Bertie County Board of Commissioners



May 7, 2018 6:00 PM

Vice Chairman Ronald "Ron" Wesson District 1 **District II** Stewart White **District III** Tammy A. Lee John Trent **District IV**

Chairman Ernestine (Byrd) Bazemore District V

BERTIE COUNTY BOARD OF COMMISSIONERS May 7, 2018 6:00PM 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.

5:00 Reception provided by the Bertie County Humane Society and Animal Shelter volunteers – 1st Floor Kitchen

Welcome and Call to Order by Chair Bazemore

Opening Invocation and Pledge of Allegiance by Commissioner Lee

Public Comments (3-minute time limit per person)

(A) *** APPOINTMENTS ***

- (1) Order of the Long Leaf Pine presented to Wayne Attkisson, D.D.S.
- (2) Opportunity Zone presentation by Mary Kelley, NC Office of State Budget and Management
- (3) YMCA Annual Report presentation by Executive Director, Casey Owens
- (4) FY2018-2019 Budget Presentation by Superintendent of Schools, Dr. Catherine Edmunds

Board Appointments (B)

1. Voluntary Agricultural District Board

Consent Agenda (C)

- 1. Approve Minutes for Regular Meeting 4-16-18
- 2. Approve Minutes for Closed Session 4-16-18
- 3. Approve Minutes for Town of Windsor joint meeting 4-16-18
- 4. Approve Register of Deeds Fees Report – April 2018
- 5. Tax Department Error Ledger April 2018
- 6. Budget Amendments
- Workforce Development Area Plan 2018 – FYI only
- 8. ARHS 2017 Annual Child Fatality Prevention Team Report – FYI only

OTHER ITEMS Discussion Agenda (D)

- Review vehicle use policy for community partner organizations and priority use for County departments and sponsored programs
- 2. Review Republic Services franchise renewal timetable and discuss proposed calendar for public hearings
- 3. NC Local Government Commission pending action items:
 - a. Changes to pre-audit certification requirements for electronic obligations and payments
 - b. Uniform guidance procurement standards effective July 1, 2018
- Discuss latest site alternatives for joint Bertie County Public Library/Cooperative Extension facility
- Discuss recommendations by the Planning Board pertaining to a height restriction ordinance at the Tri-County Airport

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.

<u>Adjourn</u>





Board of Commissioners

ITEM ABSTRACT

MEETING DATE: May 7, 2018

SECTION: Appointments

DEPARTMENT: Governing Body

TOPICS:

(1) Order of the Long Leaf Pine – presented to Wayne Attkisson, D.D.S.

(2) Opportunity Zone presentation by Mary Kelley, NC Office of State Budget and Management

(3) YMCA Annual Report presentation by Executive Director, Casey Owens

(4) FY2018-2019 Budget Presentation by Superintendent of Schools, Dr. Catherine Edmunds

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---





Scott Sauer

From:	Scott Sauer
Sent:	Friday, April 6, 2018 11:22 AM
To:	Kelley, Mary P
Cc:	Steve Biggs
Subject:	Opportunity Zones
Attachments:	TGOW_PressRelease_8-26-16.pdf; PressRelease_TGOW.pdf; PressRelease3-14-18-
	TGOW_NCCWMTF.docx; IMG_2552JPG; IMG_2390JPG; IMG_2556JPG; IMG_2366JPG;
	IMG_2593.JPG; IMG_2573.jpg; IMG_2396.JPG; IMG_2574.JPG

Ms. Kelley,

Good morning and thank you for your call regarding opportunity zones designated in Bertie County. After reviewing your website, Bertie County respectfully requests consideration for all three zones:

37015960200 Aulander and Snake Bite
37015960300 Roxobel, Lewiston-Woodville, Indian Woods
37015960400 Merry Hill, Salmon Creek, Site X

Attached with this email are three press releases which provide a chronology of steps taken by the Bertie County Board of Commissioners to advance one of its strategic initiatives—adventure tourism. Bertie County is fortunate to have a Board of Commissioners which is seeking to capitalize on its natural assets, and if you read through these press releases libelieve that you will get a sense of their enthusiasm.

Bertie County also experienced two (2) five hundred year floods in 2016 with Tropical Storm Julia on September 21st, and Hurricane Matthew on October 8th. During your recent visit to Windsor you mentioned that you patronized Bunn's BBQ—see photo #2552. Then look at photo #2556 which is the view from the front door of Bunn's BBQ looking across the street at the US Post Office building which was also flooded. Nearly 100 homes were flooded and 44 businesses were impacted with these two floods--and we are slowly recovering. Bertie County lost three facilities—its EMS Station One, the public library and the cooperative extension office building.

Bertie County is a very resilient community and will make a very attractive location for the investor who can envision the possibilities for creating our community as a great destination to visit.

With this correspondence I am copying our Economic Development Director, Mr. Steve Biggs and he can be reached at 252-724-1669.

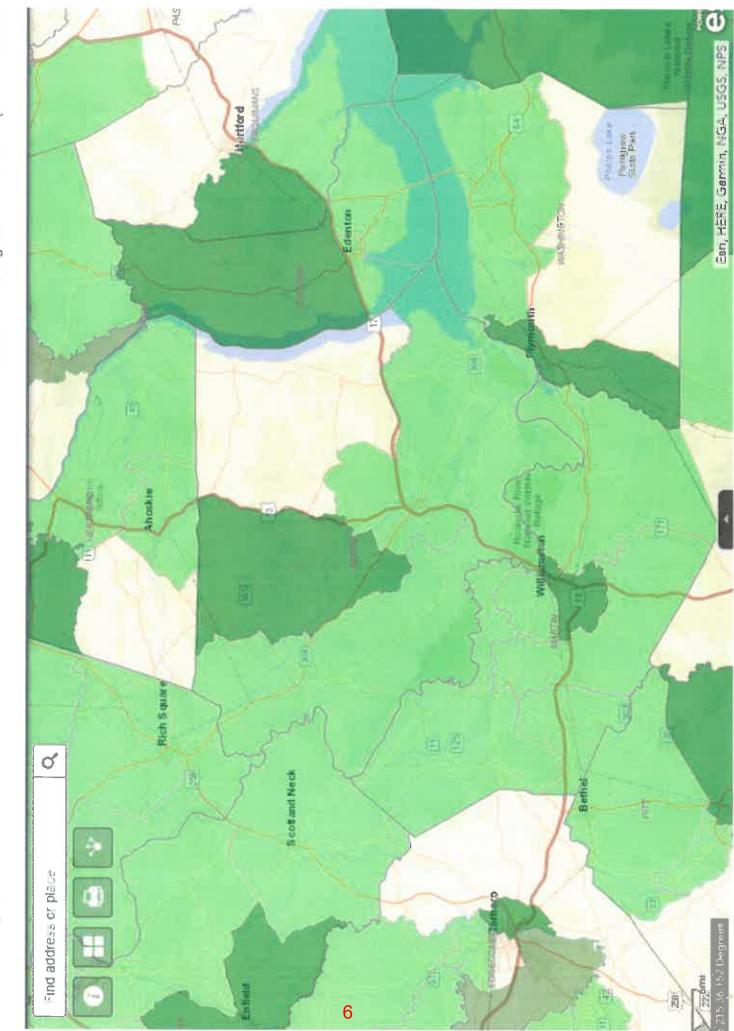
My mobile number is 910-985-1283.

All the best,

Scott

SPPORTUNITY ZONES

Subscr Next Steps Program Zones Overview Home



Scott Sauer

From:	Scott Sauer
Sent:	Friday <mark>, April 27, 2018 9:</mark> 27 AM
То:	Kelley, Mary P; White, John; Kelley, Mary P
Cc:	'johanna.reese@ncacc.org'
Subject:	Clarification for Bertie County NC Dept. of Commerce - Update Regarding
	Opportunity Zones
Attachments:	Potential NC Opportunity Zone 4-27-2018.jpg

Memo To:

Mary P. Kelley, NC OSBM John White, NC Commerce Johanna Reese, NCACC

From: Scott Sauer, Bertie County Manager

Re: Opportunity Designation(s) for Bertie County

On April 6th, 2018 Bertie County was contacted by Ms. Kelley regarding the opportunity zones designated for Bertie County, and the website that I was directed to had <u>three zones</u>:

- 37015960200 Aulander and Snake Bite
- 37015960300 Roxobel, Lewiston-Woodville, Indian Woods
- 37015960400 Merry Hill, Salmon Creek, Site X

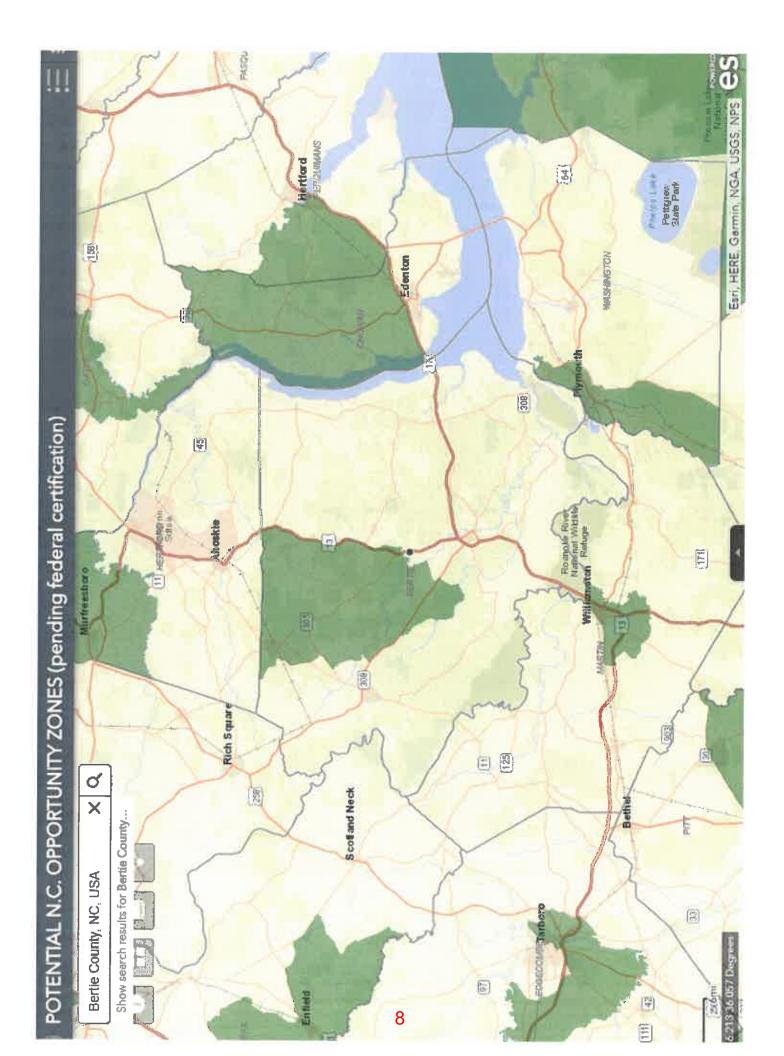
Bertie County responded the same day via email, and requested consideration for all three zones. Additionally, Ms. Kelley has been invited to speak at the next Commissioners meeting on May 7th at 6:00 p.m. in Windsor, NC.

In an email thread forwarded to our Board Chair, via NCACC yesterday, the link to the NC Commerce website reflects just one opportunity zone (37015960200) as opposed to the three that were identified on April 6th.

Please provide guidance and an explanation regarding this change. And please let me know if I simply did not access the correct file or website tab.

Thanks and happy Friday!

Scott





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

From: Bertie County <bcomdist5@gmail.com> Sent: Friday, April 27, 2018 6:27 AM To: Scott Sauer <scott.sauer@bertie.nc.gov>; Ronald Wesson <ronald.wesson@gmail.com>; bcomdist3@gmail.com; jotrent50@gmail.com; lee4bertie@gmail.com; Sarah Tinkham <sarah.tinkham@bertie.nc.gov>; stewartjwhite59@gmail.com Subject: [External] Fwd: NC Dept. of Commerce - Update Regarding Opportunity Zones

CAUTION: External email the not click links or open attachments unless verified. Send all templocous email as an attachment to begin! Send

Ernestine (Byrd) Bazemore

Begin forwarded message:

From: "White, John" <<u>john.white@nccommerce.com</u>> Date: April 23, 2018 at 11:28:13 AM EDT To: Johanna Reese <<u>johanna.reese@ncacc.org</u>> Cc: "White, John" <<u>john.white@nccommerce.com</u>> Subject: NC Dept. of Commerce - Update Regarding Opportunity Zones

Johanna-

I hope and trust you're well! Thanks, again, for your assistance with getting information out to your members about Opportunity Zones. Today, we released new information about the Opportunity Zones program. I would greatly appreciate your assistance with passing along the release that went out this morning; I've copied it below.

Thanks again-JW

April 23, 2018

XXXXXXX,

9

We wanted to let you know that the state of North Carolina submitted its recommendations to the U.S. Treasury Friday, asking that they certify 252 areas in the state as Opportunity Zones. Final certification is expected in the coming months.

We're optimistic that this new initiative could bring a much-needed infusion of investment dollars for economic development into the most distressed rural and urban areas of our state.

The selection of our recommended Opportunity Zones was a multi-phase approach led by N.C. Commerce. It included a thorough review of census data, public input from the Commerce website and direct local outreach, as well as collaboration with many of you and your colleagues from across the state. More than 450 tracts were ultimately recommended, and we worked diligently to choose 252 tracts, as required by the federal law and in line with these guiding principles:

- Maintain an open submission process: Solicit tract and program recommendations using N.C. Commerce's public website and direct outreach
- Opportunity for all: Aim for at least one Opportunity Zone in every county
- Accommodate as many submissions as possible: Aim to allow each county 25% of their total low-income tracts
- Prioritize local recommendations and development goals
- Prioritize state industrial site development initiatives

The final 252 tracts feature:

- A total population over 1.1 million North Carolinians
- Nearly 45,000 families with children in poverty
- Over 50,000 business establishments
- Over \$580 million already invested in these areas, from both public and private sources over the past five years.

The list of candidate North Carolina Opportunity Zones submitted to the U.S. Treasury can be viewed <u>here</u>.

Treasury has not released a timeline for when capital may begin to flow, but earliest estimates point to late 2018 or early 2019. For more information, please visit <u>http://public.nccommerce.com/oz/</u>

Thanks for your interest in this very important new initiative.

John D. White Legislative Liaison North Carolina Department of Commerce

919 814 4752 office 919 830 6043 mobile John.White@nccommerce.com

301 North Wilmington Street 4301 Mail Service Center Raleigh, NC 27699-4301

OPPORTUNITY ZONES: A NEW INCENTIVE FOR INVESTING IN LOW-INCOME COMMUNITIES

The Opportunity Zones program offers three tax incentives for investing in low-income communities through a qualified Opportunity Fund 1:

Temporary Deferral

A temporary deferral of inclusion in taxable income for capital gains reinvested into an Opportunity Fund. The deferred gain must be recognized on the earlier of the date on which the opportunity zone investment is disposed of or December 31, 2026.

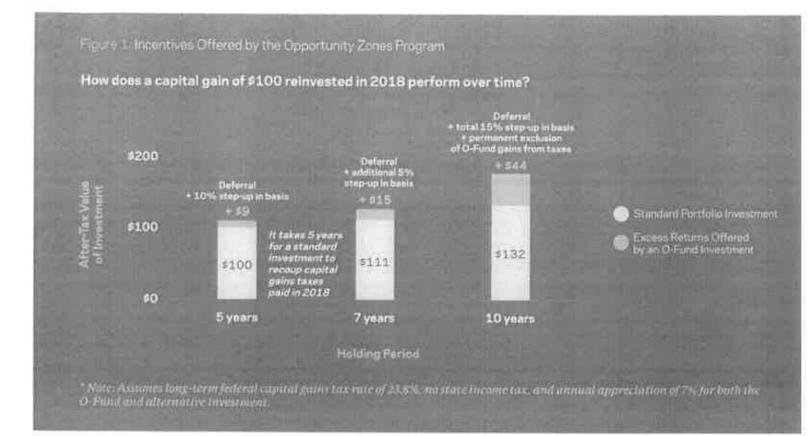
Step-Up In Basis

A step-up in basis for capital gains reinvested in an Opportunity Fund. The basis is increased by 10% if the investment in the Opportunity Fund is held by the taxpayer for at least 5 years and by an additional 5% if held for at least 7 years, thereby excluding up to 15% of the original gain from taxation.



Permanent Exclusion

A permanent exclusion from taxable income of capital gains from the sale or exchange of an investment in an Opportunity Fund if the investment is held for at least 10 years. This exclusion only applies to gains accrued after an investment in an Opportunity Fund.



The Opportunity Zones program is designed to incentivize patient capital investments in low-income communities nationwide. All of the underlying incentives relate to the tax treatment of capital gains, and all are tied to the longevity of an investor's stake in a qualified Opportunity Fund, providing the most upside to those who hold their investment for 10 years or more.

The figure above and table below illustrate how an investor's available after-tax funds compare under different scenarios, assuming various holding periods, annual investment appreciation of 7%, and a long-term capital gains tax rate of 23.8% (federal capital gains tax of 20% and net investment income tax of 3.8%). For example, after 10 years an investor will see an additional \$44 for every \$100 of capital gains reinvested into an Opportunity Fund in 2018 compared to an equivalent investment in a more traditional stock portfolio generating the same annual appreciation. Table 1 and the examples that follow provide additional information on the tax liabilities and differences in the after-tax annual rates of return.

Heading I How Investing in an Opportunity Fund Compares to a Traditional Stock Portfolio

Holding Period	Appreciation Rate	investment in a Stock Portfolio		investment in an Opportunity Fund		Difference in After-Tax Annual Rate of Return
		Total Tax Liability	After-Tax Funds Available	Total Tax Liability	After-Tax Funds Available	
5 Years	7%	\$31	\$100	\$31	\$109	1.9%
7 Years	7%	\$35	\$111	\$35	\$126	1.8%
1.0 years	7%	\$41	\$132	\$20	\$176	3.0%

Scenario: A Capital Gain of \$100 is Reinvested in 2018

Example 1: Investor holds the O-Fund stake for 10 years

Susie has \$100 of unrealized capital gains in her stock portfolio. She decides in 2018 to reinvest those gains into an O-Fund that invests in distressed areas of her home state, and she holds that investment for 10 years. Susie is able to defer the tax she owes on her original \$100 of capital gains until 2026. Further, the basis is increased by 15% (effectively reducing her \$100 of taxable capital gains to \$85). Thus, she will owe \$20 (23.8% of \$85) of tax on her original capital gains when the bill finally comes due. In addition, since she holds her O-Fund investment for at least 10 years, she owes no capital gains tax on its appreciation. Assuming that her O-Fund investment grows 7% annually, the after-tax value of her original \$100 investment in 2028 is \$176. Susie has enjoyed a 5.8% effective annual return, compared to the 2.8% an equivalent non-O-Fund investment would have delivered.

Total tax bill in 2028: **\$20** After-tax value of investment in 2028: **\$176** Effective after-tax annual return on \$100 capital gain in 2018: **5.8%**

Example 2: Investor holds the O-Fund stake for 7 years

As in Example 1, in 2018 Susie rolls over \$100 of capital gains into an O-Fund. She holds the investment for 7 years, selling in 2025. As in Example 1, she temporarily defers the tax she owes on her original capital gains and steps-up her basis by 15%, so that in 2025 she will owe \$20 (23.8% of \$85) of tax on her original capital gains. Unlike Example 1, however, Susie will owe capital gains tax on the appreciation of her O-Fund investment, since she holds the investment for less than 10 years. Assuming that her O-Fund investment grows 7% annually, in 2025 Susie will owe \$15 (23.8% of \$61) of tax on the O-Fund investment's capital gain. Susie did not take full advantage of the Opportunity Zone program but nevertheless received a 3.3% effective annual return compared to the 1.5% an equivalent non-O-Fund investment would have delivered.

Total tax bill in 2025. **\$35** After-tax value of investment in 2025: **\$126** Effective after-tax annual return on \$100 capital gain in 2018: **3.3%**

Example 3: Investor holds the O-Fund stake for 5 years

As in Example 1, in 2018 Susie rolls over \$100 of capital gains into an O-Fund. She holds the investment for 5 years, selling in 2023. As in Example 1, she can temporarily defer the tax she owes on her original capital gains, but her step-up in basis is only 10%, so that in 2023 she will owe \$21 (23.8% of \$90) of tax on her original capital gains. As in Example 2, Susie enjoys no exemption from capital gains tax on the appreciation of her O-Fund investment, since she holds the investment for less than 10 years. Assuming that her O-Fund investment grows 7% annually, in 2023 Susie will owe \$10 (23.8% of \$40) of tax on the O-Fund investment grows 7% annually, in 2023 Susie will owe \$10 (23.8% of \$40) of tax on the nevertheless received a 1.8% effective annual return on her initial capital gains compared to the -0.1% effective annual return an equivalent non-O-Fund investment would have delivered.

Total tax bill in 2023: **\$31** After-tax value of investment in 2023: **\$109** Effective after-tax annual return on \$100 capital gain in 2018: **1.8%** For more information visit eig.org/opportunityzones or email john@eig.org

1. A qualified Opportunity Fund is a privately managed investment vehicle organized as a corporation or a partnership for the purpose of investing in qualified opportunity zone property (the vehicle must hold at least 90 percent of its assets in such property). Governors (or the Mayor in the case of the District of Columbia) may designate 25 percent of their state's low-income census tracts as qualified opportunity zones, subject to certification by the U.S. Secretary of the Treasury. Low-income census tracts are defined in Internal Revenue Code Section 45D(e). If the number of low-income census tracts in a state is less than 100, then a Governor may designate a total of 25 tracts. Qualified opportunity zone property includes any qualified opportunity zone business stock, any qualified opportunity zone partnership interest, and any qualified opportunity zone business property. Only taxpayers who roll over capital gains of non-zone assets before December 31, 2026, will be able to take advantage of the special treatment under the provision.

GOVERNOR

Governor Cooper Launches "Hometown Strong" to Support North Carolina's Rural Communities Action team to form partnerships, leverage resources to strengthen rural communities

RALEIGH

Feb 1, 2018

Today, Governor Cooper announced Hometown Strong, a new initiative to partner with local governments to support local economies, improve infrastructure, and strengthen rural communities.

"Small communities like the one I grew up in have a special character and so much to offer. They deserve a real partner in state government and a chance to thrive," Gov. Cooper said. "That's Hometown Strong."

Hometown Strong will work with local leaders to stimulate economies and help businesses thrive in North Carolina's rural communities by focusing on projects such as infrastructure improvements, broadband access, and workforce training.

Through existing and new partnerships with local leaders from government, business, non-profit organizations, the philanthropic community and others, Hometown Strong will seek to leverage state and local resources to help complete local development projects, convene conversations between state and local agencies, and identify long-term projects that can encourage prosperity in rural communities.

"Helping rural North Carolina thrive is one of my top priorities," Gov. Cooper said. "Families in rural communities aren't looking for mandates from Raleigh – they want state government to listen and help when asked. We'll listen to local leaders to make sure they're getting the support they need to help their communities prosper."

Gov. Cooper has appointed Pryor Gibson and Mary Penny Kelley to lead Hometown Strong. Initial partnerships between rural counties and Hometown Strong will be announced this spring.

