



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
February 2, 2015**

7:00 pm Convene Regular Meeting (County Auditorium)
Invocation and Pledge of Allegiance

Approval of Agenda

Roads - Monthly Report

Tab 1 Reports and Recognitions

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| • Scheduling of 2015 Board of Equalization and Review Hearings | |
| b. Business Personal Property Compliance - Public Information and Education Campaign | 13 - 15 |
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| • Agri Exposition Center Board of Directors (reappointments) | |
| • Adult Care Home Community Advisory Committee (1 seat) | |
| • Local Firefighters Relief Fund Trustees - Autryville FD (2 seats) | |

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Consent Agenda, continued

- c. Approve Revision #2 to the Home and Community Care Block Grant Funding Plan 71 - 72
- d. Adopt a Capital Project Ordinance for Hazard Mitigation Plan Update Funding and approve associated budget amendment 73 - 75
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Written Comments Submitted – C. Peterson

Closed Session – 143-318.11(a)(4) Matters Related to the Location of an Industry

Recess to Reconvene (Planning Session – February 17-19, 2015)

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1 (a)

Meeting Date: February 2, 2015	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Report/Presentation <input type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Health Department - 2014 Community Health Assessment

DEPARTMENT: Health Department

PUBLIC HEARING: No

CONTACT PERSON: Kathie Johnson, PHN Supervisor II
Wanda Robinson, Health Director

PURPOSE: To provide an overview of the 2014 Community Health Assessment, a collaborative effort of the Sampson County Health Department and Sampson Regional Medical Center

ATTACHMENTS: Overview/Excerpts; Full CHA Document/Appendices provided separately

BACKGROUND: The Community Health Assessment, referred to as the CHA, is the foundation for improving and promoting the health of county residents. It collects and presents information on health status, community health needs, resources, and other studies of current local health problems. The CHA seeks to: identify target populations that may be at increased risk of poor health outcomes and to gain a better understanding of their needs; assess the larger community environment; and understand how multiple factors relate to the health of individuals. It identifies areas where better information is needed, especially information on: health disparities among different subpopulations; quality of health care; access to care; and public health preparedness.

Every four years, the CHA is developed collaboratively by the Health Department and Sampson Regional Medical Center to satisfy state requirements for each organization. Data is collected by a community survey and other government and credible sources.

Ms. Johnson will review the findings of the 2014 Assessment.

PRIOR BOARD ACTION: Assessment completed each four years

RECOMMENDED ACTION OR MOTION: Accept report

SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson
Health Director



360 County Complex Road, Suite 200
Clinton NC 28328

MEMORANDUM

TO: Ed Causey, County Manager
FROM: Wanda Robinson, Health Director
DATE: January 21, 2015
SUBJECT: Board of Commissioners Agenda Items

Attached is the information that was approved by the Board of Health at its' January meeting and is being submitted for your approval.

Item for report/presentation is the 2014 Community Health Assessment. The appendices are attached. The Community Health Assessment is conducted by the health department every four years. This document requires community input and secondary data to identify health related trends and other factors that affect the health and well-being of Sampson County residents. This information is shared with multiple partners throughout the county and assist with planning interventions that address citizen concerns.

Items for board information are listed below:

1. Communicable Disease Report (CD)
2. Public Health Preparedness and Response (PHPR)
3. Limited Food Service Establishment Policy
4. Sampson County Health Department's Strategic Plan

If you have any questions, please feel free to contact me.

Community Health Assessment

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Age Adjusted Heart Disease Death Rates (2008-2012)

North Carolina: 174.4
Sampson County: 191.4

Age Adjusted Diabetes Mellitus Death Rates (2008-2012)

North Carolina: 21.8
Sampson County: 36.1

Teen Pregnancy Rates, 2012

North Carolina: 39.6
Sampson County: 59.4

Poverty Percentage: All Ages, (2008-2012)

North Carolina: 16.8%
Sampson County: 21.3%

The Sampson County Partners for Healthy Carolinians Task Force reviewed both the primary and secondary data. After thorough discussion, the Task Force used a scoring system to rank the top health priority, based on the magnitude and seriousness of the problem, as well as the feasibility of successful intervention by public health.

The top two health priorities are listed according to the highest scores as ranked by the Task Force:

1. Obesity: 145 Points
2. Chronic Disease: 133 Points

After discussion, Sampson County Partners for Healthy Carolinians recognized the role obesity plays in almost all Chronic Disease and decided to combine the two health concerns into one priority.

The Sampson County Partners for Healthy Carolinians Task Force recommended to the Sampson County Board of Health that the top health concern be addressed in the 2015 - 2019 Community Action Plans (CAP) by public health.

After review of the survey results, statistical data, and the recommendations of the Task Force, the Sampson County Board of Health approved Chronic Disease/Obesity as the health priority for which the health department will develop and implement a strategic plan.

Health Data Collection Process

The Community Health Assessment (CHA) requires community input (primary data collection) and secondary data to identify health-related trends and other factors that affect the health and well-being of Sampson County residents. This information is shared with multiple partners throughout the county to assist with planning interventions that address citizen concerns.

The CHA process began with the formation of a CHA Team responsible for overseeing the process and developing strategies for accomplishing the CHA. After initial strategy meetings, the CHA team developed a work group of individuals who represented various health, human service, education and other agencies throughout the county.

The work group began first by collecting primary data. Surveys were distributed to multiple sites in the county, including senior nutrition sites, health fairs, churches, libraries, physician offices, the hospital, work sites, the local community college, and area high schools.

Approximately 1,000 surveys were distributed, and 809 were returned, either by hard copy or electronic submission on Survey Monkey.

After collecting primary data, the CHA work group collected and analyzed secondary data. Once all data collection was complete, the Sampson County Partners for Healthy Carolinians Taskforce reviewed the information to determine Sampson County's top health priority. This recommendation was presented to the Sampson County Board of Health for approval.

The Sampson County Board of Health reviewed the process and survey information, then approved the priority, which will be submitted to the N.C. Division Public Health. The CHA is then finalized and printed for presentation to the Sampson County Board of Commissioners. The CHA will be made widely available to the public in both electronic and hard copy form. Printed copies of the document will be disseminated to members of the Board of Health and multiple other partners throughout Sampson County, including the Sampson County Manager's Office, Sampson Regional Medical Center, Sampson County Partners for Health Carolinians, Sampson County Emergency Management, county law enforcement agencies, Sampson County Department of Social Services, and the Department of Aging. It will also be made available at the Sampson County Health Department and local libraries. The document will be available electronically on the websites of: Sampson County Government, Sampson County Partners for Healthy Carolinians, and Sampson Regional Medical Center.

Community Concerns / Priorities

PROCEDURES/STEPS TO SELECT HEALTH PRIORITIES

Based on the 2014 Community Health Assessment survey and the leading causes of death statistics, Sampson County residents and the Sampson County Partners for Healthy Carolinians ranked the health priorities based on the magnitude and seriousness of the problem and the feasibility of a successful intervention.

The following are Sampson County's Health Concerns and are listed in priority from highest to lowest based on survey results:

- | | |
|-----------------------------|---------------------------|
| 1. Chronic Diseases (40.0%) | 7. Child Abuse (2.0%) |
| 2. Drugs/Alcohol (21.0%) | 8. Vehicle Crashes (1.0%) |
| 3. Obesity (19.0%) | 9. Asthma/Lung Disease |
| 4. Teen Pregnancy (4.0%) | 10. Dental Health (1.0) |
| 4. Tobacco Abuse (4.0%) | 11. Other (1.0%) |
| 5. Mental Health (3.0%) | |
| 6. Gangs/Violence (3.0%) | |

The following are Sampson County Partners for Healthy Carolinian's Health Concerns and are listed in priority from highest to lowest based on voting results:

3. Obesity (145 points)
4. Chronic Disease (133 points)
5. Drug/Alcohol Abuse (96 points)
6. Mental Health (19 points)
7. Teen Pregnancy (9 points)
8. Child Abuse (9 points)
9. Dental Health (9 points)

One health concern was selected to be addressed in the 2014 Community Action Plans (CAP). Sampson County's priority according to the highest score from the Community Health Assessment Survey was Chronic Disease. Sampson County Partners for Healthy Carolinian's priority according to the highest number of votes was Obesity. After discussion, Sampson County Partners for Healthy Carolinians recognized the role obesity plays in almost all Chronic Disease and decided to combine the two health concerns into one priority.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

1 (b)

Meeting Date: February 2, 2015	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Report/Presentation <input type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Governing Body - Report from Voting Delegate on NCACC Legislative Goals Conference

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Commissioner Albert Kirby

PURPOSE: To receive report on actions taken by voting delegates at the 2015 NCACC Legislative Goals Conference

ATTACHMENTS: NCACC Article

BACKGROUND: Commissioner Kirby served as the Board's voting delegate at the recent 2015 NCACC Legislative Goals Conference in Pinehurst. Mr. Kirby will report on the actions taken by the voting group.

RECOMMENDED ACTION OR MOTION: Report only

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Legislative Goals Committee

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2015-16 Legislative Goals

The following goals were approved at the NCACC Legislative Goals Conference County. Voting delegates were asked to rank their top five goals after the voting

Top 5 goals

1. HH-1: Support continued state funding of Medicaid and support efforts for all citizens.
2. PE-1: Seek legislation to restore the statutory requirement that 40% of the net lottery proceeds be allocated to counties for school capital needs and increase the annual appropriation of lottery funds until the 40% allocation is restored.
3. PE-4: Seek legislation to repeal the statutory authority under N.C. G.S. 115C-431(c) that allows local school boards to file suit against a county board of commissioners over county appropriations for education.
4. GG-1: Oppose any shift of state transportation responsibilities to counties.
5. TF-1: Oppose unfunded mandates and shifts of state responsibilities to counties.

- Risk Management
- Best Practices
- Links to Counties
- Full Calendar
- Debt Setoff
- EMS Medicaid Cost Settlement
- County Management Fellowship Program
- NCACC Collaborative Property Tax System
- Endorsed Products
- Publications

Agriculture

AG-1: Support state funding and staffing for agricultural research, Cooperative Extension services and other agriculture-related efforts to support the largest economic driver in North Carolina.

AG-2: Support legislation to authorize farmers to grow industrial hemp as a cash crop.

Environment

ENV-1: Seek legislation to study and fund a comprehensive statewide approach to control invasive aquatic noxious weeds in the state's waters. (Amended)

ENV-2: Seek legislation to establish a mechanism for local governments to recover costs associated with providing services or reversing negative effects on the community related to natural gas and oil exploration industry and coal ash storage. (Amended)

ENV-3: Seek legislation to clarify that counties have the authority to establish by ordinance a program for the collection of residential recyclable materials and to charge fees to recover the costs.

General Government

GG-1: Oppose any shift of state transportation responsibilities to counties.

GG-2: Support legislation, regulations and funding that would preserve local option and authority where needed to deploy community broadband systems and ensure community access to critical broadband services.

GG-3: Support new or expanded state funding streams that will provide sufficient revenues to adequately fund the state's transportation infrastructure needs also to include coastal infrastructure, i.e. coastal storm damage reduction and shallow draft inlet maintenance. (Amended)

GG-4: Support legislation to grant all counties the option to provide notice of public hearings and other legal notices through electronic means in lieu of required publication in any newspaper.

GG-5: Seek legislation to authorize special elections in any year in which there is an election.

GG-6: Oppose collective bargaining programs for local government employees.

GG-7: Seek legislation to amend NCGS 132-1(b), "Public Records" by changing "the people" to "its citizens."

GG-8: Support adequately funding the North Carolina Military Affairs Commission so it may continue to address the statewide priorities it has established. (added at conference)

GG-9: Seek legislation to increase state funding of local county Veterans Service offices. (added at conference)

Health and Human Services

HH-1: Support continued state funding of Medicaid and support efforts by the state to provide healthcare access for all citizens.

HH-2: Support the current model of public mental health administration, ensure adequate state funding for services and facilities at the local level, and structure appropriate county participation in governance.

HH-3: Support legislation to adequately fund Public Health Services at the Local Health Department level for programs and services considered mandated and/or essential to the Public's Health under N.C. GS 130A-1.1 and 10A NCAC 46.0201.

HH-4: Support legislation to ensure adequate Medicaid reimbursement levels from the state to cover cost of services and use federal guidelines for determination of medical necessities.

HH-5: Oppose shifting or cutting money from federal and state block grants, including TANF, SSBG, CCDBG, HCCBG and WCH for mandated services.

HH-6: Seek legislation to improve financing and regulatory issues for the purpose of ensuring the viability of rural hospitals.

HH-7: Support Medicaid reimbursement to EMS for mental health and substance abuse transport to crisis centers.

HH-8: Seek legislation to require the NC Dept. of Health & Human Services to adjust the current accounting, reporting and expenditure requirements to allow counties to realize the full benefits from consolidation efforts as outlined in HB438.

HH-9: Advocate for implementation of statewide case management system(s) for both Child Welfare and Adult Protective Services.

HH-11: Advocate for adequate state funding for services to vulnerable older adults and disabled adults needing protective and public guardianship services.

HH-12: Seek legislation to reverse changes made to the childcare subsidy program available to working families.

Justice and Public Safety

JPS-1: Seek legislation for greater flexibility in county governments' use of 911 funds and protect current funding streams.

JPS-2: Seek legislation to reimburse counties for participating in the Statewide Misdemeanant Confinement Program at the rate of \$75 per day. (amended)

JPS-3: Support state funding for gang prevention, adolescent substance abuse and domestic violence prevention, intervention and treatment.

Public Education

PE-1: Seek legislation to restore the statutory requirement that 40% of the net lottery proceeds be allocated to counties for school capital needs and increase the annual appropriation of lottery funds until the 40% allocation is restored.

PE-2: Oppose shifting of the state's responsibility for replacement of school buses.

PE-3: Support legislation to fully fund state-mandated education programs from state revenue sources.

PE-4: Seek legislation to repeal the statutory authority under N.C. G.S. 115C-431(c) that allows local school boards to file suit against a county board of commissioners over county appropriations for education.

PE-5: Support realistic ADM Growth projections as part of the continuation budget.

PE-6: Seek legislation to provide flexibility to local school districts to align public school and community college calendars. (added at conference)

Tax and Finance

TF-1: Oppose unfunded mandates and shifts of state responsibilities to counties.

TF-2: Support legislation to grow North Carolina's statewide economy through sound state investments, including public infrastructure funding, competitive incentives, and coordinated efforts with county economic development services. (a) Adopt new approaches to economic development incentives to include rural counties; (b) Restore the film and historic preservation tax credits and; (c) Maintain grant funding for rural infrastructure projects.

TF-3: Oppose legislation that erodes the existing local revenue base.

TF-4: Seek legislation to authorize local option revenue sources already given to any other jurisdiction.

TF-5: Support legislation to restore state aid funding of public libraries to the pre-2011 level of \$15.7 million and eliminate special provisions that distribute state aid outside of the equitable formula developed by the State Library Commission.

TF-6: Seek legislation to expand local option sales tax by allowing for Board of Commissioners resolution or public referendum.

TF-7: Seek administrative or legislative solution to ensure accurate reporting of sales tax by county.

TF-8: Seek a legislative study of the impact to local government finances of exempting previously taxable properties from the property tax base when acquired by nonprofits.

TF-9: Seek legislation to renew the study of compensation to counties for property acquired by the state and removed from the ad valorem tax base.

TF-10: Seek legislation to prevent title transfers of vehicles on which property taxes are owed. (added at conference)

North Carolina Association of County Commissioners: 215 N. Dawson St. | Raleigh, NC 27603 | Ph: (919) 715-2893

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**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

2 (a)

Meeting Date: February 2, 2015	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Tax Department

DEPARTMENT: Tax

PUBLIC HEARING: No

CONTACT PERSON: Jim Johnson, Tax Administrator

PURPOSE: To complete annual statutory activities related to tax collection

ATTACHMENTS: Memoranda from Tax Administrator

BACKGROUND: Report of Unpaid Taxes/Request to Advertise Pursuant to GS 105-369, Tax Administrator Jim Johnson will report to the Board the amount of unpaid taxes for last year which are liens on real property. Upon receipt of this information, the Board must set a date to advertise these delinquent taxes at least once between March 1 and June 30. Mr. Johnson has recommended an advertisement date of April 2, 2015.

Setting Dates for Board of Equalization and Review Hearings In accordance with GS 105-322, the first meeting of the Board of Equalization and Review shall not be held earlier than the first Monday in April and not later than the first Monday in May. The Board shall complete its duties on or before the third Monday following its first meeting or by July 1st. The meeting dates must be published at least three times and include the date on which the Board expects to adjourn. Mr. Johnson has recommended the Board convene from 1-6 pm on April 21, April 23, and April 28.

RECOMMENDED ACTION OR MOTION: (1) Motion to authorize advertisement of unpaid taxes which are liens on real property as recommended by Tax Administrator

(2) Motion to convene the Sampson County Board of Equalization and Review on (insert dates as determined by the Board)

Sampson County
Office of Tax Assessor
PO Box 1082
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

MEMO:

TO: Ed Causey - County Manager

FROM: Jim Johnson - Tax Administrator

DATE: January 20, 2015

SUBJECT: Advertising Tax Liens on Real Property

This needs to be on the Board of County Commissioners agenda for February 2, 2015. Pursuant to N.C.G.S. 105-369, on the first Monday in February it is the duty of the Tax Collector to report to the governing board the total amount of unpaid taxes for the current fiscal year that are liens on real property. Upon receipt of this information, the governing board must set a date or dates for the advertising. The law requires that they be advertised at least once between March 1, and June 30th. I would like to recommend that the Board set April 2, 2015 as the advertising date with the deadline for payment being March 27, 2015. Payment must be in the tax office by 5:00pm on this date.

Sampson County
~~Office of Tax Assessor~~
PO BOX 1082
Clinton, NC 28328

Phone 910-592-8146

Fax 910-592-4865

MEMO:

TO: Ed Causey - County Manager

FROM: Jim Johnson - Tax Administrator

SUBJECT: Board of Equalization & Review Hearings.

DATE: January 20, 2015

I would like for the Board of Commissioners to consider setting dates for the 2015 Board of Equalization & Review Hearings. According to NCGS 105.322, the first meeting shall not be held earlier than the first Monday in April and not later than the first Monday in May. The Board of E&R shall complete it's duties on or before the third Monday following its first meeting unless, in its opinion, a longer period of time is necessary. All hearings should be complete by July 1. We are required to publish the dates at least three times, with the first publication to be at least 10 days prior to the first meeting. Also, the notice shall state the date on which the Board expects to adjourn. I make a recommendation of April 21, April 23, April 28, 2015 for the 2015 Board of Equalization and Review. I also recommend appointment times be set for 1:00 to 6:00pm on these dates.

**Please put on the Board of County Commissioners agenda for February 2, 2015.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

2 (b)

Meeting Date: February 2, 2015	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/ Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Business Personal Property Compliance - Public Information and Education Campaign

DEPARTMENT: Administration/Tax Office

PUBLIC HEARING: No

CONTACT PERSON: Edwin W. Causey, County Manager

PURPOSE: To consider proposed public information/education campaign to inform citizens about correctly listing business personal property

ATTACHMENTS: Proposed educational campaign components and estimated costs from Contingency account

BACKGROUND: At your January 13, 2015 meeting, the Board opted to defer a decision on conducting business personal property compliance audits until after an educational process was developed to make citizens aware of the requirements for listing business personal property. Staff was directed to develop a plan to conduct such campaign within 90 days. Staff recommends that the educational campaign consist of:

- Informational brochure mailed to each of the 2600 business listed with the Tax Office and all local accounting firms and placed in lobbies of municipal offices and other high-traffic areas for businesses such as Chamber Offices, the Cooperative Extension Service and Farm Service Office
- Full-page advertisements in both local newspapers (will also appear on the webpages and Facebook pages of respective papers)
- Information posted on County webpage
- Two education/training sessions conducted by County Tax Services, Inc. (one for ag-related businesses, the other for

non-ag related businesses). County Tax Services, Inc. (CTSI) is the vendor that staff would recommend to conduct business compliance reviews if the Board of Commissioners elected to implement such program.

If the Board does elect to implement a business personal property compliance program at the conclusion of the educational campaign, staff will place the proposal/bid consideration back on a subsequent BOC agenda for award.

Mr. Causey will review the plans for the educational campaign and anticipated costs.

RECOMMENDED
ACTION OR MOTION:

Authorize staff to proceed with educational campaign as recommended, funding costs from the Board's Contingency account

**BUSINESS PERSONAL PROPERTY COMPLIANCE
PUBLIC INFORMATION AND EDUCATION CAMPAIGN**

Suggested Activity	Estimated Cost
1. Tri-fold color brochures for 2600 businesses, display in high traffic areas and for educational sessions	4000 copies at \$.40 each = \$1,600 (printing, cutting and folding included)
2. Countertop Card Racks for Brochure Displays	2 doz at \$4.00 each = \$96
3. Mailing costs	3000 at \$.48 each = \$1,440
4. Print Advertising – Full Page, one color, 1x Also includes posting on webpages and Facebook pages.	Sampson Independent = \$1,065 Sampson Weekly - \$995
5. Educational Sessions (2) 1- Agri-business related 1 – Non Agri-business related	CTSI fees for 2 = \$1,500 Miscellaneous supplies, materials = \$500 No rental fees, will use county facilities
6. County Webpage Posting	No costs
Total Estimated Costs:	\$7,196

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

2 (c)

Meeting Date: February 2, 2015	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Finance - Travel and Credit Card Policies

DEPARTMENT: Finance

PUBLIC HEARING: No

CONTACT PERSON: David Clack, Finance Officer

PURPOSE: To consider approval of new policies for employee travel reimbursement and departmental use of credit cards

ATTACHMENTS: Draft Policies

BACKGROUND: Finance Officer David Clack will review a draft employee Travel Policy and Credit Card policy. Both were previously provided to the Board as Board Information at the January 5, 2015 meeting.

RECOMMENDED ACTION OR MOTION: Approve policies as submitted

County of Sampson Travel Policy

PURPOSE:

To provide the standard procedures and guidelines for necessary and reasonable expenses and to ensure that public funds are expended for travel only when it serves a public purpose for the County of Sampson. It is the intent to provide statements of policy to enable departments a comprehensive reference for uniform interpretation to pay or reimburse allowable expenses pertaining to official travel and subsistence.

SCOPE:

The scope of this policy should include the following: 1) the parties covered by the policy; 2) the procedures for approval; 3) the reconciliation process; and, 4) the rates of reimbursement.

GENERAL GUIDELINES:

Travel is contingent upon the availability of funds in the department budget. Department heads are responsible for ensuring funds are available for travel within their departmental budgets and approving travel. Department heads are responsible for scrutinizing all travel requests to ensure that such travel is necessary and reasonable for the efficient and effective operation of the department and shall ensure that all charges and expenses are in compliance with this policy. The County Manager will approve overnight travel requests for department heads and other requests for travel will be approved by the department head.

POLICY:

The purpose of this Travel Policy is to reimburse employees and appointed officials (traveler/s) serving in various capacities on boards, commissions and committees in accordance with the County of Sampson Travel Policy for all necessary and reasonable expenses incurred while traveling on official business representing the County of Sampson.

Prior to incurring any expenditure for travel, travelers must account for all estimated costs including any travel advances needed by submitting an Overnight Travel Authorization Request (Exhibit A). Travelers must also account for all expenses upon their return by submitting a complete and accurate Travel Expense Report (Exhibit B), approved by their department head. The County Manager will approve all overnight travel requests for department heads and members of Boards or Commissions. Submission of falsified travel forms or any other violations of this policy may result in disciplinary action up to and including termination. (See the Sampson County Personnel Resolution, Article IX.)

