



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
January 5, 2015**

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

Approval of Agenda

Roads - Monthly Report

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b. Planning Board Appointment	
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e. Appointments	
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• SRMC Hospital Board of Trustees	
• Transportation Advocacy Group	
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a. Approve the minutes of the November 12, 2014 and December 1, 2014 meetings	51 - 68

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|---|-----------|
| b. Approve amended FY14-15 4H Prevention Program contract and associated budget amendment | 69 - 74 |
| c. Approve the new Temporary Food Establishment/Limited Food Service Establishment Permit fee of \$75 pursuant to Board of Health's Limited Food Service Establishment Policy | 75 |
| d. Adopt the Capital Projects Ordinance for the NC 403 Infrastructure (water line and tank construction) and approve associated budget amendment | 76 - 78 |
| e. Approve Cumberland Community Action Program, Inc.'s Community Service Block Grant (CSBG) Application for grant year July 1, 2015 - June 30, 2016 | 79 - 125 |
| f. Approve late disabled veteran tax exclusion application for Larry Bryant | 126 - 129 |
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| b. NCACC Request for 2015 Federal Legislative Agenda Recommendations | 178 - 180 |

County Manager Reports

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Adjournment

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1 (a-b)

Meeting Date: January 5, 2015	<input type="checkbox"/> Information Only	<input type="checkbox"/> Public Comment
	<input checked="" type="checkbox"/> Report/Presentation	<input type="checkbox"/> Closed Session
	<input checked="" type="checkbox"/> Action Item	<input checked="" type="checkbox"/> Planning/Zoning
	<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Water District Issue

SUBJECT: Planning Issues

DEPARTMENT: Clinton-Sampson Planning and Zoning

PUBLIC HEARING: No

CONTACT PERSON: Mary Rose, Planning Director
Lyle Moore, Senior Planner

PURPOSE: To hear Floodplain Manager's report and consider Planning Board appointment

ATTACHMENTS: Planning Staff Memoranda

BACKGROUND:

- a. Floodplain Manager Report Planning staff have requested to make a report on the recent Community Assistance Visit by the NC Dept. of Public Safety to review our local floodplain ordinances and enforcement practices. Ms. Rose and Mr. Moore will also review upcoming floodplain management and enforcement activities.
- b. Planning Board Appointment There is a vacancy on the Sampson County Planning Board, and Planning staff have recommended the appointment of Ann Naylor to fill that vacancy (see attached memo). A realtor by profession, Ms. Naylor has previously served on the Planning Board and has an understanding of land development, zoning, and experience with quasi-judicial hearings.

RECOMMENDED ACTION OR MOTION:

- a. No action; report only.
- b. Make appointment as recommended.

MEMORANDUM

CLINTON - SAMPSON PLANNING AND DEVELOPMENT
227 LISBON STREET
CLINTON, NC 28328

To: Ed Causey, County Manager
From: Mary M. Rose, Planning Director
Subject: Sampson County Floodplain Manager Report
Date: December 15, 2014

Planning Staff respectfully requests the opportunity to update the Sampson County Board of Commissioners on our recent Community Assistance Visit from the North Carolina Department of Public Safety regarding Sampson County's participation in the National Flood Insurance Program (NFIP). The North Carolina Division of Emergency Management and the Federal Emergency Management Agency conduct these visits to maintain periodic contact with communities participating in the NFIP and to assess their needs for technical assistance and coordination. In addition, these visits provide an opportunity for assessing the effectiveness of local floodplain ordinances and enforcement practices.

The Clinton-Sampson Planning Department administers the Flood Damage Prevention Ordinance for Sampson County and all municipalities which have floodplain areas within Sampson County. We are pleased to report our Senior Planner, Mr. Lyle Moore completed the Certified Floodplain Manager training and certification exam in 2014. I would like to recognize Mr. Moore during the January 5, 2015 Board of Commissioners meeting and ask him to provide the Board of Commissioners with a brief update concerning our recent CAV as well as proposed floodplain management and enforcement activities our department will be pursuing in the upcoming months.

Please contact my office with any questions or comments at (910) 299-4904, ext. 3017.



Clinton-Sampson
Planning and Development
227 Lisbon Street
Post Office Box 199
Clinton, North Carolina 28329



To: Ed Causey, County Manager
From: Mary M. Rose, Planning Director
Subject: Agenda Item – Sampson County Planning Board Appointment
Date: December 17, 2014

At this time Planning staff respectfully requests consideration of an appointment to the Sampson County Planning Board. Please consider Mrs. Ann Naylor to be appointed to the Board seat recently vacated by Ms. Angela Marco. Mrs. Naylor resides at 2988 Church Road, Clinton, NC.

Mrs. Naylor is the owner of Naylor Realty, and has previously served upon the Sampson County Planning Board. Her real estate knowledge and prior service uniquely qualify her for this seat due to the value of her understanding of land development, zoning, and quasi-judicial procedures.

Please contact my office with any questions or comments.

cc: Susan Holder, Assistant County Manager

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2

Meeting Date: January 5, 2015	<input type="checkbox"/> Information Only <input checked="" 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:	Presentation of the Audit for Fiscal Year Ending June 30, 2014
DEPARTMENT:	Finance
PUBLIC HEARING:	No
CONTACT PERSON:	David Clack, Finance Officer Bryon Scott, Thompson, Price, Scott, Adams & Co., PA
PURPOSE:	To consider approval of audit (which also requires approval of the Local Government Commission)
ATTACHMENTS:	Audit document provided separately
BACKGROUND:	Bryon Scott, CPA of Thompson, Price, Scott, Adams & Co., PA will present the Board with the audit for fiscal year ending June 30, 2014.
PRIOR BOARD ACTION:	Annual audit
RECOMMENDED ACTION OR MOTION:	Accept audit report as presented, contingent upon subsequent LGC approval

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

3 (a)

Meeting Date: January 5, 2015	<input type="checkbox"/> Information Only	<input type="checkbox"/> Public Comment
	<input checked="" 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

SUBJECT: Recognition of Retirees

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Chairman Lockamy

PURPOSE: To recognize retiring County employees for their years of service

ATTACHMENTS: None

BACKGROUND: The following employees have retired as of December 31, 2014:

Becky Honrine - Health (1983-2014)
Sandra Edwards - Detention Center (2004-2014)

RECOMMENDED ACTION OR MOTION: Present employees with County plaques in recognition of their years of service

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

3 (b)

Meeting Date: January 5, 2015

<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input checked="" 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

SUBJECT: Finance - Budget Update

DEPARTMENT: Finance

PUBLIC HEARING: No

CONTACT PERSON: David Clack, Finance Officer

PURPOSE: To provide a mid-fiscal year report

ATTACHMENTS: None

BACKGROUND: Finance Officer David Clack will provide the Board a report on various revenues and expenditures for the first five months of the fiscal year.

RECOMMENDED ACTION OR MOTION: No action required



Sampson County Finance Department
David K. Clack, Finance Officer

MEMORANDUM

TO: Board of Commissioners

FROM: David K. Clack, Finance Officer

DATE: December 19, 2014

SUBJECT: Financial Report

Attached is a summary financial statement for the County general fund for the period from July 1, 2014 through November 30, 2014. This represents the latest full months of information available.

Please note that the financial statement is presented on a cash basis. The revenues presented are the amounts that the County has received through November 30, 2014 and the expenditures represent all amounts paid through the same period. This information is compared to the prior year for the same period.

Also attached is an analysis of some of the County's largest operating expenditures. This analysis shows the amounts that the County estimated that we would pay in line items such as permanent salaries compared to actual payments. The favorable variance in the permanent salary line item represents turn over in positions or delays in hiring through the analysis period.

Sampson County, North Carolina
Financial Statement

	For the Period Ended 11/30/2013			For the Period Ended 11/30/2014			Variance	
	Budget	Actual	Percent Collected	Budget	Actual	Percent Collected	Favorable (Unfavorable)	Percent
Revenues								
Taxes:								
Ad valorem	32,645,787	19,218,261	58.87%	34,499,300	19,847,880	57.53%	629,619	-1.34%
Penalties and interest	330,000	105,027	31.83%	389,997	109,347	28.04%	4,320	-3.79%
Total	32,975,787	19,323,288		34,889,297	19,957,227		633,939	
Sales Tax:								
One cent	3,234,000	504,071	15.59%	3,266,340	553,205	16.94%	49,134	1.35%
One half cent article 40	2,076,000	357,212	17.21%	2,096,760	392,143	18.70%	34,931	1.49%
One half cent article 42	764,000	123,080	16.11%	771,640	134,915	17.48%	11,835	1.37%
One quarter cent article 46	933,000	146,250	15.68%	942,330	163,082	17.31%	16,832	1.63%
Total	7,007,000	1,130,613		7,077,070	1,243,345		112,732	
Restricted:								
State grants	13,038,211	3,504,224	26.88%	13,276,739	3,773,697	28.42%	269,473	1.54%
Federal grants	378,344	318,175	84.10%	256,204	37,318	14.57%	(280,857)	-69.53%
Court facility fees	120,000	46,539	38.78%	112,250	39,990	35.63%	(6,549)	-3.15%
Local grants	67,265	8,691	12.92%	68,765	10,614	15.44%	1,923	2.52%
Total	13,603,820	3,877,629		13,713,958	3,861,619		(16,010)	
Permits and Fees:								
Register of deeds	307,000	159,848	52.07%	336,000	139,082	41.39%	(20,766)	-10.68%
Inspection	301,400	142,458	47.27%	307,000	123,912	40.36%	(18,546)	-6.91%
Local subdivision fees	17,000	9,169	53.94%	25,000	7,747	30.99%	(1,422)	-22.95%
Franchise	54,000	-	0.00%	52,000	13,403	25.78%	13,403	25.78%
Total	679,400	311,475		720,000	284,144		(27,331)	

