aulander, and also reviewed the latest action that has been taken to assist those affected.

The plant is due to close on February 1, 2016.

Mr. Biggs reported that a job fair was held with participation from over a half dozen employers back on January 8<sup>th</sup>, and that a great number of the effected employees attended. He assured the Board that he was still in the process of following up about whether or not those candidates had success at securing additional employment.

Additionally, Mr. Biggs reported that two companies were currently interested in purchasing some of the Golden Peanut equipment as well as purchasing or renting the building for their production needs.



Also, Mr. Biggs stated that he was currently working with leaders on the State level to secure interest in a possible hotel location as well as about the latest highway project in Bertie County.

He stated that a hotel feasibility study will be completed in the near future, and that it would take approximately 4-6 weeks.

## **BOARD APPOINTMENTS**

### **Discuss Bertie-Martin Regional Jail Board (BMRJ) term limits**

The Board honored Mr. Henry J. Freeman's decade of service representing Bertie County on the Bertie-Martin Regional Jail Board.

Additionally, Vice Chairman Bazemore made a **MOTION** to reappoint Lawrence Carter to the BMRJ Board. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Mid-East Commission**

Chairman Trent thanked Commissioner Wesson for his dedicated service with the Mid-East Commission.

Chairman Trent made a **MOTION** to reappoint Ronald "Ron" Wesson to the Mid-East Commission Board as the County's Commissioner Representative. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

## **CONSENT AGENDA**

Vice Chairman Bazemore made a **MOTION** to approve the Consent Agenda collectively as presented. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

1. **Tax Release Journal** – December 2015
2. **Minutes** for Regular Session 1-4-16, Closed Session for 1-4-16, and Town Hall 1-5-16
3. **Resolution** in support of a regional back-up PSAP project with only Martin County
4. **Bid recommendation** for Farm Lane

**DISCUSSION AGENDA**

**Review and consider approval of proposed travel credit card policy**

The Board discussed a proposed travel credit card policy for both Commissioners and County staff.

Commissioner Wesson made a **MOTION** to approve the policy as presented. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Discuss billing policy recommendations for water customers, and possibly the extension of the window for delinquent water bills**

After a discussion took place at the Board’s Town Hall meeting on January 5, and after additional discussion with Water Department staff, Commissioner White made a **MOTION** to approve the recommended billing schedule as presented below. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The new schedule is detailed here:

*Ricky K. Spivey, Sr.*  
*Water System Superintendent*

**BERTIE COUNTY  
WATER DEPARTMENT**

POST OFFICE BOX 487  
WINDSOR, NORTH CAROLINA 27983  
(252) 794-5350  
Operation Building: (252) 794-4427  
Fax: (252) 794-5327



January 15, 2016

The penalty for the water bills will be due 5 days after the due date of the water bill. The due date for District I & III is the 15<sup>th</sup> of the month. The due date for District II & IV is the 30<sup>th</sup> of the month.

**Consider recommendation to write off water bills resulting from faulty meters in Lewiston-Woodville per earlier discussion for Account Number's 077838 and 077862**

County Manager Sauer reported that upon further investigation, credits were owed to 2 customers for water charges that they were inaccurately charged for due to faulty meters that have since been replaced.

Vice Chairman Bazemore made a **MOTION** to credit \$130.50 to Account Number 077838 as well as a credit of \$268.41 to Account Number 077862. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Wesson emphasized that citizens continue to report any concerns that they have regarding their water bills, and also inquired about a third account which showed that the current meter was running backwards and forwards.

Water Superintendent, Ricky Spivey, assured the Board that this account was being investigated.

Additionally, Vice Chairman Bazemore inquired about the request that was made about placing a water bill drop box in some of the municipalities to assist citizens in the depositing of their monthly water bills.

County Manager Sauer stated that he had talked to the Water Department about this request, but that due to state regulations requiring daily bank deposits, he did not think it would be a possibility to have Water Department staff retrieve those bills, and still comply with the NC General Statutes.

Mr. Sauer stated that he hoped the extension of the delinquent deadline would assist citizens more effectively to where a drop box would not be needed.

**COUNTY MANAGER'S REPORTS**

County Manager Sauer gave updates regarding new approval funding just received for the Water Districts.

Water District IV was recommended for a \$500,000 principal forgiveness (grant) and a total financing package of \$1,678,550.

He reported that in the Drinking Water State Revolving Fund category, Bertie County's application was rated #1 having scored the highest in the DWSRF 26 projects recommended for approval.

He stated that this is great news for the Board's efforts to strengthen the water system's aging infrastructure.

Additionally, Water District II was successful in receiving funds for the SCADA system improvements with a loan of \$1,339,350 at 1.95 % over 20 years.

Mr. Sauer reported that when these projects are added to the Water District III USDA Rural Development project in the amount of \$3,305,000 which was approved in August 2015, Bertie County will be set to complete the SCADA telemetry system as proposed in the Green Engineering evaluation report, plus make several line extensions and upgrades—and the merger with Roxobel.

Mr. Sauer stated that the challenge now will be to present these projects to the NC Local Government Commission this spring for review and approval since LGC concurrence is required on any borrowing that exceeds \$500,000.

Lastly, Mr. Sauer assured the Board that the plan is coming together as originally proposed, and the debt service will be more than offset by the 650 new customers (South Windsor, Lewiston-Woodville and Roxobel) plus the cost savings by eliminating the analog telephone charges (\$50,000 per year) when the old telemetry system is replaced with SCADA.

The projections demonstrated that the financing was viable without any grant contributions, and the \$1,067,000 grant from USDA Rural Development and the \$500,000 grant from NC Drinking Water State Revolving Fund both strengthen the fiscal viability for the Bertie County Regional Water system.

County Manager Sauer thanked the Board for its leadership, as well as commended the technical guidance of Green Engineering and the hard work of the Water Department, Finance Staff and Legal Team.

**COMMISSIONER REPORTS**

Commissioner Wesson discussed how blessed we are in the County for the cleanliness of our drinking water, and stated that it was such an important asset. He also discussed the need for middle income housing for local teachers, prison staff, and other individuals in need of local housing. He stated that he was working closely with an individual who could provide resources and contacts in financing a facility in the area.

Vice Chairman Bazemore reported that a request for proposals for at risk youth was currently open and that proposals could be forwarded to Laree Cherry, Chair of the Bertie County JCPC Board. She also reported that per her latest Department of Social Services Board meeting that a Child Support Agent was now located in the Bertie DSS Office. She also presented a couple of items that she would like addressed at the Board’s upcoming work session on Thursday, January 28, 2016.

Commissioner White thanked the Town of Powellsville for hosting and also commended Scotch Hall Preserve and the Windsor Rotary Club for their organization of the first annual Pound the Sound event. He stated that he was excited for this year’s event as well.

Before the close of the meeting, Finance Officer, William Roberson, requested that the Board approve a needed budget amendment (#16-07).