When two (2) or more travelers are traveling to the same destination, they should make every effort to use special group travel discounts and jointly use transportation including taxicabs and county-owned, leased or privately owned vehicles. Travel with representatives of other government units is also encouraged whenever possible.

DEFINITIONS:

- A. Travel – Required movement to and from the normal work station to a site located inside or outside the County to conduct County business
- B. Subsistence (Meals & Incidentals) – An allowance related to lodging, meal costs, and necessary incidental expenses (i.e. gratuities)
- C. Reimbursement – Payment for previously incurred expenses to authorized parties
- D. Travel advance – An approved request for funds to be issued prior to the start date of travel
- E. Lodging – Motel/hotel costs involved in approved overnight travel
- F. Per Diem – An allowance paid for each day (in this instance, for meals and incidentals)
- G. Business meals – Meals in conjunction with meetings or fieldwork, where County business is discussed and/or conducted
- H. Agenda – Specific detailing of the name of the event, days covered, meals provided, etc.

Excessive expenditures, unnecessarily indirect travel routes, luxury accommodations, and unjustified or unnecessary services in the performance of official business are not permitted. Travelers may be personally responsible for unnecessary and unauthorized expenditures and any additional expenses incurred for personal preference or convenience.

1.0 OVERNIGHT TRAVEL AUTHORIZATION

- 1.1 Travelers must request approval for all travel in advance of incurring any expenditure, including registration fees, related to the trip. For overnight travel, the traveler must complete an Overnight Travel Authorization Request (Exhibit A). No registration/reservations should be made before travel has been appropriately authorized for overnight travel.
- 1.2 All Overnight Travel Authorization Requests must include an agenda. Any exceptions must be approved by the County Manager.
- 1.3 Once all sections of the Overnight Travel Authorization Request are completed, the traveler must sign and submit it to their department head or the County Manager for approval. The department head or County Manager should assess the necessity of the trip, the reasonableness of the expenses, and that an unencumbered appropriation sufficient to cover the total estimated cost of the travel remains in the appropriate expenditure line item before approving. For department head travel, the approved form must be submitted to the Finance Department.

- 1.4 The traveler must use the Travel Expense Report (Exhibit B) to submit actual expenses once the trip is completed.

2.0 TRAVEL ADVANCE

The County of Sampson will assist travelers who are required to travel on official business by advancing up to 100% of the estimated travel expenses. Once the Overnight Travel Authorization Request (See Section 1.0) has been approved, the traveler may receive funds for the overnight trip.

- 2.1 Travelers should complete a Request for Advance Travel (Exhibit C) and have the form approved by their department head or the County Manager to obtain a cash advance for authorized travel. Payment for advance travel is limited to the dates that the Finance Department writes checks. Travelers may pick up their checks no earlier than the workday prior to the start of a trip.
- 2.2 As noted in Section 1.1, airfare and lodging can be charged to a credit card, if available, after the travel is approved.
- 2.3 Employees that have not reconciled their advance travel within the allowed time are subject to and agree to have the entire advance withheld from their paycheck.

3.0 TRANSPORTATION

Employees are expected to hold local business travel to a minimum and travel together if at all practical. A completed monthly Travel Expense Report (Exhibit B) will be required for all local business travel. These statements will contain odometer readings, travel dates, locations traveled to and from and shall be approved by the respective department head by original signature only. No rubber stamp or designee may give approval.

- 3.1 Air Travel: Coach is the approved class of travel for all Travelers on domestic and international flights. Business class is optional for international flights greater than eight (8) hours flying time with approval of the department head. Upgrades to first class will not be reimbursed.
- 3.2 Private Aircraft: Use of private/personal aircraft is not approved and, accordingly, no reimbursement will be made for the use of such aircraft.

- 3.3 Airline Club Membership: Travelers may not be reimbursed for membership in airline clubs.
- 3.4 Rail Travel: Travelers should use coach class when traveling by rail. When an overnight stay is required on board a train, a roomette or duplex accommodation is permitted. The use of a private/personal rail car is not approved and, accordingly, no reimbursement will be made for its use.
- 3.5 Ground Transportation: Travelers should use the most economical and reasonable means of ground transportation that satisfies the traveler's business purpose and requirements. These include and are limited to taxis, airport/hotel shuttle vans, rental cars, personal cars and public transportation.
- 3.6 Rental Cars: Rental cars should be used only when they are clearly the most economical mode of transportation. Car rentals must be justified if the conference is in the same hotel that the traveler has selected for lodging.
- 3.6.1 When reserving a car, travelers should:
- Request a compact or intermediate size car for four (4/-) travelers.
 - Refuse Loss/Collision Damage Waiver and Personal Accident Insurance for domestic business travel. Since the County provides insurance for business rentals, the traveler will not be reimbursed if they purchase this coverage.
 - Purchase available insurance coverage for business rentals outside the continental U.S., the cost of which will be reimbursed as a business expense.
 - Return the rental car with a full tank of gasoline to avoid a refueling charge by the vendor.
 - Use their County credit card to pay for rental cars, otherwise use their personal charge card and be reimbursed via the Travel Expense Report process or cash advance.
- NOTE: When rental cars are used for combined personal and business travel, the traveler should consider purchasing the Loss/Collision Damage and Personal Accident Insurance at his/her expense.
- 3.7 Personal Cars: When public transportation is unavailable or impractical, the traveler may use a personal auto for business purposes.

- 3.7.1 Reimbursement for miles traveled will be at the maximum rate allowed by the IRS, which is updated annually on the first day of January.
 - 3.7.2 Parking charges and tolls will be reimbursed. Receipts are required.
 - 3.7.3 Fines for parking or traffic violations will NOT be reimbursed under any circumstances.
 - 3.7.4 Travelers using a personal auto must carry minimum auto liability insurance limits as required by North Carolina law. In case of an accident while engaged in County business, County liability insurance will apply above personal insurance. The County does not provide physical damage coverage for personal vehicles.
 - 3.7.5 Permission to use a personal vehicle in lieu of public transportation must have prior approval from the department head and the County Manger.
 - 3.7.6 Travelers attending the same event must arrange carpools or common carriers whenever possible. Any exceptions must be approved by the County Manager.
- 3.8 County Vehicles: County vehicles may be used for any authorized travel. The requesting traveler must obey all laws of the jurisdiction in which the vehicle is being operated and will be responsible for any parking or traffic violations incurred while using the County vehicle. The vehicle should be used in conducting County business only. A minimal amount of personal use, such as driving the vehicle to and from a meal is allowed. Non-County travelers may accompany County travelers if they have a business interest in the travel. If family members accompany travelers on a business trip, their personal vehicle must be used. (See the Sampson County Personnel Policy for use and operation of County-owned vehicles.)
- 3.9 Fuel Credit Cards: The County has credit cards for the specific purpose of purchasing fuel for County-owned vehicles. These cards MUST be used. The gasoline companies offer a Federal discount per gallon, as well as, a State discount, if purchased in N.C. which saves the user department money for every gallon purchased.

4.0 **LODGING**

- 4.1 Lodging for travelers without a credit card must be paid to the lodging provider in advance by the County. The paid invoice from the lodging provider must be turned in to the Finance Department after the traveler's return. The department head may reserve the room with his/her County credit card. If the traveler has a County issued credit card, lodging charges should be placed on the traveler's

County credit card and the traveler must attach the paid lodging invoice to his/her County credit card statement.

- 4.2 If paid by the traveler; room cost, including taxes, should be listed separately from parking, phone charges, etc. on the Travel Expense Report.
- 4.3 It is the traveler's responsibility to cancel the reservation in the event of a plan change. The traveler must request and record the cancellation number in case of billing disputes. When the traveler fails to cancel a reservation, a written explanation for the failure to cancel is required, and must be approved by the Finance Officer and the County Manager prior to request for reimbursement of the hotel bill. Receipts for lodging shall be obtained and submitted with the Travel Expense Report.
- 4.4 If the traveler chooses to arrive at the location of the training the night before it begins, the County will not pay for lodging expense if it is located within 60 miles of the trip's origination.

5.0 MEALS

- 5.1 Business Meals: Meals in conjunction with meetings or fieldwork where County business is discussed and/or conducted are considered business meals.
 - 5.1.1 Proper documentation of the business purpose is essential. Documentation should include:
 - Name, title and company affiliation of those attending.
 - Business topic
 - Original itemized receipts including tips.
 - 5.1.2 Reciprocal entertainment among County personnel which does not involve a specific business purpose will NOT be reimbursed.
- 5.2 Personal Meals: A per diem allowance will be provided for meal and incidental expenses only if travel requires an overnight stay. The per diem allowance will be based on the rates set by the U.S. General Services Administration (GSA) (<http://www.gsa.gov>). The allowance may be requested as part of an Advance Travel Request or may be reimbursed after the employee has returned.

- 5.2.1 Meal expenses include the tip for service.
- 5.2.2 Incidentals listed in the GSA category table below include fees and tips given to porters, baggage carriers, bellhops, hotel maids, flight attendants.
- 5.2.3 The per diem allowance differs by location and the traveler is responsible for checking the GSA Meals & Incidental Expenses Breakdown (M&IE) for the specific location of travel at www.gsa.gov/perdiem. The amount listed is the daily amount that will be reimbursed for a full day. The meal breakdown is updated annually by GSA. No receipts are required for reimbursement of personal meals and incidental costs, as a Per Diem is paid to cover these costs.
- 5.2.4 In the event that the per diem allowance needs to be prorated to reflect times that the traveler is not in travel status, the per diem allowance will be based on the per meal allowance set by GSA. Travelers may receive a meal and incidental allowance for partial days of travel when the partial day is the day of departure or the day of return. The following schedule guidelines will be used to determine the per diem allowance for that day.
 - Departure prior to 12:00 noon – 75% per diem
 - Departure after 12:00 noon – 50% per diem
 - Return prior to 12:00 noon – 50% per diem
 - Return after 12:00 noon – 75% per diem
- 5.2.5 In the event that the traveler must travel out of the County during the work day, meals will be reimbursed according to the chart above. Travel for 12 hours or more will be paid at 100% of the per diem rate.

6.0 WEEKEND TRAVEL

Airlines may offer substantial discounts when a trip includes a Saturday night stay. Travelers may leave early or extend a business trip into a weekend to take advantage of a substantial discount.

- 6.1 The County will reimburse expenses for additional weekend nights IF THE SAVINGS IS GREATER THAN THE COST OF THE LODGING.
- 6.2 To qualify for reimbursement travelers should be aware of the following guidelines:

- 6.2.1 The additional lodging and meal and incidental expenses are less than the savings obtained by comparing the Saturday night stay airfare with the airfare for a non-Saturday night stay.
- 6.2.2 Support showing the savings must be included with the Travel Expense Report (printout from website showing the differences in airfare costs vs the cost of additional lodging, meal and incidental expenses).
- 6.3 Worker's Compensation insurance may not apply to accidents occurring during periods of extended travel for personal activities. See Section 3.6 Rental Cars. If a traveler is involved in an accident with a rental car during a weekend stay when no County business is conducted, he/she will not be covered under the County's insurance policy.

7.0 COMBINED BUSINESS/PERSONAL TRAVEL

Under most circumstances travelers should NOT be encouraged to combine business and personal trips.

- 7.1 Only the actual documented business expenses will be reimbursable.
- 7.2 A vacationing traveler who makes a side trip to a business destination at the request of their department head or the County Manager will only be reimbursed for the business expenses incurred.
- 7.3 All the personal expenses including the airfare to and from the vacation destination are considered personal.
- 7.4 Any combination of business/personal travel should be discussed prior to the trip with the traveler's department head or the County Manager.
- 7.5 Travelers should refer to the Section 3.6 Rental Cars and Section 6.0 Weekend Travel for guidance on insurance coverage for personal portions of combined travel.

8.0 OTHER REIMBURSABLE EXPENSES RELATED TO TRAVEL

- 8.1 Specific miscellaneous or other expenses related to travel which are reimbursable and should be included on a Travel Expense Report form include:
 - 8.1.1 Reasonable dry cleaning/laundry expense for trips exceeding five (5) working days.

- 8.1.2 Postage, photocopy, miscellaneous supplies, secretarial or business services required during a trip.
- 8.1.3 Passports, Traveler's check fees and currency exchange fees, where applicable.
- 8.1.4 Checked luggage fee imposed by airline for one additional bag. The Overweight fee for greater than 50 pounds is not eligible expense since the cost of an additional bag is cheaper than the Overweight fee.
- 8.1.5 Personal phone calls home while away on overnight business trips, to the extent that they are of reasonable frequency and duration up to \$5/day.

9.0 **NON-REIMBURSEABLE EXPENSES RELATED TO TRAVEL**

9.1 The following expenses are NOT reimbursable and should not be included on a Travel Expense Report:

- 9.1.1 Fees associated with any personal charge/credit cards.
- 9.1.2 Air travel insurance or other personal trip insurance.
- 9.1.3 Charges for a barber, manicurist, beautician, bootblack, masseur, etc.
- 9.1.4 Athletic, social or country club fees for personal activities.
- 9.1.5 Cost of newspapers, magazines, toiletries, cigarettes, alcohol, etc.
- 9.1.6 Fees for dependent care, elder care, pet care, home sitting, etc.
- 9.1.7 Medical expenses.
- 9.1.8 Personal articles, blankets, clothing, etc. (Except damage or theft thereto. Refer to Section 10.0 Personal Loss)
- 9.1.9 Personal entertainment such as in-room movies and mini-bars.
- 9.1.10 Purchase of luggage/briefcases.
- 9.1.11 Traffic fines.

10.0 **PERSONAL LOSSES**

10.1 Loss of personal property by a traveler while away on business will be reimbursed by the Finance Department provided:

- 10.1.1 The traveler took reasonable and normal precautions to protect and safeguard the property.

- 10.1.2 The loss was immediately reported to the police or other appropriate authorities.
 - 10.1.3 The value of the lost, stolen or damaged items can be reasonably substantiated.
 - 10.1.4 The traveler has first applied the loss to his/her personal homeowner's/renter's insurance policy.
 - 10.1.5 Reimbursement will not exceed the amount of the deductible if the loss is recoverable under the personal insurance policy.
- 10.2 Reimbursement of personal losses requires written approval by the department head and the County Manager.

11.0 REIMBURSEMENT PROCEDURES

- 11.1 Approval: After the trip is completed, travelers must complete a Travel Expense Report to request reimbursement for all travel expenses defined in the County's travel policy to the appropriate department head for approval.
- 11.1.1 All receipts must be neatly provided (taped on an 8 ½ x 11 piece of paper which facilitates scanning) and then stapled to the Travel Expense Report form before submitting it for approval. Improperly prepared reports may be returned to the traveler for amendment.
 - 11.1.2 Travel expenses submitted for reimbursement by employees are to be approved by their department head (based on policy guidelines).
 - 11.1.3 Travel expenses submitted for reimbursement by members of the Board of Commissioners are to be approved by the Assistant County Manager.
 - 11.1.4 The approving department head is responsible for assuring that the expenses are legitimate, reasonable, properly documented and in conformance with the County's policy.
 - 11.1.5 Exceptions to the stated policy must be specifically approved on an individual basis by the County Manager.
 - 11.1.6 Travel Expense Reports must be submitted monthly for payment by the 20th of the following month. Travel reimbursements not submitted within 45 days after the end of the month of travel may be denied payment.

11.2 Receipt and Documentation Requirements: Original receipts (or copies that are signed by the traveler), regardless of the amount, must be obtained and submitted with the traveler's Travel Expense Report for the following expenses:

- Lodging at a commercial establishment
- Automobile rental
- Airline travel
- Bus or rail tickets

A copy of the receipt is acceptable documentation for charges placed on the County's credit card. Supporting documentation must be attached for all travel expenses of the Travel Expense Report.

11.2.1 In the case where the Travel Expense Report shows money is due back to the County the payment shall be made to the Finance Department located at 406 County Complex Road, Bldg. C. A copy of the receipt showing the traveler has settled their outstanding advance should be attached to the Travel Expense Report. At no point should cash/checks be submitted with the Travel Expense Report.

11.2.2 Adherence to the County's guidelines regarding approval, receipts, and documentation is essential for prompt payment of or reimbursement for travel expenses pertaining to travel, lodging, meals and miscellaneous travel expenses.

11.2.3 Employee consents to the garnishment of wages to satisfy any amounts owed by virtue of completing the Overnight Travel Authorization Form and/or Advance Travel Request Form.

County of Sampson

Credit Card Policy And Procedure Manual

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I. Introduction

The County of Sampson has established a Credit Card Policy designed to supplement the purchasing , but not to replace other purchasing programs and policies, and provide funds for employee travel expenses*. A number of unique controls have been incorporated in the program to assure that the cards can be used only with specific types of merchants and within specific dollar limits.

This program will streamline the order processing and payment of small dollar items within the accounting department. To ensure that sufficient funds are available to pay for monthly credit card charges, departments are required to obtain an open purchase order for BB&T prior to any credit card purchases. Detailed accounting data must be captured on each credit card transaction and payment must be made to BB&T on a monthly basis after receiving the cardholder statements.

All vendor charges received by BB&T for the previous month will be documented on the monthly statements. Department Heads must reconcile and provide itemized receipts attached to the cardholder statement for these transactions by the 10th of the month to the Program Administrator. The accounts payable staff in the Finance Department initiates a payment for all credit card transactions.

The County expects you to exercise the same wisdom and good judgment in your purchases of supplies and services with the County credit card as you would with your own credit card. However, just as USE of this card is similar to your own personal credit cards, so is the SECURITY. The County expects you to offer the same level of care and protection for the County credit card as you would with your own credit card.

*Sampson County Travel Policy 3/2014

II. Why Use Credit Cards?

The County recognizes there are significant administrative costs associated with the normal purchase order system. Introducing layers of organization introduces costs to the process and, particularly in low-dollar purchases, frequently there is no attendant value added by more administrative layers.

In fact, at some point we reach the point-of-diminishing-returns and the cost of superimposing another layer of oversight across the whole scope of a process exceeds the risk of loss of the very things we are trying to protect.

This Credit Card Policy is designed to streamline these processes, to reduce paperwork and handling costs. By using this procedure the traditional requisition – pricing inquiry – order placement – delivery of goods – invoice – and payment cycle is greatly reduced.

Potential benefits to the County include:

- Significant reduction in the number of low-value transactions handled by the Finance and Accounts Payable personnel.
- Substantially reduce acquisition cycle time for users.
- Provide a uniform information source for analysis of purchase patterns.
- Higher levels of user satisfaction.
- Provides a float advantage days beyond the billing date.
- Improves relations with vendors – they receive payment with 2-3 days.
- Provides the County with a rebate incentive providing all payments for purchases are made in full within the monthly grace period.

III. HOW ARE PURCHASES MADE?

It is very easy to make purchases with the County-issued credit card, and in fact, it is very similar to using your own personal credit card.

For in-person purchases in stores, simply swipe the County-issued credit card just as you would your own personal credit card.

For telephone orders, provide the vendor with the card number, the name on the card, and the expiration date when asked. Some vendors will also request the 3-digit security code on the back which you can provide as well.

Follow the same basic procedures for fax orders. In other words, provide the same information you would provide if you were using your own personal card.

For internet orders, the vendor will require your name, billing address (County of Sampson, PO Box 257, Clinton, NC 28329), your shipping address (give your department's name, street address in Clinton, NC 28328), your card number, the expiration date of the card, the 3-digit security code on the back of the card, your telephone number, your email address to send a confirmation and invoice to be used as a receipt for payment of the merchandise.

VISA regulations require merchants to actually ship ordered merchandise before processing a charge to the cards. If a partial shipment is made, billing for that portion of the shipment may be processed.

Check with as many sources of supply as is reasonable to assure you have obtained the best price and delivery for the item being purchased.

IV. WHO IS ELIGIBLE?

Any employee working in and/or providing administrative support to an operational element that has the need to PURCHASE supplies or services in order to successfully complete a mission in a timely fashion are likely candidates for a County credit card.

The key word here is “purchase”. In many cases, an organization anticipates its supply and service needs in advance based on experience and thoughtful planning. In addition, as a consequence, its logistical requirements will be well organized and will be satisfied by the usual supply chain.

However, when the needs of the job require flexibility, as is the case with most field operations, then the use of the County card is warranted. Department Heads are the best judge of the operational supply needs of the organizational element, and they are the best judge of which employee should be provided a County card. Furthermore, they are the best judges of the transaction limit and the monthly limit of each cardholder.

V. PROCEDURE

1.0 REQUESTING CREDIT CARD MAINTENANCE

- 1.1 REQUESTING A CREDIT CARD. Department Heads will complete a separate Attachment 4.1 Request for Credit Card/Authorization for USE for each employee they select to receive a card and forward to the Program Administrator.
- 1.2 APPROVED REQUESTS. Requests that have been submitted to the Program Administrator will be reviewed prior to submittal to the Finance Officer for final approval of a new cardholder. The Program Administrator will notify the Bank ??? to coordinate the details of the new cardholder account and arrange for delivery of the credit card to the Department Head.
- 1.3 CREDIT CARD MAINTENANCE. To Request name change, single transaction limit, monthly transaction limit, or department transfer, the Department Head must complete Attachment 4.2 Credit Card Maintenance Request and forward to the Program Administrator for each employee.

2.0 CARD ACCEPTANCE

- 2.1 The Program Administrator will arrange a meeting with the cardholder. The Cardholder will be given a practical briefing regarding the “Do’s and Don’ts” of the card.
- 2.2 The cardholder will be issued a copy of the latest Credit Card Policy and Procedure Manual concerning the use of the card. Furthermore, cardholders will be required to acknowledge (countersign) Attachment 4.1 Request for Credit Card/Authorization for Use indicating that the cardholder has received training, understands the procedure and the responsibilities of a cardholder.
- 2.3 The cardholder will receive a County credit card with his/her embossed name, card account number and expiration date. The cardholder is required to sign the back of the card for security purposes. The cardholder is the ONLY authorized person to make purchases with that card. The cardholder may make purchases on behalf of others in their department with the understanding the cardholder is responsible for all transactions associated with their card.

3.0 AUTHORIZED CREDIT CARD USE

- 3.1 BASIC INFORMATION. The total amount of a purchase (including tax, shipping and handling) may not exceed the cardholder's single transaction limit. Payment of a purchase WILL NOT be split in multiple purchases to stay below the single transaction limit.

All merchandise purchased in person must be immediately available at the time of payment. No backorders are to be paid for until available for pick up at the vendor's place of business.

All purchases made over the telephone, fax or via the internet may not be charged to the credit card by the vendor until the merchandise is available for shipment.

The County of Sampson pays sales tax on all purchases.

- 3.2 TRAVEL ARRANGEMENTS. The credit card may be used for payment of seminar and conference registration, hotel reservations, airline tickets, shuttle services, parking fees, wireless internet service (only if required to do County business while out of town) and other associated travel expenses. Meals are NOT allowed to be charged to the credit card. (See Sampson County Travel Policy 3/2014)
- 3.3 MISCELLANEOUS ITEMS. The credit card may be used for payment of small dollar purchases. The items may include hardware, janitorial, marine, books, safety equipment, etc.

Office Supply purchases are not recommended to be made with a credit card. Utilization of the office supply contract vendor will result in price savings.