Pryor Gibson is a former member of the North Carolina General Assembly who represented House District 96, which includes Anson, Montgomery, and Union counties. He also served as executive vice president of the North Carolina Forestry Association and as senior adviser for governmental affairs for Governor Bev Perdue. Gibson is a Wadesboro native.

Mary Penny Kelley formerly served as senior advisor for policy and innovation at the North Carolina Department of Environmental Quality, where she had also served as an executive attorney for nearly a decade. Additionally, she served as an Assistant Attorney General within the North Carolina Department of Justice and as an attorney in private practice. Kelley is a resident of Spring Hope.

"When you face a challenge in small towns like mine, you solve it by bringing everyone around the table. That's an idea that state government could use more of," said Gibson. "There is so much to be excited about in North Carolina's rural communities and Governor Cooper has made it clear that they should have a real partner in Raleigh. I look forward to getting to work.

Contact Information

Ford Porter govpress@nc.gov (mailto:govpress@nc.gov) 919-814-2100

GOVERNOR

Governor Cooper Announces Program to Attract Jobs to Rural Industrial Sites \$12 Million Rural ReadySites Program Available to Help Local Governments Prepare and Compete for Business

RALEIGH

Feb 7, 2018

Rural communities will soon have access to \$12 million to get industrial sites ready to attract new jobs, Governor Roy Cooper announced today.

Through the Rural ReadySites Development Program, rural areas will be able to apply for funding to build or improve public infrastructure for sites that have strong potential to attract employers, create jobs and support the local, regional and state economy.

"North Carolina's rural communities have so much to offer businesses, but sites must be ready when employers are looking to bring new jobs," Governor Cooper said. "We know our rural areas are great places to live and work, and this program will help them become more competitive at attracting good jobs."

The program will be run out of the North Carolina Department of Commerce. It will launch this spring with applications due April 13.

"Companies look for industrial sites with the water, sewer, power and road access necessary to get their project off the ground quickly," said Commerce Secretary Anthony M. Copeland. "I invite the leaders in our rural communities to apply for these funds so we can help them be competitive."

In order to qualify for the program, applicants must have a well-developed strategy to market the site to appropriate private sector businesses.

Other qualifications include:

- The applicant must be a government entity in a Tier 1 or 2 county.
- The site must be publicly owned or controlled.
- The site must be a minimum of 50 contiguous acres.
- Funds will only be used to construct public infrastructure, with priority given to water, sewer and industrial access improvements.
- Additional consideration will be given to sites located in counties with the greatest economic distress.

Interested local government applicants should contact Mark Poole at <u>mpoole@nccommerce.com</u> (<u>mailto:mpoole@nccommerce.com</u>) for application forms. Applications are due April 13, 2018. Selected projects will be announced this summer.

Last week, Governor Cooper launched Hometown Strong, a new initiative to partner with local governments to support local economies, improve infrastructure, and strengthen rural communities. Hometown Strong will work with local leaders to stimulate economies and help businesses thrive in North Carolina's rural communities by focusing on projects such as infrastructure improvements, broadband access, and workforce training. The Rural ReadySites Development Program is an example of the kinds of tools available to rural communities through Hometown Strong, its director said.

"In Hometown Strong, we hear directly from rural communities and champion their priorities within state agencies to leverage existing resources and programs." said Pryor Gibson, leader of the Hometown Strong initiative. "The Rural ReadySites is a perfect example of how state agencies are answering the call to action."

Contact Information

Ford Porter govpress@nc.gov (mailto:govpress@nc.gov) 919-814-2100

GOVERNOR

Governor Cooper Announces NC Job Ready, Key Priorities for Workforce Development

RALEIGH

Feb 13, 2018

Governor Roy Cooper today laid out his priorities for workforce development, a primary focus for his administration as he seeks to ensure more North Carolinians are ready for the jobs of today and tomorrow. Cooper spoke at Vernon Malone College and Career Academy to highlight the core principles of his job readiness initiative, NC Job Ready.

"I want North Carolinians to be better educated, healthier, and have more money in their pockets so that they can live more abundant, purposeful lives," said Gov. Cooper. "The linchpin to achieving that goal is to help people get good-paying jobs to support themselves and their families."

Cooper's initiative is built on three core principles: skills and education attainment so North Carolinians are ready for the jobs of today and tomorrow, employer leadership to remain relevant to evolving industry needs, and local innovation to take great ideas and apply them statewide.

"Business leaders tell me time and again that they have job openings but can't find workers with the right skills." Gov. Cooper said. "A better trained workforce can help businesses grow and give workers new opportunities."

Tomorrow, Gov. Cooper will speak to the NCWorks Commission to present his priority agenda items. Successful workforce development is collaborative and the NCWorks Commission convenes this partnership among education, business, government and community leaders.

"Getting North Carolina job ready means helping people get the skills they need for betterpaying jobs and then connecting businesses to those workers," Gov. Cooper added. "An educated, well-trained workforce will strengthen North Carolina companies, attract new businesses, and ensure we can adapt to a changing economy."

NC Job Ready priorities are focused in the following areas:

Skills and Education Attainment

Education is the foundation to a strong workforce. As the skill requirements of jobs are increasing and rapidly changing, businesses need to find people with the right skills for the jobs they create and North Carolinians need access to training so they can be ready for those jobs.

- Career awareness. Every North Carolinian needs access to career information that will tell them which jobs are growing in their area and which training programs can prepare them for those jobs. Career exploration includes individual experiences with employers and access to data and career exploration tools.
- Making North Carolina a Top Ten Educated State. Governor Cooper has laid out a goal to make North Carolina a Top Ten Educated State by 2025 by increasing the number of fouryear-olds enrolled in high quality pre-K, raising the high school graduation rate, and increasing the number of North Carolinians with a post-secondary degree or credential. An educated North Carolina is a job-ready North Carolina.
- Easier access to job training for high-demand fields. Too many employers have job openings they can't fill because they can't find workers with the right skills. It should be easier for workers to get the training in those fields and keep our employers growing. Already, North Carolina has developed 27 Certified Career Pathways to help North Carolinians get the education and training needed to work in high-demand, high-wage careers, with additional pathways being developed.
- Lower barriers to education. The cost of school is more than tuition. Supporting North Carolinians who need help with things like childcare, transportation and the cost of books and materials while they get trained for a new career is critical. Internet access can also be a barrier that must be addressed, from kindergarten through college and career.

Employer Leadership

Employer-led job training programs have the best career outcomes. Employers know best what skills their workers need and employer involvement is key for workforce development and job readiness. Businesses that invest in developing North Carolina's workforce will benefit from welltrained employees and a more innovative workplace that better reflects its community.

Increased work-based learning opportunities. The governor is asking employers to partner with educators to offer more work-based learning opportunities to give students a taste of the technical skills associated with a given career, expose students to critical soft skills needed to be successful, and equip them with the tools to decide if it's the right path. That starts with employers getting involved in their local schools to increase students' career awareness and understanding of the jobs available now and in the future. Work-based learning also includes internships and apprenticeships where students experience real-world professional environments and learn new skills specific to the job they hope to pursue. North Carolina is currently one of six states selected for a project to create and expand work-based learning opportunities to connect young people with career opportunities through the National Governors Association Center for Best Practices.

- Employer-led training for new and existing employees. Enabling employers to offer training both on their own and in partnership with local schools is crucial to developing a job-ready North Carolina. Successfully upskilling workers will enable employers to promote from within and bring in new employees to fill the vacancies.
- Streamlined employer partnership. As market dynamics shift quickly. North Carolina needs to be adaptive and responsive to the evolving needs of businesses. All agencies engaged in economic and workforce development will collaborate to fully understand business needs and efficiently deliver the right services to address those needs.

Local Innovation

Communities across North Carolina are developing great local models of workforce development. North Carolina should build on those successes and replicate them in more places to continue building and expanding innovative solutions.

- Leadership development. Local education and workforce partnerships drive successful career readiness plans. Investing further in these local leaders will increase the capacity of their programs and help them drive change in their communities. For example, the North Carolina Department of Commerce and the North Carolina Association of Workforce Development Boards are investing in additional training and support of career center staff and local workforce boards.
- Innovation and replication funds. Local leaders know their communities best, and they deserve support in piloting new ideas designed for their areas. When those innovations are successful, other communities throughout the state should hear about the success and have the tools and funds necessary to replicate proven programs. For example, the North Carolina Department of Commerce is supporting a call center pilot through the Capital Area Workforce Development Board and a sector partnership pilot through the Cumberland County Workforce Development Board.
- Hometown Strong. North Carolina's rural counties have unique workforce challenges, and they are also home to terrific examples of local innovation. Hometown Strong and NC Job Ready will work together to serve the workforce needs of rural communities.

Contact Information

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Ford Porter govpress@nc.gov (mailto:govpress@nc.gov) 919-814-2100

GOVERNOR

North Carolina Joins Skillful State Network to Share Innovative Ideas on Workforce Development

RALEIGH

Feb 14, 2018

North Carolina is joining a network of states committed to finding innovative ways to help prepare people for jobs so they can live better lives, Governor Roy Cooper announced today. The Skillful State Network brings together 20 states to share ideas that work to create a 21st century labor market. As a leader in workforce development. North Carolina joins the network as a founding member.

"I want North Carolinians to be better educated, healthier, and have more money in their pockets so that they can live more abundant, purposeful lives," Gov. Cooper said. "The linchpin to achieving that goal is to help people get good-paying jobs to support themselves and their families. Every state is facing economic challenges and adapting their workforce systems to overcome those challenges. We are thrilled to join the Skillful Network to learn from other states innovating in workforce development and to share our challenges and successes with them as well."

The network is convened by Skillful, an initiative of the Markle Foundation. Skillful helps employers attract and maintain the workforce they need by providing data, tools, and resources for skills-based hiring and training practices. Coaches and digital services enable job seekers to learn what skills are in demand and access training at any stage of their career. Skillful also works with employers and educators so that their training programs teach the skills required to succeed in today's economy.

North Carolina and the other states in the network will learn from each other, replicating what works in one state in others and developing new workforce development strategies to adapt to our rapidly evolving economy. One such idea came from Colorado, the first Skillful state, where Governor John Hickenlooper launched a Coaching Corps, an intensive professional development program that uses career coaches to bridge the gap between jobseekers and employers. supporting economic growth across the state.

From North Carolina, Governor Cooper highlighted <u>NCWorks Certified Career Pathways</u>. (http://nccertifiedcareerpathways.com/) which give students and job seekers a roadmap to follow to a good-paying job. With 27 career pathways so far and more in development, these employer-led pathways are a collaboration between the Pre-K-12 system, community colleges and local workforce teams to help North Carolinians get good-paying jobs in fields like health care, advanced manufacturing and IT.

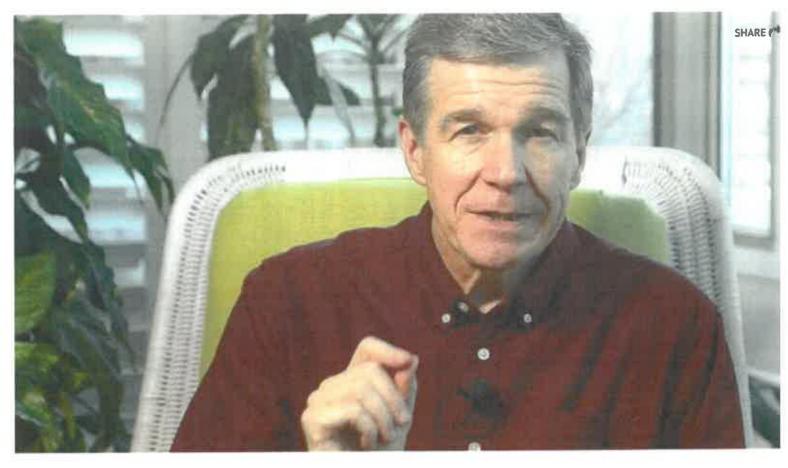
"Millions of Americans need to get connected to the skills and the jobs of our fast-changing digital economy," said Zoe Baird, CEO and President of the Markle Foundation. "The Skillful State Network was born out of the tremendous interest we've received from other states based on our work in Colorado. Governors have asked me to bring Skillful to their state and forming the Skillful State Network is a way to share our approach, tools and assets quickly. It also allows all of us to build on the great work being done in these states. States have always been laboratories for innovation and today are leading the transformation to the digital economy."

This week, Gov. Cooper announced his priorities for workforce development in North Carolina. NC Job Ready. Cooper's initiative is built on three core principles: skills and education attainment so North Carolinians are ready for the jobs of today and tomorrow, employer leadership to remain relevant to evolving industry needs, and local innovation to take great ideas and apply them statewide.

For more information about the Skillful Network. see Skillful's <u>press release</u> (https://skillful.com/press-release/skillful-state-network) or visit <u>skillful.com</u>.(https://skillful.com/)

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BUSINESS

Gov. Roy Cooper launches effort to bring job growth to rural NC, saying 'This is personal'

BY CRAIG JARVIS cjarvis@newsobserver.com

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RALEIGH --- Gov. Roy Cooper says not enough is being done to help rural N.C. counties build roads, expand high-speed internet, train people in job skills and find other ways to improve the economy. So he has launched an initiative to make that happen much faster.

North Carolina remains a rural state with 80 of its 100 counties struggling for a piece of the prosperity found in the booming urban and suburban counties. The urban-rural divide has long been a problem in North Carolina and numerous efforts over decades have been launched — both by private organizations and public agencies — to tackle the issue.

Cooper's program, called Hometown Strong, is meant to cut through the bureaucracies with a small team that will help rural counties track down funding from state, federal and nonprofit sources. The team, so far just two people, will offer expertise on what projects are needed and can reasonably be attained, and help with paperwork and staffing.

Most important, Hometown Strong is meant to make it clear that improving rural economic development is a priority for his administration. Cooper has instructed the team to draw on all of the resources available from executive branch agencies under the auspices of the governor. Those include commerce, military affairs, information technology and transportation.

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Cooper says he's driven by his roots growing up, raising a family and working as a lawyer in Nash County.

"State government needs to do more than talk about the rural-urban divide, we need to do something about it," Cooper said in a recent interview with The News & Observer. "This is personal to me."

The governor said when he selected his Cabinet after winning office in 2016, he considered where they grew up. The majority of the Cabinet, along with his chief of staff and state budget director, were raised in rural North Carolina. Then Cooper instructed Cabinet members to come up with their best ideas on how to improve the quality of life for those in economically distressed areas.

"The intent was not to create new programs, not to ask for more appropriations, but identify what we already have," said Susi Hamilton, secretary of the Department of Natural and Cultural Resources.

A working group delved into those ideas and formed the marching orders for the new team.

Cooper reached into the ranks of trusted advisers and fellow Democrats with state government experience to run the initiative: Pryor Gibson, a former state representative from Anson County and lobbyist for former Gov. Bev Perdue, and Mary Penny Kelley, who has worked as legal counsel in Cooper's justice department and in the state environmental agencies.

Gibson, an animated politician who has been a general contractor, real estate agent, insurance broker and recently executive vice president with the N.C. Forestry Association, will be the director and public face of the program. Kelley is a longtime environmentalist who was practicing law in Nash County when she got the call from the governor. Gibson will be paid \$148,000 annually and Kelley \$110,250.

Anti-bureaucracy

"I've been around a lot of bureaucracies over a lot of years," Gibson said in an interview this week. "This is 180 degrees away from bureaucracy. It's anti-bureaucracy."

Partly, the goal is to make sure that efforts aren't being duplicated. Gibson said he is not finding evidence of that, but is finding that communication among the counties and organizations could be better.

Sen. Tommy Tucker, a Republican from Union County, however, ticked off the list of agencies and programs that leave the business community is confused: the Economic Development Partnership of N.C., the Department of Commerce, the Department of Environmental Quality, the N.C. Rural Center, decentralized regions for more local collaboration, county economic developers, planners.

"How do you dice it down to get something done instead of planning?" Tucker said.

Legislators also are concerned about rural counties getting shortchanged when it to comes to state incentive grants. A joint House and Senate committee is working on rewriting the state's economic development incentives programs because the current tier system – designed to steer funding to the counties that need the most help – isn't working. That's often because large companies choose to locate in urban centers that have amenities that many rural areas of the state do not.

Kelley said the new team will look at proposed projects in three ways: those that just need a push to complete, those that require intense negotiations among agencies to resolve, and longer-term proposals that could be started now.

"The emphasis is on action," Kelley said in the same interview, "not new studies, new forms. We're just going to make it move."

Some of those projects would improve high-speed internet, rebuild downtowns, provide infrastructure, make small business loans, develop the workforce and apply for state financial incentives to attract industry, Cooper said.

The initiative will begin with a handful of counties, to be announced this spring, to test the approach. The team will only go into counties that want them.

In return, counties that go through the process must agree to share their experiences with subsequent counties to let them know what works or doesn't.

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Why rural counties matter

An analysis done Wednesday by the N.C. Rural Center shows that 86 percent of the employment growth in the state between November 2016 and November 2017 occurred in the Triangle and Charlotte regions. It found six core urban counties increased in employment compared with the previous November by 2 percent (a gain of 28,625 people employed), 14 regional city or suburban counties increased by 1 percent (10,273 employed) and the 80 rural counties increased by only 0.2 percent (3,012 employed).

Some rural counties are doing better than others, but 45 of the counties had employment declines, some substantial. Those declines taken together dragged down the overall totals for rural North Carolina.

Stuart Gilbert, economic development director for Person County, said the state stepping in to help coordinate efforts would be welcomed. But counties shouldn't expect the state to come through with all the resources, he said.

"Rural counties can't blame the state. They have to work with elected leaders and economic development leaders to figure how to make things happen," Gilbert said. "Creative counties will move forward. Others looking for a free handout will fall behind."

Person County, with a population of 40,000, has on its own approved a 52-mile fiber backbone to improve wireless communications, and has developed the state's latest "megasite" to attract large manufacturing operations.

Down east, Greene County is trailing some of its rural neighbors. The county has a part-time economic development director and many needs. The county has only a few four-lane highways, which are critical to luring businesses.

The county also needs training for potential workers and, especially, broadband internet service, said Rick Davis, the director. The state stepping in would be helpful, he said.

"The state can have all the programs in the world, but if the local government entity isn't positioned to take advantage of it, know who to call and when to call, and even which things are more important than others, they might pursue a project that shouldn't be at the top of their list," Davis said.

Greene County's dwindling population of 21,000 doesn't generate a lot of revenue. It will take more than tax increases to build the components needed to attract business, Davis said.

"You can't let any county just fall behind," he said. "Eventually, it will catch up with everybody. If Greene County can't sustain itself, government somewhere else is going to have to sustain it. It's in Raleigh's best interest to have Greene County vibrant and growing."

Davis said he thinks that any county that has a well-justified project it would like to finance and has put together a good strategy to land it, would benefit from state assistance.

"There are people waiting and willing to help us if we're willing to help ourselves," he said. "Sometimes the rural counties don't know how to help themselves."

Craig Jarvis: 919-829-4576, @CraigJ_NandO

🗢 COMMENTS 🗸







Bertie County Public Schools 2018-2019 Budget

Bertie County Public Schools

Budget

ols Handouts from Chairman's briefing District 1-2 on 5-1-2018 District 2-B District 3 **Board of Education** Mr. Bobby Occena, Chair Mrs. Jo Davis Johnson Ms. Emma Johnson, Vice Chair **District 3** Mr. Norman Cherry District 4 Mrs. Tarsha Dudley **District 5**

Administration

Dr. Catherine Edmonds Superintendent

Mr. Jamie Liverman **Executive Director of Exceptional Children Program**

Ms. Karen Dameron Interim Executive Director Human Resources

Mrs. Lisa Nowlin **Chief Finance Officer**

> **Bertie County Schools** 715 US 13 North PO Box 10 Windsor, NC 27983 (252)794-600 www.bertie.k12.nc.us

Board of Education Approval

The Superintendent is submitting this 2018-2019 budget request. The Bertie County Board of Education will vote on this request on May 8, 2018.

Budget Message

As we embark on planning for another school year, we want to thank the County Commissioners for their continued support of our district and students. The Bertie County Public Schools' proposed budget for 2018-2019 highlights summarizes our financial plan for the coming year and reflects our commitment to academic achievement and success for all students. The request takes into account decisions at the state level that may require additional local dollars for implementation, such as but not limited to, class-size limits, increase in enhancement teachers, and increase in retirement and hospitalization. The priorities this year are focused on growing our current instructional and operational programs to ensure we are meeting the needs of our students by:

- Expansion of STEM program at secondary schools
- Implementation of STEAM at the year round elementary school
- Continue to invest in our children early utilizing early intervention initiatives (birth to 3yr old)
- Continue district-wide literacy initiatives
- Expansion of the alternative program 970 Bldg.
- Continue to address school safety and security based on the recommendations of the Safe Schools Committee
- Implementation of school justice partnerships
- Continue implementation of environmental science and project-based learning
- Continue Instructional technology replacement schedule Community
- Purchase band uniforms and develop schedule to address all extra-curricular activities.

The schools in Bertie County are making steady progress in critical areas. Our elementary schools have seen steady growth for the past four years. We had no school below a D; four C's and two B's.

Four schools—Bertie Middle, West Bertie Elementary, Colerain Elementary and Windsor Elementary—exceeded growth on the EVAAS scale, and Bertie Early College and Aulander Elementary Met Growth. Colerain Elementary School ranked second among elementary schools in the entire Northeast Region for EVAAS growth.

Beginning last year, the General Assembly passed a two-year pilot program that provided funding for teachers to be paid performance based bonuses, based upon the EVAAS student growth index scores.

Five teachers received both LEA and State Bonuses for their respective areas in reading or math; 6 additional teachers received either an LEA or a State Bonus for their respective areas of growth.

As part of this pilot program, the General Assembly also allocated monies to be used to pay bonuses to CTE teachers whose instruction led to industry-level certifications or credentials. Two CTE teachers earned bonuses for their students' performance.

During the fiscal year 2017-2018, Bertie County Schools continued to address the five year deficit reduction plan submitted to and approved by the North Carolina Department of Public Instruction. The plan addressed a deficit of \$704,995 with an expected reduction of \$165,676 annually. As of June 30, 2017 the district reduced the deficit by \$414,197, which exceeded expected reduction of \$165,676. The current deficit remaining is \$290,798, with the expectation to be fully satisfied at the end of the current fiscal year. The Bertie County Board of Education and district staff have remained diligent in our plan to reduce expenditures and to effectively utilize all revenue sources to meet the needs of the district.

Throughout our budgeting process all departments and schools were required to submit line item budgets. A review of their request expenditures history was complete to forecast necessary budget items.

To ensure the effective and efficient use of resources, we continue to redirect existing funds towards those efforts which support the work in classrooms and support continuous improvement for our students.