Commissioner Wesson made a **MOTION** to approve Budget Amendment #16-07. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Budget Amendment reads as follows:

**BUDGET AMENDMENT**

# 16-07

	INCREASE		INCREASE
10-0025-4433-08	\$ 45,000	10-4330-5398-99	\$ 45,000

TO SETUP BUDGET FOR EM - HOMELAND SECURITY GRANT

	INCREASE		INCREASE
81-0090-4991-99	\$ 61,870	81-9501-5399-00	\$ 61,870

TO APPROPRIATE PHONE FUND BALANCE - TO INSTALL FIBER TO NEW SHERIFF'S OFFICE

**Approved 1/21/16**

**PUBLIC COMMENTS**

There were no public comments in this section.

**RECESS**

Chairman Trent recessed the meeting until 9:00AM on Thursday, January 28, 2016 at the Roanoke-Cashie Convention Center

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John Trent, Chairman

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Sarah S. Tinkham, Clerk to the Board



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** February 1, 2016

**AGENDA ITEM:** C-2

**DEPARTMENT:** Register of Deeds

**SUBJECT:** Approve Register of Deeds Fees Report – February 2016

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** N/A

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** It is recommended that this item be approved as presented.

**ATTACHMENTS:** See handout.

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** N/A



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** February 1, 2016

**AGENDA ITEM:** C-3

**DEPARTMENT:** ---

**SUBJECT:** Approval of CADA's annual Community Service Block Grant (CSBG) application for FY2016-2017

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** It is recommended that this item be approved as presented.

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---





Choanoke Area Development Association of North Carolina Inc.  
Post Office Box 530 \* Rich Square, North Carolina 27869  
Telephone: 252.539.4155 \* Fax: 252.539.2048

January 11, 2016

Sarah S. Tinkham  
Clerk to the Board  
Bertie County Managers Office  
P.O. Box 530  
Windsor, NC 27983

**Re: 2016 - 2017 CSBG Anti-Poverty Work Plan  
Bertie County Board of Commissioners Meeting Agenda**

Dear Mrs. Tinkham:

Attached is a copy of the proposed CSBG Anti-Poverty Work Plan for 2016-2017 for review by the Bertie County Board of Commissioners at their meeting on February 1, 2016. This Work Plan will be submitted to the Office of Economic Opportunity for funding.

Please place this on the agenda for this meeting. I will plan to appear to present the Work Plan unless you advise otherwise.

I have also enclosed an affidavit confirming its presentation to the Board to be completed by the Chair. Please return the signed affidavit to this office at your earliest convenience.

Thank you for your assistance in this matter. Please do not hesitate to contact me if you have any questions.

Sincerely,

Sallie P. Surface  
Executive Director

# North Carolina Department of Health and Human Services

## Division of Social Services



### Community Services Block Grant Program

**Fiscal Year 2016-17 Application for Funding  
Project Period July 1, 2016 – June 30, 2017  
Application Due Date: February 12, 2016**

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 2016 – January 2018
Executive Director:	Sallie P. Surface
Executive Director Email Address:	<a href="mailto:surface@nc-cada.org">surface@nc-cada.org</a>
Agency Fiscal Officer:	Traig Neal
Fiscal Officer Email Address:	<a href="mailto:tneal@nc-cada.org">tneal@nc-cada.org</a>
CSBG Program Director:	Christopher S. Moody
CSBG Program Director Email Address:	<a href="mailto:cmoody@nc-cada.org">cmoody@nc-cada.org</a>
Counties Served with CSBG funds:	Bertie, Halifax, Hertford and Northampton
Agency Operational Fiscal Year:	July 1, 2016 to June 30, 2017

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

**Community Services Block Grant Program  
Fiscal Year 2016-17 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, Ahoskie 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 Innovation and Opportunity Act.

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

**Community Services Block Grant Program  
Fiscal Year 2016-17 Application for Funding  
Planning Process Narrative (continued)**

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.

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;

**Community Services Block Grant Program  
Fiscal Year 2016-17 Application for Funding  
Planning Process Narrative (continued)**

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 2016-17 Application for Funding  
OEO Form 210**

**Agency Strategy for Eliminating Poverty**

**Planning Period:** 07/01/2016 – 06/30/2017

**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



The program serves four rural counties and has the following populations: Bertie (20,106), Halifax (52,970), Hertford (24,308) and Northampton (20,463). (Source: U.S. Census Bureau, 2014 estimate).

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. 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**

<b>County</b>	<b>November 2015</b>
Bertie County	7.2%
Halifax County	8.8%
Hertford County	7.0%
Northampton County	7.4%
Average for Service Area	7.6%
North Carolina	5.5%
United States	5.0%

Source: North Carolina Department of Commerce - Labor and Economic Analysis Division (November 2015 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.

**Departments of Social Services**

<b>Daycare</b>	<b>Number of Approved Centers</b>	<b>Average Monthly Attendance</b>	<b>Average Spending per Attendance</b>
Bertie	21	491	\$327
Halifax	48	1,239	\$300
Hertford	25	165	\$298
Northampton	17	500	\$321

Food Stamps	Average Monthly Households	Average Monthly Coupon Value per Household
Bertie	3083	\$220
Halifax	8173	\$229
Hertford	3270	\$235
Northampton	2106	\$173

LIEAP	Total LIEAP Payments	LIEAP Average Payment per Case
Bertie	\$45,400	\$313
Halifax	\$4845,951	\$169
Hertford	\$50,200	\$300
Northampton	\$340,153	\$50

Source: County Departments of Social Services (2012/2013)

### Public Housing

	Total Number of Units	Turnover Rate	FMR per Bedroom
Roanoke Chowan Regional Housing Authority	900	24%	1 - \$457; 2 - \$580; 3 - 764; 4 - \$988
Ahoskie Housing Authority	100	7 per year	1 - \$306; 2 - \$341; 3 - \$447; 4 - \$460
Academy Hills apts.	40	4 - 5 per year	1 - \$535
Housing Choice Voucher Program - Bertie and Hertford	272/11	High	1 - \$511; 2 - \$596; 3 - \$735

### Other subsidized Apartments

	Total Number of Units	Turnover Rate (Per Year)	FMR Value
Ahoskie HS Apts.	41	3	1 - \$474; 2 - \$534
Windsor Oaks Apts./ Project Based Voucher	50	12	1 - \$408; 2 - \$454; 3 - \$524
Forest Meadows Apts. - Farmers Home Site	21	6	1-\$452; 2-\$542; 3-\$638
Sedgewood Apts.	24	3	1-\$654; 2-\$715
Fox Ridge Apts.	32	0	2-\$577; 3-\$655
Peachtree Court Apts./ Project Based Voucher	50	4	2-\$400; 3-\$415
Pine Gate Apts.	56	7%	1-\$465; 2-\$485 3-\$510
Windsor Village Apts.	32	0	1-\$688
Cashie Apts.	32	3	30% of income
Woodland Olney	30	0	1-\$462; 2- \$507
Richland Apts.	24	1	1 - \$488; 2 - \$518