Purchases from the same company on a routine or repetitive basis are not recommended for payment via a credit card.

4.0 UNAUTHORIZED CREDIT CARD USE

- 4.1 BASIC INFORMATION. The credit card is NOT to be used as a personal identification credit card.
- 4.2 UNAPPROVED PURCHASES. The credit card may NOT be used for the following purchases:
- Personal Purchases
 - Alcohol
 - Telephone Calls
 - Cell Phones

Gasoline
Meals Associated with Travel (See Travel Policy)
Wireless Internet Access at Hotels (unless required to do County business)

- 4.3 REIMBURSEMENT OF UNAPPROVED PURCHASES. The cardholder will reimburse the County of Sampson for the entire amount of the unauthorized charge plus any administrative fee(s) charged by the bank. Reimbursement will be made at the County of Sampson Finance Department

5.0 MAKING A PURCHASE

- 5.1 PURCHASE PROCEDURE. The cardholder will seek price competition from several vendors which meet the specifications of the goods requested. The vendor of choice will have the best price, quality of merchandise and required delivery date of items. Documentation of all quotes must be retained by the department.
- 5.2 ORDER PLACEMENT. The cardholder will place the order with the vendor via telephone, fax or internet website. The delivery address to be used for all ground service packages such as UPS or FedEx are the physical address of your department.

The billing address for all credit cards is as follows:

Name of Cardholder
County of Sampson
PO Box 257
Clinton, NC 28329

Credit card purchases will be declined if any other address is used as a billing address.

- 5.3 ORDER DOCUMENTATION. All purchases require an **itemized receipt** for the purchase. The receipt must state the quantity purchased, price per item, total cost of item, sales tax and total purchase. An itemized receipt is required to be attached to the monthly cardholder statement of charges.

All orders placed via a website will have a confirmation page or confirming email containing an itemized receipt. Print the receipt out for your records.

All orders placed via telephone require the vendor to send a copy of the itemized receipt via mail, fax or email. Retain for your records.

All orders placed via fax require the completed itemized document for order placement. This itemized document is your receipt. Retain the document for your records.

All orders made in person require an itemized cash register receipt. **The credit card signature slip does not qualify as an itemized receipt.**

- 5.4 ORDER RECEIPT. The shipment of merchandise must be reviewed for the proper contents of the box to the packing slip included from the vendor. Initial and date the packing slip to verify all has been received. Retain the packing slip for your records.

6.0 RETURNING MERCHANDISE

- 6.1 RETURN PROCEDURE. The cardholder is responsible to contact the vendor if an item is not satisfactory, received wrong, damaged and/or defective, duplicate order, etc. in order to obtain the proper procedure for returning goods for credit.

Follow vendor instructions for all returns to insure proper credits.

The cardholder is responsible for obtaining an itemized credit receipt from the vendor. The itemized credit receipt can be in the form of an email or actual cash register receipt. Retain a copy of the document for your record.

7.0 MONTHLY CARDHOLDER STATEMENT

- 7.1 CARDHOLDER STATEMENT. BB&T will issue a monthly cardholder statement issued to the individual cardholder. The statement will contain all transactions posted by the bank for the calendar month. The cardholder statement should be received by the individual no later than the 5th of each month. Contact the Program Administrator if you did not receive a statement for proper instructions.

- 7.2 STATEMENT RECONCILIATION. The cardholder must review all transactions for the calendar month. An itemized receipt must be attached to the statement verifying the receipt of each purchase, service or credit listed. Each statement must be reviewed and initialed by the Department Head.

If a receipt is missing, it is the cardholder's responsibility to contact the vendor and obtain an itemized receipt for the transaction. The cardholder has one (1) opportunity to attach a written statement containing the itemized information as a substitute receipt. (See warnings and privileges item 9.0)

If the cardholder made an unapproved purchase, the County of Sampson Finance Department receipt must be attached to the statement providing proof of reimbursement to the County. (See warnings and privileges item 9.0)

- 7.3 TRANSACTION DISPUTE. The cardholder is responsible for contacting the vendor for any transaction that was charged to the credit card erroneously and resolve

the discrepancy. An itemized receipt is required from the vendor for the credit regarding the incorrect charge.

If the disputed charge cannot be resolved with the vendor directly, it is the responsibility of the cardholder to contact BB&T 910-299-1100 and report the issue. Notate the name of the person, date and time the bank was contacted.

Attachment 4.4 Cardholder Transaction Dispute is required to be completed and attached to the cardholder's monthly statement for documentation of the discrepancy.

- 7.4 STATEMENT SIGNATURE. The statement must be dually signed by the cardholder and the cardholder's approving department head. The signatures verify that both the cardholder and the approving department head has reviewed all transactions and all itemized receipts are attached to the statement.
- 7.5 STATEMENT SUBMITTAL. The cardholder statement with itemized receipts attached, dually signed by the cardholder and approving department head are due in the Finance Office no later than the 10th of each month.

8.0 CARD SECURITY

- 8.1 CARD SECURITY. It is the cardholder's responsibility to safeguard the credit card and account number to the same degree that a cardholder safeguards their own personal credit information.
- 8.2 WEBSITE ACCOUNT SECURITY. DO NOT enter your credit card account number to be kept on file in any internet website account. Internet website accounts can be "hacked" and a credit card account number can be compromised.
- 8.3 LOST OR STOLEN CARD. The cardholder is responsible for immediately contacting the bank at the following number if the credit card is lost or stolen.

BB&T
1-910-299-1100

Representatives are available 24 hours a day. Advise the bank representative that the call is regarding a lost or stolen County of Sampson credit card.

The cardholder will notify the Program Administrator immediately after contacting BB&T.

The cardholder must notify his/her Department head of the lost or stolen card within one (1) working day after discovering the card missing.

The cardholder will prepare and submit to his/her approving department head a written report of the lost or stolen card with one (1) working day using Attachment 4.5 Lost/Stolen Credit Card Notification. Attachment 4.5 must also be forwarded to the Program Administrator. Retain a copy of Attachment 4.5 for your records.

If the card is subsequently found, Attachment 4.3 Credit Card Destruction Notice must be completed and sent with the card to the Program Administrator for destruction.

- 8.4 CARD RENEWAL/EXPIRED CARD. The Program Administrator will notify the cardholder when a renewal credit card has arrived in the Finance Office. The expired card is to be forwarded to the Program Administrator for destruction attached to a completed Attachment 4.3 Credit Card Destruction Notice.
- 8.5 CARDHOLDER LEAVES OF ADSENCES. If a cardholder experiences a leave of absence, the cardholder or Department Head must notify the Program Administrator with the date leave will begin and the expected return to work date for suspension of the credit card during the leave period to ensure card security. Complete Attachment 4.2 Credit Card Maintenance Request and submit to the Program Administrator.
- 8.6 CARDHOLDER TRANSFER. Prior to the cardholder being transferred to another department Attachment 4.2 Credit Card Maintenance Request must be completed by the cardholders new Department Head. If the new Department Head does not want the employee to retain the credit card after the transfer, the employee must follow 8.7 Cardholder Separation instructions.

The cardholder will turn over all itemized receipts for all transactions to his/her approving Department Head or designee for processing the monthly cardholder statement.

9.0 WARNINGS, PRIVILEGES AND VIOLATIONS

- 9.1 WARNINGS AND PRIVILEGES. A cardholder will receive warning and privileges notification immediately for submitting a monthly statement after the due date. Warning and privileges notification will be sent to a cardholder who establishes a pattern of unapproved purchases or consistently does not obtain or misplaces itemized receipts.

The warning and privileges notifications are as listed below:

First Offense – Written warning

Second Offense – Written warning and 30-day card use suspension

Third Offense – Card privileges revoked permanently

- 9.2 VIOLATIONS. Violations to this procedure may result in the loss of the use of the credit card permanently, and the improper or undocumented charge, including any late payment fee and interest charge due to untimely submittal of a card statement and itemized receipts, will be deducted from the cardholders pay. By signing Attachment 4.1 Request for Credit Card/Authorization for Use indicated the cardholders approval for the County of Sampson to deduct these charges from his/her paycheck. This delegation shall automatically cease upon the cardholders separation from the County.
- 9.3 The Department Head understands and assures that the employee fully understands this credit card policy. Failure to comply with this policy may result in disciplinary action as outlined in Article IX of the Sampson County Personnel Resolution.

VI. ATTACHMENTS

Attachment 4.1 Request for Credit Card/Authorization for Use

Attachment 4.2 Credit Card Maintenance Request

Attachment 4.3 Credit Card Destruction Notice

Attachment 4.4 Cardholder Transaction Dispute

Attachment 4.5 Lost/Stolen Credit Card Notification

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (d)

Meeting Date: February 2, 2015	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Guidance for Next Steps with Regard to the Job Classification, Compensation and Benefits Program Study

DEPARTMENT: Administration

PUBLIC HEARING: No

CONTACT PERSON: Edwin W. Causey

PURPOSE: To seek guidance from the Board with regard to the next steps with regard to the review and evaluation of the findings of the pay study

ATTACHMENTS: None

BACKGROUND: As a follow-up to the Springsted presentation on January 21, 2015, staff is seeking guidance and feedback as to how the Board wishes to proceed with their evaluation of the findings of the Job Classification, Compensation and Benefits Program Study. Now that the Board has had a few weeks to digest the information, you may wish to invite Mr. John Anzivino back to answer questions at your pre-budget work session (or a subsequent special meeting), or you may elect to ask staff to develop several options for implementation, with their associated costs, which may also be presented at the planning session or some subsequent meeting.

PRIOR BOARD ACTION: Report presented to BOC January 21, 2015

RECOMMENDED ACTION OR MOTION: Provide guidance to staff on how to proceed with evaluation and/or implementation of pay plan findings

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (e)

Meeting Date: February 2, 2015	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chairman Jarvis McLamb

PURPOSE: To consider appointments to various boards and commissions

Workforce Development Commission Mr. Terry Spell, who was appointed at the Board's January meeting, has declined to serve. A representative from the private business sector is sought again.

Transportation Advocacy Group When the original appointments to this committee were made it was for a period of two years. It is requested that the original appointees - Steve Stefanovich, Jefferson Strickland, Billy Lockamy (BOC Chairman), Jerol Kivett and Nash Johnson - be reappointed.

Agri Exposition Center Board of Directors A recent review of all of our advisory board listings has revealed that the terms of the at-large members of the Agri Exposition Center Board of Directors were not considered for reappointment. Each of the members is willing to continue to serve, and the recommended terms of appointment are recommended as follows:

Floyd Collins, Keith Jones, Robby James - Term expiration June 2015
 Patty Cherry, Chris Fann, John Wengert - Term expiration June 2016
 Dee Bryan, Gerald Warren, Kermit Williamson - Term expiration June 2017


Adult Care Community Action Committee As previously presented, one recently appointed member of this committee, Mr. Winfred Ashford, was considering resigning his position due to other personal obligations. He has confirmed his resignation to the ombudsman, and there is now one vacant seat on this board.

Firefighters Relief Fund Trustee - Autryville FD The Autryville Fire Department has requested changes in two of their appointees to the Firefighters Relief Fund Board. They have requested that the commissioner-appointed positions be Charles Nunnery and Alda Faircloth. (See attached request.)



MEMORANDUM:

TO: Ms. Edwin W. Causey
County Manager

FROM: 
Ronald Bass, Director
Emergency Management

DATE: January 16, 2015

SUBJECT: 2014 Report of Fire Conditions for Autryville Fire Department

Each year all fire departments are required to submit their updated Report of Fire Conditions for their department. If there are any changes from the previous year each department is required to update the report accordingly. Once all forms are updated they are submitted to the Finance Office for submission. The receipt of this report is a vital area of qualification for their fire district to receive the coming year's Firemen's Relief fund monies.

Both of the Firemen's Relief Fund Trustee members that Autryville Fire Department is requesting to be replaced are members that must be appointed by the Board of Commissioners. The fire department would like to request that Mr. Charles Nunnery and Mr. Alda Faircloth be appointed as replacements.

If you concur I would like to ask that these two names be submitted to the Board of Commissioners for consideration and approval. If you should have any questions please do not hesitate to call.

RB/dhd

Name of Fire District: Autryville Area

County: Sampson

District is Served By: Autryville Area Fire Department, Inc.

NOTE: This report must be filled out completely before October 31st or no later than January 31. Reports filed after this date are in non-compliance and the fire department will not be eligible to receive their Firefighter's Relief Fund monies.



NORTH CAROLINA
RURAL FIRE DISTRICT
REPORT OF FIRE CONDITIONS



As required by General Statute 58-84-46 of North Carolina, I clerk do hereby make the following report on the Rural Fire District **Autryville Area**. County of **Sampson**.

LOCAL FIREFIGHTER'S RELIEF FUND BOARD

N.C. General Statutes: 58-84-30

(This information must be provided each year)

IF DEPARTMENT DOES NOT WISH TO PARTICIPATE, PLEASE INDICATE IN THIS SECTION

Firefighter's Relief Fund Trustees appointed by Fire Department (2)

1. Mr. Johnathan Faircloth
222 N. Mill Street
Autryville, NC 28318

2. Mr. Pittman Horne
2935 Leroy Autry Road
Autryville, NC 28318

Firefighter's Relief Fund Trustees appointed by County Commissioners (2)

3. Mr. Charles Nunnery
7788 Beaverdam Road
Autryville, NC 28318

4. Mr. Alda Faircloth
45 Jeffrey Lane
Autryville, NC 28318

Firefighter's Relief Fund Trustees appointed by the Insurance Commissioner (1)

5. Mr. Kenneth Langston
460 Fox Run Lane
Autryville, NC 28318

Same as last Year? (X) Yes () No

If no, attach a copy of former Insurance Commissioner appointee's letter of resignation AND a copy of Fire Chief's letter of recommendation.

Select position of Firefighter's Relief Fund Treasurer: () 1 () 2 () 3 () 4 (X) 5

I, David Clack Clerk/Finance Officer of Sampson County, NC do hereby certify that the foregoing is a true, full and correct report of the Fire Department and fire conditions in said county, made by me as required under General Statute 58-84-46 of North Carolina.

10/17/2014

Date

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3

Meeting Date: February 2, 2015	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple Departments

ITEM DESCRIPTIONS/ATTACHMENTS:

- a. Approve the minutes of the January 5, 2015 meeting
- b. Approve contract for the FY2015 Juntos program and associated budget amendment
- c. Approve Revision #2 to the Home and Community Care Block Grant Funding Plan
- d. Adopt a Capital Project Ordinance for Hazard Mitigation Plan Update Funding and approve associated budget amendment
- e. Approve revision to bylaws for the Agri Exposition Center Board of Directors to add CVB Director as ex-officio, non-voting member
- f. Approve tax refunds
- g. Approve budget amendments

RECOMMENDED

ACTION OR MOTION: Motion to approve Consent Agenda as presented

The Sampson County Board of Commissioners convened for their regular meeting at 7:00 p.m. on Monday, January 5, 2015 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Billy C. Lockamy, Vice Chairperson Sue Lee, and Commissioners Albert D. Kirby Jr., Harry Parker, and Clark H. Wooten.

The Chairman convened the meeting and called upon Commissioner Parker for the invocation. Commissioner Wooten then led the Pledge Allegiance.

Approval of Agenda

Upon a motion made by Chairman Lockamy and seconded by Commissioner Parker, the Board voted unanimously to approve the agenda as presented with the addition of Tab 4 (f) consideration of a utility easement at the 355 interchange project site; Tab 4 (g) consideration of an access agreement at the 355 interchange project site; and Tab 5 (a) replacing of the minutes of the November 12, 2014 meeting with revised minutes upon the request of Commissioner Kirby.

Roads

Monthly Report - NCDOT Keith Eason, NCDOT Assistant District Engineer, was present to answer questions and concerns of the Board and citizens in attendance. He reported that the construction of Keith Road was still delayed at the present moment due to utility issues.

Item 1: Planning and Zoning Actions

Floodplain Manager Report Mr. Lyle Moore, Senior Planner, reported on the recent Community Assistance Visit by the NC Department of Public Safety to review local floodplain ordinances and enforcement practices. There were ten properties reviewed which were areas of concern, and there were no FEMA violations found. Mr. Moore reported that Sampson County is a participant of the National Flood Insurance Program (NFIP), which requires the adoption of their regulations for construction. By participating in the NFIP, Sampson County has flood insurance supported federally. Mr. Moore also reported on upcoming floodplain management and enforcement activities. Mr. Moore stated there were some remaining properties needing to be reviewed.

Planning Board Appointment Planning Director Mary Rose recommended the appointment of Ann Naylor to the Planning Board. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted unanimously to appoint Ann Naylor to the Planning Board.

Item 2: Presentation of Annual Audit

Presentation of Annual Audit Bryon Scott, CPA of Thompson, Price, Scott, Adams & Co., provided a report on the annual audit, focusing on the General Fund and water funds (Copies of report filed in Inc. Minute Book ____, page ____.) His presentation was augmented by the full audit as provided by Finance Officer David Clack. Mr. Scott noted that the full audit had been provided to the Local Government Commission, but they had not yet approved it, so the copy was marked draft. Mr. Scott reviewed revenues, operating expenditures, fund balance analysis, tax collections and tax base. He urged the county to consider the possibility of business personal property tax audits to increase collections and generate revenue. Mr. Scott then reviewed the required auditor communications, noting that his firm had rendered an unqualified opinion on the audit, the highest opinion that they render in such an engagement. He noted that his company performs the audit to obtain a reasonable assurance, not absolute assurance; therefore they did not audit every transaction, only samples based upon the risk assessments of the county. Mr. Scott stated that an evaluation on the policies and procedures was done and findings communicated to management. Mr. Scott reported that there were no significant policy conflicts, and all transactions were recorded properly. The only deficiency noted was the same as in previous years with regard to segregation of duties, which is difficult to accomplish in departments which did not have enough personnel; the auditor and Finance Officer were discussing compensating controls which could be implemented. Commissioner Wooten requested clarification on some of the charts provided and staff referred to the full audit for additional available information. Commissioner Kirby asked Mr. Scott to elaborate on the County's internal control and the policies implemented to prevent embezzlement. Commissioner Kirby stated that while he had no suspicion of embezzlement, he would like to get a better understanding of the audit process and the internal controls the County has in place. Mr. Scott stated that the purpose of the audit was not to offer advice on internal controls, but rather to provide a financial report. Commissioner Kirby asked if the Board could have one month to review the audit, and it was noted that the audit still had to be approved by the Local Government Commission prior to final approval by the Board. Commissioner Kirby stated he would be interested in more review of internal control, and Mr. Scott stated he had to be mindful of retaining his status as an independent auditor. County Manager Ed Causey stated that based upon prior experiences with USDA, he did not believe there was another county which did as detailed a budgeting process for the commissioners to comment on, which increased the likelihood that department heads, program managers, management staff or commissioner would catch any concern. Commissioner Lee asked if the firm audited

other counties, and Mr. Scott stated that they audited eight other counties and 30-40 municipalities. It was anticipated that the final audit report would be added to the Consent Agenda for the February 2, 2015 Board of Commissioners meeting.

Item 3: Reports and Recognitions

Recognition of Retiree Retiree Becky Honrine was presented with a plaque in recognition of her years of service with the County.

Budget Update Finance Officer David Clack provided a report on the mid-year fiscal status for the County budget. (Copies filed in Inc. Minute Book _____, Page _____.)

Debt Refinancing Opportunity Finance Officer David Clack reviewed underwriter's recommended refunding of certain County debt and the possibility of savings by refinancing certain long-term debt. The underwriter noted that the County could see savings by refunding a portion of the County's 2006 Certificates of Participation (approximately \$31,790,000); the USDA debt on the Courthouse Extension; the USDA debt on the Public Works offices and warehouse in the amount of \$770,000; and all of the outstanding General Obligation debt with the exception of the debt issued for the well project. Mr. Clack reported that the total amount of the debt which could be refunded was \$45,175,000, which is approximately 34% of the county's outstanding debt. He stated that the estimated saving to the General Fund would be approximately \$2,570,000 over the remaining term of the loan, and an estimated saving of \$1,656,000 to the water districts over the remaining term of the loan. He stressed that these were estimates, and the County would sell tax-free municipal bonds on the market. A prospectus would be prepared, and because the original debt was insured, the County would have to have the issuance insured again to guarantee a bond rating as good as the insurance company's. Now, he noted, Sampson County's bond rating would not be as good as what we could purchase insurance for, and he noted the anticipated savings were net of the costs for such insurance. Additional information would be brought back to the Board once the process was underway.

Item 4: Action Items

Guidance for Medicaid Transportation Contracts in 2015 County Manager Ed Causey noted that the current contracts for non-emergency Medicaid Transportation Services expire in June 2015, and because there were two new members on the Board, he had asked County Attorney Joel Starling to present the Board information on issues with the previous process and options for bids, and was seeking the Board's guidance on preferred alternatives which may provide options for revenues.

County Attorney Joel Starling stated that he would agree that last time the process, back in the summer of 2013, did get started a little late; the advertisement for bids and award of bid was not finalized until mid-July, which is after even what the effective date of the current contract was. The thinking, he noted, in putting this on the January agenda, is that we would give ourselves ample time to be thinking about how the Board wanted to address the upcoming Medicaid Transportation contract. Mr. Starling stated that the past custom was that the County bid this contract out. Legally the County was not required to bid this contract out; it was something that the County had voluntarily chosen to do on numerous occasions in the past. It is a service contract, he noted, and when his office and Mr. Kirby's inquired of the Attorney General's Office about this issue, one of the things they were emphatic about was that the County was never required to bid it out in the first place. Mr. Starling noted that last time there was an existing provider, Enroute, that had been the provider for some period of time. A competing provider, Van-Go, submitted a bid that was lower than Enroute's. So ultimately based on that lower bid, the Board decided to award the contract to Van-Go. The Board then awarded a secondary contract to Enroute, saying that in the event that Van-Go's assets were tied up and were not able to go and make a pickup, only then would Enroute be brought in to cover any shortfalls that there might be in service. Enroute ultimately, after the contracts had been awarded, submitted or sought to submit, an amended bid lower than the initial bid that it submitted and lower than Van-Go's lower bid. Mr. Starling noted that there was then some concern expressed by DSS officials about the possibility of the County facing a "chargeback." He explained that ultimately the federal government administers the Medicaid Transportation program through the state, with the state charged with supervising the counties, but there's also federal supervision ultimately over the state agencies that help administer the Medicaid transportation program. There was some concern that if the County disregarded Enroute's attempt to lower the costs, that this would violate some of the Medicaid policy language about "least expensive means" of transportation being utilized. He recalled that based on those concerns, the Board directed the attorney to seek some further assurances. Initially, he reported, they went to the State Department of Health and Human Services, who directed the County to the Attorney General's Office. A binding opinion, which is a binding interpretation, was requested. After some time, the Attorney General's Office provided an advisory letter, which doesn't carry as much weight as an advisory opinion. Mr. Starling stated that basically officials at DHHS and the Attorney General's Office said that in their opinion that "least expensive means" language just meant to them that if grandma needs to go to her appointment in Dunn that you can't use an ambulance if she could get there by riding with a family member who was reimbursed or by riding in a van. Mr. Starling added that then the Board directed staff again to seek additional guidance from the federal Department of Health and Human Services, since they are ultimately the ones responsible for administering the program. He stated that a response was never provided; however, in the meantime Enroute opted to terminate its contract making it a moot question.