Sampson County, North Carolina
Financial Statement

	For the Period Ended 11/30/2013			For the Period Ended 11/30/2014			Variance	
	Budget	Actual	Percent Collected	Budget	Actual	Percent Collected	Favorable (Unfavorable)	Percent
Sales and Services:								
Tax collection fees	191,070	86,454	45.25%	205,270	85,722	41.76%	(732)	-3.49%
Jail fees	908,100	404,637	44.56%	1,078,700	491,002	45.52%	86,365	0.96%
Sheriff fees	857,156	227,778	26.57%	900,382	201,655	22.40%	(26,123)	-4.17%
Health fees	1,295,364	331,396	25.58%	1,115,972	337,361	30.23%	5,965	4.65%
Ambulance fees	2,275,000	645,676	28.38%	2,300,000	452,288	19.66%	(193,388)	-8.72%
Aging services fees	600,066	190,106	31.68%	606,977	136,493	22.49%	(53,613)	-9.19%
Total	6,126,756	1,886,047		6,207,301	1,704,521		(181,526)	
Investment Earnings	16,000	860	5.38%	16,300	1,237	7.59%	377	2.21%
Miscellaneous:								
Board of elections	-	175		1,000	237	23.70%	62	23.70%
Recreation	36,980	20,843	56.36%	34,435	17,279	50.18%	(3,564)	-6.18%
Agri-Exposition center	258,800	101,741	39.31%	287,634	79,570	27.66%	(22,171)	-11.65%
Rent	1,766,012	647,134	36.64%	1,766,012	630,365	35.69%	(16,769)	-0.95%
Other	337,866	74,669	22.10%	294,222	58,366	19.84%	(16,303)	-2.26%
Total	2,399,658	844,562		2,383,303	785,817		(58,745)	
Total revenues	62,808,421	27,374,474	43.58%	65,007,229	27,837,910	42.82%	(117,552)	-0.76%

Sampson County, North Carolina
Financial Statement

	For the Period Ended 11/30/2013			For the Period Ended 11/30/2014			Variance	
	Budget	Actual	Percent Collected	Budget	Actual	Percent Collected	Favorable (Unfavorable)	Percent
Expenditures by Function:								
General Government	5,932,034	2,426,825	40.91%	6,285,278	2,159,931	34.36%	266,894	6.55%
Public Safety	16,411,872	6,185,061	37.69%	16,560,619	6,231,594	37.63%	(46,533)	0.06%
Environmental protection	994,149	307,303	30.91%	959,589	294,809	30.72%	12,494	0.19%
Industrial development	1,291,173	314,367	24.35%	1,269,805	408,301	32.15%	(93,934)	-7.80%
Human services	19,532,562	7,007,931	35.88%	20,025,623	7,276,697	36.34%	(268,766)	-0.46%
Education	13,602,939	4,999,893	36.76%	13,156,542	5,129,264	38.99%	(129,371)	-2.23%
Cultural and recreational	2,167,907	847,874	39.11%	2,206,321	782,593	35.47%	65,281	3.64%
Debt service	10,751,964	3,235,328	30.09%	10,579,382	3,168,040	29.95%	67,288	0.14%
Contingency	163,284	-	0.00%	300,000	-	0.00%	-	0.00%
	<u>70,847,884</u>	<u>25,324,582</u>	35.75%	<u>71,343,159</u>	<u>25,451,229</u>	35.67%	(126,647)	0.08%
Excess (deficiency) of revenues over expenditures	(8,039,463)	2,049,892		(6,335,930)	2,386,681			
Other financing sources (uses)								
Transfers in	4,115,462	227,347		2,387,157	248,474			
Transfers out	(392,205)	-		(174,876)	-			
Loan proceeds	398,970	-		598,528	-			
Total Other Financing Sources (uses)	<u>4,122,227</u>	<u>227,347</u>		<u>2,810,809</u>	<u>248,474</u>			
Revenues and Other Financing Sources Over (Under)								
Expenditures and Other Uses	(3,917,236)	2,277,239		(3,525,121)	2,635,155		357,916	
Appropriated Fund Balance	<u>3,917,236</u>	<u>-</u>		<u>3,525,121</u>	<u>-</u>			
Net change	<u>-</u>	<u>2,277,239</u>		<u>-</u>	<u>2,635,155</u>		<u>357,916</u>	

Sampson County, North Carolina
 Selected Financial Information
 For the period ended November 30, 2014

<u>Expenditure Description</u>	<u>Budget</u>	<u>Actual as of 11/30/2014</u>	<u>Estimated</u>	<u>Variance Favorable (Unfavorable)</u>
Permanent salaries	17,030,889	6,658,138	7,096,772	438,634
Gas, oil and tires	643,132	214,760	214,356	(404)
Utilities	668,480	222,982	222,805	(177)
Maintenance and repair of vehicles	184,350	56,258	61,444	5,186
				<u>443,239</u>

<u>Lapse salary by function</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent</u>	<u>Lapse Amount</u>
General government	2,145,672	850,634	39.64%	43,468
Public Safety	7,331,989	2,924,775	39.89%	130,465
Industrial development	455,558	169,710	37.25%	20,121
Human services	6,427,378	2,441,212	37.98%	237,076
Cultural and recreational	670,292	271,807	40.55%	7,504
	17,030,889	6,658,138	39.09%	438,634
Less grant funded portion				<u>(118,306)</u>
		<u>Net County funds</u>		<u>320,328</u>

<u>Human services lapse salary amount consist of grant funds:</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent</u>	<u>Lapse Amount</u>	<u>County Share</u>	<u>County Amount</u>
Social Services	4,381,068	1,639,779	37.43%	185,812	50.00%	92,906
Department of Aging	431,124	179,187	41.56%	462	100.00%	462
Health Department	1,529,518	586,551	38.35%	50,799	50.00%	25,400
						<u>118,768</u>

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

3 (c)

Meeting Date: January 5, 2015	<input type="checkbox"/> Information Only	<input type="checkbox"/> Public Comment
	<input checked="" 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

SUBJECT: Finance - Debt Refinancing Opportunity

DEPARTMENT: Finance

PUBLIC HEARING: No

CONTACT PERSON: David Clack, Finance Officer

PURPOSE: To provide information regarding the possibility of achieving savings by refinancing certain long-term debt

ATTACHMENTS: None

BACKGROUND: Finance Officer David Clack will review the underwriter's recommended refunding of certain County debt and the anticipated savings.

RECOMMENDED ACTION OR MOTION: No action required at this time



Sampson County Finance Department
David K. Clack, Finance Officer

MEMORANDUM

TO: Board of Commissioners

FROM: David K. Clack, Finance Officer

DATE: December 19, 2014

SUBJECT: Board Information Refunding of Debt

Recently the underwriter that assisted the County with the 2010 refunding of our 1999 Certificates of Participation approached us with the possibility of refunding other debt issues.

The underwriter has proposed refunding the following issues:

1. 2006 Certificates of Participation with a principal amount of \$31,790,000. The full amount outstanding is \$47,185,000. Some of the bonds will not be included because it is not financially feasible to call them.
2. The USDA debt on the Courthouse Extension in the amount of \$1,515,000 will be refunded.
3. The USDA debt on the Public Works Offices and Warehouse in the amount of \$770,000 will be refunded.
4. All of the outstanding debt for the Water Districts with the exception of the debt issued for the well project will be refunded.

The total amount of the debt to be refunded is \$45,175,000. This is approximately 34% of our outstanding debt. The estimated savings to the general fund by refunding items 1-3 above are approximately \$2,570,000 over the remaining terms of the loans. The annual savings range from a high of \$149,764 to a low of \$4,095. The estimated savings to the water districts by refunding item 4 above is approximately \$1,656,500 over the remaining terms of the loans. The annual savings range from a high of \$72,210 to a low of 8,122. Attached you will find a recap prepared by the underwriter that shows the estimated savings each year.

These amounts are only estimates prepared for a particular date and are dependent on market conditions and interest rates at the time the bonds are sold. We expect this be a relatively quick process and would expect to come back before the Board either later this month or next month to get authorization to proceed with next steps.

