



**CARTERET COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
COMMISSIONERS' BOARDROOM
JANUARY 27, 2020
6:00 P.M.**

- | | | |
|------|---|----------|
| I. | Meeting Called to Order/Pledge of Allegiance/Invocation | Chairman |
| II. | Conflict of Interest/Cell Phone Statement | Chairman |
| III. | Adoption of Agenda | Board |
| IV. | Consent Agenda | Board |
| | 1. Approval of December 16, 2019 Minutes | |
| | 2. Tax Releases and Refunds | |
| | a. Tax Releases Under \$100 | |
| | b. Tax Releases Over \$100 | |
| | c. Tax Refunds Under \$100 | |
| | d. Tax Refunds Over \$100 | |
| | e. Tax Collector's Monthly Report | |
| | f. NCVTS Motor Vehicle Refund Report | |
| | 3. Approval of Position Reclassification for the Senior Center | |
| | 4. Approval to Accept Grant Funding: Brandt Animal Foundation for Spay-Neuter Funding in Carteret County & Approval of Corresponding \$5,000 Budget Amendment | |
| | 5. Approval of Memorandum of Understanding with Emerald Isle for Collection of 2020 Ad Valorem Taxes | |
| | 6. Acknowledgment of Receipt & Review of Documents in Support of Coastal Community Action's Community Services Block Grant ("CSBG") for 2020-21 | |
| | 7. Approval of School Capital Funds Budget Amendment for Replacement of the Chiller at Atlantic Elementary: \$119,900 | |
| | 8. Approval of NCDOT Request in Support of the Addition of Neuse Drive in the Sportsman Village Subdivision to the Secondary Road System | |
| | 9. Approval to Award Jail Food Services Contract to Trinity Services Group | |
| | 10. Acceptance of the Donation of Real Property at Harkers Island | |

11. Approval of Proclamation in Support of National Radon Action Month
 12. Approval of Fiscal Year 2020-21 Budget Calendar
 13. Approval of a USDA Emergency Watershed Protection Grant and Authorization for the Chairman to Execute the Notice of Grant & Agreement Award
- V. Public Comment
 - VI. Update on the Carteret County Gold Star Families Memorial Maria Myers
 - VII. FY2019 Annual Audit Presentation Robbie Bitner
 - VIII. Public Hearing – Road Name Change - Change Hilan Terrace Lane to Highland Terrace Maureen Dougherty
 - IX. Continued Discussion/Financial Implications: South River Fire & EMS Stephen Rea
 - X. Update on the 2020 Property Reappraisal Sarah Davis
 - XI. Manager's Report Tommy Burns
 - XII. Appointments Board
 - Beaufort Board of Adjustment (County ETJ)
 - Beaufort Planning Board (County ETJ)
 - Carteret County Beach Commission
 - Nursing Home Advisory Committee
 - Peer Recovery Center
 - Senior Center Advisory Board
 - Zoning Board of Adjustments
 - XIII. Commissioners' Comments
 - XIV. Closed Session Pursuant to N.C.G.S. 143-318.11 for the Permitted Purpose of Discussing (a) (1) Confidential Information (Approval of the October 21, 2019 & October 24, 2019 Closed Session Minutes), and (a) (5) Contract Negotiations
 - XV. Adjournment

CARTERET COUNTY
Board of Commissioners



Agenda Item
I.

Meeting Date:
27-Jan-20

Presenter:
Chairman Smith

ITEM TO BE CONSIDERED

Title: Meeting Called to Order/Pledge of Allegiance/Invocation

Brief Summary:

Reverend Lee from St. Paul's Episcopal Church will provide the invocation.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

BACKGROUND

Originating Department

Attachments:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Staff Contact:

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

CARTERET COUNTY
Board of Commissioners

Meeting Date:

27-Jan-20



Agenda

Item

II.

Presenter:

Chairman Smith

ITEM TO BE CONSIDERED

Title: Conflict of Interest Statement

Brief Summary:

The Chairman will call for any conflicts of interest, based on the following statement:

"In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before the Board this evening? If so, please identify the conflict and refrain from any undue participation in the particular matter involved."

The Chairman will also remind everyone to turn off their cell phones.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

If Commissioners have a conflict of interest with any agenda items, they will make it known at this time. If so, The Board will need to vote to allow a Commissioner to recuse himself from voting on a particular matter.

BACKGROUND

Originating Department

Attachments:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Staff Contact:

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

CARTERET COUNTY
Board of Commissioners

Meeting Date:
27-Jan-20

Presenter:
Chairman Smith



Agenda Item III.

ITEM TO BE CONSIDERED

Title: Adoption of the Agenda

Brief Summary:

The Chairman will call for a motion to adopt the agenda as presented (or amended).

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

Motion to adopt the agenda as presented (or amended).

BACKGROUND

Originating Department

Attachments:

Staff Contact:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

CARTERET COUNTY
Board of Commissioners



Agenda Item
IV.

Meeting Date:
27-Jan-20

Presenter:
Chairman Smith

ITEM TO BE CONSIDERED

Title: Consent Agenda

Brief Summary:

See attached consent agenda items.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

Motion to approve the consent agenda as presented (or amended).

BACKGROUND

Originating Department
County Manager's Office

Attachments:
1 Various Consent Agenda Items
2 _____
3 _____
4 _____
5 _____

Staff Contact:
Tommy Burns/Rachel Hammer

REVIEWED BY

County Manager _____ X
Clerk to the Board _____ X

County Attorney _____
ACM/Finance Director _____ X

IV. Consent Agenda

1. Approval of December 16, 2019 Minutes

**COUNTY OF CARTERET
BOARD OF COMMISSIONERS
REGULAR SESSION – 6:00 P.M.
COMMISSIONERS' BOARDROOM
DECEMBER 16, 2019**

The Honorable Carteret County Board of Commissioners sat in regular session on Monday, December 16, 2019 at 6:00 p.m. Present were: Chairman Mark Mansfield, Commissioners Robin Comer, Bob Cavanaugh, Jimmy Farrington, Jonathan Robinson, Bill Smith, and Ed Wheatly.

I. MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE/INVOCATION

Chairman Mansfield called the meeting to order. All present recited the Pledge of Allegiance.

Commissioner Smith called for a moment of silence in honor of Mr. Vaughan Johnson and his family. Mr. Johnson was a star football player who played at West Carteret and for the New Orleans Saints, who passed away this week. Chairman Mansfield spoke about his involvement and impact on the County. Chairman Mansfield provided the invocation.

II. CONFLICT OF INTEREST/CELL PHONE STATEMENT

Chairman Mansfield called for any conflicts of interest by the Board and asked that all cell phones be turned off.

III. ADOPTION OF AGENDA

Motion: Chairman Mansfield made a motion to add to the agenda as item VIIIa. the approval and appropriation of \$50,000 to match a \$100,000 State grant in support of an Economic Development expansion project along with approval of the budget amendment, and removing Consent Agenda Item 7, a Resolution honoring Mat Bottoms, and adding this item as a regular Agenda Item IVa.; seconded by Commissioner Wheatly. **Motion carried unanimously.**

The agenda was as follows:

**CARTERET COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
COMMISSIONERS' BOARDROOM
DECEMBER 16, 2019
6:00 P.M.**

- | | |
|--|--------------------|
| I. Meeting Called to Order/Pledge of Allegiance/Invocation | Chairman Mansfield |
| II. Conflict of Interest/Cell Phone Statement | Chairman Mansfield |

III. Adoption of the Agenda

Chairman Mansfield
Board

IV. Consent Agenda

1. Approval of November 18, 2019 Minutes
2. Tax Releases/Refunds/Collector's Report
 - a. Tax Releases Under \$100
 - b. Tax Releases Over \$100
 - c. Tax Refunds Under \$100
 - d. Tax Refunds Over \$100
 - e. Tax Collector's Monthly Report
 - f. NCVTS Motor Vehicle Refund Report
3. Approval of School Capital Roll-Forward Budget Amendment: \$55,481
4. Approval of Bond Coverage for Employees
5. Approval of Recommended Reclassification of Position in the Tax Department from Tax Customer Service Representative to Real Estate Office Administrator
6. Approval of 2020 Meeting Schedule for Board of Commissioners
- ~~7. Approval of Resolution Honoring Superintendent of Schools Mat Bottoms (Moved as Item IVa. as amended)~~
8. Approval of Resolution Opposing Reclassification of Jurisdictional Waters
9. Approval of Budget Amendment Appropriating Funding for Planning Department Grant Funds Received in FY19 but Not Spent: \$50,642
10. Approval of Quote from Tonka Water for Purchase and Replacement of the Digital Control Panel at the Water Treatment Plant: \$64,890
11. Approval to Apply for the NC Office of Rural Health Community Health Grant: \$150,000
12. Approval of \$46,000 Budget Amendment for the Tax Department to Support Contracted Services and Part-Time Wages
13. Approval of Recommended Reclassification of Position in the Public Works Department
14. Approval of Letter in Support of a 20% Match for Submission of a N.C. Department of Commerce Grant from the Economic Development Administration
15. Approval of Salters Creek and The Straits Landing Channel Maintenance Dredging Events: Memorandum of Agreement with the N.C. Wildlife Resources Commission, Shallow Draft Navigation Channel Dredging & Aquatic Fund, and Approval of Corresponding Resolutions and No Conflict of Interest Certifications
16. Approval to Accept Additional Funds in the Amount of \$26,132 for the Juvenile Crime Prevention Council from the N.C Department of Public Safety in Support of the "Raise the Age" Legislation, Authorization for the Chairman to Execute the Funding Plan, and Approval of Corresponding Budget Amendment

- | | | |
|--------|--|---------------------------|
| V. | Call for Nominations for Chairman of the Board | C.R. Wheatly, III |
| VI. | Call for Nominations for Vice-Chairman of the Board | Chairman |
| VII. | Public Comment | |
| VIII. | Public Hearing on Potential Appropriation of Economic Development Funds | Don Kirkman |
| | a. Approval and Appropriation of \$50,000 to Match a \$100,000 State Grant in Support of the Economic Development Expansion Project & Approval of Budget Amendment (<i>item added as amended</i>) | |
| IX. | Approval of Resolution to Accept the Funding, Approve the Capital Project Budget and Approval of Resolution Authorizing the County Manager to Procure & Contract the Program Management Services for the Community Development Block Grant Neighborhood Revitalization Program (CDBG-NR) | Mike Barnette |
| X. | Public Hearing on Proposed Text Amendments to the Carteret County Down East Conservation Ordinance, Article 3-5 | Eugene Foxworth |
| XI. | Public Hearing on Proposed Text Amendment to the Carteret County Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance, Section 7 and Section 7.1 | Eugene Foxworth |
| XII. | Public Hearing on Proposed Text Amendment to the Carteret County Subdivision Regulations Article V. Sureties and Improvements Guarantees | Eugene Foxworth |
| XIII. | Public Hearing on Proposed Text Amendment to the Carteret County Subdivision Regulations Section 1-10 Variances | Eugene Foxworth |
| XIV. | Annual Carteret County Community Child Protection and Child Fatality Prevention Team Report | Pam Stewart & Lacy Salter |
| XV. | Accept or Reject Bid to Purchase County-Owned Land At 151 Country Club Drive, Parcel #6490.01.06.0491000 | Tommy Burns |
| XVI. | Manager's Report | Tommy Burns |
| XVII. | Appointments | Board |
| | • Adult Home Community Advisory Committee | |
| | • Carteret County Area Transportation System | |
| | • Carteret County Planning Commission | |
| | • Carteret County Zoning Board of Adjustment | |
| | • Carteret Health Care Hospital Board of Trustees | |
| | • Highway 70 Corridor Commission | |
| | • Tourism Development Authority | |
| | • Various Commissioner Appointments | |
| XVIII. | Commissioners' Comments | |
| XIX. | Adjournment | |

IV. CONSENT AGENDA

Motion: Commissioner Smith made a motion to approve the amended consent agenda; seconded by Commissioner Cavanaugh. **Motion carried unanimously.**

The Consent Agenda was as follows:

1. Approval of November 18, 2019 Minutes
2. Tax Releases/Refunds/Collector's Report
 - a. Tax Releases Under \$100

11/27/19 08:27:31		RELEASE LESS THAN 100.00					PAGE 1
Year	Rol Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment	
2015	P	113358	P	476725	J&S LANDSCAPE & DESIGN LLC	NEWPORT	57.25
2015	P	113358	P	476725	J&S LANDSCAPE & DESIGN LLC	NEWPORT	36.93
2015	P	113358	P	476725	J&S LANDSCAPE & DESIGN LLC	NEWPORT	8.91
2016	P	42955	P	476725	J&S LANDSCAPE & DESIGN LLC	NEWPORT	15.47
2016	P	45451	P	482990	OLIVER GARRISON JR BLOCK	DAVIS	31.78
2016	P	45451	P	482990	OLIVER GARRISON JR BLOCK	DAVIS	73.12
2016	P	45451	P	482990	OLIVER GARRISON JR BLOCK	DAVIS	50.68
2016	P	52373	P	521575	DAVID JOHN BEBOUT	NEWPORT	59.59
2016	P	52373	P	521575	DAVID JOHN BEBOUT	NEWPORT	24.21
2016	P	52883	P	522005	LANNY ROSS LEONARD	BEAUFORT	60.40
2016	R	144967	R	483630	JEAN ELIZ WELLONS ETAL MORRICE	NEWPORT	32.30
2017	P	111033	P	482990	OLIVER GARRISON JR BLOCK	DAVIS	65.19
2017	P	111033	P	482990	OLIVER GARRISON JR BLOCK	DAVIS	44.06
2017	P	115088	P	519454	LISA MOORE	GLOUCESTER	11.25
2017	P	115088	P	519454	LISA MOORE	GLOUCESTER	3.70
2017	P	117195	P	521575	DAVID JOHN BEBOUT	NEWPORT	53.96
2017	P	117195	P	521575	DAVID JOHN BEBOUT	NEWPORT	20.97
2017	P	117647	P	522005	LANNY ROSS LEONARD	BEAUFORT	28.21
2017	P	117647	P	522005	LANNY ROSS LEONARD	BEAUFORT	25.97
2017	P	120950	P	508833	PEDRO DEL ANGEL PONCE	NEWPORT	16.32
2017	P	120950	P	508833	PEDRO DEL ANGEL PONCE	NEWPORT	15.00
2017	P	123370	P	527606	KEVIN C LINTON	CHOCOWINITY	56.44
2017	R	123370	R	527606	KEVIN C LINTON	CHOCOWINITY	40.98
2017	P	200390	P	483630	JEAN ELIZ WELLONS ETAL MORRICE	NEWPORT	32.30
2018	P	200390	P	482990	OLIVER GARRISON JR BLOCK	DAVIS	60.83
2018	P	200390	P	482990	OLIVER GARRISON JR BLOCK	DAVIS	39.05
2018	P	200589	P	114191	WILLIAM CHARLES WEST	ATLANTIC	24.31
2018	P	201130	P	477225	TRAVIS CARTER HANSON	CAPE CARTERET	10.04
2018	P	201130	P	477225	TRAVIS CARTER HANSON	CAPE CARTERET	8.55
2018	P	203949	P	519454	LISA MOORE	GLOUCESTER	10.65
2018	P	203949	P	519454	LISA MOORE	GLOUCESTER	3.51
2018	P	204233	P	478085	RAYMOND ALLEN BIHARY	CAPE CARTERET	3.72
2018	P	204233	P	478085	RAYMOND ALLEN BIHARY	CAPE CARTERET	4.10
2018	P	205708	P	521575	DAVID JOHN BEBOUT	NEWPORT	54.65
2018	P	205708	P	521575	DAVID JOHN BEBOUT	NEWPORT	20.36
2018	P	205930	P	521809	WILLIAM C WEST	ATLANTIC	6.97
2018	P	205930	P	521809	WILLIAM C WEST	ATLANTIC	9.94
2018	P	206098	P	522005	LANNY ROSS LEONARD	BEAUFORT	52.23
2018	P	206098	P	522005	LANNY ROSS LEONARD	BEAUFORT	23.21
2018	P	208699	P	508833	PEDRO DEL ANGEL PONCE	NEWPORT	16.32
2018	P	208699	P	508833	PEDRO DEL ANGEL PONCE	NEWPORT	15.00
2018	P	210568	P	527606	KEVIN C LINTON	CHOCOWINITY	55.46
2018	P	210568	P	527606	KEVIN C LINTON	CHOCOWINITY	38.87
2018	P	210848	P	122086	DONALD LEE GRAHAM	NEWPORT	18.62
2018	P	215849	P	540605	LOU MICHELE HOOPER	ATLANTIC	34.92
2018	R	439227	R	483630	JEAN ELIZ WELLONS ETAL MORRICE	NEWPORT	34.00
FINAL TOTALS							
TOTAL						1,173.27	

b. Tax Releases Over \$100

11/27/19 08:27:12		RELEASE OVER 100.00		PAGE 1
Name Id Number	Name	Total Adjustment	Comment	
No records in query report.				
*** END OF REPORT ***				

c. Tax Refunds Under \$100

12/01/19 01:30:00

Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St	Zip Code	TransNo	Reference
Refund						
ALLSBROOK, GEORGE ETUX ERNEST	128 BAY LANDING ROAD OVERPYMT CK 7689	SWANSBORO	NC	28584	2228569 2019 R	5375.20.82.5181000
BARBARA MONTFORD	4463 HWY 24	NEWPORT	NC	28570	2228539 2016 R	6305.01.37.1185000
BARRINGER SASSER LLP ATTORNE	PO BOX 5566 OVERPAYMENT CHECK 1798	CARY	NC	27512	2229279 2018 R	6324.11.75.2813000
BARROW, KENNY	1005 ALBERMARLE CT DRAFT PAID OFF	NEW BERN	NC	28562	0 P	0533532
BATT, EARLE E ETUX AN	128 BOWEN STREET OVERPYMT CK 5239	ATLANTIC BEACH	NC	28512	2230979 2019 R	6375.16.74.8995000
BROWN, LARRY V	220 GATSEY LN DEPRECIATION ADJUSTMENT	BEAUFORT	NC	285167763	2219012 2018 P	0048658
BUTLER, FILOMENA JENNIE	43 ATKINS AVENUE OVERPAYMENT CHECK 6596602043	BRISTOL	CT	06010	2230539 2019 R	8406.01.47.3177000
CLARK, WILLIAM J ETUX JEANNET	1 SEAVIEW AVENUE OVERPAYMENT CHECK 523	MARBLEHEAD	MA	01945	2229594 2019 R	7326.04.94.9911000
DONNA BOGGS ATTY	5276 HWY 24 OVERPYMT CK 2827	NEWPORT	NC	28570	2228741 2002 R	7337.01.35.9054000
EILERS, RICHARD R	1 OSPREY LANE POSTED TO WRONG PARCEL	BAYVILLE	NJ	08721	0 2019	R537601456542000
EVERETT, HENRY L ETUX MARY	2402 FRED EVERETT RD OVERPYMT CK 5398	KINSTON	NC	28504	2230436 2019 R	6305.03.11.7637000
GILLIKIN, GLORIA B	458 HWY 101 OVERPYMT CK 6305	BEAUFORT	NC	28516	2229209 2019 R	7306.11.57.3304000
GKITGI LLC	2 SALEM ST OVERPAYMENT CHECK 9358	THOMASVILLE	NC	27360	2217593 2019 P	0036157
GONZALEZ LAW FIRM PLLC	211 W 14TH ST STE A OVERPAYMENT CHECK 010860	GREENVILLE	NC	28594	2228545 2019 R	5383.09.26.0432000
HALL, CAROLYN Y	2551 ALBERMARLE AVE OVERPAYMENT MASSPAY	RALEIGH	NC	27610	2230968 2019 P	0014714
J&S LANDSCAPE & DESIGN LLC	8115 HWY 70 E BUSINESS AUDIT	NEWPORT	NC	28570	2219016 2017 P	0018720
J&S LANDSCAPE & DESIGN LLC	8115 HWY 70 E AUDIT ADJUSTMENT	NEWPORT	NC	28570	2219017 2016 P	0018720
MITCHELL, COURTNEY IIXI ETUX A	1307 PERRY PARK DR MASSPAY/LAND VALUE ADJUSTMENT	KINSTON	NC	28501	2228502 2019 R	6375.12.75.5177000

12/01/19 01:30:00

Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St	Zip Code	TransNo	Reference
Refund						
PHILLIPS, EDNA MAE CLARK	169 HARRIS ST OVERPAYMENT MASSPAY	NEWPORT	NC	285706579	2217334 2019 R	6356.08.78.6146000
SCHMITT, JOHN MARTIN	107 BUCCANEER CT ALREADY PAID	SWANSBORO	NC	28584	0 2019 P	0036088
SELF, GLENDA MARIE	2215 MILL CREEK RD OVERPYMT CK 1786	NEWPORT	NC	28570	2228726 2019 R	6378.00.40.2067000
SHELDON, JOANNE E SHELDON	3883 US HWY 29 N OVERPAYMENT PAYARGO	DANVILLE	VC		2231092 2019 R	5383.09.15.8408000
TETTERTON, YVONNE ETVIR MICHA	709 CARLYLE ROAD OVERPAYMENT CHECK 185237	ZEBULON	NC	27597	2229242 2019 R	6375.15.74.1075119
THOMAS WILLIAM ALEX	807 LORD GRANVILLE DR ALREADY PAID	MOREHEAD CITY	NC	28557	0 2019	P0042219
WICKIZER, KEMP III ETUX CARME	407 BARBOUR RD OVERPAYMENT CHECK 4627	MOREHEAD CITY	NC	28557	2230532 2019 R	6375.16.84.0945000
WILLIAMS, DAVID GREG ETUX PAU	8133 LAKISTA POINT LANE OVERPAYMENT CHECK 0042481318	GARNER	NC	275299096	2229241 2019 R	5374.18.41.6739000
FINAL TOTALS	TOTAL 903.45					

*** END OF REPORT ***

d. Tax Refunds Over \$100

12/01/19 00:30:00

Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
ANNETTE LAPAS 344.86	3311 QUAIL RIDGE ROAD OVERPAYMENT CHECK 120906	KINSTON	NC	28504	2019 R 6385.16.92.0690
ATLANTIS TITLE CO INC 308.66	5309 B MONROE RD OVERPAYMENT CHECK 11986	CHARLOTTE	NC	28205	2019 R 7317.03.32.4279
BAREFOOT, BRICE 165.00	108 ANGLERS WAY OVERPAYMENT SECU/SW ADJ	BEAUFORT	NC	28516	2019 R 6399.04.80.1113
BECKER, BRIAN S ETUX 175.50	CHERYL M 203 TIDEWATER DRIVE VA EXEMPTION	NEWPORT	NC	28570	2019 R 5395.04.92.3738
BROWN, LUANNE ROEBUCK 556.80	1726 OLDE FARM ROAD OVERPAYMENT SECU/PAYMENT	WAREHEAD CITY	NC	102194	2019 R 6386.10.36.5492
CANTU, MICHAEL FELIPE ETUX 133.98	SU 2870 FORT RUN ROAD OVERPAYMENT SECU/PAYMENTS	SNOW HILL	NC	28580	2019 R 6305.04.74.3301
CORELOGIC REAL ESTATE TAX SE 412.89	PO BOX 9202 OVERPAYMENT CORELOGIC	COPPELL	TX	75019	2019 R 5374.07.67.5439
CORELOGIC REAL ESTATE TAX SE 182.00	PO BOX 9202 OVERPAYMENT CORELOGIC	COPPELL	TX	75019	2019 R 6334.09.27.5141
CORELOGIC REAL ESTATE TAX SE 670.18	PO BOX 9202 OVERPAYMENT CORELOGIC	COPPELL	TX	75019	2019 R 6355.20.92.2350
CORELOGIC REAL ESTATE TAX SE 384.02	PO BOX 9202 OVERPAYMENT CORELOGIC	COPPELL	TX	75019	2019 R 7305.07.59.4036
CORELOGIC REAL ESTATE TAX SE 5,090.28	PO BOX 9202 ALREADY PAID	COPPELL	TX	75019	2019 CORELOGIC TAX FIL
DOODA, JOSEPH J ETUX 883.00	CAROLYN 9017 ARMITAGE CT ALREADY PD/CORELOGIC	RALEIGH	NC	27615	2019 R634406395720024
DUNES CLUB INCORPORATED 349.68	PO BOX 1015 BUSINESS AUDIT	ATLANTIC BEACH	NC	28512	2019 R 6385.14.32.5879
FLIPPIN, ELIZABETH 519.84	728 MILL CREEK ROAD ALREADY PD/SECU	NEWPORT	NC	28570	2019 R 635800537456000
FREY, MARIE MCREA 128.25	1406/1408 AVERY STREET OVERPAYMENT PAYARGO	MOREHEAD CITY	NC	28557	2019 R 6386.14.42.4849
GARRETT, JOHN C JR ETUX 1,104.00	LYNN 325 W DREWRY LANE OVERPAYMENT SECU PAYMENTS	RALEIGH	NC	27609	2019 R 6345.18.40.3105

12/01/19 00:30:00

Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
GIBSON, R WAYNE ETUX 106.87	MARGARET PO BOX 1694 OVERPAYMENT MASSPAY	MOREHEAD CITY	NC	28557	2019 R 6316.04.93.9226
GIBSON, R WAYNE ETUX 209.25	MARGARET PO BOX 1694 OVERPAYMENT MASSPAY	MOREHEAD CITY	NC	28557	2019 R 6316.04.93.7290
GLENN OKEITH FISHER 466.30	ATTORNEY 2505 HENDERSON DR OVERPAYMENT CHECK 62880	JACKSONVILLE	NC	28546	2019 R 5383.10.35.1810
GODWIN, JACOB W JR ETAL 173.33	JONES 231 MILLIS ROAD OVERPAYMENT SECU/SW	NEWPORT	NC	28570	2019 R 6317.02.96.6944
GOODING, GARY LEE ETUX 229.41	NATASH 5326 HWY 70 W OVERPYMT CK 1221	MOREHEAD CITY	NC	28557	2019 R 6367.00.02.5003
HERRING, DAVID L II ETUX 697.00	SALL 313 GEORGETOWN ROAD ALREADY PD/WELLS FARGO ESCROW	RALEIGH	NC	27608	2019 R 6386209121500G2
INLET INN BEAUFORT LLC 3,543.90	215 ANN STREET VALUE ADJUSTMENT	WILMINGTON	NC	28401	2019 R 7305.05.29.0741
KING, WENDELL S ETUX 165.00	MILLICEN 107 DUNSTAN LN S/W ADJUSTMENT	MOREHEAD CITY	NC	28557	2019 R 6356.13.03.1947
LEE, DANIEL E JR ETUX 772.95	KRISTI 3208 COTTON ROAD ALREADY PAID	RALEIGH	NC	27603	2019 R 633405281548406
LERETA CREDIT HUMAN FCU 671.30	MTG PO BOX 35605 OVERPAYMENT CHECK 0027265	DALLAS	TX	75235	2015 P 0039852
LERETA NATIONSTAR MORTGAGE 367.71	PO BOX 35605 OVERPAYMENT CHECK 0076277	DALLAS	TX	75235	2019 R 6336.02.57.2612
LERETA NATIONSTAR MORTGAGE 122.57	PO BOX 35605 TAXPAYER DOES NOT HAVE ESCROW	DALLAS	TX	75235	2019 R 63871552700100
LEVINE, JERRFEY ETUX 259.90	MARJORIE 211 CUMBERLAND ST ALREADY PD/LERETA TAX SERVICE	NEWPORT	NC	28570	2019 R 63761434813900C
LUCAS, APRIL SNOW ETAL 192.34	CUTLER 1408 GRANADA DRIVE OVERPAYMENT SECU/PAYMENT	RALEIGH	NC	27612	2019 R 6385.20.92.4338
MILNER, GERALD B 1,166.04	PO BOX 1828 ALREADY PD/CORELOGIC	WASHINGTON	NC	27889	2019 R 635609170216000
MOHN, FREDERICK ETUX 165.00	VIRGINIA 107 MAPLEWOOD DRIVE OVERPAYMENT SECU	KNIGHTDALE	NC	27545	2019 R 6334.07.78.1922

12/01/19 00:30:00

Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
NC LOCAL GOVERNMENT	FEDERAL PO DRAWER 25279 390.13 OVERPYMT CK 42894	RALEIGH	NC	27611	2019 R 5374.13.13.2467
NEUBER, JACK W ETUX	TERRI L 417 MOSS SPRINGS DRIVE 165.00 S/W ADJUSTMENT	SWANSBORO	NC	28584	2019 R 5377.03.22.6986
PARKER, TERESA MURRAY	411 CRAVEN STREET 162.83 OVERPAYMENT SECU/PAYMENT	BEAUFORT	NC	28516	2019 R 7306.18.21.5565
PARKER, TERESA MURRAY	PO BOX 254 217.32 OVERPYMT CK 7533	BEAUFORT	NC	28516	2019 R 7306.18.21.5565
RAGAN, RONALD LEE ETUX	SANDRA 208 HILL STREET 249.00 PAID TWICE/STURGIS	CEDAR POINT	NC	28584	2019 R 6305046361190C8
ROUSE, JOHN W JR ETUX	PAMELA 402 LANYARD DRIVE 165.00 OVERPAYMENT SECU/SW	NEWPORT	NC	28570	2019 R 6305.02.87.6297
SAFRON, BRIAN ETAL	J C BRINE 761 BISHOPS PARK DR #102 3,123.71 ALREADY PD/CORELOGIC	RALEIGH	NC	27605	2019 R 730508789592000
SCHMITT, JOHN M II ETUX	MARIA 107 BUCCANEER COURT 134.46 ALREADY PAID	SWANSBORO	NC	28584	2019 R 537603106828000
SECU	PO DRAWER 25279 25,551.70 ALREADY PAID	RALEIGH	NC	25279	SECU ESCROW FILE 2019
SMITH, DEREK	112 PHILLIPS LANDING DR 1,534.29 ALREADY PAID/WELLS FARGO ESCRO	MOREHAD CITY	NC	28557	2019 R 635615533711000
SOUTH STATE BANK	P O BOX 118068 180.94	CHARLESTON	SC	29423	2019 R 840604517348000
STEVEN K BELL	2809 VILLAGE WAY 187.01 OVERPAYMENT CHECK 143758	TRENT WOODS	NC	28562	2019 R 7348.04.52.3881
TAYLOR, MAYLON B II ETUX	INA 106 WILLOWCROFT COURT 165.00 OVERPAYMENT SECU/SW	GARNER	NC	27529	2019 R 6334.07.68.9677
TAYLOR, RANDY A ETUX	BOBBIE J 786 ELLISWOOD DRIVE 1,522.74 ALREADY PAID/TITLE COMPANY	WINTER VILLE	NC	28590	2019 R 632410354049000
TOMA, SAMEH K ETAL	LUIHN 400-200 ASHVILLE AVE 5,632.45 ALREADY PD/WELLS FARGO ESCROW	CARY	NC	27518	2019 R731507578808000
TOMS, WILLIAM PATTERSON	137 MIMOSA BOULEVARD 568.76 ALREADY PAID CORELOGIC	PINE KNOLL SHORES	NC	28512	2019 R635515722935000

12/01/19 00:30:00

Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
TROUT, CLIFFORD P ETUX	SHARON 311 DOLPHIN ST 722.10 HURRICANE DAMAGE ADJUST/MASSPA	CAPE CARTERET	NC	28584	2019 R 5384.13.14.8834
WILDO HOLDINGS LLC	801 PLAZA BOULEVARD 4,784.92 ALREADY PD/CORELOGIC	KINSTON	NC	28501	2019 R 730617007585000
WOLFE, ANDREW H	PO BOX 1204 107.69 PD	THOMASVILLE	NC	27361	2019 P 0036157
WOODBRIAR-SHORELINE	APTMT L 2720 BRIDGES ST UNIT 102B 1,482.51 OVERPAYMENT CHECK 6478	MOREHEAD CITY	NC	28557	2019 R 6376.16.93.0166
FINAL TOTALS					
TOTAL					67,763.37

*** END OF REPORT ***

e. Tax Collector's Monthly Report

Carteret County Tax Department

Appraisal: (252) 728-8485
 Personal Property: (252) 728-8535
 Business Personal: (252) 728-8483
 Collections: (252) 728-8523
 Mapping/GIS: (252) 728-8490



Sarah T. Davis
 Tax Administrator
 Tel: (252) 728-8535
 Fax: (252) 728-8588
 CC Payments Online or by Phone
www.carteretcountytxk.com
 1-888-544-9413

Memorandum

To: Board of Commissioners
 Tommy Burns

From: Sarah Davis
 Tax Administrator

Re: BOC monthly collections report

Date: November 27, 2019

Attached is the monthly collection's report to the Board of Commissioners as required by North Carolina General Statute 105-350. No action is required by the Board. It is presented for information purposes only. The collection report shows the total levy, collection, and unpaid balance for each year of the past ten years, beginning with 2009 and coming forward to 2019. This report is presented each month in your agenda package. The total collections for the ten years are \$586,957,517.75. The unpaid balance outstanding for the 10 year period is \$34,569,410.39 including deferred taxes. The Tax Department will continue to pursue collection of unpaid taxes as authorized by North Carolina Statutes.



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 12/9/2019 11:10:28 AM

Table with columns for taxpayer name, address, city, state, zip, amount, date, and tax details. Includes entries for GREGORY DAVID AARON, HEATH GRANFORD ALLAN SR, HENRY PHYLLIS CREECH, LAWRENCE BETTY ELIZABETH, LEFEBVRE ASHLEY NICOLE, LONG DAVID CHRISTOPHER, MCATEER TROYTH GERARD, MERCER AMY SMITH, and MOORE GAYE WARREN.



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 12/9/2019 11:10:28 AM

Table with columns for taxpayer name, address, city, state, zip, amount, date, and tax details. Includes entries for NELSON PAUL DOUGLAS, NESI JOHN JR, NICELY RHONDA MARIE, PARTIN PAUL LYMAN JR, PEARCE JAMES VINCENT, ROBERTT DANIEL WAYNE, SHOEMAKER GREGORY LYNN, and STONSON DEBRA SIMPSON.



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 12/30/2019 11:10:28 AM

Table with columns for taxpayer name, address, city, state, zip, amount, date, and tax details. Includes entries for TAYLOR ROGER ALAN, TURNAGE CORP, WEIRBACK CINDY LEE, WHITE WANDA CRAFT, and WILSON DUSTIN LEE.

Refund Total \$2015.76

3. Approval of School Capital Roll-Forward Budget Amendment: \$55,481

CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA
Assistant County Manager
Finance Department



Tel: (252) 728-8410
Fax: (252) 728-0133
deem@carteretcountync.gov
www.carteretcountync.gov

To: Board of Commissioners
From: Dee Meshaw, Assistant County Manager
Date: December 16, 2019
Subject: School Capital Roll Forward Budget Amendment

Attached for your consideration is a \$55,481 budget amendment to roll forward funds uncompleted projects in fiscal year 2019. The Schools have projects in progress, but the projects were not completed at year end. As a result, the Schools request these funds be rolled over into the FY20 budget. Approval of the attached budget amendment is recommended.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Fund: School Annual Capital Projects Fund

Date: 12/16/19

Justification: To appropriate unspent capital funds in FY19 in the FY20 budget

Fund	Revenues	Description	Account Number	Increase
		Appropriated Fund Balance	421.70.3990.991	55,481
School Capital	Total Increase in Revenues			55,481
	Expenditures	Prior Year Category I	421.70.8168.87200	31,592
		Prior Year Category III	421.70.8168.90200	3,921
		Prior Year Category II	421.70.8180.60000	19,968
	Total Increase in Expenditures			55,481

Chairman Board of Commissioners _____

Date: _____

4. Approval of Bond Coverage for Employees

CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA
Assistant County Manager
Finance Department



Tel: (252) 728-8410
Fax: (252) 728-0133
deem@carteretcountync.gov
www.carteretcountync.gov

To: Board of Commissioners
From: Dee Meshaw, Assistant County Manager
Date: December 16, 2019
Subject: Approval of Bond Coverage for Employees

Provided below is a list of personnel bonded as required by NCGS 159-29. The County's bonds are with Travelers.

Sheriff Asa Buck	\$ 10,000
Karen Hardesty, Register of Deeds	10,000
Dee Meshaw, Finance Director	100,000
Cindy Mintz, Assistant Finance Director	50,000
Patti Banks, Tax Collections Supervisor	50,000
Sarah Davis, Tax Administrator	50,000

Staff recommends approval of the bond coverage for these individuals.

5. Approval of Recommended Reclassification of Position in the Tax Department from Tax Customer Service Representative to Real Estate Office Administrator



Sarah T. Davis
Tax Administrator

MEMORANDUM

TO: Board of Commissioners
FROM: Sarah Davis, Tax Administrator
SUBJECT: Recommendation to Reclassify a Tax Position
DATE: November 15, 2019

I would like to recommend reclassifying one of the Tax Customer Service Representative positions to a Real Estate Office Administrator. The Real Estate Office Administrator is responsible for managing the operations of the real estate division within the tax office, managing the customer service, data entry, deed and other property changes, and managing the appraisal work flow.

The reclassification of this position would move the salary to a grade 65 and increase the salary from \$26,982.44 to \$35,130.58. This change does not require a budget amendment as there are enough funds available to support this increase.

I recommend approval for reclassification of this this position.



REAL ESTATE OFFICE ADMINISTRATOR

General Statement of Duties

Performs difficult, skilled technical work managing the operations of real property for assessing tax values and other tax purposes. Assists citizens with appraisal and other real property tax matters.

Distinguishing Features of the Class

An employee in this class is responsible for managing the daily operations of the real estate division within the tax office. The employee manages the customer service, data entry, deed and other property changes and the appraisal work flow. Manages Deed Transfer Clerk and Customer Service Representative within the Real Estate division. Work involves heavy public contact and may involve controversial and appealable decisions. Work is performed under general supervision of the Tax Administrator and evaluated through conferences, quality of work, review of records and documentation and feedback from citizens.

Duties and Responsibilities

Essential Job Functions

- Prepares and manages daily appraisal work flow.
- Performs all combination and splits of real property.
- Administers Present Use Program and performs annual audits.
- Manages all annual permits submitted by the county and towns.
- Provides support for contracted Occupancy Tax auditors.
- Oversees Board of Equalization and Review appeals.
- Generates real estate reports.
- Manages data entry for real estate parcel cards, deed transfers, and related processes.
- Verifies all address changes for tax office.
- Manages real property exemptions.
- Performs deferred tax duties and creates deferred tax bills.
- Provides customer service to professionals and general public; responds to tax inquires and concerns; advises taxpayers of their rights to appeal.
- Maintains a wide variety of records including real estate photos.
- Complies and updates statistics and provides information to the public.
- Assists with new hires within the real estate division.

Additional Duties:

- Performs related duties as required.

6. Approval of 2020 Meeting Schedule for Board of Commissioners

<p>Board of Commissioners Mark Mansfield, Chair Robin Comer, Vice-Chair Bob Cavanaugh Jimmy Farrington Jonathan Robinson Bill Smith Ed Wheatly</p>		<p>County Manager Tommy R. Burns Clerk to the Board Rachel B. Hammer</p>
<p>BOARD OF COMMISSIONERS 2020 MEETING SCHEDULE</p>		
<p>JANUARY MONDAY</p>		<p>JANUARY 27, 2020</p>
<p>FEBRUARY ANNUAL BOARD SEMINAR (TUESDAY) MONDAY</p>		<p>FEBRUARY 4, 2020 FEBRUARY 17, 2020</p>
<p>MARCH MONDAY</p>		<p>MARCH 16, 2020</p>
<p>APRIL MONDAY</p>		<p>APRIL 20, 2020</p>
<p>MAY MONDAY</p>		<p>MAY 18, 2020</p>
<p>JUNE MONDAY</p>		<p>JUNE 1, 2020 JUNE 15, 2020</p>
<p>JULY MONDAY</p>		<p>JULY 20, 2020</p>
<p>AUGUST MONDAY</p>		<p>AUGUST 17, 2020</p>
<p>SEPTEMBER MONDAY</p>		<p>SEPTEMBER 21, 2020</p>
<p>OCTOBER MONDAY</p>		<p>OCTOBER 19, 2020</p>
<p>NOVEMBER MONDAY</p>		<p>NOVEMBER 16, 2020</p>
<p>DECEMBER MONDAY</p>		<p>DECEMBER 7, 2020</p>

~~7. Approval of Resolution Honoring Superintendent of Schools Mat Bottoms (Moved as Item IVa. as amended)~~

8. Approval of Resolution Opposing Reclassification of Jurisdictional Waters

<p>Board of Commissioners Mark Mansfield, Chair Robin Comer, Vice-Chair Bob Cavanaugh Jimmy Farrington Jonathan Robinson Bill Smith Ed Wheatly</p>		<p>County Manager Tommy R. Burns Clerk to the Board Rachel B. Hammer</p>
<p>RESOLUTION OPPOSING RECLASSIFICATION OF JURISDICTIONAL WATERS</p>		
<p>WHEREAS, in January of 2019, the North Carolina Marine Fisheries Commission ("MFC") and the North Carolina Wildlife Resources Commission ("WRC") formed a joint committee for the purpose of determining boundaries defining inland and coastal waters; and</p>		
<p>WHEREAS, the joint committee had its last meeting in May of 2019, after having disagreements between the agencies on the "salinity value" to determine boundaries; and</p>		
<p>WHEREAS, in August of 2019, the WRC business meeting was held with little direct notice to the MFC or to the North Carolina Department of Environmental Quality ("NCDEQ"). At this meeting, the WRC decided to move forward with the proposed boundaries based on the arbitrary "2.6 ppt salinity value;" and</p>		
<p>WHEREAS, in 2017 the MFC conducted a review of rules pertaining to delineation (15A NCAC 03Q .0200 et seq) and determined there was no basis to adjust jurisdictional boundaries; and</p>		
<p>WHEREAS, the proposed Reclassification of Jurisdictional Waters would be a loss of approximately 144,984 square acres or 226.5 square miles of coastal and commercial fishing waters. Thus, creating even more confusion and regulations to the already over-regulated North Carolina commercial fishing industry; and</p>		
<p>WHEREAS, the MFC would be required by law, to perform a comprehensive financial analysis to modify jurisdictional boundaries, which would include a review of all existing rules and a detailed mapping effort expected to take over a year to complete with added costs to the taxpayers of North Carolina; and</p>		
<p>WHEREAS, the financial impact as proposed would exceed \$1,000,000.00 for sustainable economic impact as prescribed in the North Carolina Administrative Procedure Act; and</p>		
<p>WHEREAS, fisheries management plans of important commercial and recreational species under MFC authority follow a criterion initially to establish coastal and joint waters, but no inland waters. Thus, a complete review of all MFC rules would have to be completed at North Carolina taxpayer expense.</p>		

THEREFORE, BE IT RESOLVED that the Carteret County Board of Commissioners strongly opposes the Reclassification of Jurisdictional Waters as prescribed by the North Carolina Wildlife Resources Commission. Under such research we have not found where a salinity value is a determination of boundary lines between coastal and inland waters.

ADOPTED, this the 16th day of December 2019.

Mark Mansfield
Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

9. Approval of Budget Amendment Appropriating Funding for Planning Department Grant Funds Received in FY19 but Not Spent: \$50,642

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Planning

Date: 12/16/2019

Justification: Appropriate funding for Planning Department Grant Funds Received in FY19 But Not Spent

Fund	Description	Account Number	Increase
General Fund	Revenues Fund Balance	110.00.3990.990	<u>50,642</u>
	Total Increase in Revenues		<u>50,642</u>
	Expenditures Contracted Services	110.40.4910.44000	<u>50,642</u>
	Total Increase Expenditures		<u>50,642</u>

Approval Chairman, Board of Commissioners _____

Date: _____

10. Approval of Quote from Tonka Water for Purchase and Replacement of the Digital Control Panel at the Water Treatment Plant: \$64,890

CARTERET COUNTY TRANSPORTATION DEPARTMENT

Randy Cantor
Director of Public Transportation



Tel: (252) 240.1788
Fax: (252) 240.2513
randy.cantor@carteretcounty.gov

To: Board of Commissioners
From: Randy Cantor, Director General Services
Date: 11/25/19
Subject: Approval to Purchase Replacement Control Panel

We are requesting approval to purchase a digital control panel for the Water Treatment Plant. The current analog Tonka Control Panel has been in operation since 2003. The controls and equipment are no longer available to purchase. Tonka Water no longer manufactures or services parts for the control panel we currently utilize. With the new panel we limit interruptions in processing and Tonka can troubleshoot remotely. This improvement was requested and approved for FY20.



Quotation

**Carteret County, NC
Replacement Control Panel
(Tonka Water Original Job #01298)**

Addressee: Carteret County, NC
Quotation #: USWTW11142019-1TDS
Quotation Date: 11/14/19

Tonka Water Contact:
Tyler Skarolid
13305 Water Tower Circle
Plymouth, MN 55441
USA
1-800-530-1887
tskarolid@uswaterservices.com



ABOUT TONKA WATER

Tonka Water is a designer and manufacturer with 60 years of experience in providing customized water and wastewater systems to municipal and industrial customers with more than 2300 installations. Engineering cost-effective solutions for the most challenging surface water and ground water problems.

Key packaged solutions

- Clarification
- Membrane systems
- Filtration
- Ion Exchange
- Metals removal
 - Tonka Water Aftermarket Service and Sales is continually offering new products and services to extend equipment life, reduce water and energy usage, and replace end of life equipment.
- Refurbishments
- Turn-key services matching original specifications
- Simul-Wash™ – simultaneous air & water backwash system
- BLEU™ –low profile SS dual underdrain
- Uni-Cast™ Underdrain – pour in place
 - Media Replacement and Analysis
- Turn-key removal and installation
- Inventoried anthracite, Sand, garnet, gravel and greensand
 - Parts
 - Full line of OEM parts
 - Chemical feed equipment
 - Valves and valve rebuild parts
 - Automation and Controls
 - Factory remote support and monitoring
 - SCADA compliant and control
 - Allen Bradley control upgrades, PLC & HMI and obsolete replacement
 - Compliance reporting and trending
 - Custom functional modification for ease of use like screens, tablets, PCs
 - Security – firmware, smart switch

Service packages and parts

- Filter media replacement
- Original equipment manufacturer parts
- Full array of water related parts
- Troubleshooting
- Upgrades and refurbishments
- Site-based services
- Underdrain nozzles and replacement
- System enhancements
- Design-Build-Operate-Maintain solutions for industrial water/wastewater facilities
- Disinfection services and media treatment services
- Meets AWWA and NSF standards
- Stocked sealing and control components
- Aerator packing materials

Scope of Work

Tonka Water has been requested to provide a quotation for a complete control panel replacement for the Carteret County NC Water Treatment System. The original control panel was provided by Tonka Water in 2003, and this control system is now obsolete. This panel is currently used for controlling the Tonka Water System which includes (2) IEX Softeners, (2) Vertical Pressure Filters and an aerator system.

This proposal is to replace the existing control panel 'In-Kind'.

This proposal will also include Tonka Water service to assist in installation and train personnel on site to operate the new control panel.

Project timeline is to have the material shipped in 8 weeks after the receipt of purchase.

Key benefits of Tonka Water for the Project

- Tonka Water was the original supplier of the control system and equipment.
- Tonka Water provided the original filter equipment and has the expertise to make key recommendations.
- Field Service Technicians with extensive equipment knowledge for start-up after repair.
- Plant operation will run according to Tonka Water Engineering design.

Products Provided

Control Panel

- Tonka Water is to provide a new control panel. (Sized to match existing enclosure)
- Allen Bradley PanelView Plus 19" operator interface terminal for operation observation.
- Compaclogix programmable logic Controller
- Ethernet Switch – Ethernet SCADA capable
- Remote Access
- Program to be preloaded prior to shipping.
- Freight to the jobsite is included.



Start-up Services

- Tonka Water's Service technician to be onsite for three days to insure filter control system is fully functional.

Products Provided (continued)

Gauges

- QTY 4 Pressure Gauges (0-100PSI)
 - 4-1/2" Gauge Face
- QTY 2 Differential Pressure Gauges (1-10PSID)
 - Including 2 switches
 - 4-1/2" Gauge Face

Pricing

Pricing Table	
Materials, Fabrication, programming, Freight	\$64,890.00
Tonka Water Service Technician – start-up service	
TOTAL (USD)	\$64,890.00

Delivery:

1. Shipment of equipment will be made in approximately 8 weeks after receipt of approved drawings.

The attached **CONDITIONS OF SALE AND WARRANTIES** that are incorporated herein. For your convenience, this sheet may be used as your order for this equipment.

Items Ordered	_____
P.O. Number	_____
Total Net Price	_____
Firm Name and Address	_____
By (Print)	_____
Signature	_____
Date	_____

<p>U.S. WATER SERVICES, INC.</p> <p>Purchase orders should be addressed to: U.S. Water Services, Inc. 12270 43rd Street St. Michael, MN 55376</p>
--

Due to the size of this document, it is being incorporated into these minutes by reference. A full copy will be retained in the County Manager's Office

11. Approval to Apply for the NC Office of Rural Health Community Health Grant, \$150,000

CARTERET COUNTY DEPARTMENT OF HUMAN SERVICES

Cindy P. Holman
 Consolidated Human Services Director
 cindy.holman@carteretcountync.gov



Clinton W. Lewis
 DSS Director
 Consolidated Human Services Deputy Director
 clint.lewis@carteretcountync.gov
Stephanie M. Cannon, MPA
 Health Director
 Consolidated Human Services Deputy Director
 stephanie.cannon@carteretcountync.gov

To: Carteret County Board of Commissioners
 Carteret County Human Services Board

From: Stephanie Cannon, Health Director

Date: 12/16/19

Subject: Request to Apply for the NC Office of Rural Health Community Health Grant

The Health Department would like to request permission to apply for the NC Office of Rural Health Community Health Grant. In this grant, the Health Department will request \$150,000 to assist with provision of adult primary care services to underserved and medically indigent patients. The Health Department currently provides adult primary care services to insured, uninsured, and Medicaid patients. If awarded, this funding will be used to reimburse the Health Department for eligible expenses including clinical staff salary/fringe, medical/office supplies, and equipment associated with providing adult primary care services to uninsured and low-income populations.

There is no county match required for this grant and this service will continue after this grant expires.

12. Approval of \$46,000 Budget Amendment for the Tax Department to Support Contracted Services and Part-Time Wages



Sarah T. Davis
 Tax Administrator

MEMORANDUM

TO: Board of Commissioners

FROM: Sarah Davis, Tax Administrator

SUBJECT: Budget Amendment

DATE: November 27, 2019

I would like to request an appropriation from fund balance in the amount of \$46,000. \$38,000 to be applied towards Contracted Services and \$8,000 towards Part-Time Wages.

The tax office spent \$314,613 last year for Contracted Services but only budgeted \$280,000 for the current year. I have estimated about \$318,000 in expenses for Contracted Services this year. Therefore, an additional \$38,000 is needed to cover the difference.

The \$8,000 increase for Part-Time Wages is needed to cover the Board of Equalization and Review salaries. We are estimating about three weeks of appeals due to the 2020 Reappraisal.

I recommend approval for this budget amendment.

Carteret County
Budget Amendment
Fiscal Year 2019-2020

Department: Tax

Date: 11/27/2019

Justification: See attached memo

Fund	Description	Account Number	Increase	
General Fund	Revenues	Fund Balance	110.00.3990.990	46,000
Total Increase in Revenues			46,000	
General Fund	Contracted Services	110.00.4140.44000	38,000	
	Part-time Wages	110.00.4142.12000	8,000	
Total Increase Expenditures			46,000	

Approval Chairman, Board of Commissioners _____

Date:

13. Approval of Recommended Reclassification of Position in the Public Works Department

GENERAL SERVICES

Tony Cahoon
Manager



Office Phone 252-648-7878
Mobile Phone 252-241-9802

MEMORANDUM

11/20/2019

TO: Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Tony Cahoon, Manager Public Works
RE: Part Time to Full Time Position Reclassification

I am respectfully requesting consideration of a current part time position be made full time. Public works is currently staffed by two full time and two part time employees.

These positions are responsible for:

- 1) Solid waste maintenance
- 2) E911 signage
- 3) Street signage
- 4) Park and Convenience Site road maintenance
- 5) Harbor Maintenance
- 6) Landfill Maintenance

Along with these needs, Public Works is also responsible for over 50 sites that require weekly lawn maintenance and repair. While this staffing was sufficient in the past, we are requesting one of the part-time positions be re-classified to full time in order to service the citizens increased usage of our parks, unexpected influx of maintenance after storms and additional grounds maintenance of County sites.

With this position as full-time, the department will also benefit from this position providing assistance in other areas of the Public Works Department such as fleet operations and mosquito control program.

Funds were budgeted and currently available in this fiscal year for this re-classification to full-time with County Benefits.

14. Approval of Letter in Support of a 20% Match for Submission of a North Carolina Department of Commerce Grant from the Economic Development Administration

Board of Commissioners
Mark Mansfield, Chair
Robin Comer, Vice Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

MEMORANDUM

TO: Board of Commissioners
FROM: Tommy Burns, County Manager
SUBJECT: EDA Grant Support Letter for the Airport Hangar Project
DATE: December 16, 2019

As you are aware, twenty-eight (28) T-hangars at the Airport were damaged beyond repair during Hurricane Dorian. The replacement cost for these hangars has been estimated at \$4.1M. The Airport Authority would like to apply for a 80% EDA Grant for the replacement of these hangars. The local 20% match would be the responsibility of the County/Airport Authority. During discussions with some of the parties involved in this, I am recommending that the insurance proceeds of approximately \$180-190K be dedicated to this grant match. I am recommending that the remaining come from restricted funds within the County budget that can only be used towards economic development projects. The Airport is a strong economic engine in our County and using these funds towards the match would be most appropriate.

The attached letter of support confirms that if the grant is funded, the County has sufficient funds to cover the match. In discussions with the grant agency, very positive feedback has been received regarding this grant request. A grant award determination will be made shortly.

Board of Commissioners
Mark Mansfield, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

December 16, 2019

Dr. Robert Coles, Chairman
Carteret County-Beaufort Airport Authority
180 Airport Road
Beaufort, North Carolina 28516

Dear Chairman Coles:

This letter is to advise that the Carteret County Board of Commissioners is supportive of the Carteret County-Beaufort Airport Authority's submission of a North Carolina Department of Commerce grant from the Economic Development Administration.

We understand that the purpose of the grant is to replace the 28 T-hangars at the airport that were heavily damaged due to Hurricane Dorian, and the recommendation from an engineer was to condemn the hangars and rebuild. Our understanding is that the requested grant is for an estimated \$4.1M project of which there would need to be a 20% local match, which could potentially be \$820,000. The replacement of these hangars would not only bring in additional hangar lease dollars, but would also prove beneficial to our local economy.

Again, we are supportive of your efforts to obtain the grant and hereby express our willingness to fund the required match. Please feel free to contact County Manager Tommy Burns at Tommy.Burns@carteretcountync.gov or 252-728-8450 if you have any questions.

Sincerely,

Mark Mansfield, Chairman
Carteret County Board of Commissioners

MM/rbh

Carteret County Courthouse • 302 Courthouse Square • Beaufort, NC 28516-1898
www.carteretcountync.gov

15. Approval of Salters Creek and The Straits Landing Channel Maintenance Dredging Events: Memorandum of Agreement with the N.C. Wildlife Resources Commission, Shallow Draft Navigation Channel Dredging & Aquatic Fund, and Approval of Corresponding Resolutions and No Conflict of Interest Certifications

Shore Protection Manager

Greg L. Rudolph
Tel: (252) 222-5835
Fax: (252) 222-5826
grudolph@carteretcountync.gov



Memorandum

To: Carteret County Board of Commissioners (CBCO)
From: Greg "rudl" Rudolph
Date: December 16, 2019
Re: **Salters Creek and The Straits Landing Channel Maintenance Dredging Events**
- Memorandum of Agreement with the N.C. Wildlife Resources Commission
- Shallow Draft Navigation Channel Dredging & Aquatic Weed Fund
- Approval of Resolutions and No Conflict of Interest Certifications

The CBCO is respectfully requested to consider and approve several (six) documents associated with planned dredging events at Salters Creek and The Straits Landing Channel. Both of these waterways are located Down East and are serviced by regional N.C. Wildlife Resources Commission (NCWRC) Boat Ramps that are very popular with our citizenry and to those abroad. Moreover the NCWRC performs dredging maintenance at these two waterways utilizing federal grant monies.

The NCWRC and County staff have been coordinating the next dredging event at these two waterways and are applying for State funding utilizing the Shallow Draft Navigation Channel Dredging & Aquatic Weed Fund, which includes a "2 State dollar for 1 non-State dollar" reimbursement formula. NCWRC's federal grant qualifies as a non-state funding source and therefore can be used as a local match. To these ends, we (County) are proposing to serve as the grant administrator for both waterways and shall apply for the Shallowdraft Fund and agree to remit payment for all contractor invoices, file for the State reimbursement, etc. The NCWRC in turn agrees to furnish 100% of the local cost share, secure all permits, prepare the bid solicitation, and take a lead role in construction management. Our respective responsibilities have been detailed and codified in two Memorandum of Agreements (MOAs) that are attached - one for Salters Creek and one for The Straits Landing Channel. We worked with the NCWRC to develop many of the conditions in the MOAs and these documents of course require County Board approval before we can move forward. In effect, there will be no County funding that will be applied to these efforts once the final accounting is reconciled at the conclusion of the projects (i.e., - the State and NCWRC federal fund reimbursements are received).

Also attached are two separate Resolutions and No Conflict of Interest Certifications for your consideration that are required to be submitted with the Shallowdraft Fund Grant applications - again, one set for each project (Salters Creek and The Straits Landing Channel). Rather than summarizing the particular scopes of the channel dredging projects and reviewing each of the budgets in this memorandum, the grant applications themselves are attached which includes all this information and maps of the dredging areas. The CBCO will be familiar with the scale of both projects in terms of cubic yards and cost - i.e., slightly above or below 1,000 cubic yards and less than \$100,000 cost for each project.

Otherwise, I'll be glad to review the projects or answer any questions the CBCO may have either at your December 16th meeting or in the interim leading up to this date - please don't hesitate to call or email if needed in this latter regard.

Shore Protection Office • P.O. Box 4297 • Emerald Isle, North Carolina 28594
www.protectthebeach.com

Due to the size of this document, it is being incorporated into these minutes by reference. A full copy will be retained in the County Manager's Office

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: JCPC

Date: 12/16/2019

Justification: Appropriate additional state funding for JCPC programs

Fund	Description	Account Number	Increase
General Fund	JCPC Admin	110.50.3520.303	3,632
	Structured Day Care	110.50.3520.306	13,000
	Easter Seals	110.50.3520.307	7,500
	Teen Court - Restitution Program	110.10.3431.310	2,000
Total Increase in Revenues			<u>26,132</u>
General Fund	JCPC Admin	110.50.5200.69910	3,632
	Boys and Girls Club	110.50.5200.69929	13,000
	Easter Seals	110.50.5200.69922	7,500
	Teen Court	110.50.5200.69911	2,000
Total Increase Expenditures			<u>26,132</u>

Approval Chairman, Board of Commissioners _____

Date:

IVa. PRESENTATION OF RESOLUTION HONORING FORMER SUPERINTENDENT MAT BOTTOMS (item moved from Consent Agenda as amended)

Board of Commissioners
Mark Mansfield, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

**RESOLUTION
HONORING MAT BOTTOMS**

WHEREAS, Mat Bottoms has served the education community, including teachers, students, and parents, as well as the citizens of Carteret County in an exemplary manner during his almost forty years of dedicated service as a teacher, band director, assistant principal, principal, assistant superintendent, and superintendent in Carteret County; and

WHEREAS, Mat Bottoms began his duties as superintendent of Carteret County Public Schools on July 1, 2017 after serving as assistant superintendent for curriculum and instruction since May of 2010; and

WHEREAS, Mat Bottoms served as principal of Croatan High School since the school opened in 1998 until 2010. He worked as an assistant principal at West Carteret High School from 1995-1998 and was the school's band director from 1980-1995.

NOW THEREFORE BE IT RESOLVED that the Carteret County Board of Commissioners does hereby express their appreciation to Mat Bottoms for his distinguished service and dedication to public education and to the children of Carteret County; and

BE IT FURTHER RESOLVED that the Carteret County Board of Commissioners does hereby extend their best wishes to Mat Bottoms in any and all future endeavors.

ADOPTED, this the 16th day of December 2019.

Mark Mansfield
Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

Chairman Mansfield read from a document he had written that shared background on Mr. Bottoms' career, what he has done for Carteret County in the 39 years that he has worked for the Carteret County School System, and read the Resolution honoring his service to Carteret County.

Mr. Bottoms expressed his appreciation to Carteret County and the Commissioners for their support over the years to the Carteret County School System.

V. CALL FOR NOMINATIONS FOR CHAIRMAN OF THE BOARD

County Attorney Rob Wheatly called for nominations for Chairman of the Board. Chairman Mansfield nominated Commissioner Smith for Chairman of the Board. No other nominations were provided; Commissioner Smith abstained from voting. Nomination carried.