Mr. Starling reviewed some of the Board's options going forward, noting that these were not all of their options. First, the Board could continue to do things the way past Boards have done things, and bid the contract out - put out an advertisement for bids and just accept the lowest responsible bidder as the County has done in the past. The second option, he stated, would be, because this is a service contract and because legally it was not required to be bid it out, the Board could renew the contract with Van-Go or award it to some other entity. He noted that to his knowledge the County could not voluntarily adopt bidding procedures and then not follow them, but to his knowledge the County had never adopted formal bidding procedures for Medicaid Transportation. Lastly, Mr. Starling pointed out that there are counties in this state that use a transportation provider such as Sampson Area Transportation to administer their contracts. This could be accomplished, he stated, by awarding the contract to them or just allowing them to bid along with other contractors and consider their bid along with other private providers.

Commissioner Kirby provided additional comments on the previous bid award, noting first that it wasn't a pleasant moment for the County and the way it turned out. He stated he hoped they could leave a sad chapter behind. Commissioner Kirby stated that he did write a letter to the Attorney General to lay out the facts the way they were: For more than 16 years the Medicaid Transportation Services contract was held by Enroute, a Sampson County company owned and operated by Ricky Moore. At the time back in 2011, he had bid for the contract in 2011, and it was \$2.15 per mile plus a fuel surcharge at the local market rate. When it came up for re-bid in two years, Mr. Moore decided to, after he had it for 16 years, he decided to bid and up his rate to about \$2.65 per mile, because he wanted \$2.55 per mile plus a fuel surcharge. Commissioner Kirby stated that Van-Go bid \$1.65, about a dollar cheaper. He stated that the Director of Social Services, by way of letter to Mr. Causey and Mr. Clack, recommended that they accept the higher bid, citing that Mr. Moore needed more money to pay his staff. He recalled that the Board had a meeting shortly after the May 22 memo, and he and Commissioner Parker said that's not fair, we can't go along with that. We can't give it to the highest bidder by a whole dollar. We should give it to the lowest bidder unless there's a problem with them. He recalled that there was a deadlock with the commissioners because Commissioner McLamb was out, and two commissioners thought it should have gone to the lowest bidder and two thought otherwise. He noted that he and Commissioner Parker said the County should give Van-Go a try at least, looking at the bid statute, they should at least give them an opportunity. He stated that because the Board kept getting these 2-2 deadlocks, they said let's rebid it again. The Board rebid a second time, and the second time Van-Go won again. Commissioner Kirby stated that at that point, Mr. Moore, who had already said that there's no way he could do it for less than \$2.55, came down somewhere close to \$2, while Van-Go was still at \$1.95 or something like that, still the lowest. He added that he and Commissioner Parker were still of the opinion that they ought to give it to the lowest person, unless the Board could find a reason not to, as the bid statute speaks of lowest

responsible bidder. Nobody could find anything that would show that Van-Go was irresponsible in any way, legally. He recalled that the Board decided to do this thing that they called a primary bid and secondary bid where the commissioners agreed that they would go with the lowest bidder, and he would be the primary bid so long as he was able because there was concern, legitimate concern, from the Board as to whether Van-Go could actually do the job - whether or not they had the cars and did they have the ability to do it. The compromise was that Van-Go would handle the contract so long as they were able to, and if they couldn't then the secondary contract would be operable, and that would be Mr. Moore and Enroute. Commissioner Kirby stated that for whatever it's worth, Van-Go took the contract and has been, from all accounts, nothing but professional and with no complaints. They bought a complete fleet of vehicles, brand new. They had end up with a total fleet of nineteen 2013 model vehicles. Commissioner Kirby added that after that happened, Enroute then said they could do it for \$1.59, \$1.50-something, the third time they were to bid. He noted this was the first time the County was concerned about surcharges. He stated that never in the history of Sampson County, not just Sampson County, but North Carolina, has the federal government accessed a surcharge on any government. Since there's been Medicaid, there's never been a surcharge, he stated. In addition to that, he noted, the County received a letter from the Attorney General - and it was an advisory letter as opposed to an advisory opinion - but legally you've got the State Attorney General saying you don't have to give it to Mr. Moore. Legally, he added, he could not imagine there being any exposure to the county under those circumstances. If anybody wants to hit us with a surcharge, he stated, the County would say here's a letter from the Attorney General saying that what you're doing is alright. He added that the reason why they don't do advisory opinions is because they cost tax payers to do that, but you could lay your hand on that legal letter as their legal opinion that you're not violating the law. Commissioner Kirby stated that in his opinion the Board ought to just leave this thing alone and bid the thing out like they had for the last 16 years.

Commissioner Wooten asked Commissioner Kirby if there was a motion in his statement, and Commissioner Kirby stated that he made that a motion to bid out the Medicaid Transportation Services. Commissioner Wooten seconded the motion. Chairman Lockamy stated that in his mind, the problem was awarding the services that nobody was set up to run; Van-Go didn't have any vehicles bought at the time. They weren't ready to take the contract and the County was behind the time that the bid should have been already awarded.

Commissioner Parker noted that the existing primary contractor was now performing satisfactorily, and that summed it up. He concurred that it should be put out for bid.

Commissioner Parker questioned if a special committee be appointed to oversee the bid opening - not saying that he didn't trust anyone. He stated that he wanted to be

present, and it was noted that the bid opening was open to the public. Commissioner Starling clarified that a bid package would be developed, and County Manager Causey noted that it would be reviewed by the attorney.

With regard to Sampson Area Transportation bidding on the contract, Commissioner Wooten voiced his displeasure with a governing entity bidding against private companies. Upon a motion by Commissioner Kirby and seconded by Commissioner Wooten, the Board voted unanimously to bid out the contract to private companies, that that the government entity Sampson Area Transportation would not be permitted to bid; however they would continue to provide the services they were providing under their current contract.

Designation of Voting Delegate for NCACC Legislative Goals Conference Upon a motion by Chairman Lockamy and seconded by Commissioner Parker, the Board voted unanimously to appoint Commissioner Kirby as the voting delegate at the NCACC Legislative Goals Conference, January 15-16, 2015.

Scheduling Pre-Budget Work Sessions The Board discussed the need to schedule work sessions to discuss those issues which will most impact the upcoming fiscal year's budget and provide critical guidance to staff for preparation of a recommended budget document. Upon a motion by Commissioner Kirby and a second by Commissioner Parker the Board voted to hold the budget work session on February 17th, 18th, and 19th, beginning at 8:30 am daily.

Award of Contract for Preparation of Multi-Jurisdictional Hazard Mitigation Plan, Five Year Update EMS Director Ronald Bass provided the Board with four bid proposals from AECOM Technical Services Inc., Atkins North America Inc., Holland Consulting Planners, Inc., and The Wooten Company. Mr. Bass reviewed the proposal evaluation process, and recommended the bid be awarded to Holland Consulting Planner based upon the results of the evaluation. Upon a motion made by Commissioner Kirby and seconded by Commissioner Wooten, the Board voted unanimously to award the contract to Holland Consulting Planners in the amount not to exceed \$44,000.

Appointments - Workforce Development Commission Upon a motion by Vice Chairperson Lee and a second by Commissioner Kirby, the Board voted unanimously to appoint Terry Spell to the Workforce Development Commission.

Appointments - Sampson Regional Medical Center Board of Trustees Upon a motion by Vice Chairperson Lee and a second by Commissioner Kirby, the Board voted unanimously to reappoint Lynn Carr and Will Waters to the SRMC Board of Trustees. Upon a motion by Vice Chairperson Lee and a second by Chairman Lockamy, the Board voted 3-2 to appoint Perry Solice, Terry Spell, and Jefferson Strickland to the

Board of Trustees (Chairman Lockamy, Vice Chairperson Lee, and Commissioner Wooten voting yes; Commissioners Kirby and Parker voting nay).

Appointments - Transportation Advocacy Group Upon a motion by Vice Chairperson Lee and a second by Commissioner Wooten, the Board voted 3-2 to appoint Hugh N. Carr to replace Everett Carr on the Transportation Advocacy Group (Chairman Lockamy, Vice Chairperson Lee, and Commissioner Wooten voting yes; Commissioners Kirby and Parker voting nay).

Utility Easement - Exit 355 Interchange County Attorney Joel Starling explained to the Board that Duke Energy was requesting a 30-ft utility easement which would provide access to the economic development site. He noted that Southern Produce, who was currently under a property exchange agreement with the County, had signed a consent to Easement, as they would be acquiring the title to the property from the County. Upon a motion by Chairman Lockamy and Vice Chairperson Lee, the Board voted unanimously to approve the execution of the easement document. (Copy filed in Inc. Minute Book _____, Page _____.)

Access Agreement County Attorney Joel Starling explained to the Board that there were two acres at the economic development site on which the water infrastructure improvements would be located. Mr. Starling presented the Board with a proposed access agreement which would allow the County and its contractors access to the site. Commissioner Kirby stated that he would need more time to review the agreement, and it was determined that it would be considered at the Board's recessed meeting on Tuesday, January 13th.

Item 5: Consent Agenda

Commissioner Kirby commented with regard to the proposed revised minutes for November 12, 2014, during which the Board discussed the execution of the documents related to the architectural design and installation of our water tower and well. He noted that the site was in his district and some residents in that area, as well as some environmental people, had strongly opposed having this plant established in our county. He stated that his position had always been consistent that he would never put monetary profit above the health and safety of our citizens. He stated that after reviewing the minutes of November 12th as they were originally submitted, he noticed what appeared to be just a deficiency as far as comments that he made, more importantly he wanted to talk about the things that made the action that the Board had taken positive for the citizens in that area; therefore he asked the Clerk to include his questions and comments. Commissioner Kirby noted that his mother would read the minutes, so clarified that the part that was added which indicated "Commissioner Kirby offers apology for arriving late, noting he thought the meeting was at 5:30" was

just a self- deprecating comment and the truth of the matter was that he had been in a trial in Benson all day.

Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board unanimously to approve the Consent Agenda items as follows:

- a. Approved the minutes of the November 12, 2014 and December 1, 2014 meetings
- b. Approved the amended FY14-15 4H Prevention Program contract and associated budget amendment (Copies filed in Inc. Minute Book ____, Page ____.)

<u>EXPENDITURE</u>		<u>Cooperative Extension 4-H Programs Dept.</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
04549520	512600	Part-time salaries		604.00
04549520	518100	FICA		38.00
04549520	518120	Medicare FICA		8.00
04549520	518200	Retirement		864.00
04549520	518300	Group insurance		1,401.00
04549520	518350	Employee assistance program		17.00
04549520	518500	Unemployment insurance		65.00
04549520	518901	401K County		653.00
04549520	526200	Department Supplies		296.00
04549520	531100	Travel		200.00
04549520	532100	Telephone and postage		50.00
04549520	534100	Printing		700.00
04549520	539500	Employee training		285.00
<u>REVENUE</u>			<u>Increase</u>	<u>Decrease</u>
<u>Code Number</u>		<u>Source of Revenue</u>		
04034952	403601	4-H Prevention grant		5,181.00

- c. Approved the new Temporary Food Establishment/Limited Food Service Establishment Permit fee of \$75 pursuant to Board of Health’s Limited Food Service Establishment Policy
- d. Adopted the Capital Projects Ordinance for the NC 403 Infrastructure (water line and tank construction) and approve the associated budget amendment: (Copies filed in Ordinance Book ____, Page ____.)

<u>EXPENDITURE</u>		<u>NC 403 Infrastructure</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
67981700	558100	Construction costs	1,302,000.00
67981700	509700	Contingency	130,200.00
67981700	519500	Engineering	91,140.00
67981700	519510	Engineering inspections	20,000.00
67981700	519900	Other professional costs	5,000.00
67981700	557000	Land and right of way acquisition	7,860.00
67981700	519200	Legal and administration	6,300.00
<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	
67038170	408922	Golden Leaf	450,000.00
67038170	403614	Grant-NC Dept of Commerce CDBG	292,425.00
67038170	403613	DOC Economic Dev Div	781,000.00
67038170	409600	County contribution	39,075.00

e. Approved Cumberland Community Action Program, Inc.'s Community Service Block Grant (CSBG) Application for grant year July 1, 2015 - June 30, 2016 (Copy filed in Inc. Minute Book ____, Page ____.)

f. Approved a late disabled veteran tax exclusion application for Larry Bryant

g. Approved tax refunds as submitted

#6642	Sanford Scott Price Jr.	\$130.75
#6641	Jack A. Gunnells	\$109.39
#6630	Clint Austin Boney	\$139.52
#6620	John Tyler Fussell	\$148.64
#6618	Sheryl Ann Jackson	\$154.25
#6600	Kevin James Edwards	\$116.61
#6602	Prestage Farms Inc.	\$146.93

h. Approved budget amendments as submitted:

<u>EXPENDITURE</u>		<u>Cooperative Extension 4-H Programs Dept.</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
04449500	526230	Department Supplies United Way	7,028.00
<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	
04034950	403602	Grant United Way	7,028.00

<u>EXPENDITURE</u>		<u>Finance/ Juvenile Justice Part. Grant</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
05558310	581000	Transfer to state agency	4,396.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
05435831	409900	Fund balance approp administration	1,137.00	
05435831	409902	Fund balance approp restitution	3,259.00	
<u>EXPENDITURE</u>		<u>Sheriff's Department</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243100	539500	Employees training	5,000.00	
11243100	526200	Departmental Supplies	3,900.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034310	402603	Federal Asset Funds (NARC)	8,900.00	
<u>EXPENDITURE</u>		<u>Sheriff's Department</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243100	521300	Uniforms	14,013.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034310	402602	US DOJ – BPV Grant	14,013.00	
<u>EXPENDITURE</u>		<u>Sheriff's Department</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243100	526279	Departmental Supplies – Narcotics Squad	3,000.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034310	403631	State Substance Abuse Tax (NARC)	3,000.00	
<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558810	526200	Family Caregiver – Dept. Supplies	4,342.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035881	408401	Family Caregiver Program	4,342.00	
<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558670	524100	Home Repairs – Materials	25.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035867	408401	Home Repairs – Donations	25.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558660	526200	PC II – Departmental Supplies	125.00	

REVENUE

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035866	408401	PC II – Donations	125.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558670	526200	Home Repairs – Dept Supplies	500.00	

REVENUE

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035867	408401	Home Repairs - Donations	500.00	

<u>EXPENDITURE</u>		<u>Law Enforcement Special Separation Allow</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
75243100	512600	Part-time salaries	9,752.00	
75243100	518100	FICA	605.00	
75243100	518120	Medicare FICA	142.00	
75243100	529900	Miscellaneous		8484.00

REVENUE

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
75034310	529900	Miscellaneous	2,014.00	

<u>EXPENDITURE</u>		<u>Health/Immunizations</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551600	523900	Medical Supplies	55,000.00	

REVENUE

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535160	404000	State Assistance	55,000.00	

<u>EXPENDITURE</u>		<u>Health/OBCM</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551650	525100	Gas, Oil, Tire	500.00	
12551650	526200	Department Supplies	934.00	
12551650	526201	Department Supplies Equipment	1,000.00	
12551650	531100	Travel	1,000.00	
12551650	532100	Telephone/Postage	300.00	
12551650	533000	Utilities	300.00	
12551650	533000	Maint/Repair Equipment	500.00	
12551650	535300	Maint/Repair Vehicles	200.00	
12551650	537000	Advertising	200.00	
12551650	543000	Rental Equipment	500.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535165	404083	TXIX Medicaid	5,434.00	
<u>EXPENDITURE</u>				
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551680	525100	Gas, Oil, Tire	500.00	
12551680	526200	Department Supplies	730.00	
12551680	526201	Department Supplies Equipment	1,000.00	
12551680	531100	Travel	1,000.00	
12551680	532100	Telephone/Postage	300.00	
12551680	533000	Utilities	300.00	
12551680	533000	Maint/Repair Equipment	500.00	
12551680	535300	Maint/Repair Vehicles	800.00	
12551680	537000	Advertising	300.00	
12551680	543000	Rental Equipment	800.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535168	404083	TXIX Medicaid	6,230.00	

County Manager Reports

County Manager Ed Causey brought to the attention of the Board the proposed Travel Policy and Credit Card Policy. He stated that the Board will discuss the proposals and potentially act upon them at the February 2, 2015 regularly scheduled meeting.

Public Comments

There were no public comments offered.

Recess to Reconvene

Upon a motion made by Chairman Lockamy and seconded by Commissioner Wooten, the Board voted unanimously to recess to reconvene at 1:00 p.m. on January 13, 2015.

Billy C. Lockamy, Chairman

Susan J. Holder, Clerk to the Board

**NORTH CAROLINA STATE UNIVERSITY
CONTRACT**

THIS AGREEMENT (“Agreement”), made and entered into this 2nd day of February 2015, by and between Sampson County Cooperative Extension (“Contractor”) 55 Agriculture Place Clinton, NC 28328, and the North Carolina State University, c/o Juntos Program/Diana Urieta (Department of youth, family, and community sciences) , Campus Box 7606, Raleigh, North Carolina 27695 (“NC State”).

WITNESSETH

THAT WHEREAS, the Contractor has submitted to the NC State a proposal for the performance of certain services; and,

WHEREAS, the NC State desires to enter into a contract with Contractor for the performance of these services; and,

WHEREAS, the parties hereto desire to reduce the terms of this agreement to writing;

NOW, THEREFORE, for and in consideration of the mutual promises to each other, as hereinafter set forth, the parties hereto do mutually agree as follows:

1. Contractor agrees to supply North Carolina State University with the following professional services:

To perform all duties required of the Sampson County Juntos 4-H Program which include: Co-supervising and managing the Juntos Coordinator who holds the responsibilities of reaching and recruiting youth grades 6th-12th to join the Sampson County Juntos 4-H Clubs, recruiting adult, college, and high school mentors to be matched with youth who are part of the Sampson County Juntos 4-H Clubs, and to ensure the success of Family Night Out Activities. NC State University will hold the responsibility of hiring the Juntos Coordinator and ensuring that this person receives payment on monthly-bases. All employment paperwork will be handled by Juntos Director at NCSU. Both Juntos Director and Sampson County Director will supervise the hours worked by the Juntos coordinator. Sampson County 4-H will also manage budget for travel (\$2,000.00), Educational Supplies & Materials (\$500) and break service cost (\$750), youth participation activity fees (\$1,000.00), and 4-H family night and activity meals (\$1,500.00). Duties of the Sampson County 4-H program will include:

- Promote the program via introductory meetings at schools, and networking with community partners
- Ensure Juntos Coordinator maintains program task logs, sign-in sheets, meeting agendas, meeting minutes, and related activities
- Ensure the recruitment, screening, and training of mentors and volunteers
- Ensure Juntos Coordinator attends monthly 4-H Staff meetings and regular Sampson County Cooperative Extension Staff meetings as scheduled

- Welcome Juntos Coordinator to participate in Sampson County Cooperative Extension events and functions as requested by immediate supervisor
- Help develop the youth development skills of the Juntos Coordinator through training and supervision.
- Ensure the annual collection and filing of 4-H enrollment forms for each youth, volunteer and mentor involved in the program
- Manage the annual supply and travel budget for Sampson County 4-H Juntos Program
- Perform other duties as assigned

Contractor will also manage and supervise the spending of program supplies, needed contracted services (such as youth activities, catering for meals, contracting school liaison, etc...), and transportation.

2. In cases of conflict between specific provisions of the Contractor's proposal and this Agreement, this Agreement shall control.

3. Payment shall be made for professional services as outlined in the above statement of work. NC State shall pay the Contractor \$5,750 for these services from February 2, 2015 until January 31, 2016. An invoice from Sampson County Cooperative Extension will need to be submitted to the Juntos program at North Carolina State University on the 15th of every month via email, with the exception of February. Due to grant closeout, NCSU request the invoice before or by the 7th of that month. This invoice should include a copy of all necessary supplemental documentation such as:

- Receipts for any expenses incurred for programming efforts
- A copy of mileage reimbursement form
- Any other documentation deemed fit and incurred in monthly transactions

Once submitted, the County of Sampson will be reimbursed for expenses no later than 3 to 4 weeks after the 15th of each month by North Carolina State University. This account is subject to an annual audit as provided by the County of Sampson annually. All findings will be public record and available to view upon request from the Sampson County Finance Office.

Budget revisions, if applicable, shall be prepared by the Contractor in accordance to the guidelines provided by the Sampson County Finance Office and with pre-approval of NC State and Diana Urieta.

4. The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the NC State's Contract Administrator. The Contractor's individual(s) designated as key personnel for the purposes of this contract is/are Juntos Program (Diana Urieta). Diana Urieta, with North Carolina State University, is designated the Project Coordinator for NC State.

5. Contractor shall not subcontract this Agreement without prior written approval of the NC State's Contract Administrator.

6. The services of the Contractor are to commence on the 2nd day of February, 2015, and shall be completed by the 31st day of January, 2016 (the "Term").

7. North Carolina State University may terminate this agreement at any time by providing thirty (30) days written notice to the Contractor. In addition, if Contractor shall fail to fulfill in timely and proper manner the obligations under this agreement for any reason, including the voluntary or involuntary declaration of bankruptcy, NC State shall have the right to terminate this contract by giving written notice to the Contractor and termination will be effective upon receipt. Contractor shall cease performance immediately upon receipt of such notice.

In the event of early termination, Contractor shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to NC State. Notwithstanding the foregoing, in no event will the total amount due to Contractor exceed the total amount due Contractor under this Agreement. The Contractor shall not be relieved of liability to NC State for damages sustained by NC State by virtue of any breach of this agreement, and NC State may withhold any payment due to the Contractor for the purpose of setoff until such time as NC State can determine the exact amount of damages due NC State because of the breach.

Payment of compensation specified in this agreement, its continuation or any renewal thereof, is dependent upon and subject to the allocation or appropriation of funds to NC State for the purpose set forth in this agreement.

8. Any information, data, instruments, documents, studies, reports or deliverables given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential proprietary information of NC State and not divulged or made available to any individual or organization without the prior written approval of NC State. Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of NC State and not the Contractor.

9. All intellectual property, including but not limited to, patentable inventions, patentable plants, novel plant varieties, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created or discovered in performance of this contract shall be the property of NC State.

Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Contractor's performance of this project shall vest in NC State. Works of authorship and contributions to works of authorship created by the Contractor's performance of this project are hereby agreed to be "works made for hire" within the meaning of 17 U.S.C. 201. However, if NC State is not able to obtain copyright ownership under the statutory provisions for "works made for hire", then Contractor hereby assigns to NC State all right, title, and interest in such works and contributions.

Contractor further agrees to provide NC State with any and all reasonable assistance which NC State may require to file patent applications, to obtain copyright registrations, or to perfect its title in any such inventions or works, including the execution of any documents submitted by the NC State.

10. Contractor shall not assign or transfer any interest in this agreement. However, upon written request approved by NC State, NC State may:
 - a. Forward the Contractor's payment check directly to any person or entity designated by the Contractor; or,
 - b. Include any person or entity designated by Contractor as joint payee on the Contractor's payment.

In no event shall such approval and action obligate NC State to anyone other than the Contractor and the Contractor shall remain responsible for all contractual obligations.

11. The place of this Agreement, its situs and forum, shall be Wake County, North Carolina, and in said County and of said State such matters, whether sounding in contract or tort relating to the validity, construction, interpretation, and enforcement of this Agreement, shall be determined in accordance with the laws of the State of North Carolina, without regard to the State's conflicts of laws provisions.

12. The Contractor shall be responsible for the proper custody and care of any property furnished him for use in connection with the performance of this Agreement, or purchased for this Agreement, and will reimburse NC State for its loss or damage.