BERTIE COUNTY SCHOOL	S PROPOS	ED BUDGET 2018-2019			
		-	2017-2018	2018-2019	
Ectimated State Appropriatio					
Estimated State Appropriatio	ins		\$17,886,160.00	\$18,661,125.28	
Instructional Programs					Full time employees
	5110	Regular Instruction	\$7,795,345.01	\$8,185,112.26	98.00 positions
	5120	CTE	\$888,476.41	\$932,900.23	13.00 positions
	5210	Special Instructional	\$1,136,342.55	\$1,193,159.68	26.00 positions
	5220	Special Populations	\$83,476.64	\$87,650.47	1.00 position
	5230	Pre-K	\$54,907.54	\$57,652.92	1.00 position
and the second se	5240	Speech	\$169,781.84	\$178,270.93	1.00 position non medicaid billable -
	5260	AIG	\$116,360.00		1.50 positions
	5270	LEP	\$45,029.00		1.00 positions
	5310	Remediation/alternatir	\$362,177.95	4 A.A. A. A.A. A.	2.00 positions
	5320	Social Work	\$259,808.68		4.00 positions
A fragger of the second	5350	Extended Day	\$81,353.15	\$85,420.81	W ARE IN PROCEEDING AND
	5400	School Leadership	\$556,700.36	\$584,535.38	10.00 positions
	5410	Principal	\$750,452.51	\$787,975.14	7.00 positions
	5420	Asst.Principal	\$152,277.55		2.00 positions
	5810	Media	\$281,458.65		6.00 positions
	5820	Student Accounting	\$130,457.53	\$136,980.41	2.00 positions
	5830	Guidance	\$586,444.53	\$615,766.76	8.00 positions
	5840	Health Services	\$192,484.93	\$202,109.18	3.00 positions
	5850	Safety and Security	\$8,200.00	\$77,323.39	SRO agreement
	5860	Technology Services	\$285,172.02	\$299,430.62	4.00 positions
System Wide Support			i a instanta		
	6110	Curriculum	\$373,864.25	\$381,341.54	3.00 positions
	6120	CTE support	\$19,317.95		.30 positions
	6200	Special Populations	\$114,998.08	\$117,298.04	2.00 positions
	6400	Technology	\$257,292.52	\$262,438.37	
	6540	Custodial	\$574,059.00	\$585,540.18	15.00 positions
	6550	Transportation	\$1,629,571.03		7.00 positions does not include bus drivers
	6580	Maintenance	\$345,900.20		7.00 positions
	6610	Financial Services	\$288,934.18	ordered A . Whe date the second	3.50 positions
	6620	Human Resources	\$76,872.74		3.50 positions
	6710	Testing	\$5,000.00		
	6941	Office of the Superinte	\$220,702.05	\$225,116.09	1.00 position
Ancillary Services					
	7200	Nutrition Services	\$42,941.15	\$42,941.15	
*, 190 Jangagage					
Total			\$17,886,160.00	\$18,661,125.58	

		2017-2018	2018-2019
Estimated Federal Appropriations		\$1,254,755.63	\$3,359,097.72
Instructional Programs			
	5110	\$397,833.61	\$694,349.29
	5120	\$35,752.25	\$359,983.00
	5210	\$192,334.19	\$251,328.30
	5230	\$36,943.44	\$36,943.44
	5240	\$201,078.56	\$203,578.56
	5250	\$1,000.00	\$1,000.00
	5330	\$84,146.47	\$1,003,685.48
	5350	\$40,862.47	\$65,862.47
	5830	\$6,485.69	\$114,597.69
	5840	\$149,937.63	\$201,017.45
	5880	-	\$18,741.62
System Wide Support			
	6110	\$10,380.00	\$20,372.07
	6300	-	\$89,146.77
	6550	\$3,349.56	\$8,349.56
	6620		\$92,665.00
Payments to other Gov Units			
	8100	\$27,240.20	\$82,066.79
	8200	\$9,091.56	\$115,410.23
Total Federal Budget		\$1,196,435.63	\$3,359,097.72

			2017-2018	2018-2019	
Estimated Local Appropriations	L.A		\$3,003,000.00	\$3,027,670.93	Increase for Planning ADM 2209
Estimated Fines and Forfeitures			\$70,000.00	\$70,000.00	100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100
Total Estimated Local Appropriation	s		\$3,073,000.00	\$3,097,670.93	
Instructional Programs					
	5110 R	egular Instruction	\$460,888.05	\$476,886.10	7.00 teaching positions
1	5310 A	lternative	-	\$96,670.93	Additional 1.5 teachers for alternative program
	5320 S	ocial Work	\$36,569.00	*	the second se
	5330 S	upplemental ,	\$3,000.00		
	5500 C	o-Curricular	\$119,505.95	\$151,596.85	Coaching supplements and 1/2 of Athletic trainer salar
	5810 M	ledia .	\$5,500.00	-	
	5850 Sa	afety and Security	\$10,300.00	\$45,000.00	IMAX Security/ Additonal SRO-Matching grant
System Wide Support Services					
	6110 C	urriculum	\$15,951.00	\$10,000.00	Testing and Accountability
ł	6400 Te	echnology .	\$33,350.00	\$25,000.00	SAS hosting /technology PD,travel, and equipment
	6510 C	ommunication Services	\$65,000.00	\$65,000.00	
	6530 U	tilities	\$907,500.00	\$907,500.00	
	6540 C	ustodial Operations	\$117,500.00	\$107,500.00	
	6550 Tr	ransportation Services	\$187,600.00	\$187,600.00	
	6580 M	aintenance	\$320,500.00	\$320,500.00	
**************************************	6610 Fi	nancial Services	\$82,100.00	\$75,000.00	
	6620 H	uman Resources	\$16,950.00	\$42,350.00	
-	6910 B	oard of Ed-Policy and Leadership	\$174,036.00	\$144,536.00	
	6920 Le	agal Services	\$85,000.00	\$85,000.00	
	6930 Ai	udit Services	\$55,000.00	\$55,000.00	
1	6941 O	ffice of the Superintendent	\$25,300.00	\$51,081.05	
	6950 Pi	ublic Relations	\$1,450.00	\$1,450.00	
	8100 C	harter School	\$350,000.00	\$250,000.00	
			\$3,073,000.00	\$3,097,670.93	

			2017-2018	2018-2019
Estimated Capital Outlay Appropriations	\$375,000.00	\$475,000.00		
Capital Outlay	9100	Improvements	\$375,000.00	\$400,000.00
	5850	Safety & Security		75,000.00
Total Capital Outlay Budget		and it is a suscence	\$375,000.00	\$475,000.00

			2017-2018	2018-2019
Estimated Special Revenue Appropriations			\$912,158.55	\$912,158.55
Instructional Programs				
	5110	Regular Instruction	\$131,776.71	\$131,776.71
	5210	Special Instruction	\$30,000.00	\$30,000.00
	5340	Pre-K	\$300,000.00	\$300,000.00
	5860	Technology Services	\$200,000.00	\$200,000.00
System Wide Support	6110	Support	\$122,152.85	\$122,152.85
	6400	E-rate	\$100,000.00	\$100,000.00
	6510	Communication Services	\$28,228.99	\$28,228.99
Total Special Revenue Budget			\$912,158.55	\$912,158.55

Estimated Child Nutrition Appropriations		2017-2018	2018-2019
State and Federal Revenue		\$2,125,000.00	\$2,125,000.00
Local Revenue	and the set of	\$250,000.00	\$250,000.00
Ancillary Services	Child Nutrition	\$2,250,000.00	\$2,250,000.00
Payments to Other Gov Units	Indirect Cost	\$125,000.00	\$125,000.00
Total Child Nutrition			\$2,375,000.00
	1		
Total Proposed 2018-2019 Budget	· · · · ·		\$28,880,052.78

	2017-2018	2018-2019
Retirement rate	17.13%	18.44%
Health Insurance	5869	6104
FICA	7.65%	7.65%

dget	The starte budget pays for: > 1388 Teacher months > 260 Teacher Assistant months = 1378 Transportation months = 1378 Transportation months = 228 Instructional Support months = 229 Office Support, Technical positions = 229 Office Support, Technical positions = 218 School-based Administrators mo. = 57 Interpreter/Therapist/Specialist mo. = 78 Central Services Administrator mo. = 577 thousand Purchased Services = \$ 526 thousand Supplies, Materials, and Textbooks	The lacal fundant page for: 5 6.60 Office Support/Technical months 7 4 Teacher months 7 30 Teacher assistant months 7 5 150 Operational Support months 7 16 Central Service Administrator Months 7 16 Central Support Months 7 1.6 million Support Months 7 1.6 million Supplies & Materials 7 1.9 million Supplies & Materials 7 4.75 thousand Utilities 7 250 thousand transfer to Charter Schools	The federal budget pays for : > 62 Teacher months > 70 Teacher assistant months > 75 Instructional Support months > 6 Office Support/Technical months > 6 Office Support/Technical months > 18 Central Services Administrative months > 334 thousand Supplies & Materials > 330 Child Nutrition months > 580 Child Nutrition months
perating Bu	\$18.6 million	 \$4.45 million \$3.0 million \$250 thousand \$100 thousand \$250 thousand \$285 thousand \$28 thousand \$28 thousand \$300 thousand 	\$5.69 million \$ 3.4 million 2.12 million \$89 thousand \$60 thousand
3-2019 Budget By Object Code -Operating Budget	 State Sources 65% State Public School Fund & Grants Position /Months of Employment Allotments Dollar Allotments Unbudgeted Categories (State covers actual expenditures but does not allot a specific dollar amount for the following categories: longevity, annual leave,dlsability, recruitment/retention bonuses in specific subject areas. Textbooks Grants 	Local Serrerus 15% County Appropriations County Appropriations Indirect Cost(charged to Enterprise activities for building use, utilities, maintenance, etc.) Filnes and Forfeitures Erate(runs through Special Revenue) Ernterprise Fund(supported by outside fees) Child Nutrition Non-Restricted Local Revenue) Child Special Revenue) Sales Tax Reimbursement(runs through Special Revenue) Restricted Special Revenue) Restricted Special Revenue) Pre-K	Federal Sources 20 %. > Routed through DPI > USDA > Medicaid (runs through Special Revenue) > ROTC(runs through special Revenue)
Bertie County Schools 2018-2019	Total Operating Budget \$28,880,052.78	KOP KOP </th <th>State Local Federal</th>	State Local Federal

Months of Employment Budget					
	State	Local	Federal	Enterprise	Total
Administrative					
111 Superintendent	12.00	ı	Ϋ́	I	12.00
118 Assistant Superintendent	13		·	i.	0.00
113 Director/and orSupervisor	54.00	10.00	12.00	6.00	82.00
114 Principal	84.00	â	I	I	84.00
115 Finance Officer	12.00	·	Ψ.	ı	12.00
116 Assistant Principal	34.00	·	ı	100	34.00
117 Other Assistant Assignments		1	ı	I	0.00
Total	196.00	10.00	12.00	6.00	224.00
Instructional Personnel- Certified	State	Local	Federal	Enterprise	Total
121 Teacher	1326.00	72.00	52.00	3	1450.00
123 Teacher-ROTC	12.00	2.00	10.00	Ð	24.00
124 Teacher-Visiting International Fellow	40.00	8		ı	40.00
125 New Teacher Orientation	ı	ı	9	ı	0.00
127 Master Teacher	10.00	1	T) M	10.00
Total	1388.00	74.00	62.00	0.00	1524.00
Instructional Support Personnel-Certified	State	Local	Federal	Enterprise	Total
131 Instruction Support I	174.00	ı	20.00	ň	194.00
132 Instructional Support II	20.00	<u>ă</u>	ı		20.00
133 Psychologist	1.62	ġ.		ı	0.00
134 Teacher Mentor	я.	*	I	8	0.00
135 Instructional Facilitator	29.00	8			29.00
Total	223.00	0.00	20.00	0.00	243.00
Instructional Support Personnel- Non Certified	State	Local	Federal	Enterprise	Total
141 Teacher Asst. Other	20.00	I	ı	i.	20.00
142 Teacher Assistant	260.00	30.00	70.00	ı	360.00
143 Tutor	5.00	5.00	45.00	ı	55.00
144 Interpreter , Brailist, Assitant	ı	I	ž	<u>()</u>	0.00
145 Therapist	ii	i.	·		0.00
146 School Based Specialist	57.00		E.	·	57.00

Bertie County Schools 2018-2019

147 Bus Monitor	40.00		30	(#)	40.00
148 Non Certified Teachers	20.00	30		•	20.00
Total	402.00	35.00	115.00	0.00	552.00
Technical & Administrative Personnel	State	Local	Federal	Enterprise	Total
151 Office Personnel	209.40	6.60	8	12.00	228.00
152 Technician	10.00	ı	ı	x	10.00
153 Adminstative Specialist	12.00	x	6.00	•	18.00
Total	231.40	6.60	6.00	12.00	256.00
					,
Substitute Personnei	State	Local	Federal	Enterprise	Total
165 Substitute Pay- Non Teaching	380.00	720.00	÷¥	222.00	1322.00
Total	380.00	720.00	0.00	222.00	1322.00
Operating Support Personnel	State	Local	Federal	Enterprise	Total
171 Driver	902.00	140.00	с¥	3	1042.00
173 Custodian	182.00	10.00	ja J	11	192.00
174 Nutrition Services- Salary - Cafeteria Workers	(A)	х:	98.	252.00	252.00
175 Skilled Trade Employees	165.00	I	ä	3.00	168.00
176 Manager	+2	ř.	I	80.00	80.00
178 Day Care/Before/After Sch Care	æ	-	a.		0.00
	1249.00	150.00	0.00	335.00	1734.00
Total	4069.40	995.60	215.00	575.00	5855.00
	State	Local	Federal	Enterprise	Total
School Based Allocations		School -Based Months	Months		
	2071.00	109.00	197.00	332.00	2709.00

Centrally Allocated Positions Based in Schools	State	Local	Federal	Enterprise	Total
Student Services	40.00	0	12.00	00 2.00	54.00
Maintenance and Operations- Custodians	182.00	0 10.00		·	192.00
Auxillary Services- Bus Drivers	902.00	0 140.00		a:	1042.00
Auxillary Services- Subsitute Bus Drivers	380.00	0 720.00		0.00 222.00	1322.00
	1504.00	870.00	12.00	224.00	2610.00
	3575.00	979.00	209.00	556.00	5319.00
					90.8%
	State	Local	Federal	Enterprise	Total
Centrally Located					
Student Services	8.40	X)	I	¥)	8.40
Clerical Support	12.00				12.00
Transportation(skilled workers)	96.00				96.00
Policy Leadership/Public Relations	12.00	4.00			16.00
Special Populations Support/Development	24.00				24.00
Regular Curriculum Support/Development	36.00	12.00			48.00
Alternative Support					0.00
CTE Curriculum Support/Development	15.60				15.60
Technology Support/Development	60.00				60.00
Student Testing	36.00				36.00
Auxillary				24.00	24.00
Facilities Planning					0.00
Maintenance Support	96.00				96.00
Finance Human/Relatations Support	74.00		6.00		80.00
	470.00	16.00	6.00	24.00	516.00
					8.8%





Board of Commissioners

ITEM ABSTRACT

MEETING DATE: May 7, 2018

SECTION: Board Appointments

DEPARTMENT: Governing Body

TOPICS:

(1) Voluntary Agricultural District Board

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Voluntary Agricultural District Board (VAD)

Immediate Vacancies: Expired terms listed below.

Position Vacancy:

Board	Term	Name	Began	End
VAD	3 years	Blount Knowles	2/6/2012	5/4/2018
VAD	3 years	George Perry, III.	2/6/2012	5/4/2018
VAD	3 years	Tyrone James	2/6/2012	5/4/2018

Special requirements: N/A

Notes: All individuals listed above have been recommended for an additional term per Cooperative Extension Director, Billy Barrow (see letter included)

Attendance of Current Members: N/A

Applications Received:

All have submitted new applications; no additional applications have been received for these positions.

Current Members (unexpired):

- 1. Carl Bond
- 2. Herbert "Herbie" Tayloe
- 3. Shelby Castelloe
- 4. Curtis Brown
- 5. Jimmy Mizelle
- 6. Harold Lawrence
- 7. Joseph Leggett
- 8. Sid Copeland



N.C. Cooperative Extension Bertie County Center bertie.ces.ncsu.edu

P.O. Box 280 104 Dundee Street Windsor, NC 27983 P: (252) 794-5317 F: (252) 794-5375

May 2, 2018

Bertie County Board of Commissioners P.O. Box 530 Windsor, NC 27983

Re: Re-appointment to Voluntary Ag District Board

The Voluntary Ag District supports the re-appointment of the following to the Voluntary Ag District Board. The names are as follows:

- **Tyrone James**
- **Blount Knowles**
- George Perry, III

Thank you for your consideration regarding this matter.

Sincerely,

Mill-Bann, An-

William Barrow, Jr. **Bertie County Extension Director**





APPLICATION FOR BERTIE COUNTY AUTHORITIES, BOARDS, COMMISSIONS, AND COMMITTEES

Name: Blount Knowles	
Home Phone Number: (252) 794-4167	Mobile:
Home Fax Number:	
Email Address: <u>blountknowles@gmail.com</u>	
Home Address: 1524 Woodard Rd, Windsor, NC 2	7983
Mailing Address: <u>1524 Woodard Rd, Windsor, NC</u>	27983
Yes	XNo
rlow long have you been a full-time resident of Bertie	County? 64 years
Do you live within any corporate or town limits? Yes	No X Which
c anothation can be obtained from the Bertie Cou	inty Board of Elections at 252-794-5306)
Occupation: Farmer Business Address: 1524 Woodard Rd, Windsor, NC 2	7082
Business Phone Number: (252) 6794-4167	Business Fax:
Vol. Ag District Advisory Board 3.	ns/Committees on which you would like to serve:
Qualification for specific category: <u>Have been involved</u> Farming is my way of life.	
Name	
Name of any Bertie County Board/Commission/Committee Soil & Water Conservation (Supervisor) Vol Ag District Advisory Board	ee on which you presently serve:

If reapplying for a position you presently hold, how long have you served? 4 years

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/ Commission/Committee would be beneficial to the County:

I am able to share my experiences and any expertise with other residents in the county.

Do you have any delinquent Bertie County taxes? Yes X No

Other information you consider pertinent: (i.e., education, occupational background, civic memberships, related work experiences, etc.) If necessary, you may add additional pages: NCSU graduate College of Agri & Life Science (Ag Institute)

CODE OF ETHICS

By submitting this application and by my signature below, I pledge that, if appointed, I agree to comply with the attached Code of Ethics as adopted by the Bertie County Board of Commissioners.

Applicant's Signature: Blount Knowles

Return application to:

Sarah S. Tinkham PO Box 530 106 Dundee Street Windsor, NC 27983 Fax: (252) 794-5327 sarah.tinkham@bertie.nc.gov

Note:

*All information on this document is subject to the Public Records Law and will be released to the public upon request.

**Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.

***Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

FOR OFFICE USE ONLY



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APPLICATION FOR BERTIE COUNTY AUTHORITIES, BOARDS, COMMISSIONS, AND COMMITTEES

Name: George D. Perry III	
Home Phone Number: (252) 21 % -8016	Mobile: (252) 21 \$\vert 8016
Home Fax Number: <u>N/A</u>	
Email Address: gdperry3@gmail.com	
Home Address: 110 North Perry's Beach Rd, Colera	in, NC 27924
Mailing Address: P.O. Box 27, Colerain, NC 2792	4
Are you a full-time resident of Bertie County? Yes	XNo
How long have you been a full-time resident of Ber	tie County? <u>13 years</u>
Do you live within any corporate or town limits? Ye	esNo XWhich:
County Commissioner District:(This information can be obtained from the Bertie C	
Occupation: Farmer	Employer: Self
Business Address: 2216 NC 45North, Colerain, N	C 27924
	Business Fax: N/A
Please list in order of preference the Boards/Commi 1. <u>Vol Ag District Advisory Board</u> 2	 ssions/Committees on which you would like to serve: 4.
Qualification for specific category:	
Name of any Bertie County Board/Commission/Con Vol Ag District Advisory Board	nmittee on which you presently serve:

If reapplying for a position you presently hold, how long have you served? 4 years

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/ Commission/Committee would be beneficial to the County:

The experience and knowledge I have gained from being on the board the past three years.

Do you have any delinquent Bertie County taxes? Yes X No

Other information you consider pertinent: (i.e., education, occupational background, civic memberships, related work experiences, etc.) If necessary, you may add additional pages:



CODE OF ETHICS

By submitting this application and by my signature below, I pledge that, if appointed, I agree to comply with the attached Code of Ethics as adopted by the Bertie County Board of Commissioners.

Date: 5-1-18 Applicant's Signature:

Return application to:

Sarah S. Tinkham PO Box 530 106 Dundee Street Windsor, NC 27983 Fax: (252) 794-5327 sarah.tinkham@bertie.nc.gov

Note:

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**Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.

***Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

FOR OFFICE USE ONLY

Date Received: _____

Received by:



APPLICATION FOR BERTIE COUNTY AUTHORITIES, BOARDS, COMMISSIONS, AND COMMITTEES

Name: Tyrone James	
Home Phone Number: (252) 482-8374	Mobile: (252) 809-2817
Home Fax Number: (252) 482-8374	
Email Address: Tyrone.James@embarqmail.com	
Home Address: <u>339</u> Jamestown Rd, Windsor, NC	27983
Mailing Address: 339 Jamestown Rd, Windsor, NC	C 27983
Are you a full-time resident of Bertie County? Yes	XNo
How long have you been a full-time resident of Ber	tie County? 62 years
Do you live within any corporate or town limits? Ye	esNo XWhich:
County Commissioner District: (This information can be obtained from the Bertie C	county Board of Elections at 252-794-5306)
Occupation: Farmer	Employer:
Business Address:	
Business Phone Number:	Business Fax:
Please list in order of preference the Boards/Commi 1. <u>Vol Ag District Advisory Board</u> 2.	ssions/Committees on which you would like to serve: 3 4
Qualification for specific category:	
Name of any Bertie County Board/Commission/Cor	nmittee on which you presently serve:

Vol Ag District Advisory Board

If reapplying for a position you presently hold, how long have you served? 6 years

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/ Commission/Committee would be beneficial to the County:

Do	vou have anv	delinquent	Bertie	County taxes?	Yes	X No	
	you muvo uny	aomquom	1001010	county taxos.	100	17 110	

Other information you consider pertinent: (i.e., education, occupational background, civic memberships, related work experiences, etc.) If necessary, you may add additional pages:

Work as a farmer. I worked at RJ Reynolds for 27 years. Worked as R&D technologist for 5 years, lab experiments to determine yields, purity. Shift leader in extraction areas.

Volunteer Fire fighter of Merry Hill midway for 25 years. Deacon at Peterson Chapel Church.

CODE OF ETHICS

By submitting this application and by my signature below, I pledge that, if appointed, I agree to comply with the attached Code of Ethics as adopted by the Bertie County Board of Commissioners.

Date: 5-1-18 Applicant's Signature: How tame Return application to:

Sarah S. Tinkham

PO Box 530 106 Dundee Street Windsor, NC 27983 Fax: (252) 794-5327 sarah.tinkham@bertie.nc.gov

Note:

*All information on this document is subject to the Public Records Law and will be released to the public upon request.

**Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.

***Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

FOR OFFICE USE ONLY

Date Received: _____

Received By:



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: May 7, 2018

SECTION: Consent

DEPARTMENT: Governing Body

TOPICS:

- 1. Approve Minutes for Regular Meeting 4-16-18
- 2. Approve Minutes for Closed Session 4-16-18
- 3. Approve Minutes for Town of Windsor joint meeting 4-16-18
- 4. Approve Register of Deeds Fees Report April 2018
- 5. Tax Department Error Ledger April 2018
- 6. Budget Amendments
- 7. Workforce Development Area Plan 2018 FYI only
- 8. ARHS 2017 Annual Child Fatality Prevention Team Report FYI only

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---





Windsor, North Carolina April 16, 2018 REGULAR MEETING

The Bertie County Board of Commissioners met for their regular meeting today inside the Commissioners Room, 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present:	Ronald "Ron" Wesson, District I Stewart White, District II Tammy A. Lee, District III John Trent, District IV Ernestine (Byrd) Bazemore, District V
Absent:	None

Staff Present:County Manager Scott Sauer
Clerk to the Board Sarah Tinkham
Assistant County Jonathan Huddleston
Finance Officer William Roberson
Emergency Services Director Mitch Cooper
EMS Division Chief Crystal Freeman
Economic Development Director Steve Biggs
ICMA/NCACC Management Fellow Dominique Walker

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

CALL TO ORDER

Chair Bazemore called the meeting to order.