VI. CALL FOR NOMINATIONS FOR VICE-CHAIRMAN OF THE BOARD

Chairman Smith entertained nominations for Vice-Chairman of the Board. Commissioner Mansfield nominated Commissioner Wheatly. Commissioner Wheatly thanked Commissioner Mansfield for the nomination, but with the learning curve, he does not feel that he is the best man for the job. Commissioner Smith needs someone with more understanding of the rules of order and recommended the appointment of Commissioner Comer. Commissioner Mansfield withdrew his nomination. The nomination of Commissioner Comer as Vice-Chairman carried unanimously.

VII. PUBLIC COMMENT

Ms. Christine Gillogly, 520 Roberts Road, Newport: Ms. Gillogly stated that she was here to speak about the Carteret County Animal Shelter which is not part of the Humane Society; they do not receive funds from the Humane Society. Ms. Gillogly explained that she had taken two stray cats to the shelter. She stated that she got to see the situation at the shelter; these cats had been abandoned following Hurricane Florence. Ms. Gillogly shared that she also adopted a kitten there and received a list of vets who could possibly neuter the kitten for free with a voucher she was given. She called vets on the list; they all wanted \$150-\$200 in addition to the voucher. After calling, she found two on the list that were willing to do it with the voucher. The lack of funding is a problem; they do the best that they can under the circumstances. They need to neuter the pets before they are adopted; there is no vet that checks the animals before they are put up for adoption. It is deplorable. PAWS Thrift Shop does not give money to them; they have their own shelter. There is no room for the animals to walk around. Ms. Gillogly asked how can they call themselves the Humane Society when they receive no funds from the Humane Society of the United States; they only receive funds from the County and from private donations. Ms. Gillogly shared that she is going to attempt to get a group together that can help raise donations for the shelter. The cats need to be neutered before they are adopted. Ms. Gillogly stated that she would like Commissioners to come up with some money; they need funds and also need a vet to see the pets before adoption.

Chairman Smith stated that they would look into this issue.

VIII. PUBLIC HEARING ON POTENTIAL APPROPRIATION OF ECONOMIC DEVELOPMENT FUNDS

a. Approval and Appropriation of \$50,000 to Match a \$100,000 State Grant in Support of the Economic Development Expansion Project & Approval of Budget Amendment (*item added as amended*)

Mr. Don Kirkman shared that Parker Boats and its parent company, Correct Craft, are evaluating Carteret County and a Sweetwater, Tennessee location for expansion. The post capital investment is \$1.715M and the expansion is expected to create 38 new jobs over the next two years. Mr. Kirkman shared that Parker Boats is one of Carteret County's largest manufacturing employers with over 100 fulltime employees. The company occupies a large manufacturing facility in northeastern Carteret County at the intersection of NC101 and Laurel Road. If this expansion occurs in Carteret County, it will provide new manufacturing employment and will provide additional property tax and other tax revenues to Carteret County and municipal governments throughout the County. Mr. Kirkman shared that through their site location consultant firm, the company is seeking economic development incentives which will be an important factor in their ultimate site location decision. The State of North Carolina, through the North Carolina Department of Commerce, has conditionally offered a \$100,000 One North Carolina Fund grant to partially reimburse the Company's capital investment. For a Tier 2 County, such as Carteret County, the One North Carolina Fund grant requires a 50% County match, which in this case would be \$50,000. The State proposal also includes North Carolina Community College System customized training assistance provided through Carteret Community College with an estimated value of \$34,200.

Mr. Kirkman stated that he is here this evening to request the Commissioners' approval of the \$50,000 matching grant which would be funded from one of the County's two dedicated Economic Development Reserve Funds which can only be used for economic development purposes.

Mr. Kirkman shared that Mr. Linwood Parker, President & CEO of Parker Boats, is available should Commissioners have any questions.

Motion: Commissioner Mansfield made a motion to open the public hearing; seconded by Commissioner Cavanaugh. **Motion carried unanimously.**

Mr. Parker provided some history on his boat building company. He shared that he is thankful that he decided to keep his business in Carteret County even when his colleagues were relocating elsewhere. Mr. Parker stated that the County has been great to work with over the years and expressed a desire to keep his company here. Mr. Parker shared that he plans to hire a Human Resources individual to help recruit and promote employees. Mr. Parker shared that he is seventy-three years old and had no desire whatsoever to sell, but we all know we get to that point that you know it is coming. In the best interest of his employees, dealers and buyers, and family, it was time to make a move. He has been searching for the ideal buyer and has a privately-owned company

interested in buying, Correct Craft based in Orlando, Florida; the company is a private ownership and has been for over ninety-five years. They were looking for a platform and a brand that had a great reputation, a good organization, a nice facility, and nationally and internationally known. He filled all of those, and they had the resources to grow it. Mr. Parker shared that they are a good group of people and they are committed to grow the company. Mr. Parker shared that he would like to see it stay in the County; they own twelve other companies under their umbrella; they are vertically integrated and at this point, just shy of a \$700M organization with a goal to get to one billion. Mr. Parker shared their payroll here in the County on an annual basis is somewhere in the vicinity of \$5.5M-\$6M and he hopes to keep it here in Carteret County. Mr. Parker shared that the gelcoat facility they are hoping to build will be on the back of their facility; that will help them to build up to probably 45- to 50-foot boats. Mr. Parker shared that he appreciated the Commissioners' consideration.

Commissioner Wheatly asked if the boats were still going to be named Parker Boats; Mr. Parker stated it will remain the same. Commissioner Wheatly also inquired about the hiring rate for new jobs. Mr. Parker stated that the starting hire rate ranges from \$13 to \$22 depending on skill, with other positions stronger based on areas of responsibility. Mr. Parker stated that they expect these new jobs to average \$32,000, which is on the short-side.

Chairman Smith asked if anyone else would like to speak during public comment; no one wished to speak.

Motion: Commissioner Mansfield made a motion to go out of public hearing; seconded by Commissioner Comer. **Motion carried unanimously.**

Motion: Commissioner Mansfield made a motion to approve \$50,000 in appropriation of Economic Development funds for the addition of the requested expansion for Parker Boats; motion seconded by Commissioner Wheatly.

Commissioner Comer asked that Commissioner Mansfield include the approval of the supporting budget amendment in his motion.

Commissioner Mansfield withdrew and restated his motion:

Motion: Commissioner Mansfield made a motion to approve \$50,000 in appropriation of Economic Development funds for the addition of the requested expansion for Parker Boats and approval of the supporting budget amendment; motion seconded by Commissioner Wheatly. **Motion carried unanimously.**

Commissioner Wheatly commented that he is proud to vote in support of this expansion; Mr. Parker has done an outstanding job and it is a win-win for the County, and he would love them to stay in Carteret County.

Board of Commissioners
Mark Mansfield, Chair
Robin Connor, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheately



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hamner

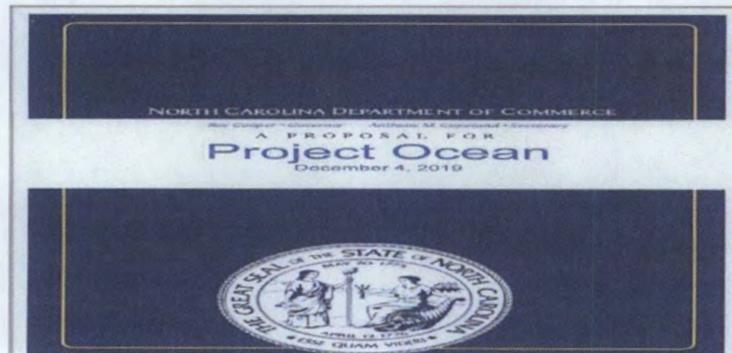
NOTICE OF PUBLIC HEARING
Carteret County
Economic Development

Per N.C.G.S. §158-7.1(c), the Carteret County Board of Commissioners will hold a public hearing on Monday, December 16, 2019 at 6:00 p.m. during the regular meeting of the Carteret County Board of Commissioners. The meeting will be held in the Commissioners' Board Room, 302 Courthouse Square, Beaufort, NC. The Public Hearing will begin immediately following the Public Comment section of the Commissioners' meeting.

The purpose of the Public Hearing is to receive comments on a potential appropriation of matching economic development funds for a local company that intends to expand its existing facility in the County. With this expansion, the company proposes to create 38 new jobs by the end of calendar year 2021. The potential expansion will allow the company to expand its business and grow its revenues while providing new tax revenues to Carteret County.

All interested persons are invited to attend and present their view during this public hearing.

Carteret News-Times: Friday, December 6, 2019



NORTH CAROLINA PROPOSAL



Thank you for the opportunity to respond to your request for a proposal regarding Project Ocean as you consider expanding a manufacturing facility. Our team stands ready to provide personalized assistance to you as you assess a site location in North Carolina.

No Legal Obligation

This proposal represents our intent to identify programs that are available in North Carolina that may benefit Parker Offshore, LLC in its efforts to locate or expand here and creates no binding legal or contractual obligation on the part of either party.

Financial Information Required

No company will be permitted to apply for any grants until the Department of Commerce is provided with acceptable financial statements from the grantee or a guarantor.

Documentation and Approvals Required

State incentives are contingent upon submission of all required documentation, staff review, fulfillment of eligibility requirements and terms and conditions of programs, availability of capacity or funds, and make any award, and approval by responsible program administrators, committees or authorities.

The relevant statutory provisions and rules must be consulted for a full understanding of the terms and conditions of each program. Although various economic development entities may reference State incentive programs, only administrators directly responsible for such programs at the relevant State agencies or relevant committees or authorities can provide definitive terms or make binding awards.

Public Records Disclosure

Please note that materials submitted by companies are subject to public disclosure under North Carolina's public records law, unless they qualify for confidential treatment under North Carolina law. Financial statements submitted to the Department by a private company or an individual seeking assistance from the Department are not public records as defined in N.C. Gen. Stat. § 143B-431(f).

Statutory Annual One NC Cap

The State's ability to make grants under its discretionary incentive programs is subject to statutory caps on the total value of grants that may be awarded during a specified period. For One NC, this is based on the value of grants awarded in a single fiscal year ending June 30. If other applicants commit to locate their projects in North Carolina and are awarded grants that would cause the relevant cap to be reached, the State may be unable to award a grant for this project during that particular period.

Proposal Valid for 60 Days

Given the fact that the funding associated with these programs is limited and cannot be reserved until a public award is made, this proposal is valid for the next 60 days.

NORTH CAROLINA PROPOSAL



PROJECT ASSUMPTIONS

Project Activity	Producer of high-end offshore fishing and recreational boats.
Permanent full-time jobs	38 over 2 years Yr. 1: 18; Yr. 2: 20
Average annual wage	\$32,000
Capital investment	\$1,715,000
Real Property	\$515,000
Personal Property	\$1,200,000
County under consideration	Carteret County
Jobs to be retained	102

County Tier Designations and County Average Wages

The Department of Commerce annually ranks the state's 100 counties based on economic well-being and assigns a tier designation to each. The 40 most distressed counties are designated at Tier 1, the next 40 are Tier 2 and the 20 least distressed counties are Tier 3. This tier system is incorporated into various state programs to encourage economic activity in the less prosperous areas of the state. Please see the [tier designation map](#) to determine the 2019 tier designation of each county in the state. In addition, the county average wage is also often a determining factor related to applicability of various incentive programs.

NORTH CAROLINA PROPOSAL



Below please find an overview of the programs that we are proposing for this project.

The value of any particular incentive may vary as additional information concerning the project becomes available. This summary represents our intent to identify programs that are available in North Carolina that may benefit Parker Offshore, LLC in its efforts to locate or expand here and creates no binding legal or contractual obligation on the part of either party.

Incentive Summary

STATE PROGRAMS	ESTIMATED VALUE
Discretionary Incentives	
One North Carolina Fund	\$100,000
Workforce Incentives	
North Carolina Community College System's Customized Training Value	\$34,200
TOTAL	\$134,200

NORTH CAROLINA PROPOSAL



One North Carolina Fund

The One North Carolina Fund is a discretionary program that provides direct cash reimbursements to new and expanding high impact competitive projects that create new jobs over a three-year period. Awards are based on job creation, economic impact of the project, the importance of the project to the state, quality of industry and environmental impact.

Grant funds must be used for reimbursement of funds spent by a company for the following purposes:

- Installation or purchase of equipment;
- Structural repairs, improvements, or renovations of existing buildings to be used for expansion;
- Construction of or improvements to new or existing water, sewer, gas or electric utility distribution lines, or equipment for existing buildings, or new or proposed buildings to be used for manufacturing and industrial operations.

One NC Fund grants require an application by a company and the local government (either town or county) where the company will locate. The local government administers the grant under written performance agreements that detail job creation, wages, and new investment requirements that must be met by the company in order to receive grant installment payments. The local government must provide matching funds of at least: (a) \$1.00 for every \$3.00 of state funds provided for a project in a Tier 1 county, (b) \$1.00 for every \$2.00 of state funds provided for a project in a Tier 2 county, and (c) \$1.00 for every \$1.00 of state funds provided for a project in a Tier 3 county.

A grant must be approved and formal notice given by the Governor prior to the company announcing a decision to go forward with the project. One NC grants are inducements for investment and job creation in North Carolina that would not otherwise be undertaken here. If a company announces or indicates its intent to undertake a project in North Carolina prior to final approval and award, it may be assumed that the grant is not necessary for the project to go forward in the State. Any announcements regarding a One NC grant and any decision of the company to undertake the project in North Carolina must be coordinated with the Department of Commerce, the Office of the Governor and other State and local government agencies involved with the project.

One NC grant proceeds are disbursed by the Department of Commerce to the local government in four installments based on creation and maintenance of the new jobs and satisfaction of other criteria set out in the performance agreement. Disbursements are in 25 percent increments based on the jobs created. The company may qualify for a disbursement of multiple installments on a single date. The company and local government must certify performance and submit an executed disbursement request to the Department of Commerce.

The One NC program is subject to a legislative cap on the value of all grants awarded during a fiscal year (July 1 through June 30). Grants are awarded on the basis of the order in which companies with eligible projects are ready to announce a decision to locate in North Carolina; therefore, if companies accept and are publicly awarded grants that cause this cap to be reached, the state will be unable to award additional grants during that fiscal year.

The authorizing statutes for this program can be found at N.C. Gen. Stat. § 143B-437.70, *et seq.*

NORTH CAROLINA PROPOSAL



North Carolina Community College System's Customized Training Program

Attracting and retaining a skilled and motivated workforce is crucial to any new or expanding company. No state has more experience assisting companies with this critical issue than North Carolina. The State pioneered free, customized job training for new and expanding businesses in 1958 and continues to provide the nation's most-recognized job training service. Helping businesses maintain their competitive edge is a primary role of the Customized Training Program offered through the state's 58 community colleges.

Enhancing the global competitiveness of North Carolina's companies requires:

- A strategic training solution that identifies knowledge, skills and abilities for specific jobs
- The design and development of a detailed customized training plan
- The instructional delivery to a world-class workforce

The Customized Training Program provides education, training, development of instructional materials, and supporting services at no cost to eligible companies. Eligibility is based on:

- Job growth
- Investment in new equipment, machinery and technologies
- Productivity enhancement
- And may cover both new and incumbent workforce.

Customized Training Program is known for its agility, flexibility and focus on the customer with training and services including:

- **Technical Skills Training** – Delivered by the local community college, this training gets to the hearts of needed technical expertise and may be connected to National and Industry-Specific Skills Standards/Certifications.
- **Technology Transfer** – When skills are specific to one industry and best delivered by internal company trainers, the Customized Training Program offers the flexibility to support a negotiated number of these training hours. Support can include a negotiated amount of travel expenses for trainers traveling from a location to North Carolina or for a core number of North Carolina employees to travel to another location to become trainers for other employees.
- **Original Equipment Manufacturer (OEM) Training** – This allows employees to be trained competent in the operation and maintenance of newly installed equipment.
- **Job Profiling** – Using a focus group from an existing location, skills needed for employee success will be identified and a customized Job Profile Report developed.
- **Skills Assessment** – Aligned with the National Career Readiness Certification, validated assessments may be delivered to measure skills critical to job performance success.
- **Job Fairs** – Job fairs and on-campus recruiting will provide excellent access to targeted talent pools and generate publicity to further enhance recruiting efforts.
- **Development of Customized Training Material** – Training information can be developed and offered in a variety of media including video and e-learning to facilitate employee learning.
- **Pre-Employment Training** – This "realistic job preview process" allows both candidate and company an opportunity to assess each other in a typical work environment and determine if there is a good match for a long-term relationship. Both understand that there is no guarantee of a job offer nor is there any obligation to accept a job offer.
- **Statewide Experts** – Highly skilled professionals in areas such as continuous improvement, interpersonal skill and leadership development, and safety are available statewide to meet training needs.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Mr. Peter Hans
President

December 9, 2019

Mr. James Wolfe
Economic Development Partnership of North Carolina
15000 Weston Parkway
Cary, NC 27513

Dear James,

I am excited to learn that Project Ocean is considering the expansion of the company's manufacturing operation in Carteret County, North Carolina. As I understand this project, the company currently employs 102 full-time associates and now plans to add 38 full-time employees within a three-year period. The average annual salary of all new hires is estimated to be \$32,000, and the capital investment is estimated to exceed \$1.7 million.

I am confident that given our extensive experience partnering with thousands of companies, both domestic and international, along with our resources and flexibility, that no other state offers accessibility to high quality workforce development as does North Carolina. The North Carolina Community College System is known worldwide for the quality and specific focus of our Customized Training Program and other programs that support business development in North Carolina.

Training may include pre-employment training, where candidates experience a short-term realistic job preview, as well as extensive post-employment training that will be customized for Project Ocean. A training plan is developed as a joint effort between representatives from the company, the local community college and the North Carolina Community College System. We are prepared to discuss technical training and soft skills training with your client. We look forward to partnering with Project Ocean to design and develop a customized plan to meet their specific workforce development requirements for a well-trained and productive workforce that is the equal of any in the world. Serving Project Ocean is Carteret Community College, a leader in workforce development.

Although it is difficult to determine a dollar value of the training without knowing specific job skills and competencies, I estimate the value of our Customized Training Program support to range from \$800 to \$1,000 per eligible trainee. It should be noted this estimated value is not a grant award; but, as stated above, the estimate represents the value of a comprehensive training plan. This does not include fixed costs of existing personnel resources, previous investments in curriculum development, facilities, etc. I also need to mention that this commitment is contingent upon availability of funding, which is based on annual legislative appropriations. However, no other state has as long a period of consistent funding for customized training as has North Carolina.

During the past year, we have worked with over 356 new, expanding, and existing industry clients across North Carolina to design and deliver focused and effective training programs that met their respective needs. Each year well over 96 percent of our clients ranked us as very good or excellent for meeting their training expectations, providing effective service, and for the impact of our training programs on their companies' productivity and performance. This year promises to be even busier and we hope to be able to start planning and implementing some of these activities for Project Ocean.

We are confident our Customized Training Program and the North Carolina Community College System have the fiscal resources and the expertise to provide assistance in developing a comprehensive and genuinely effective customized training program tailored to company needs.

Please know we are committed to a continued partnership with the company and the possibility of future expansion. If you have questions or need clarification on any of this information, please feel free to contact me at 919-218-7133 or email me at littlem@ncccommunitycolleges.edu at your convenience.

Sincerely,



Maureen Little
Vice President, Economic Development

ML/jmf

Carteret County				
Budget Amendment				
Fiscal Year 2019-2020				
Department:	General Fund			
Date:	12/19/2019			
Justification: Appropriate NC Department of Commerce funding for economic development				
Fund	Revenues	Description	Account Number	Increase
General Fund		EDC State Funding	110.40.3490.303	100,000
		Bol	110.40.3990.990	50,000
	Total Increase in Revenues			<u>150,000</u>
	Expenditures	EDC Business Development grant	110.40.4900.09924	150,000
	Total Increase Expenditures			<u>150,000</u>
Approval Chairman, Board of Commissioners _____				
Date: _____				

IX. APPROVAL OF RESOLUTION TO ACCEPT THE FUNDING, APPROVE THE CAPITAL PROJECT BUDGET AND APPROVAL OF RESOLUTION AUTHORIZING THE COUNTY MANAGER TO PROCURE & CONTRACT THE PROGRAM MANAGEMENT SERVICES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT NEIGHBORHOOD REVITALIZATION PROGRAM (CDBG-NR)

Mr. Mike Barnette shared information on the grant application by the County which was submitted in July of 2019 for \$750,00 from the Department of Commerce for a Neighborhood Revitalization Program for housing assistance. Mr. Barnette shared that he has been notified that the County has received the funding; the program does not require any commitment of local funds. In order to start the program, there are three things that need to happen: one is the Resolution to accept the funding, two is adopt the budget ordinance and three is approval and authorization for the County Manager to procure and contract for the program services.

Motion: Commissioner Comer made a motion to accept the CDBG grant funding; seconded by Commissioner Mansfield. **Motion carried unanimously.**

Commissioner Mansfield thanked the North Carolina Department of Commerce Rural Economic Development Division for helping the citizens that were displaced from hurricanes and flooding.

Motion: Commissioner Comer made a motion to approve the project budget; seconded by Commissioner Farrington. **Motion carried unanimously.**

Motion: Commissioner Mansfield made a motion to approve the Resolution to authorize the County Manager to procure and contract the program with management services; seconded by Commissioner Cavanaugh. **Motion carried unanimously.**

Board of Commissioners
Mark Mansfield, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

**RESOLUTION BY THE BOARD OF COMMISSIONERS
OF
CARTERET COUNTY
2019 CDBG-NEIGHBORHOOD REVITALIZATION (CDBG-NR) PROGRAM**

WHEREAS, Carteret County has the need for housing improvements in the 2019 CDBG-NR program, and;

WHEREAS, Carteret County has applied for funding from the State of North Carolina under the 2019 CDBG NR Program, and;

WHEREAS, Carteret County has been offered a \$750,000 grant from the Department of Commerce Rural Economic Development Division under the 2019 CDBG NR Program, and;

NOW, THEREFORE, BE IT RESOLVED by the Carteret County Board of Commissioners, that Carteret County hereby accepts the State of North Carolina Small Cities Community Development Block Grant offer of \$750,000;

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners is hereby authorized to accept this grant offer on behalf of Carteret County and execute the Grant Agreement and Funding Approval.

ADOPTED, this the 16th day of December 2019.

Mark Mansfield
Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

**GRANT PROGRAM BUDGET
CARTERET COUNTY
2019 CDBG NEIGHBORHOOD REVITALIZATION (CDBG-NR) PROGRAM**

Be it ordained by the Board of Commissioners of Carteret County, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, Carteret County adopts the following Grant Program Budget:

Section 1. The Program authorized is the Community Development Block Grant Neighborhood Revitalization Program (CDBG-NR) described in the work statement contained in the Letter of Intent between this unit and the State of North Carolina. This project is more familiarly known as the Carteret County 2019 CDBG-NR Program.

Section 2. The officers of this unit are hereby directed to proceed with the Grant Program Budget within the terms of the grant documents, the rules and regulations and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this Program:

Community Development Funds	\$	750,000.00
County & Other Revenues		0.00
TOTAL	\$	750,000.00

Section 4. The following amounts are appropriated for the Program:

C-1 Private Rehabilitation	\$	680,000.00
C-1 Administration		70,000.00
TOTAL	\$	750,000.00

Section 5. The finance officer is hereby directed to maintain within the Grant Program Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations and is authorized to sign Budget Revisions to amend this budget within limits authorized for budget changes not requiring a program amendment.

Section 6. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Adopted this 16th day of December 2019.

Mark Mansfield, Chairman

ATTEST:

Rachel Hammer, Clerk to the Board

Board of Commissioners
Mark Mansfield, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

**RESOLUTION
BY THE CARTERET COUNTY BOARD OF COMMISSIONERS
2019 CDBG-NEIGHBORHOOD REVITALIZATION (CDBG-NR) PROGRAM**

WHEREAS, Carteret County has applied for funds under the 2019 CDBG NR Program, and;

WHEREAS, Carteret County has received a \$750,000 grant offer from the NC Department of Commerce Rural Economic Development Division, and;

WHEREAS, Carteret County needs professional services to execute the program in accordance with all applicable Federal, State and Local standards, and;

NOW, THEREFORE, BE IT RESOLVED, that the Carteret County Board of Commissioners hereby authorizes the County Manager to complete procurement and selection of providers for Program Management Services, Engineering, Technical Housing Services, Engineering Services, Legal Services and any other services needed for execution of the program;

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to execute professional services contracts between the selected service providers and Carteret County.

ADOPTED, this the 16th day of December 2019.

Mark Mansfield
Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

X. PUBLIC HEARING ON PROPOSED TEXT AMENDMENTS TO THE CARTERET COUNTY DOWN EAST CONSERVATION ORDINANCE, ARTICLE 3-5

Mr. Gene Foxworth explained that the General Assembly changed the criteria from a 2/3 vote to a 4/5 vote, and the purpose of this request is to bring this ordinance in compliance with the General Statutes.

Motion: Commissioner Comer made a motion to go into public hearing; seconded by Commissioner Farrington. **Motion carried unanimously.**

No one wished to speak in the public hearing.

Motion: Commissioner Mansfield made a motion to go out of public hearing; seconded by Commissioner Comer. **Motion carried unanimously.**

Commissioner Cavanaugh asked about moving the vote from 2/3 to a 4/5 – how many votes is that on the Board? Mr. Foxworth responded that they have seven members on the Board, so they would need six of them to vote affirmatively. Commissioner Robinson asked if this was to bring the ordinance in line with General Statutes, and Mr. Foxworth confirmed.

Motion: Commissioner Robinson made a motion to approve the Resolution in support of the text amendments; seconded by Commissioner Comer. **Motion carried unanimously.**

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: December 1, 2019
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager & Planning Director
RE: Proposed Text Amendment to the Carteret County Down East Conservation Ordinance

Please see the two attached proposed text amendment to the Carteret County Down East Conservation Ordinance, Article 3-5 Variances. Specifically, this amendment changes the variance voting criteria from a two-thirds (2/3) vote to a four-fifths (4/5) vote in order to comply with G.S. 160A 388(e) (1) and changes the findings of fact in order to comply with 160A-388(d).

The Planning Commission heard this item at their November 12, 2019 meeting. The vote was unanimous recommending approval of this text amendment. I am happy to answer any questions you may have.

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

~~TEXT~~ = To Be Removed **TEXT** = To Be Added

3-5 Variances.

The Planning Commission may authorize a variance when unnecessary hardships would result from carrying out the strict letter of this ordinance, the Planning Commission shall vary any of the provisions of the ordinance upon a showing of all of the following:

- (1) Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.
- (2) The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.
- (3) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.
- (4) The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

~~The Planning Commission may authorize a variance from the provisions of this Ordinance if such variance can be made without destroying the intent of this Ordinance. Approval of variances shall be based upon written justification by the applicant and may be granted under one of the following circumstances:~~

- ~~3-5.1 Physical hardship. Where because of the size of the tract to be developed, its topography, the condition or nature of adjoining areas, or the existence of other unusual physical conditions, strict compliance with the provisions of the Ordinance would cause practical difficulties on the developer.~~
- ~~3-5.2 Equal or better performance. Where, in the opinion of the Planning Commission, a variance will result in equal or better performance in furtherance of the purposes of this Ordinance.~~
- ~~3-5.3 Unintentional error. Where, through an unintentional error by the applicant, the applicant's agent, or the reviewing authorities, there is a minor violation of a standard of this Ordinance and where such violation is not prejudicial to the value or development potential of the land or adjoining properties.~~

In the event that the Planning Commission grants a variance, it shall be the minimum variance necessary in order to allow reasonable use of the applicant's land. Any variance granted by the Planning Commission shall require an affirmative vote of ~~two-thirds~~ **four-fifths** of the members of the Planning Commission ~~present at the meeting at which the variance is requested~~. Any variance thus authorized is required to be entered in writing in the minutes of the Planning Commission with the reasoning on which the departure was justified set forth. In approving variances, the Planning Commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of this Ordinance.

~~TEXT~~ = To Be Removed **TEXT** = To Be Added

Mailing: 302 Courthouse Square, Beaufort, NC 28516
Location: 402 Broad Street, Beaufort, NC 28516

Excerpt from Planning Commission 11-12-19 Meeting

Text Amendment: A proposed text amendment to the Down East Conservation Ordinance, Article 3-5 Variances.

Mr. Brogden presented the item.

Specifically, text amendments changing the variance voting criteria from a two-thirds (2/3) vote to a four-fifths (4/5) vote in order to comply with NCGS 160A-388(e) (1) and a text amendment changing the findings of fact in order to comply with NCGS 160A-388(d).

Commissioner Eckholdt made a motion to approve the proposed text amendment to the Down East Conservation Ordinance, Article 3-5 Variances. Commissioner Graham seconded the motion. Motion carried with a unanimous vote.

Board of Commissioners
Mark Mansfield, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheatly



County Manager
Tommy R. Burns

Clerk to the Board
Rachel B. Hammer

**RESOLUTION
BY THE
CARTERET COUNTY BOARD OF COMMISSIONERS**

WHEREAS, the Board of Commissioners adopted the Down East Conservation Ordinance on the 11th day of September 2006;

WHEREAS, the Board of County Commissioners on its own motion or by petition may amend, supplement, change or repeal the Down East Conservation Ordinance; and

WHEREAS, Carteret County Planning & Development Department requested a text amendment to the Down East Conservation Ordinance, Article 3-5 Variances.

NOW, THEREFORE, be it hereby resolved that the Carteret County Board of Commissioners based upon the affirmative recommendation of the Carteret County Planning Commission adopt this text amendment to the Down East Conservation Ordinance, Article 3-5 Variances which changes the variance voting criteria from a two-thirds (2/3) vote to a four-fifths (4/5) vote and changes the findings of fact in order to bring the ordinance into compliance with both G.S. 160A 388 (e) (1) and G.S. 160A-388(d).

ADOPTED, this the 16th day of December 2019.

Mark Mansfield
Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

PUBLIC NOTICE

Pursuant to 153A-323 of the North Carolina General Statutes the Carteret County Board of Commissioners will hold a public hearing on December 16, 2019 at 6:00 p.m. in the Board of Commissioners' Meeting Room (Courthouse Square, Administration Building, Beaufort, NC) discuss two proposed text amendments to the Carteret County Down East Conservation Ordinance, Article 3-5 Variances. Specifically, text amendments changing the variance voting criteria from a two-thirds (2/3) vote to a four-fifths (4/5) vote in order to comply with NCGS 160A-388(e)(1) and a text amendment changing the findings of fact in order to comply with NCGS 160A-388(d).

A copy of the proposed request is available for public inspection in the Carteret County Planning and Development Department, 402 Broad Street, Beaufort, NC.

Eugene Foxworth
Planning Director

Advertise: Carteret County News-Times
Sunday, December 1, 2019
Sunday, December 8, 2019

XI. PUBLIC HEARING ON PROPOSED TEXT AMENDMENT TO THE CARTERET COUNTY MANUFACTURED HOME, MANUFACTURED HOME PARK, AND RECREATIONAL VEHICLE PARK ORDINANCE, SECTION 7 AND SECTION 7.1

Mr. Foxworth provided background on the text amendment, sharing that it is a proposed text amendment to our manufactured home, manufactured home park, and recreational park ordinance. Mr. Foxworth shared that now, the notification requirements consistent with the General Statute are no less than ten days and no more than twenty-five; this is to bring the ordinance in line with the General Statutes.

Motion: Commissioner Comer made a motion to go into public hearing; seconded by Commissioner Farrington. **Motion carried unanimously.**

Commissioner Mansfield stated that the ordinances are all in line with the General Statutes; these are just clean-up as Commissioner Robinson pointed out earlier.

No one wished to speak in the public hearing.

Motion: Commissioner Comer made a motion to go out of public hearing; seconded by Commissioner Farrington. **Motion carried unanimously.**

Motion: Commissioner Comer made a motion to approve the Resolution to amend Article 7 and 7.1 of the Carteret County Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance; seconded by Commissioner Cavanaugh. **Motion carried unanimously.**

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: December 1, 2019
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager & Planning Director
RE: Proposed Text Amendment to the Carteret County Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance

Please see attached two proposed text amendments to the Carteret County Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance, Section 7 and Section 7.1. Specifically, a text amendment to Section 7 that would subject requests going before the Planning Commission or Board of Commissioners to the notice requirements in Section 7.1. and an amendment to Section 7.1 to change the notice requirements from no less than fifteen (15) days to no less than ten (10) days, in order to comply with NC General Statute 153A-323.

The Planning Commission heard this item at their November 12, 2019 meeting. The vote was unanimous recommending approval of this text amendment. I am happy to answer any questions you may have.

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

TEXT = To Be Removed **TEXT** = To Be Added

Section 7. Notice requirements: For any request that is to go before the Board of Adjustment, Planning Commission, or Board of County Commissioners that pertains to a particular property or properties, Staff shall complete the following requirements:

7.1 A notice of the request will be placed in a local Carteret County newspaper once a week for two successive calendar weeks. The notice will appear for the first time no more than 25 days and no less than 15 10 days prior to the meeting or hearing date.

TEXT = To Be Removed **TEXT** = To Be Added

Board of Commissioners
Mark Mansfield, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

RESOLUTION BY THE CARTERET COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Board of Commissioners adopted the Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance on the 13th day of September 1999;

WHEREAS, the Board of County Commissioners on its own motion or by petition may amend, supplement, change or repeal the Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance; and

WHEREAS, Carteret County Planning & Development Department requested a text amendment to the Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance, Section 7 and 7.1.

NOW, THEREFORE, be it hereby resolved that the Carteret County Board of Commissioners, based upon the affirmative recommendation of the Carteret County Planning Commission, adopt these text amendments to the Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance, Section 7 that subjects requests going before the Planning Commission or Board of Commissioners to the notice requirements in Section 7.1 and the amendment to Section 7.1 that changes the notice requirements from no less than fifteen (15) days to no less than ten (10) days, in order to comply with NC General Statute 153A-323.

Mark Mansfield
Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

Excerpt Planning Commission 11-12-19 meeting

Text Amendment: A proposed text amendment to the Manufactured Homes, Manufactured Home Parks, and Recreational Vehicle Parks Ordinance, Section 7.

Mr. Brogden presented the item.

Request: Proposed Text Amendment to Section 7 and 7.1 of the Manufactured Home and Recreational Vehicle Park Ordinance

Specifically, a text amendment to Section 7 that would subject requests going before the Planning Commission or Board of Commissioners to the notice requirements in Section 7.1. and an amendment to Section 7.1 to change the notice requirements from no less than ten (15) days to no less than fifteen (15) days, in order to comply with NC General Statute 153A-323.

Commissioner Eckholdt made a motion to approve the proposed text amendment to Section 7 and 7.1 of the Manufactured Home and Recreational Vehicle Park Ordinance. Commissioner, Commissioner Graham seconded the motion. Motion carried with a unanimous vote.

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

PUBLIC NOTICE

Pursuant to 153A-323 of the North Carolina General Statutes the Carteret County Board of Commissioners will hold a public hearing on December 15, 2019 at 6:00 p.m. in the Board of Commissioners' Meeting Room (Courthouse Square, Administration Building, Beaufort, NC) to discuss two proposed text amendments to the Carteret County Manufactured Home and Recreational Vehicle Park Ordinance, Section 7 and 7.1. Specifically, a text amendment to Section 7 that would subject requests going before the Planning Commission or Board of Commissioners to the notice requirements in Section 7.1 and an amendment to Section 7.1 to change the notice requirements from no less than fifteen (15) days to no less than ten (10) days, in order to comply with the state statutes.

A copy of the proposed request is available for public inspection in the Carteret County Planning and Development Department, 402 Broad Street, Beaufort, NC.

Eugene Foxworth
Planning Director

Advertise: Carteret County News-Times
Sunday, December 1, 2019
Sunday, December 8, 2019

XII. PUBLIC HEARING ON THE PROPOSED TEXT AMENDMENT TO THE CARTERET COUNTY SUBDIVISION REGULATIONS ARTICLE V. SURETIES AND IMPROVEMENTS GUARANTEES

Mr. Foxworth explained that currently, our subdivision ordinance calls for performance guarantees in the amount of 150%. The General Assembly limited that to 125% in the last Session. The needed text amendment brings the County in line with the General Statutes.

Motion: Commissioner Comer made a motion to go into public hearing; seconded by Commissioner Wheatly. **Motion carried unanimously.**

No one wished to speak in the public hearing.

Motion: Commissioner Farrington made a motion to go out of public hearing; seconded by Commissioner Mansfield. **Motion carried unanimously.**

Motion: Commissioner Comer made a motion to approve the Resolution to amend Article V. of the Carteret County Subdivision Regulations; seconded by Commissioner Cavanaugh. **Motion carried unanimously.**

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: December 1, 2019
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager & Planning Director
RE: Proposed Text Amendment to the Carteret County Subdivision Regulations

Please see attached a proposed text amendment to the Carteret County Subdivision Regulations, Article V., Sureties and Improvements Guarantees. Specifically, this amendment seeks to clarify and limit the scope of performance guarantees to 125% of the reasonably estimated cost to complete the improvements in order to comply with G.S. 153A-331 per S.L. 2019-79 (S.B. 313). The current ordinance requires performance guarantees in the amount of 150% of the reasonably estimated cost to complete the

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

TEXT: To Be Removed **TEXT:** To be added

ARTICLE V. SURETIES AND IMPROVEMENTS GUARANTEES

Sec. 5-1. Sureties and improvements guarantees.

5-1.1. Agreement and security.

(A) in lieu of requiring the completion, installation, and dedication of all improvements prior to final plat approval, the county may enter into an agreement with the developer whereby the developer shall complete all required improvements. Once said agreement is signed by the developer and the security required herein is provided, the final plat may be approved, if all other requirements of this ordinance are met. To secure this agreement, the developer shall provide any or a combination of the following guarantees to cover the costs of the uncompleted improvements:

(1) Surety performance bond(s).

- (a) The developer shall obtain a surety bond from a surety bonding company authorized to issue said bonds in North Carolina.
- (b) The bond shall be payable to the County of Carteret and shall be in an amount equal to ~~150~~ **125** percent of the entire estimated cost, as approved by the county, of installing all uncompleted improvements.
- (c) The bond amount and term shall be as approved by the planning commission.
- (d) The county attorney shall review the submitted bond and make a recommendation regarding its sufficiency to the planning commission. Agreement and bond shall be submitted to the planning department 4 weeks prior to the regularly scheduled planning commission meeting. (Amended August 20, 2007)

(2) Cash or equivalent security.

- (a) The developer shall deposit cash, an irrevocable letter of credit, or other instrument readily convertible into cash at face value, either with the county or in escrow with a financial institution. The use of any instrument other than cash shall be subject to approval of the planning commission. The amount of deposit shall be equal to ~~150~~ **125** percent of the entire estimated cost, as approved by the county, of installing all uncompleted improvements.
- (b) If cash or other instrument is deposited in escrow with a financial institution, as provided above, then the developer shall file with the county an agreement between the financial institution and himself guaranteeing the following:
 - (i) That said escrow account shall be held in trust until released by the county and may not be used or pledged by the developer in any other matter during the term of the escrow; and
 - (ii) That, in case of a failure on the part of the developer to complete said improvements, the financial institution shall, upon notification by the county, immediately pay the funds deemed necessary by the county to complete the improvements, up to the full balance of the escrow amount, or deliver to the county any other instruments fully endorsed or otherwise made payable in full to the county.

TEXT: To Be Removed **TEXT:** To be added

Mailing: 302 Courthouse Square, Beaufort, NC 28516
Location: 402 Broad Street, Beaufort, NC 28516

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

TEXT: To Be Removed **TEXT:** To be added

- (iii) All instruments shall be reviewed by the county attorney and a recommendation regarding their sufficiency made to the planning commission. Agreement and financial instrument, other than cash, shall be submitted to the planning department 4 weeks prior to the regularly scheduled Planning Commission meeting. (Amended August 20, 2007)

(B) Duration of financial guarantees.

- (1) The duration of a financial guarantee shall be of a reasonable period to allow for completion and acceptance of improvements. In no case shall the duration of the financial guarantee for improvements exceed one year.
- (2) All developments whose improvements are not completed and accepted 14 days prior to the expiration of the financial guarantee shall be considered to be in default. Said guarantee may be extended with the consent of the county, if such extension takes place prior to default.
- (3) If the developer requests an extension to their original financial guarantee duration, the developer shall notify all persons who have bought a lot or other interest in the development and shall provide proof of such notification prior to the submission of the request for extension to the County. In no case shall an extension be granted for more than 12 months at a time. (Amended August 20, 2007)
- (4) In no case shall the total duration of the financial guarantee for improvements exceed three years. (Amended August 20, 2007)

(C) Default.

- (1) Upon default, the surety bonding company or the financial institution holding the escrow account shall, if requested by the county, pay all or any portion of the bond or escrow fund to the county up to the amount deemed necessary by the county to complete the improvements. Upon payment, the county shall expend such funds or portion thereof to complete all or any portion of the required improvements. The county shall return any funds not spent in completing the improvements. Default on a project does not release the developer from liability and responsibility for completion of the improvements.
- (2) If a developer defaults on an agreement and performance guarantee with Carteret County to install the required improvements outlined in the agreement, said developer will not be allowed to post another agreement and performance guarantee with the County for a period of 5 years. (Amended August 20, 2007)

(D) Release of Guarantee Security. The County may release a portion or all of any security posted as the improvements are completed and approved by the County. (Amended August 20, 2007)

- (1) **Partial Release.** In order for the County to approve partial releases on a posted performance guarantee, the following is required:
 - (a) A letter from the developer requesting a partial release;
 - (b) Certified statement from an engineer for improvements completed to-date. The statement should contain a list of completed items, with the costs for those items to-date (plus the ~~150%~~ **125%** mark-up) and with the total equaling the amount requested by the developer;
 - (c) A new cost estimate of the remaining improvements, with the amount equal to the required ~~150%~~ **125%** mark-up; and
 - (d) Written evidence satisfactory to the Planning Director that the contractor who built or installed the required improvements or the developer guarantees said improvements for a period of one year from the date of acceptance of construction and/or installations (per Section 5-3).

TEXT: To Be Removed **TEXT:** To be added

Mailing: 302 Courthouse Square, Beaufort, NC 28516
Location: 402 Broad Street, Beaufort, NC 28516

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

~~TEXT:~~ To Be Removed **TEXT:** To be added

Sec. 5-2. Building permits and inspections. (Amended August 20, 2007)

5-2.1 Developer. If a building permit is required for the installation of one or more of the required improvements, the developer will be allowed to obtain the necessary permit(s). The developer shall provide evidence that the required improvement has passed all local, state, or federal inspections. For instance, they must pass the final building inspection for a clubhouse, or pass the final inspection for a public road, boardwalk, or wastewater treatment facility before the County approves a partial or full release on said improvements.

5-2.2 Individual. During the time period the developer has to install the required improvements outlined in the agreement, individual lot owners may obtain a building permit; however no certificate of occupancy (CO) will be issued until all required infrastructure is installed and documentation of such installation is presented to the County.

Sec. 5-3. Defects guarantees.

The county shall require a guarantee on utility improvements, streets, pavement, drainage facilities, and other required improvements against defects for one year from the date of acceptance of construction and/or installation. The amount shall be determined by the planning director in consultation with the county engineer and the developer's engineers and/or surveyors. One of the types of guarantees listed in section 5-1.1 (A) (1) or section 5-1.1 (A) (2) shall be provided.

The above defects guarantee requirements will, however, be satisfied if the developer presents written evidence satisfactory to the planning director that the contractor building or installing the required improvements guarantees said improvements for a period of one year from the date of acceptance of construction and/or installations.

~~TEXT:~~ To Be Removed **TEXT:** To be added

Board of Commissioners
Mark Mansfield, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

**RESOLUTION
BY THE
CARTERET COUNTY BOARD OF COMMISSIONERS**

WHEREAS, the Board of Commissioners adopted the Carteret County Subdivision Regulations on the 3rd day of February 1986 to be applied to all unincorporated areas in Carteret County, North Carolina;

WHEREAS, the Board of County Commissioners on its own motion or by petition may amend, supplement, change or repeal the regulations of the subdivision of land within Unincorporated Carteret County as established by this ordinance; and

WHEREAS, Carteret County Planning & Development Department requested a text amendment to the Carteret County Subdivision Regulations, Article V., Sureties and Improvements Guarantees.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Carteret County Board of Commissioners, based upon the affirmative recommendation of the Carteret County Planning Commission, adopt this text amendment to the Carteret County Subdivision Regulations, Article V., Sureties and Improvements Guarantees which clarifies and limits the scope of performance guarantees in order to bring the ordinance into compliance with G.S. 153A-331 per S.L. 2019-79 (S.B. 313).

ADOPTED, this the 16th day of December 2019.

Mark Mansfield
Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

Excerpt from Planning Commission 11/12/19

Text Amendment: A proposed text amendment to the Carteret County Subdivision Regulations, Article V, Sureties and Improvements Guarantees.

Mr. Hartman presented the item.

Request: Proposed Text Amendment to Article V of the Subdivision Regulations.

Specifically, a text amendment to further clarify and limit the scope of performance guarantees in order to comply with G.S.160A-372 per S.L. 2019-79 (S.B.313). The amendment to G.S. 160A-372 states the amount of the performance guarantee shall not exceed one hundred twenty-five percent (125%) of the reasonably estimated cost of completion at the time the performance guarantee is issued.

Currently, the Carteret County Subdivision Regulations requires performance guarantees in the amount of one hundred fifty percent (150%) and this text amendment will bring our ordinance into compliance with G.S.160A-372 which was amended this past June.

The specific text amendment is included with this packet for your review. Staff is happy to answer any additional questions that you may have.

Vice-Chairman Rogers asked if there were any questions. Commissioner Eckholdt made a motion to approve the proposed text amendment to the Carteret County Subdivision Regulations, Article V, Sureties and Improvements Guarantees. Commissioner Myers seconded the motion. Motion carried with a unanimous vote.

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

PUBLIC NOTICE

Pursuant to 153A-323 of the North Carolina General Statutes the Carteret County Board of Commissioners will hold a public hearing on December 16, 2019 at 6:00 p.m. in the Board of Commissioners' Meeting Room (Courthouse Square, Administration Building, Beaufort) to discuss a text amendment to the Carteret County Subdivision Regulations, Article V. Sureties and Improvements Guarantees. Specifically, a text amendment to further clarify and limit the scope of performance guarantees in order to comply with G.S. 153A-331 per S.L. 2019-79 (S.B.313).

A copy of the proposed request is available for public inspection in the Carteret County Planning and Development Department, 402 Broad Street, Beaufort, NC.

Eugene Foxworth
Planning Director

Advertise: Carteret County News-Times
Sunday, December 1, 2019
Sunday, December 8, 2019

XIII. PUBLIC HEARING ON PROPOSED TEXT AMENDMENT TO THE CARTERET COUNTY SUBDIVISION REGULATIONS SECTION 1-10 VARIANCES

Commissioner Comer confirmed with Mr. Foxworth that this is an additional text amendment to bring the Ordinance in line with the General Statutes.

Motion: Commissioner Comer made a motion to go into public hearing; seconded by Commissioner Mansfield. **Motion carried unanimously.**

No one wished to speak in the public hearing.

Motion: Commissioner Mansfield made a motion to go out of public hearing; seconded by Commissioner Farrington. **Motion carried unanimously.**

Motion: Commissioner Mansfield made a motion to approve the Resolution to amend Section 1-10 of the Carteret County Subdivision Regulations; seconded by Commissioner Cavanaugh. **Motion carried unanimously.**

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5633

MEMORANDUM

DATE: December 1, 2019
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager & Planning Director
RE: Proposed Text Amendment to the Carteret County Subdivision Regulations

Please see attached a proposed text amendment to the Carteret County Subdivision Regulations, Section 1-10, Variances. Specifically, this amendment changes the variance voting criteria from a two-thirds (2/3) vote to a four-fifths (4/5) vote in order to comply with G.S. 160A 388(e) (1) and changes the finding of fact in order to comply with 160A-388(d).

The Planning Commission heard this at their November 12, 2019 meeting. The vote was unanimous recommending approval of this text amendment. I am happy to answer any questions you may have.

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

TEXT = To Be Removed **TEXT** = To Be Added

Sec. 1-10. Variances.

The Planning Commission may authorize a variance when unnecessary hardships would result from carrying out the strict letter of this ordinance, the Planning Commission shall vary any of the provisions of the ordinance upon a showing of all of the following:

- (1) Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.
- (2) The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.
- (3) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.
- (4) The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

~~The planning commission may authorize a variance from the provisions of this ordinance if such variance can be made without destroying the intent of this ordinance. Approval of variances shall be based upon written justification by the applicant and may be granted under one of the following circumstances:~~

- ~~(A) Physical hardship. Where because of the size of the tract to be subdivided, its topography, the condition or nature of adjoining areas, or the existence of other unusual physical conditions, strict compliance with the provisions of the ordinance would cause practical difficulties on the subdivider.~~
- ~~(B) Equal or better performance. Where, in the opinion of the planning commission, a variance will result in equal or better performance in furtherance of the purposes of this ordinance.~~
- ~~(C) Unintentional error. Where, through an unintentional error by the applicant, the applicant's agent, or the reviewing authorities, there is a minor violation of a standard of this ordinance and where such violation is not prejudicial to the value or development potential of the subdivision or adjoining properties.~~

In the event that the planning commission grants a variance, it shall be the minimum variance necessary in order to allow reasonable use of the applicant's land. Any variance granted by the planning commission shall require an affirmative vote of ~~two-thirds~~ **four-fifths** of the members of the planning commission ~~present at the meeting at which the variance is requested.~~ Any variance thus authorized is required to be entered in writing in the minutes of the planning commission with the reasoning on which the departure was justified set forth. In approving variances, the planning commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of this ordinance.

TEXT = To Be Removed **TEXT** = To Be Added

Board of Commissioners
Mark Mansfield, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheately



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

RESOLUTION BY THE CARTERET COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Board of Commissioners adopted the Carteret County Subdivision Regulations on the 3rd day of February 1986 to be applied to all unincorporated areas in Carteret County, North Carolina;

WHEREAS, the Board of County Commissioners on its own motion or by petition may amend, supplement, change or repeal the regulations of the subdivision of land within Unincorporated Carteret County as established by this ordinance; and

WHEREAS, Carteret County Planning & Development Department requested a text amendment to the Carteret County Subdivision Regulations, Section 1-10, Variances.

NOW, THEREFORE, be it hereby resolved that the Carteret County Board of Commissioners based upon the affirmative recommendation of the Carteret County Planning Commission adopt this text amendment to the Carteret County Subdivision Regulations, Section 1-10, Variances which changes the variance voting criteria from a two-thirds (2/3) vote to a four-fifths (4/5) vote and changes the finding of fact in order to bring the ordinance into compliance with both G.S. 160A 388 (e) (1) and G.S. 160A-388(d).

ADOPTED, this the 16th day of December 2019.

Mark Mansfield
Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

Excerpt from Planning Commission 11-12-19

Text Amendment: A proposed text amendment to the Carteret County Subdivision Regulations, Section 1-10 Variances.

Mr. Hartman presented the item.

Request: Proposed Text Amendment to Section 1-10 of the Carteret County Subdivision Regulations

Specifically, a text amendment changing the variance voting criteria from a two-thirds (2/3) vote to a four-fifths (4/5) vote in order to comply with NCGS 160A-388(e) (1) and a text amendment changing the findings of fact in order to comply with NCGS 160A-388(d).

The proposed text amendment has been included with your packet. Staff is happy to answer any additional questions that you may have.

Commissioner Myers made a motion to approve the proposed Text Amendment to Section 1-10 of the Carteret County Subdivision Regulations. Commission Graham seconded the motion. Motion carried with a unanimous vote.

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

PUBLIC NOTICE

Pursuant to 153A-323 of the North Carolina General Statutes the Carteret County Board of Commissioners will hold a public hearing on December 16, 2019 at 6:00 p.m. in the Board of Commissioners' Meeting Room (Courthouse Square, Administration Building, Beaufort) to discuss two proposed text amendments to the Carteret County Subdivision Regulations, Section 1-10, Variances. Specifically, a text amendment changing the variance voting criteria from a two-thirds (2/3) vote to a four-fifths (4/5) vote in order to comply with NCGS 160A-388(e) (1) and a text amendment changing the findings of fact in order to comply with NCGS 160A-388(d).

A copy of the proposed request is available for public inspection in the Carteret County Planning and Development Department, 402 Broad Street, Beaufort, NC.

Eugene Foxworth
Planning Director

Advertise: Carteret County News-Times
Sunday, December 1, 2019
Sunday, December 8, 2019

XIV. ANNUAL CARTERET COUNTY COMMUNITY CHILD PROTECTION AND CHILD FATALITY PREVENTION TEAM REPORT

Ms. Pam Stewart shared that she and Ms. Lacy Salter are here to provide the required annual Carteret County Community Child Protection and Child Fatality Prevention Team Reports. Ms. Stewart provided background and a summary of information as shown in the presentation shown below that was shared with Commissioners:

<p>CARTERET COUNTY <i>North Carolina</i></p> <p>CCPT/CFPT Annual Report December 16, 2019</p>	<p>Charge of State Child Fatality Prevention System <small>[via Article 14 of NC Juvenile Code]</small></p> <ul style="list-style-type: none"> • Develop a communitywide approach to child abuse and neglect; • Study and understand causes of childhood death; • Identify gaps in service delivery in systems designed to prevent abuse, neglect, and death; and • Make and implement recommendations for laws, rules, and policies that will support the safe and healthy development of our children and prevent future child abuse, neglect, and death.
<p>Local Teams: CCPTs & CFPTs</p> <p>See N.C.G.S. §7B-1406</p>	<p>Three main components to NC CFP System</p>

<p align="center">Carteret Community Child Protection Team 2019</p> <ul style="list-style-type: none"> The CCPT is a multidisciplinary team of professionals representing the diversity of Carteret County The CCPT reviewed seven open child welfare cases that were a combination of substantiated abuse and neglect cases and "difficult and stuck" cases. The ages of the children reviewed were from two months of age through age fourteen. <ul style="list-style-type: none"> One case reviewed was a joint case with Carteret Co Schools. Five cases reviewed involved law enforcement. Four cases reviewed children currently in foster care. One child death was reviewed involving a two month old baby in October 2018. Common themes found in the cases reviewed involved parental substance use, engagement in domestic violence, parental criminality and parents with untreated mental health conditions Recommendations: Local <ul style="list-style-type: none"> Referrals for Trauma- Focused therapy; Assessments and treatment for post-partum depression, depressive disorders and other mental health conditions; Continued training and implementation of "Safe Sleep" practices in the home; Multi-Disciplinary Evaluation with the Beacon Team at UNC-Chapel Hill; Admission to residential treatment facilities (mental health/substance use). 	<p align="center">RECOMMENDATIONS TO THE NC (STATE) COMMUNITY CHILD PROTECTION TEAM 2019</p> <ul style="list-style-type: none"> Continue to increase education of the general community and professional regarding safe sleep at the county and state level; NCDHHS continue to explore allowing Child Protective Services social workers access to the NC Controlled Substance Abuse Reporting System; Increase training opportunities and recruitment of qualified Trauma Informed practitioners at the county and state level; NCDHHS and Mental Health MCO's explore means of providing reliable, sustainable high quality mental health and substance use treatment at the county level; NCDHHS and Mental Health MCO's work in partnership to allow DSS to receive authorization for higher level of mental health and substances when recommended. Continued and increased education to social workers working with families struggling with substance use conditions.
<p align="center">Carteret County Child Fatality Prevention Team (CFPT)</p> <ul style="list-style-type: none"> The North Carolina Child Fatality Prevention Team was established in 1991 by the NC General Assembly. CFPT seeks to identify and reduce preventable child fatalities through: <ul style="list-style-type: none"> Review of deaths that occur for children ages 0-17 years of age who reside in Carteret County; Purpose of the reviews are to examine causes and circumstances around each child death The team then: <ul style="list-style-type: none"> Recommends actions or policy changes that may help prevent future deaths, Data-driven recommendations for legislative and public policy initiatives, Promotion of community-based prevention education with the overall goal to reduce the number and rate of child deaths Team make up includes: <ul style="list-style-type: none"> One Child Fatality Review Team in each county made up of multidisciplinary and multiagency members; Meet quarterly to review deaths from the previous year; Team Chair submits a report from the review team to the state which includes any recommendations decided on by the team; Submit an annual report to the Board of County Commissioners. 	<p align="center">2018 Deaths Reviewed</p> <ul style="list-style-type: none"> We have a total of 10 deaths that occurred in 2018 that have been or will be reviewed Causes of deaths included: <ul style="list-style-type: none"> One death due to birth defects One death due to birth defects, other reduction deformities of the brain On death due to illness, specifically Group A Strep, Gangrene and necrosis of lung Two deaths to suicide: self harm by handgun discharge, self harm by hanging One death due malignant neoplasm of the brain One death due to subarachnoid hemorrhage One death due to jejunal volvulus One death unspecified renal failure One death unknown cause of mortality
<p align="center">Recommendations Based on the Deaths Reviewed</p> <ul style="list-style-type: none"> Discussions for Recommendations included: <ul style="list-style-type: none"> Increase education about pregnancy risk factors and importance of early prenatal care, testing and screening Increase education efforts around preconception health to women of childbearing age Continued work with Trillium on Safe Schools, Healthy Kids initiative and portal through https://safeschoolshelthylkidsnc.org/ LUCC efforts with two community events held yearly to promote collaboration with community programs and prevention services offered to citizens throughout the community Education efforts on risks associated with use of social media and youth as well as emphasis on parenting education in regards to supervision of children with their social media outlets and video gaming methods Availability of care management services provided to families with children who have risk factors including medical complexities or mental health diagnoses Continued work within the school system with program "Signs of Suicide" <ul style="list-style-type: none"> This program is designed for both students and parents. This is an educational tool that openly discusses signs and symptoms of suicidal ideations with the student population. Students are also taught what to do if they see peers make threats regarding harm to themselves or others. Intakes are administered and then flagged to identify a student that may be in need of intervention and mental health services. Parents are then involved in treatment planning for their child. 	<p align="center">Questions?</p>

Ms. Stewart stated that she would respond to questions from Commissioners.

Commissioner Farrington asked why providers are leaving the area and is it a common issue. Ms. Stewart stated that economics is part of it, not having a sustainable practice in Carteret County. Ms. Salter agreed that part of it is financial; private practitioners rely on insurance for reimbursement which does not always happen. Ms. Salter went on to say when there is a new provider, they are often inundated with referrals because there is such a need, which causes them to cut off new patients. Commissioner Farrington confirmed that the age group they serve is 0-18.

Commissioner Wheatly shared that he knows the fees are sometimes a deterrent to someone taking a proactive step; where do the fees start: \$20 or \$100. Ms. Salter shared that Medicaid is \$3-\$5; insurance co-pays can be \$50 or more.

Commissioner Comer asked if the numbers change from year to year. Ms. Stewart shared that the number of child abuse and neglect reports have remained steady without increasing, but are more complicated due to drug problems and domestic violence.

Commissioner Farrington asked if they have been able to send anyone to the new facility-based crisis center in Jacksonville or do they qualify. Ms. Stewart shared that she is not aware of it, but the Health Department may be able to respond. Commissioner Farrington asked where the children are being sent for a higher level of care. Ms. Stewart responded that Strategic is the main one that they are using; they have a facility in Leland and one in Garner; Strategic is a residential mental health facility.

Commissioner Cavanaugh asked for some clarification. He shared that the report shows that they have reviewed seven open child welfare cases that were a combination of substance abuse and neglect; further down, it shows that four cases reviewed were children currently in foster care; was that happening while they were in foster care. Ms. Stewart responded that the answer was 'no.' Commissioner Cavanaugh confirmed that their intent is to get the children back to their families, if possible. Commissioner Cavanaugh suggested they check on the status of the issue with the NC Controlled Substance Abuse Reporting System; Ms. Stewart stated that she would look into it.

Commissioner Robinson asked where should a citizen go if they have a feeling that a child is being neglected and abused. Ms. Stewart stated they should call the Department of Social Services at 252-728-3181 and tell the operator that they want to make a report of child abuse or neglect or come into the office in person. Commissioner Robinson shared that the laws of the State make it real difficult to remove a child from a home; we are doing the best we can.

Commissioner Farrington suggested that the team provide the Commissioners more information throughout the year as they run into those roadblocks so Commissioners can help.

Ms. Salter shared that she is the Chair of the Child Fatality Prevention Team and provided an overview of the information shown within her report.

Ms. Salter shared that they review the deaths of children from 0 to 17; the children have to be residents of Carteret County and these children were not necessarily involved with the Department of Social Services ("DSS"). In reviewing the deaths, they recommend action or policy changes to help prevent future deaths. Ms. Salter shared that their team is solely based on the prevention standpoint. The team promotes community-based prevention education with an overall goal to reduce the number of overall child deaths. There is one team within our County; it is a multi-disciplinary team which means that we have Health Department staff, DSS staff, the School System, and community members on the team, as well as a retired physician that has been very beneficial. The team reviews the circumstances related to why the child may have passed away and provides the report to the County Commissioners at the end of each year.

Ms. Salter provided an overview of the cases as shown within the annual report and provided a summary of their recommendations.