13. The Contractor shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.

14. Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign action, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

15. The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

16. The Contractor shall be considered to be an Independent Contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such employees shall not be employees of or have any individual contractual relationship with NC State.

17. The Contractor shall hold and save NC State, its Trustees, officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Contractor in the performance of this Agreement. This

representation and warranty shall survive the termination or expiration of this contract.

18. This Agreement and any documents incorporated specifically by reference represent the entire agreement between the parties and suspend all prior oral or written statements or agreement.

19. This Agreement may be amended only by written agreement of the parties executed by their authorized representatives.

20. The State or NC State auditor shall have access to persons and records as a result of all Agreements entered into by the NC State in accordance with North Carolina General Statute §147-64.7 and Session Law 2010-194, Section 21.

21. All notices shall be hand delivered, sent by private overnight mail service, or sent by registered or certified U.S. mail and addressed to the party to receive such notice at the address given below, or such other address as may hereafter be designated by notice in writing:

If to NC State: Director of Materials Management
North Carolina State University
Campus Box 7212 Raleigh, NC 27695-7212

If to the Contractor: _____

22. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitations.

23. If NC State provides the Contractor with personal identifiers as listed in N.C.G.S. §132- 1.10 and in N.C.G.S. §14-133.20(b) or any other legally confidential information, Contractor hereby certifies that collection of this information from NC State is necessary for the performance of Contractor’s duties and responsibilities on behalf of NC State under this Contract. Contractor further certifies that it shall maintain the confidential and exempt status of any social security number information, as required by N.C.G.S. §132-1.10(c)(1), and that it shall not re-disclose personally identifiable information as directed by State and Federal laws. Failure to abide by legally applicable security measures and disclosure restrictions may result in the interruption, suspension and/or termination of the relationship with Contractor for a period of at least five (5) years from date of violation. If Contractor experiences a security breach, as defined in N.C.G.S. §75.61(14), relating to this information, in addition to the Contractor’s responsibilities under the NC Identity Theft Protection Act, Contractor shall immediately notify NC State with the information listed in N.C.G.S. §75-65(d)(1-4) and shall fully cooperate with NC State. Contractor shall indemnify NC State for any breach of confidentiality or failure of its responsibilities to protect confidential information. Specifically, these costs may include, but are not limited to, the cost of notification of affected persons as a result of its unauthorized release of NC State data provided to

Contractor pursuant to the Contract.

24. NC State has determined that Contractor is a school official with a legitimate educational interest under the Family Educational Rights and Privacy Act ("FERPA"). If NC State provides the Contractor with "personally identifiable information" from a student's education record as defined by FERPA, 34 CFR §99.3, Contractor hereby certifies that collection of this information from NC State is necessary for the performance of Contractor's duties and responsibilities on behalf of NC State under this Contract. Contractor further certifies that it shall maintain the confidential status of education records in their custody, and that it shall not re-disclose personally identifiable information as directed by FERPA. Failure to abide by legally applicable security measures and disclosure restrictions may result in the interruption, suspension and/or termination of the relationship with Contractor for a period of at least five (5) years from date of violation. If Contractor experiences a security breach relating to this information or if Contractor re-discloses the information, Contractor shall immediately notify NC State. Contractor shall indemnify NC State for any breach of confidentiality or failure of its responsibilities to protect the personally identifiable information. Specifically, these costs may include, but are not limited to, the cost of notification of affected persons as a result of its unauthorized release of NC State data provided to Contractor pursuant to the Contract.

IN WITNESS THEREOF, the parties have executed this Agreement in duplicate originals, one of which is retained by each of the parties, effective the day and year first written above.

NORTH CAROLINA STATE UNIVERSITY CONTRACTOR
c/o _____

Recommended by:
Andrew Behnke



Principle Investigator
Date:

Name: Edwin Causey
Title: Sampson County Manager

Authorized by:

NCSU Director of Materials Management
Date: _____

C. NORTH CAROLINA YFP SUBCONTRACT TO SAMPSON COUNTY BUDGET

1. Personnel		<i>FTE</i>	<i>Base</i>	<i>Rate</i>	<i>Total</i>
In Prime Account					
Total Personnel and Fringe					0
2. Travel					
Travel Reimbursements		County and Training Travel		.575/mile	\$2,000
Total Travel					\$2,000
3. Supplies & Materials		<i># of Participants</i>	<i>Rate</i>		
Educational Supplies & Materials		102	\$4.90		\$500
Break Services		102	\$7.35		\$750
Total Materials & Supplies					\$1,250
4. Current Services		<i># of Participants</i>	<i>Rate</i>	<i># of events</i>	
Youth Participation Activity Fees		66 youth	\$15.15 entrance fee	1	\$1,000
Catered Family Nights		75 parents and youth	\$4.00	5	\$1,500
Total Current Services					\$2,500
Total Overall Sampson Site Costs					\$5,750

NORTH CAROLINA YFP BUDGET JUSTIFICATION – SUBCONTRACT TO SAMPSON COUNTY

1. PERSONNEL (SALARY AND FRINGE)

<u>Position</u>	<u>Cost</u>
<i>County Site Coordinator</i>	\$0

County Site Coordinator for Sampson County will be contracted through NCSU's prime account.

PERSONNEL TOTAL **\$0**

2. TRAVEL REIMBURSEMENT

<u>Purpose of Travel</u>	<u>Computation</u>	<u>Cost</u>
<i>County Staff Travel Reimbursements</i>	<i>3,478 × \$.575/mile</i>	<i>\$2,000</i>

County Staff Travel Reimbursements. County Staff requests reimbursement for travel outside their county for training and other events. Distance for travel is approximately 80-120 miles depending on the site, and will involve a minimum of 20 trips at each site. (Total \$2,000)

TRAVEL REIMBURSEMENT TOTAL **\$2,000**

3. SUPPLIES & MATERIALS

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
<i>Educational Materials</i>	<i>102 participants × \$4.90</i>	<i>\$500</i>
<i>Break Services</i>	<i>102 participants × \$7.35</i>	<i>\$750</i>

Educational materials for use with YFP youth and their mentors to include but not limited to 4-H curricula (i.e. robotic science kits), craft & art supplies, board games, poster paper, pens, paints, markers, paints, balls, sports equipment, electronic games, video recorders, movie-making software, and microphones. (Total \$500)

Break Services. Youth and families will be engaged in program activities during the dinner hour, it is arduous to get families to attend without providing some snacks to encourage their involvement. We request funding to provide some snacks for family activities. Also to limit interruption and maximize limited time together working on program goals, snacks may be provided when youth and families are gathered for group events. (Total \$750)

SUPPLIES AND MATERIALS TOTAL **\$1,250**

4. CURRENT SERVICES

Current Services Items	Computation	Cost
<i>Youth Participation Activity Fees</i>	<i>66 students × \$15.15</i>	<i>\$1,000</i>
<i>4-H Family Night and Activity Meals</i>	<i>75 participants × 5 family nights × \$4.00</i>	<i>\$1,500</i>

Youth Participation Activity Fees. Reduction in admission costs for cultural experiences such as museums and campus visits. (Total \$1,000)

4-H Family Night and Activity Meals. Families will be engaged in program activities during the dinner hour, thus funding needs to be available to provide some catered food items for five of the family activities. Additional activities will be potlucks and picnics, which will not require providing food. It is arduous to get families to attend without providing some food to encourage their involvement and to limit interruption and maximize limited time together working on program goals. (Total \$1,500)

CURRENT SERVICES TOTAL **\$2,500**

TOTAL COUNTY COSTS **\$5,750**

LEVERAGED FUNDING

Additional annual funding for our Summer Academy for students in the NCYFP program is provided by North Carolina's 21st Century Community Learning Center. Additionally, a 4-year grant from the Lumina Foundation provides support over three years for additional evaluation and resources for NCYFP youth. Additionally numerous businesses and local cooperative extension offices donate considerable support in the form of activities, meals, and volunteer staff.

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

January 26, 2015

MEMO:

FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2014-2015

1. It is requested that the budget for the Juntos Program be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
04449500-526200	Department supplies	2,750.00	
04449500-531100	Travel	3,000.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
04034950-403601	4-H Juntos NCSU Grant	5,750.00	

2. Reason(s) for the above request is/are as follows:

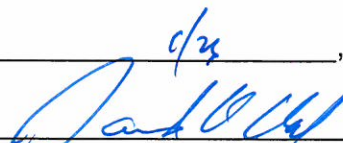
To allocate funds for the Juntos Program sponsored and funded by N.C. State University.



 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20 ¹⁵


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

 Date of approval/disapproval by B.O.C.

 (County Manager & Budget Officer)

Memorandum

TO: Susan Holder, Assistant County Manager

FROM: Lorie Sutton, Aging/Transportation Services Director

DATE: January 15, 2014

RE: FY 14-15 Home & Community Block Grant Budget – Revision

Attached is revision #2 to the FY 14-15 Home and Community Block Grant budget. We received notice that our HCCBG funding was cut \$74.00. We took the entire amount from the Transportation units. This was the service that was being underutilized the most and we have grant funds through Sampson Area Transportation to cover our transportation needs.

I need the Finance Officer's signature and the Chairman's signature on the DOA-732. Please let me know if you have any questions or concerns.

Thank you.

/ls

Attachment: DOA-732

NAME AND ADDRESS COMMUNITY SERVICE PROVIDER Sampson County Dept of Aging 405 County Complex Rd; Suite 140 Clinton, NC 28328	Home and Community Care Block Grant for Older Adults County Funding Plan Provider Services Summary	DOA-732 (Rev. 2/14) County <u>Sampson</u> July 1, 2014 through June 30, 2015 REVISION # 2 , DATE : 1-15-2015
---	---	--

Services	Ser. Delivery		A				B	C	D	E	F	G	H	I
	(Check One)		Block Grant Funding				Required	Net*	NSIP	Total	Projected	Projected	Projected	Projected
	Direct	Purch.	Access	In-Home	Other	Total	Local Match	Serv Cost	Subsidy	Funding	HCCBG Units	Reimburse Rate	HCCBG Clients	Total Units
Adult Day Health Care	X			75099		////////////////////	8344	83443		83443	2086	40.00	12	
In-Home Aide	X			102141		////////////////////	11349	113490		113490	7627	14.88	18	
Home Improvements	X			92000		////////////////////	10222	102222		102222			100	
Senior Center	X				35701	////////////////////	3967	39668		39668			125	
Transportation	X		23456			////////////////////	2606	26062		26062	3655	7.13	25	
Information & Assist	X		19042			////////////////////	2116	21158		21158			1200	
Congregate Meals	X				85798	////////////////////	9533	95331	17830	113161	23773	4.01	1365	
Home Delivered Meals	X				124996	////////////////////	13888	138884	23890	162774	31854	4.36	155	
						////////////////////	0	0		0				
						////////////////////	0	0		0				
						////////////////////	0	0		0				
						////////////////////	0	0		0				
						////////////////////	0	0		0				
						////////////////////	0	0		0				
Total	////////	////////	42498	269240	246495	558233	62025	620258	41720	661978	68995	////////	3000	0

*Adult Day Care & Adult Day Health Care Net Service Cost		Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.		
	ADC		ADHC	
Daily Care	_____		40.00	_____
Transportation	_____		_____	_____
Administrative	_____	_____	_____	
Net Ser. Cost Total	_____	40.00	_____	
		_____	_____	
		Signature, County Finance Officer	Date	
		_____	_____	
		Signature, Chairman, Board of Commissioners	Date	

**HAZARD MITIGATION PLAN UPDATE
PROJECT ORDINANCE
GRANT NUMBER: PDMC-PL-04-NC-2014-004**

Be it ordained by the Board of Commissioners of Sampson County that, pursuant to Section 13.2 of chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the Pre-Disaster Mitigation Program described in the work statement contained in the grant agreement between this unit and the North Carolina Department of Public Safety, Division of Emergency Management. This project is more familiarly known as the Sampson County Regional Hazard Mitigation Plan Update.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the North Carolina Division of Emergency Management and the budget contained herein.

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

Hazard Mitigation Plan Update Grant	\$ 60,000.00
-------------------------------------	--------------

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

Contracted services	\$ 44,000.00
Meeting & administrative costs	16,000.00

Section 5. The finance officer is hereby directed to maintain within the Grant Project fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the grant agreement(s) and federal and state regulations.

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.

Section 7. The finance officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The budget officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 9. Copies of this grant project ordinance shall be made available to the budget officer and finance officer for direction in carrying out this project.

Adopted this 2nd day of February, 2015

Billy C. Lockamy, Chairman
Sampson County Board of Commissioners

Susan J. Holder, Clerk
Sampson County Board of Commissioners

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

January 26, 2015

MEMO:

FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2014-2015

1. It is requested that the budget for the Hazard Mitigation Plan Update Project be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
85551950-544000	Contract services	44,000.00	
85551950-526200	Department supplies	8,000.00	
85551950-531100	Travel	1,500.00	
85551950-534100	Printing	6,500.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
85035195-403601	State Hazard Mitigation Plan Grant	60,000.00	

2. Reason(s) for the above request is/are as follows:

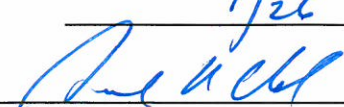
To allocate funds to complete the update of the Hazard Mitigation Plan which was approved by the State. The above amount does not include the 25% match will be paid through in-kind contributions by the County. (Grant will cross fiscal year; therefore it is required to be setup as a special project with it own ordinance.)



 (Signature of Department Head)

ENDORSEMENT

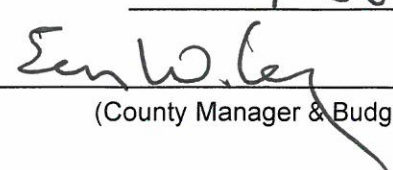
1. Forwarded, recommending approval/disapproval. 6

 1/26, 2015


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. D

 1-26, 2015


 (County Manager & Budget Officer)

 Date of approval/disapproval by B.O.C.

SAMPSON COUNTY
AGRI-EXPOSITION
C E N T E R

22 January 2015

TO: Sampson County Board of Commissioners
Ed Causey, County Manager
Susan Holder, Assistant County Manager

FROM: Ray Jordan, Executive Director 

SUBJECT: Addition of Expo Center Board Member

During the January 13, 2015 meeting of the Sampson County Exposition Center Advisory Board the board discussed adding the Director of the Sampson County CVB as a Non-Voting Ex-Officio member of the Advisory Board. During discussion, the board was informed that the Executive Director position of the Exposition Center was a permanent member of the CVB Board. It was further discussed that with the Exposition Center being a highly marketable facility for a variety of events that the partnership with the CVB could prove effective in recruiting out-of-county travelers, conferences or other type public gatherings to Sampson County for the purpose of leasing the facility and that could potentially increase the annual number of rooms that local lodging providers rent to overnight guests.

As a result of this discussion, Mrs. Patty Cherry moved to that the Sampson County Exposition Center Advisory Board recommend to the Board of Commissioners that the director (position) of the CVB be appointed as an ex-officio member of the Advisory Board. Mr. Chris Fann seconded the motion. There being no further discussion the motion was unanimously approved.

I would like to ask that this be added to the agenda for the next possible Board of Commissioners meeting for their consideration.

Such approval would amend the minutes of the Exposition Center Advisory Board. Attached you will find a proposed set of By-Laws with the revisions as stated above. The recommended revisions are in RED print.

If you have any questions, please contact me at your convenience.



**BY LAWS OF THE
SAMPSON COUNTY EXPOSITION CENTER ADVISORY
BOARD
(Proposed Amendments 1-22-15)**

ARTICLE I -- PURPOSES

The Sampson County Agri Exposition Center Advisory Board (herein referred to as “the Board”) is established by the Sampson County Board of Commissioners for the following purposes:

Section 1.: The Board will assist, in an advisory capacity, the Sampson County Board of Commissioners, and carry out any duty or assignment expressly delegated to it by resolution of the Sampson County Board of Commissioners.

Section 2.: The Board will operate the public Agri Exposition Center facilities under the terms and conditions prescribed by the Board of Commissioners.

Section 3.: The Board will study, plan and program for the highest and best use of the facilities committed to it for public use and enjoyment and will assist in any fundraising activities necessary to achieve its objectives or goals.

Section 4.: The Board may make such reasonable rules and regulations for the proper use, control, improvement, equipment, upkeep and management of the facilities and properties committed to its charge, which will be subject to approval by the Sampson County Board of Commissioners.

ARTICLE II -- MEMBERSHIP

Section 1. Number: The Board members shall be comprised of Eleven voting members appointed by the Sampson County Board of Commissioners along with two non-voting ex-officio members. The eleven voting members shall be appointed as follows:

1. One Board member shall be the Chairman of the Sampson County Board of Commissioners.
2. One Board Member shall be the President of the Clinton Area Chamber of Commerce.

3. Nine Members At Large appointed by the Sampson County Board of Commissioners.

There will also be **three** non-voting members on the Board. The Sampson County Manager shall serve as a non-voting ex-officio member of the Board without regard to terms, **the Director of the Sampson County Convention & Visitors Bureau shall serve as a non-voting ex-officio member without regard to terms**, and the Sampson County Exposition Center Manager shall serve as a non-voting ex-officio member and Clerk to the Board without regard to terms.

Section 2. Term :

(A) The Sampson County Board of Commissioners shall make the initial appointments of Board members. Initial appointments shall be made as follows: (1.) Three members at large will be appointed to serve three-year terms. (2.) Three members at large will be appointed to serve two-year terms. (3.) Three members at large will be appointed to a one-year term.

(B) After the initial appointments Board members shall serve terms of three years with the exception of the Clinton-Sampson Chamber of Commerce President who will serve on the Board for a term of one year.

(C) Each Board member shall serve for the term for which he/she was elected or until a replacement member has been appointed by the Board of Commissioners.

(D) No Board member shall serve more than two (2) consecutive terms. However, a Board member may be reappointed after their absence from the Board for a period of at least one-year.

(E) Board Appointments shall be made by the Sampson County Board of Commissioner in June of each fiscal year.

Section 3. Compensation: No Board member shall receive compensation for any service he/she may render to the Board.

ARTICLE III -- MEETINGS

Section 1. Number: The Board shall meet bi-monthly and at other times when a meeting is called by the Chairman or a majority of Board members. The first meeting in July of each year shall be designated as the annual meeting, and at this time officers shall be elected.

Section 2. Quorum: A simple majority of the Board is required for the purposes of constituting a quorum.

Section 3. Location: Meetings of the Board will be held at the Agri Exposition Center unless otherwise directed by the Chairman or a majority of the Board members.

Section 4. Notice: Written notice shall be delivered to each Board member not less than three (3) days before the date of a meeting, either personally, by facsimile or by mail (notwithstanding emergency meetings). Meeting agendas are recommended, but not required, in order for meetings to be held.

Section 5. Public Meetings: All meetings of the Board shall be open to the public. The Board shall comply at all times with the Open Meetings Law.

ARTICLE IV – OFFICERS AND COMMITTEES

Section 1. Number: The officers of the Agri Exposition Center Advisory Board will consist of the following: (1) Chairman; (2) Vice-Chairman; and (3) Secretary. In addition, the Board may elect other officers from time to time by resolution (vote). Each officer of the Board with the exception of the Secretary shall be elected annually by the Board members at the annual meeting of the Board.

Section 2. Chairman: The Chairman will be the executive officer of the Agri Exposition Center Board and will, subject to the control of the majority of the Board itself or subject to the control of the majority of members of the Sampson County Board of Commissioners, supervise and administer the affairs of the Sampson County Agri Exposition Center Board.

Section 3. Vice-Chairman: The Vice-Chairman will perform all duties and exercise all powers of the Chairman in his/her absence.

Section 4. Secretary: The Clerk to the Board will serve as Secretary and will keep the minutes of all meetings of the Board, give notices of the meetings of the Board as required by law, and will be the custodian of the Board's records.

Section 5. Committees: The Board through its chairman may appoint committees as deemed necessary to assist the Board in furthering its purpose and objectives.

ARTICLE V -- OPERATIONS

Section 1. Fiscal Year: The fiscal year of the Board shall be July 1 to June 30 of each year, concurrent with the fiscal year of the County of Sampson.

Section 2. Books and Records: The Sampson County Finance Office will maintain current and complete books and all records of accounts according to G.S. 159 of the Budget and Fiscal Control Act.

Section 3. Budget: At least annually, the Board shall cause to be prepared a budget for the next ensuing fiscal year to be submitted to the Sampson County Board of

Commissioners (via the Sampson County Agri Exposition Center Manager) for their concurrent approval, amendment or rejection. The budget will include all operating expenses of the Agri Exposition Center and the lands and premises on which the Agri Exposition Center is located. The Board other than the approved budgeted expenditures shall make no expenditures. Contractual arrangements shall be approved in accordance with Sampson County local government procedures and in accordance with State purchasing procedures.

Section 4. Personnel: The Board may recommend employment of additional personnel as may be necessary (and appropriately budgeted) for the proper execution of the purposes and duties of the Board. All personnel actions shall follow the County of Sampson's Personnel Resolution.

Section 5. Compliance: The Board shall at all times endeavor to operate and maintain the Agri Exposition Center facilities in substantial compliance with all city, county, state, and federal laws, ordinances, rules and regulations which are in effect.

Section 6. Fees: The Board shall periodically review the rental fees associated with the utilization of the Agri Exposition Center and shall advise the Sampson County Board of Commissioners as to the appropriateness of the fees. The Sampson County Board of Commissioners shall be the responsible party for establishing fees for the utilization of the Agri Exposition Center.

ARTICLE VI -- AMENDMENTS

These bylaws may be amended with at least (10) days notice of the proposed amendment changes, at a regular meeting of the Sampson County Agri Exposition Center Advisory Board by a majority vote of a quorum of the Board members present, and subsequently must be approved by a majority vote of a quorum of the members present of the Sampson County Board of Commissioners.

IN WITNESS WHEREOF, these bylaws were adopted this ____ day of _____, 2005.

Chairman, Sampson County Board of Commissioners

Secretary, Sampson County Board of Commissioners

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

6627

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Charles Brantley Barcroft in Herring Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2013</u>	\$ <u>100.98</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>100.98</u>

These taxes were assessed through clerical error as follows.

*2011 Jeep
Registered out of State (TX)
Tag Turned In
Tag # AEP8297*

Co1	County Tax	<u>91.11</u>
	School Tax	_____
F15	Fire Tax	<u>14.80</u>
	City Tax	_____
	TOTAL \$	<u>100.98</u>

Yours very truly

[Signature]
Taxpayer

Mailing Address.

Charles Brantley Barcroft
2212 Iva Ln Unit A
Austin, TX 78704

X Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

6668

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Michael Glenn Cottle in Turkey Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2014</u>	\$ <u>168.74</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>168.74</u>

These taxes were assessed through clerical error as follows.

2007 MACK TK
Sold Vehicle
Surrendered Tag
Tag # 2B46022

<u>Co2</u>	County Tax	<u>155.62</u>
	School Tax	_____
<u>F18</u>	Fire Tax	<u>13.12</u>
	City Tax	_____
	TOTAL \$	<u>168.74</u>

Yours very truly



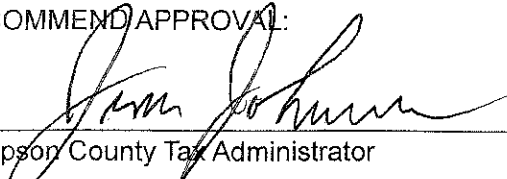
Taxpayer

Mailing Address.