INVOCATION/PLEDGE OF ALLEGIANCE

Vice Chairman Wesson led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

There were no public comments during this section.

APPROVAL OF AGENDA

Chair Bazemore called for a motion to approve the agenda as prepared. Commissioner Trent made a **MOTION** to approve the agenda as prepared with the deferment of items D-1 and D-4. These items will be discussed at an upcoming work session. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

APPOINTMENTS

American Cancer Society Relay for Life Proclamation presented by Ms. Jo Ann Jordan

Ms. Jo Ann Jordan, Chair of the Bertie County Relay for Life planning committee, was present to provide an update about this year's event which will take place on Friday, May 18 at the old Bertie High School. She also presented the Board with an additional plaque that recognizes Bertie County as the highest fundraising County (per capita) in the nation with \$211,000 raised for the 2017 event.

Additionally, Ms. Jordan requested this year's Relay for Life resolution declaring May 2018 as Relay for Life Month in Bertie County. Commissioner Lee made a **MOTION** to approve the resolution. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board also took this time to participate in a photo opportunity for local media.

Comprehensive Recreation Plan – project update by Dr. Paige Viren and Mr. David Hodges

Dr. Paige Viren, and Mr. David Hodges of ECU and NC State University presented their draft, comprehensive master recreation plan for Bertie County. Dr. Viren requested the approval of the Board pending their suggested changes to the draft they had just received.

Vice Chairman Wesson made a **MOTION** to conditionally approve the comprehensive master recreation plan. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Lee commended Dr. Viren and Mr. Hodges for their work on this plan, and also specifically thanked Dr. Viren for assisting the town of Aulander with their PARTF grant application.

There was no further discussion for this item.

Bertie County Schools – update from Superintendent Dr. Catherine Edmonds

Dr. Catherine Edmonds, Superintendent of Bertie County Public Schools, along with several members of the Board of Education, introduced various members of the Bertie County Public Schools staff, as well as several students.

The focus of tonight's presentation: the STEM program at Bertie Middle School, the Sound to Sea program, and the "One Book, One District" initiative just launched in October 2017.

Three students were present from Bertie Middle School to discuss the following topics:

- 1. Justin Dameron Magnetic levitation
- 2. Jazalyn Lewis Antibiotics
- 3. Asia Cooper Cultivating the Future, Glove Gardens

At this time, various school principals and staff members discussed the very successful Sound to Sea program that was sponsored by Bertie County. Commissioners were presented with a short video as well as a copy of the narratives each student completed upon completion of the program.

The Sound to Sea program allows students to study outside of the classroom through hands on demonstrations in a "sound" environment, as well as a "sea" environment all without leaving Bertie County.

Lastly, the "One Book, One District" initiative was deemed a great success by all students and faculty members present, and that the chosen selection "Hatchet" by Gary Paulsen, provided a unifying activity for all members of the school's community.

Chair Bazemore commended all teachers, students, and staff for a job well done, and for very informative and detailed presentations.

Each member of the Board also received a copy of this year's "One Book, One District" selection that had been signed by students in various grade levels.

Vice Chairman Wesson mentioned that he had just received news that the Dolly Parton Foundation would be accepting book submissions from local communities and school districts which could provide grants for additional "One Book, One District" selections in the future. He also suggested that these selections be shared with the Mother Read program currently being facilitated by Better Beginnings for Bertie's Children.

Trillium – 2017 annual report and update provided by Mr. Bland Baker and Ms. Hope Eley

Mr. Bland Baker, Regional Director of Trillium, and Ms. Hope Eley, Local Coordinator for Youth and Adult Services, presented a brief PowerPoint presentation detailing Trillium's 2017 annual report.

Each year, the report touches on various health needs, risks, and programs in the County. This is also an opportunity for the Commissioners share their concerns or requests with Trillium.

Vice Chairman Wesson expressed his concern that funding could be cut from Trillium if more isn't invested in providing better mental health services, and additional bed space, for those suffering with OPIOID addiction.

Chair Bazemore thanked Mr. Baker for his report, and commended Trillium for the progress they have made in the last year as shown in the annual report.

BOARD APPOINTMENTS

Poverty Commission

Commissioner Trent made a **MOTION** to appoint the following individuals to the Poverty Commission: Curt Kedley, Cindy Perry, Ronald Roberson, and Nicholas Shook. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Nursing Home/Adult Care Home Advisory Committee

Commissioner Trent made a **MOTION** to appoint the following individuals to the Nursing Home/Adult Care Home Advisory Committee: Dr. Susia Smallwood.. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Region Q Workforce Development Board

County Manager Sauer reminded the Board that a public-sector appointment was needed for the Region Q Workforce Development Board. Bertie County Schools Superintendent, Dr. Catherine Edmonds, was suggested, or a member of her staff.

Commissioner Trent made a **MOTION** to conditionally appoint Dr. Catherine Edmonds, or an appropriate member of her staff, to the Region Q Workforce Development Board. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

The Consent Agenda was approved as follows:

- 1. Minutes Regular Session 3-12-18, Special Meeting 3-26-18, Joint Session 3-26-18
- 2. Fees Report March 2018
- 3. Tax Release Journals February and March 2018

Commissioner Lee made a **MOTION** to approve the minutes, Register of Deeds Fees Report, and tax release journals. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

4. Budget Amendment

Vice Chairman Wesson made a **MOTION** to approve Budget Amendment #18-09 and Project Amendment #18-06. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

5. Land Sale –

Vice Chairman Wesson made a **MOTION** to accept the offer \$4,200 made by Debbie Bond-Dunlaw for two lots located in the Windsor Township. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

6. CPTA Annual Agreement -

Commissioner Lee made a **MOTION** to approve the proposed FY2018-2019 agreement for transportation services with CPTA. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION AGENDA

- 1. Review of two Bertie County Noise Ordinances adopted July 3, 2000
 - a. Sound measurement standards
 - b. Restrictions and prohibitions for Unnecessary, Unreasonably Loud, and Disturbing Sounds

This item was deferred.

Review and consider resolution approving merger for Hertford County with Albemarle Regional Health Services

County Manager Sauer noted that with this new addition, Albemarle Regional Health Services would be the largest regional health organization in the State. Albemarle Regional Health Services will provide care to approximately 160,000 citizens in and around Eastern North Carolina.

Commissioner Lee made a **MOTION** to approve the resolution in support of the merger of the Hertford County Public Healthy Authority with Albemarle Regional Health Services. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

A copy of the resolution reads as follows:



BERTIE COUNTY 106 DUNDEE STREET POST OFFICE BOX 530 WINDSOR, NORTH CAROLINA 27983

(252) 794-5300

FAX: (252) 794-5327 WWW.CO.BERTIE.NC.US

BOARD OF COMMISSIONERS

ERNESTINE (BYRD) BAZEMORE, Chair RONALD "RON" WESSON, Vice Chairman JOHN TRENT TAMMY A. LEE STEWART WHITE

RESOLUTION FOR THE MERGER OF HERTFORD COUNTY HEALTH DEPARTMENT WITH ALBEMARLE REGIONAL HEALTH SERVICES WHICH INCLUDES THE COUNTIES OF PASQUOTANK, PERQUIMANS, CAMDEN, CHOWAN, CURRITUCK, BERTIE, AND GATES

- WHEREAS, the Pasquotank County Health Department was established in 1942; and
- WHEREAS, Pasquotank, Perquimans and Camden County Health Departments joined together in 1942 to form a District Health Department; and
- WHEREAS, in 1949 Chowan County Health Department joined the Pasquotank, Perquimans, Camden Health Department to form the Pasquotank, Perquimans, Camden, Chowan District Health Department (PPCC); and
- WHEREAS, in 1999, Currituck County Health Department joined PPCC to form Albemarle Regional Health Services; and
- WHEREAS, in 2002, Bertie County Health Department joined Albemarle Regional Health Services; and
- WHEREAS, in 2004, Gates County Health Department joined Albemarle Regional Health Services; and
- WHEREAS, after due and diligent consideration, the Hertford County Board of Commissioners desire to take action to join Albemarle Regional Health Services, which will create the Albemarle Regional Health Services, consisting of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford Counties.

NOW THEREFORE BE IT RESOLVED, that the Bertie County Board of Commissioners in session duly convened, by adoption of this resolution does hereby create Albemarle Regional Health Services consisting of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates, and Hertford Counties.

ARTICLE I

The name shall be Albemarle Regional Health Services, which will include Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford Counties.

ARTICLE II MISSION

The respective counties recognize that a unified purpose and direction of the public health system is necessary to ensure that all citizens in their jurisdictional areas have equal access to essential public health services. The Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford County Boards of Commissioners declare that the mission of Albemarle Regional Health Services is to promote and contribute to the highest level of health possible for the people that they serve.

ARTICLE III DISTRICT BOARD OF HEALTH

The policy-making body of Albemarle Regional Health Services shall be a District Board of Health composed of 18 members in accordance with North Carolina General Statute 130A-37.

ARTICLE IV ADOPTION OF ORDINANCES

The Albemarle Regional Health Services Board of Health agrees to adopt and assumes responsibility for the enforcement of any and all existing local health ordinances or rules, previously adopted as Albemarle Regional Health Services and any ordinances or rules previously adopted by the Hertford County Board of Health that are not consistent there with.

April day of 2018. ADOPTED, this the Ernestine Byrd Bazemore, Chair Bertie County Board of Commissioners ATTESTED:

Sarah S. Tinkham, Clerk to the Board

Review road naming process and petition requirements

The Board briefly reviewed the policy that was revised in 2015 and discussed a particular request received for a dirt road that has yet to be named.

Vice Chairman Wesson inquired with the Assistant County Attorney about whether or not the policy can be reviewed again to make it easier for land owners with enough signatures to successfully change the name of a road without having to track down owners and their heirs in other states.

The Board agreed that this item should also be placed on an upcoming work session agenda but did not feel the current request needed to be delayed since it is requesting to name a brand-new road that is currently without a designation.

Private Roads (public safety access for emergency response vehicles)

This item was deferred.

Calendar review: discuss possible dates for legislative meetings with members of NC General Assembly delegation representing Bertie County in advance of upcoming short session

The Board discussed April 30th as a potential date for legislative meetings with members of the NC General Assembly that currently serve the interest of Bertie County citizens.

COUNTY MANAGER'S REPORTS

County Manager Sauer announced the return of Clerk to the Board, Sarah Tinkham. Ms. Dominique Walker, ICMA/NCACC Management Fellow, was also formally introduced to the Board for the first time.

ASSISTANT COUNTY ATTORNEY'S REPORT

The Assistant County Attorney had no report at this time.

PUBLIC COMMENTS

There were no public comments during this session.

COMMISSIONERS REPORTS

Chair Bazemore

Chair Bazemore stated that she had participated in the Site X Oyster Roast back in mid-March. She stated that she was really looking forward to the continued historical excavation of the site, and that she was excited to say that "the Lost Colony has been found in Bertie County." Next, she expressed that she was glad to see the inclusion of the old John B. Bond School in the recreation master plan just submitted tonight.

At this time, the Board briefly discussed the need to find alternative, potential sites for the new Library and Cooperative Extension facility. This item will be discussed in more detail at an upcoming work session.

Lastly, the Chair reminded County Manager Sauer about determining a date for an upcoming town hall meeting that the Board would like to host.

Commissioner Trent

Commissioner Trent discussed various updates including: "ground breaking" on the new EMS Station and Blue Jay Recreation Center were slated to occur in the next 30 days, that courthouse security renovations had begun and a bullet proof glass vendor was being sought. Also, school safety meetings were recently conducted, and the school system has been made aware of any suggested action. Lastly, a K-9 drug unit was recently deployed in different County schools, and the initiative was well received.

Commissioner Lee

Commissioner Lee discussed an upcoming reverse town hall that was due to place in Chapel Hill in the upcoming weeks. The town hall's focus will be the prevention of gun violence in schools, and that a Bertie student may be participating on the panel. Mrs. Lee also discussed an upcoming training she would be attending in South Carolina with the NACo Justice Public Safety Board. The training is not being sponsored by County tax dollars.

Commissioner White

Commissioner White gave no remarks at this time.

Vice Chairman Wesson

Vice Chairman Wesson announced his excitement at seeing Better Beginnings for Bertie's Children recognized on the state level for their success in locating 3 and 4-year-old children in need of Pre-K education in the County. He also discussed his latest work with Youth Bertie to clean up a set of old tennis courts in Windsor, as well as the placement of several picnic tables near the sight.

CLOSED SESSION

County Manager Sauer reminded the Board about a brief Closed Session under statute number N.C.G.S. § 143-318.11(a)(3). Commissioner Lee made a **MOTION** to go into Closed Session Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

OPEN SESSION

Commissioner Lee made a **MOTION** to return to Open Session. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chair Bazemore asked for a motion for County staff to assemble a resolution for Maurice Davenport of Bazemore Temple, and Rachel Morris Hill's 90th birthday. Commissioner Trent made a **MOTION** to approve the requests. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

RECESS

Chair Bazemore **RECESSED** the meeting until 2:00 PM, Monday, April 30, 2018 inside this same location.

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board



Windsor, North Carolina April 16, 2018 JOINT MEETING

The Bertie County Board of Commissioners met for a joint work session today inside the Windsor Town Hall, Commissioners Room located at 128 South King Street, Windsor, NC 27983. The following members were present or absent:

County Commissioners Present:	Ronald "Ron" Wesson, District I Tammy A. Lee, District III John Trent, District IV Ernestine (Byrd) Bazemore, District V
County Commissioners Absent:	Stewart White, District II
County Staff Present:	County Manager Scott Sauer Clerk to the Board Sarah Tinkham Assistant County Attorney Jonathan Huddleston Finance Officer William Roberson Economic Development Director Steve Biggs Cooperative Extension Director Billy Barrow ICMA/NCACC Management Fellow Dominique Walker
Windsor Commissioners Present:	David Overton Lawrence Carter Cathy Wilson Randy Whitaker Randy Walston
Windsor Staff Present:	Allen Castelloe, Town Manager

Leslie Beachboard of the Bertie-Ledger Advance was present from the media.

CALL TO ORDER – Bertie County Board of Commissioners

Chair Bazemore called the meeting to order.

CALL TO ORDER – Town of Windsor Commissioners

Mayor James Hoggard called the Windsor Town Board of Commissioners to order.

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INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Wesson led the Invocation and Pledge of Allegiance.

Hurricane Matthew Recovery Update: grant status for Bertie County buy-out program

Windsor Town Manager, Allen Castelloe, briefly updated both boards on the HMGP grant that was approved by FEMA as a joint effort between the Town and County. Currently, the release of funding is delayed, and a date of the release is still inconclusive at this time.

Both boards discussed this matter, and Bertie County Chair, Ernestine Bazemore, noted that she would be present at the NCACC Board meeting in the coming days, and would mention the concerns that both boards share about the funding delay.

Lost Colony/First Colony Foundation: additional funding needs

Mr. John Ed Whitehurst was present as a liaison between the two Boards, the Partnership for the Sounds, as well as First Colony Foundation. The Foundation recently finished their archaeological dig at the Lost Colony site at Ball Gra and Salmon Creek, also known as Site X.

Representatives from Partnerships for the Sounds were also present.

Mr. Whitehurst reported that the Foundation was interested in continuing their excavation of the site, but funding was needed to continue to dig as well as perform the needed scientific analysis on the artifacts found.

Both Boards discussed this topic extensively and agreed that this opportunity is extremely important when preserving the history of Bertie County.

Bertie County Commissioner, John Trent, stated that the historical value of this site should not be understated and that he felt both boards should make this project a top priority in the upcoming budget deliberations.

After some discussion, both boards agreed that funding should be budgeted to allow First Colony Foundation to perform the additional excavation of the site in the estimated, shared amount of \$50,000.

Commissioner Trent made a **MOTION** for the Bertie County Board of Commissioners to work together with the Partnership for the Sounds, and the Town of Windsor Board of Commissioners to budget a minimum of \$50,000 for the Lost Colony archeological site during 2018-2019 FY

budget deliberations. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Town of Windsor Board of Commissioners made a similar motion which passed unanimously.

It was suggested by Bertie County Vice Chairman, Ronald Wesson, to have County staff and Town administration to check with the Mid-East Commission about any possible grant opportunities there might be to assist with this endeavor as well.

Update – Teacher Housing Initiative, Bertie County Vice Chairman Ronald Wesson

Vice Chairman Wesson shared a brief update with both boards on the teacher housing initiative. Mr. Wesson reported that State Employees Credit Union had recently made contact with him about the resubmission of a needed document, but that everything else was in order and on track. There were no other further updates.

ADJOURNED

Chair Bazemore ADJOURNED the meeting at 5:10PM.

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board







Bertie County Register of Deeds

Annie F. Wilson Register of Deeds P.O. Box 340 Windsor, NC 27983 252-794-5309 www.bertie-live.inttek.net

NORTH CAROLINA BERTIE COUNTY

TO: THE BOARD OF COUNTY COMMISSIONERS:

Agreeable to and in compliance with Chapter 590 of the Public Local Laws of North Carolina, Sessions 1913, I beg leave to submit the following statement of all fees, commissions, etc. of any kind collected by me as Register of Deeds for the month of <u>APRIL 2018</u> and for an itemized statement thereof, I respectfully refer you to the following books in my office.

AMOUNT SUBJECT TO GS 161-50.2

10-0030-4344-01 10-0030-4344-03 10-0050-4839-02 10-0030-4344-04	REAL ESTATE REGISTRATION	\$3,921.60 \$892.00 \$250.05 \$540.00 \$5,603.65
10-0018-4240-01 10-0030-4344-10	N. C. STATE EXCISE STAMP TAX	\$5,246.00 \$756.40 <u>\$126.00</u> \$11,732.05

10-0000-1251-00 A/R IN/OUT(REFUND)------

\$11,732.05

Revie J. Milan

REGISTER OF DEEDS - BERTIE COUNTY By Shahedia K. Williams, Root.

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES	23 @\$6.20=	\$142.60
ADDITIONAL PAGES	@\$0.40=	
DEEDS & OTHER INSTRUMENTS	<u>116</u> @\$1.94=	\$225.04







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

May 01, 2018

William Roberson Bertie County Finance Officer Windsor, NC 27983

Dear Mr. Roberson:

Attached you will find a (1) Computer Printout and, (2) Copies of the appropriate pages of the "Tax Release Journal" (Ledger) manually maintained in the tax office, both relative to Tax Releases which are now ready for your approval.

The releases herein are for the month of **April** and this request for your approval is made pursuant to a "Resolution of the Board of Commissioners" dated August 5, 1985. This may also serve as your report to the Board of Commissioners required by the same "Resolution."

Respectfully Submitted,

Tax Administrator

Approved on _____ 20

Balance a Group

	Group: RLS*18*120 Type: A Abatement Status: O Open	t/Relea	
Group Total:	\$13,223.66-	Group Transaction Count:	33
Transactions Total:	\$13,223.66-	Transaction File Count:	33
Difference:	\$0.00	Difference:	0

Enter certify batch as balanced(B) or cancel(XX)

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21-4145-5193-00	\$	48,120		21-0090-4991-99	\$	48,120
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CONTRACT APPROV	AL ON 3	/12/18.				
	IN	CREASE			IN	CREASE
10-5820-5310-00	\$	2,575		10-0090-4991-99	\$	2,700
10-5820-5395-00	\$	125				
INCREASE VETERAN	IS TRAVI	EL AND TRAI	NING BUDGET	,		
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10-4150-5192-01	\$	30,000	SERVICES	10-0090-4991-99	\$	60,000
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21-4145-5193-00	\$	48,120		21-0090-4991-99	\$	48,120
SETUP REVAL BUDG	ET - ST	ART IN FY 20	18			
CONTRACT APPROV	AL ON	3/12/18.				

William Roberson

From:	Scott Sauer
Sent:	Sunday, March 4, 2018 9:08 AM
То:	Lloyd Smith, Jr. (Ismith@windsorlaw.com); Jonathan E. Huddleston
	(JHuddleston@windsorlaw.com); csmith@windsorlaw.com
Cc:	William Roberson; Jodi Rhea
Subject:	DRAFT agenda for March 12th BoC meeting
Attachments:	BoC_agenda_3-12-18.docx

Legal team:

Please note items:

A-1 Republic Services—following meeting with Chair/Vice Chair on February 8th, the County has suggested that RS present a formal request of the franchise renewal.

C-3 Revaluation Contract—for approval.

D-1 Teacher Housing Initiative—is enabling legislation required?

Thanks,

Scott



Scott T. Sauer – County Manager Bertie County, NC (252) 794-6112 contained in a tax map will be stored in the corresponding tax map directory.

B. GENERAL REQUIREMENTS/CONDITIONS

1. All images, maps, tapes, working files and final deliverables shall be considered the property of Bertie County and shall be delivered to the Assessor upon completion and acceptance of work. The chosen respondent shall not use the captured images for any purpose other than fulfillment of Contract requirements, unless authorized by the Bertie County Assessor.

VI. COMPENSATION AND TERMS

A. COMPENSATION:

The total compensation to be paid to the Contractor by the County is \$16.00 per appraised parcel. The parties estimate that there are 18,935 parcels to be revalued in Bertie County for a total of Three hundred two thousand nine hundred sixty and 00/100 dollars (\$302,960.00) payable as hereinafter set forth, said amount varying depending on the total number of parcels revalued by the Contractor.

B. PROGRESS REPORTS AND PAYMENTS

On the first work day of each month, on forms approved by the Assessor, the Contractor will make a Progress Report to the Assessor showing work done and progress made under the negotiated schedule. The report will show the percentage of completion of each phase of the work performed under terms of the negotiated work schedule. On the basis of each Progress Report the County will make progress payments as follows:

On or about the tenth day of each month the County will pay the Contractor ninety percent (90%) of the Contract price based on the value of work performed by the Contractor up to the first day of that month as estimated by the County from Progress Reports and monthly invoices submitted by the Contractor, less the aggregate of previous payments. The estimates shall be approximate only and all partial payments and monthly estimates and payments shall be subject to correction in the estimate rendered following discovery of an error in any previous estimate. The Schedule of Payment contemplates the County's



REVALUATION INVOICE

April 30, 2018

Submit To: Jody Rhea Bertie County Tax Administrator PO Box 527 Windsor, NC 27983

From: Piner Appraisal, Inc. 2321 Shore Drive Morehead City, NC 28557 (252) 723-3562

04-30-18 Revaluation Work

\$ 16,039.05

Total Due: \$16,039.05

X3 (m,J,J) 48,117.15

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National Association of County Veterary Service Officers ACVSO

NACVSO Training Conference 2018

Date: June 2, - June 8, 2018 Place: Reno, NV Property: <u>Silver Legacy Hotel</u>

Hotel Reservation for the 2018 Conference is Now Open

Reno, NV - Silver Legacy Resort Hotel (located in the heart of downtown Reno, Nevada) 407 N. Virginia Street; Reno, NV 89501



Hotel Reservations can be made online by <u>CLICKING HERE</u> Reservations Toll Free 1-800-687-8733

Room Rate:

Sunday through Thursday \$69.00 Friday through Saturday \$129.00 both rates subject to \$18.00 resort fee nightly, \$3.00 city fee and 13.5% tax

Registration for the Conference is Now Open

Click <u>HERE</u> to Register and pay with your credit card online for the 2018 NACVSO Training Conference

Click <u>HERE</u> to download the Registration Form and mail in your 2018 NACVSO Training Conference

DRAFT Agenda as of Feb 25, 2018. Updates will be posted as necessary

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REGION Q WORKFORCE DEVELOPMENT BOARD

Local and Regional Workforce Development Area Plan

Workforce Innovation and Opportunity Act

Title I

PY 2018 Plan Update July 1, 2018 – June 30, 2019

North Carolina Department of Commerce Division of Workforce Solutions 4316 Mail Service Center 313 Chapanoke Road, Suite 120 Raleigh, NC 27699-4316

Workforce Development Board Overview

The Local Area Overview provides important contact information that is used throughout the Division. It is important this section remain current during the Program Year. Updates should be submitted to the local Board's assigned Division Planner when changes occur, especially to contact names and addresses in the Local Board Overview Section.