Sources: Individual Rental Offices in Service Area (2014)

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 30 the number of families or individuals living below 100% of the HHS poverty guidelines by June 30, 2017.
- Leverage resources to provide resource and referral services to 175 participants by June 30, 2017 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, 2016 to June 30, 2017.
- 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 2016-17 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 30 the number of families or individuals living below 100% of the HHS poverty guidelines by June 30, 2017.						
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, 2016	To	June 30, 2017	Plan Year	1	of	1
6. CSBG Funds Requested for this Project:	\$327,503						
7. Total Number Expected to Be Served:	90						
a. Expected Number of New Clients	75						
b. Expected Number of Carryover Clients	15						
8. Percentage of Long-Range Goal Expected to be Met this Year	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 90 low-income families by June 30, 2017.	LCM, CSM	15	40 (25)	65 (25)	90 (25)	
<b>1. <u>Development</u></b>						
1.1 Maintain a comprehensive client intake process to more effectively assess the needs of our participants.	M/CS, CSM, CSMH, CSMEA, LCM	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17	
1.2 Manage a self-sufficiency program to assist those in poverty to improve their quality of life.	M/CS, CSM, CSMH, CSMEA, LCM	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17	

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	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
1.4	Maintain a housing referral and placement program.	M/CS, CSM, CSMH, CSMEA, LCM	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
1.5	Continue to expand the financial literacy program with more emphasis on personal budgeting skills for participants.	M/CS, CSM, CSMH,CSMEA, LCM	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
1.6	Research resources to assist families achieve self-sufficiency	ED, B/D, DAD, M/CS, CSMH, CSMEA	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
1.7	Seek housing resources to bridge gaps for special populations	ED, B/D, DAD, M/CS, CSMH	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
1.8	Participate in economic development activities to increase opportunities for participants.	ED, B/D, M/CS, DAD	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
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 (10)	30 (10)	40 (10)
<b><u>2. Training</u></b>						
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	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
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	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
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	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17

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	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
<b>3. <u>Enrollment</u></b>					
3.1. Enroll (or carry over when applicable) eligible participants.	CSMH, CSMEA, CM, CSM LCM	15	40 (25)	65 (25)	90 (25)
3.2. Complete intake assessment and determine resources available for eligible participant.	CM, CSM, CSMH, CSMEA, LCM	15	40 (25)	65 (25)	90 (25)
3.3. Advise participants of available resources and programs.	CM LCM	15	40 (25)	65 (25)	90 (25)
3.4. Provide a general orientation to eligible participant concerning expectations and possible results.	CM, CSM CSMH, CSMEA, LCM	15	40 (25)	65 (25)	90 (25)
3.5. Enter into written agreement between mentor and participant.	CM, CSM, CSMH, CSMEA, LCM	15	40 (25)	65 (25)	90 (25)
<b>4. <u>Case Management</u></b>					
4.1. Complete needs assessment to determine strengths and weaknesses of participant	CM, CSM, CSMH, CSMEA LCM	15	40 (25)	65 (25)	90 (25)
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	15	40 (25)	65 (25)	90 (25)
4.3. Coordinate services with local human service agencies to provide needed assistance.	CM, CSM, CSMH, CSMEA LCM	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
4.4. Develop parenting skills education programs for participants with children	M/CS, CSMH, CSMEA, CSM, CM, LCM	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
4.5. Provide counseling and referral assistance to skill-training education programs.	M/CS CM, CSM, CSMH, CSMEA, LCM	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
4.6. Develop and provide housing support services to families seeking self-sufficiency	M/CS, CSMH, LCM	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17



4.7. Provide participants referrals to Community Colleges for Human Resources Development classes on regular basis	M/CS CM, CSM CSMH, CSMEA, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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 (30) families will gain fulltime employment or upgrade their current employment status.	M/CS CM, CSM, CSMH, CSMEA, LCM	9	16 (7)	23 (7)	30 (7)
4.12. Offer financial literacy classes – including budget counseling and credit repair.	M/CS, CM, CSM CSMH, CSMEA, LCM	15	40 (25)	65 (25)	90 (25)
4.13. Offer free tax return assistance to clients and promote the Earned Income Tax Credit	MCS, CM, CSM CSMH, CSMEA, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
4.14. Coordinate Individual Development Account program resources for participants to encourage saving.	M/CS CM, CSM, LCM CSMH, CSMEA	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
<b>5. <u>Follow Up</u></b>					
5.1 Maintain at least bi-monthly contact with the participant to monitor the progress of the action plan.	CM LCM	15	40 (25)	65 (25)	90 (25)
5.2 Regularly review case management documentation and required participant activities.	M/CS, CSM, CSMH, CSMEA, CM, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17

5.3 Review program results at least monthly and submit reports as requested.	M/CS, CSM, CM, LCM, CSMH, CSMEA	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
5.4 Monitor and review program results and make recommendations for improvement as necessary.	CSMH, CSMEA, M/CS, CSM, CM, LCM	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
5.5 Prepare and submit quarterly reports to the Office of Economic Opportunity as required.	M/CS CSMH, CSMEA, LCM	1  07/16- 06/17  09/16	1  07/16- 06/17  12/16	1  07/16- 06/17  03/17	1  07/16- 06/17  06/17

**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 2016-17 Application for Funding  
One-Year Work Program  
OEO Form 212 (continued)**

Section II: 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 175 participants by June 30, 2017 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, 2016	To	June 30, 2017	Plan Year	1	of	1
6. CSBG Funds Requested for this Project:	\$81,876						
7. Total Number Expected to Be Served:	175						
a. Expected Number of New Clients	175						
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 175 clients by June 30, 2017.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	40	85 (45)	130 (45)	175 (45)	
<b><u>1. Development</u></b>						
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17	
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17	

1.3 Conduct Poverty Forum for private/public sectors, community organizations, news media, and solicit support for housing program.	ED, DAD	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
1.7 Establish cooperative working relationship with realtors, housing authority, lenders, landlords, building materials vendors and government officials	ED, DAD	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
1.8 Coordinate and manage an emergency assistance program to assist those in need of emergency assistance.	ED, DAD, M/CS	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
1.10 Coordinate a referral system that will connect 175 clients with services/agencies as needed.	CM, LCM, M/CS, CSMEA	40	85 (45)	130 (45)	175 (45)
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
<b><u>2. Training</u></b>					
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17

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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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,	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
<b>3. <u>Case Management</u></b>					
3.1 Staff will coordinate various services for 175 clients	LCM, CSMH, CSMEA, NCW/CM , CM	40	85 (45)	130 (45)	175 (45)
3.2 Staff will record individuals/families demographic characteristics for participants who have applied for/received services	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.3 Staff will verify that approved vendor payments for clients have been submitted/paid to clients' accounts	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.4 Complete family data and certify eligibility for program	LCM, CSMH, CSMEA, NCW/CM , CM	40	85 (45)	130 (45)	175 (45)
3.5 Assess housing needs of participants.	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.6 Counsel participants to develop strategies and refer to appropriate resource program.	LCM, CSMH, CSMEA, NCW/CM , CM	40	85 (45)	130 (45)	175 (45)
3.7 Establish and maintain file system for participants	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17