Michael Glenn Cottle
193 Faison Rd
Turkey NC 28393

Social Security # _____

RECOMMEND APPROVAL:



Sampson County Tax Administrator

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

6691

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Edward Harold Carr in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR		
2014	\$	132.70
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL REFUND	\$	132.70

These taxes were assessed through clerical error as follows.

*vehicle sold/traded
Tag turned in
B406R
2014 Miss 45*

County Tax	121.85
School Tax	_____
Fire Tax	10.85
City Tax	_____
TOTAL \$	132.70

Yours very truly

Edward Harold Carr

Taxpayer

Mailing Address.

Edward Harold Carr

3393 Rowan Rd

Clint NC 28328

Social Security # _____

RECOMMEND APPROVAL

Jim Johnson

Sampson County Tax Administrator

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

6680

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Autray Road Limited Partnership in Little Coharie Township, Sampson County, for the year(s) and in the amount(s) of: 08-0703141-02

YEAR	
<u>2013</u>	<u>\$ 107.20</u>
<u>2012</u>	<u>\$ 107.20</u>
<u>2011</u>	<u>\$ 107.20</u>
<u>2010</u>	<u>\$ 28.33</u>
	<u>\$</u>

TOTAL REFUND \$ 349.93

These taxes were assessed through clerical error as follows.

*Autray Road Limited Partnership
was deeded 85.35Ac put
due to an error was being
taxed on 90Ac.
ACREAGE Adjustment*

County Tax	<u>\$ 315.93</u>
School Tax	_____
(F14) Fire Tax	<u>\$ 34.00</u>
City Tax	_____
TOTAL \$	<u>349.93</u>

Yours very truly

Mailing Address.

Dennis A. Fisher
Taxpayer

4899 Autryville Rd.

Social Security # 7

Autryville, NC 28318

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

6699

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Linton Leonard Meza in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2013</u>	\$ <u>4.85</u>
<u>2013</u>	\$ <u>51.16</u>
<u>2014</u>	\$ <u>126.90</u>
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 182.91

These taxes were assessed through clerical error as follows.

2008 Chrysler
Vehicle Sold, Tag Turned In
Tag # BBH6878

G02 County Tax	<u>168.45</u>
School Tax	_____
F23 Fire Tax	<u>14.46</u>
City Tax	_____
TOTAL \$	<u>182.91</u>

Yours very truly

Linton Leonard Meza
Taxpayer

Mailing Address.

3431 Edmond Mathis Rd.
Clinton, NC 28328

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

6704

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Tony Franklin Draughon in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR <u>2014</u>	\$ <u>132.66</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>132.66</u>

These taxes were assessed through clerical error as follows.

Temporary Tag issued
paid twice

F23

County Tax	<u>122.34</u>
School Tax	_____
Fire Tax	<u>10.32</u>
City Tax	_____
TOTAL \$	<u>132.66</u>

See attached into
2010 Ford Temp Tag TC57994
Perm. Tag AR48707

Yours very truly

Mailing Address.

Tony Draughon
Taxpayer

Tony Draughon
463 Beaman Woods Rd
Clinton NC 28328

Social Security # _____

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

1/16/2015

FROM: Heather Bonney, Library Director

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget amendment for fiscal year 2014-2015

1. It is requested that the budget for the LIBRARY Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11761100-526200	Department Supplies	397.35 398.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11036110-408401	Donations	\$397.35 398.00	

2. Reason(s) for the above request is/are as follows:

The Sampson County Historical Society donated the money for the library to purchase a cabinet in which to store c maps (See attached). Roseboro also had a \$75 donation, and there other multiple small change donations.

Heather Bonney
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

1-26, 2015

[Signature]
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

1-26, 2015

[Signature]
(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

1/8/2015

FROM: Heather Bonney, Library Director

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget amendment for fiscal year 2014-2015

1. It is requested that the budget for the LIBRARY Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11761100-526201	Department Supplies - Equipment	5,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11036110-403646	LSTA Grant	\$5,000.00	


2. Reason(s) for the above request is/are as follows:

The Library was award a \$5,000 grant (requiring no match) to purchase 7 desktop computers: 3 will be placed in the Garland Library, 2 in Roseboro, and 2 in Newton Grove to give them each 7 public computers.


(Signature of Department Head)

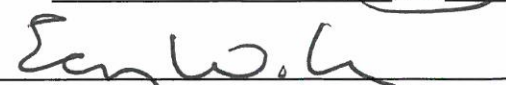
ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

1/9, 2015

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

1-26, 2015

(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.



North Carolina Department of Cultural Resources

State Library of North Carolina
Library Development Section

Pat McCrory, Governor
Susan W. Kluttz, Secretary

Cal Shepard, State Librarian

November 18, 2014

Heather Bonney, Director
Sampson-Clinton Public Library
217 Graham Street
Clinton, North Carolina 28328

Dear Ms. Bonney:

The State Library is pleased to award Sampson-Clinton Public Library's application for a **2014-2015 LSTA EZ Edge Technology Grant** in the amount of **\$5,000**, with no required match.

There are several forms that need to be completed, signed, and returned to the State Library for signatures before your project begins; see the Grant Agreement Documents Checklist provided on page 2. When the documents have been received by the State Library, your Grant Agreement will be presented to the State Librarian for signature. After the Grant Agreement has been signed by all parties, you will be notified promptly and expenditures may begin. Please mail the documents together in one packet to the State Library.

The Catalog of Federal Domestic Assistance (CFDA) number for this grant is 45.310.

This grant is made possible by funding from the federal Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act (LSTA) as administered by the State Library of North Carolina, a division of the Department of Cultural Resources. You are required to credit IMLS and the State Library/Department of Cultural Resources in all related publications and activities in conjunction with the use of the grant funds.

<http://www.ims.gov/recipients/ims_acknowledgement.aspx>.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Raye Oldham".

Raye Oldham, Federal Programs Consultant
raye.oldham@ncdcr.gov
919-807-7423

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

15-Jan-15

FROM: SHERIFF

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2011-2012

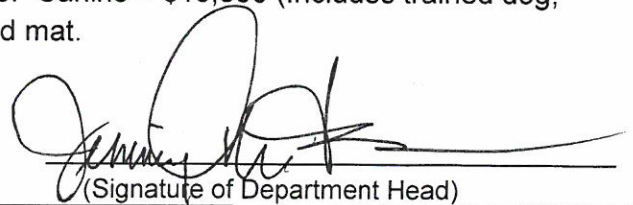
1. It is requested that the budget for the Sheriff's Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-555000	Capital Outlay - Other Equipment	10,500.00	
11243100-526200	Department Supplies	600.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-402603	Federal Asset Funds (NARC)	11,100.00	

2. Reason(s) for the above request is/are as follows:

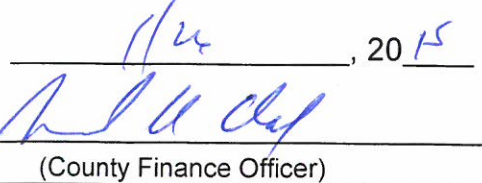
To purchase a fully trained police canine, kennel and dog house. Canine = \$10,500 (Includes trained dog, and handler training. \$400 for kennel and \$200 for dog house and mat.



 (Signature of Department Head)

ENDORSEMENT

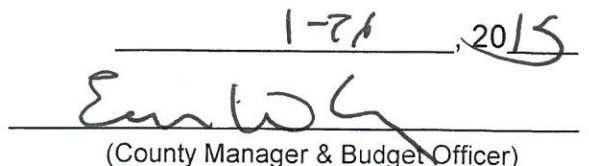
1. Forwarded, recommending approval/disapproval.

1/24, 2015


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

1-21, 2015


 (County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

1/19/2015

MEMO: _____ Date _____
 FROM: Sampson County Health Department
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2014-2015

1. It is requested that the budget for the OBCM & CC4C Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551650-544000	Contracted Services	5,969.00	
12551650-531100	Travel	900.00	
12551680-531100	Travel	3,727.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535165-404083	Medicaid	6,869.00	
12535168-404083	Medicaid	3,727.00	

2. Reason(s) for the above request is/are as follows:
 Allocate additional Medicaid Revenue for the OBCM and CC4C program where needed

Wanda Roberts
 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

1/20, 2015
[Signature]
 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

1-26, 2015
[Signature]
 (County Manager & Budget Officer)

 Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO: January 20 2015

FROM: Alan Canady, Animal Shelter Director Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2014-2015

1. It is requested that the budget for the Animal Shelter Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243800 523900	Medical Supplies	\$1,000	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034380	408401 Donations	\$1,000.00	-\$1,000

2. Reason(s) for the above request is/are as follows:

Move donation money from donation account to medical supplies for animals.



(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

1/26

, 20 15



(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

1-26

, 20 15



(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4

Meeting Date: February 2, 2015	<input checked="" type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

INFORMATION ONLY

For all Board Information items, please contact the County Manager's Office if you wish to have additional information on any of the following.

- a. Health Department - Communicable Disease Report 2014
- b. Health Department - Limited Food Establishment Policy/ Application
- c. Health Department - Public Health & Response Preparedness (PHRP) Report 2014
- d. Health Department - Strategic Plan 2014-2018
- e. Agri Exposition Center - 2014/15 Class Acts-Sampson CenterStage for Students
- f. NCDOT - Notification of State of Activities for TIP Bridge Replacement Projects 2018/19
- g. NC Railroad Company 2015 Inventory of Rail-Served Industrial Sites

Sampson County Board of Health
Communicable Disease Report 2014

The Health Department Communicable Disease (CD) Program involves several communicable disease sections that include: Vaccine-Preventable Diseases, such as Pertussis, aka Whooping Cough; Communicable Diseases, such as Rabies or Salmonella; Tuberculosis; and Sexually Transmitted Diseases, such as HIV or Gonorrhea.

The Communicable Disease (CD) Program has a staff of three nurses that are responsible for the surveillance, reporting, investigation and follow-up of communicable diseases in our county. The CD staff works with medical providers and the public to prevent, manage, and provide treatment for those diagnosed with a disease and their contacts. The staff follows the guidelines set by the North Carolina Communicable Disease Branch and notifies the appropriate authorities as needed regarding specific communicable diseases.

The CD Program staff is required to use NCEDSS, the North Carolina Electronic Disease Surveillance System, which is an electronic data entry system for monitoring, managing and reporting of diseases in Sampson County. The staff is responsible for monitoring NCEDSS on a daily basis to identify and follow-up on any disease reported through the system.

The Sampson County Communicable Disease statistics for calendar year 2014 are:

Tuberculosis Cases	4
Vaccine-Preventable Disease	
Hepatitis B	2
Hepatitis B - Chronic	6
Pertussis	15
Communicable Disease	
Campylobactor	6
Haemophilus Influenzae	1
Shigellosis	2
Salmonella	21
Streptococcal Group A	1
Lyme Disease	2
Cyclosporiasis	1
Creutzfeldt-Jakob	1
Rocky Mountain Spotted Fever	4
Sexually Transmitted Disease	
AIDS	Pending
Chlamydia	285
Gonorrhea	120
HIV	Pending
Syphilis	Pending

SAMPSON COUNTY HEALTH DEPARTMENT
APPLICATION FOR LIMITED FOOD
SERVICE ESTABLISHMENTS

Name of Group or League: _____

Contact person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Athletic Event: _____ Location/ Park: _____

Proposed Opening Date: _____ Dates and Hours of Operation: _____

Proposed Menu: _____

Is your organization exempt from federal income tax under Section 501 (c) (3) or Section 501 (c) (4) of Internal Revenue Code: _____ YES _____ NO

Federal Income Tax I.D. #: _____

City Water Private Well Other

City Sewer Septic System Other

FOR NEW CONSTRUCTION: Please send or fax building layout drawing and equipment specifications with this application to: Sampson County Environmental Health Department, 405 County Complex Rd., Suite 120, Clinton N. C. 28328, Phone 910-592-4675 or Fax 910-592-2874.

Applications and fee must be submitted 30 days prior to operation. Please attach the season's game schedule to application.

Please contact our office at 910-592-4675 for an appointment to issue the permit.

I understand an evaluation of the LSFE must be made and a permit issued by the Environmental Health Division before the LFSE can operate.

Signature

Date

12/01/2014

SAMPSON COUNTY HEALTH DEPARTMENT
GUIDELINES FOR LIMITED FOOD SERVICE
ESTABLISHMENTS

The Limited Food Service Establishment (LFSE) must be in compliance with the North Carolina Rules Governing the Sanitation of Foodservice Establishments, 15A NCAC 18A .2600. These rules can be found on line at: <http://ehs.ncpublichealth.com/rules.htm>.

Permit applications for the LFSE's must be submitted to the health department at least 30 days prior to initial construction or commencement of operation for the year. New construction must go thru plan review and approval before construction. Permits expire on December 31 of each year. Due to this, some sports, such as basketball, may require a new permit in January.

Applications can be obtained at Sampson County Environmental Health Department, 405 County Complex Rd, Suite 120, Clinton, NC, 28328 or by calling 910-592-4675. The permit for a limited food service establishment shall be posted at a conspicuous place where the public can readily see it at all times.

Construction:

1. Domestic equipment, which is in good repair and operating properly, may be used.
2. At least a two compartment utensil-washing sink with one drain board shall be provided. The recommended drain board space is 24 inches on each end. The sink shall be of sufficient size and depth to submerge, wash, rinse and sanitize utensils.
3. A hand sink that is separate from the utensil washing sink must be provided. This hand sink must have hot and cold water.
4. The floors of all rooms in which food is stored, prepared, handled or served, or in which utensils are washed, shall be of such construction as to be easily cleaned, shall be free of obstacles to cleaning, and shall be kept clean and in good repair. The floor area shall be sufficient to accommodate all operations. The joints between walls and floors shall be rounded or provided with tight molding. In all rooms in which water is discharged to the floor, or in which floors are subjected to flood-type cleaning, floors shall slope to drain and be provided with floor drains.
5. The walls and ceiling of all rooms in which food is stored, handled, prepared or served or where utensils are washed shall be easily cleanable, kept clean and in good repair.
6. Outdoor establishment shall be provided with screens at the service windows with sliding screen openings or other approved design for customer service. Circulation fans may be used in lieu of screens.
7. All areas, in which food is handled, prepared or in which utensils are washed shall be

provided with shielded or shatterproof artificial lighting. Fixtures shall be kept clean and in good repair.

8. Convenient toilet facilities shall be provided for use by employees. Public toilet facilities provided on the grounds are acceptable if kept clean.

9. Durable, legible signs, which read that employees must wash their hands before returning to work, shall be posted conspicuously at each employee's hand washing facility.

10. Garbage can liners shall be required for all garbage receptacles unless the site has can wash facilities.

11. Septic systems are sized according to type and size of the food service establishment as well as site and soil conditions. For new construction, application for a new septic system must be submitted. If using an existing building, an application will need to be submitted for approval for use of the existing septic system for food service establishment. In both cases the number of seats, hours of operation, type of menu and number of employees must be designated on the septic system application. Applications can be made at Sampson County Health Department, 405 County Complex Rd., Clinton NC. 28328, 910-592-4675, between 7:00am and 5:00pm, Monday through Thursday.

12. Food service establishments that have private water supplies must meet the regulations in 15A NCAC Subchapter 18A .1700. Copies of these regulations are available at the Environmental Health Division or on line at <http://ehs.ncpublichealth.com/rules.htm>. Before a new food service establishment permit can be issued, the well must meet .1700 Rules and our office must obtain two (2) negative bacteriological water samples.

13. All threaded faucets must be provided with back flow prevention devices.

Operating Procedures:

1. Food brought into a limited food service establishment shall not have been prepared in a household domestic kitchen.

2. Limited food service establishment shall not prepare any potentially hazardous foods prior to the day of sale.

3. Foods which have been heated at the limited food service establishment shall not be reheated or placed in refrigeration to be used another day.

4. All potentially hazardous foods that require cooking must be cooked to the required temperatures and held at 135 F or above.

5. The limited food service establishment shall not prepare salads containing potentially hazardous foods.

6. All meats, poultry and fish shall be purchased in a pre-portioned, ready to cook form.

7. All potentially hazardous foods to be stored cold shall be stored at 45 F or below. By 2019 all cold foods must be stored at 41 F or below.
8. An accurate stem type food thermometer shall be available for checking food temperatures and be sanitized before and after each use.
9. Only single-service eating and drinking utensils shall be used and shall be kept covered.
10. Ice shall be dispensed with an ice scoop. The scoop shall be stored in a clean dry container with the scoop handle out of the ice.
11. Customer self-service is prohibited except for condiments in individual packages or in pour-type or squeeze-type containers.
12. Food storage containers must be made of food grade plastic, be durable and easily cleanable
13. Utensils must be washed, rinsed and then sanitized for at least two minutes in a solution of at least 50 ppm chlorine or equivalent. After sanitizing utensils must be air dried. Test strips must be available to check the strength of the solution.
14. Food service workers shall wear hair restraints and clean clothing, and wash hands thoroughly. No person who has or is a carrier of an infectious disease that can be transmitted by foods, or who has a boil or infected wound, or a disease with sudden onset and severe symptoms including cough or nasal discharge shall work in the LFSE.
15. Each LFSE shall have a “Certified Food Protection Manager” on duty at all times of operation.

12/01/2014

Sampson County Board of Health
Public Health & Response Preparedness – PHR – Report 2014

The Health Department and the Preparedness Coordinators work with other local, regional, state and federal partners that includes Emergency Management, EMS, Sampson Regional, Law Enforcement and other government and private agencies to prepare for any disastrous event. The agencies work together to develop plans and exercise those plans to ensure they work as well as possible for Sampson County. This year, the County exercised the Full-Scale Point of Dispensing Exercise on July 10th at Sampson Middle School.

The CDC Preparedness Section continues with the revamping process and shifting the focus from Strategic National Stockpile -SNS-based planning to Preparedness Capabilities Planning. The CDC continues to redirect state and local agencies to change focus based on the CDC Public Health Capabilities: National Standards for State and Local Planning, March 2011. The document requires state and local government agencies to address sixteen preparedness capabilities, such as community planning, mass medical surge and mass fatalities. Much less emphasis is placed on the SNS Plan process and a great deal more emphasis is placed on Capabilities Planning. This continues to be a new learning process for local, regional and state PHR staff.

The Sampson County Strategic National Stockpile – SNS – Plan review process has been changed. This year was the last year that the SNS Plan will be reviewed and graded and we received a score of 99.6. All counties now have Planning documents they must complete and must meet deadlines for each document.

The regional changes continue with entirely new staff during the past year with the exception of two people. As in the past, each local health department is required by the state to attend the monthly regional meetings.

**Sampson County Health Department
Strategic Plan
2014-2018**

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**Sampson County Health Department
Strategic Plan
2014-2018**

I. Purpose:

It is the objective of this document to set forth priorities for the focus of the Sampson County Health Department for the next four years July 1, 2014 to June 30, 2018.

The areas selected are based upon:

- Data relative to health status indicators of the population of Sampson County
- Survey of citizens' concerns prepared during the community assessment process.
- Judgment of key personnel as to resources required to achieve tasks included.

Policy:

The priority areas of influence identified in this document are intended to outline areas of emphasis based upon community needs, but are not designed to exclude or discourage other programmatic goals and interests. Management team members and other staff are urged to continue to seek creative opportunities to address public health problems/issues related to their routine duties and responsibilities within the restraints of available resources and contractual program requirements. This plan is intended to serve as a general guide for the relatively short term of four years. The changeable nature of Public Health does not lend itself to planning for the longer term in any realistic manner. This document may be amended at any time that new or emerging issues demand the attention of this health department.

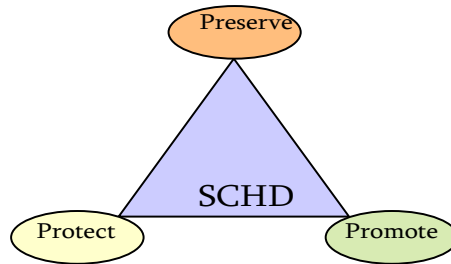
Method:

Based upon a review of the findings of the Community Health Assessment, discussions with the Board of Health, and meetings with the staff, a list of potential priority items were assembled. These were separated by a work group into different areas. The areas of priority identified in this document are not in priority order. Since each item applies to different program areas, it was felt that these could be accomplished concurrently. The planning group will meet at least annually to report on progress and /or revise the document as required.

**Sampson County Health Department
Strategic Action Plan
2014-2018**

II. Mission, Vision and Values

MISSION, VISION AND VALUES



Mission:

The mission of Sampson County Health Department is to preserve, protect and promote the health, environment and well-being of the citizens of Sampson County.

Vision:

The vision of Sampson County Health Department is to provide services, prevent adverse outcomes and promote efforts to improve the quality of life for the residents of Sampson County.

Values and Objectives:

Caring - We will be compassionate when dealing with others and to show concern for the interest and needs of others.

Commitment - We will be dedicated, loyal and empathetic in what we do for the customer and the public.

Communication - We will provide direct, sincere communications to customers, the public and co-workers.

Community Service - We will provide services to the community through education, outreach and other venues to help ensure the health, safety and welfare of the community.

Excellence in Customer Service - We will meet or exceed customer expectations.

Privacy - We will respect the confidentiality and privacy of others and be committed to confidential care for customers and the public.

Professionalism - We will treat customers and co-workers with DIGNITY, RESPECT, INTEGRITY and COMPASSION at all times.

Productiveness - We will work to the best of our ability to provide efficient, effective, quality care for our customers and the public.

Responsibility - We are accountable to customers and the public for what we do.

Teamwork - We will work together to provide the best possible care for customers and the public. There is no "I" in team.

**Sampson County Health Department
Strategic Plan
2014-2018**

III. General Information:

This document reflects the areas of focus of the Sampson County Health Department during the next four year period of 2014-2018.

The Sampson County Health Department is committed to carrying out the following action plan to improve the health of Sampson County residents.

The Management Team of the Sampson County Health Department envisions an agency that strives to meet the following guiding principles:

- Health Department maintains Local Health Department Accreditation Standards, as defined in policies; protocols are maintained by all programs.
- Service deliverables and expansions are driven by community need
- Improved efficiency is attained in all divisions
- Health Department recruits, develops and retains a well-qualified, diverse workforce
- Public image of the Health Department is positive
- Quality of services is assured through implementation of the quality improvement plan
- Residents experience improved health outcomes and quality of life
- Health Department is accountable to the public in fiscal responsibility and service delivery
- Efforts are conducted through improved internal collaboration and communication
- Health Department is considered to be an employer of choice
- Expanded service availability for county residents
- Physical facilities are available or in the planning stage to address growing community needs and support newest technologies
- Funding is available to support and improve our programs
- Best practices, as recognized by the public health community, are utilized in service provision
- Department is capable of providing a comprehensive response to Public Health Emergencies.

**Sampson County Health Department
Strategic Action Plan
2014-2018**

IV. Review and analysis of factors that impact the delivery of service:

A review and analysis of factors of the Sampson County Health Department that impact the delivery of services to the community was conducted by the management team and program/services coordinators on June 30th, 2014.