CARTERET COUNTY DEPARTMENT OF HUMAN SERVICES

Cindy P. Holman
Consolidated Human Services Director
cindy.holman@carteretcountync.gov



Clinton W. Lewis
DSS Director
Consolidated Human Services Deputy Director
clint.lewis@carteretcountync.gov
Stephanie M. Cannon, MPA
Health Director
Consolidated Human Services Deputy Director
stephanie.cannon@carteretcountync.gov

MEMORANDUM

November 26, 2019

TO: Carteret County Board of Commissioners and County Consolidated Health and Human Services Board
FROM: Carteret County Community Child Protection and Child Fatality Prevention Team (CFPT)
RE: Annual Report

The NC Community Child Protection Teams (CCPT) were established as means for the state and local community to form a partnership to strengthen child protection. CCPTs were established in 1991 by the NC General Assembly. Carteret County's CCPT has been active since 1995. In North Carolina, each CCPT reviews active child welfare cases, fatalities and other cases brought to the team for review. The purpose of these case reviews is to identify systemic deficiencies in the child welfare services or resources. Once identified, team develop strategies to address the gaps in the child welfare system within the county, and to report to the state areas of concern that warrant action by the state.

The Carteret County Protection Team consists of a multi-disciplinary network of community professionals. Between January 2019 and November 2019 the CCPT met monthly with the exception of February 2019 and July 2019. This is more often than the required quarterly meetings.

- The team reviewed seven open child welfare cases. Cases reviewed involved substantiated cases of abuse/neglect and "difficult and stuck" cases. One of the cases reviewed was a joint case shared by Department of Social Services and Carteret County Schools. Five reviewed cases involved local law enforcement. Also reviewed was a fatality of a two month old baby in October 2018. Four cases reviewed involved children currently in foster care. The ages of the children reviewed were from two months of age through age fourteen.
- Common themes found in the reviewed cases were parental substance use (opioids, methamphetamine, benzodiazepines, THC), parental engagement in domestic violence (power and control with an intimate partner), parental criminality and parents with untreated or inadequately treated mental health conditions.
- A retired pediatrician was recruited in October 2019 to provide expert medical recommendations for each case for 2020.
- Local Review team recommendations from 2019 case reviews included:
 - Referrals for Trauma Focused therapy;
 - Assessments and treatment for post-partum depression, depressive disorders;
 - Continued training and implementation of "Safe Sleep" practices in the home;
 - Multi-Disciplinary Evaluation with the Beacon Team at UNC-Chapel Hill;
 - Admission to residential treatment facilities (mental health/substance use).
- Recommendations to the NC Child Protection Team (from the Local Team) regarding cases reviewed in 2019 will include:
 - Continue to increase education of the general community and professional regarding safe sleep at the county and state level;
 - NCDHHS continue to explore allowing Child Protective Services social workers access to the NC Controlled Substance Abuse Reporting System;
 - Increase training opportunities and recruitment of qualified Trauma Informed practitioners at the county and state level;
 - NCDHHS and Mental Health MCO's explore means of providing reliable, sustainable high quality mental health and substance use treatment at the county level;
 - NCDHHS and Mental Health MCO's work in partnership to allow DSS to receive authorization for higher level of mental health and substances when recommended.
 - Continued and increased education to social workers working with families struggling with substance use conditions.

For additional information about CCPT and our local team, please contact Pam Stewart, Social Work Program Manager, and CCPY Chair at (9252) 728-3181 ext. 6202 or email to pam.stewart@carteretcountync.gov.

The NC Child Fatality Prevention Team (CFPT) was created in 1991 by the NC General Assembly. Carteret County's CFPT has been active since 1995. The purpose of the child fatality reviews is to examine causes and circumstances around each child death, and subsequently recommend actions or policies that may help prevent future deaths and promote public information and education.

- Between January 2019 and November 2019, Carteret County CFPT reviewed ten child deaths that occurred during 2018. Causes of deaths included:
 - One death due to birth defects
 - One death due to birth defects, other reduction deformities of the brain
 - One death due to illness, specifically Group A Strep, Gangrene and necrosis of lung
 - Two deaths to suicide: self harm by handgun discharge, self harm by hanging
 - One death due malignant neoplasm of the brain
 - One death due to subarachnoid hemorrhage
 - One death due to jejunal volvulus
 - One death unspecified renal failure
 - One death unknown cause of mortality
- As a result of the review process, the Team made the following recommendations to the North Carolina Child Fatality Prevention Team:
 - Increase education about pregnancy risk factors and importance of early prenatal care, testing and screening

- Increase education efforts around preconception health to women of childbearing age
- Continued work with Trillium on Safe Schools, Healthy Kids initiative and portal through <https://safeschoolshealthykidsnc.org/>
- I.F.C.C efforts with two community events held yearly to promote collaboration with community programs and prevention services offered to citizens throughout the community
- Education efforts on risks associated with use of social media and youth as well as emphasis on parenting education in regards to supervision of children with their social media outlets and video gaming methods
- Availability of care management services provided to families with children who have risk factors including medical complexities or mental health diagnoses
- Continued work within the school system with program "Signs of Suicide"

For additional information about CFPT and our local team, please contact Lacy Salter, Social Worker Supervisor, CFPT Chair at 728-8550 Ext. 5747 or email: lacy.salter@cartercountync.gov.

Ms. Salter shared that she would respond to questions from Commissioners.

Commissioner Cavanaugh observed that 20% of the deaths in children ages 0 to 18 were due to suicide; they were teenagers. Who tracks the suicide program at the schools if a student turns in the name of a student that is talking about suicide; where does that information go and who acts upon it? Ms. Salter responded that the social worker at the school, along with the counselor at the school, are who are responsible for the program and carry it out. Ms. Salter shared that they have an assessment that they complete and then they make a proper referral that involves parents.

Commissioner Mansfield confirmed that the social worker works for the school system and not the County. Ms. Cindy Holman shared that any additional information on the program would have to come from the schools.

XV. ACCEPT OR REJECT BID TO PURCHASE COUNTY-OWNED LAND AT 151 COUNTRY CLUB DRIVE, PARCEL #6490.01.06.0491000

Mr. Tommy Burns provided background on the bid that was received for a 3/4-acre property at 151 Country Club Drive acquired by the County in March 2015 as a result of a tax foreclosure. Mr. Burns shared that the County has got approximately \$6,500 in the purchase and foreclosure process on that property. We received a bid from Ms. Sandra Elledge to purchase that property for \$1,500. If that bid is accepted by the Commissioners, it would trigger the upset bid process as laid out in N.C.G.S.160A-269. The Tax Department has provided a market analysis; it is up to the Commissioners to accept or reject the offer.

Commissioner Mansfield asked if the \$6,500 included back taxes. Mr. Burns shared that \$6,500 was the total cost to the County.

Motion: Commissioner Mansfield made a motion to accept the bid; seconded by Commissioner Comer.

Commissioner Comer noted that the market analysis shows that it is valued between \$1,500 and \$4,000 because the land does not perk.

The Chairman called the motion to question.

Motion carried.

Board of Commissioners
Mark Mansfield, Chair
Robin Comer, Vice Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

MEMORANDUM

TO: Board of Commissioners
FROM: Tommy Burns, County Manager
SUBJECT: Offer to Purchase County-Owned Land
DATE: December 16, 2019

An offer of \$1,500.00 was submitted by Ms. Sandra Elledge for the purchase of certain property owned by Carteret County, more particularly described as follows: Tax Parcel #6490.01.06.0491000. The property is a .743-acre tract located at 151 Country Club Lane: Lot 30 & 31, Block Y, Section I, Sea Gate Subdivision.

The County purchased the property as the result of a tax foreclosure in March of 2015 for \$6,500.00. The current tax value of the property is \$20,727.00.

Per N.C.G.S. 160A-269, if accepted, an upset bid publication notice will be published.

A market analysis of the property provided by the Tax Department is attached.

Commissioners may accept or reject the current offer.

Rachel Hammer

From: Sarah Davis
Sent: Monday, November 18, 2019 2:02 PM
To: Rachel Hammer
Cc: Tommy Burns
Subject: FW: County owned land

Rachel,

I think I spoke to you a few months back about this property. Mrs. Elledge would like to submit a \$1500 bid on a parcel the county owns; 151 Country Club Dr., 6490.01.06.0491000. I suppose this bid needs to be submitted to the Board of Commissioners? If you need more details or additional information from me please let me know.

Sarah Davis
Tax Administrator
Carteret County Tax Department
(252)728-8485
sarah.davis@carteretcountync.gov

From: Lori D. Tupper
Sent: Monday, November 18, 2019 10:47 AM
To: Sarah Davis <Sarah.Davis@carteretcountync.gov>
Subject: FW: County owned land

See below:

From: Sandra Elledge <sandyrelledge@gmail.com>
Sent: Monday, November 18, 2019 8:45 AM
To: Lori D. Tupper <LoriT@carteretcountync.gov>
Subject: Re: County owned land

Lori,
Sorry for the delayed reply. I would like to submit a bid of \$1500 for the property at 151 Country Club Dr., Newport NC.
Instrument #: 1503339
L-30 & 31 B-Y S-I SEA GATE SUB
Thank you for your assistance.

On Tue, Sep 24, 2019 at 4:06 PM Lori D. Tupper <LoriT@carteretcountync.gov> wrote:

Due to the size of this document, it is being incorporated into these minutes by reference. A full copy will be retained in the County Manager's Office

XVI. MANAGER'S REPORT

Mr. Burns thanked Mr. Smith for agreeing to serve as the Chairman and assured Chairman Smith that the staff will be responsive and punctual to his needs. Mr. Burns commented that they have been building a solid staff for the past few years through hiring good people with strong work ethics and values, and he is very proud of the staff.

Mr. Burns shared that Commissioner Mansfield spoke about heroes this evening, and that got him thinking of the heroes born about 75 years ago today; the Battle of the Bulge began 75 years ago today; the largest battle of World War II and the last major German

offensive. Mr. Burns shared that it is personal for him as his grandfather served in General Patton's 3rd Army and he grew up listening to his grandfather's stories about the war; shared that these stories provided a perspective for him and his family especially around Christmas time. Mr. Burns stated that is what he enjoys most about Christmas, spending time with family and remembering his grandfather's stories. Mr. Burns wished all a Merry Christmas.

XVII. APPOINTMENTS

Adult Home Community Advisory Committee

Commissioner Mansfield nominated Ms. Frances Mason for reappointment for an additional two-year term; nomination approved.

Carteret County Area Transportation System

Commissioner Comer nominated Ms. Kim Beasley, Mr. John Smith, and Ms. Rebecca Sotirkys for reappointment of two additional two-year terms; nominations approved.

Carteret County Planning Commission

Commissioner Comer nominated Mr. Jeff Hunt for reappointment of an additional three-year term; nomination approved.

Carteret County Zoning Board of Adjustment

Commissioner Farrington nominated Mr. Jesse Vinson for reappointment for an additional three-year term; nomination approved.

Commissioner Comer recommended tabling the two vacant terms.

Carteret Health Care Hospital Board of Trustees

Chairman Mansfield nominated Mr. David Carr, Mr. Julius Taylor, and Mr. Claud Wheatly for reappointment for additional three-year terms; nominations approved.

Highway 70 Corridor Commission

Commissioner Comer nominated Mr. Jesse Vinson for reappointment for a one-year term; nomination approved.

Tourism Development Authority

Commissioner Mansfield nominated Ms. Kyle Lagos as "Hospitality Representative," Ms. Vernice Whitaker as the "At-Large Representative," and Ms. Julia Wax as "Realtor Representative" for three-year terms; nominations approved.

Various Commissioner Appointments

There was general discussion among Commissioners to stay on the Boards/Committees that they currently serve.

Motion: Commissioner Mansfield made a motion that Commissioners stay on the Boards/Committees that they currently serve; seconded by Commissioner Farrington.

Motion carried unanimously.

XVIII. COMMISSIONERS' COMMENTS

Commissioner Wheatly wished everyone a Merry Christmas; thanked the staff and all the department heads for their work; do not think we could have a better or more effective staff than we have; it is a joy and pleasure to serve and work with you. Commissioner Wheatly welcomed and thanked Ms. Sarah Davis for her efforts in the Tax Department; and has heard good, positive things. Commissioner Wheatly also thanked Commissioner Mansfield for the way in which he carried out and did his job as Chairman of the Board over the last year; he has set the bar high. Commissioner Wheatly shared that he has learned from him; he did a marvelous job. He shared that he is sure Commissioner Smith will do the same; with Commissioner Comer sitting at his right, he will help him; he will be fine. Commissioner Wheatly congratulated Mr. Ricky Paylor as Interim Superintendent of the School System; wished him the best.

Commissioner Wheatly shared that his father was also involved in the Battle of the Bulge; they actually captured a bridge which enabled them to carry guns and artillery into the Battle of the Bulge. For five days they battled without stop, without resting. When you compare that to the environment of today with all the petty things, the impeachment, all the divisiveness things, it makes you wonder what is really happening to our Country. Commissioner Wheatly encouraged people to pray and we can get back to what really made our Country great and what really unites our Country and pray for the things that bring us together and quit these petty gripes and fights that divide us so much. When you say your prayers tonight, ask the Good Lord to bring us back to those days when we were all united behind each other; if you have gripe, do it at the ballot box; don't fight your neighbor; unite the Country.

Commissioner Farrington wished all a Merry Christmas. He shared that he decided to run again as a Commissioner, and he is very proud of the County and extremely proud of our staff and glad that he lives in Carteret County. He congratulated Chairman Smith and Commissioner Comer. Commissioner Farrington shared that he agrees with Commissioner Wheatly, let's all go home and say a prayer; we have a great Country; let's work together.

Commissioner Comer thanked Commissioner Smith; thanked Commissioner Mansfield for his time served; it is a demanding role. Commissioner Comer stated that he was proud to make the reappointments to the Hospital Board tonight – they have done a great job; that Board is currently Chaired by Mr. Rob Wheatly, and recently affiliated with the Mayo Clinic, which is great news. Commissioner Comer thanked Mr. Wheatly and the Hospital Board for what they do with the Hospital Board. He wished the staff a Merry Christmas; staff does a great job; the staff makes it all go along; you do the hard work. Commissioner Comer wished a Merry Christmas to all. He shared that he is happy to see Mr. Bottoms here tonight and appreciates what Commissioner Mansfield did for Mr. Bottoms for his 39 years with the County Schools; he has done positive things for the schools. Commissioner Comer shared that he remembered being in Commissioner Wheatly's father's office hearing about the stories about the Battle of the Bulge and that bridge. We all need to say a little prayer for unity; there has always been a difference of political

opinions and usually when you sit down at the kitchen table with those folks, about 80% of it pretty close falls in line with some semblance of commonality; it is a very sad day when you tow the political opinion and because of that, they will destroy your business; they will destroy your family; they will go after you all for a difference of opinion. That is the job of the ballot box and if you don't like somebody's opinion, you work hard to get somebody in office that has the opinion that you share. You are going to win some and lose some. It is obvious to me that any poll you see right now, it's 51 to 49, or 49-50; it is right down the middle. We have almost a 50/50 populous with some semblance of thinking with one another that you don't have to work with one another; it is not going to work being divisive. Don't destroy somebody for their opinions; if you don't like their opinion, you vote somebody in that shares yours; that is how you solve it. It is sad thing we have seen the last many years. Some of these folks that have thrown themselves in the limelight, I really feel sorry for them. A lot of them seem to weather it well and take it well. It is hard to talk unity and love and appreciation for all kinds of man and woman and at the same time, if there is a different view, you are not going to accept that. That is talking out of one side of our mouth and the other; it is hypocritical. Let's say a prayer this Christmas; let's make this the best Christmas ever. Let's do better.

Commissioner Mansfield thanked Commissioner Smith and Commissioner Comer for agreeing to serve in their roles. It takes a little bit of extra work and I know they will do a great job. Commissioner Mansfield stated that he appreciates the job of all the staff and employees we have that work for the County; I hope you continue to work for the County. We like what you do and hope you like what you do. We wish your family a very Merry Christmas and blessings; wish you good health and peace and prosperity and all the greatest things that God can give you. Commissioner Mansfield wished all a Happy New Year and hope that you are ready to keep making the County great like you do every day. We are thankful for that; thankful for Mr. Kirkman, Mr. Foxworth, Ms. Holman, Ms. Meshaw, Ms. Long, and Ms. Davis for staying the whole meeting; hope your families have a Merry Christmas and Happy New Year. Thank you for all that you do; thanks to Ms. Hammer, Mr. Burns and Mr. Hall. We hope 2020 will be a great year for everybody; it is always nice to talk about different things, but it puts things into perspective. Health means so much; in the recent month, I have learned of friends and associates who have contracted diseases that will be a fight and a struggle, but I know their prayers will be heard and God will be on their side and hopefully, there will be great, positive outcomes. Don't take things for granted; tomorrow is not promised.

Commissioner Cavanaugh commented on the passing of Mr. Vaughan Johnson. Commissioner Cavanaugh counted him as a friend; he was a great guy; a big guy with muscles that would scare you to look at them. He was soft-spoken and a gentle guy; he was an impressive guy. I certainly admired him; he was a legend in Carteret County and is in about all of the Hall of Fames that you can be in as a football player. Commissioner Cavanaugh remarked on Mr. Mat Bottoms' retirement – 39 years; that is a long time to stay in one position without reaching burn-out. The reason he did not burn-out is because he enjoyed what he was doing. He did not stay in one position; he kept on moving up and eventually, became the Superintendent of Public Education. He is going off into retirement. Mat Bottoms left a legacy that is going to continue on down the road for

generations to come. Thirty-nine years in the system; he has been in that job more than twice the length of his oldest students' lifespan. What is going to carry his recognition into the future is last year, we approved funding for the Botvin LifeSkills Training Program, which is a drug awareness/drug education/self-esteem building/peer pressure program. Mr. Bottoms and Dr. Kreuser incorporated it into the school's curriculum. Commissioner Cavanaugh shared that he has talked to a few of the teachers that are involved in this program, and the teachers are fired up; they are enthused about the program. When the program was pitched to Commissioners last year, the program touted a 70-80% success rate; I hope that is true. Commissioner Mansfield had stated back then that if we could just save one child, it would be worth it, but I would like to save hundreds and over the years, thousands. We will not have the information for another five to six years when Dr. Kreuser does her student survey where they self-admit to use. As years progress, I hope to see those numbers decline as this program advances in the schools. This program starts at the third or fourth grade, all the way through the twelfth, with increasing emphasis as the years go by. One teacher encountered some students from her college days that had encountered the program in a different State and really helped them in their college years with resisting getting involved in drug use. I think this Botvin LifeSkills Training is going to be part of Mat Bottoms' legacy; well done.

Commissioner Cavanaugh recognized his currently-serving Commissioners. It has been another great year serving with them; get along with them great. There are no conflicts; any differences of opinion are quickly settled. We have a fantastic staff; Commissioner Cavanaugh recognized staff present. Commissioner Cavanaugh stated that the staff is a superlative team; hats off to Commissioners Mansfield, Robinson, Comer, and Farrington for getting the right people at the right place at the right time; it makes the job easy. There is no better place to live than Carteret County; we have the lowest tax rate in the State; we have the highest-ranking school system in the State. Our hospital system is now part of the Mayo Clinic System. We have some of the best fishing on the Eastern Seaboard; the weather is great. I cannot think of a better place to live. With regards to politics – if you do not like the policies, change the politicians. That is what the Tea Party is all about; getting involved at the Grassroots level; getting out there in the primaries. If we do not like the policies, we are going to do our best to change the politicians. It is hard to believe what has become of this Country in our lifetime. The division, the divisiveness, the anger, the animosity; the outright hatred; how did we get to this place and how are going to get out of it. The future holds those answers and we are rushing rapidly into the future. It will soon be 2020. I wish everyone a very Merry Christmas; enjoy your family; spend some time with them and tell them you love them. Have a fantastic New Year.

Commissioner Robinson commented that there have been many reasons highlighted from fellow Commissioners for us to be thankful this special time of the year; calls for unity - and in the spirit of Christmas, those are things that we need to aspire to. Let us all rejoice in the Lord. He commented that this is a place where opinions collide; he appreciates all the staff's efforts to make what could be a tough job a lot easier, and all the support that the staff and employees provide. He stated that he would be amiss as a self-proclaimed ranking member here; I guess twenty-one years qualifies me to say that. There have been others that preceded all of us here over the last twenty years. To the

degree that the funding of the schools, or that we did this or did not do that, that is for debate, but I really take offense at recent comments that suggest that I would put politics in front of children. That is not who I am; that's never what I have been. I serve up here with a Board full of gentlemen, none of them would do that; nor serving for the last twenty years with Republicans up here, they would not put partisan politics ahead of children. I find that very offensive. If they don't think I've done enough, that is one thing; if you think I spend too much money, that is another thing. But to say that Jonathan Robinson puts politics ahead of children, I take offense to that. That is not who I am; that is not what I aim to become; it is not my history. It is not the history of the Republican Boards that served here. Democrats want to profess that they are the party of education; Republicans have been part of education here for the last twenty years. They have reflected the attitudes of the community. It is the community here that has brought success to the schools and the confident people working there, including Mr. Bottoms. But it is citizens here, and the Board here that reflected that attitude. The enabling factor for supplemental pay for teachers, for improved schools, reducing classrooms; that enabler is the budget process and the money that the Republican Boards of Commissioners that have served here over the last twenty years. I find it very offensive to say that I or any of these gentlemen, would put politics ahead of children.

Chairman Smith thanked the Lord for having him here; he has come a long way. Chairman Smith thanked Commissioner Mansfield for his service, and congratulated Mr. Bottoms on his retirement. Chairman Smith wished everyone a Merry Christmas and a Happy New Year, and thanked staff for all they do.

XIX. ADJOURNMENT

Motion: Commissioner Mansfield made a motion to adjourn; seconded by Commissioner Wheatly. **Motion carried unanimously.**

Bill Smith, Chairman

Rachel Hammer, Clerk to the Board

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - a. Tax Releases Under \$100

Year	Rol Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2011	R	330165	R	9686	ARTHUR E ETUX CAROL JENKINS SWANSBORO	10.00
2013	R	563888	P	9686	ARTHUR E ETUX CAROL JENKINS SWANSBORO	13.43
2013	R	563888	R	9686	ARTHUR E ETUX CAROL JENKINS SWANSBORO	15.00
2014	R	621976	P	9686	ARTHUR E ETUX CAROL JENKINS SWANSBORO	13.73
2014	R	621976	R	9686	ARTHUR E ETUX CAROL JENKINS SWANSBORO	15.00
2015	R	621976	P	9686	ARTHUR E ETUX CAROL JENKINS SWANSBORO	8.63
2015	R	621976	R	9686	ARTHUR E ETUX CAROL JENKINS SWANSBORO	15.00
2016	R	125324	P	9686	ARTHUR E ETUX CAROL JENKINS PELETIER	8.84
2016	R	125324	R	9686	ARTHUR E ETUX CAROL JENKINS PELETIER	15.00
2017	P	121970	P	483314	STEVEN ROBERT MASSITA	44.98
2017	R	242272	P	9686	ARTHUR E ETUX CAROL JENKINS PELETIER	8.85
2017	R	242272	R	9686	ARTHUR E ETUX CAROL JENKINS PELETIER	15.00
2018	P	201685	P	459928	ASHTON RICH PITTMAN	49.44
2018	P	208682	P	525623	BRIAN CAMMACK	49.45
2018	P	209554	P	483314	STEVEN ROBERT MASSITA	43.06
2018	P	211928	P	528924	JOSEPH D ETUX GEORGENE CAPPS	16.43
2018	R	419530	P	9686	ARTHUR E ETUX CAROL JENKINS PELETIER	9.67
2018	R	419530	R	9686	ARTHUR E ETUX CAROL JENKINS PELETIER	15.00
FINAL TOTALS						
TOTAL						366.51

* * * END OF REPORT * * *

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - b. Tax Releases Over \$100

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RELEASE OVER 100.00

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Name Id,
Number Name

Total Adjustment Comment

No records in query report.

*** END OF REPORT ***

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - c. Tax Refunds Under \$100

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Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St	Zip Code	TransNo	Reference
Refund						
BELL, MARY GRADY ETAL	KOONCE 2316 BYRD STREET 27.00 OVERPAYMENT MASSPAY	RALEIGH	NC	276081412	2246522	2019 R 6375.14.42.4577000
BRADFORD H PINER CPA	38.88 304 LIVE OAK ST PO BOX 750 OVERPAYMENT CHECK 5972	BEAUFORT	NC	28516	2244500	2019 R 7305.08.98.2306000
BROOKS, CHARLES MALCOLM	8.40 122 HUNTLEY RD ALREADY PD/STURGIS	HARKERS ISLAND	NC	28531	0	2019 P0032309
CAPPS, JOSEPH D ETUX	GEORGENE 2567-A PROGRESSIVE CHURCH RD 16.43 CAMPER IS LICENSED	PRINCETON	NC	27569	2235872	2019 P 0049485
CAPPS, JOSEPH D ETUX	GEORGENE 2567-A PROGRESSIVE CHURCH RD 16.43 CAMPER IS LICENSED	PRINCETON	NC	27569	2235873	2018 P 0049485
CAPPS, JOSEPH D ETUX	GEORGENE 2567-A PROGRESSIVE CHURCH RD 18.07 CAMPER IS LICENSE	PRINCETON	NC	27569	2235874	2017 P 0049485
CAROLINA HEADBOATS INC	79.75 PO BOX 1663 OVERPAYMENT CHECK 10326	MOREHEAD CITY	NC	28557	2243386	2019 R 6386.20.71.8001000
CHOATE, RONALD C	6.00 7318 SOUND DRIVE OVERPAYMENT CHECK # 283	EMERALD ISLE	NC	28594	2235846	2019 R 5394.18.31.9695000
CONCHS POINT I LLC	9.00 PO BOX 1079 OVERPYMT CK 2643	MOREHEAD CITY	NC	28557	2236924	2019 R 6386.13.02.5538000
CONSULTATIO, DRAGONFLY PARASA	41.98 TR 227 CONTINENTAL DR TAXES PAID IN ANOTHER STATE	EMERALD ISLE	NC	28594	2238019	2019 P 0050572
DAVIS, CHARLES R ETUX	NELL 82.18 TR 227 CONTINENTAL DR OVERPAYMENT CHECK 4776	DURHAM	NC	27712	2238894	2019 R 6375.16.84.4789000
DAVIS, NANETTE R	7.02 401 YANCY COURT OVERPYMT CK 4919	CHESAPEAKE	VA	23322	2239996	2019 R 7347.03.34.8622000
FIRST THIRD DEVELOPMENT LLC	24.91 514 DANIELS STREET OVERPYMT CK 880229	RALEIGH	NC	276051317	2233883	2019 R 6386.19.52.4047000
FISHER, MICHAEL E ETUX	PATRIC 6.00 PO BOX 3577 OVERPAYMENT MASSPAY	NEW BERN	NC	28564	2235850	2019 R 6395.17.02.7145415
GILLIKIN, RITA ANN	2.38 548 CROW HILL ROAD OVERPAYMENT CHECK 504	BEAUFORT	NC	28516	2236104	2019 R 7327.04.93.7911000
HANCOCK & GRANDSON INC	48.89 971 HARKERS ISLAND RD OVERPAYMENT CHECK 12723	BEAUFORT	NC	28516	2231923	2019 R 7336.01.39.5161000
HARDY, LEM B	10.25 121 HARDY LN OVERPAYMENT CHECK 12387	BEAUFORT	NC	28516	2232749	2019 R 7424.01.29.0636000
HIMES, RANDY LEE ETUX ETAL	65.48 129 ROLLING HILL DRIVE OVERPAYMENT CHECK 2560437525	SWANSBORO	NC	28584	2239003	2019 R 5376.01.05.6044000

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Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St	Zip Code	TransNo	Reference
	Refund					
HOLM, ANNA-MARIA B	2103 JOSLYN DRIVE 7.24 OVERPAYMENT CHECK 728	MOREHEAD CITY	NC	28557	2237661	2019 R 6387.13.13.7931000
JENKINS, ARTHUR E	ETUX CAROL 4104 ABERDEEN DR 28.43 MH RELEASED	DURHAM	NC	27704	2237995	2013 R 5375.12.96.0463000
JENKINS, ARTHUR E	ETUX CAROL 4104 ABERDEEN DR 28.73 MH ADJUSTMENT	DURHAM	NC	27704	2238008	2014 R 5375.12.96.0463000
JENKINS, ARTHUR E	ETUX CAROL 4104 ABERDEEN DR 23.63 MH ADJUSTMENT	DURHAM	NC	27704	2238010	2015 R 5375.12.96.0463000
JENKINS, ARTHUR E	ETUX CAROL 4104 ABERDEEN DR 23.84 MH ADJUSTMENT	DURHAM	NC	27704	2238011	2016 R 5375.12.96.0463000
JENKINS, ARTHUR E	ETUX CAROL 4104 ABERDEEN DR 23.85 MH ADJUSTMENT	DURHAM	NC	27704	2238014	2017 R 5375.12.96.0463000
JENKINS, ARTHUR E	ETUX CAROL 4104 ABERDEEN DR 24.67 MH ADJUSTMENT	DURHAM	NC	27704	2238015	2018 R 5375.12.96.0463000
JIM & EM PROPERTIES LLC	5113-D HWY 70 W 40.00 OVERPAYMENT CHECK 1966	MOREHEAD CITY	NC	28557	2239134	2019 R 6386.13.14.2727000
JOHNSON, EDNA DAVIS	PO BOX 392 10.00 OVERPAYMENT CHECK # 0047198353	MOREHEAD CITY	NC	285570392	2246525	2019 R 6386.05.08.7764000
JONES, JAMES CARROLL	PO BOX 393 61.84 OVERPYMT CK 333270	WINTERVILLE	NC	28590	2235990	2019 P 0038526
KING, ROBERT STEPHEN	247 DIAMOND CITY DR 8.00 OVERPAYMENT MASSPAY	HARKERS ISLAND	NC	28531	2234841	2019 P 0035131
KLEDARAS, HARRY G	ETUX LINDA 1104 BENTHAM DR 3.00 OVERPAYMENT MASSPAY	RALEIGH	NC	27614	2233558	2019 R 6366.19.52.4338000
KRUMM, WILLIAM L	1401 AUMAN ROAD 98.78 OVERPAYMENT CHECK 362665	RALEIGH	NC	27603	2238925	2019 R 6395.00.78.3999B14
LANCASTER, J STEVEN	ETUX GAIL 4021 NC HWY 111 N 68.03 OVERPAYMENT MASSPAY/BURNT	PIKEVILLE	NC	278639078	2246517	2019 R 7335.14.32.3919000
LONG, ROBERT L	5612 CREEKFALL LANE 17.00 OVERPAYMENT CHECK # 0090072329	FUQUAY VARINA	NC	27526	2246551	2019 R 5393.06.28.9802000
MIDGETT, ABRAHAM L JR	ETUX VI 3303 MANDY LANE 81.87 OVERPYMT CK 2461	MOREHEAD CITY	NC	28557	2231265	2019 R 6376.11.66.2246000
MORITZ, TRAVIS R	ETUX ALISON 411 HOLLY ST 4.36 OVERPAYMENT CHECK 3106	EMERALD ISLE	NC	28594	2235039	2019 R 5393.05.09.9968000
NELSON, DIANE M	726 BALCOMBE RD 2.02 OVERPAYMENT CHECK 6023	ROCKY POINT	NC	28457	2244910	2019 R 7317.03.03.9825000

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Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
Refund					
O'BRIEN, THOMAS F ETUX LAURA	PO BOX 335 1.20 OVERPAYMENT CHEK # 0000986515	SNOW HILL	NC 28580	2235886	2019 R 6376.17.11.6810000
PARRISH, MARK L ETUX MARIA	214 YAUPON DR 85.85 OVERPAYMENT MASSPAY	CAPE CARTERET	NC 28584	2242637	2019 R 5384.10.26.7044000
PEEL, KEVIN ETUX SHERRY	316 JOSEY ROAD 49.41 OVERPAYMENT STURGIS	STATESVILLE	NC 28624	2238210	2019 R 7425.00.15.1256000
PELOFFY DEBRA A	114 FAIRWAY DR E 8.00 OVERPAYMENT CHECK 0000001090	MOREHEAD CITY	NC 28557	2233828	2019 R 6348.18.20.9095000
PIKE, MARK WILLIAM	2006 GALAX DR 5.00 OVERPAYMENT MASSPAY	FAYETTEVILLE	NC 28304	2242613	2019 P 0035744
PITTMAN, KENNETH RAY	314 ROYAL ROAD 2.00 OVERPAYMENT MASSPAY	BEAUFORT	NC 28516	2242583	2019 R 7403.00.94.4776000
PREDDY, HARRY L ETUX VALERIA	109 DASHER DR 1.32 OVERPAYMENT CHECK #391397	BEAUFORT	NC 28516	2244548	2019 R 6397.02.98.0364000
SCOGGIN, WILLIAM G ETUX GAIL	3319 MILTON ROAD 61.09 OVERPAYMENT PAYARGO	RALEIGH	NC 27609	2232657	2019 R 6385.09.05.8510000
SHAW, HEATHER P	139 SUNSET DR 32.73 WRONG DISTRICT	CEDAR POINT	NC 28584	2238018	2019 P 0021559
SKINNER, MARIE Q	PO BOX 778 68.24 ALREADY PD/CORELOGIC	NEWPORT	NC 28570	0	2019 R 638801075084000
SOUTH CAROLINA TELECOMM.	GRO 1500 HAMPTON ST 5.35 OVERPYMT CK 70027748	COLUMBIA	SC 29201	2233819	2019 U 9000.00.00.0402000
WAINWRIGHT, WILLIAM K ETUX	2910 MANDY LN 10.02 OVERPAYMENT CHECK 45203	MOREHEAD CITY	NC 28557	2232702	2019 R 6376.12.86.4438000
WEINHOLD, FELIX W ETUX SARAH	802 SOUNDVIEW AVE 6.01 OVERPAYMENT PAYARGO	NEWPORT	NC 28570	2232281	2019 R 6346.03.34.7293000
WICKER, BOBBY LEON	8513 DOGWOOD CIR 11.69 ALREADY PAID	EMERALD ISLE	NC 28594	0	2019 P 0532147
WILLIFORD, CHARLES RICHARD	10110 COAST GUARD ROAD 37.62 OVERPYMT CK 2234	EMERALD ISLE	NC 28594	2242846	2019 R 5395.04.63.1668000
ZADO, LARRY R ETUX LYDIA	20 DOLPHIN BAY 51.25 OVERPAYMENT CK # 0000995287	CEDAR POINT	NC 28584	2246511	2019 R 5374.13.13.1271000

FINAL TOTALS
TOTAL 1,500.12

*** END OF REPORT ***

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - d. Tax Refunds Over \$100

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Refunds to be Issued by Finance Office - Over \$100.00

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Remit To:	Address	City	St	Zip Code	Reference
Refund					
ALFORD, JERRY W ETUX KIMBERLY 1,072.28	1115 E HARDSCRABBLE DR ALREADY PAID	HILLSBOROUGH	NC	27278	2019 R 632413142944000
ALLEN, CHESTER F ETUX MARY A 472.29	816 LAKESHORE DRIVE LAND VALUE ADJUSTMENT	RALEIGH	NC	27609	2019 R 6375.11.76.3191
BARNES, GEORGE THOMAS JR 210.30	908 VANCE STREET ALREADY PAID	RALEIGH	NC	27608	2019 R 638513232797000
BELL, TOMMY L ETUX MARIE J 2,352.30	102 TAMMY PAIGE COURT ALREADY PAID/CORELOGIC	CEDAR POINT	NC	28584	2019 R 6356.14.32.0858
BESEN, MARK B 286.25	PO BOX 381 ALREADY PD/SECU	ATLANTIC BEACH	NC	28512	2019 R 634407792569024
BETTY ANN LILLY 167.75	915 OXFORD DRIVE OVERPAYMENT CHECK 1892	MOREHEAD CITY	NC	28557	2019 R 6377.01.46.5753
BIBBINS, REGINALD B JR ETUX F 165.00	111 ANGLERS WAY S/W ADJUSTMENT	BEAUFORT	NC	28516	2019 R 6398.02.89.2988
BLUE TREASURE LLC 311.25	PO BOX 3557 OVERPAYMENT CHECK 2737	CARY	NC	27519	2019 R 7315.05.09.0607
BLUE TREASURE LLC 622.50	PO BOX 3557 ALREADY PD/DEBRA WHALEY ATTY	CARY	NC	27519	2019 R 731505095347000
BOARTFIELD, MALCOM R ETUX 1,523.44	5307 EMERALD DR ALREADY PAID/CORELOGIC	EMERALD ISLE	NC	28594	2019 R 630419515793000
BOLDING, STEVEN E ETUX CAROL 150.00	235 RUDOLPH DRIVE S/W ADJUSTMENT	BEAUFORT	NC	28516	2019 R 7307.01.06.3639
BROWN, R A 5,154.51	707 HWY 24 ALREADY PAID	NEWPORT	NC	28570	2019 R 634616846011000
CAMPBELL, ROBERT E ETUX ROSEM 498.74	2146 SETTER LANE ALREADY PD/CORELOGIC	EFLAND	NC	27243	2019 R 637612768197000
CASWELL STREET HOUSE LLC 1,051.12	1008 SALEM STREET NW OVERPAYMENT CHECK 1049	WILSON	NC	27893	2019 R 6385.13.12.9812
CHAANINE, NABIL TANIOS 2,741.21	413 BLAIR PT ALREADY PD/CORELOGIC	MOREHEAD CITY	NC	28557	2019 R 638612769951000
CHAMBLEE, DAVID ETUX LYNNE 973.91	112 DOLPHIN BAY ESTATES ALREADY PD/CORELOGIC	CEDAR POINT	NC	28584	2019 R 537413130186000

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Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
CORELOGIC 1,610.08	ALREADY 3001 HACKBERRY RD PAID BY ATTORNY	IRVING	TX	75063	2019 R 6346.03.34.5303
CORELOGIC TAX SERVICE 551.30	PO BOX 9205 CORELOGIC RECOVERY 41329684	COPPELL	TX	75019	2019 R 63651672689301C
CORELOGIC TAX SERVICE 1,146.50	ALREADY PO BOX 9205 PADI	COPPELL	TX	75019	2019 R 636519521093402
CORELOGIC TAX SERVICE 763.50	ALREADY PO BOX 9205 PD	COPPELL	TX	75019	2019 R 637609261294000
CORELOGIC TAX SERVICE 632.32	ALREADY PO BOX 9205 PAID	COPPELL	TX	75019	2019 R 638606392531000
COTTEN, DAN R ETUX JOAN W 154.50	ALREADY 4442 ROSEBUD CHURCH RD PAID/SECU	WILAON	NC	27893	2019 R 635519519123000
COX, CHARLES A ETUX EVELYN J 498.60	ALREADY 302 GEORGE STREET PD/DEBRA WHALEY ATTY	BEAUFORT	NC	28516	2019 R 633811664817000
CRYSTAL COAST LADY CRUISES I 838.15	108 JRS RANCH RD OVERPAYMENT MASSPAY	NEWPORT	NC	28570	2019 P 0022620
DEWALT, STEVEN ROBERT 118.17	744 LAKE DR OVERPAYMENT DEBT SETOFF	KERNERSVILLE	NC	27284	2019 P 0028359
DIMARCO, P J ETUX MARY 164.99	102 RATTAN LN OVERPYMT CK 1584	MOREHEAD CITY	NC	28557	2019 R 6346.16.94.7963
DODGE, JOHN K ETUX DIANE M 543.55	ALREADY 4 COLFAX COURT PD/CORELOGIC	STAFFORD	VA	22554	2019 R 7305.08.99.9452
DOUBLE R FARM SERVICE LLC 786.87	ALREADY 105 RICKY LANE PD/RENFROW ATTY	NEWPORT	NC	28570	2019 R 634603031153000
ELLIOTT, VAN CHARLE ETUX 408.58	CONN 1530 BEAVER DAM ROAD LAND VALUE ADJUSTMENT	CREEDMOOR	NC	275229009	2019 R 6375.11.76.3572
ELLIOTT, VAN CHARLE ETUX 408.58	CONN 1530 BEAVER DAM ROAD LAND VALUE ADJUSTMENT	CREEDMOOR	NC	275229009	2019 R 6375.11.76.3572
FILLMORE, WILLIAM C JR ETAL 2,123.06	564 NOBLES MILL POND RD OVERPAYMENT CHECK 1120	TARBORO	NC	27886	2019 R 5373.14.22.9794
FIRST TITLE AND ESCROW INC 741.59	15 WEST GUIDE DR SUITE 400 OVERPYMT CK 6829760	ROCKVILLE	MD	20850	2019 R 6386.06.39.2531

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Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
FRASER, DAVID D ETUX DEBRA W 303.43	ALREADY PD/CORELOGIC 110 WYNDWARD COURT	EMERALD ISLE	NC	28594	2019 R 537314421998000
GONZALEZ, EQUARDO ETUX KELLIE 792.55	ALREADY PAID/SECU 3936 DUNHAGAN ROAD	GREENVILLE	NC	27858	2019 R 637516933452000
GOODING, GARY LEE ETUX NATASH 229.47	OVERPAYMENT CHECK 1178 5326 HWY 70 W	MOREHEAD CITY	NC	28557	2019 R 6367.00.02.5003
GULF STREAM LAND COMPANY LLC 165.00	PO BOX 2081 S/W ADJUSTMENT/MASSPAY	SWANSBORO	NC	28584	2019 R 6334.07.68.8788
HAINES, HUDSON H JR ETAL JEFF 356.00	OVERPYMT CK 2133 2036 RIDGE RD	RALEIGH	NC	27607	2019 R 6334.08.89.7474
HEVERLY, DAVID FRANKLIN 409.31	OVERPAYMENT STURGIS 303 WEST WARREN DRIVE	EMERALD ISLE	NC	28594	2019 R 5383.08.99.3495
JC JACKSON HOMES LLC 104.16	ALREADY PD/SRICKLIN LAW FIRM 8002 U S HWY 70 E	NEW BERN	NC	28560	2019 R 633806497047000
JC JACKSON HOMES LLC 103.44	ALREADY PAID/STRICKLIN LAW FIR 8002 US HWY 70 E	NEW BERN	NC	28560	2019 R 633806499435000
JC LAND LLC 112.99	ALREADY PD/STRICKLIN LAW FIRM 8002 US HWY 70 E	NEW BERN	NC	28560	2019 R 633806499435000
JERRI BUILDERS HOMES LLC 266.85	ALREADY PAID/WHITE AND ALLEN A PO BOX 700	SWANSBORO	NC	28584	2019 R 631501058348000
JOHNSON, CHARLOTTE WOLFORD 128.80	ALREADY PAID 2801 MAYBERRY LOOP ROAD	MOREHAD CITY	NC	28557	2019 R 638605077814000
JOHNSON, VAUGHAN ETAL SHIRLEY 122.58	ALREADY PAID PO BOX 375	ATLANTIC BEACH	NC	28512	2019 R 634701467283000
KLEINSTREUER, CLEMENT ETUX 1,912.25	ALREADY PD/CORELOGIC 1212 CASTLEMOOR COURT	RELEIGH	NC	27606	2019 R 631416945228000
KOLLAR, FRANCIS J ETUX BARBAR 1,571.58	ALREADY PAID CORELOGIC 406 MARSH ISLAND DR	CEDAR POINT	NC	28584	R 5374.07.67.7932000
KOUTLAS, THEODORE 472.29	LAND VALUE ADJUSTMENT 637 E 20TH AVENUE	SPOKANE	WA	99203	2019 R 6375.11.76.3197
LEACH, DAVID LEO ETUX PAMELA 380.04	OVERPYMT CK 27322 1312 ANN STREET UNIT #3	BEAUFORT	NC	285162041	2019 R 7305.07.59.4036

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Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
LERETA 1,310.35	1123 S PARK VIEW DR OVERPYMT CK 415528	COVINA	CA	91724	2019 R 6304.18.1.09850
LIGGINS,NORMA JEAN 1,402.88	113 COLONIAL DRIVE ALREADY PAID	WENDELL	NC	27591	2019 R 636517213869000
LOYD,WILLIAM F ETUX JANICE 294.00	1912 KINGFISHER DRIVE ALREADY PD/CORELOGIC	MOREHEAD CITY	NC	28557	2019 R637615622972012
LYNCH,JOHN ETUX ANNE MARIE 122.73	7508 BOSCOBEL WAY ALREADY PD/CORELOGIC	RALEIGH	NC	27615	2019 R 638520924338126
MALIK,STEPHEN N ETUX KATHLEE 1,401.61	1020 DICKINSON CIRCLE ALREADY PD/CORELOGIC	RALEIGH	NC	27614	2019 R 538420906434000
MARCHESELLI,MICHAEL J ETUX 1,691.33	211 GREEN DOLPHIN STREET ALREADY PD	MOREHEAD CITY	NC	28557	2019 R 635615734460000
MARSHALL,LARRY S ETUX MARTHA 378.18	500 MAPLE LANE ALREADY PAID CORELOGIC	MOREHEAD CITY	NC	28557	R 6376.15.54.6591000
MCDANIEL,STEVEN ETUX TINA H 2,483.10	108 SEA GROVE LANE ALREADY PAID/CORELOGIC	BEAUFORT	NC	28516	2019 R 731505182552000
MCGALLIARD,LESTER J ETUX ETA 291.59	2299 KAY ROAD OVERPAYMENT MASSPAY	GREENVILLE	NC	27858	2019 R 6375.16.83.8192
MOUNTCASTLE,VERNON B III 1,671.95	7025 RAINWATER RD. ALREADY PAID CORELOGIC	RALEIGH	NC	27615	R 6395.00.79.3490503
MURRAY,ROBERT A 1,441.00	PO BOX 127 ALREADY PD/WELLS FARGO	BEAUFORT	NC	28516	2019 R 639500793490207
NC LOCAL GOVERNMENT FED CU 680.62	P O DRAWER 25279 OVERPYMT CK 43443	RALEIGH	NC	27611	2019 R 7335.13.24.3648
NELSON,ADRON KEITH ETUX YVON 111.17	510 ACRERIDGE DRIVE OVERPAYMENT CHECK 2818	KINSTON	NC	28504	2019 R 7492.16.83.0893
NIPP,LAURIE HOSKINS ETVIR CA 351.57	PO BOX 20881 OVERPAYMENT CHECK 0000975203	RALEIGH	NC	27619	2019 R 6355.14.44.5471
NISBET,CAROL SUTTON 436.02	191 MAGNOLIA DRIVE OVERPYMT CK 2709	WINTERVILLE	NC	28590	2019 R 5383.07.78.3959
O'NEAL,WALTON E ETUX MILDRED 199.04	1000 HARDESTY LOOP ROAD ALREADY PD	NEWPORT	NC	28570	2019 R 638901370441000

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Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
PITTMAN, DENNIS C ETUX GLADYS 162.61	1501 OLD WINBERRY RD OVERPAYMENT CHECK 3265	NEWPORT	NC	28570	2019 R 6379.02.96.0336
PLUMMER, BRETT E ETUX LESLYE 472.29	3712 BRIDGETON PARK DRIVE LAND VALUE ADJUSTMENT	RALEIGH	NC	27612	2019 R 6375.11.76.3299
ROBERTS, JOHN A ETUX SUSAN RO 200.00	1201 CEDARWOOD VILLAGE OVERPAYMENT MASSPAY	MOREHEAD CITY	NC	28557	2019 R 6356.13.14.5926
ROGG, ROBERT LEE ETAL ROBERT 790.00	25 BLUFF RIDGE COURT ALREADY PAID/WELLS FARGO ESCRO	GREENSBORO	NC	27455	2019 R 6386209121500G1
SANCHEZ, CELSO J ETUX ETAL 325.50	102 HIGHLAND AVE OVERPYMT CK 88861760	HIGHLAND PARK	NJ	08904	2019 R 5383.12.96.6865
SICKLIN, PAUL ETUX LAURA 2,645.02	143 SEA GROVE LANE ALREADY PAID/CORELOGIC	BEAUFORT	NC	28516	2019 R 731505183951000
SMITH, JEFFREY ETUX ELIZABETH 1,486.19	3028 TOOTLE ROAD ALREADY PAID/CORELOGIC	MOREHEAD CITY	NC	28557	2019 R 637608786377000
SMITH, JEFFREY ETUX ELIZABETH 340.50	3028 TOOTLE ROAD ALREADY PAID/CORELOGIC	MOREHEAD CITY	NC	28557	2019 R 6376.10.46.4291
SPRAGUE, JOSEPH D ETUX ELLA D 1,347.81	1174 CIRCLE ON THE GREEN ALREADY PD/CORELOGIC	COLUMBUS	OH	43235	2019 R 539307584873000
STEVEN K BELL ATTY 656.74	2809 VILLAGE WAY OVERPYMT CK 144925	TRENT WOODS	NC	28562	2019 R 5367.04.83.3232
STREAMLINE DEVELOPERS LLC 415.00	PO BOX 6 ALREADY PD/WHITE & ALLEN PA	MOREHEAD CITY	NC	28557	2019 R 730508999638000
STREAMLINE DEVELOPERS LLC 156.12	PO BOX 6 ALREADY PAID	MOREHEAD CITY	NC	28557	2019 R 637606483291000
THOMAS AND BLAHA LLC 2,235.16	600 ARENDELL ST LAND VALUE ADJUSTMENT	MOREHEAD CITY	NC	28557	2019 R 6396.20.92.5228
THOMAS, JOHN S ETUX JUNE T 195.95	212 ASHMORE LN OVERPAYMENT MASSPAY	ROCKY MOUNT	NC	27804	2019 R 6314.14.43.9583
TRIANGLE COMPASS LNDG PH 2 L 1,108.51	PO BOX 4158 ALREADY PAID	GASTONIA	NC	28504	2019 R 633807684033000
TYNDALL, WANDA G 548.42	104 OXFORD DR OVERPAYMENT CHECK 1195	GOLDSBORO	NC	27534	2019 R 5394.17.00.8390

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Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
WALSH, PATRICK J ETUX 336.47	INGLIS 4202 N RIVERSHORE RD ALREADY PAID/CORELOGIC	NEW BERN	NC	28560	2019 R 634407592330006
WARRINGTON, CHARLES W 1,351.32	600 S HOWARD CIRCLE PAID TWICE STURGIS	TARBORO	NC	27886	2019 R 631415734854000
WATSON, MARY 294.00	113 BONNER AVE U #108 ALREADY PAID/CORELOGIC	MOREHEAD CITY	NC	28557	2019 R 637615624641108
WHEATLY WHEATLY WEEKS 477.43	LUPTON PO BOX 360 OVERPAYMENT CHECK 36890	BEAUFORT	NC	28516	2019 R 6375.11.76.3486
WHITE, JULIAN III ETUX 3,592.07	HEATHE 3906 CANTATA DRIVE ALREADY PD/SOAP LAW FIRM	GREENVILLE	NC	27858	2019 R 731613139495000
FINAL TOTALS					
TOTAL	70,078.18				
* * * E N D O F R E P O R T * * *					

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - e. Tax Collector's Monthly Report

Carteret County Tax Department

Appraisal: (252) 728-8485
Personal Property: (252) 728-8535
Business Personal: (252) 728-8483
Collections: (252) 728-8525
Mapping/GIS: (252) 728-8490



Sarah T. Davis
Tax Administrator
Tel: (252) 728-8535
Fax: (252) 728-8588
CC Payments Online or by Phone
www.carteretcountytax.com
1-888-544-9433

Memorandum

To: Board of Commissioners
Tommy Burns

From: Sarah Davis
Tax Administrator

Re: BOC monthly collections report

Date: January 7, 2020

Attached is the monthly collection's report to the Board of Commissioners as required by North Carolina General Statute 105-350. No action is required by the Board. It is presented for information purposes only. The collection report shows the total levy, collection, and unpaid balance for each year of the past ten years, beginning with 2009 and coming forward to 2019. This report is presented each month in your agenda package. The total collections for the ten years are \$607,015,946.64. The unpaid balance outstanding for the 10 year period is \$14,507,522.55 including deferred taxes. The Tax Department will continue to pursue collection of unpaid taxes as authorized by North Carolina Statutes.

Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			
* * * * Totals for Tax year																		2009								
# of Properties Processed																		143,265								
		Total		TAX		Spec Asmt		Deferred		CB Deferred		Interest		Fees												
Original Balances	54,948,486.95	51,809,907.51	2,372,968.00	193,267.34	.00	548,555.25	23,788.85																			
Total Adjustments	392,663.39-	184,362.34-	27,493.82-	193,267.34-	.00	.00	12,460.11																			
Total Collections	54,444,046.48	51,575,285.77	2,339,116.67	.00	.00	495,008.22	34,635.82																			
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Unpaid Balances	111,777.08	50,259.40	6,357.51	.00	.00	53,547.03	1,613.14																			
* * * * Totals for Tax year																		2010								
# of Properties Processed																		143,838								
		Total		TAX		Spec Asmt		Deferred		CB Deferred		Interest		Fees												
Original Balances	55,563,553.57	52,424,638.58	2,351,053.00	229,599.63	.00	533,836.60	24,425.76																			
Total Adjustments	311,054.76-	70,184.47-	22,727.25-	227,888.51-	.00	.00	9,745.47																			
Total Collections	55,124,089.51	52,293,770.31	2,320,220.60	1,711.12	.00	475,644.28	32,743.20																			
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Unpaid Balances	128,409.30	60,683.80	8,105.15	.00	.00	58,192.32	1,428.03																			
* * * * Totals for Tax year																		2011								
# of Properties Processed																		144,282								
		Total		TAX		Spec Asmt		Deferred		CB Deferred		Interest		Fees												
Original Balances	56,053,704.13	52,936,189.46	2,320,555.00	225,239.96	.00	546,627.12	25,092.59																			
Total Adjustments	372,280.62-	147,670.88-	14,001.40-	224,660.27-	.00	.00	14,051.93																			
Total Collections	55,407,919.83	52,646,286.46	2,294,216.68	579.69	.00	429,794.17	37,042.83																			
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Unpaid Balances	273,503.68	142,232.12	12,336.92	.00	.00	116,832.95	2,101.69																			
* * * * Totals for Tax year																		2012								
# of Properties Processed																		144,824								
		Total		TAX		Spec Asmt		Deferred		CB Deferred		Interest		Fees												
Original Balances	55,144,939.32	51,997,993.51	2,359,242.00	218,866.12	.00	540,894.59	27,943.10																			
Total Adjustments	358,561.13-	116,072.32-	31,357.38-	217,258.56-	.00	.00	6,127.13																			
Total Collections	54,454,823.05	51,705,560.28	2,307,525.35	944.57	.00	409,557.57	31,235.28																			
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Unpaid Balances	331,555.14	176,360.91	20,359.27	662.99	.00	131,337.02	2,834.95																			
* * * * Totals for Tax year																		2013								
# of Properties Processed																		112,175								
		Total		TAX		Spec Asmt		Deferred		CB Deferred		Interest		Fees												
Original Balances	54,016,509.30	50,733,057.05	2,554,465.00	226,999.79	.00	478,137.38	23,850.08																			
Total Adjustments	123,512.51-	91,354.60-	31,747.83-	3,189.77-	.00	.00	2,779.69																			

Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			
Total Collections	53,334,765.81	50,458,582.56	2,493,916.96				1,464.92														.00	356,533.94				24,267.43
Unpaid Balances	558,230.98	183,119.89	28,800.21				222,345.10														.00	121,603.44				2,362.34
* * * * Totals for Tax year						2014																				
# of Properties Processed						68,381																				
Original Balances	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																			
56,609,584.00	53,325,792.31	2,585,290.00	234,870.44	.00	439,323.37	24,307.88																				
Total Adjustments	260,432.07-	1,587.11-	30,160.99-	232,015.25-	.00	.00	3,331.28																			
Total Collections	55,964,864.17	53,106,479.78	2,515,323.78	2,272.98	.00	316,493.73	24,293.90																			
Unpaid Balances	384,287.76	217,725.42	39,805.23	582.21	.00	122,829.64	3,345.26																			
* * * * Totals for Tax year						2015																				
# of Properties Processed						74,037																				
Original Balances	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																			
55,838,433.20	51,122,449.39	3,841,944.00	423,473.95	.00	405,868.75	44,697.11																				
Total Adjustments	814,919.38-	124,410.25-	267,519.83-	418,713.18-	.00	.00	4,276.12-																			
Total Collections	54,550,202.98	50,723,604.64	3,511,966.91	4,760.77	.00	275,612.08	34,258.58																			
Unpaid Balances	473,310.84	274,434.50	62,457.26	.00	.00	130,256.67	6,162.41																			
* * * * Totals for Tax year						2016																				
# of Properties Processed						78,522																				
Original Balances	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																			
57,558,841.33	52,998,419.93	3,626,613.00	450,647.88	.00	409,514.79	73,645.73																				
Total Adjustments	376,837.81-	288,439.59-	81,131.00-	9,455.86	.00	.00	16,723.08-																			
Total Collections	56,058,404.63	52,282,151.39	3,467,015.19	4,542.08	.00	259,119.55	45,576.42																			
Unpaid Balances	1,123,598.89	427,828.95	78,466.81	455,561.66	.00	150,395.24	11,346.23																			
* * * * Totals for Tax year						2017																				
# of Properties Processed						79,451																				
Original Balances	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																			
58,914,399.95	54,088,967.10	3,924,321.00	466,172.13	.00	333,549.65	101,390.07																				
Total Adjustments	418,975.12-	251,771.27-	126,904.78-	2,162.76-	.00	.00	38,136.31-																			
Total Collections	57,207,357.83	53,267,639.74	3,687,041.52	1,747.38	.00	195,912.10	55,017.09																			
Unpaid Balances	1,288,067.00	569,556.09	110,374.70	462,261.99	.00	137,637.55	8,236.67																			
* * * * Totals for Tax year						2018																				
# of Properties Processed						78,625																				

Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																		
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Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			
Original Balances	59,949,329.19	55,341,527.56	3,833,304.00			486,352.01														.00	271,945.62		16,200.00			
Total Adjustments	156,324.49-	115,705.62-	39,641.64-			932.12-														.00	.00		45.11-			
Total Collections	58,182,352.92	54,368,430.03	3,643,659.92			2,009.56														.00	160,274.89		7,978.52			
Unpaid Balances	1,610,651.78	857,391.91	150,002.44			483,410.33														.00	111,670.73		8,176.37			

* * * * Totals for Tax year

2019

of Properties Processed 79,879

	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees
Original Balances	60,794,899.57	56,481,324.44	3,827,703.00	485,872.13	.00	.00	.00
Total Adjustments	283,650.04-	248,106.21-	35,509.83-	34.00-	.00	.00	.00
Total Collections	52,287,119.43	49,137,649.69	3,149,207.56	262.18	.00	.00	.00
Unpaid Balances	8,224,130.10	7,095,568.54	642,985.61	485,575.95	.00	.00	.00

Typ Bill	Year	Property Number	Dist Twn Sch Code	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
				1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			

* * * * Totals for FINAL TOTALS

of Properties Processed 1,147,279

	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees
Original Balances	625,392,680.51	583,260,266.84	33,597,458.00	3,641,361.38	.00	4,508,253.12	385,341.17
Total Adjustments	3,869,211.32	1,639,664.66	708,195.75	1,510,665.90	.00	.00	10,685.01
Total Collections	607,015,946.64	571,565,440.65	31,729,211.14	20,295.25	.00	3,373,950.53	327,049.07
Unpaid Balances	14,507,522.55	10,055,161.53	1,160,051.11	2,110,400.23	.00	1,134,302.59	47,607.09

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - f. NCVTS Motor Vehicle Refund Report



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 1/2/2020 11:57:46 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
AGYEMAN-BUDU, KWABENA	AGYEMAN-BUDU, KWABENA		1272 CHATHAM ST		NEWPORT, NC 28570	Adjustment < \$100	0047844280	CL33138	AUTHORIZED	Refund Generated due to adjustment on Bill #0047844280-2018-2018-0000-00	Military	12/20/2019	9010	Tax	(\$5.83)	\$0.00	(\$5.83)
													35	Tax	(\$1.69)	\$0.00	(\$1.69)
																Refund	\$7.52
BASS, JILL WOERLY	BASS, JILL WOERLY		4529 S BROWNTOWN RD		ROCKY MOUNT, NC 27804	Adjustment < \$100	0051228408	ZPC4193	AUTHORIZED	Refund Generated due to adjustment on Bill #0051228408-2019-2019-0000	Situs error	12/30/2019	9010	Tax	\$0.00	\$0.00	\$0.00
													1460	Tax	(\$155.35)	\$0.00	(\$155.35)
													1561	Tax	\$40.25	\$0.00	\$40.25
													37	Tax	\$26.11	\$0.00	\$26.11
													19	Tax	\$21.76	\$0.00	\$21.76
			Refund	\$67.23													
BRANNEN, ANDREW JEDEDIAH	BRANNEN, ANDREW JEDEDIAH	BRANNEN, TINA JOANNE	139 WHITE OAK BLUFF RD		STELLA, NC 28582	Adjustment < \$100	0044436846	L8RSBY	AUTHORIZED	Refund Generated due to adjustment on Bill #0044436846-2018-2018-0000-00	Military	12/06/2019	9010	Tax	(\$35.37)	\$0.00	(\$35.37)
													40	Tax	(\$11.41)	\$0.00	(\$11.41)
													19	Tax	(\$5.71)	\$0.00	(\$5.71)
			Refund	\$52.49													
CANNON, JOEL BRIAN	CANNON, JOEL BRIAN	CANNON, DEBORAH ALEXANDER	121 RADFORD LN		NEWPORT, NC 28570	Proration	0049990753	HDY2856	PENDING	Refund Generated due to proration on Bill #0049990753-2019-2019-0000-00	Tag Surrender	12/03/2019	9010	Tax	(\$165.41)	\$0.00	(\$165.41)
													31	Tax	(\$21.34)	\$0.00	(\$21.34)
													48	Tax	(\$21.34)	\$0.00	(\$21.34)
			Refund	\$208.09													
COLLAZO OJEDA, CESAR ANTONIO	COLLAZO OJEDA, CESAR ANTONIO		1202 DAHLIA CT		HAVELOCK, NC 28532	Adjustment < \$100	0051223781	PBA7374	AUTHORIZED	Refund Generated due to adjustment on Bill #0051223781-2019-2019-0000	Situs error	12/30/2019	9010	Tax	\$0.00	\$0.00	\$0.00
													1460	Tax	(\$66.19)	\$0.00	(\$66.19)
													1523	Tax	\$10.20	\$0.00	\$10.20
													37	Tax	\$11.12	\$0.00	\$11.12
													19	Tax	\$9.27	\$0.00	\$9.27
			Refund	\$35.60													
COLLAZO OJEDA, CESAR ANTONIO	COLLAZO OJEDA, CESAR ANTONIO		1202 DAHLIA CT		HAVELOCK, NC 28532	Adjustment < \$100	0051223616	CDR2317	AUTHORIZED	Refund Generated due to adjustment on Bill #0051223616-2019-2019-0000	Situs error	12/30/2019	9010	Tax	\$0.00	\$0.00	\$0.00
													1460	Tax	(\$5.82)	\$0.00	(\$5.82)
													1523	Tax	\$0.90	\$0.00	\$0.90
													37	Tax	\$0.98	\$0.00	\$0.98
													19	Tax	\$0.82	\$0.00	\$0.82
			Refund	\$3.12													
COOK, IDA FULCHER	COOK, IDA FULCHER		1216 US HWY 70 E		STACY, NC 28581	Proration	0045374752	VVC2338	AUTHORIZED	Refund Generated due to proration on Bill #0045374752-2018-2018-0000-00	Tag Surrender	12/16/2019	9010	Tax	(\$3.00)	\$0.00	(\$3.00)
													21	Tax	(\$0.82)	\$0.00	(\$0.82)
													47	Tax	(\$0.97)	\$0.00	(\$0.97)
			Refund	\$4.79													
COOK, IDA FULCHER	COOK, IDA FULCHER		1216 US HWY 70 E		STACY, NC 28581	Proration	0041691203	MSY1680	AUTHORIZED	Refund Generated due to proration on Bill #0041691203-2018-2018-0000-00	Tag Surrender	12/16/2019	9010	Tax	(\$2.60)	\$0.00	(\$2.60)
													21	Tax	(\$0.71)	\$0.00	(\$0.71)
													47	Tax	(\$0.84)	\$0.00	(\$0.84)
			Refund	\$4.15													



North Carolina Vehicle Tax System

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												2018-0000-00				
												46	Tax	(\$0.18)	\$0.00	(\$0.18)
												75	Tax	(\$0.16)	\$0.00	(\$0.16)
												Refund			\$1.42	
HORNER, RICHARD PAUL	HORNER, RICHARD PAUL		6791 PEELE RD	BAILEY, NC 27807	Proration	0041650865	PJL9647	AUTHORIZED	Refund Generated due to proration on Bill #0041650865-2018-2018-0000-00	Vehicle Sold	12/04/2019	9010	Tax	(\$15.26)	\$0.00	(\$15.26)
												1556	Tax	(\$7.63)	\$0.00	(\$7.63)
												Refund			\$22.89	
HORNER, RICHARD PAUL	HORNER, RICHARD PAUL		6791 PEELE RD	BAILEY, NC 27807	Proration	0014405680	BJN1650	AUTHORIZED	Refund Generated due to proration on Bill #0014405680-2018-2018-0000-00	Tag Surrender	12/27/2019	9010	Tax	(\$4.51)	\$0.00	(\$4.51)
												1556	Tax	(\$2.25)	\$0.00	(\$2.25)
												Refund			\$6.76	
JENKINS, THOMAS FRANKLIN JR	JENKINS, THOMAS FRANKLIN JR	JENKINS, MEGAN ROSE	508 CANNONSGATE DR	NEWPORT, NC 28570	Proration	0026953433	PPD7512	AUTHORIZED	Refund Generated due to proration on Bill #0026953433-2019-2019-0000-00	Tag Surrender	12/31/2019	9010	Tax	(\$43.39)	\$0.00	(\$43.39)
												31	Tax	(\$5.60)	\$0.00	(\$5.60)
												48	Tax	(\$5.60)	\$0.00	(\$5.60)
												Refund			\$54.59	
JONES, VICKI MOSELEY	JONES, VICKI MOSELEY	JONES, TOMMY LYNN	133 LOUSAN DR	CAPE CARTERET, NC 28584	Proration	0047844461	PMB1252	AUTHORIZED	Refund Generated due to proration on Bill #0047844461-2018-2018-0000-00	Vehicle Sold	12/31/2019	9010	Tax	(\$21.70)	\$0.00	(\$21.70)
												1557	Tax	(\$14.88)	\$0.00	(\$14.88)
												1557	Vehicle Tax	\$0.00	\$0.00	\$0.00
												37	Tax	(\$4.20)	\$0.00	(\$4.20)
												19	Tax	(\$3.50)	\$0.00	(\$3.50)
												Refund			\$44.28	
KASZAS, ALEXANDER	KASZAS, ALEXANDER		PO BOX 975	MOREHEAD CITY, NC 28557	Proration	0014407358	BZ46129	AUTHORIZED	Refund Generated due to proration on Bill #0014407358-2018-2018-0000-00	Tag Surrender	12/06/2019	9010	Tax	(\$0.48)	\$0.00	(\$0.48)
												30	Tax	(\$0.08)	\$0.00	(\$0.08)
												50	Tax	(\$0.03)	\$0.00	(\$0.03)
												Refund			\$0.59	
KOEHLER, SHERMAN LEE	KOEHLER, SHERMAN LEE	KOEHLER, BRENDA LUCAS	205 MANATEE ST	CAPE CARTERET, NC 28584	Proration	0050601567	TBK1061	AUTHORIZED	Refund Generated due to proration on Bill #0050601567-2019-2019-0000-00	Tag Surrender	12/30/2019	9010	Tax	(\$17.73)	\$0.00	(\$17.73)
												1557	Tax	(\$12.15)	\$0.00	(\$12.15)
												1557	Vehicle Tax	\$0.00	\$0.00	\$0.00
												37	Tax	(\$3.43)	\$0.00	(\$3.43)
												19	Tax	(\$2.86)	\$0.00	(\$2.86)
												Refund			\$36.17	
KOWALSKI, JULIE MARIE	KOWALSKI, JULIE MARIE		189 OAKLEAF DR	PINE KNOLL SHORES, NC 28512	Proration	0019401282	CDE6437	AUTHORIZED	Refund Generated due to proration on Bill #0019401282-2018-2018-0000-00	Tag Surrender	12/17/2019	9010	Tax	(\$5.54)	\$0.00	(\$5.54)
												1353	Tax	(\$3.52)	\$0.00	(\$3.52)
												94	Tax	(\$0.28)	\$0.00	(\$0.28)
												Refund			\$9.34	
KOWALSKI, THOMAS LAWRENCE	KOWALSKI, THOMAS LAWRENCE		189 OAKLEAF DR	PINE KNOLL SHORES, NC 28512	Proration	0045653771	PDJ9757	AUTHORIZED	Refund Generated due to proration on Bill #0045653771-2019-2019-0000-00	Tag Surrender	12/17/2019	9010	Tax	(\$4.89)	\$0.00	(\$4.89)
												1353	Tax	(\$3.11)	\$0.00	(\$3.11)
												94	Tax	(\$0.26)	\$0.00	(\$0.26)
												Refund			\$8.26	
LAUGHTON, GEORGE	LAUGHTON, GEORGE	LAUGHTON, JEAN TAYLOR	275 NC HIGHWAY 101	BEAUFORT, NC 28516	Proration	0014394034	SZX8395	AUTHORIZED	Refund Generated due to proration on Bill	Tag Surrender	12/16/2019	9010	Tax	(\$1.41)	\$0.00	(\$1.41)



North Carolina Vehicle Tax System

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													Refund			
NOE, FLETCHER	NOE, FLETCHER	NOE, DAVID FLETCHER	1508 EVANS ST	MOREHEAD CITY, NC 28557	Proration	0045246725	FKT8866	PENDING	Refund Generated due to proration on Bill #0045246725-2019-2019-0000-00	Tag Surrender	12/30/2019	9010	Tax	(\$49.02)	\$0.00	(\$49.02)
												1351	Tax	(\$60.09)	\$0.00	(\$60.09)
												Refund				\$109.11
OVERBY, STEVEN ROBERT	OVERBY, STEVEN ROBERT		33 MANOR LN	SWANSBORO, NC 28584	Adjustment < \$100	0050993878	PHK4518	AUTHORIZED	Refund Generated due to adjustment on Bill #0050993878-2019-2019-0000	Situs error	12/04/2019	9010	Tax	\$0.00	\$0.00	\$0.00
												1460	Tax	(\$41.06)	\$0.00	(\$41.06)
												1523	Tax	\$6.33	\$0.00	\$6.33
												37	Tax	\$6.90	\$0.00	\$6.90
												19	Tax	\$5.75	\$0.00	\$5.75
Refund				\$22.08												
PALACIOS, MIMI DENISE	PALACIOS, MIMI DENISE		3624 MEADOWS DR	MOREHEAD CITY, NC 28557	Proration	0050205483	EEN1008	AUTHORIZED	Refund Generated due to proration on Bill #0050205483-2018-2018-0000-00	Vehicle Sold	12/06/2019	9010	Tax	(\$2.11)	\$0.00	(\$2.11)
												30	Tax	(\$0.34)	\$0.00	(\$0.34)
												50	Tax	(\$0.13)	\$0.00	(\$0.13)
Refund				\$2.58												
REAVES, PATRICIA LYNN	REAVES, PATRICIA LYNN		PO BOX 5589	EMERALD ISLE, NC 28594	Proration	0050103506	FCF3387	AUTHORIZED	Refund Generated due to proration on Bill #0050103506-2019-2019-0000-00	Tag Surrender	12/31/2019	9010	Tax	(\$12.93)	\$0.00	(\$12.93)
												1556	Tax	(\$6.46)	\$0.00	(\$6.46)
												95	Tax	(\$1.67)	\$0.00	(\$1.67)
Refund				\$21.06												
SHOBE, JEREMY JAED	SHOBE, JEREMY JAED		604 FARM CT	MOREHEAD CITY, NC 28557	Adjustment < \$100	0049476291	CL51493	AUTHORIZED	Refund Generated due to adjustment on Bill #0049476291-2019-2019-0000-00	Military	12/20/2019	9010	Tax	(\$16.15)	\$0.00	(\$16.15)
												30	Tax	(\$2.61)	\$0.00	(\$2.61)
												50	Tax	(\$1.04)	\$0.00	(\$1.04)
Refund				\$19.80												
SHOBE, JEREMY JAED	SHOBE, JEREMY JAED		604 FARM CT	MOREHEAD CITY, NC 28557	Adjustment < \$100	0049476387	7L5305	AUTHORIZED	Refund Generated due to adjustment on Bill #0049476387-2019-2019-0000-00	Military	12/20/2019	9010	Tax	(\$6.11)	\$0.00	(\$6.11)
												30	Tax	(\$0.99)	\$0.00	(\$0.99)
												50	Tax	(\$0.39)	\$0.00	(\$0.39)
Refund				\$7.49												
SIEGMANN, MEREDITH MORTELL	SIEGMANN, MEREDITH MORTELL		129 HOWLAND PKWY	BEAUFORT, NC 28516	Proration	0014407456	WPJ8798	AUTHORIZED	Refund Generated due to proration on Bill #0014407456-2018-2018-0000-00	Tag Surrender	12/30/2019	9010	Tax	(\$0.26)	\$0.00	(\$0.26)
												42	Tax	(\$0.05)	\$0.00	(\$0.05)
												46	Tax	(\$0.05)	\$0.00	(\$0.05)
Refund				\$0.36												
SMITH, RYAN JOSEPH	SMITH, RYAN JOSEPH		5213 EMERALD DR	EMERALD ISLE, NC 28594	Adjustment < \$100	0051050754	FFH6869	AUTHORIZED	Refund Generated due to adjustment on Bill #0051050754-2019-2019-0000	Situs error	12/09/2019	9010	Tax	\$0.00	\$0.01	\$0.01
												1460	Tax	(\$27.63)	(\$1.38)	(\$29.01)
												37	Tax	\$4.64	\$0.23	\$4.87
												19	Tax	\$3.87	\$0.19	\$4.06
Refund				\$20.07												
SOMERS, ROBERT BRYAN	SOMERS, ROBERT BRYAN	SOMERS, KATHY OWEN	3057 SANDPIPER TRL	BURLINGTON, NC 27217	Adjustment < \$100	0050970961	TBP6362	AUTHORIZED	Refund Generated due to adjustment on Bill #0050970961-2019-2019-0000	Situs error	12/03/2019	9010	Tax	\$0.00	\$0.00	\$0.00
												1354	Tax	\$115.03	\$0.00	\$115.03
												1460	Tax	(\$161.04)	\$0.00	(\$161.04)



North Carolina Vehicle Tax System

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Owner 1	Owner 2	Owner 3	Address	City	Proration	Bill #	Tag #	Status	Reason	Tag	Date	Refund #	Category	Amount	Refund	Total	
STAINBACK, NANCY CARR	STAINBACK, NANCY CARR		3103 COUNTRY CLUB RD	MOREHEAD CITY, NC 28557	Proration	0014409432	BJB5244	AUTHORIZED	Refund Generated due to proration on Bill #0014409432-2018-2018-0000-00	Tag Surrender	12/04/2019	99	Tax	\$4.51	\$0.00	\$4.51	
												Refund					\$41.50
												9010	Tax	(\$4.27)	\$0.00	(\$4.27)	
												30	Tax	(\$0.69)	\$0.00	(\$0.69)	
													50	Tax	(\$0.27)	\$0.00	(\$0.27)
													Refund		\$5.23		
STEVENS, CATHERINE DEBRUHL	STEVENS, CATHERINE DEBRUHL		127 CIRCLE DR	BEAUFORT, NC 28516	Proration	0030137546	7685SP	AUTHORIZED	Refund Generated due to proration on Bill #0030137546-2018-2018-0000-00	Tag Surrender	12/12/2019	9010	Tax	(\$11.89)	\$0.00	(\$11.89)	
												Refund					\$11.89
												1159	Tax	(\$15.86)	\$0.00	(\$15.86)	
												46	Tax	(\$2.30)	\$0.00	(\$2.30)	
													Refund		\$30.05		
THOMPSON, JULIANNE TODD	THOMPSON, JULIANNE TODD		107 BRENTWOOD DR	BEAUFORT, NC 28516	Proration	0041521336	XWR9565	AUTHORIZED	Refund Generated due to proration on Bill #0041521336-2018-2018-0000-00	Tag Surrender	12/06/2019	9010	Tax	(\$9.58)	\$0.00	(\$9.58)	
												Refund					\$9.58
												1159	Tax	(\$12.78)	\$0.00	(\$12.78)	
												46	Tax	(\$1.85)	\$0.00	(\$1.85)	
													Refund		\$24.21		
TREMBLAY, RONALD JOHN	TREMBLAY, RONALD JOHN	TREMBLAY, ANNE LEDWITH	107 FAIRWAY LN	CAPE CARTERET, NC 28584	Proration	0033571068	ZYT2842	PENDING	Refund Generated due to proration on Bill #0033571068-2019-2019-0000-00	Tag Surrender	12/17/2019	9010	Tax	(\$61.05)	\$0.00	(\$61.05)	
												Refund					\$61.05
												1557	Tax	(\$41.85)	\$0.00	(\$41.85)	
												1557	Vehicle	\$0.00	\$0.00	\$0.00	
												37	Tax	(\$11.82)	\$0.00	(\$11.82)	
												19	Tax	(\$9.85)	\$0.00	(\$9.85)	
													Refund		\$124.57		
WEST, ERIN LYNNE	WEST, ERIN LYNNE		338 OLD STANTON RD	BEAUFORT, NC 28516	Proration	0032460679	ECL4968	AUTHORIZED	Refund Generated due to proration on Bill #0032460679-2018-2018-0000-00	Tag Surrender	12/10/2019	9010	Tax	(\$14.89)	\$0.00	(\$14.89)	
												Refund					\$14.89
												44	Tax	(\$3.36)	\$0.00	(\$3.36)	
												46	Tax	(\$2.88)	\$0.00	(\$2.88)	
													Refund		\$21.13		
WHITE, SHANNON STRICKLAND	WHITE, SHANNON STRICKLAND	WHITE, SEAN HUNTER	204 SEA HORSE DR	SWANSBORO, NC 28584	Adjustment < \$100	0051218757	ZNJ7575	AUTHORIZED	Refund Generated due to adjustment on Bill #0051218757-2019-2019-0000	Situs error	12/30/2019	9010	Tax	\$0.00	\$0.00	\$0.00	
												Refund					\$0.00
												1460	Tax	(\$56.55)	\$0.00	(\$56.55)	
												31	Tax	\$6.34	\$0.00	\$6.34	
												48	Tax	\$6.34	\$0.00	\$6.34	
													Refund		\$43.87		
WHITLEY, DINA TRIMBOLI	WHITLEY, DINA TRIMBOLI	WHITLEY, MICHAEL EDWARD	801 OAK DR	MOREHEAD CITY, NC 28557	Proration	0014393707	SZZ8036	AUTHORIZED	Refund Generated due to proration on Bill #0014393707-2018-2018-0000-00	Tag Surrender	12/27/2019	9010	Tax	(\$0.91)	\$0.00	(\$0.91)	
												Refund					\$0.91
												30	Tax	(\$0.15)	\$0.00	(\$0.15)	
												50	Tax	(\$0.06)	\$0.00	(\$0.06)	
													Refund		\$1.12		
													Refund Total		\$2062.25		

- IV. Consent Agenda
 - 3. Approval of Position Reclassification for the Senior Center

DEPARTMENT OF AGING SERVICES

Kisha Williams
Director, Aging Services



Tel: (252) 247-2626
Fax: (252) 247-1045
Lakisha.Williams@carteretcountygov.org
www.carteretcountygov.org

MEMORANDUM

TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Kisha Williams, Director of Aging Services
DATE: December 2, 2019
SUBJECT: Position Reclassification

I am respectfully requesting to have the position of Senior Services Customer Service Representative reclassified to Senior Services Customer Support Specialist.

The previous Director held the responsibility of running the North Carolina Senior Health Insurance Information Program (NC SHIIP) which takes many hours each week of scheduling and discussing current Medicare health plan options with citizens. I am requesting to delegate these responsibilities to the Customer Services Representative and reclassify the position from a grade 59 to a grade 62. This will allow my position as Director more time to get out more in the community, manage community resources for seniors and support senior programs at other locations. The reclassified position of the Customer Support Specialist will have the responsibility to be the authority for the administration of the North Carolina Senior Health Insurance Information Program (NC SHIIP) of our Senior Center in addition to their current duties.

Funds are available due to the recurring State Health Insurance Assistance Program.

IV. Consent Agenda

4. Approval to Accept Grant Funding: Brandt Animal Foundation for Spay-Neuter Funding in Carteret County & Approval of Corresponding \$5,000 Budget Amendment

CARTERET COUNTY DEPARTMENT OF HUMAN SERVICES

Cindy P. Holman
Consolidated Human Services Director
cindy.holman@carteretcountync.gov



Clinton W. Lewis
DSS Director
Consolidated Human Services Deputy Director
clint.lewis@carteretcountync.gov

Stephanie M. Cannon, MPA
Health Director
Consolidated Human Services Deputy Director
stephanie.cannon@carteretcountync.gov

To: Carteret County Board of Commissioners

From: Stephanie Cannon
Health Director

Date: January 27, 2020

Subject: Request to Accept Grant Funding
Brandt Animal Foundation for Spay-Neuter Funding in Carteret County

Carteret County Animal Control Department applied for and has been awarded grant funding from the Brandt Animal Foundation. This grant will provide funding in the amount of \$5,000 for spay/neuter surgeries of animals in Carteret County. The grant requires that twenty-five percent of the funding be used to spay/neuter family owned pets; the remainder may be used to spay/neuter feral and free roaming cats. Spaying and neutering pets/cats will help reduce unnecessary euthanasia at the animal shelter.

We request the Board's approval to accept this money. Copies of the Grant Statement and Budget Amendment are attached.

Should you have any questions, please contact me.



Department of Social Services — 210 Craven Street • PO Box 779 • Beaufort, NC 28516
Tel (252) 728-3181 / Main Fax (252) 648-7462 / Legal Unit Fax (252) 648-7463

Public Health Department — 3820-A Bridges Street • Morehead City, NC 28557
Tel (252) 728-8550 / Fax (252) 222-7739



Brandt Animal Foundation
Post Office Box 2282
Morehead City, North Carolina 28557
252-646-6750
brandtanimalfoundation@gmail.com

December 9, 2019

Lauren Anderson
County of Carteret Health Department
3820 A Bridges Street
Morehead City, NC 28557

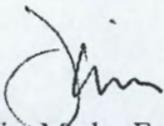
Dear Lauren,

It is my pleasure to inform County of Carteret Health Department that your request for a grant for spay-neuter procedures has been approved in the amount of \$5,000. By accepting this grant, you agree to the following:

- Funds are to be used only for spay-neuter surgical procedures and associated medical expenses.
- You must record the data requested on the spreadsheet that accompanied the email announcing the grant availability. The completed spreadsheet is to be submitted for review June 1, 2020 and again at the conclusion of the program, August 31, 2020.
- Invoices, billing and medical information from the veterinarian is to be retained for each animal. Do not submit with the spreadsheet unless requested.
- All animals must reside in Carteret County. Twenty-five percent (25%) of the animals are to be family owned pets with the remaining seventy five percent (75%) being feral cats, animals waiting for adoption, fostered pets or shelter animals.

The objective of this spay-neuter project is to alter as many animals as possible. Should you use these funds prior to the end of the program please contact me to request additional funding.

Congratulations and we look forward to hearing of your success. Please let me know if you have any questions or need additional information.



Jim Marks, Ex-officio

Carteret County

AS400

Budget Amendment

Fiscal Year 2019-2020

Department: Animal Control

Date: 1/27/2020

Justification: The Animal Control division was awarded \$5,000 grant funding from the Brand Grant for the purpose of spaying and neutering cats in Carteret County.

NOTE: Whole dollars only, no cents

Fund	Revenue or Expense	Description: Account Name	Account Number (County General Ledger)	Increase
General Fund	Revenues			
	Animal Control	Animal Control Grants	110.10.3438.303	5,000
		Total Increase in Revenues		<u>5,000</u>
	Expenditures			
	Animal Control	Prof Ser Raabies Spay/Neut	110.10.4380.19300	5,000
		Total Increase Expenditures		<u>5,000</u>

Approval Chairman, Board of Commissioners _____

IV. Consent Agenda

5. Approval of Memorandum of Understanding with Emerald Isle for Collection of 2020 Ad Valorem Taxes



Sarah T. Davis
Tax Administrator

MEMORANDUM

TO: Board of Commissioners
FROM: Sarah Davis, Tax Administrator
SUBJECT: Collections Agreement
DATE: December 30, 2019

I would like to request the County of Carteret enter into a collections agreement with the Town of Emerald Isle. This agreement would authorize the County Tax Collector to collect town taxes on behalf of the Town of Emerald Isle. The Town is to pay a 2% fee to the County for all taxes collected on their behalf. This agreement would begin with the 2020 tax collection year.

This agreement does not require any additional resources or staff as the Town of Emerald Isle's taxes and fees will just be added to the Carteret County bills that already go out to taxpayers.

I recommend approval for agreement.

STATE OF NORTH CAROLINA

COUNTY OF CARTERET

MEMORANDUM OF AGREEMENT

THIS AGREEMENT, entered into by and between the County of Carteret, hereinafter referred to as "County", a subdivision of the State of North Carolina; and the Town of Emerald Isle, hereinafter referred to as "Town", a subdivision of the State of North Carolina.

WHEREAS, the Town has determined that it is in its best interest to contract with the County to collect current ad valorem property taxes for those ad valorem property taxes imposed by the Town of Emerald Isle; and

WHEREAS, the County desires to collect for the Town current ad valorem property taxes levied by the Town;

NOW, THEREFORE, in consideration of One and 00/100 (\$1.00) dollar and other valuable consideration contained herein the parties agree as follows:

1. The County shall collect for the Town during the term of this Agreement all ad valorem taxes imposed by the Town beginning with the current 2020 tax year and all subsequent tax years during the term of this Agreement. (It is specifically understood that the County will not collect any ad valorem taxes that have been accrued prior to the execution of this Agreement.)
2. The County shall provide all supplies and manpower necessary to collect all taxes referred to herein.
3. The Town agrees to pay the County for the above-referenced services an amount equal to two (2) percent of the gross collected taxes for each year during the term of this Agreement.
4. It is understood the County will make all decisions relating to collection, to include releases, refunds and similar decisions. The County will be totally responsible for all decisions regarding collections of taxes that accrue during the term of this Agreement. It is understood that the Town will communicate with the County Manager if there are any questions regarding this procedure and any desires that the Town would like to discuss with the County. It is specifically understood and agreed that the Town will not deal directly with the Tax Assessor or the Tax Collector's office regarding any of these matters.
5. This Agreement shall be effective upon approvals by the respective governing boards of County and Town and the initial term of this Agreement shall be for the collection of ad valorem taxes for the twelve (12) months beginning July 1, 2020 and ending June 30, 2021. The Agreement will automatically renew each fiscal year unless a notice of termination is provided by the County to the Town prior to each December 31.

6. This Agreement shall be effective upon execution hereof by both parties.
7. This agreement is the sole agreement between the parties, relating to the subject matter hereof. This Agreement may be amended only by a writing executed by the authorized representatives of both parties.
8. This Agreement shall be interpreted in accordance with the laws of the State of North Carolina.

This Agreement entered into on this the _____ day of _____, 2020.

County of Carteret

By: _____

Chair

Attest:

Clerk to the Board

Attest:

Town Clerk

Town of Emerald Isle

By: _____

Mayor Pro-Tem



IV. Consent Agenda

6. Acknowledgement of Receipt & Review of Documents in Support of Coastal Community Action's Community Services Block Grant ("CSBG") for 2020-21

Executive Summary

Community Services Block Grant Application FY 2020-2021 Coastal Community Action, Inc. 303 McQueen Avenue · Newport, NC

Purpose of the Community Services Block Grant

The Community Services Block Grant (CSBG) mission is *to provide a range of services and activities having a measurable and potentially major impact on the causes of poverty in the community or those areas of the community where poverty is a particularly acute problem. CSBG funding is purposed for ameliorating the causes of poverty and removing obstacles that block the achievement of self-sufficiency.* (Source: CSBG Act)

Anticipated Allocation

Coastal Community Action, Inc. anticipates an allocation of \$347,443.00 for Fiscal Year 2020-2021 for the Community Services Block Grant (CSBG). The North Carolina Department of Health and Human Services (NCDHHS) Office of Economic Opportunity provides the Community Services Block Grant funding annually to Coastal Community Action, Inc. to implement services and activities for low-income families and individuals living in Carteret, Craven, Jones and Pamlico counties.

Program Planning

To ensure that funds are maximized for program use the Family Development Services team conducted a Community Needs Assessment in the four-county service areas to determine the needs of low-income families beginning July 2019 through August 2019. Additionally, public planning meetings for the grant application were held for citizens in each county as follows: November 12, 2019 (Jones); November 13, 2019 (Pamlico); November 19, 2019 (Carteret); November 20, 2019 (Craven). CCA Board members, staff and volunteers were also involved in these planning meetings. Public Hearings for Coastal Community Action, Inc.'s intentions of applying for the CSBG grant will be held

on January 2, 2020 (Carteret); January 3, 2020 (Craven & Jones); January 6, 2020 (Pamlico)

The program will operate on a three-year plan which is scheduled to begin July 1, 2020 thru June 30, 2023. Services will be provided to individuals and families who are eligible based on the Federal Poverty Guidelines and comprehensive services planning. Through comprehensive services planning, the ultimate program goal is to help families to work towards economic stability.

Family Development Services Team

At CCA, the Family Development Services team consists of two, well-qualified Case Managers and the CSBG Program Director. The CSBG Program Director reports to the Executive Director. Other support staff within the organization consists of the Chief Financial Officer, Assistant Comptroller, Accounting Technicians, Human Resources Director, Executive Secretary and Receptionists. Each of these positions is funded through Indirect Costs, of which 21.58% (federal indirect cost rate) of total salaries for CSBG are charged to this program. Approximately 30% of salaries for Family Development Services staff are charged to the Head Start program. The Family Development Services program also provides Self-Sufficiency opportunities to Head Start families.

CCA employs approximately 184 individuals that operate on a daily basis through a variety of federal, local and state programs. These programs are: Weatherization, Single Family Rehabilitation, Head Start/Early Head Start, Retired Senior Volunteers, Senior Companions, Foster Grandparent Volunteers, Section 8 HUD Rental Assistance and HUD Family Self-Sufficiency.

Family Development Services CSBG Program

Self-Sufficiency Family Development

The Self-Sufficiency Family Development Services CSBG project provides comprehensive financial assistance to individuals who desire to rise above poverty by setting attainable goals, and by striving to play a key role in reaching their economic solvency. Services are comprehensive and include assistance with tuition, books, transportation, child care, employment resources, uniforms,

materials for work, clothing for employment interviews, housing related expenses, food, referrals for mental health counseling, family crises, homelessness, medical health, and other assistance as related to participants achieving their goals. Family Development Specialists and heads of households jointly establish specific responsibilities and timelines during initial planning. Family Development Specialists have the ability to assess the performance of their participants and determine if the individual is providing solid effort into their engagement with the program. Any individual who is non-compliant with the requirements and expectations of the CSBG Self-Sufficiency program Family Development Specialist will staff their concern with the CSBG Program Director, ensure that there is a descriptive timeline of attempts to make contact with the non-compliant participant, then proceed with the termination by sending a certified letter to the participant informing them of their termination along with a Notice of Right to Appeal form if they feel that they have been wrongfully terminated from the program. All participants that are terminated from the program due to non-compliance is ineligible to reapply for the Family Development Services CSBG Program for ten program years from the date of their termination.

Long-Range Goal of the Program:

To move at least 30% (30) out of 100 individuals/families participating in the Self-Sufficiency program above the Federal Poverty Guidelines by June 30, 2023.

One-Year Objective:

To provide comprehensive self-sufficiency services to 100 families/individuals for Fiscal Year 2020-2021.

Participant Services and Activities:

Seventy-five (75) community families will be targeted for self-sufficiency participation to receive comprehensive services with direct financial assistance to achieve their long-range goals during this three year grant cycle. Direct financial assistance will be utilized at an average of \$1200 per participant family for this funding cycle. Collaborative efforts with other agencies will be coupled with these funds to help stabilize each family to ensure that they are healthy and safe. In addition to the financial aspect of the self-sufficiency program, families will

have the opportunity to gain knowledge, support and learn best practices on how to successfully deal with the Opioid epidemic in our community. Families that are in the recovery stage and do not possess adequate insurance to support their rehabilitation, will be able to receive temporary assistance with medications until they are connected with the proper resource(s) to fully stabilize their recovery. (Budget Projection: \$90,000 for the year).

Fifty (50) individuals who are either elderly, disabled, recently unemployed and/or have experienced loss due to natural disaster or from a home fire may be able to obtain emergency assistance once in a lifetime to maintain the stability of their self-sufficiency. Upon determined eligibility for the program, individuals may be able to receive temporary assistance to stabilize themselves as they partner with other local community entities to obtain additional assistance and resources to obtain safe and standard housing for themselves and their families. There can be possible assistance with deposits for rent and utilities if they are moving into safe, subsidized housing, as well as food, and clothing support. This component of the program will enable persons in this category to set goals and participate in activities designed to help them move toward their self-sufficiency. Direct financial assistance will be expended at an average of \$500.00 per family. Collaborative efforts with other agencies will be coupled with these funds to help stabilize the family. (Budget Projection: \$25,000 for the year)

Thirty (30) families with children enrolled in Early Head Start/Head Start will be able to receive assistance to eradicate crises along with an intervention plan to prepare them for involvement in self-sufficiency activities. Parents/guardians with children enrolled in Early Head Start/Head Start who express the desire to participate in goal-setting through the Family Development Services CSBG Self-Sufficiency Program to help them meet the immediate needs of their families will be assessed and accepted onto the program, paired with a Case Manager, and will begin the process of their goal achievement. Direct financial assistance will be expended at an average of \$500 per family to alleviate barriers that arise that prevents the participants from achieving their established goals. Collaborative efforts with other agencies will be coupled with these funds to help stabilize the family. While our Head Start/Early Head Start programs provide adequate hours for many of our families to obtain their education and employment, the hours of operation are often times still not long enough for our families that are working full-time. Coastal Community Action, Inc. will work effortlessly with families to obtain quality after care for their children that is supported through the voucher system of the local Department of Social Services. Families that qualify for childcare vouchers can potentially receive assistance with temporary affordable

childcare until their vouchers becomes available for use. The CSBG program will also utilize recruitment and promotion for the Head Start/Early Head Start program through CCA, Inc. to offer safe and healthy learning environments within the four county service areas Jones, Craven, Pamlico, and Carteret. Families within the community who are in need of quality childcare for their children who are between the ages 0 to 5 years old will be given information on how and where to apply for childcare. (Budget projection: \$15,000 for the year)

Strategies for Achieving Long-Range Goal:

- Identify needs of target population on a continuum
- Identify level of need per household by using family surveys and needs assessments
- Manage families on a case-by-case basis
- Create a network of service delivery
- Operate consistently on a self-sufficiency plan for family development
- Coordinate existing services in each county base
- Empower individuals with necessary skills to become self-sufficient
- Establish network with faith communities
- Maintain advocacy for low-income residents to sustain employment
- Create partnerships with businesses in search of employers
- Plan and participate in Career Fairs to show support of participants in their search for employment
- Collaborate with employers and JobLink Career Centers to encourage on-the-job-training for individuals with limited job skills
- Educate clients through workshops, seminars, and community activities and resources

Projected Expenses for Program Operations

Expense Line Item	FY2020-2021	FY2019-2020
Salaries	\$94,051.96	\$92,209.00
Fringe Benefits	\$33,788.00	\$34,026.64
Communications	\$7,000.00	\$5,807.00
Travel/Staff Development Expense (local/out of area)	\$25,000.00	\$14,000.00
Office Supplies & Materials	\$15,000.00	\$11,442.00
Equipment	\$21,836.63	\$0
Contracts	\$3,500.00	\$3,500.00
Client Services	\$125,000.00	\$110,000.00
Space/Rental	\$8,970.00	\$12,496.00
Other/Miscellaneous	\$20,000.00	\$3,214.00
Indirect Costs	\$20,296.41	\$19,899.00
Total Grant Award	\$374,443.00	\$307,807.00

Program History

CCA, Inc. has received annually an allocation to assist low-income families with reaching their economic solvency. Funding provided through the Office of Economic Opportunity has allowed many entities such as, migrant and seasonal farm worker organizations, local governments, and Community Action Agencies to service families that fall within the most present DHHS Poverty Guidelines to support services and activities for low income families to alleviate the causes and conditions of poverty in local communities. Since 1964, thousands of families have received much needed assistance and have successfully achieved their goals of higher education, transportation obtainment, better employment with benefits, home ownership, entrepreneurship ventures, and moving themselves and their family out of poverty. CSBG continues to experience critical times, with obtaining the support that it needs. While the appropriations were good CSBG still falls below other higher priority programs through the Labor – HHS appropriation bills. However, the vision for CSBG will continue to remain consistent and committed to helping our families become and remain in a stabilized state. Through our advocacy and vision, we will continue to be a leading force in improving the lives of those we serve. In efforts to continue this legacy we plan to put forth the same drive and determination with the provided funding that we have to fully support the mission of CSBG. Despite recent cuts and changes in the

federal budget, we will move forward with empowering our target population to become responsible for increasing their income to move above the poverty level.

Coordination of existing services through partnerships will assist with participants helping themselves to meet their goals. Existing services are made available through various community and faith-based collaborations which include, but are not limited to:

- Beaufort Housing Authority
- Carteret County Domestic Violence Shelter
- Catholic Charities in Craven County
- Coastal Women's Shelter, serving Craven, Jones & Pamlico counties
- Community Colleges in all four counties
- Consumer Credit Counseling Services, Inc.
- Cooperative Extensions in all four counties
- Criminal Justice Partnership
- Departments of Social Services in all four counties
- Eastern Carolina Regional Housing Authority
- Eastern Carolina Workforce Development Board
- Easter Seals UCP Transitional Program
- Employment Security Commission in Carteret, Craven and Onslow counties
- Fraternal Order of Police, Carteret and Craven Counties
- Garber United Methodist Church
- Habitat for Humanity, (Carteret and Craven counties)
- Health Departments in all four counties
- Homeless Shelters (Carteret, Craven and Onslow counties)
- Hope Mission/Carteret Christian Ministries
- Job Link Career Centers in all four counties
- Legal Aid of North Carolina
- Martha's Mission
- Matthew 25
- New Bern Housing Authority
- New Choices Program/Coastal Women's Shelter
- Onslow-Carteret Behavioral Health Services
- Partnership for Children, Carteret, Craven, Jones and Pamlico counties

- PORT Human Services
- Public Schools in all four counties
- Religious Community Services
- Salvation Army, Carteret and Craven counties
- Second Blessings
- Shelter-Plus Care
- Soup Kitchens, Food Pantries, Meals on Wheels programs
- USDA Rural Development
- United States Marine Corps for Toys for Tots
- Vocational Rehabilitation
- White Oak Ecumenical
- Workforce Investment Act Programs

The CSBG program at CCA, Inc. is committed and dedicated to meeting the needs of the low-income population that it serves. Sensitivity and dedication to these needs pilot the efforts of the organization in developing courses of action designed to address both the needs of the client population and accountability to the CCA Board of Directors and its funding source the North Carolina Department of Health and Human Services - Office of Economic Opportunity.

Public Hearing

A Public Hearing will be held on January 2, 2020 at the CCA, Inc. Administrative Office at 9:00 am. The public is invited to comment and ask questions regarding the grant application prior to its submission to NCDHHS-OEO by February 14, 2020.

Questions/Comments

Questions or comments regarding the CSBG Application for 2020-2021 may be directed to:

Stephanie Cox - CSBG Program Director
Coastal Community Action, Inc.

PO Box 729 · 303 McQueen Avenue
Newport, NC 28570-0729
252.223.1670 (Office Telephone)
252.223.1689 (Facsimile)
252.503.0833 (Mobile Telephone)
E-mail: stephanie.cox@coastalca.org
Website: www.coastalcommunityaction.com

Executive Director

Catissa Head is the Executive Director of Coastal Community Action, Inc.

North Carolina Department of Health and Human Services



Community Services Block Grant Program

Fiscal Year 2020-21 Application for Funding

Project Period July 1, 2020 – June 30, 2021

Application Due Date: February 14, 2020

Agency Information			
Agency:		Coastal Community Action, Inc.	
Federal I.D.		56-607-5606	
DUNS Number:		052770950	
Administrative Office Address:		303 McQueen Avenue Newport, NC 28570	
Mailing Address (include the 4-digit zip code extension):		PO Box 729 Newport, NC 28570-0729	
Telephone Number:		(252) 223-1630	
Fax Number:		(252) 223-1689	
Proposed Funding:	CSBG: \$374,443.00	Additional Resources: \$	Agency Total Budget: \$
Application Period:		Beginning: July 1, 2020	
		Ending: June 30, 2021	
Board Chairperson:		Charles Dudley	
Board Chairperson's Address: (where communications should be sent)		1922 Ferry Road Havelock, NC 28532	
Board Chairperson's Term of Office (enter beginning and end dates):		January 2018 through June 2021	
Executive Director:		Catissa Head	
Executive Director Email Address:		Catissa.head@coastalca.org	
Agency Fiscal Officer:		Keith Fiaschetti	
Fiscal Officer Email Address:		keith.fiaschetti@coastalca.org	
CSBG Program Director:		Stephanie Cox	
CSBG Program Director Email Address:		Stephanie.cox@coastalca.org	
Counties Served with CSBG funds:		Carteret, Craven, Jones, and Pamlico	
Agency Operational Fiscal Year:		October 1 – September 30	

North Carolina Department of Health and Human Services
Office of Economic Opportunity –
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Proposed Funding

CSBG: Enter the proposed amount of CSBG funds allocated for FY 2021.

Additional Resources: Enter the amount of other resources the agency expects to receive during the 2021 program year. If an exact figure is not known at this time, the best possible estimate.

Agency Total Budget: Enter the sum of CSBG and Additional Resources for the period of July 1, 2020 - June 30, 2021.

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application

Please put a check mark in the appropriate box to show that you have included the completed document with your application. All documents are required with the exception of those that say "if applicable."

Item	Included (✓)
Signed Application Certification (blue ink only)	
Signed Board Membership Roster (blue ink only)	
Board of Directors Officers and Committees	
Board of Directors Community Needs Assurance	
Planning Process Narrative	
Form 210 – Agency Strategy for Eliminating Poverty	
Form 212 – One-Year Work Program	
Monitoring, Assessment and Evaluation Plan	
Form 212A – CSBG Administrative Support Worksheet (if applicable)	
Form 6844S – Agency Budget Information	
Form 6844N-Budget Narrative	
<u>Appendices (to be attached by the Applicant):</u>	
• Organizational Chart (do not include names)	
• Job Description and Resume for the Agency's Executive Director	
• Job Description and Resume for the Agency's Chief Financial Officer	
• Job Descriptions for all CSBG employees (do not include names)	
• Affirmative Action Plan	
• Documentation of Public Hearings for Initial Planning Process:	
Copy of Public Notice(s) from Newspaper(s)	
Agenda of Public Meeting(s)	
Copy of Attendance Sheet(s)	
Minutes of Public Meeting(s)	
• Documentation for Notice of Intent to Apply:	
Copy of advertisement(s)	
• Documentation of Submission to County Commissioners:	
Notarized document from county clerk	
Commissioners' comments or minutes (if applicable)	
• Cognizant-Approved Indirect Cost Agreement	
• Copy of the Proposal Application submitted to the cognizant agency for approval of the Indirect Cost Rate	
• Cost Allocation Plan (if applicable)	
• Vehicle Registrations (<i>must be up-to-date</i>)	
• State Certification-No Overdue Tax Debts	
• State Certification-Contractor Certification required by N.C. Law	
• Federal Certifications	
• Cost Allocation Plan Certification	
• Federal Funding Accountability and Transparency Act (FFATA)	
• Central Contractor Registration (CCR) (<i>must be up-to-date</i>)	

**Checklist to Submit a Complete Community Services Block Grant (CSBG) Application
(continued)**

Item	Included (√)
• IRS Tax Exemption Verification- verifies the agency's 501 (c) (3) status <i>(must be dated after July 1, 2014)</i>	
• Conflict of Interest Policy <i>(must have been approved within the past 5 years and must be notarized)</i>	
• Contractual Agreements/leases <i>(must be current within contract period)</i>	

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on (dates are listed below for each county) for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 12, 2019	Jones	January 2, 2020	Carteret
November 13, 2019	Pamlico	January 3, 2020	Jones/Craven
November 19, 2019	Carteret	January 6, 2020	
November 20, 2019	Craven		

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on _____ as required by 10A NCAC 97C .0111(b)(1)(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
January 2, 2020	Pamlico	January 6, 2020	
January 2, 2020	Jones	January 20, 2020	
January 2, 2020	Craven	January 21, 2020	
January 2, 2020	Carteret	January 27, 2020	

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: _____

Board Chairperson: _____ (Signature) (Date)

Finance Committee Chairperson: _____ (Signature) (Date)

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	15	Total Current Vacant Seats	02
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Total Number of Seats Reserved for Each Sector	Poor	05	Public	05	Private	05
Total Number of Vacant Seats Per Each Sector	Poor	01	Public	01	Private	0

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor					
1. Mr. Bernard White	Craven	CONB Alderman	June 2016	3	June 2023
2. Mr. Bobby Lowery	Carteret	Second Blessings	May 2016	3	June 2023
3. Vacant		Policy Council	July 2019	0	September 2019
4. Ms. Gwendolyn DeKoning	Carteret	Section 8 HUD Advisory Council	July 2018	1	June 2021
5. Ms. LaQuitta Williams	Craven	Former Policy Council Parent	February 2018	1	June 2021
6.					
Public Elected Officials					
1. Vacant				0	
2. Vacant				0	
3. Ms. Terri Sharp	Craven	Craven Clerk of Court	June 2014	5	June 2020
4. Ms. Peggie Garner	Onslow	Onslow County Cooperative Ext	July 2018	1	June 2021
5. Mr. Theron McCabe	Craven	Craven County Commissioners	January 2018	1	June 2021
6.					
Representatives of Private Organizations					
1. Rev. Charles Dudley	Craven	New Beginnings Ministry of Faith	March 2016	3	June 2019
2. Ms. Dawn Gibson	Craven	Peletah Academic Center	October 2017	2	June 2020
3. Ms. Ruzalia Davis	Pamlico	Coastal Women's Shelter	October 2019	0	June 2022
4. Ms. Ann Savage	Pamlico	Coastal Women's Shelter	March 2016	3	June 2019
5. Mr. Jerol Bryant	Jones	Retired FRC	October 2018	1	June 2021
6. Ms. Bonnie Gould	Craven	Craven County Smart Start	June 2018	1	June 2022

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

Board of Directors Chairperson

Fiscal Year 2020-21 Community Services Block Grant Application
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Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Charles Dudley	1922 Ferry RD Havelock, NC 28532	pastor.dudley@yahoo.com
Peggie Garner	4024 Richland's Highway Jacksonville, NC 28540	peggie_garner@ncsu.edu
Bobby Lowery	2703 Mayberry Loop RD Morehead City, NC 28557	secondblessings@earthlink.net
Bernard White	1811 Durham Street New Bern, NC 28560	whitebw@newbern-nc.org
Terri Sharp	3306 Hedgegrow Circle New Bern, NC 28562	rtsharp@embarqmail.com
Gwendolyn DeKoning	4609 Country Club RD, #B-4 Morehead City, NC 28557	gdekoning36@gmail.com
Ann Savage	PO Box 202 Grantsboro, NC 28529	annbsavage@yahoo.com
Ruzalia Davis	2344 Brown Creek Rd Merrit, NC 28556	cwspamlico@ccoastalwomensshelter.net
Dawn Gibson	354 Fisher RD PO Box 55 Merritt, NC 28556	dawngibson@peletahacademics.org
Theron McCabe	521 Ferry RD Havelock, NC 28532	crystal1001@centurylink.net
LaQuitta Williams	812 Pecan Court New Bern, NC 28562	quittalmw@gmail.com
Jerol Bryant	509 Greentown RD Trenton, NC 28585	jeroljean509@embarqmail.com
<i>Vacant</i>		

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board -			
Charles Dudley	Chairperson	Private	Craven
Peggie Garner	Peggie Garner	Public	Onslow
Bobby Lowery	Bobby Lowery	Poor	Carteret
Committee Name: By-Laws			
Terri Sharp	Chairperson	Public	Craven
Dawn Baldwin Gibson	Terri Sharp	Private	Craven
Vacant		Poor	Craven
Vacant		Public	Pamlico
Committee Name: Finance			
Charles Dudley	Chairperson	Public	Onslow
Keith Fiaschetti	(CFO-Staff Representative)		
Committee Name: Nominating			
Charles Dudley	Chairperson	Private	Craven
Bernard White		Public	Craven
Bobby Lowery		Poor	Carteret
Committee Name:			
Charles Dudley	Chairperson	Private	Craven
Terri Sharp		Public	Craven
Ann Savage		Private	Pamlico
Gwen DeKoning		Poor	Carteret
Committee Name:			
Charles Dudley	Chairperson	Private	Craven
Peggie Garner		Public	Onslow
Bobby Lowery		Poor	Carteret
Catissa Head	(Executive Director)		
Committee Name:			
Charles Dudley	Chairperson	Private	Craven
Theron McCabe		Public	Craven
Jerol Bryant		Private	Jones

*To be completed by agencies serving multiple counties.

Community Service Block Grant Board of Directors Contractual Certifications

I, _____ (board chairperson name and name of applicant) certify the information in the following categories by initialing each certification and signing below:

- A. Conflict of Interest:** I certify that a Conflict of Interest Policy is in place and that a copy of the policy can be found in the Employee Policy Manual and in the Board Member Handbook. I also certify that all members of the Board of Directors and all staff annually sign "Conflict of Interest" forms and that copies of Board member signatures are kept in the Board Minutes Book while copies of employee signatures are retained in the personnel files.

- B. Board of Director Orientation/Training:** I certify that a Board Member Orientation Policy is in place and that it is utilized as new Board members are assigned to the Board. I also certify that all Board members attend an annual Board Training each year and record of such is reflected in the Board minutes. The most recent Board Training occurred on (11/21/2019)

- C. Agency-wide Audit:** I certify that (Petway, Mills & Pearson, CPA) performs an audit annually. The audit is completed each year and submitted for review by the Board. The most recent audit for program year (October 1, 2018 through September 30, 2019) was submitted and accepted by the Board at the () meeting and is on record in said minutes.

Certification (Original Signature)

Signature of Chairperson/President

Date

Community Service Block Grant Certification of Community Assessment

The _____ Coastal Community Action, Inc _____(applicant) has conducted a Community Assessment of its service area within the past three (3) years utilizing the following method(s):

(Check one or more of the following methods)

- Surveys of the community(s) - door to door, telephone, etc.
- Review of Records - agency intake forms, program participant records, etc. (may be used with at least one other type of needs assessment; will not meet compliance on its own)
- Review of demographical information - U.S. Census, welfare statistics, unemployment statistics, etc.
- Discussions/information/testimony provided by individuals and community members - social service professionals, agency staff, program participants, etc.
- Public meetings to solicit input on community needs
- Other (Describe) _____

The most recent Community Assessment was completed on: ____July through August 2019_____
(date)

The Community Assessment was completed by: __Heartland Solutions_____
(agency or contractor)

It is expressly understood that this Community Assessment should include community and consumer input. It is to be used as a basis for prioritizing the needs of the low-income population in the service area and for planning the applicant's projects to meet those needs.

It is further understood that documentation validating that a Community Assessment was completed and is to be retained by the applicant and is subject to review by the Office of Economic Opportunity.

Please provide a 4-5 sentence summary of your most recent Community Needs Assessment:

The latest Community Assessment completed reflected that there is still major chronic levels of poverty as the service areas supported by Coastal Community Action, Inc. have unevenly distributed levels of poverty. Jones County's poverty rate for families that have children under the age of five exceeds poverty by 49%. Poverty rates in other counties are at 32% (Pamlico), 25.3% Craven County, and 20.6% for Carteret County. The Community Assessment also reflected that there are approximately 33% of Head Start families who fall in the category of having no working person living in the home, which far exceeds the unemployment rate in the service area counties, even the unemployment rate for those in poverty. In contrast to national trends unemployment is on the rise in all counties except for Pamlico. Data captured in the most recent Community Assessment reflects that population numbers in both Craven and Carteret Counties have increased, while numbers in Jones County has decreased by 5%.

Numbers in Pamlico has remained the same however, differing numbers in populations of three of the four counties affect employment for families drastically. Jones County's numbers are continuously decreasing which in turn affects the educational attainment for the individuals that are currently residing in the county and also minimizing the attention that is paid to the county by new employers. In Carteret and Craven Counties, job growth has not matched the increase in population and growth has outpaced the new job opportunities, which has made it difficult for individuals with low skills to progress with gaining employment. In addition to the Community Assessment, additional data was collected through community surveys were completed in October 2019 and November 2019 to reassess the aftermath of Hurricane Florence and Hurricane Dorian. A review of statistics from the U.S. Census Bureau by county in our service area, participant pre-screening intake information and assessment tracking through ROMA scales were used to identify the most prevalent needs of low-income individuals and families. After the forming of a Multi-disciplinary forum, surveys completed reflected that there were still many families recovering from the devastation of both Hurricane Florence and Hurricane Dorian. Many families have resulted in evacuating the area permanently and/or temporarily due to the lack of housing present in the area available to families of the low-income status. The results of the surveys completed during public planning meetings by Head Start families, community families, and community partners also reflected that affordable housing, stable employment, education attainment, transportation, food support, affordable childcare, emergency assistance resources and homelessness are still major barriers that families within Head Start/Early Head Start and the community are still struggling with. There are many applicants that are still being wait listed for services of childcare, housing, and education attainment. Due to severe homelessness due to losing homes during Hurricane Florence, some families are currently living with one another in small spaces, living in campers, temporary shelters, cars, and/or renting rooms from local hotels because of the severe housing crisis in the areas served. Families that have nowhere else to go have made the decision to remain in their damaged homes that have visible mold, sink holes in the flooring, roof damages, and homes that desperately need rehabilitation that makes the home unsafe and inhabitable. Many homes are in need of repairs due to not having insurance. This is also a major hardship as many families do not have the substantial income available to have the needed repairs completed. Many families are not eligible for supports that are offered by many programs that provide assistance due to eligibility requirements. Many families are also struggling with finding descent employment that increases their income to assist with moving themselves above poverty due to the lack of education, and employment/training skills.

(continue to next page)

The following is a list of needs as prioritized, with community input, through the needs assessment process.

1. Employment opportunities	4. Quality, affordable child care
2. Safe, affordable housing	5. Services and resources for persons who are disabled/elderly and who struggle with mental health challenges
3. Transportation, public transportation services	6. Temporary Shelter for the homeless

Certification (Original Signature)

Signature of Chairperson/President

Date

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Planning Process Narrative**

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

a. **Low-Income Community:** Within the CCA, Inc. service areas members of the low-income community were involved in the planning and development of this three-year strategic plan during Public Planning Meetings in each county serviced for CSBG. These four counties are Carteret, Craven, Jones and Pamlico. These meetings were sponsored by staff from Coastal Community Action, Inc. (CCA) in partnership with other human service organizations that serve a segment of the population also targeted for participation in the CSBG program. This is important as low-income individuals and families are integral to the success of planning for services and programming to identify barriers and to meet the most critical needs in the four-county service area: Carteret, Craven, Jones, and Pamlico counties. At each planning meeting citizens from the low-income community in each of the four counties were provided a historical overview of the Economic Opportunity Act of 1964, presented program outcomes and success stories of the program from the previous three years, and a proposed model for the three-year plan for fiscal years 2020-2023. For the initial planning period, low-income citizens were given the opportunity to provide input, ask questions, and share testimonials of past experiences when receiving assistance through CSBG/Family Development Services at CCA. Attendees of each planning meeting also completed surveys for the county that they reside in and/or represent. Surveys were constructed to fit the services available to residents of each county.

b. **Agency Staff:** These public meetings were held in each of the four counties as follows:

Jones County: November 12, 2019 6:30 PM
Maysville Town Hall

Pamlico County: November 13, 2019 11:00 AM
Pamlico Child Development Center

Carteret County: November 19, 2019 11:00 AM
CCA, Inc. Administrative Office

Craven County: November 20, 2019 11:00 AM
Duffyfield Child Development Center

Locations for public planning meetings were selected for their centrality and accessibility for low-income residents and the community at-large. Program participants, past and present were invited by Family Development Specialists, CSBG Director, Center Director's, and Community

Partners to attend public planning meetings in their respective communities to describe their barriers and persistent needs to provide input regarding the plan. Additionally, representatives of the low-income community were given the opportunity to describe unmet needs in the areas of housing, transportation, child care, income management, employment, education and all other areas that block the achievement of economic stability for families and individuals living at or below poverty. Beginning year one of the three-year plan for 2020-2023, low-income citizens were notified that the grant application was available for public review and comment by announcements posted in English and Spanish in the main office in Newport, at the six Head Start/Early Head Start Child Development Centers in Beaufort and Newport (Carteret); New Bern and Havelock (three sites in Craven), and Grantsboro (Pamlico). Notices also were posted at Carteret County Department of Social Services, Craven County Department of Social Services, Jones County Department of Social Services, Jones County Partnership for Children, Jones County Senior Center and Lenoir Community College Jones Education Center (Jones County); Pamlico County Department of Social Services and Pamlico Senior Citizens Center (Pamlico). Public Notices were also published in the following local newspapers: The Jacksonville Daily News, which covers all four counties; The Sun Journal, covers Craven, Jones and Pamlico counties; News-Times, covers Carteret County; and Pamlico News covers Pamlico County and surrounding areas. Newspaper publications allow us to reach a wide audience, which also targets low-income populations with the greatest needs.

Comprehensive services provided to families through Family Development Services are funded through the Community Services Block Grant. A description of services provided during previous program years were presented and discussed at each Public Planning Meeting. Roundtable discussions about individual cases have been held to determine how best to meet the needs of the families living in some of the highest rated poverty areas. The major focus is how services that we provide impact our customers, and the best practices for collaboratively providing comprehensive services with interagency services and our partners. The OEO Year-End Report, CSBG/IS Report and information and data in Accountable Results for Community Action (AR4CA) are most relevant mechanisms for assessing and meeting the needs of program participants. Family Development Services team members also serve on several committees that focus on poverty issues in our service area. Community involvement has given staff the opportunity to collect information from JobLink Centers in Carteret, Craven, Jones and Pamlico Counties, Departments of Social Services, Head Start/Early Head Start, Section 8 HUD Rental Assistance, Onslow-Carteret Behavioral Health Center, the Health Department in all four counties, and other committees and area-wide collaborations.

The Community Assessment for the agency was completed in July – August 2019 for Family and Children’s Services. Family and Children’s Services includes Family Development Services, Head Start and Early Head Start programs. The Family and Children’s Services Program (FCSP) Director developed electronic surveys for participants, partners, governing bodies and staff that were distributed and collected by Family Development Specialists, Head Start/Early Head Start Center Managers and the Community Initiatives Coordinator. The CSBG Director and Family Development Specialists conducted focus groups such as Multidisciplinary Forum involving community partners to distinguish and classify the most pervasive of needs for the low-income population in Carteret, Craven, Jones and Pamlico counties. Family Development Specialists, the Community Initiatives Coordinator, Center Managers in Craven County and the Executive

Director also participated in the Choice Neighborhoods Initiatives sponsored by the New Bern Housing Authority and contributed to the education, housing and employment assessment for the Greater Five-Points area in New Bern (Craven County). Information contributed was based on the family surveys, CSBG-IS Report results, and CSBG Year-End Reports for the last three years. The CSBG director researched local poverty statistics and data contained in this grant application. There are several other programs within the agency that share program participants with both CSBG and Head Start/Early Head Start programs. At CCA, CSBG and Head Start/Early Head Start operates as a collaborated program: Family and Children's Services. This approach has afforded even more services with a comprehensive base, providing heightened effectiveness with meeting the needs of families in our service area. Family Development Specialists have firsthand knowledge of families expressing the greatest need for goal-setting to work towards self-sufficiency. Teachers collect Family Survey of Needs at the beginning of the Head Start program year (September) and submit results to the appropriate Family Development Specialist when notated services are expressed to be needed for supports from the Family Development Services through the CSBG program. Concentrated efforts between Head Start Teachers, Teacher Assistants, Operations Manager, FCSP Director, Health and Nutrition Managers, Education Staff, the Parent, Family and Community Engagement Manager, Family Service Workers, CSBG Director, Center Managers and Family Development Specialists provide multiple opportunities for staff to determine greatest needs to block barriers and help heads of households to work towards self-sufficiency. Family Development Specialists are stationed at Head Start centers and other satellite offices for customer accessibility. The strategic plan serves as a guide to meeting the goals and objectives for the program. The Family Development Services Model defines roles and responsibilities. With available services for Head Start/Early Head Start families through the CSBG program, family accomplishments are included in an annual report for public review. Family Development Specialists are currently contributing to the development and implementation of the Family and Children's Services Procedure Manual and the Family Development Services Standard Operating Procedures Manual for providing a guide to Self-Sufficiency (CSBG) and Head Start Case Management.

Partner agency representatives that serve low-income individuals and families were invited to each of the initial Public Planning Meetings by e-mails and personal invitations from the Family Development Services team. Representatives that attended contributed to the discussion and provided feedback regarding the needs of low-income populations specific to their service areas. These invitations resulted in successful planning meetings that consisted of an average attendance of 15 individuals from the community, representatives from partner organizations, CSBG/Family Development Specialists, Head Start, Senior Services and Weatherization programs under the umbrella of Coastal Community Action, Inc., as well as the Executive Director. Family Development Specialists presented success stories about participants during each meeting.