3.8 Assist/advocate for participants applying for needed services.	LCM, CSMH, CSMEA, NCW/CM , CM	40	85 (45)	130 (45)	175 (45)
3.9 Assist participants with applying for standard housing	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.10 Assist participants with completing applications for loans/grants for rehab or new construction.	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.11 Assist participants with securing bids to determine rehabilitation or new construction cost.	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.12 Monitor participants' applications to assure services are not duplicated.	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.13 Check status of applications	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.14 Determine whether additional information is needed.	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.15 Protect participants' loan/grant funds by monitoring contractor's progress and construction progress.	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.16 Coordinate placement for 10 families in substandard housing.	LCM, CSMH, CSMEA, NCW/CM , CM	4	6 (2)	8 (2)	10 (2)
3.17 Provide follow-up counseling as needed for 100 families.	LCM, CSMH, CSMEA, NCW/CM , CM	40	85 (45)	130 (45)	175 (45)
3.18 Counsel families on energy conservation methods and programs.	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
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	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
<b>4. <u>Follow-up</u></b>					
4.1 Staff will follow up with 175 clients to assure needs have been met.	LCM, CSMH, CSMEA, NCW/CM , CM	40	85 (45)	130 (45)	175 (45)

4.2 Staff will generate reports to track participants' characteristics and funding received.	LCM, CSMH, CSMEA, NCW/CM , CM M	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
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, NCW/CM , CM	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
4.4 Evaluate Program	BD, ED, MCS, CMS	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17
4.5 Submit required reports	ED, DAD, FD CMS, MCS	07/16- 06/17  09/16	07/16- 06/17  12/16	07/16- 06/17  03/17	07/16- 06/17  06/17

**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 2016-17 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 2016-17 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.

<b>Table 1 Outcome Measures for Project 1 (Self-Sufficiency)</b>	
<b>Measure</b>	<b>Expected to Achieve the Outcome in Reporting Period (Target)</b>
The number of participant families served.	<b>90</b>
The number of low-income participant families rising above the poverty level.	<b>30</b>
The number of participant families obtaining employment.	<b>30</b>
The number of participant families who are employed and obtain better employment.	<b>5</b>
The number of jobs with medical benefits obtained.	<b>15</b>
The number of participant families completing education/training programs.	<b>5</b>
The number of participant families securing standard housing.	<b>2</b>
The number of participant families provided emergency assistance.	<b>15</b>
The number of participant families provided employment supports.	<b>15</b>
The number of participant families provided educational supports.	<b>5</b>
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.



**Community Services Block Grant Program  
Fiscal Year 2016-17 Application for Funding  
One-Year Work Program  
OEO Form 212 (continued)**

<b>Table 2 Outcome Measures for Project 2 (Resource &amp; Referral)</b>	
<b>Measure</b>	<b>Expected to Achieve the Outcome in Reporting Period (Target)</b>
The number of participant families served.	<b>175</b>
The number of low-income participant families rising above the poverty level.	<b>0</b>
The number of participant families obtaining employment.	<b>0</b>
The number of participant families who are employed and obtain better employment.	<b>0</b>
The number of jobs with medical benefits obtained.	<b>0</b>
The number of participant families completing education/training programs.	<b>0</b>
The number of participant families securing standard housing.	<b>10</b>
The number of participant families provided emergency assistance.	<b>165</b>
The number of participant families provided employment supports.	<b>0</b>
The number of participant families provided educational supports.	<b>0</b>
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

**Community Services Block Grant Program  
Fiscal Year 2016-17 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											
<b>Agency Name: Self-Sufficiency</b>											
<b>Project Name:</b>											
<b>County</b>	<b>Bertie</b>	<b>Halifax</b>	<b>Hertford</b>	<b>Northampton</b>							<b>Total</b>
<b>Total Planned</b>	<b>15</b>	<b>45</b>	<b>15</b>	<b>15</b>							<b>90</b>
<b>Project Name: Resource &amp; Referral</b>											
<b>County</b>	<b>Bertie</b>	<b>Halifax</b>	<b>Hertford</b>	<b>Northampton</b>							<b>Total</b>
<b>Total Planned</b>	<b>29</b>	<b>88</b>	<b>29</b>	<b>29</b>							<b>175</b>

**Community Services Block Grant Program  
Fiscal Year 2016-17 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. 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).



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** February 1, 2016

**AGENDA ITEM:** C-4

**DEPARTMENT:** ---

**SUBJECT:** Resolution celebrating the 150<sup>th</sup> Anniversary of Cedar Landing Missionary Baptist Church

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** It is recommended that this item be approved as presented.

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



# Bertie County Commissioners Resolution

## **Celebrating the 150th Anniversary of Cedar Landing Missionary Baptist Church**

**WHEREAS**, according to records found in Bertie County's Courthouse, Cedar Landing Missionary Baptist Church is believed to be one of the oldest African American churches in Bertie County, and has existed both physically, and in spirit for 150 years; and,

**WHEREAS**, the Cedar Landing Missionary Baptist Church holds a historical meaning to all of its members, past and present dating back to the end of the Civil War; and,

**WHEREAS**, Solomon Carter and Andrew Outlaw, among others, founded Cedar Landing Missionary Baptist Church which was originally established inside a freight warehouse near the banks of the Roanoke River in 1866; and,

**WHEREAS**, the first established location of the Church was built in 1906 but later destroyed by fire in 1977; and,

**WHEREAS**, in 1978, the first service was held in the present Cedar Landing Missionary Baptist Church. Since then, many souls have been added to the body of Christ under various spiritual leaders; and,

**WHEREAS**, since its founding, 14 ministers have served as pastors of Cedar Landing including Reverends: Abram Mebane, Thaddeus Wilson, John W. Faulk, Luke Pierce, Jonah Thompson, Lafayette Sharpe, J.C. Melton, George W. Gray, A.B. Askew, John H. Skinner, Addison M. Williams, Andrew J. Cherry, H. Harvey Murrill, and presently Shelton R. Barnes; and,

**NOW, THEREFORE, BE IT RESOLVED**, that February 2016 marks the next steps in the history and continued ministry of the Cedar Landing Missionary Baptist Church.

Proclaimed this \_\_\_ day of **February**, 2016.

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John Trent, Chairman  
Bertie County Board of Commissioners



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** February 1, 2016

**AGENDA ITEM:** C-5

**DEPARTMENT:** Administration

**SUBJECT:** Approve minutes for Planning Session 1-28-16

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** N/A

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** It is recommended that this item be approved as presented.