\$34,075,000

Sampson County, North Carolina

Refunding Limited Obligation Bonds, Series 2015

Callable 6/01/2025 @ 100.000% / Assumed Rating: A2/A

Debt Service Comparison

Date	Total P+I	Existing D/S	Net New D/S	Old Net D/S	Savings
06/30/2015	851,499.99	1,902,130.00	2,748,732.69	2,898,497.49	149,764.80
06/30/2016	1,728,700.00	2,166,260.00	3,894,960.00	3,970,090.00	75,130.00
06/30/2017	1,732,300.00	2,087,510.00	3,819,810.00	3,891,339.99	71,529.99
06/30/2018	1,729,300.00	2,008,760.00	3,738,060.00	3,812,589.98	74,529.98
06/30/2019	3,235,550.00	355,010.00	3,590,560.00	3,733,840.00	143,280.00
06/30/2020	3,161,300.00	355,010.00	3,516,310.00	3,660,839.99	144,529.99
06/30/2021	3,086,800.00	355,010.00	3,441,810.00	3,582,090.01	140,280.01
06/30/2022	3,002,050.00	355,010.00	3,357,060.00	3,503,339.99	146,279.99
06/30/2023	2,922,550.00	355,010.00	3,277,560.00	3,424,589.99	147,029.99
06/30/2024	2,848,050.00	355,010.00	3,203,060.00	3,345,839.99	142,779.99
06/30/2025	3,818,300.00	355,010.00	4,173,310.00	4,316,464.98	143,154.98
06/30/2026	3,686,050.00	355,010.00	4,041,060.00	4,185,464.98	144,404.98
06/30/2027	3,555,250.00	355,010.00	3,910,260.00	4,054,465.00	144,205.00
06/30/2028	3,429,250.00	355,010.00	3,784,260.00	3,930,014.99	145,754.99
06/30/2029	3,308,000.00	355,010.00	3,663,010.00	3,805,564.98	142,554.98
06/30/2030	3,186,250.00	355,010.00	3,541,260.00	3,681,114.99	139,854.99
06/30/2031	549,000.00	2,975,010.00	3,524,010.00	3,556,664.99	32,654.99
06/30/2032	3,062,000.00	230,560.00	3,292,560.00	3,432,215.00	139,655.00
06/30/2033	2,929,000.00	230,560.00	3,159,560.00	3,301,214.98	141,654.98
06/30/2034	2,666,000.00	230,560.00	2,896,560.00	3,035,406.00	138,846.00
06/30/2035	54,500.00	2,850,560.00	2,905,060.00	2,909,655.99	4,595.99
06/30/2036	52,250.00	2,737,900.00	2,790,150.00	2,796,995.99	6,845.99
06/30/2037	55,000.00	-	55,000.00	59,095.99	4,095.99
06/30/2038	52,500.00	-	52,500.00	59,095.99	6,595.99
Total	\$54,701,449.99	\$21,679,930.00	\$76,376,482.69	\$78,946,492.28	\$2,570,009.59

\$11,100,000

Sampson County, North Carolina

Refunding General Obligation Bonds, Series 2015

Callable 6/01/2025 @ 100.000% / Assumed Rating: A+

Debt Service Comparison

Part 1 of 2

Date	Total P+I	Net New D/S	Old Net D/S	Savings
06/30/2015	723,091.81	722,673.17	788,123.75	65,450.58
06/30/2016	728,712.50	728,712.50	788,110.00	59,397.50
06/30/2017	723,412.50	723,412.50	787,043.13	63,630.63
06/30/2018	728,112.50	728,112.50	787,952.50	59,840.00
06/30/2019	724,862.50	724,862.50	786,217.50	61,355.00
06/30/2020	721,462.50	721,462.50	785,931.88	64,469.38
06/30/2021	717,912.50	717,912.50	787,003.13	69,090.63
06/30/2022	721,312.50	721,312.50	785,840.00	64,527.50
06/30/2023	724,112.50	724,112.50	786,006.88	61,894.38
06/30/2024	716,312.50	716,312.50	785,906.25	69,593.75
06/30/2025	713,312.50	713,312.50	785,522.50	72,210.00
06/30/2026	721,562.50	721,562.50	785,826.25	64,263.75
06/30/2027	723,562.50	723,562.50	784,745.63	61,183.13
06/30/2028	719,562.50	719,562.50	782,302.50	62,740.00
06/30/2029	709,812.50	709,812.50	778,532.50	68,720.00
06/30/2030	709,562.50	709,562.50	774,960.00	65,397.50
06/30/2031	703,312.50	703,312.50	768,541.25	65,228.75
06/30/2032	691,312.50	691,312.50	754,378.75	63,066.25
06/30/2033	678,812.50	678,812.50	743,826.25	65,013.75
06/30/2034	665,812.50	665,812.50	731,706.25	65,893.75
06/30/2035	657,312.50	657,312.50	718,061.25	60,748.75
06/30/2036	608,062.50	608,062.50	659,936.25	51,873.75
06/30/2037	595,062.50	595,062.50	648,601.25	53,538.75
06/30/2038	586,562.50	586,562.50	635,747.50	49,185.00
06/30/2039	562,312.50	562,312.50	620,417.50	58,105.00
06/30/2040	363,062.50	363,062.50	381,700.00	18,637.50
06/30/2041	356,437.50	356,437.50	375,940.00	19,502.50
06/30/2042	339,625.00	339,625.00	363,835.00	24,210.00
06/30/2043	333,000.00	333,000.00	352,640.00	19,640.00
06/30/2044	171,187.50	171,187.50	179,310.00	8,122.50
Total	\$18,838,554.31	\$18,838,135.67	\$20,494,665.65	\$1,656,529.98

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (a)

Meeting Date: January 5, 2015	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue
	<input type="checkbox"/>		<input type="checkbox"/>	

SUBJECT: Guidance for Medicaid Transportation Contracts in 2015

DEPARTMENT: Administration/Legal

PUBLIC HEARING: No

CONTACT PERSON: Joel Starling, County Attorney
Edwin W. Causey, County Manager

PURPOSE: To provide a synopsis of previous bid process and identified issues with process and to seek guidance on options for handling Medicaid Transportation contracts in 2015

ATTACHMENTS: County Attorney Memorandum
Director of Aging/Transportation Memorandum

BACKGROUND: The current contracts for non-emergency Medicaid Transportation Services expire in June, 2015. Because we have two new members on the Board, staff thought it would be helpful if the County Attorney provided a synopsis of the process the County used to award the existing contracts, the issues which were identified as part of this process, and options available to the Board as the contracts expire. While the existing primary contractor is performing satisfactorily to date, we do note that the provision of Medicaid Transportation Services may be a revenue-producing opportunity for the County's Sampson Area Transportation agency. SAT has provided the enclosed memorandum indicating their interest in expanding their services (they currently provide a small portion of the service) and the benefits in doing so - both financial and in service area availability.

PRIOR BOARD ACTION: Current Medicaid Transportation Services contracts awarded September 2013

RECOMMENDED ACTION OR MOTION: Provide guidance to staff on preferred alternatives for handling Medicaid Transportation Services after June 30, 2015

MEMORANDUM

To: Sampson County Bd. of Commissioners; County Manager; Asst. County Manager
From: W. Joel Starling, Jr. of Daughtry, Woodard, Lawrence & Starling, County Attorney
Re: Medicaid Transportation Contract Expiration
Date: Monday, December 22, 2014

I. Overview.

Sampson County's current Medicaid transportation contract with Van-Go Transportation, Inc. (Van-Go) will expire on June 30, 2015, and the County will need to enter into a new Medicaid transportation contract with Van-Go or another entity, preferably before the expiration of the current contract in order to avoid an interruption in service. This Memorandum will provide a synopsis of the process the County used to award the current Medicaid transportation contract in 2013, identify issues that arose after the County awarded two Medicaid transportation contracts, and offer the current Board of Commissioners with a (non-exhaustive) list of options with respect to the new Medicaid transportation contract it will enter into effective July 1, 2015.

II. The Current Contract.

The County's Medicaid transportation contract is a service contract and not subject to state statutory bidding requirements. Sampson County nonetheless chose to bid out its current Medicaid transportation contract in July of 2013 by publishing an application for bids. The County received bids from Van-Go and Enroute Transportation Services, Inc. ("Enroute"). Van-Go's initial bid was \$1.65 per mile, and Enroute's was \$2.55 per mile, plus an additional fuel surcharge. Based upon the difference in bid amounts, the Board of Commissioners voted to award the primary Medicaid transportation contract to Van-Go and award a secondary contract to Enroute. Under this dual contract system, Enroute was to provide Medicaid transportation services only on occasions when Van-Go was unable to do so.

After Sampson County awarded its primary Medicaid transportation contract to Van-Go, Enroute sought to amend its bid, submitting a second bid lower than Van-Go's initial bid. There were concerns expressed by County DSS officials at the time that if the County failed to consider Enroute's new, lower bid, the County could be subject to a chargeback in light of language in the Medicaid Transportation Manual stating that a county may not request reimbursement for a Medicaid transportation expenditure that is provided "when free or lower cost suitable transportation was available" or for private vendor costs that are "higher than appropriate when less expensive means of transportation are available".

Based upon these concerns, the Board of Commissioners decided to defer acting on Enroute's second, lower bid and directed the County Attorney to seek additional guidance from the North Carolina Department of Health and Human Services (DHHS). That agency eventually directed the County to the Attorney General's Office. The County Attorney and Commissioner Albert Kirby submitted separate written requests to the Attorney General's Office on the subject.

On February 11, 2014, Commissioner Kirby received a letter from Assistant Attorney General Neal McHenry regarding the County's Medicaid transportation system. Mr. McHenry indicated that, in his opinion, the Medicaid Manual provision that "Medicaid only pays for transportation . . . [b]y the least expensive mode available and appropriate for the beneficiary" did not require the County to amend its contracts each time a provider submitted a new, lower per mile rate or enter into new contracts with new providers each time a new provider approached the County with a lower per mile rate. When read in the "larger context" of the State Medicaid Manual, McHenry reasoned, the Manual provision refers to the *means* of transportation only, and not the company selected to offer the services (e.g., a county would not be entitled to reimbursement if it used an ambulance to transport a patient when a van or passenger car would have also been appropriate means of transportation).

The Attorney General's Office declined, however, to offer a formal advisory opinion on the issue, noting that its Office did not issue advisory opinions regarding Medicaid policies or manuals. This raised concerns about whether the federal government, who has ultimate authority over state administration of the Medicaid transportation program, shared the Attorney General's opinion and whether the County still faced exposure to a potential chargeback. The Board of Commissioners directed the County Attorney to seek further guidance from the US Department of Health and Human Services, which this office did both by telephone and in writing. To date, the County has never received a response from the US DHHS regarding the issue. However, inquiries of County DSS staff have disclosed that, to their knowledge, no North Carolina county has been audited or issued a charge back as a result of failing to respond to lower bids received after the close of the bidding process but prior to the expiration of an existing contract.