 Provide the Local Area's official (legal) name as it appears on the local Consortium Agreement established to administer the Workforce Innovation and Opportunity Act (WIOA) or, if not a Consortium, in the formal request for Local Area designation. If the Local Area is a Consortium, attach a copy of the current Consortium Agreement. Name document: <u>Local Area Name</u> Consortium Agreement.

Region Q Workforce Investment Consortium

See attached: Region Q Consortium Agreement

2. Provide the name, title, organization name, address, telephone number and e-mail address of the Workforce Development Director.

Jennie C. Bowen Workforce Development Director Mid-East Commission 1502 N. Market Street, Suite A Washington, NC 27889 (252) 974-1815 jbowen@mideastcom.org

3. Provide the name, elected title, local government affiliation, address, telephone number and e-mail address of the Local Area's Chief Elected Official.

Mark W. Owens, Jr Pitt County Commissioners 1717 W. 5th Street Greenville, NC 27834 (252) 902-2950 c/o <u>scott.elliott@pittcountync.gov</u>

4. Provide the name, title, business name, address, telephone number and e-mail address of the individual authorized to receive official mail for the Chief Elected Official, if different than question 3.

Scott Elliott, County Manager 1717 W. 5th Street Greenville, NC 27834

(252) 902-2950 scott.elliott@pittcountync.gov

5. Provide the name, address, telephone number of the Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds. This is the entity responsible for the disbursal of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

Bryant Buck, Executive Director Mid-East Commission 1502 N. Market Street, Suite A Washington, NC 27889 (252) 946-8043

6. Provide the name, title, organization name, address, telephone number and e-mail address of the Administrative/Fiscal Agent's signatory official.

Bryant Buck, Executive Director Mid-East Commission 1502 N. Market Street, Suite A Washington, NC 27889 (252) 946-8043

7. Attach a copy of the Administrative Entity/Fiscal Agent's organizational chart with an 'effective as of date'. Name document: <u>Administrative Entity Name</u> Organizational Chart.

See attached: Mid-East Commission Organizational Chart

 Provide the Administrative Entity's Data Universal Numbering System (DUNS) number and assurance that the 'System for Award Management' (SAM) status is current. Administrative Entities must register at least annually on the SAM website (<u>https://www.sam.gov/portal/SAM/##11</u>) to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

DUNS Number: 173851528 Assurances are given that the SAM status is current and up to date.

Composition of the local Workforce Development Boards shall comply with WIOA Section 107. Local Workforce Development Board Membership Requirements have been provided as reference at <u>Appendix A</u>.

9. Provide each Workforce Development Board members' name, business title, business name and address, telephone number and e-mail address on the provided form. The first block is reserved to identify the Board chairperson (form provided). Indicate all required representation and indicate if vacant. [WIOA Section 107(b)(2)]. Name document: Local Area Name WDB List. See Appendix A for Local Area Workforce Development Boards membership requirements.

Note: Check the block on provided form certifying compliance with required WIOA local Workforce Development Board business nomination process.

* Use and identify categories as indicated on the form. Do not change required category names.

See attached: Region Q WDB List

Note: The current WDB Chairman is Quinton Turman. At their May 9, 2018 meeting, the Board will elect their new Chairman for PY 2018. Each County Clerk will be contacted in early May concerning private sector board appointments for expiring seats. The appointments should occur during the June or July County Commissioner meetings. In addition, a Consortium meeting is scheduled in June to (re)appoint the other representatives to the Board for PY 18. An updated list will be provided once all appointments are complete for PY 18.

10. Attach the Workforce Development Board By-laws including date adopted/amended. List any recent changes here. Name document: *Local Area Name WDB By-laws*.

See attached: Region Q WDB By-Laws

Sunshine Provision - The Local Board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board, including information regarding the Local Plan prior to submission of the Plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Local Board. [WIOA Section 107(e)]

11. Describe how the Workforce Development Board meets the Sunshine Provision.

Public Comment - The Workforce Development Board shall make copies of the proposed Local Plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30 day period beginning on the date the proposed plan is made available; and, include with submission of the Local Plan any comments that represent disagreement with the Plan. [WIOA Section 108(d)]

Region Q WDB will make copies of the proposed Local plan available to the public for review and comment beginning May 1, 2018 for a period of 30 days, ending June 1, 2018. A link to the proposed Local Plan will be placed on the Region Q WDB website (www.regionqwdb.org) and the Mid-East Commission website (www.mideastcom.org). The plan will also be submitted electronically to all Region Q Consortium members and each WDB member. A printed copy of the Plan will also be available at the front desk of each NCWorks Career Center for public review and comment. At the close of the public comment period, a list of all comments will be compiled and submitted to the Division Planner.

For Board meetings, the schedule of all WDB meetings is provided at the first meeting of the PY and the list of meeting dates in published on the website, <u>www.regionqwdb.org</u>. A meeting notice and agenda is sent to everyone on the "Interested Parties" list via e-mail and posted on the website, <u>www.regionqwdb.org</u>, approximately one week prior to each meeting. For any special called meetings, a notice is posted on the Region Q WDB website, <u>www.regionqwdb.org</u>, and notice is distributed via e-mail to those who request placement on the "Interested Parties" list.

12. Describe how the Workforce Development board will make copies of the proposed Local Plan available to the public. [WIOA Section 108(d)]

Region Q WDB will make copies of the proposed Local plan available to the public for review and comment beginning May 1, 2018 for a period of 30 days, ending June 1, 2018. A link to the proposed Local Plan will be placed on the Region Q WDB website (www.regionqwdb.org) and the Mid-East Commission website (www.mideastcom.org). The plan will also be submitted electronically to all Region Q Consortium members and each WDB member. A printed copy of the Plan will also be available at the front desk of each NCWorks Career Center for public review and comment. At the close of the public comment period, a list of all comments will be compiled and submitted to the Division Planner.

13. Attach a copy of the Local Workforce Development Board's organizational chart with an 'effective as of date.' Include position titles. Name document: <u>Local WDB Name</u> Organizational Chart.

See attachment: Region Q Organizational Chart

14. Complete the following chart for the PY18 Local Workforce Development Board's planned meeting schedule to include time, dates and location. *[Expand form as needed.]*

Date	Time	Location				
		(include address and				
		room #)				
September 12, 2018	3:00 p.m.	NCTeleCenter				
November 14, 2018	3:00 p.m.	405 E. Blvd,				
January 9, 2019	3:00 p.m.	Williamston, NC				
March 13, 2019	3:00 p.m.	in the Large Training				
May 8, 2019	3:00 p.m.	Room				

15. Attach a copy of the signed 'Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions' (<u>form provided</u>). [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities.] Name document: <u>Local Area</u> <u>Name</u> Debarment Form.

Note: Document must bear the original signature of the Administrative Entity signatory official. Mail the signed <u>Certification form</u> original to Division Planner.

See attachment: Region Q Debarment Form

16. Submit the original Workforce Development Board and Chief Elected Official (CEO) Signatory Page (form provided), bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman, and attach a copy of the signed document. Name document: *Local Area Name Signatory Page*.

Note: Mail the signed original <u>Signatory Form</u> to Division Planner.

NOTE: The Signatory page will be uploaded and the original forwarded to the Planner after the WDB votes to approve the plan at their May 9, 2018 meeting.

NCWorks Career Centers

 Identify NCWorks Career Center location(s) including Tier 1, Tier 2, Affiliate, and Specialized sites; On-site partners; how NCWorks Career Center operator(s) are designated; provider(s) of WIOA career services and method of selection; whether youth services provider is on-site and, if so, youth services offered. Use the NCWorks <u>Career</u> <u>Center Chart</u>. [WIOA Section 121(b)(1)(A) and (b)(1)(B)] Name document: <u>Local Area</u> <u>Name Career Centers</u>.

NOTE: The Career Center Chart for PY 2018 will be provided after the May 9, 2018 WDB meeting.

2. Provide the date and process for when the competitive procurement of the One-Stop Operators(s) occurred. Include the expected length of the contract (one-four years).

The Region Q WDB released a RFP for competitive procurement of One-Stop Operator(s) on March 19, 2018 due April 23, 2018. Awards are scheduled to be made at the May 9, 2018 WDB meeting. The contract will be awarded for a two year period, with the option to extend a third and fourth year with satisfactory performance.

3. How do you coordinate services with WorkFirst (Temporary Assistance for Needy Families)?

Each Career Center in Region Q has an established working relationship with their local Department of Social Services (DSS) and the WorkFirst program. DSS staff attend the monthly partnership meetings in the Center and work with Center staff to create holisitic service strategies for shared customers including information, program eligilibility, resource connections and on-site presence of staff.

For example, in Pitt County, DSS is present in the Center twice a week to meet with customers and assist them with job search and other related services offered by both agencies. Staff also attend our NCWorks Committee and WDB meetings.

4. How is the Career Center used outside of regular business hours?

All Career Centers are expected to operate outside of regular business hours as needed for the purposes of serving customers. This could include individual or group meetings with job seekers or businesses, hiring events, workshops/training events, open houses, or community meetings that relate to the services provided by the Center or its partners and occurs on an as-needed basis.

WIOA Title I Programs

Adult and Dislocated Worker Services

1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensures an arm's-length relationship between the Workforce Development Board and service delivery. Identify any service provider contract extensions.

Note: While Final Regulations Section 679.410 (b) and (c) provide exceptions to the

competitive procurement process, WDBs *must* have an arm's-length relationship to the delivery of services.

At the March 14, 2018 WDB meeting, the Board reviewed the programmatic and fiscal performance for each contractor. Based on the WDB approved WDB's WIOA Program Demonstrated Performance Criteria (Last revised 2/1/18) and the failed procurement in four (4) counties for PY17, the WDB voted to place all Adult/DW programs out for competitive bid. Requests for Proposal (RFPs) were released on March 19, 2018 with written notification sent by mail and e-mail to all parties on the bidder's list, notice was placed in all local newspapers and posted on the Region Q website www.regionqwdb.org. Proposals were due on April 23, 2018. The RFP Review Committee, consisting of 5 members of the WDB, will meet to review the proposals and establish their recommendations for program operators for PY18. At the May 9, 2018, the NCWorks Committee and WDB will hear the RFP Review Committee's recommendations for PY18 and the WDB will vote to select the service provider(s) for PY18 & 19. New two-year contracts will be effective July 1, 2018.

Attach the Local Workforce Development Board's Adult and Dislocated Worker (DW) service providers chart effective July 1, 2018 using the <u>Adult/Dislocated Worker Service</u> <u>Provider List</u> provided. Name document: <u>Local Area Name</u> Adult and DW Providers 2018.

NOTE: The Adult and DW Provider for PY 2018 will be provided after the May 9, 2018 WDB meeting.

3. Describe how and when eligible training providers are reviewed at the local level and how customers are informed they have choices in choosing their providers. Define what "significant number of competent providers" means in the local area. Include whether the local Workforce Development Board uses more strict performance measures to evaluate eligible training providers. Attach if a separate policy. Name document: *Local Area Name Eligible Training Providers*. [Division Policy Statement 21-2015]

Region Q's goal is to offer a wide variety of training programs and occupational choices that are in demand and align with our established career pathways. Current, along with any additional providers, are evaluated based on demonstrated performance regarding credentialing/licensure rates and employment rates along with the capacity to provide comprehensive training at a reasonable cost. The Performance & Accountability Manager, along with the Director and Business Services Manager review all new providers or programs for relevance to the local labor market prior to approval. Providers are reviewed every two years on program outcomes including overall program completion rate, WIOA completion rate, and training completers and noncompleters that enter employment. This list of programs by provider is shared with and approved by the WDB.

A full list of eligible providers and programs is available in each Center and NCWorks Online. The list is reviewed with any customer who expresses a need and/or interest in training. Region Q most often utilizes the local community college and university system, along with private providers for classroom training. Local area staff will continue to ensure a significant number of competent providers are available to maximize customer choice.

The board defines "significant number of competent providers" in the local area based upon the following types of training providers that are located within the local area who are subject to the ETPL requirements in order to receive WIOA Title I Adult and Dislocated Worker funds to provide training services to eligible adult and dislocated worker individuals through ITAs:

1. institutions of higher education that provide a program of training that leads to a recognized postsecondary credential;

2. apprenticeship programs registered by the USDOL Office of Registered Apprenticeship;

3. public or private training providers, including joint labor-management organizations, pre-apprenticeship programs, and occupational/technical training; and

4. providers of adult education and literacy activities provided in combination with occupational skills training.

Based upon this criteria, the local area has determined that a significant number of competent providers are available within the local area (and adjoining local areas) to deliver WIOA funded training services to eligible Adults, Dislocated Workers and Youth.

4. What strategies are in place to ensure Local Workforce Boards meet or exceed federal Adult and Dislocated Worker Performance Measures?

Consistent program oversight is a primary duty of the Region Q Performance and Accountability Manager, along with the Compliance Manager and WDB Director. The ability to interpret indicators to monitor the progress of the WIOA programs based on performance criteria and attainment of set goals is indicative of the regions past and future performance goals. Monthly desk monitoring is performed on program performance and contractor monthly reimbursement forms including line item budget tracking of training expenditure to ensure the appropriate percentage of expenditures. Budgets were set for PY16 with appropriate funding in the training line items to meet or exceed the planned minimums. This practice will continue in PY18 and beyond.

Technical assistance on a one-on-one basis in support of attainment of performance measures is also provided in areas such as: data entry and accurate recording of services, improvement in assessment and suitability screening, timely follow up, assistance with overcoming barriers, maintaining contact, career counseling, reporting of all supplemental data in NCWorks, increased coordination of services with other entities, and employability skills training.

In addition, WDB staff provide quarterly trainings for Adult & DW contract staff, Center Managers are provided performance reports, and all Center staff will receive additional training on the performance measures and the impact each staff and customers has on attaining overall performance. The Region is focused on providing staff the training and tools required to provide excellent customer service and continuous engagement with each and every customer until the time of employment and after to ensure retention.

It is with a keen eye on the details and business instincts that the Workforce Development Board will ensure that all federal and state performance outcomes will be met.

5. Describe how the Board uses local funds for Incumbent Worker Training (IWT). If the Board does not use local funds for IWT, please state why and what would be needed to incorporate IWT as a locally offered service.

The Region Q WDB set aside \$60,000 in Adult program funding for PY17 to address the skill gaps of existing incumbent workers. The training will be utilized to increase the knowledge, skills or wages for the employee and increase the stability and competitiveness of the employer. Preference will be given to training that results in or provides a significant step towards achieving an industry-recognized certification/credential.

It is anticipated that the amount set aside will remain the same for PY18, but may increase based on funding and identified needs.

6. Complete the following chart (by placing an X in each applicable box) to demonstrate what work-based learning opportunities are available in the local Workforce Board area. *[Expand form as needed.]*

On-the-Job Training	Local Incumbent Worker Training	Internships	Job Shadowing	Paid/Unpaid Work Experience	Specify Others:
X	Х		X (proposed policy being developed for PY18)	Х	

7. Please describe the efforts the Workforce Development Board has made to deliver business services on a regional basis.

Region Q has two (2) full-time board staff providing Business Services. The Business Services Manager provides a multitude of intensive services to the businesses in all five counties of the region including ACT profiling, one-on-one consultations, incumbent worker training, development of collaborative recruitment plans, valuable labor market information, and connections with appropriate partners.

In addition, a new position, Business Engagement Coordinator, was created in PY17 to expand our reach and enhance engagement with businesses of all sizes across the region. The main focus of this position is to promote NCWorks Career Centers and its services to local businesses, along with the promotion and coordination of placements for work based learning.

Region Q also expects every NCWorks Career Center Manager and designated staff to engage with its local businesses.

8. Describe follow-up services provided to Adults and Dislocated Worker.

Per Training and Employment Guidance Letter (TEGL) 19-16 and Section 134(C)(2)(A), funds described shall be used to provide career services, which shall be available to individuals who are adults or dislocated workers through the one-stop delivery system and shall, at a minimum, include—...(xiii) follow up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Follow-up services will be provided, as appropriate, for participants in adult or dislocated worker activities who are placed in unsubsidized employment for a minimum of 12 months after the first day of employment. NCWorks Career Center staff will provide counseling regarding the workplace and labor exchange services, including job search and placement assistance along with other Career Services as appropriate. Follow-up is provided in a variety of methods including by phone, text, e-mail or in person.

Youth Services

 Does the Workforce Development Board have a standing committee to provide information to assist with planning, operational and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)] Yes If no, describe how oversight to planning, operational and other issues relating to the provision of services to youth will be provided.

If yes, please provide a response to the following questions.

a) Provide the committee's purpose/vision.

The purpose of the Youth Committee is to develop portions of the local plan related to youth with co-design by youth and business leaders; recommendation of providers of youth activities in the area with input from youth; oversight of eligible providers of youth activities; establishment of linkages with educational agencies and other youth entities and leverage of non-WIOA resources; implementation of youth friendly and one time service interventions; establishment of rapid attachment to work for out of school youth with focus on retention and advancement to higher level jobs; focus on continuous improvement. This Committee will also coordinate with other school-to-work programs such as Career Pathways and apprenticeship, and develop strategies to impact the success of these programs and participate in coordinated analysis of efforts to comprehensively serve youth.

b) Attach the list of members to include members' agency/organization, one of which must be a community-based organization with a demonstrated record of success in serving eligible youth. Provide the Committee's Chair information in the first block (who must be a Workforce Development Board member.) Name document: <u>Local Area Name</u> Youth Committee Members.
 [WIOA Section 107(b)(4)(A)(ii)]

See attachment: Region Q Youth Committee Members

NOTE: The Youth Committee Chair and committee members will be appointed by the incoming PY WDB Chair. An updated list will be provided once appointments are complete.

c) Complete the following chart for the PY18 Youth Committee's planned meeting schedule to include dates, time and location. *[Expand form as needed.]*

Date	Time	Location	
		(include address and	
		room #)	
September 12, 2018	11:30 a.m.	NCTeleCenter	
November 14, 2018	11:30 a.m.	405 E. Blvd,	
January 9, 2019	11:30 a.m.	Williamston, NC	
March 13, 2019	11:30 a.m.	in the Large Training	
May 8, 2019	11:30 a.m.	Room	

2. Provide the date and process for when the competitive procurement of the Youth Programs were completed, to include any contract extensions.

At the March 14, 2018 WDB meeting, the Board reviewed the programmatic and fiscal performance for each contractor. Based on the WDB approved WDB's WIOA Program Demonstrated Performance Criteria (Last revised 2/1/18) and the failed procurement in one (1) county for PY17, the WDB voted to place all Youth programs out for competitive bid. Requests for Proposal (RFPs) were released on March 19, 2018 with written notification sent by mail and e-mail to all parties on the bidder's list, notice was placed in all local newspapers and posted on the Region Q website www.regionqwdb.org. Proposals were due on April 23, 2018. The RFP Review Committee, consisting of 5 members of the WDB, will meet to review the proposals and establish their recommendations for program operators for PY18. At the May 9, 2018, the Youth/NEXTGEN Committee and WDB will hear the RFP Review Committee's recommendations for PY18 and the WDB will vote to select the service provider(s) for PY18 & 19. New two-year contracts will be effective July 1, 2018.

 Attach the Local Workforce Development Board Youth service provider's chart, effective July 1, 2018, using the provided <u>Youth Service Provider List</u>. Complete each column to include specifying where Youth Services are provided. Name the document: <u>Local Area</u> <u>Name</u> Youth Providers 2018.

NOTE: The Youth Providers for PY 2018 will be provided after the May 9, 2018 WDB meeting.

4. What strategies are in place to ensure Local Workforce Boards meet or exceed federal Youth Performance Measures?

Consistent program oversight is a primary duty of the Region Q Performance and Accountability Manager, along with the Compliance Manager and WDB Director. The ability to interpret indicators to monitor the progress of the WIOA programs based on performance criteria and attainment of set goals is indicative of the regions past and future performance goals. Monthly desk monitoring is performed on program performance and contractor monthly reimbursement forms including line item budget tracking of work based learning expenditures to ensure the appropriate percentage of expenditures. Budgets were set for PY16 with appropriate funding in the Out Of School portion of the program and work based learning line items to meet or exceed the planned minimums. This practice will continue in PY18 and beyond.

Technical assistance on a one-on-one basis in support of attainment of performance measures is also provided in areas such as: data entry and accurate recording of services, improvement in assessment and suitability screening, timely follow up, assistance with overcoming barriers, maintaining contact, career counseling, reporting of all supplemental data in NCWorks, increased coordination of services with the schools (K12 and Community College) and other community agencies, remediation and employability skills training. Activities will be provided to help prepare youth for postsecondary education with promotion of short-term occupational skills training where youth can attain approved credentials and certifications in less than six months.

In addition, WDB staff provide quarterly trainings for Youth contract staff, performance reports are provided, and staff will receive additional training on the performance measures and the impact each staff and participant has on attaining overall performance. The Region is focused on providing staff the training and tools required to provide excellent service and ensure that all federal and state performance outcomes will be met.

To assist youth in obtaining employment, youth will be directed to career pathways, occupations that are in demand and work experience worksites that are likely to hire youth in unsubsidized employment after the completion of work experience. To retain employment, follow-up services will be provided for a year after exit. Participants will be contacted and monitored for employment retention through the second and fourth quarter after exit. Counseling, career advancement and job keeping skills instruction will continue while the participant is in follow-up. Youth that lose employment will receive job referrals and other appropriate follow-up services as assessed.

5. Specify if the Local Workforce Development Board plans to offer incentives for youth. If yes, attach the Youth Incentive Policy to include: a) criteria to be used to award incentives; b) type(s) of incentive awards to be made available; c) whether WIOA funds will be used and d) whether the Local Workforce Development Board has internal controls to safeguard cash/gift cards. Name document: Local Area Name Youth Incentive Policy.

Note: Federal funds may not be spent on entertainment costs.

Incentives will be provided as a means to recognize and reward a youth's success. WIOA Youth funds may be used to provide incentives for recognition and achievement to eligible youth. Incentives payments are made by check and no cash/gift cards are utilized for incentive payments.