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---



**Windsor, North Carolina**  
January 28, 2016  
**Planning Session**

The Bertie County Board of Commissioners recessed the regular meeting from January 21, 2016 in order to meet today at the Roanoke-Cashie River Center for an all-day planning session. 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  
                  Assistant County Attorney Clifton Smith  
                  Finance Officer William Roberson  
                  Human Resources/Risk Management Director Carolyn Fornes

No media members were present.

**RECONVENE/CALL TO ORDER**

At 9:00AM, Chairman Trent reconvened the Board’s regular meeting from January 21, 2016.

The Board recessed that meeting in order to conduct a planning session today at the Roanoke-Cashie River Center.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Commissioner Wesson the Invocation and Pledge of Allegiance.

## **PLANNING SESSION AGENDA**

Chairman Trent welcomed everyone and encouraged the Board to work diligently through the agenda, and then asked the County Manager to review the first item on the agenda.

Mr. Sauer shared the draft copy of the Board's initiatives and departmental activities for the 2015 year in review.

Vice Chairman Bazemore inquired about the status of developing a County newsletter and several Commissioners indicated that this information should be included. Commissioner White said that he would like to see this document published in the two local newspapers.

Commissioner Wesson suggested that the County use all types of media to improve communications with the citizens including electronic and digital formats.

Chairman Trent closed the discussion as asked the County Manager to proceed to the next item.

### **Health Insurance Coverage for Employees & Retirees**

Mr. Sauer reminded the Commissioners that on December 7<sup>th</sup>, the Board voted to accelerate the proposed enrollment period for the State Health Plan from July 1 to March 1, and on January 13<sup>th</sup> the NC State Treasurer's office responded with "Welcome to the State Health Plan."

There are several key decisions that will need Board action immediately so that the enrollment process can begin on February 1<sup>st</sup> and it is critical that we have a plan for transitioning the existing retirees to new coverage and complete their enrollment by February 15<sup>th</sup> so that their coverage is also effective March 1<sup>st</sup> with no lapse.

County Manager Sauer introduced Mr. Steve Worgan representing Worksite Resources and explained that his firm has successfully assisted our local health department staff (Albemarle Regional Health Services) with transitioning their retirees to BCBS with individual plans.

ARHS staff transitioned to the State Health effective January 1, 2016 and the retiree conversion to individual BCBS plans occurred simultaneously.

Director Jerry Parks has extended an offer for his staff to spend time in Bertie County to assist with our transition.

Mr. Sauer explained that Commissioner Lee sits on the ARHS and serves on the executive committee which worked very closely with Jerry Parks and his executive team on this endeavor. Commissioner Lee said that she felt there was no need to "reinvent the wheel" if we could model our process after ARHS's transition plan.

Carolyn Fornes, Human Resources/Risk Management Director, explained the State Health Plan options and reviewed the comparisons for both current employee health coverage and retiree health insurance benefits being proposed.

County Manager Sauer, Ms. Fornes and Mr. Worgan responded to several questions and concerns raised by the Commissioners.

In summary, Mr. Sauer explained that the Board is being asked to approve the following:

- To initiate enrollment for county employees in the State Health Plan using the 70/30 traditional plan, and to immediately take steps to enroll all Bertie County retirees with individual coverage, paid by the County using the Blue Advantage “Silver 2500” plan.
- To engage the services of Worksite Resources, LLC to assist our retirees with the enrollment process and to guide them through the transition period navigating at each step.
- To accept the staff assistance and technical support offered by the ARHS executive director in order to provide the County’s Human Resource Department with extra help and guidance during this transition over the next 30 days.
- To maintain all other benefit plans available to employees and retirees under the current agreement with the Pierce Group through Ms. Donna Nixon’s office.

Chairman Trent asked that the cost savings for the employee health coverage be noted:

- Current BCBS monthly premium per employee is \$571 each pay period.
- State Health Plan monthly premium is \$463.68 which is a differential (savings) of \$107 per employee per month and estimated as saving the taxpayers \$231,120 annually.

Commissioner White asked for clarification on the cost for the individual retiree plans which will increase annual premium costs by approximately \$120,000 and will be offset by the savings noted above and reflected in next year’s budget.

For the record, County Manager Sauer provided a written summary of the personnel policy impact as prepared by Attorney Jonathan Huddleston:

**Legal note:** *Article VI, Section 1 of the personnel policy which says that employee benefits are “subject to change at the County’s discretion” is sufficient to allow the County to make changes to retiree health insurance benefits. There is no case directly on point with our set of facts, but the case law dealing with similar situations seem to indicate that without that “subject to change” language in the policy, retiree health benefits would be a form of deferred compensation and the benefits could have vested upon the employee attaining the required years of service. It would have been contractual in nature. However, with the language saying that the County can change the benefits in Article VI at its discretion, then there can be no*

*vesting. The County's right to change the benefits does not end when an employee attains the required years of service. There is a 4<sup>th</sup> circuit federal court case where the City of Wilmington eliminated longevity pay. The employees sued, and the 4<sup>th</sup> Circuit court of appeals ruled in favor of the city because its original longevity ordinance said that "as budgeted by the City Council, annual longevity pay will be provided to all full-time, permanent employees of the City." The court held that the "as budgeted" language meant that the payment of longevity pay was dependent on annual funding. If there wasn't enough in the budget for it, the City didn't have to pay it. The court said that the point was further underscored by the longevity pay's inclusion as a line item in each city budget for 22 years before it was eliminated. Similarly, Bertie County can make the same decision under its "subject to change at the County's discretion" language as it considers the long term accrued financial liability under the current benefits package.*

Following extensive discussion, Chairman Trent made a **MOTION** to approve the recommendations outlined by the County Manager for transitioning to the State Health Plan. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **OPEB and other post-employment benefits**

County Manager Sauer explained that as previously requested by the governing body, staff have prepared a matrix of approximately 25 counties to compare the eligibility strategies for future retiree health insurance in order to better manage or reduce this increasing annual contribution requirement and the long term accrued financial liability which is approaching \$4 million and is currently unfunded.

County Manager Sauer explained that the Chairman had suggested that the Board consider a funding formula to address the unfunded accrued liability which had not been addressed in previous years.

Chairman Trent suggested a monthly contribution of \$100 per employee to be budgeted which should provide approximated \$240,000 per year.

Copies of the staff report were on future retiree health insurance eligibility were distributed to the Commissioners.

Mr. Sauer also indicated that on Monday February 1<sup>st</sup> at 2:00PM the Board will have a discussion with former NC Local Government Commission senior staff member, Mr. Lee Carter, about funding an irrevocable trust for the purpose of meeting the accrued liability for long term retiree health insurance which is currently unfunded. FY 2014-2015 audit reported this figure is \$3.8 million.

## **Job Classification and Compensation Study**

Mr. Sauer provided a brief overview of the recently initiated engagement which is currently in process at the department level.