Strengths	Weakness	Gaps
<ul style="list-style-type: none"> *Core Public Health Focus. *Community based services *Strong partnerships and Collaborations. *Competent well trained staff. *Solid county funding for Public health. *Support for continuing education for employees. *Comprehensive clinical services. *Technology used to improve services. *Access to bilingual staff. *Grant funding-allows innovation. *Good relationship with medical consultants. *Updated facility. *Supportive Board of Health. *WIC/BCCCP serve over 100% of assigned caseload. *Staff cross-trained. 	<ul style="list-style-type: none"> *Limited primary care services * Negative image of department *Limited transportation *Grant funding *County Funding *Reliable county vehicles *Small staff must wear many hats *State Health Information System *Maintain current Medicaid funding *High no show rates *High RN staff turnover 	<ul style="list-style-type: none"> *Bilingual staff *Limited health services for men. *Nutrition-community level services. *Billing clerk *Teen Pregnancy Coordinator *Adequate funding and staff for programs

**Sampson County Health Department
Strategic Action Plan
2014-2018**

V. Summary of the Sampson County Community Health Assessment:

Sampson County performed the 2014 Community Health Assessment with the assistance of the Partners for Healthy Carolinians Task Force and other community partners. The following is a summary of the assessment findings.

Overview of the Process of Data Collection:

The collection of data for the Community Health Assessment involved multiple collection processes that included:

- A. Surveys: Healthy Carolinians Task Force distributed 1,000 surveys to various sites throughout the county and 809 were returned. Sampson Regional Medical Center collected surveys as well the Healthy Carolinians Task Force and the data was shared with the Task Force. Surveys were also available electronically on Healthy Carolinians and Sampson Regional Medical Center websites.
- B. Secondary data: was also collected from a variety of sources, including the North Carolina Center of Health Statistics, LINC and other sources.

Data Results:

After compiling the data from the assessment process, the findings were categorized into the following areas: community health concerns, barriers to health care and community needs.

- A. Top Ten Community Health Concerns:
 - 1. Chronic Disease/Cancer
 - 2. Drug/Alcohol Abuse
 - 3. Obesity
 - 4. Tobacco Abuse
 - 5. Teen Pregnancy
 - 6. Mental Health
 - 7. Gangs/Violence
 - 8. Child Abuse
 - 9. Vehicle Crashes
 - 10. Asthma/Lung Disease

B. Barriers to Care:

1. Lack of Insurance/Unable to Pay
2. Lack of Knowledge/Understanding of Need
3. Fear (not ready to face problem)
4. Transportation
5. Not important
6. Cultural/Health Beliefs
7. Other
8. Health Services Too Far Away
9. No Appointments Available
10. None/No Barriers

C. Community Health Care Needs:

1. Higher Paying Employment
2. Availability of Employment
3. More Affordable Health Services
4. Positive Teen Activities
5. Better/More Recreational Facilities
6. Better/More Healthy Food Choices
7. Animal Control
8. Number of Health Care Providers
9. Other (e.g. Senior Centers)
10. More Affordable/Better Housing

Healthy Carolinians Objectives:

After careful review and discussion of all the information obtained from the community assessment, the Partners for Healthy Carolinians Task Force chose to address one health related issue, chronic disease that was cited in the data. After further discussion, the Task Force voted to incorporate chronic disease and obesity into one priority.

1. **Chronic Disease/Cancer/Obesity:** Chronic diseases, such as heart disease, stroke, cancer, diabetes, obesity, and arthritis are the leading causes of death and disability in the United States. As of 2012, about half of all adults (117 million people) have one or more chronic health conditions. These diseases also cause major limitations in daily living for people. Chronic diseases are among the most common, costly, and preventable of all health problems in the U.S. Obesity has become an epidemic with associated medical risks from the toddler to the elderly. Sampson County's adult obesity percentage is currently 37 percent and has continually increased since 2011. Obesity is not just one simple disease, but is medically linked to a variety of complications, such as heart disease, diabetes, and cancer. If the goal of decreasing the county's rates of these other diseases is to be met, the problem of obesity must be addressed.

Action Plans:

Community action plans have been developed to address each of the issues chosen by the Sampson County Partners for Health Carolinians Task Force. Interventions will include, but not be limited to: educational sessions; assistance with achieving active lifestyles; assistance with learning proper nutritional habits; media campaigns; and website information.

Dissemination of the Community Health Assessment Document:

The Sampson County Partners for Healthy Carolinians Task Force will disseminate the document to task force members, community partners, government agencies, stakeholders and the general public with the hope that the information contained in the document will enable various agencies and stakeholders to use the information to assist with meeting the needs of the public and improving and promoting the health and well-being of the citizens of Sampson County.

Dissemination of the Community Health Assessment document will include, but not be limited to:

1. Sampson County Partners for Healthy Carolinians Task Force members.
2. Sampson County Health Department
3. Sampson County Board of Health
4. Sampson County Board of Commissioners.
5. Sampson County government offices
6. Sampson County Public Libraries
7. Sampson Regional Medical Center
8. News articles in the Sampson Independent highlighting the major findings of the assessment.
9. Sampson County website
10. Healthy Carolinians website

Summary:

Health issues continue to be a concern for the residents of Sampson County. Access to care is often difficult for residents due to lack of insurance/inability to pay, lack of knowledge, fear, and transportation. Approximately 19.4% of residents have no health insurance coverage of any kind. For those with health insurance, their insurance may not cover all of their medical needs. Residents may not seek medical treatment due to the lack of knowledge/understanding of the need and/or fear (not ready to face health problems). Transportation is also a barrier to access to care due to Sampson County's sparsely populated rural communities and no public transportation.

**Sampson County Health Department
Strategic Action Plan
2014-2018**

VI. Strategic Goals:

Goal 1:*	To improve the health status and prevent premature death for all residents of Sampson County.
Goal 2:	Provide a coordinated Public Health response to manmade or natural disaster or communicable disease outbreak.
Goal 3:	Maintain a competent public health workforce.
Goal 4:	To improve public services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.
Goal 5:	Increase public awareness of public health programs and services in Sampson County.
Goal 6:*	To safeguard life, promote human health and protect the environment with The use of technology, rules and public education.

*Address Community Health Assessment Priorities

**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 1:	To improve the health status and prevent premature death of all residents of Sampson County.		
Objective # 1	Reduce the premature death rate by 10% for Sampson County		
Baseline Data	Sampson County Diabetes death rate: 36.1 per 100,000 from 2008-2012 Source: North Carolina States Center for Health Statistics		
CHA Priority Addressed	Chronic Disease/Diabetes		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Collaborate with all known agencies and organizations in the county working towards diabetes prevention and treatment.	Diabetes Program Coordinator Health Promotion Coordinator	E-Sampson County Partners for Healthy Carolinians E-Local providers E-Sampson Regional Medical Center	Ongoing
Sponsor health fair during Diabetes Awareness Month	Health Educator. Diabetes Program Coordinator	E-Sampson County Partners for Healthy Carolinians	November- annually
Increase the number of diabetics served through clinical services by 10% annually (Current number= 10 monthly.)	Diabetes Program Coordinator	E-Sampson County Partners for Healthy Carolinians E-Local Providers	July 2015
Market Diabetes services and awareness. a. Submit diabetes awareness and prevention articles to local papers quarterly b. Send monthly diabetes support group notices to paper/health care providers	Health Educator/ Diabetes Program Coordinator		Ongoing

c. Publicize community diabetes events in paper, radio, local cable channel and website.			
Implement a Diabetes Support group by 100%. (current number-0)	Diabetes Program Coordinator		June 2016
Increase access to flu vaccine for residents of Sampson County.	Immunization Coordinator	N-Faith based organizations, schools, local providers	Ongoing

**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 1:	To improve the health status and prevent premature death of all residents of Sampson County.		
Objective # 2	Reduce the Infant mortality death rate by 1% for Sampson County		
Baseline Data	Sampson County Infant Mortality Rate: 5.9 per 1,000 in 2013 Source: State Center for Health Statistics		
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Collaborate with all known agencies and organizations in the county providing prenatal care services in Sampson County.	Maternal Health Coordinator Maternity Care Coordination staff. Child Service Coordination staff	Local providers Sampson Regional Medical Center	Ongoing
Update local providers about the Pregnancy Medical Home Program policy	Maternal Health Coordinator New Pregnancy Care Coordination Staff	Local Providers	July 2015
Revise smoking education for prenatal patients to include Quit One, Quit Two process	Health Educator		July 2015
Implement childbirth education classes	Maternal Health OB/GYN staff		October 2015

**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 1: (continued)	To improve the health status and prevent premature death for all the residents of Sampson County.		
Objective # 3	Decrease the adolescent pregnancy rate among females ages 10-17 by 5%. Decrease the percentage of repeat pregnancies to teens aged 17 and under by 10%.		
Baseline Data	Sampson County Pregnancy rate for 15-19 year old group was 69.6 per 1,000 in 2013. 23.5% of the total was repeat pregnancies.		
CHA Priority Addressed	Teen Pregnancy		
Activities	Lead Person(s)	Partners N=new/E=existing	Timeframe
Family Planning staff, Health educator, case management staff will provide contraceptive counseling and link to health department services to teens with one pregnancy.	Family Planning Coordinator, Health Educator	E- Health Educator, Case Management Staff N-Adolescent Pregnancy Prevention Advisory Committee.	Ongoing
Develop a plan to re-establish family planning education classes in the school systems	Health Educator Family Planning Coordinator	N-Adolescent Pregnancy Prevention Advisory Committee	October 2016
Expand family planning services to include long term contraceptive devices such as implants (Current number-0)	Family Planning Coordinator		July 2016
Continue to provide emergency contraceptive services.	Family Planning Coordinator		Ongoing
Implement the Peer Education Program. (Current number of schools offering peer education program-0)	Health Educator	N-Sampson County City and County Schools, Adolescent Pregnancy Prevention Committee E- Sampson County Partners for HC.	August 2016

Provide communication education events to assist/encourage teens in making wise contraceptive choices including abstinence. (Current number of events-0)	Health Educator	N-Health Education staff, School System	Ongoing
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**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 1:	To improve the health status and prevent premature death for the residents of Sampson County.		
Objective # 4	Reduce the death rate resulting from the leading causes of cancer death, heart and circulatory death by 5%.		
Baseline Data	Sampson County Rates: Heart Disease rate (2008-2012) was 191.4 per 100,000 Stroke Disease rate (2008-2012) was 52.5 per 100,000 Cancer Disease rate (2008-2012) was 183.9 per 100,000 Source: State Center for Health statistics		
CHA Priority Addressed	Chronic Disease/Cancer		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Provide Breast and Cervical Control Program Services (BCCCP)/ Wiseman for a minimal of 70 women meeting the BCCCP eligibility criteria.	BCCCP Program Coordinator	E-Local Health Care providers, Sampson Regional Medical Center.	Ongoing
Increase public awareness of breast cancer and cervical cancer risk and resources available through the Sampson County Health Department.	BCCCP Program Coordinator	E-Breast and Cervical Cancer Control Advisory Committee, Health Department Staff.	Ongoing
Implement ESMM for clients that attend health department services such as Family Planning, Child Health, BCCCP/Wiseman, Etc.	Health Educator		July 2016
International Walk to School Day (annually) for the purpose of promoting physical activity in schools within the county.	Health Educator	N-Active Routes to School N-Clinton City & Sampson County Schools	On-Going

Partner with Childcare centers to develop nutrition and physical activity policies. Will utilize the Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC).	Health Educator	N-Childcare centers	June 2016
Expand Fitness Renaissance Program to incorporate into one elementary school and the More at Four Program. Goal is to decrease BMI by 2%.	Health Educator	E-Local physician, Sampson County Partners for Healthy Carolinians, Partnership for children, Local school system	June 2016
Offer Eat Smart Move More Weigh Less (ESMMWL) classes twice a year.	Health Educator	E-Cooperative Extension	June 2016
Sponsor Breast and Cervical Cancer Annual health fair and rally for the purpose of promoting awareness in our minority population	Health Educator	E. Breast and Cervical Cancer Advisory Board	Annually-October
Provide Chronic Disease education to the public through newspaper articles, flyers, health fairs, and pamphlets.	Health Educator	E-Sampson Partners for Healthy Carolinians	On-Going

**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 1:	Improve the health status and prevent premature death for all residents of Sampson County.		
Objective # 5	Increase the number of children served through the public health department by 5%. Provide comprehensive services to the children of Sampson County in the form of outreach, referral, immunizations and well child clinical services.		
Baseline Data	Services provided during 2013 fiscal year-189.		
CHA Priority Addressed	Immunizations		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Increase the number of Child Health referrals for clinical services by 10% (Current number-183).	Child Health Coordinator	E-DSS, Head Start, Local providers.	June 2016
Meet state requirements for referrals to the Care Coordination for Children Program and ensure all children that qualify are offered the program.	Care Coordinator for Children Program Coordinator	E-Local providers, Local hospital	June 2016
Continue to provide consultation services to 100% of the childcare providers in Sampson County. (Current numbers =38).	Immunization Coordinator.	E-Partnership for children, headstart	Ongoing
Increase the number of children immunized with the 4Tdap; 3 Polio; 2 MMR, 3 HIB, 3 Hep B series by 24 months of age from 90% to 91%.	Immunization Coordinator	E-Local Providers	June 2016
Increase the number of private medical providers in our county documenting into the Immunization Registry to 100%. (Current number is 9).	Immunization Coordinator	E-Local Providers	June 2016

**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 2:	Provide a coordinated Public Health response to a manmade or natural disaster or communicable disease outbreak		
Objective # 1	Implement a communicable disease surveillance system that will allow for timely reporting of diseases as required by NC Communicable Disease Laws (10A NCAC 41A.0101).		
Baseline Data	Approximately 60% of the communicable diseases are reported to our agency by the local physicians. There are a total of 42 physician practices located in Sampson County. Of these 42 offices, only 60% consistently report to the local health department as required by NC Communicable Disease Laws. Those diseases that do not require reporting in 24hrs are not reported in a timely manner.		
CHA Priority Addressed	State Mandated Goal		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Provide education to local providers and local public health staff twice a year on diseases and conditions that are reportable according to NC Communicable Disease Laws.	Communicable Disease Program Coordinator	E- Local health providers in Sampson County	Ongoing
Implement the North Carolina Electronic Disease Surveillance System-NCEDSS- to monitor CD reports received from provides.	Communicable Disease/TB Program Coordinator, Immunization Coordinator, STD Coordinator	E- Local health providers in Sampson County.	Ongoing
Continue respiratory fit test 100% of staff and provide with an N95 mask or appropriate substitute.	Communicable Disease Coordinator	E-Local Health Department Staff E-PHRST Team	Annually
Continue to maintain an active Epi team through as needed or quarterly to discuss and review agency plans regarding communicable disease outbreaks, train for	Epi Team Chair	E- Local Health Department Epi Team	Ongoing

response to outbreaks and other issues.			
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**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 2: (continued)	Provide a coordinated Public Health response to a bioterrorism event or communicable disease outbreak.		
Objective # 2	Improve operational readiness for management of man-made, natural disasters, including bioterrorist threats, emerging communicable diseases, and weapons of mass destruction		
Baseline Data	Not available		
CHA Priority Addressed	State Mandated Goal		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Maintain Preparedness Coordinator	Health Director		Ongoing
Maintain up-to-date shelter protocol inclusive of staff training for use in instances of disaster	Nursing Supervisor	E-American Red Cross, Director of Social Services and Emergency Manager	Ongoing
Conduct or participate in a full-scale Strategic National Stockpile (SNS) exercise.	Nursing Supervisor/Preparedness Coordinator	E-EM, PHRST, SRMC, LEPC	Annually
Conduct a minimum of 2 preparedness exercises to address the annual state required component of preparedness and submit an after action plan report within 60 days of exercise.	Nursing Supervisor/Preparedness Coordinator	E-EM, PHRST, SRMC, LEPC, LE	Annually
Continue development of Public Health Hazards Response Plan to include Strategic National Stockpile and Pandemic Influenza Plans	Nursing Supervisor/Preparedness Coordinator	E-Local EMS, LEPC, Local Hospital, PHPR-ERO	Ongoing

Attend preparedness Coordinators Meeting and collaborate with other counties in the region during plan development to maximize resources in the event of disaster.	Nursing Supervisor, Preparedness Coordinator/Others as assigned by the health director.	E-PHPR-ERO	Ongoing
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**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 3:	Maintain a competent public health workforce		
Objective # 1	Workforce will be equipped to provide the best quality services possible through the use of best practices for recruitment, continuing education/training and retention practices and through the addition of staff necessary to increase capacity to respond to public need.		
Baseline Data	Vacancy rate for FY 2013- 30% (1 NP,4 RNS, 1 EH Supervisor, 1 Lab Tech)		
CHA Priority Addressed	Having a competent workforce is essential for meeting the CHA targets for improved health care and increased access to care.		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Train staff as appropriate to become/remain current with trends in communicable disease prevention care and treatment.	Nursing Supervisor/Management Team		On-going
Sampson County Health Department (SCHD) managers continue to apply current departmental training requirements	Management Team		On-going
All SCHD staff will attend a minimum of 8 hrs of continuing education related to their position in addition to required departmental training	Management Team		On-going
The average annual vacancy rate will not exceed 30% annually	Management Team		July 2015
Obtain funding to establish a Family Planning Coordinator	Health Director		July 2015
Maintain number of bilingual staff. (Current number=6.)	Management Team		July 2015

Licensed, registered or certified staff will be monitored to insure they are receiving the minimum number of contact hours.	Management Team		Ongoing
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**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 4:	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.		
Objective # 1	Implement Electronic Health System (Cure-MD) for automated means of capturing, monitoring reporting and billing services.		
Baseline Data	The health department currently uses HIS system for billing and other features are not available. Electronic Health System (Cure-MD) expected to be in use in 2015.		
CHA Priority Addressed	CURE- MD will make health care more accessible by creating a standardized patient record to include billing and reporting system.		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Identify training needs for staff for implementation of the EHR system	Management Team/Accounting Supervisor	E-State HIS Project Team, Cure-MD Team, HIS local team	July 2015
Evaluate and define optimal billing/eligibility services workflow	Management Support/Accounting Supervisor		July 2015
Follow-up on all open billing/patient accounts issues and tickets	Accounting Supervisor	E-State HIS Project Team, Cure-MD staff, HIS local team	July 2015
On-going documentation, billing and eligibility training and education	HIS Team/coordinators	N- Cure MD staff E-State HIS Project staff, HIS local team	On-going
Implement insurance billing on the Cure-MD/HIS Computer system.	Accounting Supervisor	E-State HIS Project Team, N-Cure-MD staff	On-going
Education on Client Services Data Warehouse (CSDW)/Cure-MD Reports	Accounting supervisor	E-State HIS Project Team, N-Cure-MD staff	July 2015
Research and prepare for implementation of “Meaningful use”	Management Team/Accounting Supervisor	N-Regional AHEC, Cure-MD Staff	July 2015

Evaluate and maintain an inventory data system for evaluating computer software and hardware.	Administrative Assistant		Annually
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**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 4:	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved care.		
Objective # 2	Improve coordination of efforts among divisions within the health department		
Baseline Data	Currently there is not an Adolescent Pregnancy Coordinator in Sampson County.		
CHA Priority Addressed	Access to Care		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Formally organize an Adolescent Prevention Coalition to review data and develop action plans to reduce teenage pregnancy in Sampson County.	SCHD Health Educator, Family Planning Coordinator	E-Sampson County Partners for Healthy Carolinians, Academic Abundance N-School Systems	July 2016
Partner with local agencies for the purpose of development of the Community Health Assessment.	SCHD Health Educator	N-Local agencies, hospital, private agencies E-Sampson County Partners for Healthy Carolinians	July 2017
Continue to partner with all community stakeholders including animal control, law enforcement, schools, local providers and other to advance positive public health outcomes	Management Team	E-Sampson County Partners for Healthy Carolinians	On-going
Review services provided by different divisions to the same client in order to provide coordinated care and better serve the clients	Quality Improvement Team.		On-going

**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 4 (continued)	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.		
Objective # 3	To assure quality service delivery in all health department programs and activities		
Baseline Data			
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Maintain Quality Improvement team leader	Health Director		On-going
Continue the department's quality improvement plan to develop internal improvement plans for services and programs, Implement.	QI team leader		Ongoing
Develop corrective action plans in response to program audits and reviews and use them to improve program services.	Program Coordinators/QI team leader.	E-State consultants	Ongoing
Implement QI Program in Environmental Health	EH Supervisor	State Consultants	July 2015

**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 5:	Increase public awareness of public health programs and services in Sampson County.		
Objective # 1	Increase knowledge of the health department and environmental health services. Improve the image and reputation of the Sampson County Health Department and Environmental Health Services in the Community		
Baseline Data			
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Maintain Public Relations Plan for the Sampson County Health Department	Health Educator		On-going
Request feedback on departmental facilities and services provided by health department customers	Management Team		Annually
Seek consumer feedback on all programs and services provided by the Sampson County Health Department.	Management Team		Annually
Develop mechanism for analyzing and responding to consumer feedback.	QI/Management Team		Annually
Revise and update the Health department Website	Management Team	E-Information Technology	Annually

**Sampson County Health Department
Strategic Action Plan
2014-2018**

Goal 6:	To safeguard life, promote human health and protect the environment through the practice of modern environmental science, the use of technology, rules and public education.		
Objective # 1	Protect the public from food borne outbreaks through a diligent inspection program, education and by maintaining a well trained staff. Insure high standard of water quality in private wells through water sampling and education. Protect the environment from pollution		
Baseline Data			
CHA Priority Addressed	State Mandated Service		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
Offer one Serve safe training to at least 30 managers and employees of food establishments to ensure a high food service standard within the county	Environmental Health Supervisor	E-Cooperative Extension	July 2015
Staffing and assignments will be monitored and adjusted to ensure the 100% compliance inspections.	Environmental Health Supervisor		July 2015
Continue to educate stakeholders and community about the state requirement for mandated services	Environmental Health Supervisor		On-going
Continue to monitor community response to HB2 smoking regulations	Environmental Health Supervisor		On-going
Implement electronic recycling Plan	Environmental Health Supervisor		July 2015

**Sampson County Health Department
Strategic Action Plan
2014-2018**

VII. Next steps:

In order to solicit community input to the Strategic Plan, the plan will be made available on the Sampson County Health Department Website and announced in the local newspaper. Public feedback will be requested.

All health department staff will receive a copy of the strategic plan as an e-mail attachment. Hard copies of the Strategic Plan will be available for public review at the health department or environmental health site.

Recognizing that a strategic plan provides a sense of direction, there is also the need to remain flexible to changing needs, resources and requirements. This plan will be reviewed and updated annually by the health department staff and the Board of Health.

2014-2015 Class Acts

Sampson CenterStage for Students

Presented in partnership with local schools and provided **FREE-OF-CHARGE** through generous corporate and community support, "Class Acts-Sampson CenterStage for Students" introduces Sampson County students to the performing arts in an educational and entertaining setting.

Class Acts has earned statewide recognition for not only the quality of its programming, but for the enthusiastic financial support of the local community which fully sustains this valuable program developed to enhance the educational experiences of our children...tomorrow's leaders.



Annually, over 8,000 students visit the Sampson County Expo Center to attend live performances specifically designed for various grade levels and curriculum alignments. Teachers are provided study guides designed to educate as well as enhance the theatre-going experience of each student.

When it comes to the performing arts, the Class Acts-Sampson CenterStage for Students Performing Arts Series helps set a tone for a lifetime of learning.