See Attachment: Region Q Youth Incentive Policy

Local Innovations

1. List additional funding received by the local Workforce Development Board to include special grants, National Dislocated Worker Grants, YouthBuild, outside funding and others to include a brief description of the source and the amount.

Fund Source	Title	Amount
3130-7016	NEG- Sector Partnership- Contract Career Pathways Facilitator	\$ 6,083*
3130-7030	NEG- Sector Parternship- Career Pathways Planning- Business Support Services	\$ 8,461*
3130-7051	NEG- Sector Partnership- CP Facilitator	\$ 77,137
3110-7033	NEG- Hurricane Matthew- Adm	\$ 61,989*
3130-7033	NEG- Hurricane Matthew	\$ 384,035*
4050- 8024	Cost Sharing- DWS Brochures	\$ 4,504
4050- 8029	Infrastructure Costs	\$ 3,333
4050- 8030	Region Q Program Outreach Costs	\$ 2,574
4050-8031	Business Services Funds	\$ 25,000
4050-8034	Certified Turnaround Professional	\$ 25,000

* indicates balance remaining as of 6/30/17

2. Describe one local Workforce Development Board best adult/dislocated worker program practice.

The staff of our Adult & Dislocated Worker programs during PY17 have focused on outreach to potential participants and community partners. Outreach Expos and door-to-door outreach has occurred to reach previously "untapped" areas. As part of the outreach plan, partnerships have expanded to include community agencies, local government and other interested parties to foster community awareness of the NCWorks Career Centers and its resources.

3. Describe one local Workforce Development Board best youth program practice.

In Pitt County, the Youth/NEXTGEN program has partnered with the City of Greenville to launch a summer work experience component to target youth who live within the City and County limits to spend the summer working in the different departments of the City. Placements occur in a variety of fields, based on the youth's career goal, and provide true hands-on learning not only of the job, but also in serving their community. The unique part of the program is the funding strategy. 25 Youth have been placed with the City of Greenville the last two summers, with 20 of the Youth (city residents) being paid by the City and 5 of the Youth (county residents) being paid from WIOA Title I Youth funds.

In an effort to expand this initiative to other municipalities, several meetings have been held across our five county region to promote the success of this model. Several smaller towns and one county have expressed interest in starting a similar program for their communities in the near future.

4. Describe a local Workforce Development Board regional strategy that has yielded positive results.

The three Workforce Development Boards in the Northeast Prosperity Zone have worked together on several projects. A few key projects include:

- NEPZ Workforce Professionals Day- This is a one-day event with the Career Center staff from all three WDB's joining together for a day of professional development. It allows sharing of ideas across Centers and WDB's with presentations from conference level speakers on relevant topics. Since all Center staff cannot attend a conference, we bring the conference to them. After events in 2016 & 2017, we received rave reviews indicating staff felt re-energized and appreciated, which increases customer satisfaction for our internal and external customers.
- Innovative Service Delivery Grant- This grant has allowed each WDB an NCWorks Outreach Coordinator to help expand the knowledge of our Centers and services to our outlying areas. This includes visiting our local libraries, working one-on-one with customers and with library staff to promote NCWorks.gov and our Centers. We are also reaching out to the schools, training Career and Technical Education and other staff on NCWorks.gov and the services available in our Centers.
- Career Pathways- As part of our Career Pathways Initiative, the 3 WDB's in the Northeast have purchased Traitify, an online assessment tool to help an individual determine their best career path based on their personality. This tool is being shared with our Community Colleges, K-12 Schools, and other partners to provide career guidance to match individuals to a variety of career options. Staff are then using the results to provide valuable labor market information and connect individuals to available jobs and/or training options that aligns with their goals.

PY 2018 Local Area Plan Required Policy Attachments

1. The following policies must be attached as separate documents in the PY 2018 Plan. Name documents: *Local Area Name, Policy Name*.

Please make a notation below if the Policy has been revised for Program Year 2018. *Example: Competitive Procurement – Revised*

- 1. Adult/ Dislocated Worker Work Experience Policy (PS 10-2017)
- 2. Competitive Procurement Policy (PS 19-2017)- REVISED
- 3. Conflict of Interest Policy (PS 18-2017)
- 4. Equal Opportunity Procedures (PS 05-2015)
- Financial Management Policy for Workforce Innovation and Opportunity Act Title I (PS 20-2017)- *REVISED*
- 6. Individualized Training Account Policy
- 7. On-the-Job Training Policy (PS 04-2015)- REVISED
- 8. Oversight Monitoring Policies and Tools
- 9. Priority of Service Policy (PS 03-2017)
- 10. Supportive Services Policies
- 11. Youth Work Experience Policy (PS 10-2017)- REVISED
- Designate whether or not you have the following Optional Policies. If yes, attach the policy as a separate document. Name documents: <u>Local Area Name</u>, <u>Policy Name</u>. [Example: IWT Policy – Yes. Attached as Workforce Development Board, IWT Policy.
 - 1. Local Area Incumbent Worker Training Policy
 - 2. Local Area Needs-Related Policies N/A
 - 3. Local Area Transitional Jobs Policy N/A
 - 4. Local Area Youth Incentive Policy

3. Individual Training Accounts (ITAs) are required [Regulations Section 680.300] to pay the cost of training provided with Adult and Dislocated Worker funds and limitations on duration and amount may be included [Regulations Section 680.320]. Please provide the following ITA elements in summary:

Individual Training Accounts (ITA) Summary				
Dollar Amounts	No set limit			
Time Limits	No set limit			
Degree or Certificates allowed (Associate's, Bachelor's, other)	Certificate, Diploma, Associate or Bachelor Degree			
Procedures for determining case-by-case exceptions for training that may be allowed	Request for exceptions are submitted in writing to the LA for consideration. Information reviewed includes cost of training, past performance (outcomes) of training provider, and local labor market information.			
Period of time for which ITAs are issued (semester, school year, short term, etc.)	Semester			
Supportive Services covered by ITA (uniforms, tools, physical exams, etc.)	Books & Fees			
Other				

4. Please specify the supportive services provided by the local Board Supportive Services Policy. List specific items under Supplies, Emergency and Other, as identified in the local Policy. *[Expand form as needed.]*

Transportation	Childcare	Supplies (include examples)	Emergency (include examples)	Other (include examples)
Travel Reimbursement @	Up to \$140/wk for first child and	Includes pens, pencils,	As needed- case- by-case	Licensing/Exam fees
\$ 0.34 per mile MAX \$102/week	\$85/wk for second child	notebooks, calculators, etc.	Rent Electric billy Car reparis	Required Uniforms Required Tools CRC test fees





MEMORANDUM

	TO:	ARHS County Commissioners and Board of Health (Bertie, Camden, Chowan, Currituck, Gates, Pasquotank, and Perquimans counties)		
Pasquotank	FROM:	Sara Davidson, Bertie County CFPT Chairperson Walter Meads, Camden County CFPT Chairperson Anita LaFon, Chowan County CFPT Chairperson Anne Cooke, Currituck County CFPT Chairperson Karen Riddick, Gates County CFPT Chairperson Kathleen Foreman, Pasquotank County CFPT Chairperson Susan Chaney, Perquimans County CFPT Chairperson		
Perquimans	SUBJ:	ARHS 2017 Annual Child Fatality Prevention Team Report to the County Commissioners and Board of Health		
Camden	DATE:	April 25, 2018		
Chowan	law onf	nild Fatality Prevention Teams (CFPT) review medical examiner reports, death transcripts, procement reports, and other records for deceased county residents under age 18 whose		
Currituck	fatalitie	s are not due to abuse and neglect. Members discuss outcomes of services and tances surrounding the child's death and make recommendations as needed.		
Bertie	a ido	The purposes of the local CFPTs are to: identify deficiencies in the delivery of services to children and families by public agencies;		
Gates	 make and carry out recommendations for changes that will prevent future child deaths; and promote understanding of the causes of child deaths. 			
	The No	rth Carolina statute and the CFPT Agreement Addenda with our local Health Department		

The North Carolina statute and the CFPT Agreement Addenda with our local Health Department requires each local to submit in writing recommendations, if any, and advocate for system improvements and needed resources where gaps and deficiencies may exist annually to the board of county commissioners and the local board of health.

Attached for your review is the ARHS 2017 Annual Child Fatality Prevention Team Report to the County Commissioners and Board of Health for your review. Please feel free to contact the chairperson indicated for your respective county should you have any questions regarding this report.

Attachment

cc: Scott T. Sauer, Bertie County Manager Ken Bowman, Camden County Manager Kevin Howard, Chowan County Manager Daniel F. Scanlon, II, Currituck County Manager Natalie Rountree, Gates County Manager Sparty Hammett, Pasquotank County Manager W. Frank Heath, Perquimans County Manager



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R. Battle Betts, Jr., MPA, Health Director



P.O. Box 189 • 711 Roanoke Avenue • Elizabeth City, North Carolina 27907-0189 Tel: 252-338-4400 • Fax: 252038-4449 • www.arhs-nc.org



Albemarle Regional Health Services 2016 Annual Child Fatality Prevention Team Report to the

County Commissioners and Board of Health

(Bertie, Camden, Chowan, Currituck, Gates, Pasquotank, and Perquimans counties)

In 1993, the North Carolina General Assembly established a network of local Child Fatality Prevention Teams (CFPT) across the state to confidentially review medical examiner reports, death certificates, and other records of deceased residents under age 18. Each local team consists of representatives of public and nonpublic agencies in the community such as Law Enforcement, EMS, Guardian Ad Litem, Department of Social Services, Health Department, Head Start (or daycare), School Superintendent designee, and parent of a deceased child, among others, who provide services to children and their families.

Camden The purpose of this report is to give a summary of the causes of death, the number of cases reviewed, recommendations for prevention, if any, that have been made, and to share local team activities and accomplishments.

Appoint members of the local team as identified by the membership.

Role of the County Commissioners and Board of Health

improvements and needed resources, if requested.

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Child Deaths by Cause, System Problems Identified, Recommendations for Prevention and Proposed Action

In the ARHS district, CFPT teams reviewed fourteen child deaths and identified three potential system problems and recommendations for future prevention efforts, as indicated on page 6 of this report.

Receive annual reports which contain recommendations, and advocate for system

CFPT Activities and Accomplishments

All ARHS Teams

- A report for each child death reviewed was completed by the local Review Team Coordinator and forwarded to the State Coordinator.
- The 2017 CFPT Focus Topic concentrated on education and prevention of substance use and abuse for children and youth under the age of 18. CFPT team members throughout the region participated on the Albemarle Overdose Prevention Coalition. The coalition is currently comprised of 77 members, 29 of which are CFPT members representing teams throughout the district. CFPT members participating on the coalition received e-mails, attended meetings as schedules permitted, and provided updated information at CFPT meetings throughout 2017.
 - Various members throughout the district viewed the movie, "Generation Found," shown at a local theater on March 28, 2017.
 - Approximately 18 members from various teams throughout the district participated in Opiate / Meth Awareness trainings held October 2017.



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P.O. Box 189 • 711 Roanoke Avenue • Elizabeth City, North Carolina 27907-0189 Tel: 252-338-4400 • Fax: 252-338-4449 • www.arhs-nc.org

	 All CFPT teams in the district collaborated together on the selection of "Drugs and the Body - It Isn't Pretty flyer (©2002 by Scholastic Inc. Printed in U.S.A.) for distribution to students; additional information regarding Mobile Crisis, National Suicide Prevention LifeLine, NAMI Albemarle Helpline, Trillium Health Resources, and bullying resources was provided on the reverse side of the flyer (see attached). ARHS printed more than 12,000 flyers which were distributed to schools prior to the beginning of the 2017-2018 school year. Flyers were placed in orientation packets and/or at school fairs; additional information per county is indicated below.
	 Emails received from the State Coordinator regarding webinars, trainings, etc., were forwarded to all CFPT chairpersons and team members. Chairpersons/members viewed webinars as schedules permitted and shared information at CFPT meetings. Webinar topics included: Youth Suicide Prevention NC: Data, Support and Recommendations and Policy Perspectives: Addressing the Impact of Prescription Drug Abuse on Children, as well as a webinar regarding the updated 2017 CFPT Confidential Reporting Form.
Pasquotank	 Various team members throughout the district participated in and/or shared information regarding the April 29, 2017 National Take Back and the October 28, 2017 Regional Take Back day events.
	Additional individual team information:
Perquimans	
Camden	 Bertie CFPT The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
Chowan	 Bertie CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
Currituck Bertie	 Drugs and the Body It Isn't Pretty Flyers: 1,300 flyers provided to Bertie middle, high/STEM schools Provided to and posted at DSS office and YMCA
Dertie	Available at the September Suicide Walk
Gates	 <u>Camden CFPT</u> The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
	Camden CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
	 Drugs and the Body It Isn't Pretty Flyers: 1,350 flyers provided to Camden schools, grades 4-12
	Chowan CFPT
	 The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
	 Chowan CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
	 Drugs and the Body It Isn't Pretty Flyers: 1,100 flyers provided to middle and high schools Provided to and posted at Chowan Recreational Department, Boys and Girls Club, and EIC.
	 In collaboration with Chowan DSS and the Community Child Protection Team, a few CFPT members participated in a Pin Wheel Ceremony on April 13, 2017 to support Child Abuse Prevention.
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Members review quarterly Vidant Chowan Emergency Room non-identifying data in e an effort to identify potential trends in the youth of Chowan County.

Currituck CFPT

- The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
- Currituck CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
- Drugs and the Body It Isn't Pretty Flyers:

Drugs and the Body It Isn't Pretty Flyers:

2,100 flyers provided to middle and high schools

Gates CFPT

- The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
- Gates CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health. A parent of a deceased child member (required by statute) was appointed to the team.
- Pasquotank
- Perquimans

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Pasquotank CFPT

- The annual CFPT 2017 Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
- Pasquotank CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
- Pasquotank CFPT reviewed NC Detect Emergency Room statistics and State Health statistics (as available) in an effort to identify potential trends in the youth of Pasquotank County.
- Drugs and the Body It Isn't Pretty Flyers:
 - 3,000 flyers provided to middle and high schools •

1,000 flyers provided to middle and high schools

- 25 flyers provided to Albemarle YMCA/Elizabeth City •
- 50 flyers provided to New Life Academy
- 75 flyers provided to Albemarle (Academy) School ٠
- 360 flyers provided to NEAAAT

Perquimans CFPT

- The annual CFPT Activity Summary was completed and submitted on-line by the date requested (March 28, 2018).
- Perquimans CFPT Chairperson submitted information for this report to the County Commissioners and Board of Health.
- Drugs and the Body It Isn't Pretty Flyers:
 - 1,800 flyers provided at to middle and high schools at the Back to School Bash
 - Flyers provided at the Perquimans Resource Fair, serving 334 students •





Thank you to the members of the ARHS Board of Health and County Commissioners for the opportunity to share with you the successes and dedicated work of the local teams as teams continue to review child fatalities, make recommendations, and take actions to prevent future child deaths. All CFPT teams continue to strive for the enhancement of resources and services to improve the lives of children and families in this area. The teams are committed to addressing the issues of safety and at risk concerns which will increase protection and proper care for children.

Please feel free to contact the Health Director or the CFPT Chairperson, respectively, should you have any questions about this report.

R. Battle Betts, Jr., Health Director (252) 338-4405; bbetts@arhs-nc.org

Pasquotank

Sara Davidson, Bertie Chairperson (252) 794-6230; sdavidson@arhs-nc.org

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R. Battle Betts, Jr., Health Director (252) 338-4405; bbetts@arhs-nc.org

Pasquotank

Walter Meads, Camden Chairperson (252) 335-1524; meadsw@co.pasquotank.nc.us 04/23/2018

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R. Battle Betts, Jr., Health Director (252) 338-4405; <u>bbetts@arhs-nc.org</u>

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Anita LaFon, Chowan Chairperson (252) 482-6014; <u>alafon@arhs-nc.org</u>

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R. Battle Betts, Jr., Health Director (252) 338-4405; bbetts@arhs-nc.org

Anne Cooper, Currituck Chairperson (252) 232-6043; anne.cooper@currituckcountync.gov

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R. Battle Betts, Jr., Health Director (252) 338-4405; bbetts@arhs-nc.org

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Karen Riddick, Gates Chairperson (252) 357-1380; karen.riddick@arhs-nc.org

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Please feel free to contact the Health Director or the CFPT Chairperson, respectively, should you have any questions about this report.

R. Battle Betts, Jr., Health Director (252) 338,4405; bbetts@arhs-nc.org

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Pasquotank

Kathleen Foreman, Pasquotank Chairperson (252) 331-4755; Kathleen.Foreman@nccourts.org

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R. Battle Betts, Jr., Health Director (252) 338-4405; bbetts@arhs-nc.org

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Date 04/83/18

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Susan Chaney, Perquimans Chairperson (252) 426-7373; schaney@perodss.net

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R. Battle Betts, Jr., MPA, Health Director P.O. Box 189 • 711 Roanoke Avenue • Elizabeth City, North Carolina 27907-0189 Tel: 252-338-4400 • Fax: 252-338-4449 • www.arhs-nc.org

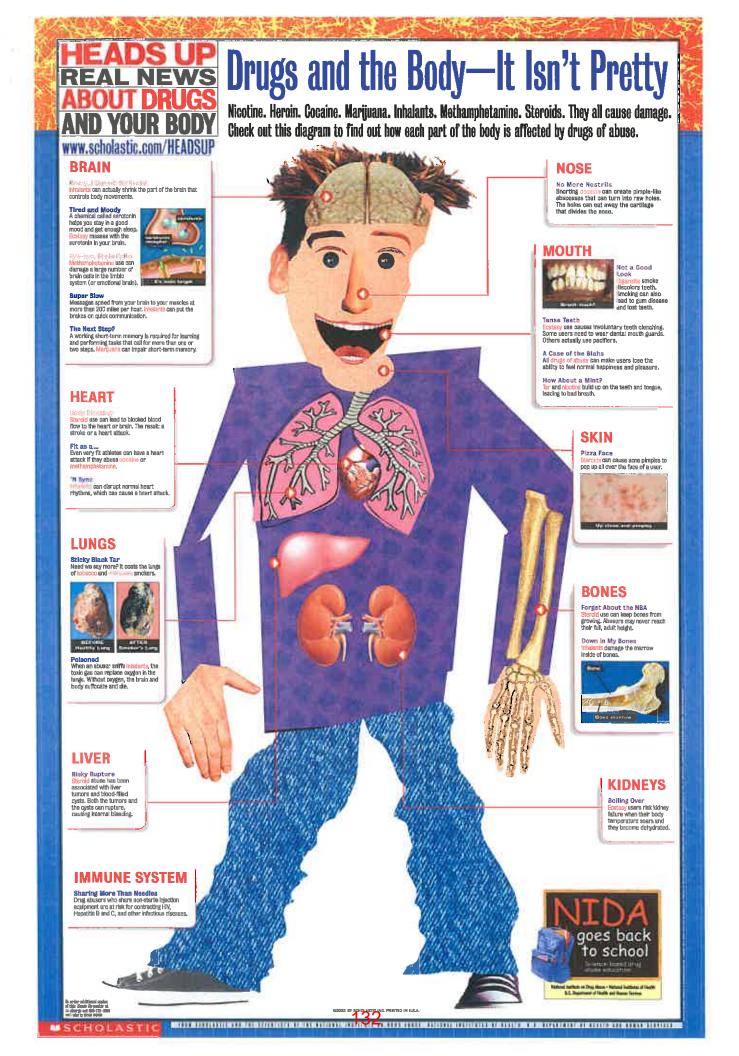


	Cause of Death	Bertie	Camden	Chowan	Currituck	Gates	Pasquotank	Perquimans
Accidental F substances, substances;	Accidental poisoning by and exposure to other and unspecified drugs, medicants, and biological substances; mental and behavioral disorders due to multiple drug use and use of other psychoactive substances; poisoning by other opioids; poisoning by other synthetic narcotics				*			
Accidental substances;	Accidental poisoning by and exposure to other and unspecified drugs, medicants, and biological substances; poisoning by other antihypertensive drugs, not elsewhere classified					*-		
All-terrain o fracture of n	All-terrain or other off-road motor vehicle (unspecified occupant of) injured in non-traffic accident; fracture of neck, part unspecified							-
Birth defect	Birth defects: atresia of foramina of Magendie and Luschka; hydrocele, unspecified					~ −		
Deformities	Deformities of the brain; other infantile cerebral palsy							
Drowning a	Drowning and submersion while in swimming pool			*				
III-defined (III-defined (other) and unspecified causes of mortality; unknown cause of mortality						-	
Malignant n	Malignant neoplasm of prostate						-	
Passenger	Passenger injured in collision with other and unspecified motor vehicles in traffic accident				-			
	Pedal cyclist (unspecified) injured in collision with other and unspecified motor vehicles in traffic accident; unspecified multiple injuries				**			
Perinatal co unspecified	Perinatal condition; intracranial (nontraumatic) hemorrhage of newborn, unspecified; birth asphyxia, unspecified						-	
Perinatal co	Perinatal conditions; newborn (twins) affected by other forms of placental separation and hemorrhage	2						
Renal failur	Renal failure, unspecified				i		-	
	TOTAL	2	~	-	0	2	4	-
Chowan:	*Fatality occurred in non-ARHS neighboring county; General Statute requires fatalities to be reviewed in the county of residence.	wed in the c	ounty of resiv	lence.				
Currituck:	*Fatality held over from 2017 fourth quarter meeting for review of additional information; recommendation to be made at 2018 first quarter meeting following final review.	ommendatio	n to be mad	e at 2018 fir	st quarter m	eeting follov	ving final review	
	**Recommendation that toxicology reports should be ordered on a pedestrian or bicyclist, including but not limited to those under the age of 18, in order to determine whether or not alcohol or drugs/medication may have been a contributing factor.	ncluding bu	t not limited	to those ur	ider the age	of 18, in or	der to determin	e whether or no
Gates:	*Recommendation made and action taken to send a letter to CHKD administration (mailed February 2017, copy attached), providing names and phone numbers of local agencies available to assist any family with a discharged medically fragile child.	d February	2017, copy	attached),	providing na	mes and pł	none numbers (of local agencie:

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Note: An ongoing identified problem occurs when a child dies out of state (i.e., CHKD), as the team is unable to obtain information across state lines, and in some instances, is unable to review the case, identify any gaps or system problems, and therefore no recommendations are made and no actions taken.

Page 5 of 5



IT'S OKAY TO ASK FOR HELP!

TO BE HEALTHY AS A WHOLE MENTAL HEALTH PLAYS A ROLE





NATIONAL SUICIDE PREVENTION LIFELINE PHONE NUMBER 1-800-273-8255

We are nere to litter

Find out more on: Suicide Prevention Lifeline https://suicidepreventionlifeline.org

NAMI ALBEMARLE HELPLINE: 252-370-8090

NAMI NC Helpline: 800-451-9682 NAMI National Helpline: 800-950-6264 https://naminc.org/

TRILLIUM HEALTH RESOURCES

877-685-2415

www.trilliumnc.org

BULLYING RESOURCES

www.stompoutbullying.org





Board of Commissioners

ITEM ABSTRACT

MEETING DATE: May 7, 2018

SECTION: Discussion

DEPARTMENT: Governing Body

TOPICS:

- 1. Review vehicle use policy for community partner organizations and priority use for County departments and sponsored programs
- 2. Review Republic Services franchise renewal timetable and discuss proposed calendar for public hearings
- 3. NC Local Government Commission pending action items:
 - a. Changes to pre-audit certification requirements for electronic obligations and payments
 - b. Uniform guidance procurement standards effective July 1, 2018
- 4. Discuss latest site alternatives for joint Bertie County Public Library/Cooperative Extension facility
- 5. Discuss recommendations by the Planning Board pertaining to a height restriction ordinance at the Tri-County Airport

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Discussion requested.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---









To: Bertie County Commissioners

From: Joe Dehner, General Manager

Reference: East Carolina Environmental Landfill

Date: March 12, 2018

East Carolina Environmental Landfill – Key Dates

- October 8, 2018 East Carolina's solid waste disposal franchise ordinance adopted by Bertie County will expire.
- October 8, 2018 East Carolina's host agreement with Bertie County will expire.