### **QSCB Sinking Fund bid proposals**

Mr. Sauer updated the governing body regarding the preparation for taking bids for the sinking fund required as part of the high school's Qualified School Construction Bonds. A summary prepared by the County's two fiscal advisors with Davenport and Kensington-Capital was provided as follows:

**Fiscal note:** When last presented to the Board in early December, the estimated QSCB sinking fund earnings rate was 2.27%. Since that time, we have experienced a fairly consistent decline in interest rates. A "Flight to Quality" by investors looking for the relative safety of US Treasury securities and shorter-term overnight investments has contributed to this decline. The yield on the 10-year treasury has fallen from 2.28% on December 4<sup>th</sup> to 2.10% on January 14<sup>th</sup>; likewise, the rate for 10-year interest rate swaps has fallen from a 2.2% to a 1.93% over that same period of time.

As a result, the current estimated rate for the sinking fund investment is approximately 1.85% compared to the maximum allowable earnings rate of 3.10% and the assumed earnings rate of 1.50% at the time of pricing the bonds (assumed rate in our planning model).

Working with its investment advisor (Kensington Capital) and Bond Counsel (Hunton & Williams), the County has continued to push forward to prepare the necessary documents for the Sinking Fund Investment. The Bid Specifications have been prepared and will be circulated to potential investment providers for review and discussion early this week. It is anticipated that any comments / conditions to the Bid Specifications will be received by early the week of January 25<sup>th</sup>. Once this process is complete the County will be in a position to accept bids for the investment.

Given the recent developments in the interest rate market, we thought it would be beneficial to review the County's options at this point:

1. Continue to move forward with the bid process and "lock-in" the best available interest rate at this time. While this will be below the maximum allowable earnings rate, it is still higher than the assumed planning rate (1.50%) when the bonds were priced
2. Delay the acceptance of bids until interest rates increase to a level closer to the maximum allowable rate or some other targeted rate. Given the work that has already been done, the County would be in a position to "lock-in" an investment rate within approximately ten days from a decision to move forward.

A change in the investment rate from 2.27% to 1.85% (42 basis point decrease) reduces the interest earned over the life of the investment by approximately \$498,900. The present value of this interest is approximately \$322,150.

Following a brief discussion the Board agreed by consensus to accept the two recommendations noted above and at the appropriate time the County Manager and the Chairman will contact the Commissioners individually by telephone when it is advisable to proceed.

### **Receipt of audited financial statements for fiscal year ended June 30, 2015**

Mr. Sauer noted that it is now time to begin the budget planning and midyear review of key revenues and program expenditures (e.g. Paramedic and NETS) scheduled for the second meeting in February.

### **Hospital refinancing proposal**

Chairman Trent reported that is project is pending confirmation from VIDANT that of the proposed refinancing for the hospital debt, and the Board's goal is achieve these savings as a cost reduction for the County—net of the hospital's annual lease payments would remain unchanged.

Cumulative savings for the remaining life of the loan is \$170,522 based on most recent estimates.

Additionally, Chairman Trent indicated that it would be advisable for the Board to review other aspects of the hospital lease.

Commissioner Wesson made a **MOTION** to have the County's legal counsel, with assistance from a CPA, review the debt components and indigent funding requirement stipulations for the current lease and any future obligations once the debt is retired. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Manager Sauer reminded the Board of its previously approved projects which are now pending and beginning to require significant staff time and attention from Finance, Legal and Administration as outlined below:

**Water District II**—State Revolving Fund approval for \$1,339,350 has been approved and is pending review and approval by the NC Local Government Commission.

**Water District III**—USDA Rural Development \$1.7 million loan process pending review by the NC Local Government Commission.

**Water District IV**—State Revolving Fund approval for \$1,678,550 with a grant of \$500,000 in principal forgiveness.

**CDBG Infrastructure Grant**—water line construction and connection for Farm Lane residents.

Following the update on these Water Department related projects, Vice Chairman Bazemore asked about the status of the citizen’s request regarding a water line extension (Mr. Morris) and the County Manager indicated that Mr. Spivey was still looking at options to address it.

Chairman Trent asked the County Manager to then review several items related to the Sheriff’s office”

**Sheriff**—Electronic Monitoring Program—pending legal review.

**Sheriff**—Office relocation pending minor repairs and renovation at former Board of Education building including new generator.

**Sheriff**—Position turnover, recruitment and retention strategies, possible compensation adjustments. Mr. Sauer reported that approximately \$50,000 in savings from lapsed salaries is available for this effort. The Board listed several areas to discuss with Sheriff Holley including providing financial support for a job candidate in BLET school; providing “12 hour ride time” for BLET candidates; a possible sign on bonus for new hires; payment of time and a half overtime in lieu of compensatory time; and allowing employees to “sell back” up to forty hours of annual leave each year.

**Sheriff** --Communication Center back-up PSAP regional project in conjunction with Martin County.

## **Maintenance Department projects**

County Manager Sauer then review projects previously approved, discussed or in-progress:

- **Courthouse**—next phase of improvements (options for interior/exterior) improvements such as painting, new signage and furniture plus security recommendations from Sheriff, Judges and Clerk of Court which will include hardware and staffing. Vice Chairman Bazemore provided a contact for assistance at the UNC Surplus Store to identify good quality furniture items.
- **Administration building**—planning for similar improvements (mostly cosmetic) to coordinate with the Courthouse updates, plus continued bat extraction issues due to continued complaints regarding poor quality of HVAC ventilation system. It was the consensus of the Board that the HVAC issues were to take priority.
- **Building extensions**—Water & Maintenance department's operations facilities on County Farm Road—both to start and finish simultaneously this spring.

**Bertie Martin Regional Jail** -- Chairman Trent noted for the Board that renovations are near completion, and there will be discussion of future maintenance support to include additional staffing for the County Maintenance staff during the FY 2016-2017 budget process.

Other items were reviewed by the County Manager and the County Attorney included:

**Sale of surplus County vehicles** -- A sale is planned for early spring.

**Trillium playground grant and contract agreement**-- Design is currently underway.



### “Tall Glass of Water”

A closing date has not yet been finalized due to the pending seller’s effort to resolve outstanding deed issues. In addition to:

- Master planning process—proposal to open communications with Dr. Celen Pasalar with NC State University’s School of Design, plus East Carolina University’s sustainable tourism program.
- Brainstorming for potential development and improvements, including a suggestion from the Board that a separate project team be established to assist with this project.
- Initiating grant application efforts such as NC Parks and Recreation Trust Fund (PARTF) and the NC Parks system Recreational Trail Program grant. Waiver received this week which allows application to recoup land acquisition costs. Vice Chairman Bazemore clarified for the Board and the County Manager that the Recreational Trail Program grant is to be used for the Blue Jay Recreation project to provide much needed walking trails.
- Discussion of possible acquisition of ten acre adjoining tract.
- Seeking legislative support to add this project to the State or National Park System.