While the County was seeking a final, authoritative determination from the US DHHS on this issue, Enroute elected to terminate its contract with the County, leaving only the County's primary-provider contract with Van-Go which expires at the end of June 2015.

III. Options for Awarding the New Contract.

As has already been discussed, the Medicaid transportation contract is a service contract, meaning that the County is not required to use any statutory bidding process. The February 11, 2014 advisory letter from the Attorney General's Office notes on more than one occasion that the formal bidding requirements contained in Chapter 143 of the North Carolina General Statutes do not apply to Sampson County's award of its Medicaid transportation contract. However, where a county elects to voluntarily impose a bidding process as the County did with the current contract, it must follow the voluntarily-imposed process (e.g., the County could not have solicited bids for the 2013-2015 contract and then awarded the contract prior to the close of bidding). Although the County has opted to bid out the Medicaid transportation contract on more than one occasion in the past, it has not yet, to my knowledge, adopted a formal bidding policy that would require it to bid out the contract in the future. One could argue that the current bidding process has, by way of custom, become an affirmative obligation that the County must follow in the future, but I am unaware at this time of any authority that would support that line of argument.

The following are three (non-exclusive) options that the Board of Commissioners has with respect to the upcoming Medicaid transportation contract:

1. The Board could continue to follow its voluntarily-imposed bidding process and solicit bids for the Medicaid transportation provider, awarding its bid to the lowest responsible bidder as it would under the more formal statutory bidding process in N.C. Gen. Stat. § 143-129.
2. The Board could opt to award the contract without soliciting bids (e.g., the Board could simply renew its contract with Van-Go or award the contract to another provider).
3. A number of counties use their own transportation services to administer their Medicaid transportation programs, and the Board could chose to use Sampson Area Transportation (SAT) to administer the program in Sampson County. It is my understanding that SAT has bid on the contract in years past, and the Board may want to allow SAT to submit a bid along with other private entities.

The following are only three options that the Board of Commissioners has with respect to the upcoming Medicaid transportation contract, and the Board may ultimately take some other course of action not identified here. This Memorandum is merely intended to offer some topics for consideration and discussion as the Board begins to think about the upcoming Medicaid transportation contract and how it would like to proceed.

Sampson County Department of Aging

Lorie Sutton
Director

Services

CAP/DA Program

Family Caregiver

Nutrition Program

In-Home Aide Services

Information & Referral

Adult Day Health Care

Transportation

Home Repairs

Garland Senior Center

Butler Court Senior Center

405 County Complex Rd.
Suite 140
Clinton, NC 28328
910-592-4653
Fax 910-590-2142

lbsutton@sampsonnc.com
www.sampsonnc.com

MEMO:

TO: Ed Causey, County Manager
FROM: Lorie Sutton, Aging & Transportation Director
DATE: December 18, 2014
RE: Medicaid Transportation

As you are aware, Sampson Area Transportation is currently providing a small portion of the County's Medicaid Transportation Services. Our experiences with this service have been positive for our agency and, we believe, for the clients we have served. As the County begins to plan for the FY 2015-2016 budget and the expiration of the existing Medicaid Transportation Services contracts in June 2015, our department would appreciate the opportunity to be a part of the discussion about how the services could be provided in the future. We believe that our agency's expanded participation in the provision of these services could have the following benefits, and note the following:

1. Local government public transit agencies have proven to be a viable source for providing Medicaid Transportation Services, and our Sampson Area Transportation is one of the few public transit agencies in North Carolina which does not primarily provide this service.
2. Our expanded participation in the provision of Medicaid Transportation Services could equate to increased revenues generally for the County and specifically for our department, including minimizing any additional County money being put into the program outside the required local match for the CTP grants.
3. Our expanded participation in the provision of Medicaid Transportation Services would also benefit the citizens of Sampson County who do not receive Medicaid, but are still struggling financially and need transportation services. There are areas within the County that are mostly underserved, such

as the northern end of the county, because we do not currently have enough drivers, vans and funding to meet the needs. As we provide more comprehensive Medicaid Transportation Services, non-Medicaid clients in these underserved areas would have improved access to transportation.

4. Currently we provide out-of-county non-emergency medical transportation to our veterans only. The reason we do not provide it to others is due to a shortage of vans and drivers. If we were to expand our provision of Medicaid Transportation Services, out-of-county non-emergency medical transportation could be offered to all citizens.

As County Manager, you have stressed multiple times to our agency and others the emphasis the Board has placed on increasing revenues and decreasing expenditures. Our expanded participation in the provision of Medicaid Transportation Services may afford our agency the opportunity to do both while improving our customer services to the citizens of the County. Sampson Area Transportation would be delighted to explore that possibility if the Board so desires.

I will be available to answer any questions that you or the Board may have regarding this request. Thank you for your consideration.

/s

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

4 (b)

Meeting Date: January 5, 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: Designation of Voting Delegate for NCACC Legislative Goals Conference

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Billy Lockamy, Chairman

PURPOSE: To designate one commissioner to serve as voting delegate at the NCACC Legislative Goals Conference, January 15-16, 2015

ATTACHMENTS: Voting Delegate Designation Form; Proposed Legislative Goals

BACKGROUND: The final stage of the NCACC's Legislative Goals process is the Legislative Goals Conference, to which all Association members are invited. The conference is spread over a day and a half, assuring time for thorough discussion, deliberation and debate. The goals conference is conducted according to rules designed to encourage participation, to provide a balance between inclusiveness and respect for the process and efforts of the committees and the Board up to this point. The Conference begins with a pre-lunch non-voting discussion of the proposed goals. This allows commissioners not previously involved in the deliberations, particularly newly elected commissioners, to improve their understanding of the issues. Every member county appoints a voting delegate to the conference, and every county in attendance has one vote. The voting delegate can be any county official, including non-elected officials, and a county may choose an alternate. No proxies are allowed.

The Board needs to discuss which member to delegate as its voting member.

RECOMMENDED ACTION OR MOTION: Designate voting delegate



**VOTING DELEGATE DESIGNATION FORM
LEGISLATIVE GOALS CONFERENCE
January 15-16, 2015 (Thursday – Friday)
Pinehurst Resort – Moore County**

NOTE: Please place this action on your board meeting agenda.

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate for the 2015 Legislative Goals Conference. Each voting delegate should complete and sign the following statement and **RETURN IT TO THE ASSOCIATION NO LATER THAN FRIDAY, JANUARY 2, 2015.**

PLEASE RETURN FORM TO SHEILA SAMMONS, CLERK TO THE BOARD BY EMAIL: SHEILA.SAMMONS@NCACC.ORG OR FAX: 919-719-1172.

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the North Carolina Association of County Commissioners 2015 Legislative Goals Conference.

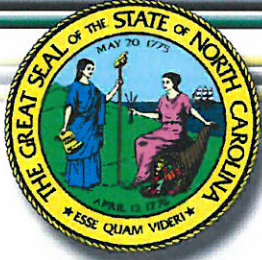
Signed: _____

Title: _____

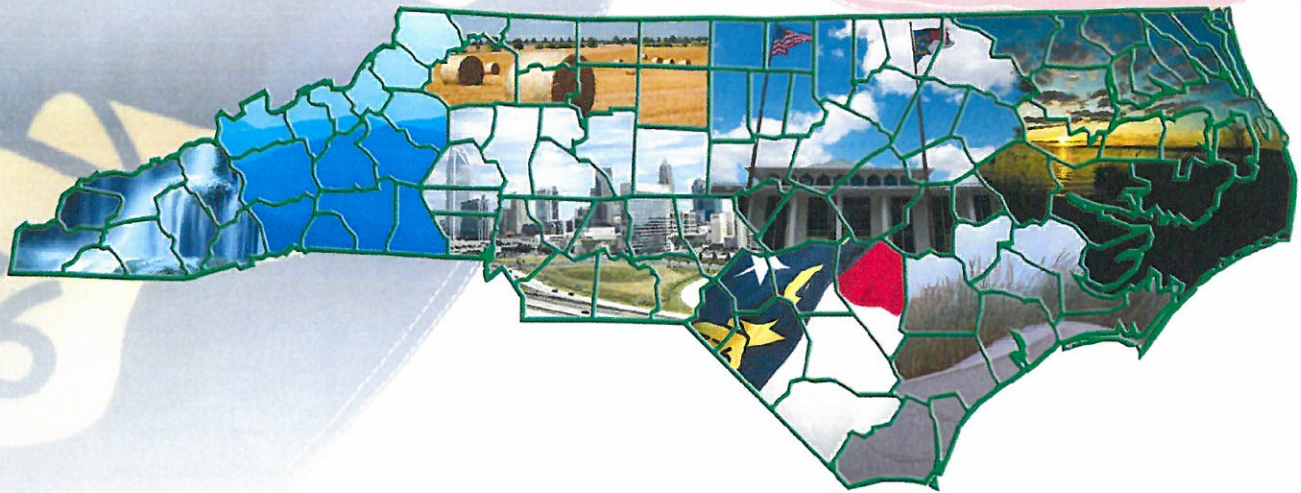
Article VI, Section of the Association’s Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year’s dues.”