Celebrating
15 Years
of Quality Programing
2001-2015

Barbara Bailey Hutchison

Monday, April 20, 2015

<u>Time</u>	<u>Grade Level</u>
10:00 am	1st Grade
1:00 pm	2nd Grade

Curriculum Connections: Literature, Language, Reading, Music, Interpersonal & Social Relationships, Math, Natural Science, Visual and Performing Arts



Barbara received a coveted Grammy Award for "Best Musical Recording for Children". Almost immediately presenters (including The White House!) began asking her to do children's concerts. It was important to her that the new concert was not only fun and entertaining, but also carry a motivational message for the students. With that in mind, she created this high energy, VERY interactive, "Grab A Book" concert that features reading and the fun of exploring the library. In fact, Barbara's very first job as a young child, was working in a library, shelving books. The magic of the library has stuck with her all these years, and as she says to her young audience, "The best gift you can give yourself is learning to love to read". She tells the students that reading a book can "take you anywhere you want to go" and the fun part is, you don't even have to leave your chair. This concert also touches on languages, math, natural science and the arts. Tighten your seat belts and double tie your show laces, the musical adventure into reading is about to begin.

The Spirit of Harriet Tubman



Tuesday, April 21, 2015

Time: Grade Levels:

10:00 am 7th Grade

1:00 pm 8th Grade

Curriculum Connections: Language Arts, US History, Theatre, and Character Education

Born into slavery in Maryland, Harriet Tubman not only ran away alone to escape slavery, she returned to the south nineteen times to lead over three hundred other slaves to freedom in the northern United States and Canada. Her work as a nurse and a spy during the civil war was instrumental in helping the North defeat the South, thus forcing the abolition of slavery in the United States. Her entire life was spent working for the benefit of others, while asking little for herself. For a breathtaking hour Leslie McCurdy embodies the "spirit" of Harriet Tubman and shares Harriet's empowering story woven with words said to have been Harriet's own. Leslie takes the audience through Ms. Tubman's childhood, her harrowing solo flight from slavery, her dedicated involvement with the Underground Railroad, her victorious rescue mission during the civil war and her commitment to others in her later years. This inspiring solo performance, by an artist described as being "of exceptional skill and grace," teaches of the faith and conviction that drove Harriet Tubman to follow her dreams; the spirit of the past connecting with the present, inspiring her charges to have the courage to do the same in envisioning their future.

Janet's Planet - "Tour through the Solar System"

Thursday, April 23, 2015

Time: Grade Level:

10:00 am 3th Grade

1:00 pm 4th Grade

Curriculum Connections: Science, Math, Technology, Language Arts, Visual Arts



By focusing on science, technology, engineering, art and math, Janet's Planet travels at the "speed of thought" and is designed to fuel STEAM (Science, Technology, Engineering, Art and Mathematics) among students. Already viewable on more than 144 public television stations nationwide, Janet Ivey of Janet's Planet is excited to tour her introduction to the wonders of the galaxy. Each performance features an interactive presentation that engages and challenges students; each teacher is provided with lesson plans designed to integrate with Next Generation Science Standards, based on a curriculum endorsed by NASA and Space Florida. Whether today's students go on to be artists, doctors or politicians, we know that the challenges their generation faces will demand creative solutions. We should fully expect that, in the coming decades, many of our best leaders will come from a combination of science and art! Get ready for an out of this world, galactic, imaginative learning adventure!

African American Dance Ensemble

Friday, April 24, 2015

Time: Grade Level:

10:00 am 5th Grade

1:00 pm 6th Grade

This project is funded in part by a grant from the Sampson Arts Council Grassroots Funding program. www.sampsonarts.org

This project received support from the NC Arts Council; an agency of the Department of Cultural Resources, and the National Endowment for the Arts, which believes that a great nation deserves great art.



Curriculum Connections: Social Studies, Dance, Music, Interpersonal Relationships, Social Relationships and World & US History



"Peace, love, respect for everybody," is much more than a catchy way to end a concert and the African American Dance Ensemble is much more than just another dance troupe. The Dance Ensemble is an agent of positive social change reinforcing the best in human values (peace, love and respect). Performances are at once entertaining, enlightening and emboldening.

In 1968, the Chuck Davis Dance Company was founded in New York City with Chuck Davis as the Artistic Director. The company performed to rave reviews in the New York area and elsewhere in the United States, gradually establishing itself as one of the nation's premier Afro-American dance companies. "Peace, love, respect for everybody," became the simple but powerful

message the art was bringing to the community.

Class Acts – Sampson CenterStage for Students

2014-2015 SPONSORSHIP OPPORTUNITIES

Superintendent's Club Sponsor: (Sponsor an entire grade level) \$5,000

Principal's Club Sponsor: (Sponsor half an entire grade level) \$2,500

School Sponsor: (Sponsor a school) \$1,000

Teacher's Club Sponsor: (Sponsor two Classrooms) \$500

Classroom Sponsor: (Sponsor a Classroom) \$250

Diamond Sponsor: \$100

Ruby Sponsor: \$50

Topaz Sponsor: \$25

Student Sponsor: (Sponsor a Student) \$10



Name _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone _____

Email: _____

Total Amount Enclosed: \$ _____

Please make checks payable and mail to:

Class Acts-Sampson CenterStage for Students

414 Warsaw Road

Clinton, NC 28328

Method of Payment: Check: _____ MasterCard: _____ Visa: _____ AMEX: _____

Card Number: _____ Expiration Date: _____

Signature: _____

Mailing & Shipping Address:
414 Warsaw Road
Clinton, NC 28328

Phone: 910.592.6451
Fax: 910.592.8486

Box Office: 910.592.7200

Website Address:
www.sampsoncenterstage.com

All individuals, businesses or organizations that make a contribution to Class Acts-Sampson CenterStage for Students will be listed at www.sampsoncenterstage.com and will be included in materials provided to teachers and administrators prior to each Class Acts performance.

It will be an excellent incentive to others if you will permit us to publicize your gifts.

_____ Please check here only if you **DO NOT** wish to have your name published.

Your contribution is fully tax deductible according to IRS Guidelines.

Susan Holder

Subject: FW: Notification of Start of Activities for NCDOT State Transportation Improvement Program Bridge Replacement Projects to be Let in 2018/2019

Attachments: B4635_Vicinity Map.pdf; B4636_Vicinity Map.pdf; B4638_Vicinity Map.pdf; B4813_Vicinity Map.pdf; B4815_Vicinity Map.pdf; B5308_Vicinity Map.pdf; B5310_Vicinity Map.pdf

From: Smyre, Elizabeth [<mailto:esmyre@Dewberry.com>]

Sent: Monday, January 19, 2015 4:21 PM

To: Ed Causey

Cc: Deaton, Robert W; matthew.potter@aecom.com

Subject: Notification of Start of Activities for NCDOT State Transportation Improvement Program Bridge Replacement Projects to be Let in 2018/2019

Dear Mr. Causey:

On behalf of the NC Department of Transportation (NCDOT), this is to notify you that the Project Development and Environmental Analysis Unit is starting the project development, environmental and engineering studies for the replacement of the following:

- TIP Project B-4635, Bridge No. 9 on US 13 over the South River
- TIP Project B-4636, Bridge No. 56 on NC 24 over Six Runs Creek
- TIP Project B-4638, Bridge No. 195 on SR 1703 (Church Road) over Merkle Swamp
- TIP Project B-4813, Bridge No. 18 on SR 1004 (Edmond Matthis Road) over Crane Creek
- TIP Project B-4815, Bridge No. 3 on SR 1933 (Beamon Woods Road) over Rowan Branch
- TIP Project B-5308, Bridge No. 152 on SR 1455 (Payton Daniels Road) over Caesar Swamp
- TIP Project B-5310, Bridge No. 188 on SR 1817 (Bradshaw Road) over Ward Swamp

Each of the above projects is located in Sampson County. Field Scoping Meetings for these projects are scheduled for the Spring of 2015.

We would appreciate any information you might have that would be helpful in evaluating potential environmental impacts of the projects, including recommendations to be studied. Your comments will be used in the preparation of federally funded Categorical Exclusions, prepared in accordance with the National Environmental Policy Act. **Please respond by July 20, 2015** so that your comments can be used in the selection of alternatives to be studied for these projects. Copies of the vicinity maps for each project are attached.

Bob Deaton will serve as the NCDOT Planning Engineer for these projects; he can be reached at (919) 707-6017 or rdeaton@ncdot.gov.

If you have any questions concerning these projects, please feel free to contact me at (919) 424-3771 or esmyre@Dewberry.com. Please include the TIP Project Number(s) in all correspondence and comments.

Thanks,
Beth Smyre

Beth Smyre, PE
Senior Planning Engineer



January 5, 2015

Dear NC Local Government Officials:

In early 2015, the North Carolina Railroad Company (NCR) will conduct an inventory study of rail-capable sites that are available for new industry. NCR, founded in 1849, is a private corporation that owns and manages the 317-mile rail corridor from Charlotte to Morehead City.

We have two goals for this inventory study. First, NCR wants to identify both existing and potential rail served industrial sites state-wide in order to provide a broad range of development options for various types of rail users. Second, NCR wants to make this information available to the greater economic development community.

NCR has retained the services of Greenfield Development Company, with assistance from CMR, Inc., d/b/a Benchmark Planning, both North Carolina based companies, to perform this study. Greenfield Development Company is a seasoned economic development consultancy with principals who each have 35+ years of experience in site selection, product development and heavy infrastructure projects.

Please note that this is not a site certification project, as NCR is not in a site certification role. Rather, this inventory study will allow us to gain a sense of which sites would optimize our state's ability to attract industry and stimulate investment.

I am writing to ask that you please pass this letter along to your economic development organization to make them aware of this evaluation project. We appreciate in advance any assistance that you can provide as we conduct the study, including help with obtaining information and data regarding utilities, transportation, zoning information, and other relevant matters for appropriate sites in your jurisdiction. At the conclusion of the project, the inventory will be shared with state, regional and local partners across North Carolina.

The primary contact for the information-gathering phase of the study will be Robin Spinks, Greenfield, 910-509-1805, or Vagn Hansen, Benchmark Planning 704-933-5990 Ext. 103. Please provide any pertinent information regarding sites in your jurisdiction to Robin and Vagn.

We greatly appreciate in advance your active involvement and assistance with this important effort.

Sincerely,

Scott M. Saylor
President

cc: Charles Burnell, V. P. Real Estate, NCR
Richard Wiley, Senior Economic Development Consultant, NCR
Robin Spinks, Greenfield Development Company
Vagn Hansen, Benchmark Planning

POLICIES AND PROCEDURES REGARDING PUBLIC COMMENT

A period reserved for comments from the public on topics not otherwise included on that evening's agenda will be included as an item of business on all agendas of regularly-scheduled Board of Commissioners meetings and shall be deemed the "Public Comment" segment of the agenda. The Public Comment segment of the agenda will be placed at the end of the agenda, following the conclusion of all other open session business.

As with Public Hearings, the Chair (or presiding officer) will determine and announce limits on speakers at the start of the Public Comment period. Generally, each speaker will be allocated five (5) minutes. **Speakers may not allocate their time to another speaker.** The Chairman (or presiding officer) may, at his discretion, decrease this time allocation, if the number of persons wishing to speak would unduly prolong the meeting.

The Public Comment period shall not exceed a total of thirty (30) minutes unless the Board entertains a successful majority vote to extend this period.

An individual wishing to address the Board during the Public Comment period shall register with the Clerk to the Board prior to the opening of the meeting by signing his or her name, address and a short description of his or her topic on a sign-up sheet stationed in the lobby of the County Auditorium.

If time allows, those who fail to register before the meeting may speak during the Public Comment period. These individuals will speak following those who registered in advance. At this time in the agenda, an individual should raise his or her hand and ask to be recognized by the Board Chair (or presiding officer); and then state his or her name, address and introduce the topic to be addressed.

Items of discussion during the Public Comment segment of the meeting will be only those appropriate to Open Meetings. Closed Meeting topics include, but are not limited to, such subjects as personnel, acquisition of real property, and information protected by the client-attorney privilege. Closed Meeting subjects will not be entertained.

Because subjects of Special and Emergency Meetings are often regulated by General Statutes, there will be no Public Comments segment reserved on agendas of these meetings; however, Special and Emergency Meetings are open for public attendance.

The Public Comments segment of the agenda is intended to provide a forum for the Board of Community to listen to citizens; **there shall be no expectation that the Board will answer impromptu questions.** However, Board members, through the presiding officer, may ask the speaker questions for clarification purposes. The Board will not take action on an item brought up during the Public Comments segment of the agenda and, when appropriate, items will be referred to the Manager or the proper Department Head.

Susan Holder

From: carla@twiddledeefarm.com
Sent: Sunday, January 25, 2015 11:11 AM
To: Billy Lockamy; Clark Wooten; Sue Lee; Harry Parker; Albert Kirby
Cc: Ed Causey; Susan Holder
Subject: Recruitment of Sanderson Farms
Attachments: Sanderson Farms Information for Elected Officials.pdf

Dear Mr. Chairman and Other Members of the Board of Commissioners:

Please find attached information for your consideration in your decision to recruit Sanderson Farms to Sampson County.

I will ask the Manager's Office to please include this information in your notebook for the February 2 meeting of the Board. I have asked to be allowed to speak at that meeting.

I do not plan to read this material at the meeting, but I will simply state that I am opposed to the recruitment of Sanderson Farms, for the record.

Thank you for your time.

Carla Peterson
Twiddle Dee Farm
<http://www.twiddledeefarm.com>

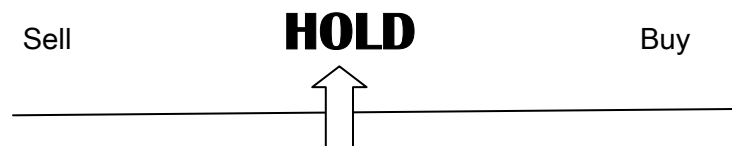
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You have probably heard about two relatives who started a small company down in the deep South. Through hard work, determination, and tenacity, this pair gobbled up other companies, steadily growing this small company into a very large company. The relatives incorporated their growing company in 1955 and called it Sanderson Brothers Farms. This evolved into a company that is now known as Sanderson Farms. The senior Mr. Sanderson has long been passed away.

That was **THEN** and this is **NOW**.

In 1987, Sanderson Farms went public. The company is now a publicly-traded company. The stockholders own this company. As Mike Cockrell, Treasurer and CFO, states "...Our success is largely due to our disciplined focus on financial management, and recognition that our primary objective as a public company is to create value for our shareholders...." Let's emphasize that again: **the primary objective is to create value for their stockholders.**

At the Nasdaq website, as of today, January 24, 2015, the general consensus of the analysts following this stock is to **HOLD** it.



And that is what the elected officials of southeastern North Carolina should do: put their plans to entice Sanderson Farms to our region on HOLD.

The Character of Sanderson Farms – Now:

But what about the founding family of this company? Mr. Joe Sanderson, Jr. is himself the Chairman and Chief Executive Officer. What about our allegiance to people who, through hard work and determination, serve as examples of what this country is all about? Don't we want to have this company be a part of our southeastern region?

Mr. Sanderson, Jr. is now about 68 – 69 years old. It appears that he, himself, and the top management of the company, don't own a large component of this company. Indeed, as one guru analyst (Validea Momentum) put it:

Insider Ownership: [Fail]

Companies with the best prospects have strong insider ownership, which we define as 15% or more. When there is strong insider ownership, management is more likely to act in the best interest of the company, as their interests are right in line with that of the shareholders. Insiders own **4.11%** of **SAFM's** [Sanderson Farms] stock.

Management's representation is not large enough and fails this test. [Nasdaq website. January 24, 2015]

It appears that Sanderson Farms is "creating value" for their shareholders – and top management -- by growing the company. In fact, a large component of top management's earnings is based on how well they can grow the company. Indeed, they are relentless in the pursuit to create value for their shareholders. As Mr. Sanderson recently put it:

...In fact, there were four bankruptcies in 2011 in the industry; production was down the last two years, in 2012 and 2013. There were plants being shut down. 'But I am always optimistic,' he said. 'We opened a new plant three years ago. We're building a new plant now....' 'We've built the last six complexes in the chicken industry.'

[Food Business News, Sept. 14, 2014]

Please note that Mr. Sanderson did not talk about the fact that it is in his own best interest to grow the company. His salary bonus is based on it. Mr. Sanderson earns a base salary, plus bonus.

The Compensation Committee also voted to increase the maximum percentage of salary that the Named Executive Officers can receive under the bonus program as follows:

<u>Named Executive Officer</u>	<u>Maximum Bonus Opportunity as % of Salary</u>
Joe F. Sanderson, Jr...	175%
Lampkin Butts....	140%
Mike Cockrell	130%
Tim Rigney	65%

[Sec Filing, Form 8-K, Feb 20, 2014]

What did these Executive Officers actually earn under the 2014 Bonus Award Program?

Mr. Sanderson - \$1,987,685
Mr. Butts - \$ 775,838

Mr. Cockrell - \$ 617,318

Mr. Rigney - \$ 116,454

[Schedule 14A – Proxy Statement Jan. 15, 2015]

Thus, Mr. Sanderson earned *non-equity* (ie, not stock) compensation – a bonus --that doubled his salary. For the 2015 fiscal year, that percent of salary has increased to 200% for Mr. Sanderson. See attachment.

Quick Facts about the stunningly fast growth of the company, just in the past few years:

YEAR	EFFORT
2005	Began operations in south Georgia with feed mill, hatchery, processing plant, wastewater treatment plant
2007	Waco & McLennan County Texas complex with hatchery, processing plant, wastewater treatment plant (shares feed mill with Bryan, TX complex)
2011	Kinston, NC operations w/ feed mill, hatchery, processing plant, wastewater treatment plant
2013	Increased committed revolving credit from \$500 million to \$600 million
2014	Palestine, Texas complex completed w/ feed mill, hatchery, processing plant, wastewater treatment plant
2014	Looking to build additional complex in NC (if provided incentives)

The Risk Factors – Now:

The southeastern region must take into consideration the risk factors associated with recruiting a chicken processing plant, and its subsequent operations, with taxpayer-backed incentives.

Mr. Sanderson himself put it best when he stated that there were four bankruptcies in the industry in 2011. Sanderson Farms lost money in 2011 (net income was a negative \$127 million), did better in 2012 and 2013, and had exceptionally strong earnings in 2014, which put them in a good cash position for fiscal year ended 2014. In fact, 2014 was such a boon fiscal year, Sanderson Farms was left with over \$165 million in CASH and cash equivalents. Grain prices were low; chicken prices were high. This cash position allowed them to basically pay for the Palestine, Texas facility out of cashflow. So why do they need taxpayer-backed incentives?

Why? Taxpayer-backed incentives will reduce the company's risk and move risk onto the shoulders of the taxpayers.

Why should we taxpayers be concerned?

The people here in the United States can eat only so much chicken. Sanderson Farms is third-largest in the industry, which means that there are other companies out there that sell chicken. Chicken competes with other meats, such as pork, beef, lamb, et cetera. The market could become saturated and market prices could slump.

Sanderson Farms is looking for growth in foreign markets. The last three years have shown declining revenue at Sanderson from exports. In fact, China imposed tariffs on United States chicken; Mexico did the same, then removed them, but may re-impose them; Russia completely banned United States chicken. Sanderson Farms' best foreign client is Mexico; and Mexico imposed tariffs once, it can do it again.

In 2014, 10% of gross sales at Sanderson Farms was to foreign markets. These markets could simply stop growing.

One customer accounted for more than 10% of sales for fiscal years ended Oct 31 2014, 2013, and 2012. In 2014, sales to that customer accounted for 15.9% of sales. This customer could find another supplier.

Sales to Sanderson Farms' top ten customers represented approximately 50.8% of net sales during the 2014 fiscal year. Their non-chill pack customers, which do not have long-term contracts, could significantly reduce or cease their purchases with little or no notice.

During 2014, Sanderson purchased its pullets from a SINGLE major breeder, and Sanderson has no written contracts with this breeder for the supply of breeder stock.

Other companies – new companies - can enter the market with their own chill-pack products and reduce sales by Sanderson Farms.

There are environmental concerns about the spray fields for Sanderson Farms and the chicken litter that their contract growers place on the land.

There are concerns about employee retention/treatment at their processing plants.

There is concern about possible new federal regulation of the industry. These regulations could impact Sanderson Farms. In fact in January 2015, the USDA proposed new federal standards to reduce contamination of chicken.

FSIS implemented performance standards for whole chickens in 1996 but has since learned that *Salmonella* levels increase as chicken is further processed into parts. Poultry parts like breasts, wings and others represent 80 percent of the chicken available for Americans to purchase. By creating a standard for chicken parts, and by performing regulatory testing at a point closer to the final product, FSIS can greatly reduce consumer exposure to *Salmonella* and *Campulobacter*. [News release, Jan. 21, 2015, USDA]

Sanderson Farms may not be able to recruit enough contract growers. The cost to Sanderson Farms to build the complex at Palestine, Texas was approximately \$140 million. The cost for the contract growers in that area to build the houses to service this complex was estimated to be \$160 million. Farmers may not be willing to shoulder that much risk, given the number of recent changes in the Farm Bill, the end to the tobacco-buyout money, and the aging population of farmers. I personally will not mortgage my farm to do business with Sanderson Farms.

Before you recruit this company and before you commit taxpayer dollars in the form of incentives, please do your due diligence.

Section 5 – Corporate Governance and Management

Item 5.02 Departure of Directors or Certain Officers; Election of Directors; Appointment of Certain Officers; Compensatory Arrangement of Certain Officers.

On October 22 and 23, 2014, the Compensation Committee of the Registrant’s Board of Directors took the following actions, in each case for the Company’s 2015 fiscal year:

(1) The Committee approved a 3% salary increase for each of Joe F. Sanderson, Jr., Chairman and Chief Executive Officer; Lampkin Butts, President and Chief Operating Officer and D. Michael Cockrell, Treasurer and Chief Financial Officer. In addition, the Committee increased the annual salary of Timothy F. Rigney, Secretary and Controller, by \$20,000. The fiscal 2015 salary for each of the executive officers, which is effective November 1, 2014, is as follows:

	<u>2014 Salary</u>
Mr. Sanderson	\$1,403,880
Mr. Butts	\$ 684,960
Mr. Cockrell	\$ 586,932
Mr. Rigney	\$ 234,996

(2) The Committee approved an increase in the maximum percentage of salary that the Named Executive Officers can receive under the Registrant’s future annual Bonus Award Programs, beginning with the fiscal 2015 program, as follows:

	<u>Maximum Bonus Opportunity as a Percentage of Salary</u>
Mr. Sanderson	200%
Mr. Butts	160%
Mr. Cockrell	140%
Mr. Rigney	80%

Bonus is going up

The Committee normally considers and acts upon the performance criteria and other terms of the Registrant’s annual Bonus Award Program in January of the applicable fiscal year.

(3) The Committee made the following awards, effective November 1, 2014, to the executive officers under the Registrant’s long term equity incentive program:

<u>Name</u>	<u>Performance Shares</u>	<u>Shares of Restricted Stock</u>
Mr. Sanderson	22,750	22,750
Mr. Butts	6,000	6,000
Mr. Cockrell	4,750	4,750
Mr. Rigney	500	500

The form of restricted stock agreement to be used for the restricted stock awards noted above will be substantially similar to the form of agreement filed as Exhibit 10.14 to the Registrant’s Annual Report on Form 10-K for the fiscal year ended October 31, 2013. The form of performance share agreements for the awards noted above will be filed as exhibits to the Registrant’s next 10-K report. The following descriptions of the restricted stock and performance share agreements are necessarily not complete, and in each instance reference is made to the agreements themselves.

~~SEC~~ Security & Exchange Commission
Filings