The CSBG Program Director, Family Development Specialists and other Head Start Component Managers annually use a multidisciplinary approach to review the files of all children enrolled in the Head Start/Early Head Start program to determine the highest level of need for families, to assess families in crisis and connect them to Case Management to alleviate their crisis situation, and also to develop a list of families for potential Self-Sufficiency participation. From this information, support services in the four-county service area are needed to help families maintain

standard housing, secure employment with health benefits and transportation, good nutrition, and affordable child care outside of Head Start/Early Head Start service hours. With full enrollment at approximately 759 children for Head Start and Early Head Start children, more than 600 families are evaluated for needed services at a minimum of two times per year.

Family Development Specialists attend regular focus meetings with community partners designed to help members of our targeted population and to assess ongoing needs. Workshops are presented at Head Start Parent Meetings, In-Service Trainings for staff, NC Works agencies, Community Collaborative meetings, Multidisciplinary Meetings, Foster Grandparent Volunteers In-service Trainings and Consumer Meetings at area Mental Health agencies. Within the last year, the team presented and collaborated with other agencies with workshops, seminars, and other activities purposed to provide self-help information and assistance to families to help them meet their needs.

September 2019 Hurricane Dorian brought more devastation to Eastern North Carolina. Though the aftermath of Hurricane Dorian was not as severe as Hurricane Florence's devastation in September of 2018, many families still felt the impacts mentally and emotionally due to still being either in the midst of having their lives and homes recovered or still living in the same conditions that Hurricane Florence left them in. Still to date many families are living displaced, still waiting for affordable and available housing, living in inhabitable homes due to landlord's failure to provide needed repairs to the home, living in local shelters, sleeping in vehicles, or residing temporarily with family and/or friends.

Board Members: Each year, board members attend the annual Celebration of Success to meet and greet program participants who have overcome obstacles to rise above poverty. This allows board members an occasion to share with staff and participants in one setting. Looking at the trends of poverty in our service areas, the Board of Directors continue developing several fundraising activities by involving businesses and faith-based organizations to help provide additional resources to encourage the low-income community. The Board has completed the process of reviewing and updating the strategic plan, which will include the idea for CSBG to continue integration with agencies that promote one-stop assistance throughout our service area. The most recent Celebration of Success was held in Craven County in June 2019. Board members attended this event.

The Self-Sufficiency program, along with collaborative efforts from other agencies will allow the CSBG team to concentrate on providing the best management of services for individuals/families who are motivated to work for economic independence. The board will continue to play a significant role in the governance of all legal, programmatic and financial aspects of the program. All activities are reported to the Board during regular board meetings and through correspondence. Local program policies are reviewed and approved by the Board. We will continue to utilize a total self-sufficiency approach by providing educational assistance, job training and placement, transportation assistance, workshops and seminars for money management, life skills and homeownership, assistance to ex-offenders who show commitment to self-improvement, and referrals for crises interventions. Partnerships and linkages will enable us to meet the needs of eligible, low-income populations seeking enrollment in the program. The

Board will continue to ensure that Coastal Community Action, Inc. has a strong network of assistance with proper representation.

2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:

Community-based organizations: Inquiries for assistance are received on a daily basis. There are some that are unable to be assisted using Community Services Block Grant funds due to income limits. Community-based organizations such as the Elks Lodge and Salvation Army are partnerships that are cultivated to assist those whom we cannot help, as well as, those for whom the crisis situation is more than allowed for one agency.

Faith-Based Organizations: Food distribution data is provided to nonprofit organizations. Partnerships with faith-based organizations are continuous. Contacts with faith-based organizations that provide services such as emergency utility assistance and food provisions are continually updated in order to leverage funds expended for these purposes. As an example, one faith-based resource in Craven County has increased their food distribution from one Saturday per month to two Saturdays in order to meet increased demand. The Word of God Christian Center reports distributing more than 200 boxes of food per month.

Private Sector: Provides data for the homeless. After Hurricane Florence, numerous individuals within the four counties serviced by Community Service Block Grant were identified as displaced and forced to live in hotels, cars or shelters. One privately-owned hotel in Carteret county lowered the daily rate and agreed to extend a monthly rate to help families continue to work and get children to school without having to worry about housing on a daily basis. This arrangement was secured by advocacy efforts of agency staff. Staff members continually involve private sector businesses to conduct informational workshops and to coordinate in-kind or financial donations to the agency.

Public Sector: Data for housing, employment, and health needs of individuals. Post-Hurricane Florence a focus group was formed with Craven County Department of Social Services and CCA. Lead by the Head Start-Work First Collaboration Team, data was collected by Family Development Specialists and DSS Social Workers, which resulted in defining community strengths, challenges and opportunities for growth or improvement for families affected by the storm. Many agencies and their staff were negatively impacted causing delays in restoring services to areas prior to, during and after the storm.

At least twice per year, the Head Start Advisory Services Council (HSAC) meet to address the identified health and mental health needs of children and adults in the community. The council consists of CCA staff, medical and dental professionals, DSS social workers and administrators, health department staff, mental health case managers, therapists, and counselors, Head Start parents, and local education agency representatives.

Educational Sector: Quarterly School Readiness Team meetings 2017-2018 consisting of local partners from public schools, Smart Start, and literacy councils from all four counties discussed and analyzed child outcomes, family needs concerning children with disabilities, and homeless families for children transitioning to kindergarten.

3. Describe your agency's method and criteria for identifying poverty causes including how the agency collected and analyzed qualitative and quantitative data in identifying those causes.

The method and criteria used by the agency for identifying poverty causes was determined by the collecting of statistical data from variety of sources. Internal program data was retrieved from Section 8 HUD, Weatherization, Senior Services, Head Start/Early Head Start PIR, ROMA assessments in AR4CA, family surveys, CSBG-IS Reports, as well as information from the most recent United States Census Bureau, Kids Count, USDA, local economic development councils, health departments and county departments of social services. The participant intake process for all program areas reveal data from each county to assess needs and determine causes of poverty in all four counties. Needs assessments were conducted by the agency in September 2018, following Hurricane Florence. The annual agency outcome measures reported in the Community Services Block Grant/Information Survey (CSBG/IS) provide specific data gathered throughout the year regarding households with zero income. An assessment of services delivered to help individuals find employment presents a snapshot of more services needed to help families to move toward economic stability. Additional data was obtained from Family Development Services program records, information from the Departments of Social Services in Carteret, Craven, Jones, and Pamlico counties, Onslow Carteret Behavioral Health Center, Hope Mission in Carteret County, Religious Community Services in Craven County, Carolina Regional Housing Authority, Beaufort Housing Authority, local Section 8 HUD programs, and New Bern Housing Authority. To determine priority and selection of strategies to be implemented were developed from an analysis of recent needs assessments. Reported assessments reveal that the needs for low-income families result in continuous barriers to achieving self-sufficiency. More than 300 families/individuals were assessed, and more than 70% reported their barriers to self-sufficiency are from low wages, insufficient transportation creating difficulties to finding and keeping a job, and the lack of affordable quality child care, including child care for extended hours. The lack of higher education and job skills prohibit many household heads from obtaining a job that pays above minimum wage. Likewise, the inability to find and keep employment, the high cost of living with limited finances, lack of money management and budgeting skills coupled with all other barriers are the most crucial issues in helping low-income individuals and especially for those who are struggling with the transition from welfare dependency. With over 600 families with children served through the Early Head Start/Head Start and NC Pre-K programs at CCA, less than five percent of these households actually acquire enough resources available to help them move out of poverty within a five-year period.

In September 2018, Hurricane Florence resulted in a steep rise in the number of persons unemployed in our service area. Last year, NC Works, also known as Employment Security, identified low wages from seasonal work and unemployment rates at an average of 4.35% of the working population in the four-county service area. Most recently, the unemployment rate for the state of North Carolina is approximately 4.0%. However, our research has indicated the causes

of poverty for individuals and families in our communities are due to on-going periods of unemployment, under-employment and seasonal employment. Essentially, the impact of Hurricane Florence moved low-income families further below poverty. Individuals depending on seasonal work experienced a decrease in income overall as businesses were closed for extensive periods of time in the aftermath of the storm. Still, construction and general contract work has increased with the number of businesses and public and private housing areas in need of repair from the storm.

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

The agency has undertaken numerous activities to advocate for and empower low-income individuals and families to achieve economic independence and security. Some of these advocacy and empowering activities consist of accompanying participants to court hearings, multidisciplinary services meetings, home buyer education workshops, and home buyer ribbon-cutting ceremonies. Moreover, by developing relationships with families through home visits, attending graduations and offering support for employment readiness (i.e. appropriate attire, mock interviews and providing transportation). Additionally, the Family Development Services program provides self-help workshops for families and individuals enrolled in Self-Sufficiency and for the community at-large, at least six times per year. Additional workshops are co-sponsored with partner agencies to reach individuals participating in goal-setting programs with Craven County Departments of Social Services (Head Start-Work First Collaboration), Workforce Innovation and Opportunity Act (WIOA), Legal Aid of North Carolina, and local attorneys with an interest in helping low-income populations. Workshop subjects include financial literacy (series), basic money management, debt reduction and elimination, managing credit, education resources, foreclosure prevention, housing options, family law, career development (series), employment retention, stress management, positive parenting, family safety, healthy relationships, and health and wellness. Workshops are held in locations that are nearest our target population and our Head Start centers.

Low-income individuals are given the opportunity for selection to serve on our Board of Directors when vacancies occur. Head Start parents serve on the Policy Council, and one member from the Policy Council is appointed to serve as a voting member on the Board. Parents of Head Start children are encouraged to volunteer at Head Start centers to acquire skills and to actively serve on Parent Councils and sub-committees. Parents vote democratically for officers to represent in governing roles at each of our Head Start centers. Parent Committee Officers vote democratically for officers of the Policy Council.

Section 8 HUD Rental Assistance and HUD Family Self-Sufficiency (FSS) programs have a Section 8 HUD Advisory Council, which is comprised of low-income Section 8 HUD recipients who also are HUD program participants. The program at CCA serves only Carteret County, and provides subsidized payments for rent on behalf of individuals enrolled in the Rental Assistance program at CCA. Approximately 40 individuals participate in FSS with the goal of increasing their annual income to accumulate savings in an escrow account. Upon graduation from the program, savings may be withdrawn by the participant. The primary goal for participants are to

use funds for down payments to close on a new home, purchase reliable vehicles, or to pay off debts.

Senior services programs at CCA provide volunteer opportunities for senior citizens, along with incentives and stipends to help supplement their income, and utilize their knowledge and skill sets. The programs at CCA are: Foster Grandparent Volunteer Program, Senior Companion Program and Retired and Senior Volunteer Program (RSVP). Individuals meeting criteria to participate in each of the programs vary. RSVP participants are assigned as first responders with our local fire and police departments. Senior Companions are senior citizens who serve as assistants to frail and elderly persons. Foster Grandparents are assigned to public schools and Head Start centers serving in classrooms reading to children and assisting teaching staff to help nurture and provide safe environments for children. All three volunteer programs have provided paid employment opportunities to seniors interested in re-joining the workforce. Volunteers also, have the opportunity to serve on the local Aging Planning Board and Senior Services Advisory Council.

5. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

The agency plans to make more effective use of and coordinate with other programs, including State Welfare Reform efforts by continuing strong relationships with local departments of social services and other programs that strive to assist low-income persons to attain a level of self-sufficiency, ultimately to help them to help themselves to move above the poverty level. Family Development Specialists serve as contributing members with Craven County Department of Social Services' Work First/Retention. The collaboration between CCA and Craven DSS was formed in 2014 as a pilot project, funded by the NC Head Start State Collaboration Office (NCHSSCO). The Head Start-Work First Collaboration Team increased cross-agency referrals by joining forces to establish goal-setting priorities with families, and meeting with a plethora of service providers for multidisciplinary meetings for families at-risk of homelessness, in need of mental health interventions, loss of employment or in need of employment, or children possibly being placed in foster care. Members of the agency also serve on advisory councils for nonprofits, housing coalitions, and Child Fatality Task Force in our service areas. Each of these councils and committees consists of representatives from NC Works, Eastern Carolina Behavioral Health, Trillium Mental Health, county health departments, public schools, community colleges, and local churches. Family Development Specialists (FDS) work closely with local JobLink Career Centers, WIOA, and other employment coaches, counselors and coordinators to assist with meeting the needs of clients enrolled in these programs. FDSs works with partner agencies such as Carteret County DSS, Pamlico County DSS, Jones County DSS, and Lenoir Community College in Jones County to strengthen and build on existing and new resources to ensure families have access to Self-Sufficiency services.

The private sector is integral to the success of our program participants, and we encourage involvement at this level to eliminate the causes of poverty through branding and marketing in the community for heightened awareness of our agency and the services. Accompanying this effort of "local giving" has been devised, with service organizations, businesses, corporations and individuals contributing to CCA programs and services aimed at reducing poverty and

enhancing the quality of life for our poorest citizens. By acting as advocates for our participants, we feel it is important to allow participants, if he or she desires, to share his or her story with business owners in the private sector, hopefully to show business owners the causes, effects, and ways they can help us with solutions to helping our participants reach a level of self-sufficiency. Television and newspaper interviews are being used as vehicles to achieve wider community awareness. Businesses are asked to donate merchandise for door prizes during special events and during holidays throughout the year. This allows businesses to become involved in our efforts, as well as assist us in generating resources for participants in need of other types of assistance. Retail stores and private businesses are contacted to donate clothing and accessories for participants preparing for job interviews and/or receiving employment.

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

In addition to the description of planned and on-going agency coordination activities described, careful examination is given to participant service contracts in terms of "gaps", or their unmet (provision of) needs. Limited resources result in a large volume of outside referrals. Aside from our interagency referral system, our collaborations for Head Start-Work First families has proven both effective and efficient with eliminating service gaps. This model is designed to strengthen the partnership between local programs under the umbrella of community action and the local department of social services. This initiative engages family services professionals from both agencies to identify families participating in both programs, and allows professionals to combine forces to jointly work together to maximize services without duplication. Staff from both agencies jointly participate in meetings, cross-trainings and assessments/goal-settings with families on a continuum. Additionally, staff also is involved in meetings and discussions with other agencies to encourage a strong network of service delivery, plus a system of best practices for the program. Our involvement with the Eastern Carolina Workforce Development Professional Association also brings various organizations together to share the progress of their programs and introduce any new services. This has proven beneficial to us, because it gives us the opportunity to promote the scope of our services and broaden our networking channels. Memorandums of Understanding/Agreements and informal partner agreements assist with filling identified gaps for services, as well as to avoid service duplication. CCA continuously is working to develop more appropriate mechanisms for referral, management, and follow-up. Family Development Specialists conduct individual intake applications on standard computerized forms for participants seeking assistance. Each specialist is assigned to manage families or individuals to assess and determine service needs, handle referrals, track/monitor, and follow-up with face-to-face consultations from acceptance to termination.

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

The agency is committed to supporting innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant with the goal of strengthening families and encouraging effective parenting. The Family and Children's Services Program within the agency provides Parent, Family and Community Engagement initiatives that are designed to meet goals of strengthening families. Family Development Specialists are involved in every aspect of the Head Start/Early Head Start program, and take an active role with families to promote Fatherhood and Male Involvement Initiatives, family literacy projects, health and dental services, Family Fun Day, and community events sponsored by the local health departments (health fairs and expos). Additionally, Partnerships for Children (back-to-school events, parent education) and county Cooperative Extensions (community health, nutrition and budgeting events) also, are included in the scheduling for male-focused projects. Fatherhood initiatives currently are driven through regular male involvement meetings with fathers who have children enrolled in Head Start/Early Head Start. Family and Children's Services male staff members have made concerted efforts to engage male family members to increase their visibility in the program. During the 2018-2019 program year, approximately 166 males donated more than 3,700 hours of in-kind time in the classrooms at Head Start centers.

Approximately 220 males participated in activities at all six Head Start/Early Head Start centers at CCA, and also about 70 males participated in the Man Up! Luncheon Conference in April 2017, sponsored by Family and Children's Services. The conference consisted of male participants from other Community Action agencies and partner agencies. Family Development Specialists assist with the facilitation of these activities to involve males in our program. Aside from monthly meetings, guest speakers are invited for special breakfasts, luncheons, and dinners to train and educate men to become involved with their children. The results have increased the number of males becoming involved in parent committees, classroom activities, and other social activities for families in our service area. Involvement with other initiatives with goals of strengthening families and encouraging effective parenting are through partnerships with programs that promote healthy marriages, positive parenting, teen pregnancy prevention and family support classes sponsored by local churches, public schools, local social services and mental health agencies, and winter and spring community events for families.

Additionally, middle school and high school students receive credit for reading to children enrolled in Head Start. Foster Grandparent Volunteers serve in Head Start/Early Head Start classrooms to provide additional nurturing to children in early education settings. The public schools' English-as-a-Second Language project provides services to families through workshops, information and referrals, and a strong support base for the Latino/Hispanic population in all four counties. Family Development Specialists actively participate in ESL projects in Carteret and Craven Counties Interfaith Refugee Ministries partners with Family and Children's Services staff to assist Asian populations in the community to obtain housing, food, employment and language classes. These types of support contribute to strengthening families while struggling to adjust to the cultural norms of a new life. Currently, community colleges, and bilingual advocacy groups provide a strong support base for Limited English-Proficient (LEP) families and individuals. Head Start offers workshops to the families of the children they serve, and Family and Children's Services' clients with children in the Head Start program are encouraged to attend these classes as well. Head Start provides a Bilingual Support Coordinator to assist LEP parents to access needed services.

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

Since Hurricane Florence the agency is involved with a variety of programs to address issues pertaining to hunger and proper nutrition throughout the four-county service area. We encourage program participants to apply for SNAP Benefits at the Department of Social Services in their county of residence. Estimated SNAP Benefits cases reported as of January 2019 for the four-county service area were reported as follows:

County	Carteret	Craven	Jones	Pamlico
# of Cases	3,484	6,397	1,200	1,904

We also inform women in the community with small children or pregnant, to enroll in the Women, Infants and Children (WIC) program to supplement nutritional needs and prevent anemia and nutritional deficiencies for children 0-5 years-old. Electronic benefits are provided for parents or guardians to purchase milk, cheese, eggs and natural fruit juices from local supermarkets. Families are also able to use benefits at local farmer's markets to purchase fresh fruit and vegetables. Data for the 2017-2019 fiscal year for health departments in the program's service areas reported estimated numbers of WIC cases as follows:

County	Carteret	Craven	Jones	Pamlico
# of Cases	1,305	2,700	172	284

We will continue to help meet the food needs of the families seeking to enroll in our program by continuing to collaborate with Soup Kitchens, food pantry services local church food drives, the NC Food Bank and through collaborative efforts with the following programs and their services:

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Head Start/Early Head Start/North Carolina Pre-Kindergarten (NC Pre-K) programs provide two hot meals and nutritious snacks over 750 children 0-5 years participating in kindergarten preparation and early developmental programs in six Head Start Child Development Centers in Carteret, Craven, and Pamlico counties five days per week. All three counties, plus Jones

County, provide home-based education and development options for children. Home Visitors educate parents and children about proper nutrition. Approximately 28 Foster Grandparent Volunteers assigned to Head Start Child Development Centers receive nutritious meals during their hours of volunteer service.

Boys' and Girls' Clubs of Coastal Carolina during the after school hours provides nutritious snacks five days per week to 140 students through Kids Café in Morehead City, 50 students in the Beaufort Club, and 50 students in the Havelock Club. During the summer, youth receive at least one full-course meal, once per day, along with nutrition education projects to approximately 200 school age participants in all three locations.

Senior Nutrition Food Program, sponsored by the NC Division of Aging and Adult Services ensures that well-balanced meals consistent with the nutritional requirements set forth by the USDA are provided in congregate settings or home-delivered to elderly clients on a daily basis.

The Salvation Army in Carteret and Craven counties distributes food to an average of 500 families per month with a referral from a human services agency. Families must be experiencing a crisis.

St. Andrews Episcopal Church in New Bern serves one daily meal, four days per week to approximately 400 individuals per month

Martha's Missions in Carteret County provides non-perishable foods to the community from a food pantry

Salvation Army and Religious Community Services in Craven County provide non-perishable foods to the community from a food pantry

Hope Mission provides meals from their Soup Kitchen seven days per week in Carteret County. Hope Mission also prepares meals that are distributed by Meals on Wheels. The Mission distributes emergency food boxes for shelter and recovery houseguests and is available for financial assistance on Tuesday and Thursday.

Additional Food Banks are sponsored by the following faith-based organizations in Craven County: Religious Community Services, Faith United Methodist Church, Ephesus Church, Abundant Life Miracle Center, and Word of God Christian Center.

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Food distributions sponsored by an unspecified number of unreported ministries and organizations in Carteret, Craven, Jones and Pamlico counties.

St. Peter the Fisherman sponsors a food pantry for Pamlico County residents serving approximately 150 families per month. The organization couples Food Bank packages with food from The Emergency Food Assistance Program (TEFAP).

Carteret County Cooperative Extension sponsors (TEFAP) The Emergency Food Assistance Program. Average number of families served not reported.

Food distributions and mobile food pantries from the Food Bank of North Carolina are sponsored in Carteret County as follows:

God's City of Refuge serves an average of 175 families per month

St. James United Methodist Church serves approximately 170 families per month

White Oak Ecumenical Outreach Ministry serves approximately 170 families per month

Wildwood Baptist Church serves an average of 150 families/individuals per month

Community Baptist Church serves an average of 40 families per month

Also, services are provided to low-income families by the Head Start Nutrition Manager, training them to shop for nutritious foods, preparing foods to receive the highest nutritional value, and creating healthy meals on a limited budget. The Nutrition Manager also plans menus in accordance with the USDA Child and Adult Care Food Program (CACFP), and distributes helpful tips to families on how to store food and help children to make healthy food choices.

9. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. Provide the dollar amount of your allocation that will go towards employment training.

The agency will continue to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services through involvement in the establishment of JobLink Career Centers in Carteret Craven, and Pamlico Counties, a collaboration of various agencies to develop housing resources, a continuous relationship with local Departments of Social Services for Families At-Risk, coordination of services available through mental health organizations, Vocational Rehabilitation, and involvement with Section 8 HUD Family Self-Sufficiency Advisory Committees. Family Development Specialists and other staff are actively involved in the Eastern Carolina Workforce Development Professional Association and meet with WIOA staff from nine counties on a monthly basis. Meetings are designed for cross training and updates of trends and issues to share resources to help low-income individuals with finding and maintaining employment. The agency has an established Memorandum of Understanding with the community colleges and Workforce Solutions/Employment Security Commission that sponsor local WIOA programs.

Duplication of services will be avoided through active referrals, gathering of information about new and existing programs, and by creating a strong networking system with other organizations. The agency will coordinate the provision of employment and training activities with entities providing activities through colleges in our service area to avoid the duplication of services. Self-Sufficiency and emergency assistance often require other agency cooperation and coordination. Direct written referrals including intake-application information and any direct services are quickly routed to other agencies. Follow-up phone calls are made to verify receipt and to answer questions.

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

Funding will be coordinated with the emergency energy crisis intervention program under title XXVI in relation to the Low-Income Home Energy Assistance Program through the establishment of effective inter-agency linkage, and continued network support with programs and agencies throughout this service area.

Generally, if clients come to CCA, Inc. for home utility (fuel), heating equipment and other utility services (deposits, payments for terminations) we refer them to (depending on their county of residence) DSS, Salvation Army, Hope Mission/Christian Ministries, Vanceboro Christian Help, Religious Community Services, Christian Aid Society, and in some cases, our Weatherization program. All of these programs are designed to assist families or individuals to alleviate and/or prevent crises. During initial intake, an assessment of needs is conducted, after determining income eligibility.

Following the initial screening, interviewing, and reviewing of program policies, the Self-Sufficiency Family Contract Agreement is reviewed, signed by all parties (participant(s) and Family development Specialist) and implemented. Active referrals are made as necessary, for customers in need of repairs to conserve home energy and to reduce utility costs. All referrals are tracked and followed-up by Family Development Specialists. The agreement also involves Mental Health services, Carteret Community College (CCC), CCA HUD (Section 8 Housing), the County Department of Health, and perhaps service organizations. The Low-Income Home Energy Assistance Program (LIHEAP) is provided at CCA through the Heating and Air Repair and Replacement Programs (HARRP). HARRP and the Weatherization programs are conveniently accessible for those entering the CSBG program. Active referrals are made within the agency Weatherization and HARRP Programs are available and advantageous for low-income residents living in Carteret, Duplin, New Hanover and Onslow counties. Continuous coordination and communication is achieved primarily by sharing intake application information, and by informing other human service agencies of LIHEAP availability throughout the service area.

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

Low-income youth in our service area are in need of programs that are incorporated into existing programs that will provide effective adolescent pregnancy prevention programs, anti-violence initiatives, college resources, and volunteer and employment opportunities. Specialized mentoring programs are needed to train youth academically, to teach them good decision making and life skills in preparation for education and careers to break the cycle of poverty. The efforts of the agency to meet the needs of youth continue to be initiated through collaborations with local county health departments and faith-based organizations to promote teen pregnancy prevention. The efforts of the agency to promote increased community coordination and collaboration in meeting the needs of low-income youth are focused primarily through the Boys' and Girls' Clubs of Coastal Carolina and the public school system in the CCA service area. The Boys' and Girls' Clubs utilizes six sites, five of which are public school facilities, throughout Carteret and Craven Counties. Currently, the Boys' and Girls' Clubs of Coastal Carolina hosts more than 400 youth ages 6-18 in five cities within the two counties, which includes programming during summer months. The local Boys' and Girls' Clubs of Coastal Carolina is in the process of expanding into other areas in Craven County. In addition to partnerships with the Boys' and Girls' Clubs, other collaborations include: North Carolina Cooperative Extensions in our service areas (youth and staff training), Eastern Carolina Behavioral Health Services, community colleges (sponsors volunteers), city and county parks & recreation, Foster Grandparents Program (Senior Tutors/Mentors), Arts Councils, and faith-based organizations.

The Family and Children's Services team meets periodically with high school guidance counselors and social workers to assist with providing resources, recruiting, or making referrals for students and their families. The program also is a resource for local Workforce Investment Act Youth programs, Guardian Ad Litem advocates and recipients, and community colleges. The staff will continue to actively encourage and assist students living in public housing by offering workshops on teenage pregnancy prevention, developing healthy relationships, job readiness, college resources and college preparedness.

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

The agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services is carried out through community outreach and education. The Self-Sufficiency program is committed to empowering low-income individuals to help them to navigate available resources to improve their and enrich their lives. Since 2011, Family Development Specialists have partnered with Legal Aid of North Carolina and Child Support Enforcement of Craven County to provide free legal advice to low-income individuals, which includes several persons who are elderly and/or disabled raising their grandchildren. With the success of these partnerships, the Family Development Services team will continue to make legal assistance an integral component of the program's family and community outreach services.

The method for referring eligible parents to the Child Support Office is through an active referral system. During the intake process, case managers discuss with applicants their options to seek

financial support from non-custodial parents. Applicants are provided a referral form from the agency, which is to be presented during their initial visit to meet with a child support officer. Family Development Specialists will transport participants if necessary, and will also assist participants with conducting follow-up regarding their case.

13. Describe activities that your agency has undertaken or plans to undertake, to address the Department's priorities which includes:

a. Combat the Opioid Crisis by focusing on policies and practices that prevent opioid misuse, addiction and overdose

Coastal Community Action, Inc. has recognized during the most recent community assessment that Opioid use and abuse is still a widely spread epidemic within the counties that are serviced through our agency. The community assessment also reflects that opioid deaths have risen dramatically in our service area, closely mirroring the current nationwide opioid epidemic in or country. Coastal Community Action, Inc. has given this raised issue very careful attention and has implemented strategies to ensure that all staff are receiving the necessary supports and trainings needed to become more aware of the present needs within our community and families. Coastal Community Action, Inc. strives to maintain consistency with our engagement of each family to also make them aware of the major barrier of substance abuse that exists amongst their peers, community, and families. Providing educational trainings to parents during parent meetings, comprehensive service trainings provided by the Family Development Services CSBG Self-Sufficiency Program to all program and non-program participants through partner agencies such as the local Health Department, local Police Departments, Sheriff's Departments, Trillium Health Services, and other prominent agencies that have firsthand knowledge of the Opioid epidemic. It is the goal of the Family Development Services CSBG Program to provide ongoing training to all CSBG staff to equip them with the necessary knowledge and skill that will support all clients within Head Start/Early Head Start, NC Pre K, and the community and give in-depth, ongoing support to families who are personally struggling with the challenges that come as a current user of or in the recovery state of Opioid abuse. Within the last two years, Coastal Community Action, Inc. has incorporated substance abuse training during all staff in-services. Substance abuse trainings that gave equal focus to Opioid use and abuse have been presented holistically to not only programmatic staff employed with Coastal Community Action, Inc., but also to the members of the governing board. Trainings presented by the Carteret Sheriff's Department and Carteret Police Department expounded on recognizing the signs of substance abuse users and staff on the various substance abuse drugs that are being used and abused on a daily basis in many of the services areas supported by programs within the Coastal Community Action, Inc. umbrella. Family Development Specialists and the CSBG Director have made it a priority to continue in our efforts to ensure that trainings and supports for both staff and participants will remain consistent and in accordance with the current needs to work towards minimizing the present barrier of Opioid use and abuse.

b. Expand **NCCARE360**, a statewide database that provides resource information for medical providers and human services professionals in response to social determinants of health like housing stability, food security, transportation access and interpersonal safety.

Coastal Community Action, Inc. will begin incorporating the use of NCCARE360 as a supportive way of enhancing and promoting the services that are provided through the CSBG program. We will begin by actively gaining more extensive knowledge of strategical ways to incorporate this new tool and in turn increase recruitment for the Family Development Services Self-Sufficiency program. We will solicit support from local entities that have begun the process of NCCARE360 to build partnerships and contribute information to the data base tool to help users become fully aware of the many services that fall under the umbrella of Coastal Community Action, Inc. Coastal Community Action, Inc. will strive to implement the very best practices for this new data base tool and will seek out qualified professionals to thoroughly train, and prepare CSBG staff accordingly. CSBG staff will obtain the necessary tools to begin the incorporation of NCCARE360 and gain insight on how to successfully support families who are in need of services, which in turn will move themselves and their families into the right direction of gaining their economic solvency.

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: _____

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

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).
 - (A) Explain why the problem exists.
 - (B) Identify the segment of the population and give the number of people experiencing the problem.
 - (C) Provide demographic information of those adversely effected inclusive of:
 - (a) Gender
 - (b) Age
 - (c) Race/Ethnicity for the agency's service area

Demographic information of those adversely affected in the service area is described from the 2018 Community Services Block Grant/Information Survey for Coastal Community Action, Inc. (CCA). As a poverty fighting organization, data was collected from all programs under the umbrella of CCA, including households at 200% of poverty and below:

There were 3,841 individuals that received one or more services, directed for low-income citizens. Gender identification revealed services were provided to 1,273 males, and 2,568 females. Age groups for children and adults were between 0-70 years-old. This data is also inconclusive with programs at CCA that do not track specific demographics for all household members. These individuals represented 2,159 families. Of those households, 889 were headed by single females, and just 385 represented two-parent households. In the last year, only 48 single fathers raising their children participated in our programs. An alarming number of 1,454 program participants reported having no health insurance. Racial breakdown consisted of 1,401 Caucasian, 1,557 African American, 483 Hispanic/Latino, 165 Multi-racial, 37 Other, 183 Asian, 11 Native American or Alaska Native, 4 Native Hawaiian/Pacific Islander. Of the 2,159 households, 84 reported being homeless, 1,569 rent their homes, only 347 own their homes, and 159 reported living in either a mobile home, tent or in an overcrowded substandard house with others.

Capitalizing on families who express the sincerest desire to rise above poverty will require careful planning for family development to produce outcomes. Direct assistance with transportation, child care, finding and keeping employment, landing employment with benefits, obtaining affordable housing, earning basic academic and higher education degrees will increase the likelihood of families managing through critical times. Based on family intake information

from programs within the agency such as Early Head Start/Head Start, Section 8 HUD, Weatherization, Single Family Rehabilitation and the variety of senior services programs, eradication of barriers in our service area will require "one-stop" service to assist qualified individuals and families toward establishing a meaningful plan of action to guide them out of poverty and into economic self-sufficiency. With an aggregated number slightly at 750 children enrolled in our Head Start/Early Head Start and NC Pre-K programs, a great deal of attention will be focused on case management for Head Start families to help them meet their basic needs to seek self-sufficiency as an option for improving their economic situations.

On-going planning and assessments, collaborative efforts, periodic home visits, mentoring, self-help seminars/workshops and strong family support initiatives to build relationships and earn participants' trust will be utilized to provide intense case management. Partnerships with agencies and the faith community are necessary for leading families toward successful family management. CCA will provide financial assistance, support services, counseling, referrals, workshops, seminars, and advocacy for those who demonstrate the most acute need in keeping employment, managing finances, dealing with crisis, and most of all becoming self-sufficient, while at the same time, demonstrate the greatest desire to improve their lives. Teaching families to manage resources for crises by offering self-help workshops, seminars and community events will allow greater anticipation of expected outcomes.

(D) Explain how the persons are adversely affected.

Low-income citizens in the service area are adversely affected, as the results of the Community Assessment demonstrate perspectives that reflect low-to-moderately low socioeconomic households, the need and importance of better employment and employability resources, affordable child care, safe, adequate and affordable housing, transportation and services and supports to achieve economic stability. There is no local bus service in the four-county area. Two local providers, Craven Area Rural Transit System (CARTS) and Carteret County Area Transportation System (CCATS) offer local transit. CARTS services target the general public with special emphasis on the elderly and/or handicapped residents of Craven, Jones and Pamlico counties and operates from 5 AM to 6 PM Monday thru Friday. Scheduled routes are based on the requirements of the Human Service Agencies served by the system (i.e. Social Services (DSS), Coastal County Enterprises (CCE), Port Human Services, Senior Citizen's Centers, Work First, etc.). The general public may access the service on a space available basis for fares ranging from \$1.00 to \$6.75 according to zoned distances. CARTS fleet consists of 32 vehicles, including 19 specially modified vans to accommodate the elderly and/or handicapped, 5 standard vans, 5 mini-buses and 3 sedans.

The prohibitive cost of housing for low-income families leads to frequent evictions, moving, multiple families living cramped into one house, and homelessness. Low wages, WFFA and TANF often is not enough to make ends meet. The waiting list for HUD and other subsidized housing developments average nine months-to-3 years from the date of the initial application. Additionally, childcare is needed during non-traditional work hours to help low-income working parents sustain employment. Agencies are encouraging quality childcare providers to extend services for weekend and night hours to help parents in need of assistance while they work and

try to educate themselves for higher paying jobs. Records at local Departments of Social Services state that there are an estimated 6,200 children under the age of 18 living below poverty in our service areas. Over 2,000 households are headed by single female-households who live below poverty while trying to make ends meet to provide for their children. A percentage of these families receive Food Stamps, Medicaid or NCCHIP (North Carolina Children's Health Insurance Plan), WFFA (Work First Family Assistance) or TANF (Temporary Assistance to Needy Families) and child care payment assistance. While some may live in subsidized housing and receive supplemental payments for utilities, with the rising cost of living, these types of assistance still are not enough to cover all household expenses, particularly those who may not be eligible.

The stakes are high in rural communities for low-income individuals and families striving to attain greater opportunities to move out of poverty. Breadwinners need various means to be successful in retaining employment and attending school beyond high school to earn wages higher than minimum wage.

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

(E) Resources Available:

a. Agency Resources:

Head Start/Early Head Start Program provides comprehensive early education, health, dental, nutrition and family support and family development services for children and their families enrolled in the program.

NC Pre-K Program provides early education services to four-year-olds in Head Start classrooms. Agency participation is in partnership with local education agencies in Carteret, Craven and Pamlico Counties through sub-contractual agreements.

Head Start/Work First Collaboration provides cross referrals between Head Start and Craven County DSS Work First and Retention Program to target families with children and parents in need of Work First services. The project is designed to strengthen the partnership between agencies, leverage resources for families, and recruit participants for both programs to increase the number of individuals served.

Weatherization provides assessments and repairs to make homes more energy efficient, and replaces home appliances, and repairs or replaces heating and air systems for housing units. Services are prioritized for homes with family members who are disabled, elderly, and or have young children. Program supplements costs for eligible repairs with Heating and Air Replacement and Repair funding and Blue Cross/Blue Shield Healthy Homes Initiative.

Single Family Rehabilitation provides assessments and repairs to bring homes up to housing codes for the home owner.

Urgent Repair Program provides housing repairs, wheel chair ramps other housing enhancement services to accommodate elderly and/or disabled persons to live independently.

HUD Section 8 Rental Assistance Program provides housing rental assistance, Family Self-Sufficiency (FSS) project, and home ownership education to low-income persons and/or families in Carteret County.

Retired Senior Volunteer Program (RSVP) provides volunteer opportunities for retired senior citizens. Also provides transportation services for seniors and disabled veterans for medical appointments.

Senior Companion Program provides volunteer opportunities for senior citizens to assist and support disabled, frail seniors.

Foster Grandparent Volunteer Program provides volunteer opportunities for senior citizens to work with children in public schools, Head Start/Early Head Start classrooms and other educational settings. Travel, training, meals and stipends are offered as incentives to volunteer participants.

b. Community Resources:

Hope Mission/Christian Ministries is an association of churches in Carteret County providing emergency assistance for food, utilities, rent, etc. on a limited basis; provides emergency shelter and life skills training.

Salvation Army is a national service-oriented organization providing crisis assistance for clothing, shelter, fuel, and utilities to families living in Carteret, Craven, Jones and Pamlico counties

White Oak Ecumenical Outreach Ministries provides assistance for food, clothing, shelter, utilities, life skills classes, job training, and counseling to residents in parts of Carteret County. Also operates a thrift store and provides clothing and furniture at no cost to families and individuals in need.

Matthew 25/St. James Ministries is a local church in Carteret County that is part of the nationally recognized United Methodist Church, and provides crisis assistance to residents in Newport. The church also operates a thrift store, and provides attire for participants seeking employment.

Second Blessings operates a thrift store and outreach ministry by providing crisis assistance, counseling, and clothing for participants seeking employment in Carteret County.

Religious Community Services provides emergency shelter and assistance for food, utilities, rent, etc. on a limited basis to residents in Craven, Jones and Pamlico counties.

Vanceboro Christian Help provides emergency assistance for food, utilities, rent, etc. on a limited basis to residents in Vanceboro.

Faith Tabernacle of Praise provides crisis assistance and counseling to residents in Carteret and

Craven Counties.

Interfaith Refugee Ministries provides food, clothing, transportation, language assistance, education and other resources for Asian populations resettling in Craven County

Department of Social Services provides TANF, Food Stamps, crisis assistance, transportation, Medicaid, child and adult services, and subsidized payments for child care to eligible applicants in Carteret, Craven, Jones and Pamlico Counties.

Caroline's House Domestic Violence Shelter provides temporary shelter, food, clothing, counseling, and supportive services for abused and battered women and children in Carteret County.

Coastal Women's Shelter provides temporary shelter, food, clothing, counseling, and supportive services for abused and battered women and children in Craven, Jones and Pamlico Counties.

Carteret County Area Transit System (CCATS) provides limited transportation services available for Carteret County residents at a reduced rate per trip.

Craven Area Rural Transit System (CARTS) provides limited transportation services at a reduced rate for eligible individuals in Craven, Jones, and Pamlico Counties.

NC Works provides information and referrals for employment, job counseling, job readiness and employment services; provides services for the employable disabled persons; sponsors JobLink Career Centers in Carteret County, and Craven County serves Jones and Pamlico Counties. JobLink Centers in Jones and Pamlico Counties are sponsored by the local community college system.

Vocational Rehabilitation provides counseling, evaluation, job training, and job placement in Carteret, Craven, Jones and Pamlico counties.

Community Colleges provide two-year degree college programs and employment training and human resources, specialized career certifications, scholarships, GED and Adult High School, literacy campaigns, basic skills training, continuing education, technical training, online learning, and satellite four-year university programs; Carteret Community College, Craven Community College, Pamlico Community College, and Lenoir Community College, which provides an education site in Jones County; JobLink Career Centers also, are available within community colleges.

Onslow Carteret Behavioral Health Care provides counseling, therapy, evaluations, substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled men, women, and children.

Port Human Services, Inc. provides counseling, therapy, evaluations, substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled men, women, and children.

Re-Entry Council offers support and services to individuals recently released from incarceration to avoid recidivism in Carteret, Craven, Jones, and Pamlico Counties.

Promise Place provides temporary shelter, education, support and awareness for families experiencing domestic violence.

Trillium Health provides health and mental health initiatives, education, mentoring, counseling, therapy, evaluations, substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled men, women, and children.

Habitat for Humanity assists with community improvement and provides education, counseling and home ownership opportunities for eligible families.

Legal Aid of North Carolina provides education, guidance, counseling, and legal assistance to on behalf of low-income individuals.

(F) Resources Needed:

c. Agency Resources:

Coastal Community Action, Inc.-\$374,443.00 allocated for FY 2020-2021 from the North Carolina Department of Health and Human Services, Office of Economic Opportunity to provide comprehensive services for families and individuals enrolled in the Self-Sufficiency Family Development Program. Funding is specific for operating the Community Services Block Grant.

d. Community Resources:

1. Funds in the amount of \$500,000 per year are needed to provide temporary shelter to 300 displaced persons/families for at least 90 days or less. This estimate is based on the operating costs of local shelters created to provide a place for individuals and families to sleep in the aftermath of Hurricane Florence. Devastation from the storm determined that homelessness in Carteret, Craven, Jones and Pamlico Counties increased because of displacements. In Carteret County approximately 120 elderly/disabled persons were forced to move from their housing units that sustained damages resulting from the storm. In Craven County two public housing units were flooded leaving nearly 200 men, women and children without a place to go.
2. Rental assistance funds needed in the amount of \$120,000 per year to provide assistance for deposits (including water, fuel, and electricity) for applicants who are qualified at the time of their application for rental assistance.
3. Funds needed in the amount of \$45,000 per year to provide supplemental funding to single parents for day care services for approximately 28 children, so that parents can attend full-time education and training programs, including job counseling and placement

services.

4. Funds needed to provide transportation to work and educational training sites for ten (10) individuals per year at a cost of \$14,000.
5. Funding needed in the amount of \$500,000 annually from HUD to develop an employment project targeting high school drop-outs residing in public housing communities.
6. Grant funds needed at \$20,000 per year for the next five years, to operate an asset building project to educate participants and the community in financial literacy in preparation for homeownership.

An additional \$100,000 needed to assist 25 individuals to avoid foreclosure of their homes, to provide matching-funds in down payment assistance for low-income individuals purchasing a home for the first time, and to become a certified HUD Housing Counseling Agency.

Section III: Objective and Strategy

(G) Objective Statement:

Strategies for Objective:

(A) Objective Statement:

To move at least 30 individuals/families participating in the Self-Sufficiency Family Development program above the Federal Poverty Income Guidelines by June 30, 2023.

Strategies for Objectives:

Identify needs of target population on a continuum

Identify level of need per household by using family surveys and needs assessments

Manage families on a case-by-case basis

Create a network of service delivery

Operate consistently on a self-sufficiency plan for family development

Coordinate existing services in each county base

Empower individuals with necessary skills to become self-sufficient

Establish network with faith communities

Maintain advocacy for low-income residents to sustain employment

Create partnerships with businesses in search of employers

Plan and participate in Career Fairs to help participants find employment

Collaborate with employers and JobLink Career Centers to encourage on-the-job-training for individuals with limited job skills

Educate clients through workshops, seminars, and community activities and resources

OEO Form 210 (continued)

OEO Form 210 (continued)

Section IV: Results Oriented Management and Accountability Cycle (use additional sheets if necessary)

Organizational Standard 4.3 requires that an agency's strategic plan and Community Action Plan document the continuous use of the ROMA cycle and use the services of a ROMA trainer.

- (B) Community Needs Assessment: Please summarize the primary needs of your community as determined through the Community Needs Assessment, and explain which of those are Family, Agency, or Community Needs, and why.

Community residents, parents and the most current unemployment and education data show a need for additional employment opportunities and job training. More support services are needed to assist low-income families with meeting their basic needs. Currently, CCA is providing a limited amount of services in Jones and Pamlico counties. Family Development Specialists have enrolled less than 10 families in each of these counties to participate in goal-setting strategies within the last three years. This is a family and community need, to stimulate economic growth for families to own a stake in the communities where they live.

Since Hurricane Florence in September 2018, homelessness has become a serious issue in the four-county service area. Moreover, securing safe, standard housing is challenging, specifically with the number of structural damages to single family housing units, public housing apartments, modulars, and trailers. Finding standard, affordable housing for families is an identified need. The need for new or renovated housing developments and improvements within the community are both a family need and community need.

Transportation continues to be a community and programmatic concern in each of the counties served. Priorities (including financial priorities) will need to be developed so that a plan for addressing the vast transportation needs for the most vulnerable children and families can be developed, which includes determining the areas with the most dire needs and potential procurement of new buses. This is necessary to ensure that children with the greatest need receive services and to ensure that the program reaches and maintains funded enrollment as well as attendance mandates.

Our data reflects a serious need for transportation and after care services for Head Start is still a great need. Community residents in almost every county point to affordable child care as a need, as well as employment opportunities. week model for Head Start and Early Head Start. In addition, parents

overwhelmingly reported the desire and need for additional hours of programming.

- (C) Achievement of Results and Evaluation: Please discuss your agency's achievement of results from last year. What were the successes and why were those areas successful? What areas did not meet targets or expectations and why were those areas not as successful? What Improvements or changes will be made for this year's work plan to achieve desired results and better meet the needs of the community?

2018-2019 Outcome Measures for CSBG/ Family Development Services	Target (Expected to achieve the outcome in reporting period)	Achieved (Actual Served)
The number of participant families served.	200	385
The number of low-income participant families rising above the poverty level.	10	17
The number of participant families obtaining employment.	50	28
The number of participant families who are employed and obtained better employment.	08	14
The number of jobs with medical benefits obtained.	6	8
The number of participant families completing educational/training programs.	15	13
The number of participant families securing standard housing.	20	26
The number of participant families provided emergency assistance.	100	105
The number of participant families provided employment supports.	100	50
The number of participant families provided educational supports.	25	18

Successes:

- Nearly doubled the number of families rising above poverty
- Nearly doubled the number of individuals obtaining better employment, and those gaining employment with benefits
- Addressed the needs of low-income individuals including persons who are homeless, migrant, disabled and/or elderly, thus served 185 more families/individuals than planned
- Assisted individuals/families to alleviate crisis situations through intervention, securing standard housing, and provided referrals for access to emergency services, and health/mental health care

Target Not Met as Expected:

- **Did not adequately provide services, supports and resources for targeted number of individuals to achieve employment and education**

Improvements or Changes Planned

- Incorporate multidisciplinary meetings on a continuum to share data with other service providers, and streamline services and supports per family, case-by-case.
- Ensure equity of services and resources through CSBG for residents in underserved communities in the targeted customer service area.
- Provide additional training and one-on-one mentoring with staff to address all dynamics and needs for individuals/families.

(D) Please name the ROMA trainer who provided services used in developing this community Action Plan and describe what specific services were provided.

CCA did not use the services of a certified ROMA trainer in the development of the 2020-2021 Community Action Plan. Executive Director for CCA, Inc., Catissa Head is currently in the ROMA Certification Training.

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification				
1. Project Name:	Self-Sufficiency Family Development			
2. Mission Statement:	Through advocacy, education, support and services we will empower individuals, families, and communities toward a better quality of life.			
4. Objective Statement:	To move at least 30 individuals/families participating in the Self-Sufficiency Family Development program above the Federal Poverty Guidelines by June 30, 2023.			
5. Project Period:	July 1, 2020 to June 30, 2021			
6. CSBG Funds Requested for this Project:	July 1, 2020	To	June 30, 2021	
7. Total Number Expected to Be Served:	150			
a. Expected Number of New Clients	70			
b. Expected Number of Carryover Clients	80			

**One-Year Work Program
OEO Form 212 (continued)**

Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Coordinate services, resources and provide payments as needed and allowable to assist families with removing barriers to achieve employment and other streams of income to move above poverty.	At least nine (30) families move above poverty by June 30, 2023.	1b 1c 1e 3a	Family Development Specialist, CSBG Director
Provide human resource development training and counseling to program participants to facilitate job advancement and/or better employment paying higher than minimum wages.	At least five or more participants earn wages that will increase their household income with benefits by June 30, 2021.	1h 1h.1 1h.2 1h.3 3a 3d	Family Development Specialist
Collaborate with Salvation Army, civic organizations, and local churches to provide temporary shelter, funds to supplement costs for lodging, food, clothing, shoes, health and hygiene supplies for families in crises and experiencing homeless.	Provide financial assistance for 12 individuals/families with security and/or utility deposits to housing by June 30, 2021	4a	Family Development Specialist, CSBG Program Director
Partner with Section 8 HUD programs, public housing authorities and landlords, lenders/bankers to help families secure safe, standard housing	Provide deposits for at least 40 elderly/disabled individuals families to move into safe, affordable housing by June 30, 2021.	4a 4b 4c 4d 4e 4f	Family Development Specialist, CSBG Program Director

Assist participants with support, referrals and assistance to locate low-cost educational programs with growth potential.	20 individuals and/or families will be provided educational supports by June 30, 2021.	2g 2h 2j	Family Development Specialist
Assist participants with researching and gaining access to educational institutions, colleges, universities and other institutions of higher learning and specialized skills training.	At least 3 individuals will enroll and/or complete two-year degrees or higher, from an accredited institution of higher education.	2e 2h 2i 2j	Family Development Specialist
Coordinate with private sector businesses and public sector programs to assist with skills development and training to gain employment	9 persons will gain employment by June 30, 2021.	1b 1c 1d 1e	Family Development Specialist
Research, counsel, and assist 50 participants to purchase needed items to gain and maintain employment	50 persons will be provided employment supports as listed by June 30, 2021.	1a 1b 1c	Family Development Specialist
Interview, counsel and assist individuals and/or families to prevent eviction, disconnection of utilities. Conduct one-on-one financial budgeting and provide access to group financial literacy training.	75 persons will be provided financial and education assistance to maintain a basic household budget.	3a 3b 3f 3h	Family Development Specialist, CSBG Program Director

**One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Lack of comprehensive resources and services for individuals/families to achieve self-sufficiency and move above poverty.	Coordinate services, resources and provide payments as needed and allowable to assist families with removing barriers to achieve employment and other streams of income to move above poverty.	At least nine (30) families move above poverty by June 30, 2023.	1b 1c 1e 3a	Family Development Specialist, Family and Community Administrator, PFCE Manager
Lack of employment opportunities and resources within the community to earn higher wages with benefits.	Provide human resource development training and counseling to program participants to facilitate job advancement and/or better employment paying higher than minimum wages.	At least five or more participants earn wages that will increase their household income with benefits by June 30, 2020.	1h 1h.1 1h.2 1h.3 3a 3d	Family Development Specialist
Lack of temporary shelters and programs to assist homeless families with financial assistance and support services for stabilization.	Collaborate with Salvation Army, civic organizations, and local churches to provide temporary shelter, funds to supplement costs for lodging, food, clothing, shoes, health and hygiene supplies for families in crises and experiencing homeless.	Provide financial assistance for 12 individuals/families with security and/or utility deposits to housing by June 30, 2020.	4a	Family Development Specialist, CSBG Program Director
Lack of safe, affordable housing units for low-income elderly/disabled individuals and families.	Partner with Section 8 HUD programs, public housing authorities and landlords, lenders/banks families secure safe, standard housing.	Provide deposits for at least 40 elderly/disabled individuals families to move into safe, affordable housing by June 30, 2020.	4a 4b 4c 4d 4e 4f	Family Development Specialist, CSBG Program Director

Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Lack of funding for individuals and/or families to complete educational programs without incurring debt through student loans.	Assist participants with support, referrals and assistance to locate low-cost educational programs with growth potential.	20 individuals and/or families will be provided educational supports by June 30, 2020.	2g 2h 2j	Family Development Specialist
Limited education programs and institutions available for residents in rural communities to achieve a degree higher than two-year programs.	Assist participants with researching and gaining access to educational institutions, colleges, universities and other institutions of higher learning and specialized skills training.	At least 3 individuals will enroll and/or complete two-year degrees or higher, from an accredited institution of higher education.	2e 2h 2i 2j	Family Development Specialist

**One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Unemployed individuals and/or families are unable to meet their basic needs.	Coordinate with private sector businesses and public sector programs to assist with skills development and training to gain employment	9 persons will gain employment by June 30, 2021.	1b 1c 1d 1e	Family Development Specialist
Unemployed individuals and/or families are unable to afford needed equipment, clothing, shoes, child care and transportation to begin and maintain employment.	Research, counsel, and assist 50 participants to purchase needed items to gain and maintain employment.	50 persons will be provided employment supports as listed by June 30, 2021.	1a 1b 1c	Family Development Specialist
Lack of living wage employment and financial literacy to consistently maintain household budget.	Interview, counsel and assist individuals and/or families to prevent eviction, disconnection of utilities. Conduct one-on-one financial budgeting and provide access to group financial literacy training.	75 persons will be provided financial and education assistance to maintain a basic household budget.	3a 3b 3f 3h	Family Development Specialist, CSBG Program Director

**One-Year Work Program
OEO Form 212 (continued)**

Section III: Program Administration and Operations					
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Objective: Provide comprehensive self-sufficiency family development services for 150 families and/or individuals for fiscal year 2020-2021.	Family Development Specialists, CSBG Program Director	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
Operate program in Carteret, Craven, Jones and Pamlico Counties to provide support services and financial assistance to 150 qualified families to prepare them for economic enhancement and self-sufficiency.	Family Development Specialists, CSBG Program Director	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
Assist participants with developing an action plan as a guide to utilize services outside of CSBG Family Services and other CCA programs to achieve their established goals.	Family Development Specialists, CSBG Program Director	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
Continue to establish linkages between county agencies, community, private and faith-based organizations to expand program assistance.	Family Development Specialists, CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Screen applicants, assess needs, determine eligibility, and enroll 70 new individuals/families for program participation, and work collaboratively with the participant family to establish goals, develop an action plan and sign Family Contract Agreement.	Family Development Specialists, CSBG Program Director	10 7/1/2020-6/30/2021 9/2020	+30 (40) 7/1/2020-6/30/2021 12/2020	+20 (60) 7/1/2020-6/30/2021 03/2020	+10 (70) 7/1/2020-6/30/2021 06/2020
Send letter of enrollment to new participants with an effective date, with a five-year time limit for active, compliant participation to move above poverty and achieve self-sufficiency.	Family Development Specialists, CSBG Program Director	10 7/1/2020-6/30/2021 9/2020	+30 (40) 7/1/2020-6/30/2021 12/2020	+20 (50) 7/1/2020-6/30/2021 03/2020	+10 (70) 7/1/2020-6/30/2021 06/2020
Conduct assessments and renew enrollment for existing participants. July 1 st -August 31 st . Send letter of re-enrollment.	Family Development Specialists	80 7/1/2020-6/30/2021 9/2020	80 7/1/2020-6/30/2021 12/2020	80 7/1/2020-6/30/2021 03/2020	80 7/1/2020-6/30/2021 06/2020
Schedule and conduct at least two home visits annually with participant families.	Family Development Specialists	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
Provide program orientation as needed for all participants.	Family Development Specialists	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020

**One-Year Work Program
OEO Form 212 (continued)**

Section III: Program Administration and Operations					
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
<p>Employment Coordinate with community colleges, NC Works, and Departments of Social Services in all four counties to provide employment workshops for job readiness, employment/career counseling, training information, human resource development, and/or Career Fairs. Participants seeking employment must attend at least one employment readiness workshop during the program year, and provide proof of attendance, with the agenda and signature of the workshop trainer to the FDS, if training is not sponsored or co-sponsored with FCSP/CCA.</p>	Family Development Specialists, CSBG Program Director	50 7/1/2020-6/30/2021 9/2020	50 7/1/2020-6/30/2021 12/2020	50 7/1/2020-6/30/2021 03/2020	50 7/1/2020-6/30/2021 06/2020
Work with partners and local business to provide appropriate attire and shoes for participants for job search and job interviews. Participants must submit a job search form listing all businesses where applications and/or interviews were completed, including the date and signature of authorizing official at least once per week during the job search process.	Family Development Specialists, CSBG Program Director	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
<p>Education and Support Services Assist participants with researching appropriate educational institutions for Basic Skills Training, GED Programs, remedial education, literacy, colleges, universities and other institutions of higher learning and training.</p>	Family Development Specialists, CSBG Program Director	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
Seek out additional assistance for tuition, books, materials, and fees on an "as needed" basis for participants and approve case-by-case depending participant's status of compliance with the program.	Family Development Specialists, CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2020 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
<p>Transportation Provide assistance and support for participants needing valid driver's license to operate a motor vehicle to attend school, work or medical appointments as approved by the CSBG Director.</p>	Family Development Specialists, CSBG Program Director	02 7/1/2020-6/30/2021 9/2020	+02 (04) 7/1/2020-6/30/2021 12/2020	+02 (06) 7/1/2020-6/30/2021 03/2020	+0 (06) 7/1/2020-6/30/2021 06/2020
Purchase tickets as needed through county transportation services for participants not eligible for transportation vouchers through DSS.	Family Development Specialists, CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2020 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020

Advocate on behalf of participants with local car dealers to ensure participants purchase vehicles at affordable rates.	Family Development Specialists	50 7/1/2020-6/30/2021 9/2020	50 7/1/2020-6/30/2021 12/2020	50 7/1/2020-6/30/2021 03/2020	50 7/1/2020-6/30/2021 06/2020
Transportation Refer participants to certified, reputable mechanics to have vehicles evaluated to ensure that vehicle purchases are deemed good investments.	Family Development Specialists	5 7/1/2020-6/30/2021 9/2020	+5 (10) 7/1/2020-6/30/2021 12/2020	+5 (15) 7/1/2019-6/30/2020 03/2020	+5 (20) 7/1/2020-6/30/2021 06/2020
Housing Partner with Section 8 HUD programs, public housing authorities, landlords, lenders/banks to help families secure safe, standard housing that is affordable.	Family Development Specialists	10 7/1/2020-6/30/2021 9/2020	+10 (20) 7/1/2020-6/30/2021 12/2020	+15 (35) 7/1/2020-6/30/2021 03/2020	+5 (40) 7/1/2020-6/30/2021 06/2020
Housing Stabilization and Support Services Provide payments for housing and utility deposits, rental assistance to avoid evictions, and mortgage payments to avoid foreclosures for individuals/families living in Carteret, Craven, Jones and Pamlico counties experiencing loss of employment, a disability, or other hardship.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Assist families to avoid a crisis situation by working with other agencies to provide food, clothing, shelter and utilities, medical, dental, and prescribed medications.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Partner with HUD, public housing authorities, community development corporations, Habitat for Humanity, Self-Help Credit Union, Single Family Rehabilitation, and other available housing resources and options to provide housing and home repair program and home ownership preparation information.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Work with Weatherization programs to provide outreach for energy efficiency education, assessments, and inspections for participants and the community at-large.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Involve services of Legal Aid, Self-Help, lending institutions, mortgage companies and real estate agents to provide additional supports to assist families to maintain safe, affordable housing.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Outreach Provide workshops and invite guest speakers to motivate participants with self-help in the areas of legal issues, financial management, credit counseling, career/employment readiness, conflict resolution and	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020

crisis intervention strategies.					
Operate satellite sites for staff availability to provide services and to recruit eligible families and individuals throughout the four county service area at Head Start Centers, JobLink Career Centers, Jones County DSS, NC Works and community colleges.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Attend meetings, councils, and events related to the improvement of agency networking, family services and other related activities to help families and the community.	Family Development Specialists, CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Information & Referral Develop a system for coordinating a variety of services with other agencies and organizations in the service area.	Family Development Specialists, CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Refer participants on an "as needed" basis for medical and mental health counseling and therapy services.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Conduct follow-up on all referrals for participants.	Family Development Specialists,	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Provide payments for 30 Head Start/Early Head Start families with children enrolled in the program at CCA. Services will be provided using a self-sufficiency approach to support, stabilize and promote the well-being of families with children.	Family Development Specialists, CSBG Program Director	5 7/1/2020-6/30/2021 9/2020	+5 (10) 7/1/2020-6/30/2021 12/2020	+10(20) 7/1/2020-6/30/2021 03/2020	+10(30) 7/1/2020-6/30/2021 06/2020
Manage each family case-by-case, provide support in goal-setting, guidance and direct financial assistance with available funds on an as needed basis.	Family Development Specialists, CSBG Program Director	10 7/1/2020-6/30/2021 9/2020	+10 (20) 7/1/2020-6/30/2021 12/2020	+5(25) 7/1/2020-6/30/2021 03/2020	+5(30) 7/1/2020-6/30/2021 06/2020
Provide information and arrange for participants to attend workshops and seminars for Life Skills Training, Acquiring Positive Parenting Skills, Healthy Relationships, money management, tutoring, counseling, and other events related to helping individuals and families to help themselves.	Family Development Specialists, CSBG Program Director	10 7/1/2020-6/30/2021 9/2020	+10 (20) 7/1/2020-6/30/2021 12/2020	+5(25) 7/1/2020-6/30/2021 03/2020	+5(30) 7/1/2020-6/30/2021 06/2020
Participant Direct Financial Support Provide comprehensive services and payments, including incentives for at least 75 families/ individuals participating in goal-setting to work towards self-sufficiency on an "as needed" basis at an average of \$1,200.00 per family/individual per year	Family Development	75 7/1/2020-6/30/2021 9/2020	75 7/1/2020-6/30/2021 12/2020	75 7/1/2020-6/30/2021 03/2020	75 7/1/2020-6/30/2021 06/2020

<p>FY2020-2021. Fund level varies according to each family need. Subject to approval by the CSBG Director.</p> <p>Budget:\$90,000</p>	<p>Specialists, CSBG Program Director</p>				
<p>Provide payments for direct supportive services for crisis intervention to 30 families with children who are enrolled in the CCA Head Start/Early Head Start program at an average of \$500.00 per family/ individual per year, FY2020-2021. Services to include alleviation of crisis situations by providing deposits for housing/utilities, avoiding evictions, utility terminations, providing assistance for transportation and child care, crisis assistance for housing, work-related expenses and other needs as approved by the CSBG Director. Fund level varies according to each family need.</p> <p>Budget: \$15,000</p>	<p>Family Development Specialists, CSBG Program Director</p>	<p>10 7/1/2020- 6/30/2021 9/2020</p>	<p>+10 (20) 7/1/2020- 6/30/2021 12/2020</p>	<p>+5(25) 7/1/2020- 6/30/2021 03/2020</p>	<p>+5(30) 7/1/2020- 6/30/2021 06/2020</p>
<p>Provide payments for direct supportive services to stabilize 50 individuals who are experiencing hardship as a result of disability and/or job loss at an average of \$300.00 per family/individual per year, FY2020-2021. Support stabilization services to include deposits for housing and utilities for families moving into affordable or subsidized/public housing and/or participating in the HUD rental assistance program. Additional support services to include transportation costs, child care, crisis intervention, education, work-related expenses and other needs as approved by the CSBG Director.</p> <p>Fund level varies according to needs of each family. Budget: \$15,000</p>	<p>Family Development Specialists, CSBG Program Director</p>	<p>10 7/1/2020- 6/30/2021 9/2020</p>	<p>+10 (20) 7/1/2020- 6/30/2021 12/2020</p>	<p>+15(35) 7/1/2020- 6/30/2021 03/2020</p>	<p>+15(50) 7/1/2020- 6/30/2021 06/2020</p>
<p>Approve expenditures for participant services, incentives, stipends and other necessary fees related to promoting the safety, stability and well-being of individuals/families, case-by-case.</p>	<p>CSBG Program Director, CFO, Executive Director</p>	<p>7/1/2020- 6/30/2021 9/2020</p>	<p>7/1/2020- 6/30/2021 9/2020</p>	<p>7/1/2020- 6/30/2021 03/2020</p>	<p>7/1/2020- 6/30/2021 06/2020</p>
<p>Internal Compliance Monitoring Conduct site visits at satellite sites and Meet with FDSs to ensure quality program services, participant eligibility based on income and household size in accordance with OEO requirements</p>	<p>CSBG Program Director</p>	<p>7/1/2020- 6/30/2020 9/2020</p>	<p>7/1/2020- 6/30/2020 9/2020</p>	<p>7/1/2020- 6/30/2020 03/2020</p>	<p>7/1/2020- 6/30/2021 03/2020</p>

NCAC Title 10A and other state and federal Regulations.					
Monitor AR4CA, reconcile services using spreadsheets and requisitions submitted for payments to vendors, and original receipts are properly filed at least every 60 days.	CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 3/2020	7/1/2020-6/30/2021 6/2020
Review case files and use checklists to ensure completed applications, income calculations, certification of waivers, release of information and all other sensitive forms are documented and secured for participant confidentiality.	CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Develop reporting form for findings during internal monitoring and submit reports to the manager for review every 30 days, with corrective action plans if needed, to be submitted to ED.	CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Consistently evaluate local policies and procedures for personnel, fiscal, and program activities to ensure all standards and regulations align with federal and state requirements.	CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Complete all reports as scheduled for timely submission and organize and maintain records.	CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Track and maintain inventory of all equipment purchased with CSBG/OEO funds..	CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 3/2020	7/1/2020-6/30/2021 06/2020

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

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

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2020-21 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	150
The number of low-income participant families rising above the poverty level.	10
The number of participant families obtaining employment.	9
The number of participant families who are employed and obtain better employment.	5
The number of jobs with medical benefits obtained.	5
The number of participant families completing education/training programs.	12
The number of participant families securing standard housing.	10
The number of participant families provided emergency assistance.	50
The number of participant families provided employment supports.	50
The number of participant families provided educational supports.	20
The average change in the annual income per participant family experiencing a change.	This measure does not require a target but must be reported.
The average wage rate of employed participant families.	This measure does not require a target but must be reported.