100 Counties



One State



2015-16 Proposed Legislative Goals

Legislative Goals Conference

Moore County

January 15 & 16, 2015

NCACC LEGISLATIVE GOALS

This package includes the 44 goals, the NCACC’s core values and each steering committee’s guiding principles, which will be voted on at the Legislative Goals Conference. More than 300 proposals from nearly 70 counties – record numbers in both categories – were submitted. The Association’s seven steering committees conducted the first review of goals in October. The Legislative Goals Committee then reviewed recommendations from the steering committees in November and submitted a package of goals to the Board of Directors, which approved this package at its Dec. 3 meeting.

At the Legislative Goals Conference, each of the goals, the core values and the steering committee guiding principles will be voted on by the membership. Each county present will have one vote.

In addition to the goals in this package, the association has established a mechanism to allow for new proposals to be submitted at the conference. See p. 2 for more information on how to submit a new goal.

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General Government	6
Health & Human Services	8
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Mission Statement

The Association’s Legislative Goals process is thoughtful, deliberative, inclusive and fair. The investment of time and energy, and value of full discourse, strengthens our Association as we navigate the legislative currents. The process is designed to create an informed grassroots organization and to build a cohesiveness of purpose within the organization that, in turn, grants a degree of credibility to the Association that is unique. All counties and all county officials are invited and encouraged to participate in the Legislative Goals process.

Legislative Goals Conference Information

Legislative Goals Conference Voting Process and Procedures

- There shall be a process by which voting delegates register to obtain appropriate voting credentials.
- Every county in attendance has one vote. The voting delegate can be any county official, including non-elected officials, and a county may choose an alternate. No proxies are allowed.
- Goals are presented en bloc by each steering committee subject category. Goals Committee Chairs present the goals to the membership. The Association President or presiding officer is responsible for action.
- Upon motion of any voting delegate, any individual goal proposal can be set aside for detailed discussion.
- All motions shall be ruled upon by the Association President or presiding officer.
- The Association President shall appoint a parliamentarian for the conference.
- Majority votes are required to approve or alter the proposed goals.
- Pursuant to Article VIII, Section Three of the NCACC Constitution, the latest edition of Robert's Rules of Order shall be the parliamentary authority on questions not covered by the Constitution or by this handbook.

Schedule of Events

Thursday January 15, 2015

- 8 a.m. – 5 p.m. Registration
- 8:30 – 9:30 a.m. Meet and Greet
- 9:30 a.m. – Noon Education Session
- Noon – 1:30 p.m. Lunch
- 1 p.m. Deadline to submit new goals
- 1:30 – 3:30 p.m. Voting Session
- 3:30 – 5:30 p.m. Screening Committee Meeting
- 5:30 – 6:30 p.m. Reception

Friday January 16, 2015

- 8:30 a.m. – Noon Voting Session

Submission of new or previously submitted goals

The Association adopted a Screening Committee process to allow for consideration of new goals or proposals previously presented but not approved. The Screening Committee is composed of the Legislative Goals Committee co-chairs and the seven Steering Committee chairs. The Screening Committee meets at the end of the first day of the conference to review and hear presentations on submitted proposals. The rules for the Screening Committee process are as follows:

- Any new or previous goal proposal must be submitted by 1 p.m. on the first day of the conference.
- Goals approved and recommended by the Screening Committee are brought to the floor for consideration by the voting delegates on the second day of the conference. A majority vote of the delegates is required for approval.
- Any proposal not approved by the Screening Committee can be brought to the floor for consideration upon a vote of two-thirds of the number of voting delegates present at 2 p.m. on the first day of the conference.
- The Screening Committee has the authority to request a Steering Committee to give further study to newly proposed ideas. Any Steering Committee recommendations that derive from this kind of study can be presented to the Board of Directors for consideration at a later date.

Proposed Core Values

The Core Values and Guiding Principles provide a county platform and offer guidance on issues and legislation not otherwise addressed in specific goal proposals.

NCACC Core Values

The Association recognizes counties' critical partnership with the state of North Carolina and promotes strategies that enhance state and county collaboration, communication, and cooperation.

Counties are an integral part of a strong intergovernmental system, along with municipalities, school boards, the state and the federal government. Cooperation and communication between all levels of government are essential in order to provide the best and most efficient services to citizens. Counties are the level of government closest to the people. The Association promotes strengthening of local decision-making to respond to local needs. Counties should be free to organize as appropriate for the efficient and effective delivery of services. Flexibility of form, function and finance is critical. A proper balance of service responsibility and revenue-generating authority is imperative. Essential services should be financed through state or federal revenues to ensure statewide availability and consistency. State-mandated services should be funded from state revenue sources; federally mandated services should be financed from federal revenue sources. Policy changes affecting counties should be preceded by fair and equitable negotiations. New initiatives should allow adequate lead time for implementation within the county budget schedule. The State should consider the resource limitations of counties when implementing new state and federal programs.

The Association will provide the Legislature and the public with information necessary for the passage of sound legislation beneficial to the administration of county government affairs, and will oppose legislation injurious thereto.

Proposed Guiding Principles and Goals

AGRICULTURE

Guiding Principles

- The Association supports local control over land-use decision-making and its impact on the agricultural community.
- The Association supports state policies providing local options and tools for the preservation of farmland, if they serve the best interest of all counties.
- The Association supports research, education and outreach with various public and private partnerships that result in agricultural development opportunities, sustainable initiatives producing low-cost food and energy that will, in turn, create healthy local economies.
- Agricultural issues related to the environment transcend governmental boundaries and require close coordination of policy and action by federal, state and local governments.
- Powers delegated to the counties for the protection of the public health are important for protecting the land and water resources that are vital for agricultural endeavors.
- The General Assembly should provide funds for any increased county responsibility related to animal control operations and/or facilities.

Proposed Goals

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.

- Demand has grown for hemp for a variety of uses, such as fibers for upholstery and clothing, paper-type products, twine, and oil for lip balm.
- Hemp products are not illegal in North Carolina, but growing hemp is.
- Allowing hemp to be grown in North Carolina provides an additional crop for farmers and supports agriculture in our state.

ENVIRONMENT

Guiding Principles

- Public policy on environmental protection must recognize that all physical human activities have an impact on the environment, and provide recognition that there must be a balance between those activities and the environment.
- Enhancements to the environment laws of North Carolina should be justified by verifiable scientific evidence and based on a clear rationale and purpose for regulatory change.
- State agencies responsible for developing administrative rules to implement federal and state policies should involve local governments in the process at the earliest stages of development and should proceed only after thorough analyses of health, environmental and fiscal risks and impacts.
- State agencies issuing permits for activities that affect the environment should give local governments ample opportunity to comment on proposed permits for consistency with local plans and policies.
- If state law delegates responsibility to local governments for implementing, monitoring and enforcing environmental policy, the state should provide optimum flexibility and discretion in setting fees at the local level to carry out these responsibilities.

Proposed Goals

ENV-1: Seek legislation to study and fund a comprehensive statewide approach to hydrilla control in the state's waters.

- This rapidly growing aquatic weed has spread among many of the state's lakes, inhibiting tourist and recreational activities and clogging water treatment plants. Eradication is expensive and difficult.

ENV-2: Seek legislation to establish a mechanism for local governments to recover costs associated with providing services related to natural gas and oil exploration industry.

- The Energy Modernization Act from 2014 prohibits local governments from assessing any tax (aside from property tax) on an individual or business engaged in energy mineral activities, and it provides no mechanism for local governments to access revenue from state taxes on the industry.
- The costs to local governments are difficult to determine with such a new industry in North Carolina, but counties need a means to recover costs.

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.

- While some counties are running programs such as these, a resident has challenged the program in one county, and statutory authority is unclear.
- A clarification to the statute would remove any doubt as to such authority.

GENERAL GOVERNMENT

Guiding Principles

- The Association recognizes the importance of the State-County partnership and its unique role in providing services to all citizens.
- The State should seek input from counties while developing rules and regulations that impact counties, particularly concerning property rights.
- Local general purpose governments are the building blocks for solving regional problems; regional approaches should be based on the need to strengthen and support local governments.
- Intergovernmental agreements should be used where appropriate to attain efficient performance, as determined by local elected officials.
- Encourage public-private partnerships when in the best interest of the citizens.
- Reserve federal action for those areas where state and local governments are not adequate and where continuing national involvement is necessary, e.g. national defense, provided resources are made available by the national government.
- All local government institutions should be engaged in developing and coordinating services to meet the needs of citizens. Counties will strive to maintain and enhance these partnerships.

Proposed Goals

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.

- Rural areas of the state without access to high-speed Internet are increasingly at a disadvantage.
- Telecommunications companies are not providing services in areas with sparse population.
- The towns of Wilson and Salisbury are the only local governments authorized to provide broadband services to their residents.
- Counties should be able to participate in developing infrastructure and providing broadband services to underserved areas.

GG-3: Support new or expanded state funding streams that will provide sufficient revenues to adequately fund the state's transportation infrastructure needs.

- Transportation infrastructure needs in our rapidly growing state are far outpacing available resources to pay for them.
- The executive and legislative branches are both examining new sources of revenue.
- Increased funding will be necessary regardless of how transportation projects are prioritized.

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.

- Newspaper subscriptions have greatly decreased with more people getting their information from electronic sources.
- All counties now have Web sites and the ability to share legally required notices electronically.
- In some cases, the cost of newspaper publication is not commensurate with the public notice value received.

GG-5: Seek legislation to require the North Carolina Department of Transportation to accept into the state road system for maintenance those subdivision streets dedicated as public road right of way when they are approved by the North Carolina Department of Transportation Division Engineer.

- NCDOT will not accept subdivision streets into the state road system until a certain housing density is met.
- When the recession slowed home construction, it increased the amount of time before that housing threshold was reached.
- In some cases, either DOT standards had changed or roads had deteriorated to the point DOT will not now take on maintenance responsibility until homeowners pay to improve road conditions.