Republic Services' Proposal

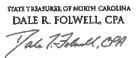
- Extend the term of the franchise ordinance through the life of the existing Landfill (Remaining Life = 21 years based on waste acceptance rate of 1,600 tons per day (584,000 tpy) and our current waste density)
- Extend the term of the host agreement through the life of the existing landfill.

This proposal will require a franchise ordinance amendment and a host agreement amendment.



D-3





STATE AND LOCAL GOVERNMENT FINANCE DIVISION AND THE LOCAL GOVERNMENT COMMISSION

GREGORY C. GASKINS DEPUTY TREASURER

Memorandum # 2018-05

To: Finance Officers of Local Governments and LEAs

From: Sharon Edmundson, Director, Fiscal Management Section

- Subject: Changes to Pre-audit Certification Requirements for Electronic Obligations and Payments; Administrative Code - 20NCAC 03 .0409 and 20 NCAC 03 .0410
- Date: March 12, 2018

The 2015 legislature modified GS 159-28 (d2) (local governments) and 115C-441(d2) (local school administrative units) to allow the Local Government Commission (LGC) to adopt rules to address the execution of the pre-audit and disbursement process related to electronic transactions for local government and local school administrative units. The new pre-audit and disbursement rules were effective as of November 1, 2017, and exist as part of the North Carolina Administrative Code (20 NCAC 03.0409 and 20 NCAC 03.0410).

Units of government can now be exempt from the pre-audit certificate and disbursement certificate requirements on electronic transactions <u>if they follow the requirements as detailed in the new</u> <u>administrative code rules</u>. The purpose of this memorandum is to briefly outline the requirements that will allow local governments to take advantage of these changes for electronic transactions utilizing the following:

(1) charge cards;
 (2) credit cards;
 (3) debit cards;
 (4) gas cards;
 (5) procurement cards; or
 (6) electronic funds transfers

It is important to note that <u>none of these rule changes exempt a unit of government from</u> <u>going through the pre-audit process</u>; the rules only exempt a unit from affixing the certificate of pre-audit on electronic transactions IF the unit abides by the rules set forth in the administrative code. Memorandum #2018-05 Changes to Pre-audit Certification Requirements for Electronic Obligations and Payments March 12, 2018 Page 2

Requirements to Take Advantage of Pre-Audit Certificate Exemption on Electronic Obligations

There are multiple steps a unit of government must take in order to take advantage of the rule change for electronic <u>obligations</u>. These steps are:

- 1. The unit's governing board shall adopt a resolution authorizing the unit to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441 (see Addendum A for a sample resolution).
- 2. The unit's board must adopt policies and procedures for electronic obligations or delegate the authority and responsibility for writing those policies and procedures to the finance officer.
- 3. The written policy must outline the basic procedures for pre-auditing obligations incurred by electronic transactions. The written policy and any procedures developed by the finance officer must provide sufficient internal controls over the obligation process, which must include the following:
 - a. Ensure that there is an appropriate budget ordinance or project/grant ordinance appropriation authorizing the obligation;
 - b. ensure that sufficient monies remain within the appropriation to cover the amount that is expected to be paid out during the current fiscal year if accounted for in the budget ordinance, or to cover the entire amount if accounted for in a project or grant ordinance.
 - c. Record the amount of the transaction in the unit's encumbrance system.
- 4. The unit must provide training to all personnel about the written policy and the procedures that must be followed before undertaking an electronic transaction.
- 5. If a governmental unit is not already doing so, the unit of government must present to its governing board at least quarterly a budget to actual statement by fund that includes budgeted accounts, actual payments made, amounts encumbered (including electronic obligations) and the amount of the budget that is unobligated.
- 6. The unit's written policy and procedures must include a method to track obligations, commonly called an encumbrance system. The system can be manual or maintained as part of the unit's accounting system or any combination thereof.

Requirements to Take Advantage of Disbursement Certificate Exemption on Electronic Payments

Likewise there are multiple steps a unit of government must take in order to take advantage of the rule change for electronic **payments**. These steps are:

1. The unit's governing board shall adopt a resolution authorizing the unit to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441 (see Addendum A for a sample resolution).

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- 2. The unit's board must adopt policies and procedures for electronic payments or delegate the authority and responsibility for writing those policies and procedures to the finance officer.
- 3. The unit must adopt a written policy outlining basic procedures for disbursing public funds electronically. The written policy must provide sufficient internal controls to ensure the following:
 - a. ensure that the amount claimed is payable;
 - b. ensure that there is an appropriate budget ordinance or project/grant ordinance appropriation authorizing the expenditure;
 - c. ensure that sufficient monies remain within the appropriation to cover the amount that is due to be paid out during the current fiscal year if accounted for in the budget ordinance, or to cover the entire amount if accounted for in a project/grant ordinance; and
 - d. ensure that the unit has sufficient cash to cover the payment.

Some of the questions we have received about this new process, along with our responses, are noted below.

- **Q** Does the board's delegation of authority to the finance officer to develop the policies and procedures need to be in writing?
- A. Yes.
- **Q**. My unit already publishes monthly budget-to-actual financial reports on its website will these suffice for the requirement to provide these reports to the board?
- A. We believe so if they meet all the other requirements listed.

While these changes do not address all the business challenges that local governments face in operating in an increasingly electronic environment, they should provide a way for entities to more easily operate within the requirements of the General Statutes in this particular area.

If you have any questions or concerns about this publication, please contact us at (919) 814-4299 or via email at <u>Sharon.edmundson@nctreasurer.com</u>

[City of Dogwood] Resolution authorizing [City of Dogwood] to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441

WHEREAS, it is the desire of the [Governing Body] that the [City of Dogwood] is authorized to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441

WHEREAS, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the [Governing Body], to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409;

WHEREAS, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the [Governing Body], to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410;

NOW, THEREFORE, BE IT RESOLVED, by the [Governing Body] of the [City of Dogwood]

Section 1. Authorizes the [City of Dogwood] to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441;

Section 2. Authorizes the Finance Officer to adopt a written policy outlining procedures for preauditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409; (This section is optional and should be used only if the Board chooses to grant this authority to the Finance Officer. If the Board does not exercise this option, the Board is responsible for adopting the written policy.)

Section 3. Authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410; and

Section 4.	This resolution shall take effect immediately upon its passage.	
Upon motion of _	, and seconded by	, the foregoing

Resolution was passed by the following vote:

Ayes:

I, ______, Clerk of the [Governing Body] of the [City of Dogwood], do hereby certify that the foregoing resolution is a true and exact copy of the "Resolution authorizing the [City of Dogwood] to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441" duly adopted by the [Governing Body] of the [Unit Type] at the regular [special] meeting thereof duly called and held on ______, a quorum being present.

3200 Atlantic Avenue • Raleigh, North Carolina 27604 Courier #56-20-45 • Telephone: (919) 814-4300 • Fax: (919) 855-5812 • www.NCTreasurer.com WITNESS my hand at _____, N.C., this ____ day of ____, 20_.

_____, Clerk



STATE TREASURER OF NORTH CAROLINA DALE R. FOLWELL, CPA

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STATE AND LOCAL GOVERNMENT FINANCE DIVISION AND THE LOCAL GOVERNMENT COMMISSION

GREGORY C. GASKINS DEPUTY TREASURER

Memorandum #2018-06

TO: Independent Auditors, North Carolina Local Governments and Public Authorities, interested parties
 FROM: Sharon Edmundson, Director, Fiscal Management Section
 SUBJECT: Uniform Guidance Procurement Standards
 DATE: March 20, 2018

As most of you are aware, the Office of Budget and Management (OMB) officially implemented its Uniform Administrative Requirements, Cost Principles, and Audit Requirements, commonly referred to as Uniform Guidance (UG), in December of 2014¹. However, due to significant changes to the procurement requirements that were part of that new guidance, OMB delayed the implementation of those procurement requirements twice, to a full three years from the original UG effective date². With the extensions of time coming to a close, implementation of the procurement requirements is imminent. Local governments and public authorities that expend federal financial assistance (including USDA loans and grants, CDBG funds, FEMA Public Assistance disaster relief grants, and other programs, either directly funded or reimbursement driven) must comply with these new requirements for all fiscal years beginning on or after December 26, 2017; for most of you this means the fiscal year that begins on July 1, 2018, but it also applies to entities with a fiscal year that began on January 1, and those beginning on April 1 or October 1, 2018.

Critical Points

The UG procurement requirements are complex but there are some critical points that units need to be aware of immediately. These points are reviewed in more detail throughout this document.

- 1. <u>Applicability</u> The requirements are applicable to the purchase of both goods and services, as well as construction and repair projects, which differs significantly from our State laws that apply primarily to the purchase of goods or construction contracts.
- 2. <u>Includes Loans and Grants</u> The requirements apply to federal financial assistance. We are not aware of any exclusions in place on funds received from USDA loans and grants, FEMA Public

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¹ Uniform Administrative Requirement, Cost Principles, and Audit Requirements, Title 2 U.S. Code of Federal Regulations, Part 200

² Federal Register Vol. 80, No. 175 - Effective date: September 10, 2015, two year grace period for implementation of procurement standards in 2CFR 200.317 through 200.326. Federal Register Val. 82, No. 94 - Effective date: May 17, 2017, additional one year grace period. Effective date will start for fiscal years beginning on or after December 26, 2017.

> Assistance disaster relief grants, CDBG programs, and the Highway Planning, Research and Construction Program. We believe that SRF programs funded by the EPA are exempt. However, we strongly encourage you to contact the applicable grantor agency for specific questions about applicability to specific sources of funds.

- Lower Dollar Thresholds The UG procurement requirements start at purchases of \$3,500, \$2,000 if Wage Rate requirements apply. This is a significantly lower threshold than is set by current State law.
- 4. <u>Written Policies and Procedures Required</u> As you read through all of the rules of the procurement requirements you will note a recurring theme the unit of government must have written policies and procedures that address the purchase of goods and services in accordance with the UG regulations as well as some peripheral requirements on topics such as a code of ethics and gift bans from vendors. These written policies and procedures must be in place by July 1, 2018 if you are already a participant in a federal assistance program or by your first draw if you are not yet actively participating in a covered program.
- 5. <u>Standards of Conduct, Conflicts of Interest, and Gift Ban</u> Each participating unit must have written standards of conduct that cover conflicts of interest and the gift ban, which is in place for not only its elected board but all employees and agents of the unit. The rules cover all current or future vendors and service providers. The requirements under the UG procurement rules are more restrictive than what is currently required by the State in this area.
- 6. <u>Entities Subject to the Rules</u> These rules apply not only to direct recipients of federal financial assistance but also to all sub-recipients including the organization(s) in final receipt of the funds. For example, if a unit of government passes through CDBG funds to a Community Development Corporation (CDC), the rules apply not only to the unit but to the CDC as well.

The UG procurement requirements are part of the administrative requirements found in Subpart D of the Uniform Guidance, §200.318 to §200.326, and apply to the procurement of <u>goods and services (as well</u> <u>as construction and repair contracts)</u> directly charged to federal awards. They do not apply to indirect costs or payroll. The UG describes most of these requirements as a "must" or as unconditional, in lieu of a "should" or recommended or best practice. Please note these requirements apply to the procurement of both <u>goods (purchase contracts)</u> and <u>services</u> – currently our State statutes do not place many restrictions or documentation requirements on the procurement of services.

The UG procurement requirements apply to purchases that are paid or reimbursed from federal financial assistance. This includes (but is not limited to) purchases that are reimbursed from USDA grants <u>and</u> <u>loans</u>, Community Development Block Grant (CDBG) programs, public disaster grants and reimbursement from FEMA, and the Highway Planning, Research, and Construction program. Many units of government participate in one or more of these programs; <u>it is important to note that it applies to Federal loan</u> <u>funds in addition to grants</u>.

Some units of government may not receive or expend federal financial assistance on a routine basis; however, the requirements still apply any time they do expend federal financial assistance. Units must have written procedures in place to ensure compliance with the UG procurement standards.

UG procurement standards require that each unit of government maintain its own documented procedures that reflect the requirements of the standards as well as the requirements of all applicable State and local laws and regulations.

The UNC-School of Government has prepared a document, "Comparison of Federal and State Procurement Requirements for North Carolina Local Governments,"³ that breaks down key parts of the UG procurement requirements and compares them to State purchasing law; this document also can be found on our website <u>here</u>. This document is an excellent resource for units to use in educating staff about the new requirements and to assist in determining if the federal or State law is more restrictive.

Please note that if the requirements conflict, the unit is to comply with the more restrictive requirement.

Key Elements of Uniform Guidance Procurement Standards

The various procurement requirements have been put in place to help ensure that all eligible procurements are made in such a way that certain goals are achieved. As a result, there are key elements of the UG procurement standards that must be followed regardless of the method of procurement.

- The unit of government must use <u>its own documented procedures</u> which reflect applicable state and local laws and regulations, provided that the procurement conforms to applicable federal law and the UG procurement standards.
- The unit of government <u>must maintain oversight</u> to ensure that the <u>contractors perform in</u> <u>accordance with the terms, conditions, and specifications of their contracts or purchase</u> <u>orders</u>.
- The unit of government <u>must maintain written policies and procedures of conduct covering</u> <u>conflicts of interest</u> and governing the action of its employees, officers, or agents engaged in the selection, award, and administration of contracts. The policy must cover organizational and personal conflict of interest. <u>Please note that the federal requirements are more expansive in</u> <u>coverage than the State's requirements in this area</u>. Units need to pay attention to this area and ensure that documented policies adhere to the federal requirements.
- The unit of government must <u>avoid acquisition of unnecessary or duplicative items</u>. The unit should take advantage of the best procurement practices to ensure the most efficient and effective approach to purchases. The unit of government is encouraged to enter into state and local

³ Comparison of the UG with the NC General Statutes. Also included is a comparison of the UG procurement standards to the FEMA Supplement to Public Assistance Procurement Disaster Team field manual.

> government intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. The unit of government is encouraged to use value engineering clauses in contracts for construction projects of sufficient sizes to offer reasonable opportunities for cost reduction. The unit of government also is encouraged to use federal excess and surplus property in lieu of purchasing new equipment and property.

- The unit of government must conduct procurements in a manner that <u>prohibits the use of</u> <u>statutorily or administratively imposed state, local, or tribal geographical preferences</u>, unless the federal statutes specifically mandate or encourage geographical preferences.
- The unit of government <u>must maintain records sufficient to detail the history of a</u> <u>procurement</u>. These records will include, but are not necessarily limited to, why or why not a particular method of procurement, contract type, contractor, or price was used.
- All <u>procurement transactions must be conducted in a manner that provides full and open</u> <u>competition consistent with the UG procurement standards</u> and avoids measures that include, but are not limited to:
 - o imposing unreasonable requirements on contractors in order for them to qualify to do business;
 - o requiring unnecessary experience and excessive bonding; or
 - specifying only a brand name product instead of allowing an equal product to be offered and describing the performance or other relevant requirements of the procurement.
- The unit's <u>contracts must include a number of provisions</u> required under the UG including remedies, termination for cause and convenience, EEO requirements, worker safety and wage and hour requirements, Clean Air Act and Federal Water Pollution Control Act requirements, debarment and suspension, procurement of recovered materials, contract modifications, access to records, Byrd Anti-lobbying provisions, and other provisions that may be required by the federal granting agency. Examples of these UG-required contract provisions are available at: <u>https://www.fema.gov/media-library-data/1483976790556-</u>

<u>96bfcf3bf2c64e94d6f63dd4169a7d2c/RequiredContractClauses2C.F.R.200.326and2C.F.R.Part200A</u> ppendixII10917.pdf

Five Allowable Methods of Procurement

OMB has defined five allowable methods of procurement that non-federal entities must follow for all eligible purchases of <u>both goods and services</u> made with federal financial assistance.

1. Micro-purchases – This method refers to the acquisition of goods or services, including construction, when the aggregate dollar amount does not exceed the <u>micro-purchase threshold</u>. The micro-purchase threshold as of the date of this memo is \$3,500 (\$2,000 for construction subject to

> the Wage Rate requirements).⁴ Soliciting competitive prices is not required if the unit of government believes the price is fair. Units are encouraged to distribute micro-purchases equitably among suppliers, if practical. This method applies to purchases in the aggregate and not to the cost of an individual item. For example, the total purchase price of office supplies that includes a variety of items (pens, pencils, tape, computer paper, notebooks, etc.), could not exceed the threshold for the unit to be allowed to use the micro-purchase method, even though the cost of the individual items in the purchase are well below the maximum. Both the <u>micro-purchase threshold</u> and the <u>Simplified</u> <u>Acquisition Threshold</u> (SAT), which is $$150,000\ ^2$ and discussed in the next paragraph, are periodically adjusted for inflation.

- 2. Small purchases This method is for procurement of goods (purchase contracts), services, and construction or repair projects between the micro-purchase threshold and the SAT (purchases between \$3,500 and \$150,000). Relatively simple and informal methods of securing services, supplies, or other property are allowed. There must be price or rate quotes from an adequate number of qualified sources. Pricing from the internet, vendor price sheets, or logging of verbal quotes are all allowed. While the UG does not define "adequate number of qualified sources," some federal agencies have issued guidance assigning specific numbers to this requirement. For example, FEMA has interpreted "adequate number" to mean receiving at least 3 quotes. Units should consult with their federal granting agency to determine if that agency has issued guidance defining "adequate number."
- 3. Sealed bids (formal advertising) These apply to procurement of goods (purchase contracts), services, and construction or repair projects that exceed the SAT. Bids are publicly solicited and a firm-fixed-price contract, whether a lump sum or a unit price, is awarded to the responsible bidder whose bid conforms to all the material items and is the lowest price. This method is the preferred method for procuring construction if sealed bids are feasible, if a complete and realistic specification or purchase description is available, if an adequate number of bidders (two or more) participate, and if the procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally on the basis of price. The unit of government must make independent estimates before receiving bids and proposals.
- 4. Competitive proposals This method is generally used for procurement of goods (purchase contracts), services, and construction or repair projects greater than the SAT when it is not appropriate to use sealed bids. The technique is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Request for proposals must be publicized and must identify all evaluation factors and their relative importance. An adequate number of proposals must be solicited. There needs to be a written method for evaluating proposals and selecting recipients. The responsible firm is awarded the contract that is most advantageous to the program considering price and other factors.

⁴ The thresholds for micro-purchases and the SAT are set by the General Service Administration as part of the Federal Acquisition Regulation at Title 48 of the Code of Federal Regulations, Subpart 2.1 (definitions). Other agencies and organizations set thresholds for other types of acquisitions. The notice of proposed changes and amounts are announced in the *Federal Register*.

5. Noncompetitive proposals – These proposals are for soliciting from one source and may be used if an item is only available from one source, if a public emergency will not permit a delay, if a federal or pass-through agency authorizes the sole source in response to a written request, or if after solicitation from a number of sources, competition is determined inadequate.

The unit of government must perform a cost or price analysis for all procurement actions that utilize sealed bids, competitive, or noncompetitive proposals, if the contract price is in excess of the SAT. The method and degree of the cost or price analysis is dependent on the facts of the procurement. Micro-purchases and small purchases do not require cost or price analysis.

The UG procurement standards require that units of government and public authorities place emphasis on contracting with small and minority businesses, women business enterprises, and surplus area firms. This includes placing qualifying businesses on vendor lists, soliciting them whenever they are a potential source for goods and services, and dividing the projects into smaller tasks or quantities to permit participation. Contractors also are required to follow these procedures when hiring subcontractors.

Awarding Contracts

Units must make several determinations when awarding contracts, including making a determination if the contractor is responsible and if the contractor has the ability to perform successfully under the contract considering such factors as integrity, compliance with public policy, past performance, and availability of financial and technical resources (this standard of award mirrors the lowest responsive, responsible bidder standard of award under North Carolina state law). The unit also must document and maintain records of procurement that include the rationale for selecting the methodology used to make the purchase, selection of the type of contract, selection or rejection of the contractor, and basis for the contract price. Units cannot award contracts or sub-contracts to companies that have been debarred or suspended (see <u>https://www.sam.gov</u> for current list).

Federal versus State Laws over Procurement?

The UG procurement standards apply only to federal financial assistance, but North Carolina state law also applies to purchases of goods and construction or repair contracts made with federal financial assistance.⁵ This memo has focused primarily on procurement requirements under the federal uniform rules. Local governments and public authorities should read the grant agreements or contact your granting agencies for agency-specific guidelines. When comparing federal and state procurement requirements, local governments and public authorities should apply the requirements that are more restrictive, including requirements imposed by local policies. If there is overlap among local, state, and federal rules, and none of the rules are more restrictive than the other, the federal rules will apply.

⁵ Most State of North Carolina procurement requirements applicable to local governments are found in Article 8 of G.S. Chapter 143. Federal law is identified in Title 45 Code of Federal Regulations §92.36.

North Carolina purchasing law has formal and informal bidding requirements. Informal bidding procedures apply to the purchase of **goods only** between \$30,000 and \$90,000 and construction/repair contracts costing \$30,000 and \$500,000. Formal bidding procedures apply to the purchase of **goods only** costing \$90,000 or more and construction/repair contracts costing \$500,000 or more. Compared to the small purchase, sealed bid, or competitive proposal requirements under the UG procurement rules, you can see that State requirements generally are much less restrictive, and therefore the Federal requirements must be followed except to the extent that a particular requirement under state law is more restrictive. For example, the UG sealed bid method requires a minimum of 2 bids in order to open bids and award the contract while state formal bidding requirements for construction and repair contracts require a minimum of 3 bids. Units must carefully compare local, state, and federal procurements requirements to ensure that the most restrictive requirement is always followed.

Steps to Implementing the Uniform Guidance Procurement Standards

In updating its purchasing policies, OMB has stated that "nonfederal entities have the flexibility to incorporate the UG's procurement requirement verbatim or simply reference it in their procedures and policies. A general statement about how the 'procurements must conform to applicable Federal law and standards' should suffice."⁶ An example of this compliance statement is: "Contracts funded with federal grant funds shall be procured in a manner that is in compliance with all applicable Federal laws, policies, and standards as well as state law and local policies."

Units of governments must be able to provide documentation to support why a bidder was accepted or rejected for a sealed bid or competitive proposal. Also, as mentioned earlier, sufficient records detailing the history of procurement must be maintained, regardless of what purchase method is used or what decision is reached. Documentation can include printouts of internet searches for price quotes or a written memo detailing the reasons for accepting or rejecting the bidders in a sealed bid or competitive proposal purchase.

Local government auditors will review procurement policies and procedures based on the documented standards when testing major programs such USDA grants and loans, CDBG programs, and other federal financial assistance for compliance as part of the annual compliance audit.