**Community Services Block Grant Program
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 OEO Form 212 (continued)**

Table 2 Outcome Measures for Project 2 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	

Community Services Block Grant Program
 Fiscal Year 2020-21 Application for Funding
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 OEO Form 212 (continued)

CSBG Expenditure by Service Category					
A.2. CSBG Expenditures Domains	Target CSBG Funds	Actual Q1	Actual Q2	Actual Q3	Final
A.2a. Employment					
A.2b. Education and Cognitive Development					
A.2c. Income, Infrastructure, and Asset Building					
A.2d. Housing					
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>					
A.2f. Civic Engagement and Community Involvement					
A.2g. Services Supporting Multiple Domains					
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>					
A.2i. Agency Capacity Building					
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>					
A.2k. Total CSBG Expenditures (auto calculated)					

Community Services Block Grant Program
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One-Year Work Program
OEO Form 212 (continued)

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

Number of Families to be Served Per County											
Agency Name:											
Project Name:											
County	40	90	10	10							Total
Total Planned											150
Project Name:											
County											Total
Total Planned											

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Monitoring, Assessment and Evaluation Plan**

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

Low-Income Community:

The role and responsibilities of the low-income community are to provide negative and positive feedback concerning their reaction of the programs offered in the community. The poor are encouraged to attend open sessions of all board meetings, participate in needs assessments and evaluations, and to contribute to policy-making and decisions that reflect community needs and values. The low-income community is always welcome to attend and participate in public hearings, planning meetings, board elections for low-income representation and volunteer for projects sponsored by the agency. Members of the low-income population also serve on advisory boards for Section 8 HUD, Senior Services Programs, coordinating committees and the Head Start Policy Council, all of which are programs offered at CCA. With plans to establish a Family Development Services Advisory Council, the low-income community will be given an opportunity to engage in evaluating the Self-Sufficiency program to measure its effectiveness in reaching the target population and achieving program goals.

Program Participants:

The role and responsibilities of program participants require that individuals maintain compliance and meet obligations related to the program. Program participants are allowed to measure their own progress

by meeting with their assigned Family Development Specialist on a regular basis to complete assessments, track progress, and update the Action Plan. The program participant is responsible for demonstrating a commitment to achieving his or her goal, allow scheduling of home visits, meet program requirements by submitting pertinent documents pertaining to work and school and informing the staff of any changes. The participant is required to communicate his or her needs to

the assigned Family Development Specialist. Each year, the participant is required to review and renew

the Family Contract Agreement during an annual assessment. All participants must attend, and prove attendance at workshops and seminars related to the improvement of themselves and their economic status. The Family Services staff and partner sponsor these workshops agencies. Program participants also will have the opportunity to actively participate in multi-Disciplinary meetings with various service providers to receive a broader range of services to help them to attain stability and increase their chances to thrive during their journey to self-sufficiency. This further allows participants to become involved in their own processes. The staff ensures follow-up for all program participants by making home-visits, visiting clients' job sites, and /or by telephone.

The staff is committed to operating the program and its activities by complying with the rules, regulations, and codes of the agency and funding source. The program director works closely

with the staff to assist with promoting programs and providing assistance in researching poverty statistics and expanding the program.

Community Services Block Grant Program
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Monitoring, Assessment and Evaluation Plan

Others:

The role and responsibilities of others, such as CCA, Inc. staff focus on using information from the needs assessment to educate the poor, program participants, and local supporters about the needs of the community, as well as the efforts of the agency. The staff meets regularly to measure overall effectiveness and efficiency of service delivery to program participants. The Family Development Services team consists of the CSBG Program Director, and Family Development Specialists work collaboratively with various partners to continuously implement the Family Development Services Model with a collaborative function to provide comprehensive services for community Self-Sufficiency and Head Start families. Since the initial phase of this model in 2007, planning and training are on-going to improve the quality of service delivery. Checklist forms are the monitoring tools most commonly used to evaluate program efficiency and effectiveness. It is an on-going process for staff to stay up to date on training, new initiatives, programmatic policies and changes in state and federal legislation for serving families. The Family and Children's Services program also conducts an annual self-assessment of all areas of the program, including planning, operations and financial management and governance requirements.

Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

The systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors is reported by the executive director annually. Currently, an electronic survey has been created for access by program participants following agency contact and service delivery. Hard copy surveys are issued to all Family and Children's Services program participants each year and the data is used for planning for the next program year.

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

Administrative policies and procedures are monitored by the Board of Directors on a continuum. All revisions, updates and newly added policies, procedures and program requirements are presented to the

board for programmatic, fiscal, human resources and all other operational functions within the agency. All documents are revised as needed and submitted for review by the Board of Directors in draft form, and is not authorized for completion until the Board issues final approval for implementation.

Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board of Directors act on monitoring, assessment and evaluation reports members, first by reviewing monthly and quarterly reports submitted by various department heads within the agency, as well as a synopsis of those reports presented at regular Board meetings by the agency's Executive Director. An audit is performed each year by a team of Certified Public Accountants from Petway, Mills and Pearson, PA. This is the most effective tool used by the Board to evaluate the programmatic and administrative aspects of the agency. Also, monitoring and measuring assessments performed by analysts of funding sources, and planning and implementation by Board Committees are key factors to determining and maintaining compliance.

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

The Board's procedure for conducting an agency self-evaluation is implemented through the use of the annual audit and an analysis of accomplishments per program, through the examination reports and documents provided for each program. The Board is involved in the planning process for all of the agency's programs and requires program accomplishments and measures progress through reports. During regular Board meetings, program policies, financial reports, and personnel procedures are reviewed, discussed and approved or disapproved. These reports are then used to determine the agency's progress toward meeting stated goals and whether or not goals are being met on a timely basis, their relative success in impacting causes of poverty, and making any recommendations effecting policy to the Executive Director. In June 2018, the Board received orientation and training of their responsibilities, and also evaluated and updated the agency's strategic plan for the next five years. The Board also utilizes the Agency Risk Assessment provided through the Office of Economic measuring the processes and systems of Community Action Agencies in North Carolina. Organizational Standards, Governance, Leadership and Capacity Screener, Self-Assessment.

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

Within the past year, several new members have been inducted into the tri-partite Board of Directors for CCA. The Board's most recent self-evaluation was conducted in March 27, 2019 at Coastal Community Action. Board members, along with the Executive Director

assessed the strengths and weaknesses of the functions of the Board. Results of the most recent evaluation indicated that with several Board members being new to community action, on-going training is needed regarding programs within the agency. It was also determined that weaknesses exist with the Board regarding the roles and responsibilities of Board Committees. Board members agreed to attend trainings pertinent to their board positions by attending community action training conferences such as the North Carolina Community Action Association (NCCAA) Spring Conference, Annual CAPLAW (Community Action Partnership Legal Association), Annual Community Action Partnership (CAP) and the South Eastern Association of Community Action Agencies (SEACAA) to strengthen their knowledge base and skills as board members.

The next evaluation for the Board is planned for March 2020. Evaluation for the Board will be based on the overall effectiveness of the agency in serving families, agency capacity, and community responsiveness.

The Board will focus on the following:

- 1) Monitoring the agency's performance and outcomes using the Six ROMA National Goals
- 2) Staying well-informed in the operational and provisional aspects of the agency
- 3) Training to maintain strength as the governing body of a community action agency
- 4) Responsibilities for shared governance with the Head Start Policy Council
- 5) Becoming more familiar with eligibility and administrative requirements for all CCA programs

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A

1. Administrative Support requested for (Name of Grant):		
2. Total amount of Administrative Support requested: \$		
3. Brief description of grant including the name of the funding source:		
4. Total Grant Amount:		\$
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)		
6. How will the agency track the CSBG funds used for Administrative Support?		
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)		
Indirect Costs		
Indirect Cost Base:		
Indirect Cost Rate %:		%
Indirect cost base amount for this grant:		\$
Percent indirect allowed by funding source for this grant:		%
Dollar amount indirect allowed by funding source for this grant:		\$
Cost Allocation		
Percent of administrative costs allowed by funding source for this grant %:		
Dollar amount of administrative costs allowed by funding source for this grant:		\$
8. Actual numerical calculation used to determine Administrative Support needed:		
9. Administrative Support to be applied: (choose one)	Monthly	
	Quarterly	
	Annually	

CONTRACT BUDGET NARRATIVE
STATE OF NORTH CAROLINA DIVISION OF SOCIAL SERVICES
OFFICE OF ECONOMIC OPPORTUNITY
Form 6844N

Name of Agency:

Section A – Salaries and Wages

Staff Names and Positions: \$94,051.96 (Annual salaries charged to CSBG; differences charged to Head Start)

Stephanie Cox-CSBG Program Director	\$43,183.04 @ 90% = \$38,865.57
Diane McMillian-Family Development Specialist	\$36,335.64 @ 70% = \$25,434.00
Cheryl Swann-Family Development Specialist	\$36,335.64 @ 70% = \$25,434.00

Section B – Fringe Benefits

Fringe Benefits: \$38,865.57 (Based on percentage of salaries charged to CSBG)

CSBG Program Director:

FICA : $\$38,865.37 \times 7.65\% = \$2,973.00$

Unemployment Insurance Benefit: $\$38,865.37 \times 0.66\% = \257.00

Health Insurance: $\$567.80 \times 12 \text{ months} = \$6,813.60$ (premium decreased from previous year)

Life Insurance: $\$38,865.37 \times .3300\% = \128.00

Dental Insurance: $\$32.73 \times 12 \text{ months} = \392.76

Worker's Compensation: $\$38,865.37 \times 0.540\% = \210.00

Disability: $\$38,865.37 \times 0.54\% = \218.00

401 (K): $\$38,865.37 \times 4.0\% = \1555.00

Family Development Specialist:

FICA: $25,434 \times 7.65\% = \$1946.00$

Unemployment Insurance Benefit: $\$24,936.10 \times 0.6600\% = \168.00

Health Insurance: $\$567.80 \times 12 \text{ months} = \$6,813.60$ (premium increased from previous year)

Life Insurance: $25,434.00 \times .3300\% = \84.00

Dental Insurance: $\$32.73 \times 12 \text{ months} = \392.76

Worker's Compensation: $25,434 \times 0.0238\% \times 12 \text{ months} = \61.00

Disability: $\$25,434.00 \times 0.540\% = \137.00

401 (K): $25,434.00 \times 4.0\% = \$1,017.00$

Family Development Specialist:

FICA: $25,434 \times 7.65\% = \$1946.00$

Unemployment Insurance Benefit: $\$24,936.10 \times 0.6600\% = \168.00

Health Insurance: $\$567.80 \times 12 \text{ months} = \$6,813.60$ (premium increased from previous year)

Life Insurance: $25,434.00 \times .3300\% = \84.00

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Disability: $\$25,434.00 \times 0.540\% = \137.00

401 (K): $25,434.00 \times 4.0\% = \$1,017.00$

Family Development Specialist

Section C – Equipment Purchases

Vehicle purchase: \$21,8386.63

Tax/Tags/Maintenance

Section D - Communication

Communications: \$7,000

- Landline, wireless internet, mobile service, equipment lease, text messages, insurance, taxes
- Advertising/Public Notices/Printing
- Postage/Stamps/Shipping

Section E – Space costs

Space Costs: \$8,970.00

Rent for office and cubicle space, utilities, building and maintenance repairs, janitorial supplies, and grounds-keeping

Section F – Travel/Employee Development

Travel: \$25,000

Local and Out-of-Area Travel for three (3) staff to conduct home visits and attend conferences and trainings for staff development 900 miles per month average $\times .55$ per mile = \$5,940

Training/Staff Development \$19,060

- North Carolina Head Start Association, Asheville for three (03) staff to attend: \$3191.28
- North Carolina Community Action Association, Wilmington for three (03) staff to attend: \$2,948.72
- SEACAA Training for (01) Staff to attend \$2,000.00
- ROMA Certified Training for (01) Staff \$900.00
- Leadership Training for (01) Staff \$5000.00

- Other-Family Development/Family Support Services Training for three (03) staff to: \$5020.00

Section G - Supplies and Materials

Supplies/Materials: \$11,422.00

- Computer Supplies (printer cartridges, cables, batteries)
- Office Supplies (paper, staples, staplers, cardstock, paper clips, binders, folders, paper clips, pencils, pens, envelopes, cork boards, highlighters, labels, notepads)
- Photo Copier Supplies (toner cartridges, repairs, paper)

Section H – Contractual Services

Contractual: \$3,500

Community Action Opportunities (CAO) 25 Gaston Street Asheville, NC 28801 (828) 252-2495
Web-based Subscription for AR4CA for CSBG Reporting and Maintenance
\$2,800 Annual Fee based on number of users

Petway, Mills & Pearson, PA 806 Arendell Avenue Zebulon, NC 27597 (919) 269-7405
CPA, Audit Services \$700 Annually

Section I - Client Services

Client Services: \$130,000

Self-Sufficiency Family Development Services

Objective: Provide Family Development Services to 150 individuals/families in FY2020-2021 to assist them with achieving economic self-sufficiency. 75 individuals/families participating in employment/education x \$1200 average per family = \$90,000

Head Start Case Management-30 HS/EHS families x \$500 average per family = \$15,000

Crisis Assistance-50 elderly and/or disabled x \$500 average per individual family = \$25,000

Section J - N/A

Section K - Other

Other: \$20,000.00

Insurance and Bonding: \$600.00

NCCAA Membership Dues: \$150.00

Community Action Annual Membership Fees: \$250.00

Workshop Materials: \$400.00 (Training Workbooks, Curriculums, Materials, Other Staff Instructional Resources 2 Sessions x \$200.00)

Miscellaneous: Advertisement: (Recruitment Banners/Flyers), Food Refreshments for staff training, recognition, community workshops \$6,366.00

Annual Membership Dues to Professional Associations: \$200.00 (NCHSA, ECWPDA, NBCDI)

Non-perishable food items for families in need, temporary shelter, clothing support due to loss from natural disaster/home fire.

Section L – Indirect Costs

Indirect Costs at 21.58% approved rate x \$94,051.96 (salaries) = \$20,296.41

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

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

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

Agency Name: _____

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 14, 2020**.

Clerk to the Board should initial all items below.

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

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

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

Clerk to the Board

Date

Notary

Date

IV. Consent Agenda

7. Approval of School Capital Funds Budget Amendment for Replacement of the Chiller at Atlantic Elementary: \$119,900

CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA
Assistant County Manager
Finance Department



Tel: (252) 728-8410
Fax: (252) 728-0133
deem@carteretcountync.gov
www.carteretcountync.gov

To: Board of Commissioners
From: Dee Meshaw, Assistant County Manager
Date: January 27, 2020
Subject: School Capital Funds Budget Amendment

Attached for your consideration is a budget amendment appropriating \$119,900 to replace the chiller at Atlantic Elementary School. The Schools requested chiller replacement funding in contingency, and as in prior years, the County did not budget for chillers, but appropriates funding as the chillers / condensers break. Attached is an email from the Schools requesting the funding as well as the necessary budget amendment.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: School Capital Fund

Date: 01/27/20

Justification: To transfer and appropriate funds for Atlantic Elementary
School HVAC 100 ton chiller

Fund	Description	Account Number	Increase
General Fund	Revenues Appropriated Fund Balance	110.00.3990.990	<u>119,900</u>
	Total Increase in Revenues		<u><u>119,900</u></u>
	Expenditures Transfer School Capital Fund	110.98.9800.90005	<u>119,900</u>
	Total Increase in Expenditures		<u><u>119,900</u></u>
School Capital Fund	Revenues Transfer from General Fund	421.98.3980.900	<u>119,900</u>
	Total Increase in Revenues		<u><u>119,900</u></u>
	Expenses Category I Capital AES HVAC	421.70.8168.85200	<u>119,900</u>
	Total Increase in Expenditures		<u><u>119,900</u></u>

Chairman Board of Commissioners _____

Date: 01/27/20 _____

**CARTERET COUNTY SCHOOLS
FINANCE DEPARTMENT**

107 SAFRIT DRIVE
BEAUFORT, NC 28516
252-728-4583

MEMO 2018

DATE: December 20, 2019

TO: Board of Education
Mat Bottoms, Superintendent

FROM: Kathy Carswell, Finance Officer

RE: Atlantic Elementary Chiller Replacement

The chiller at Atlantic is starting to fail. The replacement chiller is a York 100-ton chiller. Bids to replace the chiller were received from Crystal Coast Mechanical, Inc. and Mechworks.

After careful review of the bids that were submitted, we are recommending the bid be awarded to the following vendor:

Award to Crystal Coast Mechanical, Inc in the amount of \$119,900.

The other responsive vendor followed the guidelines of the bid process but bid at a higher price.



Proposal
ATLANTIC SCHOOL
CHILLER REPLACEMENT

*York model
100 ton*

Date: 12/20/19

Scope: Demo old Trane chiller and haul offsite, install new York model YLAA0101HE17XFB on existing pad. Install new valves and tees for temporary chiller if needed in the future. Run new conduit from edge of sidewalk at mechanical room doors and turn up between fence and existing chiller pad. Reuse existing 600amp disconnect and wire and chill water pipe. Anything outside of scope there will be additional charge for parts and labor.

LEAD TIME 12-13 WEEKS

MODEL YLAA0101HE17XFB

REFRIGERANT R 410 A

POWER 208-3-60.0 APPLICATION

NOMINAL TONNAGE 100 TONS

POWER CONNECTION SP SUPPLY TB

STARTER TYPE ACROSS LINE

CONTROLS TRANSFORMER

TEAO FAN MOTORS

LOW SOUND FANS WITH VSD CONTROL

¾ INCH THICK INSULATION OF EVAPORATOR

CONDENSER COIL ENVIROMENTAL GUARD PREMIUM

SERVICE ISOLATION VALVES

ELECTRONIC EXPANSION VALVES

HIGH AMBIENT KIT

WIRE/ LOUVERED ENCLOSURE PANELS

ACOUSTIC SOUND BLANKET

THERMAL DISPERSION FLOW SWITCH + EXTENSION KIT

CONNECTED SERVICE READY- BACNET / MODBUS/ N2

ENTIRE UNIT PARTS, LABOR AND REFRIGERANT WARRANTY: 126 MONTHS FROM DATE OF SHIPMENT OR 10 YEARS FROM DATE OF STARTUP WHICHEVER COMES FIRST

CRYSTAL COAST MECHANICAL, INC.
PO BOX 72 | SMYRNA, NC 28579
PHONE: (252) 418-0038 | FAX: (252) 418-8038
WEBSITE: www.crystalcoastmechanical.com

**MCHX COIL COATING WARRANTY: 66 MONTHS FROM DATE OF SHIPMENT OR 5 YEARS FROM DATE OF STARTUP, WHICHEVER COMES FIRST
CHILLER FRAME & PANEL COATING BY ENERGY GUARD
FACTORY STARTUP**

Total\$ 119,900.00 DOLLARS

EXCLUSIONS:

ELECTRICAL (LINE, LOAD, STARTERS, DISCONNECTS, ETC), CONTROLS, FIRE ALARM, FIRE SPINKLER, PLUMBING, SEISMIC/ATFP, CUTTING, PATCHING, PAINTING, ROOFING, STRUCTURAL, EQUIPMENT PADS, ARCHT ACCESS DOORS, FIRE STOPPING, ABATEMENT, TEMPORARY HVAC, PERMITS/BOND, CONTINGENCY, ALLOWANCES, COORDINATION DRAWINGS, LEED, COMMISSIONING

Addendums:

All work to be performed during normal business hours. The above price is good for 30 days. This price is does not include any stop work and remobilization charges at no fault of Crystal Coast Mechanical. We appreciate the opportunity to provide you with a quote for the above referenced project. All Equipment Warranties to begin on date of startup. If you have any questions or concerns do not hesitate to contact us.

**Crystal Coast Mechanical, Inc.
License # 29414**

**CRYSTAL COAST MECHANICAL, INC.
PO BOX 72 | SMYRNA, NC 28579
PHONE: (252) 418-0038 | FAX: (252) 418-8038
WEBSITE: www.crystalcoastmechanical.com**



**Carteret County Schools Chiller Replacement – Atlantic Elem.
December 20, 2019 at 9 AM**

Per our interpretation of scope of work and existing conditions, we propose to provide all equipment, materials, labor, payroll taxes and insurance to replace one 100 ton York chiller.

Base Bid – Atlantic Elementary School: \$ 139,608.00

Includes: Temp Chiller Connection T and Valves, new Conduit/Control Wire from Boiler Room to Chiller Pad.

Note: New conduit price is based on reusing existing 1" rigid conduit from boiler room to edge of concrete walkway. If rigid conduit under walkway is damaged additional charges will apply.

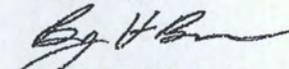
We exclude the following:

- Sprinkler
- Sanitary Plumbing
- Seismic Engineering/Restraints
- Fire Stopping
- Bond (Add 1%)
- Meter Fee, Taps
- Temporary HVAC
- Allowances
- Contingencies

This quote is valid for 30 days from this date and is predicated upon executing a Standard AIA Contract Agreement. We acknowledge no pre-bid amendments.

Please call if I can be of assistance.

Sincerely,


Benjamin H. Beck
Project Manager

East Division / Corporate Office
102-A Professional Park Drive P.O. Box 427
Beaufort NC 28516 (252) 504-3201

Triangle Office
3200 Glen Royal Rd. Ste. 100
Raleigh, NC 27617 (919) 322-2090

West Office
2904 Manufacturers Road
Greensboro NC 27406 (336) 333-2535

www.mechworksinc.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/4/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SIA Group, Inc. 827 Gum Branch Road Jacksonville NC 28540	CONTACT NAME:	
	PHONE (A/C, No, Ext): 910-455-7576	FAX (A/C, No): 910-455-7481
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Penn National Mutual Casualty Insurance Company	14990
	INSURER B: Bridgefield Casualty Insurance Company	10335
	INSURER C: Hanover Insurance Company	22292
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED
MECHMEC-01
Mechworks Mechanical Contractors Inc
PO Box 427
Beaufort NC 28516

COVERAGES CERTIFICATE NUMBER: 806616171 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CX90730595 CX90730595	6/20/2019 6/20/2018	6/20/2020 6/20/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
A A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		AX90730595 AX90730595	6/20/2019 6/20/2018	6/20/2020 6/20/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		UL90730595 UL90730595	6/20/2019 6/20/2018	6/20/2020 6/20/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	198-46621-0000 198-46621-0000	6/20/2019 6/20/2018	6/20/2020 6/20/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Installation Floor Leased/Rented		RHR561647111	6/20/2018	6/20/2020	2,000,000 jobsite 100,000 6,000,000 cat lim 1,000 deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Job # 18-27.

CERTIFICATE HOLDER

Carteret County Schools
107 Safrit Dr.
Beaufort NC 28516

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Diana Evans

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BID TABULATION

Project: AES Chiller Project
 Owner: Carteret County Schools
 BIDS DUE: December 20, 2019

Bidders	Base Bid	Alternate 1	Alternate 2	Alternate 3	Alternate 4	Alternate 5
Crystal Coast Mechanical	119,900 ⁻					
Mechworks Mechanical	139,608 ⁻					

Certified By:

[Handwritten Signature]

Witnessed By:

[Handwritten Signature]

IV. Consent Agenda

8. Approval of NCDOT Request in Support of the Addition of Neuse Drive in the Sportsman Village Subdivision to the Secondary Road System

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: January 8, 2020
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager
RE: Approval of a Resolution of Support for the proposed addition of Neuse Drive located in the Sportsman Village Subdivision in Carteret County to NCDOT's Road Maintenance System

Please see attached a Resolution of Support and map for a proposed addition of Neuse Drive in the Sportsman Village Subdivision. NCDOT is requesting the County adopt the resolution supporting the addition of this roadway into the State-maintained Secondary Road System. This request will allow the State of North Carolina to assume maintenance responsibilities of this road. Per J. Dwayne Smith, NCDOT Assistant District Engineer, all repairs to the roads have made and the only outstanding item is a Resolution of Support from Carteret County.

Please let me know if you have any questions.

Board of Commissioners

Bill Smith, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Mark Mansfield
Jonathan Robinson
Ed Wheatly



County Manager
Tommy R. Burns

Clerk to the Board
Rachel B. Hammer

**RESOLUTION
SUPPORTING A ROAD ADDITION REQUEST
NEUSE DRIVE
LOCATED IN SPORTSMAN VILLAGE SUBDIVISION**

North Carolina

County of Carteret

Road Description – All of Neuse Drive located in Sportsman Village Subdivision in Carteret County

WHEREAS, the Carteret County Board of Commissioners has been asked to adopt a Resolution in support of the above referenced road addition to the State Secondary Road System; and

WHEREAS, the Board of Commissioners is of the opinion that the above referenced road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation; and

WHEREAS, the Carteret County Board of Commissioners does hereby support the addition of the road as it meets with the approval of the property owners residing on the subject road; and

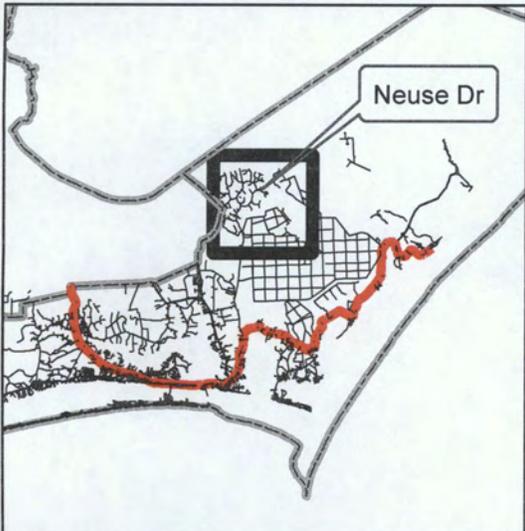
NOW, THEREFORE, BE IT RESOLVED, by the Carteret County Board of Commissioners, that the Division of Highways is hereby requested to review the above described road, and take over the road maintenance, if it meets the conditions noted above.

ADOPTED, this the 27th day of January 2020.

Bill Smith
Chairman

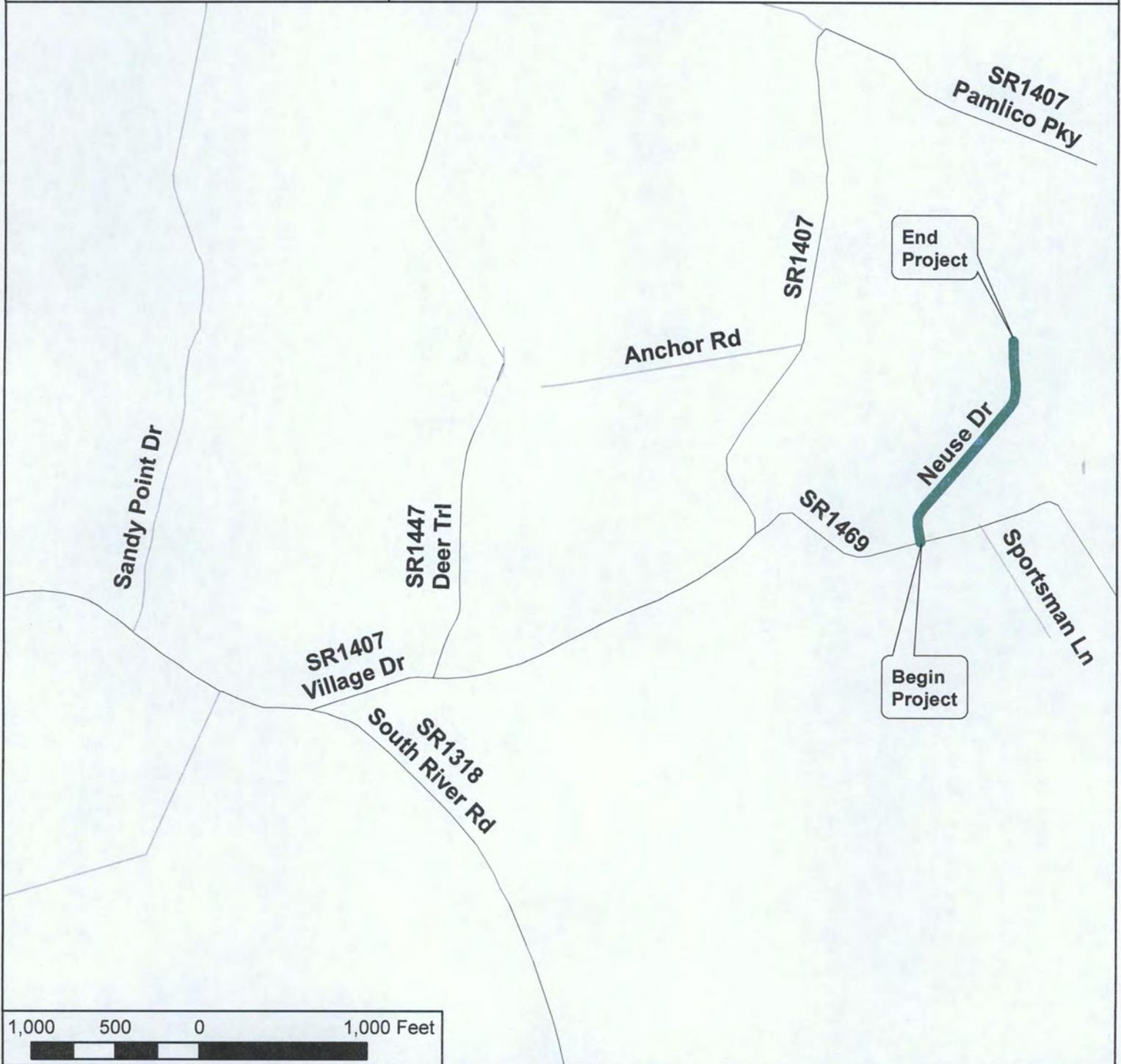
ATTEST

Rachel Hammer
Clerk to Commissioners



NEUSE DRIVE

The proposed addition of the entirety of Neuse Drive, extending northward from SR 1469 (Harbor Ln) for about 0.27 miles to the end of the road in the Sportsman Village Subdivision located approximately 0.75 miles northeast of SR 1318 (S River Rd) in Carteret County.



IV. Consent Agenda

9. Approval to Award Jail Food Services Contract to Trinity Services Group

Office of the Sheriff



304 CRAVEN STREET
BEAUFORT, NC 28516

PH: 252.728.8400
FAX: 252.504.4818

ASA B. BUCK, III
SHERIFF

To: Carteret County Board of Commissioners
From: Sheriff Asa Buck *AB*
Subject: Award Jail Food Service Contract—Trinity Services Group
Date: January 27, 2020

The Sheriff's Office sent out a request for proposal for inmate food service at the Carteret County Jail.

Proposals were received from three vendors. A committee of x members reviewed and evaluated the proposals. The committee unanimously decided that Trinity Services Group Inc. submitted the most complete proposal and is in the best position to provide these services to our facility.

The new contract pricing will result in an increase beyond what we are paying the present vendor. We estimate an increase of approximately \$40,000 if the average daily population remains 135 inmates.

It should be noted however, the proposed contract will actually come close to or equal what the county was paying per meal back in 2011 before the contract was re-bid at that time.

Average daily population (ADP) in 2011 was 126 inmates at a cost of \$2.00 per meal. Under the new contract the cost per meal is \$2.00 for the population range of 135-159 inmates.

The costs per meal are on a sliding scale and factored upon inmate population.

As part of this agreement Trinity Services will also provide a \$50,000 capital investment for the purpose of making any necessary improvements to the food service equipment at the jail.

The initial contract period is for two (2) years and may be renewed for up to three (3) one (1) year terms by mutual consent.

We feel that Trinity Services Group will bring a high level of service to our facility which will benefit the inmates, the jail staff and our jail operations.

I am requesting the Board of Commissioners to approve the contract with Trinity Services Group for inmate food service.

FOOD SERVICES AGREEMENT

THIS AGREEMENT is made by and between the Carteret County Sheriff's Office ("Client"), and Trinity Services Group, Inc., a Florida corporation with principal offices located at 477 Commerce Boulevard, Oldsmar, FL 34677-3018 ("Trinity").

WITNESSETH:

WHEREAS, Client desires to avail itself of Trinity's Inmate Food Services at the Carteret County Detention Facility ("RFP") and Trinity desires to perform such services for Client;

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto, intending to be legally bound hereby, agree as follows:

SECTION 1. CLIENT'S GRANT TO TRINITY

1.1 Client grants to Trinity, as an independent contractor, the exclusive right to operate inmate food services at Carteret County Detention Facility (such location hereinafter referred to as the "Premises"), and the exclusive right to serve to inmates, staff, and other persons at such Premises food products, non-alcoholic beverages, and other such articles ("Products") as shall be approved by the Client (such food service hereinafter referred to as "Services").

1.2 Trinity shall be allowed to sell take-out meals to inmates at the Premises subject to the following conditions:

a. Trinity shall develop and submit to the Client a proposed Trinity Take Out ("TTO") menu, including proposed pricing. The TTO menu and pricing and any future changes to the TTO menu or pricing shall be subject to the prior approval of the Client. In the event the Client objects to any proposed TTO menu item or the proposed pricing, the parties shall work together in good faith to resolve the issue but the Client shall retain the right to make the final decision in the event the parties fail to reach an agreement. Trinity shall have the exclusive right to distribute products on the approved menu.

b. The Client may suspend or revoke the privilege of any inmate to purchase TTO products and Trinity agrees to abide by the Client's instructions.

c. The TTO program shall supplement but not replace the standard inmate meal service and all food products served by Trinity in the TTO program shall meet the same quality and health standards required for food served to inmates in the general meal program.

d. Inmate TTO spending limits shall be in addition to the commissary spend limits and may be established and revised by the Client in its discretion.

e. The Client reserves the right to terminate the TTO program immediately at any time the Client reasonably believes that immediate termination is necessary in the best interest of security or the safe operation of its facility.

f. If Trinity operates the Client's commissary program it will be responsible for charging inmate accounts for TTO purchases. If Trinity does not operate the Client's commissary program, the Client agrees to assist in processing charges to the inmate

accounts for TTO purchases. The parties will jointly develop the processes so as to minimize the requirement for Client involvement in the payment processes.

g. The Client shall provide any necessary secured storage areas for Trinity's TTO equipment.

SECTION 2. TRINITY'S RESPONSIBILITIES

2.1. Pursuant to the terms, conditions and requirements of this Agreement, Trinity will operate and manage its Services hereunder at the Premises and keep its Services adequately serviced and supplied with appropriate merchandise and food products of good quality at prices as agreed upon by the parties.

2.2. Trinity agrees: (i) to comply with PREA standards; (ii) to comply with all Federal, state, and local laws and regulations governing the preparation, handling, and serving of foods; (iii) to procure, post as required by law and keep in effect all necessary licenses, permits, and food handler's cards required by law; (iv) meet all guidelines as prescribed by the American Correctional Association regarding food service. Trinity agrees to pay all Federal, state, and local taxes which may be assessed against Trinity's equipment or merchandise while in the Premises, as well as all Federal, state, and local taxes assessed in connection with the operation of its Services at the Premises. All costs in connection with such taxes (excluding Client's real estate and personal property taxes) referred to herein, licenses, permits, and food handler's cards, shall be a cost of business and will be charged to the operation of the business and borne solely by Trinity. Except in circumstances in which the Client is exempt from sales tax, Trinity shall bill and Client shall pay for all applicable sales taxes.

2.3. Trinity shall hire all employees necessary for the performance of this Agreement. Upon being hired, such employees shall be subject to such health examinations as proper city, state, or Federal authorities may require in connection with their employment in addition to security background screening as permitted by law to include criminal background checks conducted by the Client. All persons employed by Trinity will be the employees of Trinity, and not of the Client, and will be covered by employee dishonesty coverage. The Client may refuse access to any Trinity employee. Trinity shall be solely responsible for all employment withholding, social security, and other taxes on the wages of its employees. Trinity agrees to comply with applicable Federal, state, and local laws and regulations pertaining to wages and hours of employment.

2.4. Trinity shall perform all necessary cleaning of the food service equipment, foodservice preparation areas, and floors in the storage and food service preparation areas. Trinity agrees to maintain conditions of sanitation and cleanliness in accordance with applicable laws.

2.5. All records shall be kept on file by Trinity for a period of three (3) years from the date the record is made and Trinity shall, upon reasonable notice, give the Client or its authorized representative the privilege during normal business hours of inspecting, examining, and auditing such of Trinity's business records which are solely and directly relevant to the financial arrangements set forth in Exhibit A. The cost of such inspection, examination, and audit will be at the sole expense of the Client and such inspection, examination, and audit shall be conducted at the Trinity locations where said records are normally maintained. Such information shall be deemed Confidential Information and shall be subject to the terms of Section 12 herein.

2.6. Trinity agrees that Trinity's employees and agents shall comply with, and observe, all applicable rules and regulations concerning conduct on the Premises that Client imposes upon Client's employees and agents.

2.7. Trinity agrees to be responsible for the repair and/or replacement of any equipment due to its employees' negligent acts or omissions but not due to the acts or omissions of inmates. This does not include the repair or maintenance for normal equipment wear and tear and other responsibilities of the Client as defined in Section 3.

2.8. In connection with Services provided hereunder, Trinity shall purchase inventory, equipment, and services from various sellers and vendors selected by Trinity at its sole discretion (each a "Vendor"). Purchases from Vendors shall be made under such terms Trinity deems in its sole discretion as acceptable ("Vendor Terms"). All Vendor Terms are the exclusive obligation and property of Trinity. Client does not have any liability under, or any right to, any Vendor Terms and no Vendor Terms will operate to reduce or otherwise affect the amount or performance of Client's Obligations.

SECTION 3. CLIENT'S RESPONSIBILITIES

3.1. Client shall, without cost to Trinity, provide Trinity with the necessary space for the operation of its Services, and shall furnish, without cost to Trinity, no less than four (4) inmate workers to assist with the Services and all utilities and facilities reasonable and necessary for the efficient performance of Trinity's services hereunder, include, but not limited to, the following: heat, hot and cold water, steam, gas, lights and electric current, garbage removal services, exterminator services, sewage disposal services, and office space.

3.2. Client shall, at its own cost and expense, provide all food equipment, facilities, and floor space as mutually agreed is necessary for the efficient provision of Trinity's Services hereunder. The Client will maintain, repair, and replace said equipment and facilities at its own expense. Notwithstanding the foregoing, if equipment provided by Client becomes inoperative, hazardous, or inefficient to operate Trinity shall notify Client and have the right to effect repairs or replacements at the expense of the Client, if the Client fails to do so after a reasonable amount of time after notice of said equipment deficiency. Furthermore, during such time period when the equipment is inefficient, hazardous, or fails to operate Client shall, if applicable, pay the cost of all paper products used during such time period. Client shall permit Trinity to have the use of all such equipment and facilities in the performance of its obligations hereunder, subject to the duty to exercise reasonable care in the use thereof. All equipment and items of equipment furnished by Client to Trinity are the sole property of the Client, and Trinity will not change, deface, or remove any symbol or mark of identity from said equipment furnished by the Client.

3.3. Client will be responsible, at no cost to Trinity, for all necessary cleaning of walls, windows, and electric light fixtures and all necessary scrubbing, mopping, and polishing of floors in any and all dayroom and dining areas. All such cleaning shall be accomplished by Client staff or inmate workers and supervised by Client staff and shall be performed on a schedule determined by agreement between the Client and Trinity.

3.4. Client will reimburse Trinity for all paper products used during lock down events.

3.5. Client shall not, during the term of this Agreement nor for one (1) year following its termination or expiration, solicit to hire, hire, or contract with any employee or former employee of Trinity or any of its subsidiaries. In the event that Client breaches the terms of this

provision, Client shall pay Trinity an amount equal to the annual salary of such Employee. This provision shall not apply to any person who was employed by the Client prior to being employed by Trinity.

3.6. Client shall pay all real estate taxes with respect to the Premises, and Client shall pay all personal property taxes and similar taxes with respect to Client's equipment located in the Premises.

SECTION 4. FINANCIAL ARRANGEMENTS

The financial arrangements of this Agreement are set forth in Exhibit A, which is attached hereto incorporated herein and made a part hereof as if fully set forth in this Agreement.

SECTION 5. INDEMNIFICATION AND INSURANCE

5.1. Each Party to this Agreement shall be responsible for its own acts and omissions, and, to the extent allowed by law, shall indemnify and hold harmless the other and its officers, employees and agents thereof, from and against any and all claims, suits, proceedings, liabilities, losses, damages, costs and expenses whatsoever, including reasonable counsel fees and the reasonable costs associated with the retention of consultants or experts, arising out of or resulting from any bodily injury, death, sickness, property damage or other injury or loss caused by or arising from the non-compliance with any applicable law, or the alleged or actual breach of this Agreement or any negligent act or omission attributable to the indemnifying party, its managers, members, officers, employees, agents or subcontractors in the performance of their obligations under this Agreement (except to the extent caused by the negligent act or omission of the other party, its employees, or agents). Notwithstanding the foregoing, Trinity shall not be required to indemnify Client for any claim or action brought by an employee of Trinity against Client. The provisions of this Section shall survive the expiration or termination of this Agreement.

5.2. Notification of an event giving rise to an indemnification claim ("Notice") must (a) be received by the indemnifying party on or by the earlier of a date thirty (30) days subsequent to the date which such event was or should have been discovered or ninety (90) days subsequent to the effective termination date of this Agreement; and (b) include a brief factual summary of the damage and cause thereof. An indemnification claim is expressly subject to, and conditioned upon, compliance with the Notice provisions hereunder.

5.3. Trinity shall obtain and maintain insurance as necessary to perform the Services. Certificates of Insurance for such coverages shall be provided by Trinity upon request by the Client.

5.4. Client shall obtain and maintain insurance for the operation of the Premises, its equipment, offices, and utilities against risks covered by standard forms of fire, theft, and extended coverage in such amounts under such policies as appropriate.

SECTION 6. COMMENCEMENT AND TERMINATION

6.1. Unless sooner terminated as provided herein, the term of this Agreement shall be for two (2) years beginning on April 1, 2020 and thereafter may be renewed for up to three (3) one (1) year terms by mutual consent of the parties.

6.2. Either party may terminate this Agreement, for any reason, by providing notice of said termination in writing ninety (90) days prior to the proposed termination date.

6.3 If either party shall refuse, fail, or be unable to perform or observe any of the terms or conditions of this Agreement for any reason other than Excused Performance reasons stated in Section 8 herein, the party claiming such failure shall give the other party a written notice of such breach. If, within sixty (60) days from such notice the failure has not been corrected, the injured party may cancel the Agreement effective thirty (30) days after the end of said sixty (60) day period.

6.4. Upon the termination or expiration of this Agreement, Trinity shall, as soon thereafter as is feasible, vacate all parts of the Premises occupied by Trinity, and where applicable, remove its property and equipment and return the Premises to Client, together with all the equipment furnished by the Client pursuant to this Agreement, in the same condition as when originally made available to Trinity, excepting reasonable wear and tear and fire and other casualty loss.

SECTION 7. INDEPENDENT CONTRACTOR RELATIONSHIP

Trinity shall be an independent contractor and shall retain control over its employees and agents. The employees of Trinity are not, nor shall they be deemed to be, employees of Client and employees of Client are not, nor shall they be deemed to be, employees of Trinity.

SECTION 8. EXCUSED PERFORMANCE

If the performance of any terms or provisions herein (other than the payment of monies) shall be delayed or prevented because of compliance with any law, decree, or order of any governmental agency or authority, either local, state, or federal, or because of riots, war, public disturbances, strikes, lockouts, differences with workmen, fires, floods, Acts of God or Nature, or any other reason whatsoever which is not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence said party is unable to prevent, the party so suffering may at its option suspend, without liability, the performance of its obligations hereunder (other than the payment of monies) during the period such cause continues, and extend the term of this Agreement for the period of such suspension of the performance of duties hereunder.

Trinity shall not be subject to fines or other charges if the performance of any terms or provisions of the Agreement shall be delayed or prevented because of Trinity's compliance with any law, decree, or order of any governmental agency or authority, either local, state, or federal, or because of riots, war, public disturbances, shortages, strikes, lockouts, differences with workmen, fires, floods, Acts of God or Nature, or any other reason whatsoever which is not within Trinity's control and which, by the exercise of reasonable diligence, Trinity is unable to prevent.

SECTION 9. ASSIGNMENT

Neither Trinity nor Client may assign or transfer this Agreement, or any part thereof, without the written consent of the other party, except the parties may, without prior approval and without being released from any of their responsibilities hereunder, assign this Agreement to an affiliated company or wholly owned subsidiary.

SECTION 10. ENTIRE AGREEMENT AND WAIVER

This Agreement constitutes the entire Agreement between the parties with respect to the provision of Trinity's Services, and there are no other or further written or oral understandings or agreements with respect thereto. No variation or modification of this Agreement, and no waiver of its provisions, shall be valid unless in writing and signed by the duly authorized representatives of Trinity and Client. This Agreement supersedes all other agreements between the parties for the provision of Trinity's Services on the Premises.

SECTION 11. NOTICES

All notices to be given under this Agreement shall be in writing and shall be served either personally, by deposit with an overnight courier with charges prepaid or by deposit in the United States mail, first-class postage prepaid by registered or certified mail, addressed to the parties at the address stated below or at any other address as designated by one party upon notice to the other party. Any such notices shall be deemed to have been given (a) upon the first business day following personal service; or (b) one (1) business day after deposit with an overnight courier; or (c) three (3) business days after deposit in the United States mail.

If to Client: Carteret County Sheriff's Office
Attn: Sheriff
304 Craven Street
Beaufort, NC 28516

If to Trinity: Trinity Services Group, Inc.
Attn: Chief Operating Officer
477 Commerce Boulevard
Oldsmar, FL 34677-3018

With copy to: Trinity Services Group, Inc.
Attn: General Counsel
1260 Andes Boulevard
St. Louis, MO 63132

SECTION 12. CONFIDENTIALITY

In the course of providing Services hereunder, the parties may be exposed to trade secrets or other confidential or proprietary information and materials of the other party which includes, but is not limited to, Client security means and methods, recipes, food service surveys and studies, management guidelines, procedures, operating manuals, and software, all of which shall be identified as confidential ("Confidential Information"). The parties agree, to the extent permitted by law, to hold in confidence and not to disclose any Confidential Information during, and for two (2) years after, the term of this Agreement, except that the parties may use or disclose Confidential Information (a) to its employees and affiliates or others to the extent necessary to render any service hereunder, provided that the other party is first notified of the information that will be provided to any party outside of this Agreement and provided further that such information is disclosed only after such party is required to maintain it in confidence as required hereunder; (b) to the extent expressly authorized by either party; (c) to the extent that at the time of disclosure, such Confidential Information is in the public domain, or after disclosure, enters the public domain other than by breach of the terms of this Agreement; (d) is in the possession of either party at the time of disclosure and is not acquired directly or indirectly from the other party; (e) is subsequently received on a non-confidential basis from a third party

having a right to provide such information; or (f) as required by order during the course of a judicial or regulatory proceeding or as required by a governmental authority. The parties agree not to photocopy or otherwise duplicate any Confidential Information without the express written consent of the other party. Each party's Confidential Information shall remain the exclusive property of the party and shall be returned by the party to the other party upon termination or expiration of this Agreement. In the event of any breach of this provision, the parties shall be entitled to equitable relief, in addition to all other remedies otherwise available to them at law. This provision shall survive the termination or expiration of this Agreement.

SECTION 13. INFORMATION TECHNOLOGY SECURITY

In connection with the services being provided hereunder, Trinity may need to operate certain information technology systems not owned by the Client ("Non-Client Systems"), which may need to interface with or connect to Client's networks, internet access, or information technology systems ("Client Systems"). Trinity shall be responsible for all Non-Client Systems, and Client shall be solely responsible for Client Systems, including taking the necessary security and privacy protections as are reasonable under the circumstances. If Trinity serves as the merchant-of-record for any credit or debit card transactions in connection with any of the services provided hereunder, then Trinity will be responsible for complying with all applicable laws, regulations and payment card industry data security standards related to the protection of cardholder data ("Data Protection Rules"). If Non-Client Systems interface with or connect to Client Systems, then Client agrees to implement forthwith upon request from Trinity, at its own expense, the changes to the Client Systems that Trinity reasonably requests and believes are necessary or prudent to ensure Trinity's compliance with the Data Protection Rules. Each party shall indemnify, defend and hold harmless the other party from all claims, liabilities, damages and costs (including reasonable attorneys' fees) to the extent caused by the indemnifying party's failure to comply with its obligations in this Section.

SECTION 14. EXECUTION

This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one single agreement between the Parties. The Parties may execute this Agreement and any amendment hereto by an exchange of scanned and emailed executed copies. In the event of such an exchange, this Agreement and any applicable amendment shall become binding and any scanned and emailed signed copies shall constitute admissible evidence of the existence of this Agreement and applicable amendment.

SECTION 15. DISPUTE RESOLUTION AND GOVERNING LAW

This Agreement shall be governed by the laws of the State of North Carolina and any dispute, controversy, claim, or disagreement arising out of or relating to this Agreement or the breach, termination, validity, or enforceability of any provision of this Agreement (each a "Dispute") not remedied within thirty (30) days after the parties use their best efforts to resolve and settle such Dispute by consulting and negotiating with each other in good faith and attempting to reach a just and equitable solution satisfactory to both parties, may be submitted to a court of competent jurisdiction within the State of North Carolina.

SECTION 16. EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The parties shall comply with all federal, state and local laws as required including, but not limited to, Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Act of 1974, as amended. The

parties hereby incorporate the requirements of 41 C.F.R. §60-1.4(a) (7), 60-250.5 and 60-741.5, if applicable.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals.

Carteret County Sheriff's Office

Trinity Services Group, Inc.

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A FINANCIAL ARRANGEMENTS

I. PRICE PER MEAL

Client shall pay Trinity the price per meal as detailed in the scale that is attached hereto as Schedule 1 and incorporated herein by this reference, which scale is based on the number of inmates. To the extent Trinity's receipts are less than Trinity's costs and expenses for providing such meals, Trinity shall bear all losses. To the extent Trinity's receipts exceed its costs and expenses, Trinity shall be entitled to all profits therefrom.

Meal prices shall be adjusted annually, effective on the anniversary date of the Contract, by an amount equal to the change in the Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers, U.S. City Average, Food Away From Home. Annual price adjustments shall be based on the most current data available sixty (60) days prior to the contract anniversary date and shall be communicated to the Client not less than ten (10) days prior to the effective date of the new prices.

In the event of material cost changes in federal, state, or local taxes including, but not limited to, social security taxes, unemployment taxes or payroll based taxes or an increase in the minimum wage rate or the implementing regulations or the enactment or application of any "living wage", "prevailing wage" or similar laws by any governmental entity; and/or an increase in employee benefits whether as a result of a change in federal, state, or local laws or a federal, state, or local legislative or regulatory mandate or otherwise, it is agreed that the parties shall adjust the meal prices to reflect said increases. If other material conditions change due to causes beyond Trinity Services' control, including, but not limited to a change in the scope of services, menu changes requested by the facility, decreases in inmate population or the availability of inmate labor or changes in federal, state or local standards or regulations or other unforeseen conditions beyond Trinity Services' control, it is agreed that the parties shall adjust the meal prices to reflect the impact of the change in circumstances.

II. PAYMENT TERMS

Trinity shall invoice Client each week, in arrears, for the total amount due from Client as the result of the number of meals served in the preceding week. Client shall pay the invoice amount within thirty (30) days of date of the invoice from Trinity. All past due amounts due Trinity will be subject, at the option of Trinity, to a service charge equal to one and one half percent (1.5%) per month of the unpaid balance.

In the event that said amounts set forth in said statements are not paid according to the terms hereof, or in the event that Trinity, in its sole discretion, determines that Client's credit has become impaired, Trinity shall have the option to: (a) either decline to continue provision of Services hereunder, except on a cash in advance basis, until such time as credit has been re-established to Trinity's satisfaction; or (b) terminate this Agreement without liability whatsoever to Trinity, by giving sixty (60) days prior written notice to Client.

All costs of collection of past due amounts, including but not limited to reasonable attorney's fees, shall be chargeable to and paid by the Client.

III. BASIS OF FINANCIAL TERMS

The financial terms of this Agreement have been negotiated between the parties upon the condition that Trinity will operate its Services at the same points of service and remain in operation under the same operating standards as agreed at the time of execution of this Agreement. If Client desires Trinity to change the operation or scope of its Services, Client and Trinity shall mutually agree on the appropriate financial adjustments for the requested changes.

IV. EQUIPMENT INVESTMENT

Trinity shall provide Client with a capital investment in the amount of Fifty Thousand Dollars (\$50,000) for the purpose of making necessary improvements to the food service equipment at the Premises ("Capital Investment"). The Capital Investment will be amortized over a five (5) year term (April 1, 2020 through March 31, 2025). In the event this Agreement expires or terminates prior to the full five (5) year amortization period, Client agrees to repay Trinity the unamortized value of the Capital Investment within thirty (30) days of the Agreement's expiration or termination. For example, if Client terminated this Agreement with twenty (20) months remaining, Client would be responsible for reimbursing Trinity the unamortized amount of Sixteen Thousand Six Hundred Sixty Six Dollars and Sixty Seven Cents (\$16,666.67) ($\$50,000/60 \times 20$ months).

**SCHEDULE 1
SCALE**

<u>INMATE POPULATION</u>		<u>PRICE</u>
<u>FROM</u>	<u>TO</u>	
34 and below		To Be Negotiated
35	- 59	\$5.706
60	- 84	\$3.621
85	- 109	\$2.763
110	- 134	\$2.295
135	- 159	\$2.000
160	- 184	\$1.817
185	- 209	\$1.682
210	- 234	\$1.580
235	- 259	\$1.500
260	- 284	\$1.435

IV. Consent Agenda

10. Acceptance of the Donation of Real Property at Harkers Island

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



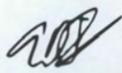
Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: January 8, 2019

TO: Carteret County Board of Commissioners

CC: Tommy Burns, County Manager

FROM: Eugene Foxworth, Assistant County Manager 

RE: Acceptance of Property at 1614 Island Road on Harkers Island known as Earl Davis Park from Harkers Island Fire and Rescue.

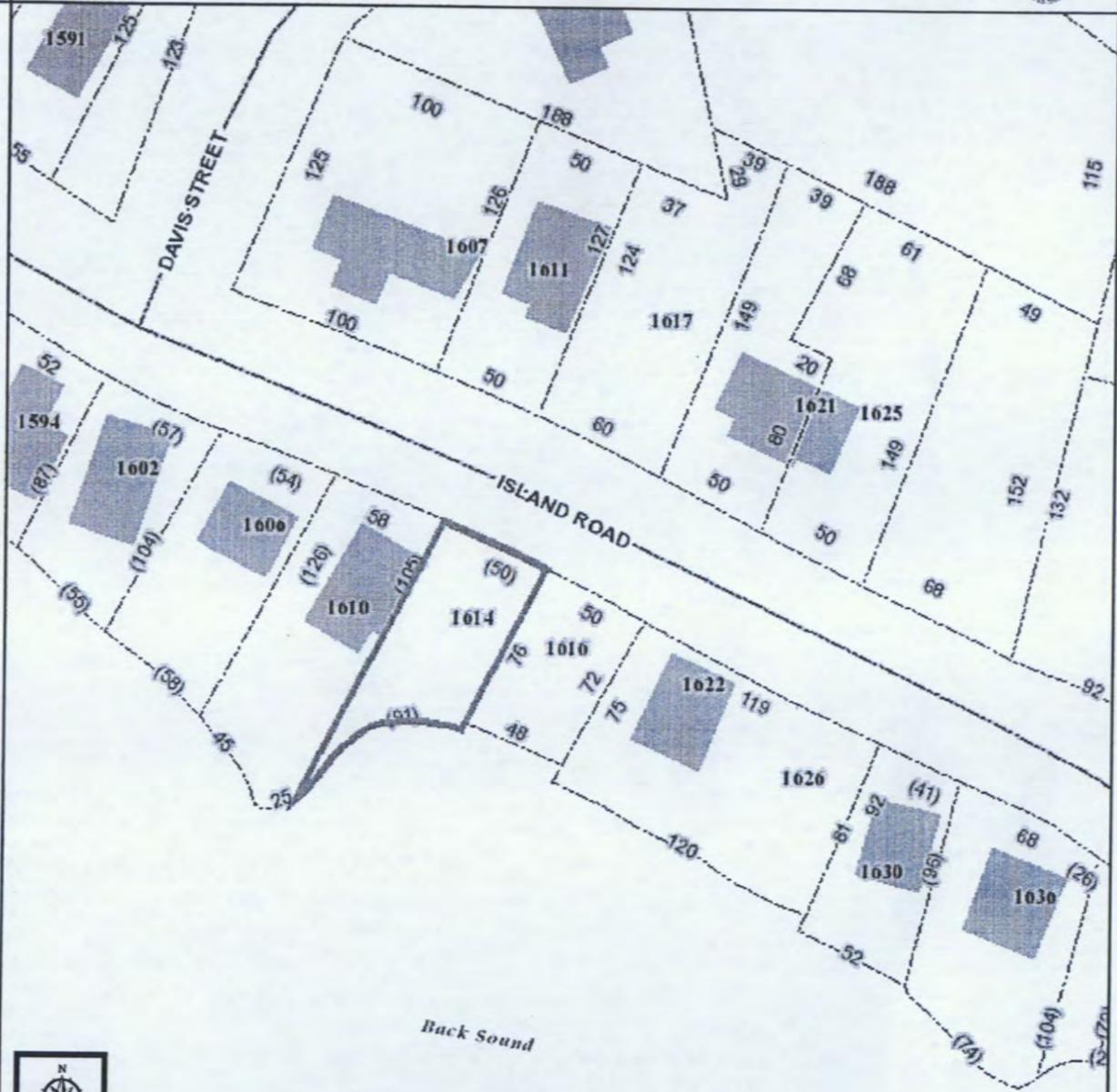
The Board of Harkers Island Fire and Rescue voted at their January meeting to donate the property that they own at 1614 Island Road to the County. This is a .12 acre waterfront parcel located towards the east end of the island and known as Earl Davis Park. Please see attached a map of this parcel.