GG-6: Seek legislation to authorize special elections in any year in which there is an election.

- Legislation in 2014 required local governments to hold special elections only during elections where all precincts are open, effectively limiting them to even-numbered years.
- This prevents counties from holding elections for revenue referendums in a time frame when funds are needed for a specific project.

GG-7: Oppose collective bargaining programs for local government employees.

GG-8: Seek legislation to amend NCGS 132-1(b), “Public Records” by changing “the people” to “its citizens.”

- A proliferation of public records requests from research entities and special interest groups out of state has consumed inordinate amounts of county staff time.
- This change would only require county public records be provided to in-state residents or business entities, but would not prohibit counties from providing them to those outside the state.

HEALTH AND HUMAN SERVICES

Guiding Principles

- The Association supports county, regional and state collaboration to improve agency automation and simplify programs, to streamline administration and to improve client interaction.
- The Association opposes earmarking of block grant funds, and supports increased funding for mandated services, provided the increases do not require additional county expenditures.
- Counties must be actively engaged in setting health and human services policy and program requirements. Programs should be flexible and recognize the state's changing demographics.
- Health and human services programs should encourage responsible behavior and should be targeted to those citizens least able to care for themselves. They should encourage families to be responsible supporters of their children and help individuals find sustainable, long-term employment.
- The State should take the lead in financing, implementing, maintaining, and supporting statewide automated systems; automation efforts undertaken by the State should connect and integrate with county automation initiatives.
- Members of county human service agency boards should be appointed by the boards of county commissioners.

Proposed Goals

HH-1: Oppose shifting of Medicaid back to the counties.

- The state historically required counties to fund a portion of all Medicaid service costs and required counties to fund all Medicaid administrative costs not reimbursed by the federal government.
- County Medicaid costs were outpacing property tax base growth, and most counties were spending more on Medicaid than for school capital needs.
- The 2007 General Assembly phased out the county funding participation in Medicaid services in exchange for assuming ½ cent county sales tax. North Carolina was the last state requiring county financial participation in all Medicaid services.
- Counties continue to pay for Medicaid eligibility process and local program administration.

HH-2: Support legislation to expand Medicaid coverage for the citizens of North Carolina.

- The Affordable Care Act, as originally written, required states to expand their Medicaid programs to cover the income-eligible single or non-custodial parent, or risk losing all federal Medicaid funding. The federal government guaranteed 100% federal funding participation for the first three years to cover these new participants, with federal funding stepping down to 90% in 2020 and thereafter.
- The U.S. Supreme Court ruled that the federal government could not compel states to expand their Medicaid programs, leaving that decision to be made individually by state Legislatures.
- North Carolina's General Assembly elected to not expand the state's Medicaid program, citing a broken state system plagued with cost over-runs and faulty administrative oversight.
- An estimated 500,000 uninsured state residents would be covered if the state chose to expand Medicaid.

HH-3: 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.

- The state is restructuring community mental health services, converting and merging existing local management entities into managed care organizations charged with overseeing a capitated model of funding. The state has maintained these new structures within the public arena administered and controlled by public agencies.
- State budget cuts and federal policy changes have reduced statewide resources to support crisis services, chronic mental health management, and state psychiatric hospital capacity.
- The state is considering several models of care moving forward in its Medicaid reform efforts, and some would outsource the continuum of care of the whole person to private, for-profit managed care entities.
- Counties seek a continued constructive voice in mental health policy and administration as partial funders of the public mental health system and as community representatives of mental health clients and their families.

HH-4: 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.

- Public health in North Carolina is largely supported by county appropriations and service fees – with total funding at roughly \$550 million (federal grants offset \$45 million and the state funds less than \$100 million).
- North Carolina ranks 44th nationally in public health funding, with the state spending on average \$14.16 per person, compared to \$30.16 nationally. Public health administrators estimate that an additional \$30 million in state funding is needed to fund the state-mandated essential health services and programs.

HH-5: 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.

- The North Carolina Legislature has sought to contain rising Medicaid service costs by lowering provider rates, leaving fewer providers willing to treat Medicaid clients.
- Federal rules permit Medicaid coverage for EMS trips by defining medical necessity at the point of dispatch – North Carolina limits Medicaid coverage by defining medical necessity to the time of transport.

HH-6: Oppose shifting or cutting money from federal and state block grants, including TANF, SSBG, CCDBG, HCCBG and WCH for mandated services.

- Counties have experienced an annual loss of \$36 million in federal welfare reform funds, and the state has eliminated its \$5.4 million annual appropriation in state aid to counties for social services, although some state aid dollars remain for county health expenses.
- The state has backfilled state budget cuts in childcare and other human services programs with federal dollars once designated for direct county programs.

HH-7: Seek legislation to improve financing and regulatory issues for the purpose of ensuring the viability of rural hospitals.

- Loss of Medicaid funding, rising health costs, and ongoing hospital consolidation threaten the viability of rural hospitals.
- Several states have initiated a rural hospital study commission to identify finance and regulatory issues impeding rural hospitals, such as Georgia's Rural Hospitalization Stabilization task force.

HH-8: Support Medicaid reimbursement to EMS for mental health and substance abuse transport to crisis centers.

- While state Medicaid rules allow Medicaid payment for medically necessary transports to hospital facilities, it does not permit it for ambulance transports to mental health crisis centers.
- The 2014-15 state budget authorized a pilot study of Wake County's mental health transports to determine what legislative changes and funding sources could support diversion of mental health crisis patients from hospital emergency rooms to locations offering more appropriate care.

HH-9: 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.

- In 2012, the Legislature gave all counties the option to consolidate boards of social services and/or health and create consolidated agencies to manage human service delivery. Twenty-two counties have initiated some form of consolidation.
- To realize the full service efficiencies and program effectiveness afforded under consolidation, the traditional state oversight and funding processes must be modified to accommodate local structural changes.

HH-10: Advocate for implementation of statewide case management system(s) for both Child Welfare and Adult Protective Services.

- North Carolina is one of eight states with a county-administered, state-oversight system of social services, where county governments organize and administer income maintenance and protective services programs while the state has oversight responsibility.
- North Carolina is the only state where the county is responsible for the full, non-federal share of income maintenance administrative costs. Since the state has had no financial incentives to build efficiencies through improved automation, worker productivity tools have been generally limited to county-built stand-alone systems or through cumbersome mainframe applications.
- NCFAS, the state's comprehensive new case management system for counties, is expected to build out case management capabilities for child welfare and adult services.

HH-11: Oppose legislation that would weaken county management of nonemergency Medicaid transport.

- North Carolina counties sponsor an integrated, coordinated human services transportation network, serving veterans, elderly citizens, children in daycare, and Medicaid recipients within the same routes and in the same transport vehicle. All clients and programs share in the trip's costs and administration, resulting in per trip costs far below that experienced in other states with stand-alone networks.
- A private, for-profit Medicaid transportation broker has sought assignment of the non-emergency medical transport for Medicaid-eligible clients, thereby removing the Medicaid rider and Medicaid funding stream from the coordinated human services transportation network.

HH-12: Advocate for adequate state funding for services to vulnerable older adults and disabled adults needing protective and public guardianship services.

- Statewide implementation of the LME/MCO model required LMEs to transfer all public guardianships under their oversight to the county DSS agency in keeping with federal Medicaid policy.
- To offset additional county costs of assuming these new wards, the state budget set aside roughly \$4 million in federal block grants. While these funds may be sufficient for the guardianships transferred initially, there was no guarantee that new wards would be supported.
- Adequate state funding for adult services can allow participants to remain safely in their own homes and avoid more costly institutional placement.

HH-13: Seek legislation to reverse changes made to the childcare subsidy program available to working families.

- The 2014-15 state budget tightened eligibility standards for childcare subsidies and increased co-payments for program participants. Since eligibility changes for children currently enrolled do not become effective until the next annual eligibility review, the number of children affected is uncertain.
- Around 85,000 children currently receive childcare subsidies, with 18,000 awaiting placement.
- The program is financed primarily through federal, not county funds. Counties are responsible for local administration and eligibility determination.

JUSTICE AND PUBLIC SAFETY

Guiding Principles

- The statewide judicial system, including effective ancillary services and programs, should be adequately funded and staffed in order to provide an efficient environment for judicial process and to instill public confidence in the justice system.
- Adjudication should be swift, in order to minimize overcrowding in county jails.
- Bonds should be reasonable, and effective pre-trial screening and population management efforts should be encouraged.
- Criminals should be held accountable and required to pay a greater portion of the State and county costs resulting from their crimes through increased jail fees, service of process fees, and court facilities fees.
- Effective prevention programs, alternatives to incarcerations and other related services should be supported in an effort to help reduce recidivism rates and lower county jail costs.

Proposed Goals

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

- State law restricts the use of 911 funds primarily to equipment and furnishings within the building where the primary PSAP is located and generally excludes personnel and any equipment or expenses associated with the dispatch of emergency call information from the PSAP.
- Restrictions on the use of 911 funds prevent county governments from enhancing all public safety disciplines related to emergency communications and Emergency Medical Services and prevent counties from using funds allocated to them from the 911 fee on phone bills.

JPS-2: Seek legislation to redirect a portion of the savings realized by the state from the Justice Reinvestment Act to counties to support drug courts, employment assistance, rehabilitative services or other support services to reduce recidivism.