If your government has not yet adopted the UG procurement requirements, then you are strongly encouraged to do so as soon as possible. Consider these steps:

• <u>If the unit's procurement procedures are not currently documented, the government should</u> <u>make this a top priority.</u> Some units have not made documentation and/or updating of written policies and procedures a part of normal operations and will have significant amounts of work to do to comply with these new requirements. The unit's procurement policy should include a compliance statement confirming that the unit will follow all applicable local, state, and federal procurement requirements when expending federal funds.

E-mail dated May 25, 2017, from Maribel L. Miller, Executive Office of the President, Office of Budget and Management

- If the unit does not have a local policy governing conflicts of interests and prohibitions on gifts and favors from vendors and contractors that is compliant with the UG, it should take steps to develop and implement this policy.
- Read the requirements found in the UG §200.318 to §200.326 and review the SOG document referenced previously.
- Determine how these requirements will impact the procedures for procuring goods, services and construction or repair contracts that your government currently has in effect.
- Incorporate the UG procurement requirements that are specific to your unit of government into your current policies and procedures. For example, each government should determine an adequate number of bids or proposals (UG §200.318) to obtain.
- In your policies or procedures, be sure to remove guidance from other regulations, circulars, or agency information that is outdated. For example, references to Circulars A-102 or A-133 should be removed.
- Have your legal counsel review the revised procedures. An accounting firm also may provide guidance; however, using a firm that may perform the annual audit of your government may affect the firm's independence.
- Incorporate these revised procedures on any contracts or grant agreements with sub-recipients of federal financial assistance.
- Have your legal counsel develop template (boilerplate) contract language that incorporates all the provisions mandated under the UG. Examples of UG required contract provisions are available at https://www.fema.gov/media-library-data/1483976790556-96bfcf3bf2c64e94d6f63dd4169a7d2c/RequiredContractClauses2C.F.R.200.326and2C.F.R.Part200AppendixII10917.pdf
- Discuss the UG procurement requirements with any potential contractor prior to entering into any agreement.

If you have questions about the UG procurement requirements, please contact Jim Burke at (919) 814-4301 or via email at <u>james.burke@nctreasurer.com</u>.







Bertie County

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MEMORANDUM

TO: Bertie County Board of Commissioners

FROM: Traci White, Planning Director

RE: PLANNING BOARD REVIEW AND RECOMMENDATIONS FOR THE TRI-COUNTY AIRPORT HEIGHT RESTRICTION ORDINANCE IN BERTIE COUNTY

DATE: May 2, 2018

The Bertie County Planning Board met on April 26th to review and discuss the proposed Tri-County Airport Height Restriction Ordinance for Bertie County. The following concerns were raised during the discussion and the consensus was to forward the following concerns and recommendations to the BCC:

- 1. Zoning map, dated 2004, may need to be updated to include proposed extension of runway.
- 2. Zoning map should be compatible with Bertie County GIS and be shown as a layer on the Bertie County GIS.
- 3. Remove "trees" from regulatory language throughout ordinance.
- 4. Take into consideration that the ordinance, Section 1.05 (p. 6-7), last paragraph, places responsibility on Bertie County to institute legal action, if necessary, for enforcement. Have County Attorney review and consider possible expenses.
- 5. Recommend that the Zoning Board of Adjustment be changed to 5 members and that the Board of Commissioners serve as this board due to the quasi-judicial nature of its decisions. The Planning Board is advisory, not quasi-judicial. Appeals of the decisions of the Board of Adjustment go to the courts. Planning Director recommends that Planning Board remain advisory to the Board of Adjustment, review cases and make recommendations.

§ 1 ORDINANCE SECTION

- 1.01 Short Title
- 1.02 Definitions
- 1.03 Airport Height Zones and Height Limitations
- 1.04 Use Restrictions
- 1.05 Nonconforming Uses Regulations Not Retroactive
- 1.06 Permits
- 1.06 Variances
- 1.08 Enforcement
- 1.09 Zoning Board of Adjustment
- 1.10 Appeals
- 1.11 Judicial Review
- 1.12 Penalty
- 1.13 Conflicting Regulations
- 1.14 Severability
- 1.15 Effective Date

Statutory reference:

NC General Statutes, Model Airport Zoning Act, § 63-30 et seq.

NC General Statutes, Specific Powers of Municipalities Operating Airports, § 63-53 NC General Statutes, Chapter § 153A-340 et seq.

PURPOSE AND INTENT

AN ORDINANCE REGULATING AND RESTRICTING THE HEIGHT OF STRUCTURES AND OBJECTS OF NATURAL GROWTH, AND OTHERWISE REGULATING THE USE OF PROPERTY IN THE VICINITY OF THE TRI-COUNTY AIRPORT, HERTFORD COUNTY, NORTH CAROLINA.

APPLICABILITY

This Ordinance is adopted pursuant to the authority conferred under Chapter 63 of the North Carolina General Statutes, Article 4. Accordingly, it is declared:

- that the creation or establishment of an obstruction has the potential of being a public nuisance and may impact the utility of the Tri-County Airport and the public investment therein;
- 2. that it is necessary in the interest of the public health, public safety, and general welfare that the creation or establishment of obstructions that are a hazard to air navigation be prevented, and;
- 3. that the prevention of these obstructions should be accomplished, to the extent legally permissible, by the exercise of the authority invested in Bertie County.

It is further declared that the prevention of the creation or establishment of hazards to air navigation, the elimination, removal, alteration or mitigation of hazards to air navigation, or the marking and lighting of obstructions are in the public interest for which a political subdivision may raise and expend public funds and acquire land or interests in land.

SECTION § 1.01 SHORT TITLE

IT IS HEREBY ORDAINED BY the Bertie County Commission, as follows:

This Ordinance shall be known and may be cited as the "Tri-County Airport Height Restriction Ordinance." This attached map shall be known and may be sited as the "Tri-County Airport Height Restriction Ordinance Map".

SECTION § 1.02 DEFINITIONS

For the purpose of this Ordinance the following definitions shall apply unless the context clearly indicates or requires a different meaning.

<u>ADMINISTRATOR</u>: – The individual responsible for performing the administrative functions of this ordinance. The administrator shall be the Bertie County Planning Director, unless otherwise designated or represented.

AIRPORT: The Tri-County Airport, North Carolina (ASJ)

<u>AIRPORT AUTHORITY</u>: - An appointed group of members representing the interests of the Tri-County Airport.

<u>AIRPORT ELEVATION</u>: - The highest point of an airport's usable landing area measured in feet (tenths) from mean sea level.

<u>AIRPORT HAZARD</u>: Any structure or tree or use of land which obstructs the airspace required for the flight of aircraft in landing or taking-off at the airport or is otherwise hazardous to such landing or taking-off of aircraft.

<u>AIRPORT REFERENCE POINT (ARP)</u>: The point established as the approximate geographic center of the airport landing area and so designated.

<u>APPROACH SURFACE</u>: A surface longitudinally centered on the extended runway centerline, extending outward and upward from the end of the primary surface and at the same slope as the approach zone height limitation slope set forth in Section 1.03 of this Ordinance. In plan the perimeter of the approach surface coincides with the perimeter of the approach zone.

APPROACH, TRANSITIONAL, HORIZONTAL, AND CONICAL ZONES: These zones are set forth in Section 1.03 of this Ordinance.

<u>CONICAL SURFACE</u>: A surface extending outward and upward from the periphery of the horizontal surface at a slope of twenty feet horizontally for each one foot vertically (20:1) for a horizontal distance of 4,000 feet.

<u>COUNTY</u>: shall mean the governing body of the Commissioners of Berlie County, North Carolina.

COUNTY ZONING BOARD OF ADJUSTMENT: A board consisting of seven members as appointed by Bertie County, North Carolina.

EXCEPTED HEIGHT LIMITATIONS: - Means that nothing in this Ordinance shall be construed as prohibiting the construction or maintenance of any structure, or growth of any tree or other vegetation to a height up to 50 feet above the surface of the land.

<u>HAZARD TO AIR NAVIGATION</u>: - An obstruction determined to have a substantial adverse effect on the safe and efficient utilization of the navigable airspace. A determination by the Federal Aviation Administration as to a hazard to air navigation is per FAA Form 7460-1.

<u>HEIGHT</u>: For the purpose of determining the height limits in all zones set forth in this Ordinance and shown on the Tri-County Airport Height Restriction Ordinance Map, the datum shall be mean sea level elevation unless otherwise specified.

<u>LARGER THAN UTILITY RUNWAY</u>: A runway that is constructed for and intended to be used by propeller driven aircraft of greater than 12,500 pounds maximum gross weight and jet powered aircraft.

LAND USE, COMPATIBLE: The use of land adjacent to the Airport that does not endanger the health, safety, or welfare of the owners occupants, or users of the land because of levels of noise or vibrations or because of the risk of personal injury or property damage created by the operation of the Airport, including the take-off and landing of aircraft.

<u>NONCONFORMING USE</u>: Any structure, tree or use of land which does not conform to a regulation prescribed in this Ordinance or any amendment thereto, as of the effective date of such regulation.

<u>NON-PRECISION INSTRUMENT RUNWAY</u>: - A runway end having an instrument procedure utilizing air navigation facilities with horizontal approach guidance or area type navigation equipment, for which a straight-in non-precision instrument approach procedure has been approved or planned.

<u>OBSTRUCTION</u>: - Any structure, growth, or other object, including a mobile object, which exceeds a limiting height.

<u>PERSON</u>: An individual, firm, partnership, corporation, company, association, joint stock association, or body politic, and includes a trustee, receiver, assignee, administrator, executor, guardian, or other representative.

<u>PRECISION INSTRUMENT RUNWAY</u>: A runway having an existing instrument approach procedure utilizing an Instrument Landing System (ILS) or a Precision Approach Radar (PAR). It also means a runway for which a precision approach system is planned.

<u>PRIMARY SURFACE</u>: – A surface longitudinally centered on a runway extending 200 feet beyond each end of a hard surfaced runway. The width of the primary surface is set forth as specified by the width of the runway inner approach surface. The elevation of any point on the primary surface is the same as the elevation of the nearest point on the runway centerline.

<u>RUNWAY</u>: - A defined area on an airport prepared for landing and take-off of aircraft along its length. The runway end is the physical end of the hard-surfaced asphalt or turf runway threshold, having a defined coordinate and elevation as noted on the Tri-County Airport Height Restriction Ordinance Map.

<u>RUNWAY ENDS</u>: - Refers to the planned usable physical end of the hard-surfaced asphalt runway, having a defined coordinate and elevation as noted on the Tri-County Height Restriction Ordinance Map.

<u>STRUCTURE</u>: - An object, including a mobile object, constructed or installed by man, including but without limitation, buildings, towers, cranes, smokestacks, earth formation, and overhead transmission lines.

TREE: Any object of natural growth.

State law references: Definitions relating to municipal airports, G.S. § 63-1.

SECTION § 1.03: AIRPORT HEIGHT ZONES AND HEIGHT LIMITATIONS

In order to carry out the provisions of this Ordinance, there are created and established certain zones which include all of the land lying within the instrument approach zones, non-Instrument approach zones, transition zones, horizontal zones, and conical zone. Such areas and zones are shown on the Tri-County Airport Height Restriction Ordinance Map, dated May, 2004, which is incorporated by reference and made a part hereof. An area located in more than one (1) of the following zones is considered to be only in the zone with the more restrictive height limitation. The various zones are established and defined as follows:

(A) <u>Primary Surface Zone</u> - A rectangular surface longitudinally centered on a runway. The elevation of any point on the primary surface is the same as the elevation of the nearest point on the runway centerline.

Runway 1-19: 1,000 feet wide and extends 200 feet beyond each runway end.

(B) <u>Approach Surface Zones</u> – A trapezoidal inclined plane symmetrically centered along the extended runway centerline, longitudinally extending outward and upward from the end of the primary surface. The perimeter of the approach

surface coincides with the perimeter of the approach zone, extending per a boundary and slope defined below, and as shown on the Tri-County Airport Height Restriction Ordinance Map.

Runway End	Inner Width/Length/Outer Width (Slope)
Runway 1 approach surface zone*:	1,000' x 50,000' x 16,000' (0'-10,000' @ 50:1) (10,000' – 50,000' @ 40:1)
Runway 19 approach surface zone**:	1,000' x 50,000' x 16,000' (0'-10,000' @ 50:1) (10,000' – 50,000' @ 40:1)

- * portion of zone extends into Bertie County.
- ** portion of zone extends into Northampton County.
- (C) <u>Horizontal Surface Zone*</u> A plane, elliptical in shape, with a height one hundred and fifty (150) feet above the established airport elevation and having a specified radius from the center of the primary surface for each runway end. The perimeter of the horizontal surface coincides with the perimeter of the horizontal zone as indicated on the Tri-County Airport Height Restriction Ordinance Map.

Runway 1-19 horizontal radius: 10,000'

- * portion of zone extends into Northampton County.
- (D) <u>Conical Surface Zone</u>^{*} A surface, elliptical in shape, extending radially outward and upward from the periphery of the horizontal surface zone at a slope of 20:1 for a horizontal distance of 4,000 feet and vertical elevation of 200 feet above the horizontal surface. The conical surface zone is shown on the Tri-County Airport Height Restriction Ordinance Map.
 - * portion of zone extends into Northampton County.
- (E) <u>Transitional Surface Zones</u> Inclined planes with a slope of 7:1 measured upward and outward in a vertical plane at right angles to the centerline of the runway and approach surfaces. The transitional surface zones, located on either side of the runway and symmetrically parallel to and level with the runway centerline, extend upward and outward from the primary surface and approach surface elevation to a point intersecting the horizontal or conical surface (150 feet above the alroot elevation). Where the precision instrument runway approach zone projects beyond the conical zone, there are established height limits sloping 7:1 measured upward and outward beginning at the sides of and at the same elevation as the approach surface, and extending a horizontal distance of 5,000 feet measured at 90 degree angles to the extended runway centerline. The transitional surface zones are shown on the Tri-County Airport Height Restriction Ordinance Map.

Nothing in this Ordinance except as defined by Section 1.03 shall be construed as prohibiting the construction or maintenance of any structure, or growth of any tree, to a height of 50 feet above the surface of the land.

SECTION § 1.04 USE RESTRICTIONS

Notwithstanding any other provisions of this Ordinance, no use may be made of land or water within any approach surface zone, horizontal surface zone, conical surface zone or transitional surface zone, in such manner as to create electrical interference with navigational signals or radio communication between the Airport and aircraft, make it difficult for flyers to distinguish between Airport lights and others, result in glare in the eyes of flyers using the airport, impair visibility in the vicinity of the Airport, create bird strike hazards or otherwise endanger the landing, taking-off or maneuvering of aircraft intending to use the Tri-County Airport.

The regulations prescribed by this Ordinance shall not be construed to require the removal, lowering, or other change or alteration of any structure or tree not conforming to the regulations as of the effective date of this Ordinance, or otherwise interfere with the continuance of nonconforming use. Nothing contained herein shall require any change in the construction, alteration, or intended use of any structure, the construction or alteration of which was begun prior to the effective date of this Ordinance, and is diligently prosecuted. Except as specifically provided in this section, it is not permissible for any person to engage in any activity that causes an increase in the extent of nonconforming situation. Physical alteration of structures or the placement of new structures on open land is unlawful if they result in:

- a. An increase in the total amount of space devoted to a nonconforming use, or
- b. greater nonconformity with respect to height limitation.

<u>Nonconforming Uses Abandoned or Destroyed</u> - Whenever the Administrator determines that a nonconforming tree or structure has been abandoned or more than 80 percent torn down, physically deteriorated, or decayed, no permit shall be granted that would allow such structure or tree to exceed the applicable height limit or otherwise deviate from the zoning regulations.

<u>Marking and Lighting</u> - Notwithstanding the preceding provision of this Ordinance, the owner of any existing nonconforming structure or tree is hereby required to permit the installation, operation, and maintenance thereon of such markers and lights as shall be deemed necessary by the Administrator to indicate to the operators of aircraft in the vicinity of the Airport the presence of such airport obstruction. Such markers and lights shall be installed, operated, and maintained at the expense of the Airport Authority

Notwithstanding any preceding provision of this Ordinance, if, by a determination of the NC Division of Aviation or Federal Aviation Administration, the encroachment of any structure or tree into regulated airspace is such that providing markers and lights is

insufficient to protect the life and property of the flying public, the Airport Authority shall institute steps to have such structures or trees mitigated at the expense of the Airport Authority. If unsuccessful in obtaining the cooperation of the parties involved, Bertie County shall institute the appropriate legal action, as reasonably necessary, to insure the safety of the flying public in airspace regulated by this Ordinance.

SECTION § 1.06 PERMITS

N.C.G.S. §63-32 provides for the issuance of permits with respect to allowing the construction of new structures and other uses, and to replace existing structures and other uses, or making substantial changes therein or substantial repairs thereof. Permit applications shall be made to the Administrator upon a form published for that purpose.

<u>Permit Application</u> –Each application shall indicate the purpose for which the permit is desired, with sufficient particularity to permit it to be determined whether the resulting use, structure or tree would conform to the regulations prescribed in this Ordinance, including any additional information requested by the Administrator as necessary to determine compliance with this Ordinance and the laws of the State of North Carolina and any applicable federal rules or regulations. A copy of the permit application shall be furnished to the County Building Inspector and Airport Authority, or to other designated agents, for advice as to the aeronautical effects of the said permit application.

<u>Permit Review</u> - Applications required by this Ordinance shall be promptly considered and granted or denied. Application for action by the Zoning Board of Adjustment shall be forthwith transmitted by the Administrator, or a designated representative

1. <u>Future Uses</u> - Except as specifically provided in (a) and (b) hereunder, no material change shall be made in the use of land, no structure shall be erected or otherwise established, and no tree shall be planted in any zone hereby created unless a permit therefore shall have been applied for and granted. Each application for a permit shall indicate the purpose for which the permit is desired, with sufficient particularity to permit it to be determined whether the resulting use, structure, or tree would conform to the regulations herein prescribed. If such determination is in the affirmative, the permit shall be granted.

No permit for a use inconsistent with the provisions of this Ordinance, as depicted on the Tri-County Airport Height Restriction Ordinance Map, shall be granted unless a variance has been approved in accordance with Section 1.07.

- a. In the area iying within the limits of the horizontal zone and conical zone, no permit shall be required for any tree or structure less than 50 feet of vertical height above the ground, except when, because of terrain, land contour, or topographic features, such tree or structure would extend above the height limits prescribed for such zones.
- b. In the areas lying within the limits of the transition zones beyond the perimeter of the horizontal zone, no permit shall be required for any tree or structure less than

50 feet of vertical height above the ground, except when such tree or structure, because of terrain, land contour, or topographic features, would extend above the height limits prescribed for such transition zones.

The preceding paragraphs (a) and (b) corresponds with permit areas (shaded yellow) identified on the Tri-County Airport Height Restriction Ordinance Map. Nothing contained in any of the foregoing exceptions shall be construed as permitting or intending to permit any construction, or alteration of any structure, or growth of any tree in excess of any of the height limits established by this Ordinance except as set forth in Section 1.03 and Section 1.04.

2. <u>Existing Uses</u> - No permit shall be granted that would allow the establishment or creation of an obstruction or permit a nonconforming use, structure, or tree to become a greater hazard to air navigation than it was on the effective date of this Ordinance or any amendments thereto or than it is when the application for a permit is made. Except as indicated, all applications for such a permit shall be granted.

SECTION § 1.07 VARIANCES

Any person desiring to erect or increase the height of any structure, or permit the growth of any tree, or use property, not in accordance with the regulations prescribed in this Ordinance, may apply to the Administrator for a variance from such regulations. The application for variance shall be accompanied by a determination from the NC Division of Aviation and/or Federal Aviation Administration as to the effect of the proposal on the operation of air navigation facilities and the safe, efficient use of navigable airspace. Such variances shall be allowed where it is duly found that a literal application or enforcement of the regulations will result in unnecessary hardship and relief granted will not be contrary to the public interest, will not create a hazard to air navigation, will do substantial justice, and will be in accordance with the spirit of this Ordinance.

 <u>Obstruction Marking and Lighting</u> - Any permit or variance granted may, if such action is deemed advisable to effectuate the purpose of this Ordinance and be reasonable in the circumstances, be so conditioned as to require the owner of the structure or tree in question to install, operate, and maintain, at the owner's expense, such markings and lights as may be necessary. If deemed proper by the Zoning Board of Adjustment, this condition may be modified to require the owner to permit the Airport Authority, at its own expense, to install, operate, and maintain the necessary markings and lights.

SECTION § 1.08 ENFORCEMENT

It shall be the duty of the Administrator to administer and enforce the regulations prescribed herein. Applications for permits required by this Ordinance shall be promptly considered and granted or denied. Applications for variances may require up to forty-five (45) days. The ordinance may be enforced by any one or more of the remedies authorized by G.S. 153A-123.

SECTION § 1.09 ZONING BOARD OF ADJUSTMENT

Draft Version - County Review & Adoption

The Zoning Board of Adjustment shall have and exercise the following powers: (1) to hear and decide appeals from any order, requirement, decision, or determination made by the Administrator in the enforcement of this Ordinance; (2) to hear and decide special exceptions to the terms of this Ordinance upon which such Zoning Board of Adjustment under such regulations may be required to pass, and; (3) to hear and decide specific variances.

SECTION § 1.10 APPEALS

It shall be the duty of the Zoning Board of Adjustment to hear and decide appeals and review any orders, requirements, decisions or determinations made by the enforcement officer responsible for administration or enforcement of this Ordinance.

SECTION § 1.11 JUDICIAL REVIEW

Any person aggrieved or any taxpayer affected by any decision of the board of adjustment, or any office, department, board or bureau of the County, under this Ordinance, may petition the superior court for a review of such decision.

State law references: Judicial review, G.S. § 63-34.

SECTION § 1.12 PENALTIES

In accordance with North Carolina General Statutes § 63-35; each violation of this Ordinance or of any regulation, order, or ruling promulgated hereunder shall constitute a Class 3 misdemeanor punishable by a fine of not more than one hundred dollars (\$100) or imprisonment for not more than thirty (30) days or both, and each day a violation continues to exist shall constitute a separate offense.

State law references: Enforcement and remedies, G.S. § 63-35.

SECTION § 1.13: CONFLICTING REGULATIONS

Where this Ordinance imposes a greater or more stringent restriction upon the use of land than is imposed or required by any other ordinance or regulation of the County, the provisions of this Ordinance shall govern. Where there exists a conflict between any of the regulations or limitations prescribed in this Ordinance and any other regulations applicable to the same area, whether the conflict be with respect to the height of structures or trees, and the use of land, or any other matter, the more stringent limitation or requirement shall govern and prevail.

SECTION § 1.14: SEVERABILITY

If any of the provisions of this Ordinance or the application thereof to any person or circumstances are held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

SECTION § 1.15: EFFECTIVE DATE

WHEREAS, the immediate operation of the provisions of this Ordinance is necessary for the preservation of the public health, public safety, and general welfare, an EMERGENCY is hereby declared to exist, and this Ordinance shall be in full force and effect immediately after its passing, publication, and posting, as required by law. This Ordinance shall be effective upon adoption.

Duly adopted this _____ day of _____, 20___

BERTIE COUNTY

Chairperson, County Commissioners:

ATTEST:

County Clerk to the Commissioners