Tax Parcel Information:**Owner:** HARKERS ISLAND FIRE & RESCUE**Current PIN:** 734517009325000**Site Address:**

0

Mailing Address:**Legal Description:**

LOT HARKERS ISLAND HARKERS ISLAND FIRE & RESCUE

Prior PIN: 08004Q0127**City Limits:****Rescue District:****Fire District:** HARKERS ISLAND FIRE**Tax District:** 8**Township:** HARKERS ISLAND**Use:** FIRE & RESCUE DEPT**Land Value:** \$145,099**NBHD:** 80010**Bldg Value:** \$0**Bldg Htd Sq Ft:****Other Value:** \$1,767**Bldg Tot Sq Ft:** 0**Total Value:** \$146,866**Year Built:****Sale Price:** \$0**Noise Level:****Deeded Acres:** 0.121**AICUZ Zone:****GIS Acres:** 0.111**Plat Ref:** /**Roll Type:** E**Deed Ref:** 504 / 184**Deed Date:** 0**Bedrooms:****Bathrooms:****Carteret County, N.C.**

1 in = 75 ft

Printed January 8, 2020

The information displayed by this website is prepared for the inventory of real property found within this jurisdiction and is compiled from recorded deeds, plats, and other public records and data. Users of this information are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on this site. Carteret County assumes no legal responsibility for the information contained on this site. Carteret County does not guarantee that the data and map services will be available to users without interruption or error. Furthermore, Carteret County may modify or remove map services and access methods at will.

IV. Consent Agenda

11. Approval of Proclamation in Support of National Radon Action Month

Board of Commissioners

Bill Smith, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Mark Mansfield
Jonathan Robinson
Ed Wheatly



County Manager
Tommy R. Burns

Clerk to the Board
Rachel B. Hammer

**PROCLAMATION
SUPPORTING NATIONAL RADON ACTION MONTH**

WHEREAS, radon is a colorless, odorless, radioactive gas that may threaten the health of our citizens and their families; and

WHEREAS, radon is the second leading cause of lung cancer in the United States, and is the leading cause of lung cancer in non-smokers; and

WHEREAS, the National Academy of Sciences estimates that up to 21,000 lung cancer deaths occur in the United States each year; and

WHEREAS, it is found that one in 15 homes across the United States has elevated radon levels; and

WHEREAS, any home may have elevated levels of radon, even if neighboring homes do not, and living in a home with an average radon level of four picocuries per liter of air poses a similar risk of developing lung cancer as smoking half of a pack of cigarettes a day; and

WHEREAS, testing for radon is simple and inexpensive and radon problems can be fixed; and

WHEREAS, the Carteret County Board of Commissioners, the United States Surgeon General, the United States Environmental Protection Agency, the North Carolina Department of Health and Human Services' North Carolina Radon Program, and the North Carolina Advisory Committee on Cancer Coordination and Control, support efforts to encourage homeowners to test their homes for radon, to have elevated levels of radon reduced; and

WHEREAS, while radon is not known to be an issue for Carteret County, this Proclamation in support of National Radon Action Month is an opportunity to educate individuals on the issue.

NOW, THEREFORE, the Carteret County Board of Commissioners does hereby proclaim January 2020 as National Radon Action Month in Carteret County, North Carolina.

ADOPTED, this the 27th day of January 2020.

Bill Smith, Chairman
Carteret County Board of Commissioners

Attest:

Rachel Hammer, Clerk to the Board

IV. Consent Agenda

12. Approval of Fiscal Year 2020-21 Budget Calendar

Board of Commissioners

Bill Smith, Chair
Robin Comer, Vice Chair
Bob Cavanaugh
Jimmy Farrington
Mark Mansfield
Jonathan Robinson
Ed Wheatly



County Manager
Tommy R. Burns

Clerk to the Board
Rachel B. Hammer

MEMORANDUM

TO: Board of Commissioners

FROM: Tommy Burns, County Manager *Tommy R. Burns*

SUBJECT: Fiscal Year 2020-21 Budget Calendar

DATE: January 27, 2020

Attached for your consideration is the County's proposed 2020 – 2021 fiscal year budget calendar. The budget calendar is adopted annually and sets major dates for developing and adopting the County's annual operating budget. Some key dates are as follows: Board of Education's and Community College's budget requests are due to the County Manager and the Finance Director March 28th; the formal budget presentation to the Board of Commissioners is May 18th, and the public hearing is scheduled for June 1st. Also, budget workshops to review the recommended budget are not scheduled. As the spring approaches, I will schedule workshops with the Board. No date is set for budget adoption. The County's annual budget must be adopted no later than June 30th of each fiscal year.

Fiscal Year 2020 – 2021 Budget Calendar

January 27, 2020	Board of Commissioners adopt budget calendar
January 15	Staff meeting to distribute budget materials to department heads
January 15 - February 18	Departments prepare budget request
February 4	Board of Commissioners' Seminar
February 18	Departments budgets due to Finance Department
February 23 – March 31	Finance Department reviews request and prepares budget. Department budget meetings with Finance Department
April 1 – April 30	County Manager makes revisions to budget, and Finance Department prepares recommended budget
March 27	Community College and County Schools budget due to County Manager and Finance Director
May 18	Recommended budget presented to the Board of Commissioners
To be Established	Board of Commissioners to review recommended budget and conduct budget workshops
May 24	Advertise public hearing for annual budget
June 1	Public hearing for annual budget
To be adopted any time after June 1 public hearing, but before June 30	Board of Commissioners adopt annual budget

IV. Consent Agenda

13. Approval of a USDA Emergency Watershed Protection Grant and Authorization for the Chairman to Execute the Notice of Grant & Agreement Award & Approval of Budget Amendment: \$515,005

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: January 15, 2020

TO: Carteret County Board of Commissioners

CC: Tommy Burns, County Manager

FROM: Eugene Foxworth, Assistant County Manager

RE: USDA Emergency Watershed Protection - Stream Clearing Project

The US Department of Agriculture awarded Carteret County a grant in the amount of \$403,047.00 for an Emergency Watershed Protection Stream Clearing Project. The grant's non-federal match of \$111,957.50 will be provided by the State of North Carolina. The Grant Agreement is attached. These grant funds are paid on a reimbursement basis. I am requesting approval of this agreement in order to move this project forward.



U.S. Department of Agriculture
Natural Resources Conservation Service

NOTICE OF GRANT AND AGREEMENT AWARD

1. Award Identifying Number NR204532XXXXC005	2. Amendment Number	3. Award /Project Period Date of Final Signature- 08/01/2020	4. Type of award instrument: Cooperative Agreement
5. Agency (Name and Address) Natural Resources Conservation Service 4407 Bland Road, Suite 117 Raleigh, NC 27609		6. Recipient Organization (Name and Address) CARTERET COUNTY OF 302 COURTHOUSE SQUARE BEAUFORT NC 28516-6709 DUNS: 058735804 EIN:	
7. NRCS Program Contact Name: JAMES KJELGAARD Phone: (919) 873-2130 Email: jim.kjelgaard@usda.gov	8. NRCS Administrative Contact Name: ANITA MCMULLEN Phone: (919) 875-4869 Email: Anita.McMullen@wdc.usda.gov	9. Recipient Program Contact Name: Todd Kelly Phone: (252) 732-0791 Email: todd.kelly@carteretcountync.gov	10. Recipient Administrative Contact Name: Todd Kelly Phone: (252) 732-0791 Email: todd.kelly@carteretcountync.gov
11. CFDA 10.923	12. Authority 16 U.S.C 2203 33 U.S.C 701B-1 Agricultural Credit Act of 1978 FedAg Improvement and Reform Act of 1999 Public Law 104-127, 110 Stat. 1016 Sec 216 of the Flood Control Act of 1950 Section 216, Public Law 81-516, 33 U.S.C Section 403, Public Law 95-334 Title III, Part Subtitle H, Section 382	13. Type of Action New Agreement	14. Program Director Name: Todd Kelly Phone: (252) 732-0791 Email: todd.kelly@carteretcountync.gov
15. Project Title/ Description: NC EWP Event # 5038 (Hurricane Florence) for Sites designated 096/097/098/099/100/197 (Carteret and Harlowe Canal) from the Damage Survey Reports (DSRs), based out of Beaufort, NC			
16. Entity Type: B = County Government			
17. Select Funding Type			
Select funding type:	<input checked="" type="checkbox"/> Federal	<input checked="" type="checkbox"/> Non-Federal	
Original funds total	\$403,047.00	\$111,957.50	
Additional funds total	\$0.00	\$0.00	

Grand total		\$403,047.00	\$111,957.50
18. Approved Budget			
Personnel	\$0.00	Fringe Benefits	\$0.00
Travel	\$0.00	Equipment	\$0.00
Supplies	\$0.00	Contractual	\$0.00
Construction	\$335,872.50	Other	\$67,174.50
Total Direct Cost	\$403,047.00	Total Indirect Cost	\$0.00
		Total Non-Federal Funds	\$111,957.50
		Total Federal Funds Awarded	\$403,047.00
		Total Approved Budget	\$515,004.50

This agreement is subject to applicable USDA NRCS statutory provisions and Financial Assistance Regulations. In accepting this award or amendment and any payments made pursuant thereto, the undersigned represents that he or she is duly authorized to act on behalf of the awardee organization, agrees that the award is subject to the applicable provisions of this agreement (and all attachments), and agrees that acceptance of any payments constitutes an agreement by the payee that the amounts, if any, found by NRCS to have been overpaid, will be refunded or credited in full to NRCS.

Name and Title of Authorized Government Representative	Signature	Date
Name and Title of Authorized Recipient Representative	Signature	Date

NONDISCRIMINATION STATEMENT

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

PRIVACY ACT STATEMENT

The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).

Statement of Work

Purpose

The purpose of this agreement is for the United States Department of Agriculture, Natural Resources Conservation Service, hereinafter referred to as the "NRCS", to provide technical and financial assistance to the Carteret County, hereinafter referred to as the "Sponsor", for NC EWP Event # 5038 (Hurricane Florence) for Sites designated 096/097/098/099/100/197 (Carteret 3, 4, 8, 9, 10, and Harlowe Canal) from the Damage Survey Reports (DSRs), based out of Beaufort, North Carolina for implementation of recovery measures, that, if left undone, pose a risk to life and/or property.

Objectives

The design and installation of EWP measures as detailed in the individual Damage Survey Report (DSR) and described here:

DSR 37-03-18-5038-096/097/098/099/100/197– Hazardous Debris Removal

Total Estimated Project Costs = \$515,004.50

Budget Narrative

A. The estimated construction costs for the Project:

- 1. 096: Carteret3: \$80,500.00 (Hazardous Debris Removal)
- 097: Carteret4: \$145,820.00 (Hazardous Debris Removal)
- 098: Carteret8: \$23,000.00 (Hazardous Debris Removal)
- 099: Carteret9: \$39,100.00 (Hazardous Debris Removal)
- 100: Carteret10: \$81,650.00 (Hazardous Debris Removal)
- 197: Harlowe Canal: \$77,760.00 (Hazardous Debris Removal)

Total Estimated Construction Costs: \$447,830.00

The budget includes:

NRCS Financial Assistance (FA):

Sites 096/097/098/099/100/197

Available NRCS Construction Assistance (75% NRCS) = \$335,872.50

Required Sponsor Construction Assistance (25% Sponsor) = \$111,957.50

Total Estimated Construction Costs: \$447,830.00

NRCS Technical Assistance (TA):

Sites 096/097/098/099/100/197

Available NRCS Technical Assistance (20% of NRCS FA) = \$67,174.50

2. NRCS pays 75 percent of eligible construction costs, and Sponsor pays 25 percent of construction costs. NRCS will contribute up to 20% percent of the NRCS' construction cost share for design services, contract administration and construction management costs. It is possible that technical and administrative costs will exceed this amount, requiring the Sponsor to request additional resources to complete technical and administrative work.
3. NRCS funding for this project is provided to the Sponsor in two separate NRCS funding accounts, one for financial assistance (FA) and one for technical assistance (TA). FA costs are associated with construction activities; TA costs are associated with services. These expenditures shall be accounted for separately in order for expenses to be eligible for reimbursement.
4. NRCS will provide FA for actual costs as reimbursement to the Sponsor for approved on-the-ground construction costs, subject to above limits. If costs are reduced, reimbursement will be reduced accordingly. Construction costs are associated with the installation of the project measures including labor, equipment, materials, testing, and inspection services.
5. NRCS will provide TA reimbursement to the Sponsor for technical and administrative costs directly charged to the project, subject to the above limits. If costs are reduced, reimbursement will be reduced accordingly. These costs

include

- a. engineering costs include, but not limited to, developing a project design that includes construction drawings and specifications, an operation and maintenance plan, a quality assurance/inspection plan and an engineer's estimate of the project installation costs in addition to providing necessary quality assurance during construction.
- b. contract administration costs include, but not limited to, soliciting, evaluating, awarding and administering contracts for construction and engineering services, including project management, verifying invoices and record keeping.
6. The Sponsor will contribute funds toward the total construction costs in either direct cash expenditures, the value of non-cash materials or services, or in-kind contributions. The value of any in-kind contribution shall be agreed to in writing prior to implementation.

Responsibilities of the Parties:

A. Sponsor will—

1. Accomplish construction of the EWP project measures by contracting, in-kind construction services, or a combination of both.
2. Ensure and certify by signing this agreement that its cost share obligation is from a non-Federal source.
3. Designate a project liaison to serve between the Sponsor and NRCS and identify that person's contact information with this executed agreement. Any change in the project liaison during the terms of this agreement must be immediately communicated to NRCS.
4. Appoint a contracting officer and an authorized representative who will have authority to act for the contracting officer, listing their duties, responsibilities, and authorities. Furnish such information in writing to the NRCS State Conservationist.
5. Comply with the terms and conditions of this agreement and the attached general terms and conditions except those that are not applicable to State and local governments.
6. Acquire and provide certification to NRCS that real property rights (land and water), permits and licenses in accordance with local, state, and Federal laws necessary for the installation of EWP project measures have been obtained at no cost to NRCS prior to construction. This includes any rights associated with required environmental mitigation. Sponsors shall provide such certification on Form NRCS-ADS-78, Assurances Relating to Real Property Acquisition. Sponsors shall also provide an attorney's opinion supporting this certification. Costs related to land rights and permits are the Sponsor's responsibility and ineligible for reimbursement.
7. Accept all financial and other responsibility for excess costs resulting from their failure to obtain, or their delay in obtaining, adequate land and water rights, permits and licenses needed for the Project.
8. Provide the agreed-to portion of the actual, eligible and approved construction cost. These costs may be in the form of cash, in-kind construction services, or a combination of both. Final construction items that are eligible construction costs will be agreed upon during the pre-design conference. These costs consist of costs from contracts awarded to contractors and eligible Sponsor in-kind construction costs for materials, labor, and equipment. The Sponsor shall provide NRCS documentation to support all eligible construction costs. Construction costs incurred prior to the Sponsor and NRCS signing this agreement are ineligible and will not be reimbursed.
9. Be responsible for 100 percent of all ineligible construction costs and 100 percent of any unapproved upgrade to increase the level of protection over and above that described in the DSR.
10. Account for and report FA and TA expenditures separately in order for expenses to be eligible for reimbursement. NRCS funding for this project is provided to the Sponsor in two separate NRCS funding accounts, one for TA and one for FA, requiring this separation.
11. Prepare design, construction specifications, and drawings in accordance with standard engineering principles that comply with NRCS programmatic requirements; and/or contract/install the designed construction. Any design services will be by a professional registered engineer currently registered in the state of North Carolina. Sponsor will obtain NRCS review and concurrence on the design, construction plans, and specifications. The Sponsor must ensure description of work is reviewed, concurred, and approved by NRCS. A copy of the final signed and sealed plans and specifications shall be provided to NRCS.

12. Contract for services and construction in accordance with the Code of Federal Regulations (CFR), 2 CFR § 200.317 through 200.326, applicable State regulations, and the Sponsor's procurement regulations, as appropriate. (See general terms and conditions attached to this agreement for a link to the CFR.) In accordance with 2 CFR § 200.326, contracts must contain the applicable provisions described in Appendix II to Part 200. Davis-Bacon Act would not apply under this Federal program legislation.

13. The contracts for design services and construction described in this Agreement shall not be awarded to the Sponsor or to any firm in which any Sponsor's official or any member of such official's immediate family has direct or indirect interest in the pecuniary profits or contracts of such firms. Reference 2 CFR § 200.318 regarding standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts.

14. For contracts, provide NRCS a copy of solicitation notice, bid abstract, and notice of contract award, or other basis of cost and accomplishment.

15. For in-kind construction services (materials, labor, and/or equipment supplied by the Sponsor), develop a Plan of Operations describing the construction services to be performed including estimated quantities and values. The Plan of Operations shall be concurred in by NRCS at the pre-design conference. In-kind construction services for equipment shall not exceed published FEMA equipment rates unless otherwise documented and concurred in advance by NRCS.

16. The following documentation is required to support the Sponsor's request for reimbursement of in-kind construction services:

- a. Invoices covering actual costs of materials used in constructing the eligible EWP project measures.
- b. Records documenting the type, quality, and quantities of materials actually used in constructing the eligible EWP project measures.
- c. Daily time records for each employee showing name, classification, wage rate, hours, and dates actually employed for constructing the eligible EWP project measures.
- d. Equipment operating records showing the type and size of equipment, hourly rate, actual hours of operation and dates used to install the eligible EWP project measures. Equipment idle time is not eligible in-kind construction services, even if on the job site, and should not be included in the equipment operating records.

17. Prior to commencement of work and/or solicitation of bids, submit for NRCS review and concurrence a Quality Assurance Plan (QAP). The QAP shall outline technical and administrative expertise required to ensure the EWP project measures are installed in accordance with the plans and specifications, identify individuals with the expertise, describe items to be inspected, list equipment required for inspection, outline the frequency and timing of inspection (continuous or periodic), outline inspection procedures, and record keeping requirements. A copy of the final QAP shall be provided to NRCS prior to commencement of construction.

18. Provide construction inspection in accordance with the QAP.

19. Prepare and submit for NRCS concurrence an Operation and Maintenance (O&M) Plan, if applicable, prior to commence of work. The O&M Plan shall describe the activities the Sponsor will do to ensure the project performs as designed. Upon completion of the project measures, the Sponsor shall assume responsibility for O&M or document delegation of O&M to another party.

20. Provide copies of site maps to appropriate Federal and State agencies for environmental review. Sponsor will notify NRCS of environmental clearance, modification of construction plans, or any unresolved concerns as well as copies of all permits, licenses, and other documents required by Federal, state, and local statutes and ordinances prior to solicitation for installation of the EWP project measures. All modifications to the plans and specifications shall be reviewed and concurred on by NRCS.

21. Ensure that any special requirements for compliance with environmental and/or cultural resource laws are incorporated into the project. Use caution during practice installation. Be aware of the possibility of partially or totally buried cultural resources such as prehistoric canoes and historic boats or boat landings. If cultural resources are discovered inside the area of potential effect stop all activities that may disturb the cultural resource and contact the NRCS cultural resources specialist, Jim Errante as soon as possible. Please find contact information below:

Jim Erante

Email: jim.errante@usda.gov

Office Ph: (803) 253-3937

22. The Sponsor must secure at its own expense all Federal, State, and local permits and licenses necessary for completion of the work described in this agreement as well as any necessary natural resource rights and provide copies of all permits and licenses obtained to NRCS.

23. Will arrange and pay for any necessary location, removal, or relocation of utilities. EWP program regulations prohibit NRCS from reimbursing the Sponsor or otherwise paying for any such costs; nor do the costs qualify as a Sponsor cost-share contribution.

24. Ensure that technical and engineering standards and specifications of NRCS are adhered to during construction of the Project, as interpreted by NRCS Program/Technical Contact. Provide NRCS Program/Technical Contact progress reports as necessary and agreed to. Progress reports should include technical on-site inspections of work accomplished for the period, work planned, results of material tests, deficient work products and/or tests with corrective actions taken, modifications anticipated, technical problems encountered, contractual issues and other relevant information.

25. Ensure that all contractors on NRCS assisted projects are performing their work in accordance with OSHA regulations and the Contract Work Hours and Safety Standards Act (40 USC 3701-3708) as supplemented by Department of Labor regulations (29 CFR Part 5). The Sponsor is responsible for periodically checking the contractor's compliance with safety requirements.

26. Arrange for and conduct final inspection of completed project with NRCS to determine whether all work has been performed in accordance with contractual requirements. Provide a PE certification that the specified Projects were installed in accordance with approved plans and specifications.

27. Provide PE-certified as-built drawings and quantities for the specified Projects; PE must be currently registered and in good standing with the state of North Carolina. A copy of the as-built drawings will be submitted to the NRCS Program/Technical Contact.

28. Pay the contractor(s) for work performed in accordance with the agreement and submit a SF-270, "Request for Advance or Reimbursement" to the NRCS Program/Technical Contact with all documentation to support the request. Final payment request shall be submitted within 90 calendar days of completion of the EWP project measures. Payments will be withheld until all required documentation is submitted and complete.

a. The required supporting documentation for reimbursement of construction costs include invoices and proof of payment to the contractor showing the items and quantities installed and certified by the engineer of record along with any supporting documentation such as quantity calculations, rock weight tickets, etc.

b. The required supporting documentation for reimbursement of in-kind construction expenses will include employee time sheets, employee hourly rate, equipment operating logs, equipment hourly rate, and material quantities and invoices.

c. The required documentation for reimbursement of technical and administrative services will be invoices and proof of payment to consultants and/or employee time sheets along with the employee's hourly rate, hours worked, and date work was performed.

29. Submit performance reports on an annual basis to the Farm Production and Conservation (FPAC) Grants and Agreements Division staff via email to: FPAC.BC.GAD@usda.gov. Reports are due 30 calendar days after the reporting period and are based on the agreement period of performance start date.

30. Submit SF-425 Financial Reports on a semi-annual basis to the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to: FPAC.BC.GAD@usda.gov. Reports are due 30 calendar days after the reporting period on July 31 and January 31. Please note that financial reporting is based on the calendar year.

31. Submit payment requests to the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to: FPAC.BC.GAD@usda.gov on a monthly or quarterly basis. Refer to the General Terms and Conditions for more information regarding payment requests.

32. Ensure that information in the System for Award Management (SAM) is current and accurate until the final financial report (SF-425) under this award or final payment is received, whichever is later.

33. Take reasonable and necessary actions to dispose of all contractual and administrative issues arising out of the contract(s) awarded under this Agreement. This includes, but is not limited to disputes, claims, protests of award, source evaluation, and litigation that may result from the Projects. Such actions will be at the expense of the Sponsor, including any legal expenses. The Sponsor will advise, consult with, and obtain prior written concurrence of NRCS on any litigation matters in which NRCS could have a financial interest.

34. Sponsor must indemnify and hold NRCS harmless to the extent permitted by State law for any costs, damages, claims, liabilities, and judgments arising from past, present, and future acts or omissions of the Sponsor in connection with its acquisition and management of the Emergency Watershed Protection Program pursuant to this agreement. Further, the Sponsor agrees that NRCS will have no responsibility for acts and omissions of the Sponsor, its agents,

successors, assigns, employees, contractors, or lessees in connection with the acquisition and management of the Emergency Watershed Protection Program pursuant to this agreement that result in violation of any laws and regulations that are now or that may in the future become applicable.

35. Retain all records dealing with the award and administration of the contract(s) for 3 years from the date of the Sponsor's submission of the final request for reimbursement or until final audit findings have been resolved, whichever is longer. If any litigation is started before the expiration of the 3-year period, records are to be retained until the litigation is resolved or the end of the 3-year period, whichever is longer. Make such records available to the Comptroller General of the United States or his or her duly authorized representative and accredited representatives of the Department of Agriculture or cognizant audit agency for the purpose of making audit, examination, excerpts, and transcriptions.

36. Be liable to the NRCS for damages sustained by the NRCS as a result of the contractor failing to complete the work within the specified time. The damages will be based upon the additional costs incurred by the NRCS resulting from the contractor not completing the work within the allowable performance period. These costs include but are not limited to personnel costs, travel, etc. The NRCS will have the right to withhold such amount out of any monies that may be then due or that may become due and payable to the Sponsor. This liability is not applicable to the extent that the contract performance time is extended by court judgment unless such judgment results from actions of the Sponsor not concurred in by NRCS.

37. Take necessary legal action, including bringing suit, to collect from the contractor any monies due in connection with the contract, or upon request of NRCS, assign and transfer to NRCS any or all claims, demands, and causes of action of every kind whatsoever that the Sponsor has against the contractor or his or her sureties.

38. For 220-day emergency projects, the Sponsor will submit a report to the State Conservationist and State EWP Program Manager every 30 days (i.e. monthly) from the date the formal agreement is signed by both parties. The report (s) must, at a minimum, include the following:

- a. Funds obligated and funds disbursed
- b. Percent of work completed
- c. Current estimate of eligible work unfunded
- d. Any unusual conditions or situations that may delay the project completion within the 220 days and what efforts are being taken to address the situation
- e. Human interest examples
- f. Urgent problems and or needs

39. Within 45-days of project completion certification, Sponsor will submit a final report to the State Conservationist and State EWP Program Manager. The information required in the final report must describe the following:

- a. Emergency recovery measures installed (tabular and map formats acceptable)
- b. Financial assistance (FA) and technical assistance (TA) expenditures
- c. Benefits provided
- d. Total FA and TA funds utilized by project

B. NRCS will—

1. Assist Sponsor in establishing design parameters; determine eligible construction costs during the pre-design conference.
2. Designate a Government representative (GR) to serve as liaison with the Sponsor and identify that person's contact information with this executed agreement.
3. Review, comment and concur in preliminary and final plans, specifications, O&M Plan, Plan of Operations (if required) and QAP.
4. Make periodic site visits during the installation of the EWP project measures to review construction progress, document conformance to engineering plans and specifications, and provide any necessary clarification on the Sponsor's responsibilities.
5. Upon notification of the completion of the EWP project measures, NRCS shall promptly review the performance of the Sponsor to determine if the requirements of this agreement and fund expenditures as agreed have been met.
6. Make payment to the Sponsor covering NRCS' share of the cost upon receipt and approval of Form SF-270 and supporting documentation, withholding the amount of damages sustained by NRCS as provided for in this agreement. In the event there are questions regarding the SF 270 and supporting documentation, NRCS will contact the Sponsor in a timely manner to resolve concerns.

SPECIAL PROVISIONS

- A. The furnishing of financial, administrative, and/or technical assistance above the original funding amount by NRCS is contingent on there being sufficient unobligated and uncommitted funding in the Emergency Watershed Protection Program that is available for obligation in the year in which the assistance will be provided. NRCS may not make commitments in excess of funds authorized by law or made administratively available. Congress may impose obligational limits on program funding that constrains NRCS's ability to provide such assistance.
- B. In the event of default of a construction contract awarded pursuant to this agreement, any additional funds properly allocable as construction costs required to ensure completion of the job are to be provided in the same ratio as construction funds are contributed by the parties under the terms of this agreement. Any excess costs including interest resulting from a judgment collected from the defaulting contractor, or his or her surety, will be prorated between the Sponsor and NRCS in the same ratio as construction funds are contributed under the terms of the agreement.
- C. Additional funds, including interest properly allocable as construction costs as determined by NRCS, required as a result of decision of the CO or a court judgment in favor of a claimant will be provided in the same ratio as construction funds are contributed under the terms of this agreement. NRCS will not be obligated to contribute funds under any agreement or commitment made by the Sponsor without prior concurrence of NRCS.
- D. The State Conservationist may make adjustments in the estimated cost to NRCS set forth in this agreement for constructing the EWP measures. Such adjustments may increase or decrease the amount of estimated funds that are related to differences between such estimated cost and the amount of the awarded contract or to changes, differing site conditions, quantity variations, or other actions taken under the provisions of the contract. No adjustment will be made to change the cost sharing assistance provided by NRCS as set forth in this agreement, nor reduce funds below the amount required to carry out NRCS' share of the contract.
- E. Except for item D. above, this document may be revised as mutually agreed through a written amendment duly executed by authorized officials of all signatory parties to this agreement.
- F. NRCS, at its sole discretion, may refuse to cost share should the Sponsor, in administering the contract, elect to proceed without obtaining concurrence as set out in this agreement.
- G. Once the project is completed and all requests for reimbursement submitted, any excess funding remaining in the agreement will be de-obligated from the agreement.
- H. If inconsistencies arise between the language in the Statement of Work (SOW) in the agreement and the general terms and conditions, the language in the SOW takes precedence.

Expected Accomplishments and Deliverables

The following accomplishments and deliverable will be provided to NRCS.

1. One copy of the final engineering plans, specifications signed and sealed by a licensed professional engineer (if applicable), including engineer's cost estimate, and approved Plan of Operations (if applicable, force accounts only).
2. Signed NRCS-ADS-78 supported by an attorney's opinion.
3. One copy of the quality assurance plan.
4. One copy of the operation and maintenance plan or documentation O&M responsibilities transferred to landowner (if applicable).
5. One copy of the notice of solicitation, bid abstract, and notice of award.
6. Copies of all 30-day interval reports, submitted in a timely manner, starting 30 days after the formal agreement is signed by all parties and continuing through project completion.
7. Certification that the project was installed in accordance with the plans and specifications.
8. As-built drawings of final construction signed by a licensed professional engineer within 30 days of completion of construction.
9. Quantities of the units of work applied for each site within 30 days of completion of construction along with a final report detailing site recovery measures and project expenditures.

Resources Required

No further Resources Required

Milestones

Milestones shall include, but not limited to, the following items:

1. Pre-design/construction conference within 30 days of signing agreement.
2. Submit to NRCS a schedule with time lines of major items to be completed within 30 days of the pre-design conference.
3. Acquire needed real property rights and permits (signed NRCS-ADS-78 supported by an attorney's opinion) prior to start of construction.
4. Complete any necessary surveys (if applicable).
5. Complete draft engineering plans and specifications for NRCS review (if applicable).
6. Complete final engineering plans and specifications (if applicable).
7. Complete quality assurance plan and operation and maintenance plan (if applicable).
8. Solicit bids.
9. Award contract.
10. Manage construction contract and provide quality assurance as described in the QAP.
11. Provide 30-day progress reports at timely intervals
12. Provide final inspection.
13. Complete as-built drawings and/or final report.
14. Submit final payment.

GENERAL TERMS AND CONDITIONS

Please reference the below link(s) for the General Terms and Conditions pertaining to this award:

U.S. DEPARTMENT OF AGRICULTURE FARM PRODUCTION AND CONSERVATION

GENERAL TERMS AND CONDITIONS GRANTS AND COOPERATIVE AGREEMENTS

The Farm Production and Conservation (FPAC) mission area encompasses the following USDA agencies: Natural Resources Conservation Service (NRCS), Farm Service Agency (FSA), Risk Management Agency (RMA), the Commodity Credit Corporation (CCC), and the FPAC Business Center.

I. APPLICABLE REGULATIONS

a. As a condition of this award, the recipient assures and certifies that it has and/or will comply and require subrecipients to comply with the requirements contained in the following statutes and regulations, as applicable. The full text of Code of Federal Regulations references may be found at <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR> and <http://www.ecfr.gov/>.

(1) 2 CFR Part 25, "Universal Identifier and System of Award Management" (2) 2 CFR Part 170, "Reporting Subaward and Executive Compensation Information" (3) 2 CFR Part 175, "Award Term for Trafficking in Persons" (4) 2 CFR Part 180, "OMB Guidelines to Agencies On Governmentwide Debarment And Suspension (Nonprocurement)" (5) 2 CFR Part 182, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)" (6) 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (7) 2 CFR Part 400, "Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards" (8) 2 CFR Part 417, "Nonprocurement Debarment and Suspension" (9) 2 CFR Part 418, "New Restrictions on Lobbying" (10) 2 CFR Part 421, "Requirements for Drug-Free Workplace (Financial Assistance)" (11) 2 CFR Part 422, "Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct"

b. Allowable project costs will be determined in accordance with the authorizing statute, the purpose of the award, and, to the extent applicable, to the type of organizations receiving the award, regardless of tier. The following portions of the Code of Federal Regulations are hereby incorporated by reference. The full text of Code of Federal Regulations references may be found at <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR> and <http://www.ecfr.gov/>.

(1) 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles And Audit Requirements For Federal Awards" (2) 48 CFR Part 31, "Contract Cost Principles and Procedures" c. For corporate recipients, by accepting this award the recipient acknowledges: (1) that it does not have a Federal tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) that it has not been convicted of a felony criminal violation under any Federal law within 24 months preceding the award, unless a suspending and debaring official of the USDA has considered suspension or debarment of the recipient corporation based on these convictions and/or tax delinquencies and determined that suspension or debarment is not necessary to protect the interests of the Government. If the recipient fails to comply with these provisions, the agency will annul this agreement and may recover any funds the recipient has expended in violation of the above cited statutory provisions.

II. UNALLOWABLE COSTS

The following costs are not allowed:

a. Costs above the amount authorized for the project. b. Costs incurred after the award period of performance end date. c. Costs not identified in the approved budget or approved budget revisions. d. Profit resulting from Federal financial assistance. Recipients may not earn and keep income resulting from an award. e. Costs of promotional items and memorabilia, including models, gifts, and souvenirs. f. Compensation for injuries to persons or damage to property arising from project activities.

This list is not exhaustive. For general information about the allowability of particular items of costs, please see 2 CFR Part 200, "Subpart E - Cost Principles", or direct specific inquiries to the administrative contact identified in the award.

The allowability of some items of costs may be difficult to determine. To avoid disallowance or dispute of such costs, the recipient may seek prior approval before incurring them. See 2 CFR 200.407. III. PRIOR APPROVAL REQUIREMENTS

Certain items of cost and award revisions require the prior written approval of the awarding agency. The following are the most common situations requiring prior approval. However, this list is not exhaustive, and the recipient is also bound by any other prior approval requirements identified in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

a. Pre-award costs.—To receive reimbursement for costs incurred prior to the award date, recipients must request written approval before incurring the costs. This restriction also applies to costs intended to meet cost-share requirements. FPAC agencies will not approve expenses incurred more than 90 calendar days before the period of performance start date. All costs incurred before the period of performance start date, even if approved, are at the recipient's risk (i.e., the Federal awarding agency is under no obligation to reimburse such costs if for any reason the recipient does not receive a Federal award or if the Federal award is less than anticipated and inadequate to cover such costs). b. Revisions to scope, objective, or deliverables.—When it is necessary to modify the scope, objective, or deliverables of an award, the recipient authorized signatory must submit a written request and justification for the change along with the revised scope, objective, or deliverables of the award to the administrative contact. The request should contain the following information: 1. Grant or agreement number 2. Narrative explaining the requested modification to the project scope, objectives, or deliverables 3. A description of the revised scope, objectives, or deliverables

c. Additions or changes to subawards and contracts.—The subawarding, transferring, or contracting out of any work under a Federal award not identified in the original award budget or any changes to subaward or contracts requires prior written approval. The recipient must submit a justification for the proposed subaward/contract, a statement of work to be performed, and a detailed budget for the subaward/contract to the administrative contact. This provision does not apply to the acquisition of supplies, material, equipment, or general support services. d. Change in a key person specified in the application or award.—When there is a change in key personnel, the recipient must request prior written approval for the substitution or change. The request must identify the replacement personnel and provide his or her qualifications.

e. Absence or change in project leadership.—If the approved project director or principal investigator disengages from the project for more than three months or reduces time devoted to the project by 25 percent or more, the recipient must notify the administrative contact in writing, identifying who will be in charge during the project director's absence. The notification must include the qualifications of the replacement.

f. Budget revisions.—Recipients must request prior written approval for deviations from the approved budget in the instances described below. For all budget revisions, the recipient must submit a new SF 424A or 424C and budget narrative to support the request. 1. The inclusion of costs that require prior approval in accordance with Subpart E—Cost Principles of this part or 45 CFR part 75 Appendix IX, "Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals," or 48 CFR part 31, "Contract Cost Principles and Procedures," as applicable. 2. Where the cumulative amount of transfers of funds among direct cost categories or programs, functions, and activities exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency, and where the Federal share of the project exceeds the simplified acquisition threshold. 3. The transfer of funds budgeted for participant support costs to other categories of expense requires prior written approval. Participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects. 4. Changes in the approved cost-sharing or matching provided by the recipient. 5. Additional Federal funds needed to complete the project. 6. Changes to negotiated indirect cost rates during the award period of performance. 7. Equipment purchases not specifically identified in the approved budget.

g. No-Cost Extensions of Time.—When a no-cost extension of time is required, the recipient authorized signatory must submit a written request to the FAPC administrative contact. Except in very limited circumstances, a no-cost extension of time cannot exceed 12 months. FPAC cannot approve requests for no-cost extensions received after the expiration of the award. In addition, time may not allow extension requests submitted less than 30 calendar days before the period of performance end date to be processed, so recipients are encouraged to submit requests as soon as possible. FPAC agencies cannot approve no-cost extensions requested merely to expend remaining funds. The request must contain the following: 1. Amount of additional time requested 2. Explanation for the need for the extension 3. A summary of progress to date and revised milestones

IV. PAYMENTS

a. Recipients must request reimbursement or advances using a properly completed and executed SF-270, submitted with supporting documentation to either the ezFedGrants system or to the e-mail address specified in the statement of work. FPAC agencies will make payment to the recipient on a reimbursable or advance basis in accordance with the frequency specified in the statement of work.

b. Recipients requesting advances should request payments in amounts necessary to meet their current needs pursuant

to procedures contained in the Federal administrative provisions and 31 CFR Part 205. At the end of each advance period, the recipient must provide a justification (i.e., documentation) showing the amount of advanced funds spent.

c. The method of payment between the recipient and its contractors will be in accordance with the policies and procedures established by the recipient except that the contractors may not use the USDA Office of Financial Management/National Finance Center method to request payments. If the recipient makes advance payments to contractors, the recipient must ensure that the timing of such payments is designed to minimize elapsed time between the advance payment and the disbursement of funds. Recipients must not submit requests from their contractors for review or approval.

d. Accounting records for all costs incurred under this award must be supported by source documentation. Such documentation includes, but is not limited to, canceled checks, paid bills, payroll records, and subaward documents. Labor cost charges to this award must be based upon salaries actually earned and the time actually worked on this award. All project costs must be incurred within the approved project period of this award, including any approved no-cost extension of time. Costs that cannot be supported by source documentation or that are incurred outside of the approved project period and budget may be disallowed and may result in award funds being returned to the Federal Government by the recipient. The level of detail and documentation required to be provided to support any individual payment request is at the discretion of the Government.

e. Recipients must pay all costs incurred (i.e., liquidate obligations) under the award not later than 90 calendar days after the period of performance end date.

V. FINANCIAL REPORTING

a. Recipients must submit a Federal Financial Report (FFR), SF 425 in accordance with the schedule included in the award statement of work. Recipients must submit reports to either the ezFedGrants system or to the email address specified in the statement of work. Failure to submit reports as required may result in suspension or termination of award.

b. The recipient must submit a final financial report no later than 90 days after the period of performance end date. c. The FPAC awarding agency will withhold payments under this award if the recipient is delinquent in submitting required reports.

VI. PERFORMANCE MONITORING AND REPORTING

a. The recipient is responsible for monitoring day-to-day performance and for reporting to FPAC. If the project involves subaward/contractual arrangements, the recipient is also responsible for monitoring the performance of project activities under those arrangements to ensure that approved goals and schedules are met.

b. The recipient must submit a written progress report at the frequency specified in the statement of work to either the ezFedGrants system or to the email address specified in the statement of work. Each report must cover— 1. A comparison of actual accomplishments with the goals and objectives established for the reporting period and, where project output can be quantified, a computation of the costs per unit of output.

2. The reasons why goals and objectives were not met, if appropriate.

3. Additional pertinent information including, where appropriate, analysis and explanation of cost overruns or high unit costs.

c. The recipient must submit a final performance report within 90 calendar days of the period of performance end date. d. The FPAC awarding agency will withhold payments under this award if the recipient is delinquent in submitting required reports.

VII. AUDIT REQUIREMENTS

The recipient is responsible for complying with audit requirements in accordance with 2 CFR 200, Subpart F. A recipient entity that expends \$750,000 or more during the recipient's fiscal year in Federal awards must have a single or program-

specific audit conducted for that year.

VIII. SPECIAL PROVISIONS

- a. The recipient assures and certifies that it will comply with the minimum-wage and maximum-hour provisions of the Federal Fair Labor Standards Act.
- b. Employees of FPAC agencies will participate in efforts under this agreement solely as representatives of the United States. They may not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of the recipient. They also may not assist the recipient with efforts to lobby Congress or to raise money through fundraising efforts. Further, FPAC employees must report to their immediate supervisor any negotiations with the recipient concerning future employment and must refrain from participation in projects or agreements with such recipients.
- c. Employees of the recipient will not be considered Federal employees or agents of the United States for any purposes under this agreement. d. Except in very limited circumstances (e.g., construction agreements), no agreement period of performance can exceed a total of five years, including extensions. e. Recipients who engage or assist in scientific related activities on behalf of USDA must uphold the principles of scientific integrity established by Departmental Regulations 1074-001, Scientific Integrity. Covered activities include engaging in, supervising, managing, and reporting scientific work; analyzing and publicly communicating information resulting from scientific work; and utilizing information derived from scientific work in policy and decision making. f. Recipients of awards under covered programs (as defined in Executive Order 13858, January 31, 2019) are hereby notified that they are encouraged to use, to the greatest extent practicable, iron and aluminum as well as steel, cement, and other manufactured products produced in the United States in every contract, subcontract, purchase order, or subaward that is chargeable under the award. "Covered program" means a program that provides financial assistance for the alteration, construction, conversion, demolition, extension, improvement, maintenance, construction, rehabilitation, or repair of an infrastructure project in the United States. However, it does not include programs for which a domestic preference is inconsistent with law or programs providing financial assistance that are subject to comparable domestic preferences. g. The recipient and its employees are prohibited from promoting, recommending, or discussing the availability of specific commercial products or services with FPAC agency clients in the course of carrying out activities under this agreement, including any products or services offered by the recipient, except as may be specifically allowed in the agreement.

IX. PATENTS, INVENTIONS, COPYRIGHTS, AND ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER

- a. Allocation of rights of patents, inventions, and copyrights must be in accordance with 2 CFR Part 200.315. This regulation provides that small businesses normally may retain the principal worldwide patent rights to any invention developed with USDA support.
- b. In accordance with 37 CFR Section 401.14, each subject invention must be disclosed to the Federal agency within 2 months after the inventor discloses it in writing to contractor personnel responsible for patent matters. Invention disclosure statements pursuant to 37 CFR Section 401.14(c) must be made in writing to:

Farm Production and Conservation Business Center Grants and Acquisitions Division 1400 Independence Avenue, SW.
Room 6819 South Building Washington, DC 20250
- c. USDA receives a royalty-free license for Federal Government use, reserves the right to require the patentee to license others in certain circumstances, and requires that anyone exclusively licensed to sell the invention in the United States must manufacture it domestically.
- d. The following acknowledgment of USDA support must appear in the publication of any material, whether copyrighted or not, and any products in electronic formats (World Wide Web pages, computer programs, etc.) that is substantially based upon or developed under this award:

"This material is based upon work supported by the U.S. Department of Agriculture, under agreement number [recipient should enter the applicable award number here]."

In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must include the following statement:

"Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Agriculture. In addition, any reference to specific brands or types of products or services does not constitute or imply an endorsement by the U.S. Department of Agriculture for those products or services."

e. All publications printed with Federal Government funds will include the most current USDA nondiscrimination statement, available from the Public Affairs Division, Civil Rights Division, or on the USDA home page. If the material is too small to permit the full nondiscrimination statement to be included, the material must, at a minimum, include the statement:

"USDA is an equal opportunity provider and employer."

The recipient is responsible for ensuring that an acknowledgment of USDA is made during news media interviews, including popular media such as radio, television, and news magazines, that discuss work funded by this award in a substantial way.

X. COST-SHARING REQUIREMENTS

a. If the award has specific cost-sharing requirements, the cost-sharing participation in other projects may not be counted toward meeting the specific cost-share requirement of this award and must come from non-Federal sources unless otherwise stated in the applicable program authorizing statute. b. Cost share must be documented on each SF 425 and SF 270 and in source documentation as it is provided by the recipient or third party. The required cost-share or matching ratio must be met by the end of the agreement period of performance; however, it does not have to be maintained for every payment request.

c. Should the recipient become aware that it may be unable to provide the cost-sharing amount identified in this award, it must— 1. Immediately notify the FPAC administrative contact of the situation. 2. Specify the steps it plans to take to secure replacement cost sharing. 3. Indicate the plans to either continue or phase out the project in the absence of cost sharing. If the recipient's plans are not acceptable to FPAC, the award may be subject to termination. FPAC modifications to proposed cost sharing revisions are made on a case-by-case basis. Failure by the recipient to notify FPAC in accordance with this section may result in the disallowance of some or all the costs charged to the award, the subsequent recovery by FPAC of some of the FPAC funds provided under the award, and possible termination of the award. It may constitute a violation of the terms and conditions of the award so serious as to provide grounds for subsequent suspension or debarment.

d. The recipient must maintain records of all project costs that are claimed by the recipient as cost sharing as well as records of costs to be paid by FPAC. If the recipient's cost participation includes in-kind contributions, the basis for determining the valuation for volunteer services and donated property must be documented.

e. Recipients must provide notification to the agency administrative contact when adding or replacing sources of cost-share contributions.

XI. PROGRAM INCOME

Program income is the gross revenue generated by a Federally funded activity earned during the performance period of the award. Program income may be earned by recipients from fees charged for conference or workshop attendance, from rental fees earned from real property or equipment acquired with Federal funds, or from the sale of commodities or items developed under the grant or cooperative agreement. It must fall within the guidelines at 2 CFR 200.307. Unless identified and addressed in the award, the recipient must provide notification to the administrative contact and request the manner it would like to treat the income (i.e., deductive or additive). Program income may be used to meet recipient cost-share requirements with the approval of the Government. All program income must be reported on the applicable SF 270 and SF 425.

XII. NONEXPENDABLE EQUIPMENT

Recipients purchasing equipment or products with funds provided under this award are encouraged to purchase only American-made equipment and products. Title to nonexpendable equipment purchased with award funds will vest in the recipient upon completion of the award project and acceptance by FPAC of required final reports. When equipment is no longer needed by the recipient and the per-unit fair market value is less than \$5,000, the recipient may retain, sell, or dispose of the equipment with no further obligation to FPAC. However, if the per-unit fair market value is \$5,000 or more, the recipient must submit a written request to the FPAC administrative contact for disposition instructions.

XIII. LIMIT OF FEDERAL LIABILITY

The maximum financial obligation of FPAC to the recipient is the amount of funds indicated in the award as obligated by FPAC. However, if an erroneous amount is stated on the approved budget, or any supporting document relating to the award, FPAC will have the unilateral right to make the correction and to make an appropriate adjustment in the FPAC share of the award to align with the Federal amount authorized.

XIV. MODIFICATIONS AND TERMINATIONS

The parties may amend this award through an exchange of correspondence between the authorized signatory of each or via formal amendment document. The award is subject to termination if FPAC determines that the recipient has failed to comply with the terms and conditions of the award. If the award is terminated, the guidelines at 2 CFR 200.339-42 will govern the obligations of the parties.

XV. PRIVACY ACT AND PROHIBITION AGAINST CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS

a. Activities performed under this award may involve access to confidential and potentially sensitive information about governmental and landowner issues. The term "confidential information" means proprietary information or data of a personal nature about an individual, or information or data submitted by or pertaining to an organization. This information must not be disclosed without the prior written consent of FPAC.

b. The recipient's personnel will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. Section 552a, and implementing regulations and policies with respect to systems of records determined to be subject to the Privacy Act. The recipient's personnel must also comply with privacy of personal information relating to natural resources conservation programs in accordance with section 1244 of Title II of the Farm Security and Rural Investment Act of 2002 (Public Law 107-171).

c. The recipient agrees to comply with the "Prohibition Against Certain Internal Confidentiality Agreements:"

1. You may not require your employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. 2. You must notify your employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (1) of this award provision are no longer in effect. 3. The prohibition in paragraph (1) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information. 4. If FPAC determines that you are not in compliance with this award provision, FPAC: i. Will prohibit your use of funds under this award, in accordance with sections 743 and 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; ii. May pursue other remedies available for your material failure to comply with award terms and conditions. XVI. ACKNOWLEDGMENT OF SECTION 1619 COMPLIANCE

The recipient agrees to comply with FPAC guidelines and requirements regarding the disclosure of information protected under Section 1619 of the Food, Conservation, and Energy Act of 2008 (PL 110-246), 7 U.S.C. 8791 as described below.

a. Responsibilities. 1. Acceptance of this award indicates acknowledgment and understanding that the recipient is legally bound by Federal statute to comply with the provisions of Section 1619 and that the recipient will not subsequently disclose information protected by section 1619 to any individual or organization that is not directly covered by this award. Any such subsequent disclosure of the protected information (except as permitted under Section 1619) will be considered a violation of Section 1619. The recipient will be held responsible should disclosure of the protected information occur.

2. Acceptance of this award legally binds every owner, manager, supervisor, employee, contractor, agent, and representative of the recipient to comply with the provisions in Section 1619. The recipient must consult with FPAC prior to providing protected information to an entity or individual outside of the recipient and as necessary to implement the program to ensure that such release is permissible.

3. The recipient will use the protected information only to perform work that is directly connected to this award. Use of the protected information to perform work that is not directly connected to this award is expressly prohibited.

4. The recipient must internally restrict access to the protected information to only those individuals who have a demonstrated need to know the protected information to perform work under this award.

5. The provisions in Section 1619 are continuing obligations. Even when the recipient is no longer a recipient, or when individuals currently affiliated with the recipient become no longer so affiliated, every person having been provided access to the protected information will continue to be legally bound to comply with these provisions.

6. The recipient must notify all managers, supervisors, employees, contractors, agents, and representatives about this provision and the requirements of Section 1619. Notifications about the existence of this provision must be made to those individuals who are new to the organization and periodic notifications must be sent throughout the organization (as well as to all contractors and agents) to remind all about the ongoing and continuing requirements.

7. When the recipient is unsure whether particular information is covered or protected by Section 1619, the recipient must consult with FPAC to determine whether the information must be withheld.

8. Use of the protected information for any purpose is expressly prohibited after the period of performance end date of this award. Upon the award end date, any protected information provided under this award must be immediately destroyed or returned to FPAC. The recipient must provide to FPAC written certification that the protected information (paper copy, electronic copy, or both) has been properly destroyed, removed from any electronic storage media, or both.

9. Any State's "sunshine law," "open records act" or other version of the Freedom of Information Act is superseded by section 1619 under the Supremacy Clause of the U.S. Constitution. Accordingly, information protected from disclosure by section 1619 must not be released under such State laws.

b. Protected Information.

1. Examples of the types of information prohibited by disclosure under Section 1619 include, but are not limited to, the following:

i. State identification and county number (where reported and where located). ii. Producer or landowner name, business full address, phone number, Social Security Number, and similar personal identifying information. iii. Farm, tract, field, and contract numbers. iv. Production shares and share of acres for each Farm Serial Number (FSN) field. v. Acreage information, including crop codes. vi. All attributes for Common Land Units (CLUs) in USDA's Geospatial Information System. vii. Any photographic, map, or geospatial data that, when combined with other maps, can be used to identify a landowner. viii. Location of conservation practices.

2. Section 1619 allows disclosure of "payment information (including payment information and the names and addresses of recipients of payments) under any Department program that is otherwise authorized by law" (emphasis added). The names and payment information of producers generally may be provided to the public; however, the recipient shall consult with FPAC if there is any uncertainty as to the provision of such information.

3. Section 1619 also allows disclosure of otherwise protected information if "the information has been transformed into a statistical or aggregate form without naming any—(i) individual owner, operator, or producer; or (ii) specific data gathering cite." The recipient must consult with FPAC as to whether specific information falls within this exception prior to relying on this exception.

c. Violations. The recipient will be held responsible for violations of this provision and Section 1619. A violation of this provision by the recipient may result in action by FPAC, including termination of the underlying Federal award.

d. Effective Period. The requirements of this provision is effective on the date of the final signature and will continue until FPAC notifies the recipient that it is no longer required based on changes in applicable Federal law.

XVII. AWARD CLOSEOUT

a. Award closeout is the process by which FPAC determines that all required project activities have been performed satisfactorily and all necessary administrative actions have been completed. b. The recipient must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the agreement, including documentation showing that match or cost-share requirements have been met. The awarding agency may approve extensions when requested by the recipient. c. Unless the awarding agency authorizes an extension, the recipient must liquidate all obligations incurred under the agreement not later than 90 calendar days after the end date of the period of performance. d. Recipients must submit all requests for reimbursements no later than 90 calendar days after the end date of the period of performance. e. The recipient must promptly refund any balances of unobligated cash that the awarding agency paid in advance or paid and that are not authorized to be retained by the recipient for use in other projects. See OMB Circular A-129 and see §200.345 Collection of amounts due, for requirements regarding unreturned amounts that become delinquent debts. f. Recipients must retain all records pertaining to the agreement in accordance with 2 CFR 200.333-337 and any additional requirements included in the agreement statement of work. g. Recipients must follow disposition requirements for property acquired with award funds in accordance with 2 CFR 200.310-316.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Fund: County Capital Improvements

Date: 01/27/2020

Justification: To appropriate USDA & State funding for Hurricane Florence mitigation

Fund	Description	Account Number	Increase
County Capital Fund	Revenues		
	USDA	400.40.3811.200	403,047
	NC Dept of Agriculture & Consumer Services	400.40.3811.300	<u>111,958</u>
	Total Increase in Revenues		<u>515,005</u>
	Expenditures		
	Mitigation Hurricane Florence	400.40.8110.82000	<u>515,005</u>
	Total Increase in Expenditures		<u>515,005</u>

Chairman Board of Commissioners _____

Date: _____

CARTERET COUNTY
Board of Commissioners

Meeting Date:

27-Jan-20

Presenter:



Agenda Item
V.

ITEM TO BE CONSIDERED

Title: Public Comment

Brief Summary:

Citizens will be allowed up to three (3) minutes to address the Board.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

BACKGROUND

Originating Department

Staff Contact:

Attachments:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

**CARTERET COUNTY
Board of Commissioners**

Meeting Date:
27-Jan-20

Presenter:
Maria Myers



Agenda Item
VI.

ITEM TO BE CONSIDERED

Title: Update on the Carteret County Gold Star Families Memorial

Brief Summary:

Ms. Myers will provide Commissioners with an update on the status of the Gold Star Families Memorial

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

BACKGROUND

Originating Department

Staff Contact: Eugene Foxworth

Attachments:

- 1 N/A _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

**CARTERET COUNTY
Board of Commissioners**



Agenda Item
VII.

Meeting Date:
27-Jan-20

Presenter:
Robbie Bitner

ITEM TO BE CONSIDERED

Title: FY2019 Annual Audit Presentation

Brief Summary:

Robbie Bitner will review the County Audit Report.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

BACKGROUND

Originating Department
Finance

Attachments:
1 N/A
2 _____
3 _____
4 _____
5 _____

Staff Contact:
Dee Meshaw

REVIEWED BY

County Manager _____ X
Clerk to the Board _____ X

County Attorney _____
ACM/Finance Director _____ X

CARTERET COUNTY
Board of Commissioners

Meeting Date:

27-Jan-20

Presenter:



Agenda Item
VIII.

Maureen Dougherty, 911 Addressing Coordinator

ITEM TO BE CONSIDERED

Title:

Public Hearing – Road Name Change - Change Hilan Terrace Lane to Highland Terrace

Brief Summary:

The owner of the property located at 110-122 Hilan Terrace Lane has submitted a request to change the street name that currently serves Hilan Terrace Mobile Home Park. The proposed new name for the road is "Highland Terrace". This name does not duplicate any other road name in the county. The households on this road will be addressed off of the new road. This change will be presented in a Public Hearing pursuant to the County's Road Name and Addressing Ordinance (Section 16-7) and N.C.G.S. § 153A 239.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

A motion to approve the renaming of Hilan Terrace Lane to Highland Terrace in Newport, NC in the official Carteret County Street Index and 911 Addressing System.

BACKGROUND

Originating Department

Information Technology _____

Attachments:

- 1 Memo _____
- 2 Map _____
- 3 Public Hearing Notice _____
- 4 _____
- 5 _____

Staff Contact:

Eric Werner, GIS Specialist _____

REVIEWED BY

County Manager _____
 Clerk to the Board _____

County Attorney _____
 ACM/Finance Director _____

INFORMATION TECHNOLOGY

Ray Hall, CGCIO
IT Director
Information Technology



252-728-8506
ray.hall@carteretcountync.gov
<http://www.carteretcountync.gov>

To: Board of Commissioners
From: Ray Hall, IT Director
Date: 12 December 2019
**Subject: Public Hearing – Road Name Change – Change “Hilan Terrace Lane”
to “Highland Terrace” in Newport**

The owner of the property located at 110-122 Hilan Terrace Lane has submitted a request to change the street name that currently serves Hilan Terrace Mobile Home Park. The proposed new name for the road is “Highland Terrace”. This name does not duplicate any other road name in the county. The households on this road will be addressed off of the new road. This change will be presented in a Public Hearing pursuant to the County’s Road Name and Addressing Ordinance (Section 16-7) and N.C.G.S. § 153A 239.

Hilan Terrace Lane - Highland Terrace Road Name Change

- Legend**
- Centerlines
 - Parcels
 - Address Points



0 50 100 Feet

Map produced by
Carteret County GIS Division
Date: 12/9/19



INFORMATION TECHNOLOGY

Ray Hall, CGCIO
IT Director
Information Technology



252-728-8506
ray.hall@carteretcountync.gov
<http://www.carteretcountync.gov>

PUBLIC NOTICE

Pursuant to Chapter 153A 239.1 of the North Carolina General Statutes, the Carteret County Board of Commissioners will hold a public hearing on January 27, 2020 at 6:00 p.m. in the Board of Commissioners' Meeting Room in the Administration Building at Courthouse Square in Beaufort to consider the Road Name Change of Hilan Terrace Lane to Highland Terrace in Newport, NC. Copies of the proposed changes are available for public inspection in the Carteret County Information Technology Department located at the Administration Building, 302 Courthouse Square, Beaufort.

Ray Hall
Information Technology Director

Advertise: Carteret County News-Times
Wednesday, January 15, 2020
Sunday, January 26, 2020

CARTERET COUNTY
Board of Commissioners



Agenda Item
IX.

Meeting Date:
 27-Jan-20

Presenter:
 Stephen Rea

ITEM TO BE CONSIDERED

Title: Continued Discussion/Financial Implications: South River Fire & EMS

Brief Summary:

Stephen Rea will provide information on the financial implications relative to South River Fire & EMS

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

BACKGROUND

<p>Originating Department Emergency Services</p> <hr/> <p>Staff Contact: Stephen Rea</p> <hr/>	<p>Attachments:</p> <p>1 Memo</p> <hr/> <p>2 Presentation</p> <hr/> <p>3 Financial Implications</p> <hr/> <p>4</p> <hr/> <p>5</p> <hr/>
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REVIEWED BY

County Manager	<u> X </u>	County Attorney	<u> </u>
Clerk to the Board	<u> X </u>	ACM/Finance Director	<u> X </u>

COUNTY OF CARTERET
DEPARTMENT OF EMERGENCY SERVICES



Stephen Rea
Emergency Services Director

Office 252-222-5841
Mobile 252-241-1630
stephen.rea@carteretcountync.gov

TO: Board Commissioners
FROM: Stephen Rea, Emergency Services Director
SUBJECT: South River-Merrimon EMS
DATE: Thursday January 9, 2020

At the November 18, 2019 Board of Commissioners meeting, I presented to you that South River-Merrimon Fire and EMS decided that they would no longer provide EMS coverage for the South River-Merrimon EMS district. During that presentation I provided three solutions to providing service to the district they are as follows:

1. Remove the County Medic at Davis and hire three (3) EMTs.
2. Continue with the County Medic at Davis. Hire three (3) Paramedics and three (3) EMTs.
3. Contract with Beaufort EMS.