- Justice Reinvestment was enacted based on the premise that money saved by closing state prison facilities and reducing correction costs would be reinvested in community programs designed to provide services to reduce recidivism and improve public safety.
- According to a report released by the Council of State Governments Justice Center, the state has closed 10 prison facilities since JRA was enacted in 2011. State prison population has dropped by 8%, probation revocations have dropped by 50% and the state has saved or averted \$560 million in correction costs.
- A share of that savings should be directed to counties to fund programs and services designed to reduce recidivism.

JPS-3: Seek legislation to adequately reimburse counties for participating in the Statewide Misdemeanant Confinement Program.

- Currently, counties are reimbursed at a rate of \$40 per day for those inmates who are housed in county jail facilities pursuant to the SMCP.
- The actual cost to counties for the care, supervision, transportation and other needs associated with housing these inmates is approximately \$75 per day.

JPS-4: Support state funding for gang prevention, adolescent substance abuse and domestic violence prevention, intervention and treatment.

PUBLIC EDUCATION

Guiding Principles

- The Association supports efforts to clarify State and county responsibility through legislation that recognizes the following:
 - the impact of changing technologies on basic educational needs and the job market of the future;
 - the impact of any changes on the facility needs of local school systems;
 - the need for county commissioners to have the authority to make sure funds appropriated for school facility needs are used accordingly; and
 - the challenges faced by counties, especially those near metropolitan areas, in balancing growth in school populations with stagnant county revenues.
- Taxing authority for local public education should be vested exclusively with boards of county commissioners.
- The State should define and support an adequate sound basic education in all local school systems and should appropriate adequate operating revenue to fully fund its education initiatives.
- Effective, standardized classroom technologies and innovations and uniform availability provide greater choice and improve education, and should be available to all public schools and community colleges.
- North Carolina's community colleges are critical components of the state's integrated efforts to prepare youth and adults for constructive participation in a constantly changing economy.

Proposed Goals

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.

- When the N.C. Education Lottery was enacted, 40% of the annual net proceeds were directed to the Public School Building Capital Fund for county school construction needs.
- Since 2010, the General Assembly has set the county lottery appropriation below the statutory 40% of the net proceeds and has appropriated a flat \$100 million, which now represents about 20% of the expected net proceeds.
- Consequently, counties have lost more than half a billion dollars in school construction funds since the recession, and have been forced to delay construction projects, use their emergency fund balances to make up the debt service losses, or to reduce funding for other essential services.

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

- Counties are responsible for the initial purchase of new school buses, either to service new schools or new routes. The state is responsible for replacing school buses after 250,000 miles or 20 years in service.
- In 2011, the governor's budget proposed shifting school bus replacement to counties, which would result in a cost of approximately \$57 million to counties. The proposal was not included in the final state budget act.

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

- State law stipulates that counties are responsible for building, equipping and maintaining public school facilities and the state is responsible for funding salaries and school operations, known as current operating expenses, from state revenues.
- Counties supplement state funding for school operating expenses, and that amount continues to grow. During FY 2011-12, counties spent more than \$2.5 billion to augment state school operating dollars, leaving only \$700 million for maintenance and construction.

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

- G.S. 115C-431(c) expressly authorizes school boards to sue counties over "sufficiency" of current expense or capital funding levels, leaving courts to determine sufficiency.
- School boards are not expressly permitted to sue the state or federal governments for lack of sufficient funding, and no other entity is specifically granted this power to sue a taxing authority over funding sufficiency.
- This statutory authorization creates an adversarial relationship between the school boards and the boards of county commissioners and has cost taxpayers hundreds of thousands of dollars in legal fees and litigation expenses.

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

- Since 1933, the Legislature has built student enrollment (ADM growth) estimates into the continuation budget for public education.
- The Legislature has eliminated that practice and, beginning in the 2015-17 biennium, will begin with a base budget that represents actual education expenditures from the prior year with no adjustment for enrollment growth.
- Consequently, school districts will have to wait until the Legislature passes a budget to know what additional money they will have to hire new teachers or fund other enrollment growth needs.

TAX AND FINANCE

Guiding Principles

- The county revenue base should be broad and balanced, with authority to raise revenues from various sources, rather than being overly reliant on any single revenue source or overly burdensome on any one group of taxpayers.
- The Association opposes the redistribution of existing revenues; distribution of new tax sources should assess local needs, local funding efforts, and local funding capability.
- Any restructuring of county responsibilities should include restructuring of local revenue sources to meet those responsibilities.
- Counties should have the authority to generate optional revenues to meet public service needs, while being responsive to economic change.
- If statewide policy objectives result in reductions in local tax bases, the Legislature should reimburse county and municipal losses from State sources.
- Existing local revenue base exemptions and exclusions should be evaluated to see whether they have achieved the intended tax policy objectives. New or extended exemptions and exclusions should include a "sunset" date in their authorizing legislation.

Proposed Goals

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
 - c) Maintain grant funding for rural infrastructure projects
- North Carolina has fundamentally changed its economic development model by establishing a public/private partnership to oversee business recruitment and retention. The enabling legislation did not define the specific county role in economic development or coordination needed for integrating local efforts within the new state model.
 - State tax reform efforts have substituted corporate and personal income tax rate decreases for tax credit programs, eliminating targeted tax incentives to specific industries and rural areas.
 - State budget reform efforts have discontinued targeted revenue streams to support public infrastructure and have substituted lesser state appropriations to fund infrastructure grants. The tobacco settlement payment no longer funds the Golden Leaf Foundation, and state appropriations to the Rural Center for infrastructure grants were eliminated with the creation of the Department of Commerce's Division of Rural Economic Development.

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

- Counties rely heavily on property taxes to fund federal and state mandated services, with property taxes making up on average 50% of county revenues.
- There are legislative attempts each session to create or expand property tax exemptions or exclusions, such as expansion of the elderly homestead exemption by raising the income eligibility threshold.

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

- Several counties and municipalities have been granted individual legislative authority to levy special taxes, e.g. prepared meals sales taxes, land transfer fees on real estate transactions, impact fees on new development, and occupancy sales taxes on room and lodging rentals.

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.

- State budget reductions have targeted state discretionary programs such as the State Aid to Public Libraries, decreasing funding therein by \$2.5 million since 2010.

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

- With the exception of the most recent ¼ cent sales tax, the General Assembly has permitted all earlier statewide local sales tax levies to be implemented by county resolution or public referendum.

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

- State law requires a sourcing designation known as point of delivery. For purchases received at the seller's location, the sale is sourced to that address. For purchases received at the buyer's location, the sale of the product is sourced at that address.
- Proper sourcing is critical to ensure that the purchaser is charged the correct local sales tax levy and that the county in which the purchase is delivered receives the appropriate local sales taxes.
- Some retailers rely on the 5-digit zip code to source the product to the purchaser's address, but the zip code area may cross county lines. Inaccurate sourcing may cause the retailer to credit one county for the sale while the actual address is in the neighboring county.
- Inaccurate sourcing issues can be compounded if the purchaser is a large non-profit. The sales tax credit may go to one county, but the refund request may be debited against the county in which the actual address is located.

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.

- A changing health insurance and payment environment has led to the purchase of medical practices by the state's leading non-profit hospitals.
- Generally, the non-profit's tax exemption status conveys to those entities merged within the parent company. Stand-alone private medical practices subject to county property and sales taxes prior to purchase by the non-profit entity would be tax-exempt after consolidation, eroding the county tax base without a commensurate decrease in needed county services.

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.

- Legislation in 2013 authorized a *State Payment in Lieu of Taxes Study Commission* to examine the development of a state PILT program to reimburse counties for housing state-owned, tax-exempt properties.
- No Senate appointments were made to initiate the study commission, whose authority terminates upon the convening of the 2015 General Assembly.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (c)

Meeting Date: January 5, 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: Scheduling Pre-Budget Work Sessions

DEPARTMENT: Governing Body/ Administration

PUBLIC HEARING: No

CONTACT PERSON: Edwin W. Causey, County Manager

PURPOSE: To consider potential dates for annual pre-budget work session

ATTACHMENTS: None

BACKGROUND: It has been the tradition of the Board to gather for a work session in January or February to begin 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.

Thorough work session discussions have typically taken at least two days. The Board will need to determine how many days they will set aside for this year's session and the preferred date(s).

PRIOR BOARD ACTION: N/A

RECOMMENDED ACTION OR MOTION: Schedule session

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (d)

Meeting Date: January 5, 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: Award of Contract for Preparation of Multi-Jurisdictional Hazard Mitigation Plan, Five-Year Update

DEPARTMENT: Emergency Management/Administration

PUBLIC HEARING: No

CONTACT PERSON: Ronald Bass, EMS Director
 Susan Holder, Assistant County Manager

PURPOSE: To award contract for professional services related to update of multi-jurisdictional hazard mitigation plan

ATTACHMENTS: Request for Proposals

BACKGROUND: As discussed in previous sessions, the County has received grant funding from the NC Division of Emergency Management to assist with the completion of the five-year update of the County's Multi-Jurisdictional Hazard Mitigation Plan. The grant funding is provided for a regional project that will not only update the plan for Sampson County and all its municipalities (if they participate in the process), but the update for Duplin County and its municipalities as well. A request for proposals for professional services related to the project resulted in four proposals by the deadline of 4:00 p.m. on December 22, 2014. The agendas were distributed before the proposals could be reviewed; however EMS Director Ronald Bass and Assistant County Manager Susan Holder will review the submitted proposals prior to the Board meeting and provide a recommendation for contract award on January 5th, based upon the company's experience with a project of this nature and proposed fees.