Commissioner Wesson suggested that this project is of such magnitude, that it may warrant having the Board establish a special project task force to assist the County Manager. The Board agreed to review this suggestion at a later date.

After much discussion regarding the 137 acre tract, previously referred to as the TGOW project, Commissioner Wesson made a **MOTION** to seek one more appraisal as required by the PARTF application, and a preliminary appraisal for the adjoining ten acre tract. Commissioner White **SECONDED** the motion and the **MOTION PASSED** unanimously.

## **Economic Development**

The Board briefly reviewed the following ongoing projects:

- CREATIVE consults—presentation of final report and marketing strategies pending.
- Golden Peanut—rapid response team for worker transition.
- Regional eco-tourism initiative.
- Hotel Feasibility and site analysis—partnership with Town of Windsor.
- Possible partnerships with Scotch Hall for shooting range and RV camping park with connections to existing wastewater treatment plant. Also, potential golf outing sponsorship opportunities to raise funds for local programs (e.g. YMCA).

Chairman Trent asked the County Manager to review the grant opportunities that were currently under consideration so that the Board could establish priorities for the grant writing engagement with McAdams and Associates.

County Manager Sauer presented the following list for discussion:

### **Grant writer priorities for projects suggested or identified to date:**

- TGOW—see above
- Dental program initiative
- Recreation facilities for Blue Jay Community—preparation of lease is pending
- Town of Aulander—ballfields
- Askewville—building renovations
- Basketball court at Recreation complex in Windsor
- Sheriff's Department body cameras and mobile computers for vehicles
- Police Department for Lewiston-Woodville
- Fire Department substation
- EMS Base Station—and the possible reuse of the former DSS/Health Department building to replace leased facility in downtown Windsor
- Affordable housing initiative—to assist teachers, corrections staff, law enforcement & public safety employees
- Methane recovery and poultry litter as input for power generation source (with 2 local industries)

Following a lengthy discussion regarding the projects listed above the Board achieve consensus to have the grant writer to focus on the following priorities:

- 1) Blue Jay Recreation improvements
- 2) Basketball Court for Recreation complex in Windsor
- 3) Previous effort with Aulander and Askewville will continue
- 4) Affordable housing for moderate income as described above
- 5) Energy (methane and poultry litter)

Following this discussion, the Board spent time reviewing activities and concerns regarding the Recreation Complex in Windsor.

After much debate, Vice Chairman Bazemore made a **MOTION** to have the chains at the entrance to the Recreation Complex in Windsor removed to improve accessibility to the facilities. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Additionally, there was concern that the recreation complex lacked visibility from the highway, and there was interest expressed both in removing the abandoned house near the entrance and either thinning or clearing the wooded area.

Commissioner White made a **MOTION** to engage a timber management firm to have the site evaluated both for a select cut and a clear cut, with the understanding that Mr. Mike Hoggard with the NC Forestry Service be consulted as part of this evaluation. Commissioner Wesson **SECONDED** the motion to proceed as outlined by Commissioner White. The **MOTION PASSED** unanimously.

There was also discussion regarding the ownership of the ballfields in Askewville and it was agreed that the Board needed more information, and suggested that the County Manger bring back a report.

Several other items were reviewed as outlined below:

### **Freedom Foundation Monument**

The Board reviewed potential sites, grant opportunities and potential steering committee appointments. Commissioner Lee reported that the Foundation which presented this project at the meeting in Roxobel is working to set up a local bank account for donations, and is exploring the use of various materials which may lower the cost of construction of these monuments which will contain copies of our nation's founding documents.

No determination on a suitable site has been established.

### **Projects requiring significant planning and legal review**

County Manager Sauer stated that some of these projects are near term while others are further out on the horizon:

- TGOW—mentioned above.
- Republic Services operating agreement and franchise renewal for the next twenty (20) years—effective October 2018—the County Manager encouraged the Board to begin planning for these upcoming negotiations.
- Water system merger and consolidation agreements for the Towns of Lewiston-Woodville and Roxobel.
- Municipal service agreements for ordinance enforcement using Jonathan Huddleston's recommendations on November 16<sup>th</sup>.
- Public Safety Road Access Ordinance—to insure that all roads (public and private) are maintained and safe for residents accessing their homes, school bus transportation, law enforcement & EMS response and accessibility, etc. Attorney Clifton Smith presented two potential strategies for addressing the Board's concerns utilizing abatement authority through an ordinance and enforced in the court system, placing the financial burden on the property owner. More information will be forthcoming.

County Manager Sauer has recommended that following legal note be inserted in these minutes to reflect the County Attorneys ongoing research for this initiative as prepared by Jonathan Huddleston regarding a Public Safety Road Access Ordinance:

Possible options for the County to address private roads that are in poor condition:

- If an impassable road can be considered a public health nuisance, 153A-140 says that "a county shall have authority to remove, abate, or remedy everything that is dangerous or prejudicial to the public health or safety." The County could declare by resolution that private roads that are in such poor condition that they are impassable by EMS, fire and law enforcement vehicles are dangerous and prejudicial to the public health and safety and must be repaired to a certain standard. They then have to define that standard. They can also identify which types of private roads this would apply to. Once the property owners know what the standard is and whether it applies to them, they can be required to repair their roads and maintain them in a passable condition, as defined. If they don't comply, 153A-140 allows the County to repair the road for the owner and put a lien on it. A good feature of 153A-140 is that the lien can be enforced and collected as unpaid taxes, which means that the lien has super-priority over all other liens, even bank liens or IRS liens.
- 153A-123(e) is a statute similar to 153A-140 in that it requires a landowner to correct any "unlawful condition". It says that if an ordinance makes a condition on a landowner's land unlawful, and if the owner doesn't fix it after notice from the County, the County can get an injunction or an order of abatement, and then the County can fix it and charge the landowner for the cost and put a basic mechanics lien on the property (not collectable as a tax lien). This statute is usually used for dilapidated homes and structures, but it also can be used to enforce simple things like high grass and weeds. One could argue that if a County can make someone mow their grass to correct a problem, the County should also be able to make roads passable for EMS, fire and law enforcement, and school buses and postal service.

The challenge for the Board in developing this ordinance or resolution is insuring that it is not too vague or too broad to accomplish its purpose. Otherwise it is subject to challenge on constitutional grounds. Also, it has to be written in a way that its enforcement is not subject to attack in being arbitrary or capricious.

Two other options are:

- The County could condemn the road and then spend county funds to bring it up to DOT standards, but that would have to be done in cooperation with DOT to make sure that the road meets the requirements for the DOT to take it over when the work is done. NCGS 136-98 gives some authority to the County to improve roads, but the road needs to be a state road or turned over to the state by agreement.

- The County could use its special assessment authority to pay for road improvements, but there has to be a petition from 75% of the owners who represent 75% of the value of the property to be assessed. Under 153A-205 counties can pay for the local share of the cost of improvements to private roads to bring them up to DOT standards and then levy a special assessment on the property owners for the cost of the local share. They would also need to be done with DOT permission.