Each of these are viable options with pros and cons as stated during my presentation.

I was asked to research the financial impact this project would put on the budget for the County. With the removal of the County Medic at Davis for the first year it will be an impact of \$468,130.09. With the continued service of the County Medic at Davis for the first year, it will be an impact of \$696,259.64. Contracting with Beaufort EMS for the first year it will be an impact of \$75,000.



Carteret County Emergency Services

South River-Merrimon
Emergency Medical Services

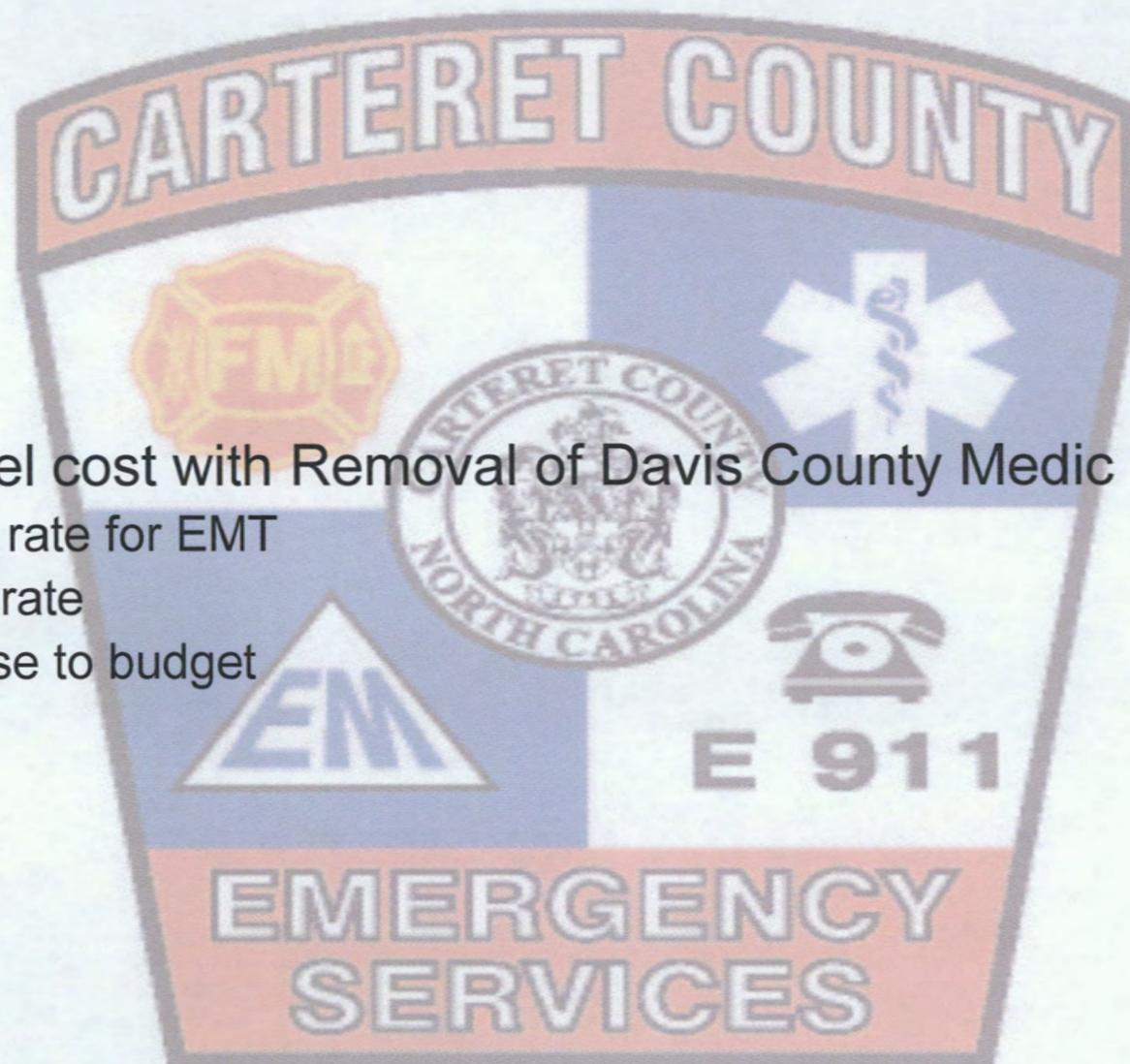


- Statistics for 2019

- Number of emergency calls for Davis County Medic 1
- Number of transports for Davis County Medic 1
- Number of emergency calls for South River-Merrimon EMS
- Number of transports for South River-Merrimon EMS



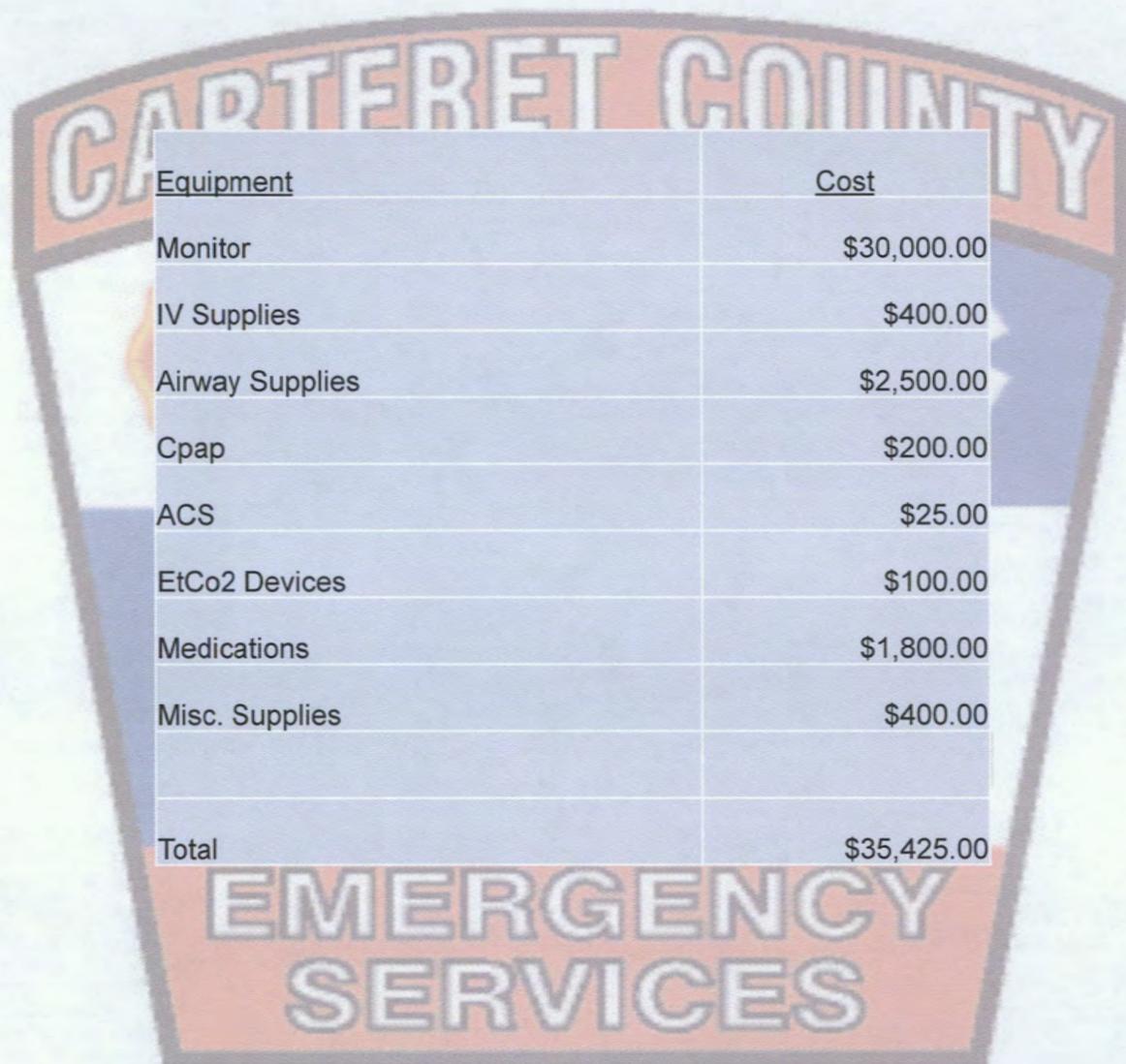
- Personnel cost without Removal of Davis County Medic 1
 - Hourly rate for EMT
 - Yearly rate
 - Increase to budget



- Personnel cost with Removal of Davis County Medic 1
 - Hourly rate for EMT
 - Yearly rate
 - Increase to budget



- Equipment Cost
 - With Removal of Davis County Medic 1
 - Without Removal of Davis County Medic 1



<u>Equipment</u>	<u>Cost</u>
Monitor	\$30,000.00
IV Supplies	\$400.00
Airway Supplies	\$2,500.00
Cpap	\$200.00
ACS	\$25.00
EtCo2 Devices	\$100.00
Medications	\$1,800.00
Misc. Supplies	\$400.00
Total	\$35,425.00



- Building Cost
 - Build out existing building \$75,000
 - Two bunkrooms to accommodate 24/7
 - Add shower facility
 - Upgrade septic



- Total Budget Impact
 - With Removal of Davis County Medic
 - Without Removal of Davis County Medic

CARTERET COUNTY

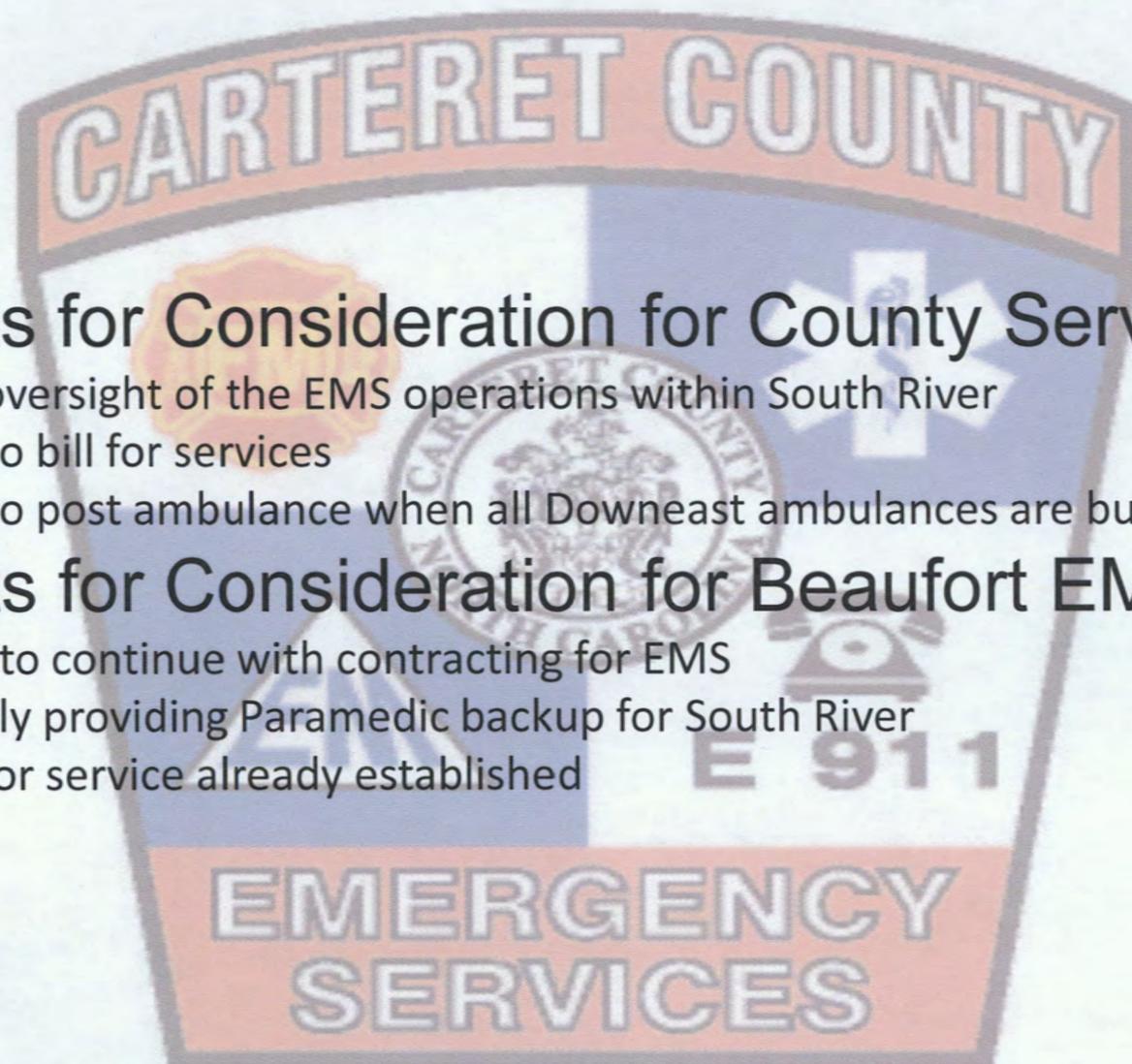
Personnel	\$585,834.64
Building	\$75,000.00
Equipment	\$35,425.00
Total	\$696,259.64

EMERGENCY SERVICES

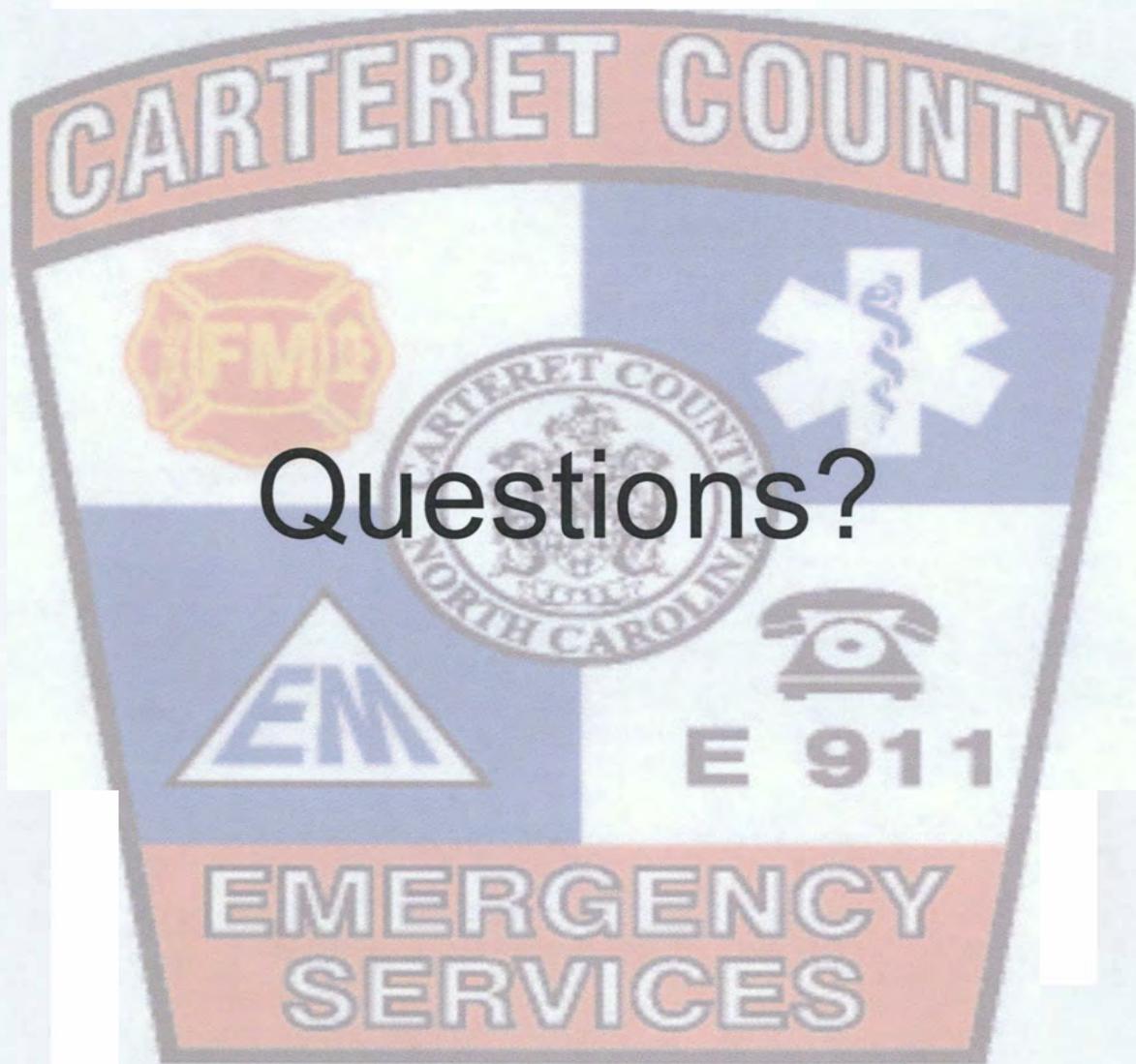
CARTERET COUNTY

Personnel	\$393,130.09
Building	\$75,000.00
Equipment	\$0.00
Total	\$468,130.09

EMERGENCY SERVICES



- **Benefits for Consideration for County Service**
 - Better oversight of the EMS operations within South River
 - Ability to bill for services
 - Ability to post ambulance when all Downeast ambulances are busy
- **Benefits for Consideration for Beaufort EMS**
 - County to continue with contracting for EMS
 - Currently providing Paramedic backup for South River
 - Billing for service already established



Questions?

<u>Equipment</u>	<u>Cost</u>
Monitor	\$30,000.00
IV Supplies	\$400.00
Airway Supplies	\$2,500.00
Cpap	\$200.00
ACS	\$25.00
EtCo2 Devices	\$100.00
Medications	\$1,800.00
Misc. Supplies	\$400.00
Total	\$35,425.00

Personnel	\$585,834.64
Building	\$75,000.00
Equipment	\$35,425.00
Total	\$696,259.64

CARTERET COUNTY
Board of Commissioners

Meeting Date:
27-Jan-20

Presenter:
Sarah Davis



Agenda Item
X.

ITEM TO BE CONSIDERED

Title: Update on the 2020 Property Reappraisal

Brief Summary:

Sarah Davis, Tax Administrator, will provide an update on the status of the 2020 Property Reappraisal

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

BACKGROUND

Originating Department

Tax Department

Attachments:

1

2

3

4

5

Staff Contact:

Sarah Davis

REVIEWED BY

County Manager

X

County Attorney

Clerk to the Board

X

ACM/Finance Director

X

CARTERET COUNTY
Board of Commissioners



Agenda Item
XI.

Meeting Date:
27-Jan-20

Presenter:
Tommy Burns

ITEM TO BE CONSIDERED

Title: Manager's Report

Brief Summary:

Mr. Burns will provide a manager's report.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

N/A

BACKGROUND

Originating Department
County Manager's Office

- Attachments:**
- 1 N/A
 - 2 _____
 - 3 _____
 - 4 _____
 - 5 _____

Staff Contact:
Tommy Burns

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

CARTERET COUNTY
Board of Commissioners

Meeting Date:
27-Jan-20

Presenter:
Board



Agenda Item
XII.

ITEM TO BE CONSIDERED

Title: Appointments

Brief Summary:

See attached memorandum highlighting appointments; applications attached as noted.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

Nominations will be considered for the various vacancies.

BACKGROUND

Originating Department

County Manager's Office

Attachments:

- 1 Memorandum
- 2 Applications
- 3
- 4
- 5

Staff Contact:

Rachel Hammer

REVIEWED BY

County Manager

Clerk to the Board

County Attorney _____

ACM/Finance Director _____

Board of Commissioners

Bill Smith, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Mark Mansfield
Jonathan Robinson
Ed Wheatly



County Manager
Tommy R. Burns

Clerk to the Board
Rachel B. Hammer

TO: Board of Commissioners
FROM: Rachel Hammer
SUBJECT: Appointments
DATE: January 27, 2020

The following appointments are noted for discussion at the January 27, 2020 meeting:

Beaufort Board of Adjustment (County ETJ)

Vacant three-year term

- Virginia Cuthrell; application attached

No other active applications

Beaufort Planning Board (County ETJ)

Vacant two-year term

- Aaron Willis; application attached

Other active applications:

- ✓ John Gilstrap; application attached

Carteret County Beach Commission

Three-year terms of the following expire January 31, 2020

- Larry Baldwin (At-Large Representative); updated application attached
- Ken Jones (Pine Knoll Shores Representative) ; updated application attached
- **John Wootten (Emerald Isle Representative) does not wish to continue to serve;** the Beach Commission is recommending the appointment of Tom Rule; application for Mr. Rule and recommendation letter is attached

Other active applications:

- ✓ Guthrie Craig; application attached
- ✓ Michael Linz; application attached

Nursing Home Advisory Board

Vacant one-year initial term

- Application and email of recommendation from the Eastern Carolina Council in support of the appointment of Kim Abbott attached

No other active applications

Peer Recovery Center

One-year term of Rachel Hammer expired January 14, 2020; converts to a two-year term; application attached

Other active applications:

- ✓ Harriet Altman

Senior Center Advisory Board

Two-year term of Cherry Tripp (Commissioner Robinson's representative) expires January 22, 2020; updated application attached

Other active applications:

- ✓ Doreen Warner

Zoning Board of Adjustments

Three-year term of Sean Burke expires January 31, 2020; updated application attached

Other active applications:

- ✓ Mark Eakes; application attached
- ✓ Terrance Senich; application attached

Beaufort Board of Adjustment (County ETJ)

Vacant three-year term

- Virginia Cuthrell; application attached

No other active applications

Received 12-31-19
Expires 06-30-21

Rachel Hammer

From: noreply@civicplus.com
Sent: Tuesday, December 31, 2019 2:57 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	Virginia
Last Name	Cuthrell
Address	135 Yaupon Lane
City	Beaufort
State	North Carolina
Zip	28516
Home Number	910-264-3641
Cell Number	Field not completed.
Fax Number	Field not completed.
Work Number	252-499-6021
E-Mail Address	wheatly78@hotmail.com
Committees of Interest	Zoning Board of Adjustment <Beaufort ETJ>
Committees of Interest (Second Choice)	Zoning Board of Adjustment <Beaufort ETJ>
Experience	<p>Thank you, for considering my application for the Board of Adjustment. I had the privilege of growing up in Beaufort, NC and I am very interested in serving the county. After graduating from East Carteret High school, I attended Meredith College and studied history and political science. After undergraduate, I attended UNCW and obtained a masters degree in public administration. The majority of my graduate classes were focused on county government. Currently, I am employed full time at Carteret Health Care as a physician and allied health recruiter as well as the volunteer director. My resume is attached for a complete description of my background, experience, education and training.</p>

Occupation	Physician & Allied Health Recruitment/Volunteer Director
Employer	Carteret Health Care
Are you currently serving or have you ever served on a public board or commission?	No
If so, please list below:	<i>Field not completed.</i>
Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:	I do not anticipate a conflict of interest or scheduling difficulty.
Number of Years Living in Carteret County:	30
Are you a registered voter in Carteret County?	Yes
Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)	VirginiaCuthrellCV.docx

Email not displaying correctly? [View it in your browser.](#)

VIRGINIA CUTHRELL

wheatly78@hotmail.com | 910-264-3641 | 135 Yaupon Lane, Beaufort, NC 28516

PROFESSIONAL SUMMARY

- Experienced Healthcare recruiter & liaison with over 7 years of experience. Excellent reputation for completing tasks and building relationships.
- 6+ years of pharmaceutical sales and 10 years of outside sales experience. Proven skill in developing sales territories, delivering consistent sales growth, and cultivating high client loyalty despite challenging market drivers.
- Persistent, creative, flexible, goal-focused, and forward thinking. Excellent communication, negotiation, and organizational skills.
- Current on health industry trends; Ability to successfully work independently or in a group.

SKILLS

- Advertising & Sales
- Customer service
- Candidate sourcing, Recruiting, Pre-employment screening, Hiring & Negotiating
- Scheduling & Staffing
- Wages & salary
- Talent management
- Conflict resolution
- Benefits & compensation
- Networking
- Verbal and written communication

WORK HISTORY

Physician Recruitment & Liaison / Carteret Health Care - Morehead City, NC / 04.2012 - Current

- Coordinates, implements and directs all activities for the recruitment and hiring of physicians and advanced practice practitioners for Carteret Health Care (CHC) to maintain and increase the necessary compliment of providers required to support the needs of the community as well as services offered by CHC.
- Assists and coordinates the development of the strategic and comprehensive annual physician recruitment plan.
- Develop and implements physician outreach strategies.
- Serves as liaison to the medical community at large to facilitate positive relationships and market CHC services.
- Directs development of relationships with physicians seeking practice assistance.
- Identifies opportunities for collaboration or partnering with employed and non-employed physicians.

Allied Health Recruitment / Carteret Health Care - Morehead City, NC / 07.2014 - Current

- Plans, develops, implements and evaluates recruitment strategies for CHC's allied health vacancies.

- Manage recruiting process from initial conversation to hiring employees for the departments of Anesthesia, Cardiopulmonary, Information Services, Laboratory, Pharmacy, Radiology, and Rehabilitation.

Volunteer Director / Carteret Health Care - Morehead City, NC / 05.2016 - Current

- Coordinates schedules and assignments for volunteer staff, maximizing team efficiency and effectiveness.
- Recruits and orients new volunteers.
- Attends monthly Auxiliary Board meetings.
- Schedules and coordinates all uniform and shoe sales with vendors; Proceeds are donated to CHC Foundation as well as other community organizations as voted on by Auxiliary Board.
- Plans and attends 3 annual volunteer events: September safety competency & hipaa breakfast; December Christmas luncheon and April volunteer appreciation reception.
- Oversees CHC's Gift Gallery.

Pharmaceutical Sales Representative / Inventiv Health Inc. - Wilmington & Morehead City, NC / 09.2005 - 04.2012

Merck (November 2010-April 2012)

- Transitioned contracts within Inventiv due to getting married and needing to relocate.
- Launched Dulera in Eastern, NC territory; Engaged prescribers in informational product discussions and presentations by providing value-added education and product benefits to grow product volume.
- Consistently achieved individual, territory and company goals for sales, market share, call metrics and sample distribution.

Cephalon (January 2008-November 2010)

- Recruited to launch and sell Amrix and Nuvigil to targeted physicians in the Southeast, NC territory.
- Effectively and persuasively communicated with customers by employing effective selling, listening and negotiation skills while using proper terminology, approved messaging and branded materials.
- Ranked 7 of 113 in Nation, 4th quarter 2008
- Gold Cup Award: Top 10% performer 4th quarter 2008
- Ranked 23 of 113 in Nation, 2008
- Ranked 9 of 340 in Nation, July 2009

Novartis (September 2005-December 2007)

- Recruited to manage Southeast, NC territories of full-time representatives while one was on maternity leave and another on deployment to Iraq. Contract extended for additional 2 years. Core products: Diovan, Lotrel, Exforge, Zelnorm.
- Consistently ranked in top half (1 out of 6) in the district despite severe setbacks in core products, Zelnorm and Lotrel. Achieved or exceeded performance goals.
- Led presentations on company products during breakfast, lunch, and dinner programs and developed effective marketing strategies to build market share gains in assigned therapeutic areas.

Outside Sales Representative / Encore Publications - Wilmington, NC /

05.2002 - 09.2005

- Called on decision makers in targeted business-to-business markets, selling and designing customized advertising solutions for 4 publications.
- Consistently exceeded both individual and team objectives.
- Devised sales strategies and conceptualized new products in collaboration with team members to accelerate sales growth and expand market opportunities.
- Revitalized downtown territory and captured market share from competitors by approaching publisher and negotiating special packages for retail merchants.

Store Manager / Charlotte's Jewelry and Gifts - Wilmington, NC / 08.2000 - 05.2002

- Recruited as sales associate for this upscale start-up business.
- Promoted to store manager within 3 months based on accomplishments in sales, customer service, and leadership.
- Managed sales, advertising, merchandising, AP/AR, inventory control, and staffing.
- Interviewed, hired, trained, and supervised staff.
- Developed merchandising, in-store promotions, and advertising strategies to boost sales.
- Established and fostered both customer and vendor relationships that generated sustained growth.
- Achieved breakeven in first year of operations and attained profitability thereafter.
- Entrusted by owner to purchase and manage \$1MM in inventory.
- Attended biannual markets in Atlanta to stay abreast of market trends, research product lines, and purchase merchandise.

EDUCATION

University of North Carolina at Wilmington - Wilmington, NC / August 2004
Masters of Public Administration

Meredith College - Raleigh, NC / May 2000
Bachelor of Arts: History and Political Science

National Dean's List; Phi Alpha Theta, International Honor Society (History)

VOLUNTEER WORK

St Paul's Episcopal Church, Beaufort, NC (January 2011 - present)

- Fall Bazaar committee, Communications committee and Safety committee

Broad Street Clinic, Morehead City, NC (July 2017-present)

- Board Member

Carteret County Domestic Violence, Morehead City, NC (January 2010-January 2013)

- Board Member

Beaufort Planning Board (County ETJ)

Vacant two-year term

- Aaron Willis; application attached

Other active applications:

- ✓ John Gilstrap; application attached

Received 01-06-20
Expires 07-06-21

Rachel Hammer

From: noreply@civicplus.com
Sent: Monday, January 06, 2020 2:08 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	Aaron
Last Name	Willis
Address	942 Eastman Creek Drive
City	Beaufort
State	NC
Zip	28516
Home Number	910-524-7115
Cell Number	910-524-7115
Fax Number	Field not completed.
Work Number	Field not completed.
E-Mail Address	awillis@coastal-bev.com
Committees of Interest	Planning Commission <Beaufort ETJ>
Committees of Interest (Second Choice)	Field not completed.
Experience	Bachelors Degree from UNC-W/graduated in 2004; been with Coastal Beverage for eleven+ years, currently as their Import & Specialty Brand Manager
Occupation	Import & Specialty Brand Manager
Employer	Coastal Beverage
Are you currently serving or have you ever served on a public board or commission?	No

If so, please list below: *Field not completed.*

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: no

Number of Years Living in Carteret County: 33 years (with the exception of college + 1 year)

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

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Received 01.14.19
Expires 07.14.20

Rachel Hammer

From: noreply@civicplus.com
Sent: Monday, January 14, 2019 9:08 AM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	John
Last Name	Gilstrap
Address	101 Gibbs Court
City	Beaufort
State	NC
Zip	28516
Home Number	No number
Cell Number	252 241 3267
Fax Number	252 728 4147
Work Number	252 728 5501
E-Mail Address	cartertile@centurylink.net
Committees of Interest	Planning Commission <i>{ Beaufort ETJ }</i>
Committees of Interest (Second Choice)	<i>Field not completed.</i>
Experience	Employed in construction field 27 years, BS in Business, active in the community, ETJ member of the Beaufort Planning Board for 6 years
Occupation	supervisor
Employer	GW Carter Tile Co, owner
Are you currently serving or have you ever served on a public board or commission?	Yes

If so, please list below: ETJ member Beaufort Planning Board

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: None to my knowledge

Number of Years Living in Carteret County: 27 years

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Carteret County Beach Commission

Three-year terms of the following expire January 31, 2020

- Larry Baldwin (At-Large Representative); updated application attached
- Ken Jones (Pine Knoll Shores Representative) ; updated application attached
- **John Wooten (Emerald Isle Representative) does not wish to continue to serve;** the Beach Commission is recommending the appointment of Tom Rule; application for Mr. Rule and recommendation letter is attached

Other active applications:

- ✓ Guthrie Craig; application attached
- ✓ Michael Linz; application attached

Shore Protection Manager

Greg L. Rudolph
Tel: (252) 222.5835
Fax: (252) 222.5826
grudolph@carteretcountync.gov



Memorandum

To: Carteret County Board of Commissioners (CBOC)
From: Greg "rudi" Rudolph
Date: December 16, 2019
Re: **Beach Commission Member Appointments (2020)**

- (1) **Pine Knoll Shores** – term ending January 2020
(Nominee – **Ken Jones**)
- (2) **Emerald Isle** – term ending January 2020
(Nominee – **Tom Rule**)
- (3) **County At-Large** – term ending January 2020
(Nominee – **Larry Baldwin**)

The County's Beach Commission includes eleven members that advise the CBOC of strategies, and ultimately expenditures regarding the portion of occupancy tax revenue dedicated to beach nourishment activities as originally stipulated in N.C. Session Law 2001-381 (later amended by SL 2005-120, SL 2007-112, and the current law SL 2013-223). The CBOC also appoints Beach Commission members in accordance to a formula delineated in SL 2013-223 and again provided in Article II, Sec. 1 of the Beach Commission by-laws. Specifically, the membership formula is detailed below; and the current and proposed membership is furnished in tabular form at the conclusion of this memorandum.

- Two individuals who reside within the town limits of Atlantic Beach
- Two individuals who reside within the town limits of Pine Knoll Shores.
- Two individuals who reside within the town limits of Emerald Isle.
- One individual who resides within the town limits of Indian Beach.
- One individual who resides on Bogue Banks (Bogue Banks at-large).
- One individual who resides anywhere in Carteret County (County at-large).
- A member of the Board of County Commissioners.
- A member of the Carteret County Tourism Development Authority.

There is one vacancy and two sitting Beach Commission members whose terms expire in January 2020, and the nominees are highlighted in the subject title of this memorandum and briefly summarized as follows. **Ken Jones** is the long-time mayor of Pine Knoll Shores and has been serving on the Beach Commission since 2010, which also includes a long and productive stint as the Commission's Vice Chairman. **Larry Baldwin** was appointed a year later to the Beach Commission in 2011 and holds the County At-Large seat. Also, member Baldwin was appointed to the State's Coastal Resources Commission in 2012 and has been invaluable in bringing these perspectives and acquired knowledge to the Commission. And lastly, **John Wootten** disclosed that he will be leaving at the end of his term – he served on the Beach Commission since 2014 and perhaps equally impressive; he served two discrete terms as an Emerald Isle Commissioner and was one of the key local leaders promoting shore protection efforts during the formative stages of our program back in the late 1990s and early 2000s. The Beach Commission Vice-Chairman (Jim Normile - (Emerald Isle) has been working to find a dedicated person to fill Mr. Wootten's vacancy and

has done so in **Tom Rule**. Mr. Rule retired from Union Carbide after a several-decades-long tenure and has vast executive level business experience to bring to the table. His nomination was endorsed/approved by the Emerald Isle Town Board at their regular meeting earlier this month

Importantly and as intimated above, the Beach Commission and Shore Protection Office conduct an informal canvass of local governments and groups to provide nominees for your consideration. In this manner there is an opportunity to provide a comfort level with each of the communities or groups represented on the Beach Commission with the nominees selected for each particular entity - e.g., Pine Knoll Shores is assured that their interests are represented on the Beach Commission with the appropriate individual. Where appropriate, all of the nominees presented above/below have undergone this informal process and they are all cognizant that an Application for Boards & Commissions Appointment form must be submitted or is current by the CBOC's next meeting date.

The Beach Commission unanimously supported the nominations of Jones, Rule, and Baldwin at their regular December 2019 meeting and noted Jones and Baldwin have served admirably in the past. The Beach Commission also discussed the advantages of the institutional knowledge these individuals possess and very much favor these re-appointments (there are no term limitations for the Beach Commission) and look forward working with Mr. Rule as well. Also, the Commission expressed their appreciativeness of the CBOC with respect to the appointment process concerning Commission vacancies and looks forward to working with the individuals the CBOC appoints. If ever needed, the CBOC is always invited to review additional information concerning the Beach Commission, including electronic versions of the by-laws and meeting minutes at <http://www.carteretcountync.gov/298/Beach-Commission>.

CARTERET COUNTY BEACH COMMISSION				
NAME (current)	NAME (proposed in red)	RESIDING/ REPRESENTING	TERM LENGTH	TERM EXPIRES
Harry Archer		Atlantic Beach	3 years	1/22
A.B. "Trace" Cooper, III		Atlantic Beach	3 years	1/21
Ken Jones	Ken Jones	Pine Knoll Shores	3 years	1/20
Larry Corsello		Pine Knoll Shores	3 years	1/21
Jim Normile		Emerald Isle	3 years	1/22
John Wootten (retiring)	Tom Rule	Emerald Isle	3 years	1/20
Joel Fortune, Jr.		Indian Beach	3 years	1/21
Douglas Guthrie		Bogue Banks	3 years	1/22
Larry Baldwin	Larry Baldwin	County At-Large	3 years	1/20
Jimmy Farrington		CBOC	3 years	1/21
Woody Warren		TDA	3 years	1/22

d:/beachcommission/correspondences/2019/2020 vacancies

Rachel Hammer

From: Rhonda Ferebee <rferebee@emeraldisle-nc.org>
Sent: Wednesday, December 11, 2019 8:48 AM
To: Rachel Hammer
Subject: Board Recommendation for Beach Commission Appointment

Good morning Rachel – I wanted to follow up with you this morning and let you know that the Board of Commissioners unanimously approved recommending that Tom Rule fill the vacancy when John Wootten’s term expires next month. Please advise if there is anything further you need from me at this time.

Thanks,
Rhonda

Rhonda C. Ferebee, CMC, NCCMC
Town Clerk/Human Resources

Town of Emerald Isle
7500 Emerald Drive
Emerald Isle, NC 28594
252-354-3424
www.emeraldisle-nc.org



Received 12-03-19
Expires 06.03.21

Rachel Hammer

From: noreply@civicplus.com
Sent: Tuesday, December 03, 2019 9:16 AM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	Lawrence (Larry) F.
Last Name	Baldwin
Address	P.O. Box 278, 125 Island Rd
City	Harkers Island
State	NC
Zip	28531
Home Number	252 728-7245
Cell Number	910 471-0504
Fax Number	<i>Field not completed.</i>
Work Number	910 471-0504
E-Mail Address	LBaldwin@ec.rr.com
Committees of Interest	Beach Commission
Committees of Interest (Second Choice)	<i>Field not completed.</i>
Experience	Have served on the Carteret County Beach Commission for +8 years, and asked to be re-appointed for the at-large position for another term. Currently serving on the NC Coastal Resources Commission for the past 9 years. Experienced in land & soils consulting for environmental and development evaluations and permitting.
Occupation	Soil Scientist
Employer	Land Management Group / Davey Inc.
Are you currently serving or have you ever served on a	Yes

public board or
commission?

If so, please list below:

Currently serving on the Carteret County Beach Commission
for the past +8 years in the at-large position.

Please explain any
anticipated conflict of
interest or scheduling
difficulties you may have, if
appointed:

None, unless our company Land Management Group / Davey
Inc is selected for any future contractual work through this
commission, in which I would recuse myself.

Number of Years Living in
Carteret County:

18 years

Are you a registered voter
in Carteret County?

Yes

Applicants may attach a
resume' or additional
information about your
interests for the Board of
Commissioners to consider.
Also, note that this
document is considered a
public document.)

[LMG L.F.Baldwin Resume 2019.pdf](#)

Email not displaying correctly? [View it in your browser.](#)

Received 01-07-20
Expired 07-07-21

Rachel Hammer

From: noreply@civicplus.com
Sent: Tuesday, January 07, 2020 12:04 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	Ken
Last Name	Jones
Address	100 Municipal Circle
City	Pine Knoll Shores
State	NC
Zip	28512
Home Number	2522474353 x17
Cell Number	2527233150
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	mayorjones@townofpks.com
Committees of Interest	Beach Commission
Committees of Interest (Second Choice)	N/A
Experience	Experience - I've been on the Beach Commission for about 10 years prior to reapplying again.
Occupation	Yes
Employer	Self
Are you currently serving or have you ever served on a public board or commission?	Yes

If so, please list below: 6 terms as PKS Mayor; Carteret County Beach Commission 10 yrs

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: NONE

Number of Years Living in Carteret County: 17+ years this time

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Received 11-18-19
Expires 05-18-21

Rachel Hammer

From: noreply@civicplus.com
Sent: Monday, November 18, 2019 2:25 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	thomas
Last Name	rule
Address	103 howe street
City	emerald isle
State	North Carolina
Zip	28594
Home Number	2523542072
Cell Number	9087987954
Fax Number	n/a
Work Number	n/a
E-Mail Address	trule70@gmail.com
Committees of Interest	Beach Commission
Committees of Interest (Second Choice)	<i>Field not completed.</i>
Experience	Resend with resume as previous submission was Bio.
Occupation	Consultant
Employer	Self Employed
Are you currently serving or have you ever served on a public board or commission?	Yes
If so, please list below:	National Private Truck Council Board and INROADS Inc. Board

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: None

Number of Years Living in Carteret County: 15 years part time 10 years full time

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) [Resume Tom Rule 2018 Update.docx](#)

Email not displaying correctly? [View it in your browser.](#)



Tom Rule

Biography

Tom Rule is an 40 plus year veteran of the industrial gas production and transportation industry which included executive leadership positions with Praxair Inc. , Logex and Trimac Transportation companies and now is providing consulting services to this same industry and related businesses.

Devoting his career mainly to the transportation arena, Tom has been involved with most every aspect of it, including operations management; logistics services; technical and maintenance services; customers service and safety transportation. After continuing to provide consulting services to Praxair Tom retired from them and was Vice President and General Manager for several contact carriers providing transportation service on a national base until starting his own consulting service in 2012. Tom has served as a Board of Director for the National Private Truck Council and several not for profit boards including INROADS an organization that develops and place underserved youth in business and industry and prepare them for corporate and community leadership.

Tom and his wife Carol had their home built on Emerald Isle in 1993 after vacation on the Island for many years starting in the mid 80's and used it during the summers and became full time residents in 2011. They have three daughters all of whom live in North Carolina with their families. He believes that it is important to be involved in the community where he lives and is supportive of the local public officials who invest their time doing the same. Tom is a member of the Glad Tidings church In Morehead where he is the Budget and Finance Director.

Rachel Hammer

Received 04-29-19
Expires 10-29-20

From: noreply@civicplus.com
Sent: Monday, April 29, 2019 7:56 AM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	Guthrie
Last Name	Craig
Address	1393salter path rd
City	Salter Path
State	NC
Zip	28575
Home Number	2527259192
Cell Number	2527259192
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<u>Vern_65@hotmail.com</u>
Committees of Interest	Beach Commission
Committees of Interest (Second Choice)	<i>Field not completed.</i>
Experience	N/A
Occupation	Retired fire fighter
Employer	Retired
Are you currently serving or have you ever served on a public board or commission?	No
If so, please list below:	<i>Field not completed.</i>

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: None

Number of Years Living in Carteret County: 54

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Received 09-04-18
Expires 03-14-20

Rachel Hammer

From: noreply@civicplus.com
Sent: Tuesday, September 04, 2018 11:24 AM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name Michael
Last Name Linz
Address 106 Brigantine Ct
City Swansboro
State NC
Zip 28584
Home Number 252-229-5495
Cell Number 252-229-5495
Fax Number *Field not completed.*
Work Number *Field not completed.*
E-Mail Address michaeljlinz@gmail.com
Committees of Interest Beach Commission
Committees of Interest (Second Choice) Tourism Development Authority
Experience 12 years water safety and rescue experience Beach Patrol
Rescue 4 years active duty United States Coast Guard
Occupation Cargo Coordinator/Operator
Employer North Carolina State Port Authority
Are you currently serving or have you ever served on a public board or commission? No
If so, please list below: *Field not completed.*

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:

work full time daily 8-5 no other scheduling difficulties

Number of Years Living in Carteret County:

4

Are you a registered voter in Carteret County?

Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)

[Resume 2018.docx](#)

Email not displaying correctly? [View it in your browser.](#)

Nursing Home Advisory Board

Vacant one-year initial term

- Application and email of recommendation from the Eastern Carolina Council in support of the appointment of Kim Abbott attached

No other active applications

Rachel Hammer

From: Angela Pridgen <apridgen@eccog.org>
Sent: Tuesday, December 31, 2019 11:26 AM
To: Rachel Hammer
Attachments: kim abbott.pdf

Ms. Hammer,

I am requesting the appointment of Ms. Kimberly Abbott to the Carteret Nursing Home CAC. She has been trained and designated by the State Ombudsman.
Happy New Year!

Angelia Pridgen, Regional Ombudsman
Eastern Carolina Council
233 Middle Street, Suite 300
PO Box 1717
New Bern, NC 28563-1717
252.638.3185 Ext. 3007 Fax: 252.638.3187
Cell: 252.229.4779

ECC is a quasi-governmental planning organization serving Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne Counties.

DISCLAIMER: Pursuant to the Freedom of Information-Privacy Acts (FOIPA) and North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) sent in response to it may be considered public record and as such subject to request and review by anyone at any time.

Received 05-04-19
Expires 11.04.20

Rachel Hammer

From: noreply@civicplus.com
Sent: Saturday, May 04, 2019 2:02 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions - Community Advisory Committee Application

Boards & Commissions - Community Advisory Committee Application

Please check the committee interested in serving.

~~Adult Care~~ *Nursing Home Advisory Committee **

First Name	Kim
Last Name	Abbott
Address	160 Frost Rd
City	NEWPORT
State	North Carolina
Zip	28570
Home Phone	2526651937
Work Phone	Field not completed.
Fax Number	Field not completed.
E-Mail Address	mskimot@gmail.com
60 Years of age and better?	No
Occupation (Former or Present)	Occupational Therapist
Please list any boards/committees/commissions presently serving:	none at this time
Please give a brief history of (interests, hobbies, attributes) that may help your service as a community advisory committee member.	I currently work as an occupational therapist in the home health setting. Over the past 5 years, I have had the great opportunity to work with adults who are home bound and require skilled services to improve functional independence. I have also had the opportunity to learn there is great need in our county to provide

* 1/2/20 Per ECC Regional Ombudsman's conversation w/ Ms. Abbott

comprehensive services to adults who are home bound. It is my passion to assist patients regain independence as well as to assist caregivers in assisting patient safely. As an occupational therapist, I feel home is the most authentic and best environment for a patient regaining independence. I consider myself a lifelong learner and am constantly looking to learn information that will assist in improving my job performance as well as ways to assist my patients. I would be honored to serve as a committee member to assist in meeting needs of our community.

Email not displaying correctly? [View it in your browser.](#)



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
JOYCE MASSEY-SMITH, MPA •
Director, Division of Aging and Adult Services

DIVISION OF AGING AND ADULT SERVICES
OFFICE OF THE STATE LONG-TERM CARE OMBUDSMAN

October 29, 2019

Statement of Attestation

Kim Abbott :

This document verifies that Kim Abbott, a new member of the Carroll Nursing Home Community Advisory Committee, has completed the "HB248 - Final Rule Update"- Community Advisory Committee update training authorized by the Office of the State Long-Term Care Ombudsman conducted in Jacksonville, NC on October 29 2019.

Your signature below indicates your acknowledgement to abide by HB 248, the Final Rule, and the Policies and Procedures of the Long-Term Care Ombudsman Program. It also acknowledges your agreement to follow the Community Advisory Committee processes:

- ❖ Certification and Designation Process
- ❖ Appointment Process
- ❖ Suspension of Designation Process
- ❖ Reinstatement of Designation Process
- ❖ Removal of Designation Process

You may contact Victor Orlija, State Long-Term Care Ombudsman at (919) 855-3426, if you require additional information.

CAC Member: Kimberly Abbott

Date: 10/29/2019

Address: 166 Frost Rd

City/State/ZIP: Newport NC 28570

Regional Ombudsman: Angelia Priddy

Date: 11/25/2019

State Ombudsman: [Signature]

Date: 12/6/19

Peer Recovery Center

One-year term of Rachel Hammer expired January 14, 2020; converts to a two-year term; application attached

Other active applications:

✓ Harriet Altman

Approved 1/1/19 Received 01-03-19
Expires 07-03-20

Rachel Hammer

From: noreply@civicplus.com
Sent: Thursday, January 03, 2019 12:46 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	Rachel
Last Name	Hammer
Address	110 Fairway Drive West
City	Morehead City
State	NC
Zip	28557
Home Number	919-637-1301
Cell Number	919-637-1301
Fax Number	<i>Field not completed.</i>
Work Number	252-728-8450
E-Mail Address	rachel.hammer@carteretcountync.gov
Committees of Interest	Peer Recovery Center Board
Committees of Interest (Second Choice)	<i>Field not completed.</i>
Experience	Currently serve as the Clerk to the Carteret County Board of Commissioners; most recent past experience was as Board Administrator for Blue Cross and Blue Shield of North Carolina; served on the Board of White Plains Children's Center and also served as their Fund Development Director. Would welcome the opportunity to serve/contribute on the Peer Recovery Center Board and help in any way that I can.
Occupation	Clerk to County Commissioners
Employer	Carteret County

Are you currently serving or have you ever served on a public board or commission?

No

If so, please list below:

Field not completed.

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:

N/A

Number of Years Living in Carteret County:

Second home for 16 years; permanent for 3.5 years

Are you a registered voter in Carteret County?

Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Received 12-28-18
Expires 06-28-20

Rachel Hammer

From: noreply@civicplus.com
Sent: Friday, December 28, 2018 12:12 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	Harriet
Last Name	Altman
Address	103 Leonda Drive
City	Beaufort
State	North Carolina
Zip	28516
Home Number	9103409270
Cell Number	9103409270
Fax Number	<i>Field not completed.</i>
Work Number	9103409270
E-Mail Address	harrieltaltman@icloud.com
Committees of Interest	Peer Recovery Center Board
Committees of Interest (Second Choice)	Consolidated Human Services Board
Experience	BS in Social Work with a minor in Corrections. Worked as a counselor at the Mecklenburg minimum security prison for 5 years; Have a son who has struggled with addiction for 10+ years and I have attended multiple parent and conferences regarding addiction; certified as a Peer Support Specialist; worked with Citizens Coalition of Carteret County to offer a forum on the opioid crisis; on Healthcare Action team with League of Women Voters;
Occupation	Travel Consultant
Employer	TravelRight (self-employed)

Are you currently serving or have you ever served on a public board or commission? No

If so, please list below: *Field not completed.*

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: N/A

Number of Years Living in Carteret County: 4

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

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Senior Center Advisory Board

Two-year term of Cherry Tripp (Commissioner Robinson's representative) expires January 22, 2020; updated application attached

Other active applications:

✓ Doreen Warner

Received 01.13.20

Expires 07.13.21

Print

Boards & Commissions Appointment Application - Submission #5813

Date Submitted: 1/13/2020

First Name*

Cherry

Last Name*

Tripp

Address*

2007 Champion Drive

City*

Morehead City

State*

NC

Zip*

28557

Home Number*

252-726-9038

Cell Number

Fax Number

Work Number

E-Mail Address*

n/a

Committees of Interest*

Senior Center Advisory Board ▼

Committees of Interest (Second Choice)

-- Select One -- ▼

Experience*

Currently on the board. Would like to be considered for reappointment.

Please describe your background, experience, education, or training (work and/or life experience) that relates to your interest in county government.

Occupation*

Retired

Employer*

n/a

Are you currently serving or have you ever served on a public board or commission?*

Yes ▼

If so, please list below:

Currently, serving on the Senior Center Advisory Board

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:*

none

Number of Years Living in Carteret County:*

45

Are you a registered voter in Carteret County?*

Yes ▼

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)

Choose File No file chosen

Received 10/15/19
Expires 04/15/21

Rachel Hammer

From: noreply@civicplus.com
Sent: Tuesday, October 15, 2019 1:48 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	Doreen
Last Name	Warner
Address	204 Elm Street
City	Beaufort
State	NC
Zip	28516
Home Number	252-241-4556
Cell Number	252-241-4556
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	warnerdor@gmail.com
Committees of Interest	Senior Center Advisory Board
Committees of Interest (Second Choice)	<i>Field not completed.</i>
Experience	Have owned a retail store in Beaufort for over 26 years; been involved with the business community for that duration. Served for ten years with the Beaufort Business Association. Have a bachelor's degree with a concentration in accounting.
Occupation	Owner
Employer	Scuttlebutt
Are you currently serving or have you ever served on a public board or commission?	No

If so, please list below: *Field not completed.*

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: n/a

Number of Years Living in Carteret County: 27

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

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Zoning Board of Adjustments

Three-year term of Sean Burke expires January 31, 2020; updated application attached

Other active applications:

- ✓ Mark Eakes; application attached
- ✓ Terrance Senich; application attached

Received 01-07-20
Expires 07-07-21

Rachel Hammer

From: noreply@civicplus.com
Sent: Tuesday, January 07, 2020 12:54 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	Sean
Last Name	Burke
Address	463 Tuttlles Grove rd
City	Beaufort
State	NC
Zip	28516
Home Number	252 241 8005
Cell Number	252 241 8005
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	Sean@mallardoil.com
Committees of Interest	Zoning Board of Adjustment
Committees of Interest (Second Choice)	Highway 70 Corridor Commission
Experience	Oil & LP Gas business, convience stores
Occupation	President
Employer	Mallard Oil &LP Gas Co.
Are you currently serving or have you ever served on a public board or commission?	Yes
If so, please list below:	Zoning board of adjustments

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:

None

Number of Years Living in Carteret County:

40

Are you a registered voter in Carteret County?

Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)

Field not completed.

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Received 04-04-18
Expires 03-04-20

Rachel Hammer

From: noreply@civicplus.com
Sent: Tuesday, September 04, 2018 2:14 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name Mark
Last Name Eakes
Address 233 Lige Piner Road
City Smyrna
State NC
Zip 28579
Home Number 252-904-64778
Cell Number 252-904-6477
Fax Number *Field not completed.*
Work Number 252-732-4928
E-Mail Address m.eakes@beaufortnc.org
Committees of Interest Cultural and Recreation Advisory Board
Committees of Interest (Second Choice) Zoning Board of Adjustment

Experience I have always been a active participant with youth and recreation activities. I have two children (currently ages 16 and 14) whom I have coached basketball and baseball for the past 10 to12 years. I have had all required certifications to coach baseball through Cal Ripken, and all required background checks through Carteret County parks and recreation w Lee county parks and recreation w currently sit on the board at the Be recently became a CPSI certified p joined the NRPA (national recreation and CPSI (certified playground saf always taken a strong interest in o

citizens around the community and hope that we can, loss by example to them and share them in the right person for the future. On the planning board are on the board of adjustment, my experience in town for 3 as an active member of the community where I live. My town is a unincorporated area and the father was also a surveyor and register of deeds. In the county, I have worked with my father for a couple of years and learned some of the ins and outs of surveying. I also worked with the town's planning for 11 years and for 7 of those years I was the GIS director. In the capacity, the director is a lot with property boundaries and setbacks and right of ways and etc.

Occupation Public Works Director
Employer Town of Beaufort
Are you currently serving on a public board or commission? No
If so, please list below: Field not completed
Have you ever had a conflict of interest or scheduling difficulty previously have, if appointed: none that I am aware of.
Number of years living in Carteret County: 5
Are you a registered voter in Carteret County? Yes
Applicants may attach a resume or additional information about your interests for the board or commission to consider. Also, note that this document is considered a public document.

children around the community and hope that we can lead by example to them and steer them in the right direction for the future. On the planning board and on the board of adjustment, my experience is from being an active member of the community where I reside. My father is a surveyor in lee county and his father was also a surveyor and register of deeds in lee county. I have worked with my father for a couple of years and learned some of the ins and out of surveying. I also worked with Barnhill contracting for 17 years and for 7 of those years I was the GPS director. In this specific line of work I dealt a lot with property boundaries and setbacks and right of ways and etc.

Occupation Public Works Director

Employer Town of Beaufort

Are you currently serving or have you ever served on a public board or commission? No

If so, please list below: *Field not completed.*

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: none that I am aware of.

Number of Years Living in Carteret County: 5

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Received 08-17-18
Expires 02-17-20

Rachel Hammer

From: noreply@civicplus.com
Sent: Friday, August 17, 2018 4:05 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name Terrance A
Last Name Senich
Address 909 Ridge Water Blvd
City Morehead City
State - Add Another State -
Zip 28557
Home Number 252-247-3333
Cell Number 252-241-0187
Fax Number *Field not completed.*
Work Number *Field not completed.*
E-Mail Address tsenich@reagan.com
Committees of Interest Zoning Board of Adjustment
Committees of Interest
(Second Choice) Planning Commission
Experience 10+ yrs on the Morehead City Board of Adjustments. 1 yrs on
the Carteret county Board of Adjustment.
Occupation Retired
Employer Retired
Are you currently serving or
have you ever served on a
public board or
commission? Yes

If so, please list below:

10+ yrs on the Morehead City Board of Adjustments. 1 yrs on the Carteret county Board of Adjustment.

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:

None

Number of Years Living in Carteret County:

24 yrs

Are you a registered voter in Carteret County?

Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

OTHER OUTSTANDING VACANCIES

ADULT HOME COMMUNITY ADVISORY COMMITTEE

Two vacant (initial one-year) terms

AGING PLANNING BOARD

Vacant three-year at-large (60+) representative

BEAUFORT BOARD OF ADJUSTMENT (COUNTY ETJ)

One vacant three-year term

One vacant alternate three-year term

BEAUFORT PLANNING BOARD (COUNTY ETJ)

One vacant two-year term

BOARD OF EQUALIZATION & REVIEW

Two vacant alternate seats (one year)

CARTERET COUNTY AREA TRANSPORTATION ADVISORY BOARD ("CCATS")

Vacant two-year "General Public" term

CEDAR POINT PLANNING AND ZONING BOARD (COUNTY ETJ)

Vacant three-year term

CONSOLIDATED HUMAN SERVICES BOARD

Two vacant four-year Consumer/Human Services terms

One vacant four-year Psychiatrist term

One vacant four-year Optometrist term

One vacant four-year General Public terms

Two vacant four-year Consumer terms

CULTURAL & RECREATIONAL ADVISORY BOARD

Vacant three-year term (Commissioner Farrington's District)

Vacant three-year term (Commissioner Mansfield's District)

Vacant three-year term (Commissioner Cavanaugh's District)

JUVENILE CRIME PREVENTION COUNCIL ("JCPC")

One two-year "Juvenile Defense Attorney" term

One two-year "Business Community" term

One two-year "Person Under 18" term

One two-year "At-Large" term

NURSING HOME ADVISORY COMMITTEE

One vacant initial one-year term

RURAL TRANSPORTATION ADVISORY COMMITTEE

Vacant two-year "Municipal Elected Official" term

TOWN OF PELETIER PLANNING BOARD

One vacant three-year term

ZONING BOARD OF ADJUSTMENT

One vacant three-year term

Two vacant alternate three-year terms

FEBRUARY

BOARD OF EQUALIZATION AND REVIEW

CARTERET COUNTY PLANNING COMMISSION

HARBOR AUTHORITY

CARTERET COUNTY
Board of Commissioners



Agenda
XIII.

Meeting Date:
27-Jan-20

Presenter:
Commissioners

ITEM TO BE CONSIDERED

Title: Commissioners' Comments

Brief Summary:

N/A

BACKGROUND

Originating Department	Attachments:
_____	1 N/A
	2 _____
	3 _____
Staff Contact:	4 _____
_____	5 _____

REVIEWED BY

County Manager	_____	County Attorney	_____
Clerk to the Board	_____	ACM/Finance Director	_____

CARTERET COUNTY
Board of Commissioners



Agenda Item XIV.

Meeting Date:
27-Jan-20

Presenter:
Tommy Burns, Gene Foxworth

ITEM TO BE CONSIDERED

Title: Closed Session Pursuant to NCGS 143-318.11 for the Permitted Purpose of Discussing
(a) (1) Confidential Information, Approval of the 10/21/19 and the 10/24/19 Closed Session Minutes, and
(a) (5) Contract Negotiations

Brief Summary:

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

Motion: Motion to go into Closed Session Pursuant to NCGS 143-318.11 for the Permitted Purpose of Discussing (a) (1) Confidential Information, Approval of the 10/21/19 and the 10/24/19 Closed Session Minutes and (a) (5) Contract Negotiations

Motion: Motion to return to regular session

BACKGROUND

Originating Department	Attachments:
_____	1 N/A _____
	2 _____
	3 _____
Staff Contact:	4 _____
Tommy Burns _____	5 _____

REVIEWED BY

County Manager _____	County Attorney _____
Clerk to the Board _____	ACM/Finance Director _____

**CARTERET COUNTY
Board of Commissioners**

Meeting Date:

27-Jan-20

Presenter:

Board



Agenda Item XV.

ITEM TO BE CONSIDERED

Title: Adjournment

Brief Summary:

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

Motion to adjourn.

BACKGROUND

Originating Department

Attachments:

1 N/A

2

3

Staff Contact:

4

5

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____