As you can see, the County's options are limited, but if the Commissioners want to press ahead with one of these we can help write something that will minimize the County's exposure as best we can.

### **Joint Fueling Station with the Board of Education**

County Manager Sauer reported that the Bertie County Public School's Maintenance Director, Matthew Bond, has initiated a conversation with Anthony Rascoe and Ricky Spivey regarding the merits and potential cost savings of pooling our resources for bulk fuel purchases for both gasoline and diesel.

With the County's relocation of the Sheriff's Office on County Farm Road near both the Water Department and Maintenance Department's operations centers, and the close proximity to the school system's fueling station, there may be considerable advantages for both the County and the school system to join forces.

Mr. Sauer explained that when you consider the fueling for ambulances both gas and diesel, the benefits grow exponentially.

Mr. Ledford with the school transportation system coordinates the bulk fuel purchases and will need to play a key role in this discussion if the Board should want to pursue this item.

The consensus of the Board was to plan for this discussion with the Board of Education once the new Superintendent of Schools is in place.

### **School Bus Garage**

County Manager Sauer reminded the Board that it was less than two months ago that the HCLA charter school floated the concept of using the old bus garage.

A discussion regarding joint fuel purchases might also present an opportunity to discuss other potential shared use of the school system's new vehicle maintenance facility.

Chairman Trent informed the Commissioners that Mr. Nick Shook was in discussion with the Board of Education regarding this matter.

County Manager Sauer also reminded the Board that it was suggested to HCLA leadership that the new CADA bus garage in Windsor might also present a collaborative opportunity to share this facility.

### **Bertie County Animal Shelter**

County Manager Sauer reported that there are numerous compliance issues and facility concerns which will need to be addressed in order to avoid State inspection violations.

These issues are longstanding (neglected for many years) and should be considered and discussed with the Board as soon as practical.

County Manger Sauer stated that the County is blessed to have such a strong volunteer group through the Humane Society which keeps good working relations with both the State Veterinarian's office and the Animal Control Officers who work under the Sheriff's Office.

The consensus of the Board was to meet with Dianne Cowand of the Bertie County Humane Society and Skip Dunlow, Senior Animal Control Officer, to lay out a strategy, budget, and timeline to correct any infractions.

### **Martin Community College facility security**

County Manager Sauer reported that just before Christmas, Norman Cherry called, seeking County guidance and support to develop enhanced security protocols for the Windsor site.

With each mass shooting across the country, the college is becoming mindful of the potential risks and liabilities regarding the lack of attention to this issue.

Mr. Sauer noted that fortunately, the Commissioners' efforts to plan and address the Courthouse and several County offices have kept this issue in focus for the Board.

### **Hertford County denial of non-emergency transports**

County Manager Sauer reported that at present, Vidant Ahoskie is not allowing Bertie County NETS to transport patients from its facility to locations in Windsor, Greenville, or Elizabeth City which are not intra-county franchised transports.

The explanation from hospital staff is the Hertford County does not allow "outside" transport agencies to take patients out of the county unless they hold a current Hertford County transport franchise.

Mr. Sauer indicated that he believes that this stipulation and restriction is not valid under the NC General Statutes. The County Attorney is reviewing this matter, the County has also sought an interpretation of the General Statutes from the UNC School of Government.

Mr. Sauer stated that it is the County's understanding that ambulance transports which cross county lines are subject to the free market competition without restriction.

### **EMS Ambulance NCDMV titles**

Assistant County Attorney, Clifton Smith, reported that there is a resolution for the two remaining units for FirstMed's fleet that have out-of-state plates.

### **Community Based Recreation**

County Manager Sauer suggested that the Board of Commissioners evaluate how to improve the effectiveness of this initiative, plus building on efforts of existing programs through the County Parks & Recreation Department, the YMCA and other agencies such as the HIVE should be a continuing conversation as we plan for next year's budget.

In particular, Mr. Sauer reported that providing for the safe transportation of youth who participate in sports, recreation and after school activities throughout all areas of Bertie County is a considerable barrier for the effectiveness of this initiative.

There was considerable discussion regarding the potential use of County owned vehicles for this purpose and the liability issues that the Board should consider.

### **Other items for discussion**

Commissioner White reported that that in light of the County's efforts to improve our water system, and with the recent news articles about the emergency situation in Flint, Michigan it may be helpful to have a water resources regional update from ECU's Dr. Richard Spruill at an upcoming work session.

County Manager Sauer reminded the Board of an ongoing request for a facility lease of office space for the Recidivism Reduction Program. Several concerns were reviewed and no action was taken.

County Manager Sauer reported that many employees have expressed interest for the availability of a "Shared leave policy."

Commissioner Lee indicated that the County should examine the State's policy and have it for the Board to review.

Commissioner White indicated that he would provide a copy of the Town of Ahsokie's policy to use for comparison as well.

Commissioner Lee made a **MOTION** to have the County proceed with developing a draft shared leave policy. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Commissioners also expressed interest in clarifying the administration of the newly revised travel reimbursement policy.



Finance Officer William Roberson updated the Board on upcoming budget amendment required to cover legal fees for NC Property Tax Commission hearing preparations and related activities.

### **Economic Development Study**

The Board of Commissioners last agenda item was to review the final draft report of the Economic Development System Evaluation and Organizational Analysis presented by Creative Consultants, INC.

As part of the study, Creative Consultants performed a “target cluster validation” of the County’s previously identified four business clusters explained Ms. Crystal Morphis and their recommendation to condense the County’s focus using a “mega” cluster approach:

- 1) Agriculture, Food and Energy
- 2) Waterfront Development, Tourism and Retirement

Chairman Trent explained that with the recommended economic development strategies in the energy sector and the grant opportunities for methane and poultry litter projects identified by our grant writer, it is very important that the County stay abreast of these issues. Also, he indicated that the County should continue to understand how the methane produced at our regional landfill which is operated by Republic Services, can provide business opportunities to attract other commercial development. Chairman Trent said that he has recently learned of an upcoming energy conference in Charlotte, NC which he would like to attend in April.

Each of the Commissioners had specific suggestions for completing this project and communicating the recommendations to the public.

The full report will be available on the County’s website.

In addition, the next phase of marketing and digital information for the Economic Development Program’s new internet domain is near completion and will be presented to the Board at an upcoming work session.

It was the consensus of the Board that there would be continued discussion regarding the implementation of these recommendations during the upcoming budget process.

The Board thanked the Creative staff members and Steve Biggs for their hard work on this important project.

### **ADJOURN**

Chairman Trent adjourned the meeting at 2:45PM.

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John Trent, Chairman

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Sarah S. Tinkham, Clerk to the Board



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** February 1, 2016

**AGENDA ITEM:** D-1

**DEPARTMENT:** ---

**SUBJECT:** Review of any outstanding issues from Planning Session

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** N/A

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** N/A

**ATTACHMENTS:** No

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---