PRIOR BOARD ACTION: Grant information provided to Board in June 2014; Primary and Secondary Signatory Agents Designated November 12, 2014

RECOMMENDED ACTION OR MOTION: Award contract for professional services as recommended



REQUEST FOR PROPOSAL PROFESSIONAL SERVICES RELATED TO THE UPDATE OF MULTI JURISDICTIONAL HAZARD MITIGATION PLAN

Sampson County is seeking proposals from qualified firms interested in providing professional planning services for the revision of the 2009 Sampson County and Duplin County Multi-Jurisdictional Hazard Mitigation Plans (HMP). The current Sampson County plan includes the County of Sampson, the City of Clinton and the towns of Autryville, Garland, Harrells, Newton Grove, Roseboro, Salemburg and Turkey. The update would also include the County of Duplin and the towns of Beulaville, Calypso, Faison, Greenevers, Wallace, Kenansville, Magnolia, Rose Hill, Teachey and Warsaw. The updated plans must be completed and submitted to the North Carolina Division of Emergency Management (NCEM) by October 1, 2015 to ensure that the Counties and participating municipal governments will remain eligible for applicable grants and funding. The multi-jurisdictional plan shall be updated in accordance with guidelines set forth by NCEM and FEMA, including but not limited to: the Disaster Mitigation Act of 2000, NC Emergency Management Act, NCEM Local Hazard Mitigation Plan Update Checklist, FEMA Local Multi-Hazard Mitigation Planning Guidance (the "Blue Book") and 44 CFR Part 201.

I. SCOPE OF WORK

The selected consultant will work closely with the Hazard Mitigation Plan Advisory Committee (HMPAC), made up of county and municipal staff members, residents and other stakeholders as designated by county and municipal governments. Consultant will schedule project initiation meeting with HMPAC to determine project schedule and discuss committee's roles and responsibilities.

The scope of planning services provided by the consultant shall include:

Planning

- 1.1** In conjunction with the HMPAC, review the existing plans and identify those areas of the plans to be updated or enhanced. Key areas of focus for this review shall be the risk and vulnerability assessment, goals and objectives, the mitigation action plan, the plan maintenance section and an overall review of the plan's performance.
- 1.2** Review all existing planning documents, plans (including the State hazard mitigation plan), studies, maps and technical information that have become available over the previous five years, including recent flood insurance maps, documents regarding NFIP and CRS classifications, information on repetitive loss properties or severe repetitive loss properties, reports of disasters or other hazard events, documentation of changes in community that impact vulnerability

of structures and populations, documentation of mitigation projects and activities undertaken over the previous five years, and other information pertaining to changes in the community that may require revision to the previously approved plan.

- 1.3 Coordinate with HMPAC to identify changes that will require action by the Advisory Committee.

Update of Risk Assessment

- 2.1 In conjunction with the HMPAC, reassess the hazards identified in the current plan.
- 2.2 Reevaluate the land use patterns in the plan communities and the impact development trends that have occurred due to the change in intensity, frequency and exposure of the public and/or property to disaster.
- 2.3 Update the inventoried critical facilities. The updated inventory shall be overlaid onto areas of potential hazards to identify vulnerability of assets.
- 2.4 Identify types and number of structures at risk, including, but not limited to, homes, businesses, critical facilities and infrastructure.
- 2.5 Use data collected to rank the risk associated with the hazards that impact the plan communities.

Engage the Public

- 3.1 Engage the public throughout the update process. Document and record all meetings, public notices, work sessions, etc. Consultant shall facilitate a minimum of two public meetings during the course of the plan update process. The first meeting shall provide the public the opportunity to comment on the new findings identified by the enhanced risk assessment. At the second meeting, the final draft plan will be presented to the public for their review and comment.

Assemble the Updated Plan

- 4.1 Assemble the updated plan utilizing all updated or enhanced data. Key elements shall include:
 - Description of the process used to review and analyze each section of the plan.
 - Discussion on how the public was kept apprised of the plan's actions during the initial performance period.
 - Description of need for changes to the risk assessment and changes made in comparison to the initial plan.
 - Illustration of changes in risk exposure due either to (1) successful mitigation projects, or (2) changes in land use due to annexation or new development.
 - Illustration of changes to action plan, including explanation of why changes were made or not made.

- Identification of completed, deleted, or deferred actions or activities from previously approved plan. Evaluation and prioritization of any new mitigation actions identified such the previous plan.
- Analysis of prior plan's schedule for monitoring and evaluation of plan's progress and any recommendations for changes to maintenance process.

Submission of Draft and Final Plans

- 5.1** Provide a preliminary draft plan for the HMPAC, and once it is approved by the committee, present such draft in a public meeting for public and stakeholder review and comment. Address valid input from stakeholders and public and incorporate into proposed plan.
- 5.2** Perform a FEMA plan crosswalk to illustrate plan compliance with section 201.6.44CFR requirements. Forward draft plan and completed crosswalks to NCEM and FEMA with a request for their pre-adoption review and approval.
- 5.3** Once confirmation of pre-adoption approval is received from both the State and FEMA, present the final draft to the Sampson County and Duplin County Board of Commissioners for approval. Participating municipalities will present draft to their respective boards or councils for approval. Once plan is adopted by governing boards, county and municipal staff will forward proof of adoption to both the State and FEMA. Consultant shall supply copies as specified by the County.

II. RFP SUBMITTALS – PROPOSAL FORM AND CONTENT

All interested and qualified engineering/planning firms are invited to submit statements of qualification for consideration. Submittals are to be prepared in such a way to provide a straightforward, concise description of capabilities to satisfy the requirements of the project. An original and two copies of the submittal are requested and must address the following:

- Cover page, on letterhead stationary, signed by a duly authorized officer, employee or agent of the organization, introducing the firm.
- Description of project team. Provide names, titles and brief resumes for persons to be involved in the completion of the project. Describe role each will perform.
- Statement of qualifications. Must include description of similar projects successfully completed for other local jurisdictions. Describe capabilities and qualifications using HAZUS-MH software and other such programs.
- Description of consultant's understanding of project and how consultant will approach scope of work to be performed.
- Pricing. Provide total dollar amount for the complete project.
- Time schedule. The updated plans are due for review by NCEM by October 1, 2015. All interested and qualified firms must be willing to assist both counties throughout the entire adoption process.

Proposals should be submitted no later than **4:00 p.m. on Monday, December 22, 2014** after such time they will be opened for review at the Office of the Assistant County Manager, 406 County Complex Road, Building C in Clinton, NC. Proposals received

after this date and time will not be considered. Proposals should be returned in an envelope clearly marked as ***RFP-Update of Multi-jurisdictional HMP*** and returned to:

**Susan J. Holder, Assistant County Manager
406 County Complex Road, Building C
Clinton, North Carolina 28328**

Sampson County reserves the right to reject any or all proposals and to waive informalities.

III. EVALUATION AND SELECTION PROCESS

The successful consultant will be selected based upon information provided in their written proposal. Selection criteria will include, but is not limited to, relevant experience with projects of similar size and scope; experience of project team members; consultant's understanding of the hazard mitigation planning process; ability to provide services and product by the target completion date; and pricing.

Following the selection process, the successful consultant will be required to enter into a Professional Services Contract with the County of Sampson and begin work on the project pursuant to the contract.

Questions regarding this request for proposal should be directed to Ronald Bass, Emergency Services Director at (910) 592-8996 or by email at ronaldbass@sampsonnc.com.

A proposal from your firm will be appreciated.

Respectfully,

SAMPSON COUNTY

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4 (e)

Meeting Date: January 5, 2015	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

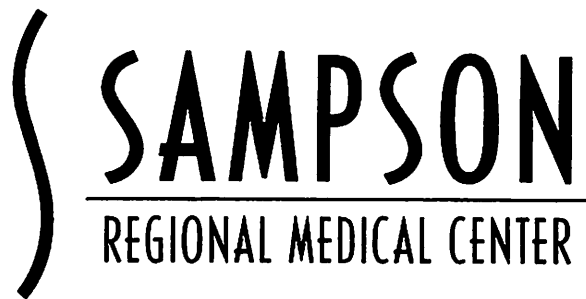
CONTACT PERSON: Vice Chairman Jarvis McLamb

PURPOSE: To consider appointments to various boards and commissions

Workforce Development Commission There is one remaining vacancy for Sampson County appointees on the Workforce Development Commission, a private sector representative.

Sampson Regional Medical Center Board of Trustees In accordance with their bylaws, the hospital's Board of Trustees has provided nominations for the five vacancies per expiration of term on the Board of Trustees. The enclosed correspondence lists those persons whose terms have expired, eligibility for reappointment, and nominations (two per vacant seat) offered for consideration.

Transportation Advocacy Group Committee member Everett Carr has asked to step down from the Committee, and has asked that his son Hugh N. Carr be considered as his replacement.



607 Beaman Street (28328), Post Office Drawer 260, Clinton, NC 28329-0260
Telephone: (910) 592-8511, Fax (910) 590-2321

November 26, 2014

Ed Causey
County Manager
406 County Complex Road
Clinton, NC 28328

Dear County Manager:

The Sampson Regional Board of Trustees held its monthly meeting on Monday, November 24th, 2014. At that time, the Board of Trustees discussed the five (5) vacancies per the expiration of term referencing to Sampson Regional Medical Center Governing Board By-Laws; Article VI, page 8; the Board of Trustees shall nominate at least two (2) persons for each vacancy to occur by the expiration of the term, and shall immediately certify said nominations to the Sampson County Board of Commissioners who shall fill such vacancy by appointment.

The Board of Trustees in making nominations and the Board of Commissioners in making appointments to the Board of Trustees shall as far as practicable, give representation to all sections of Sampson County. Said Trustees shall be chosen with reference to their fitness for office.

Resignation of Appointment ending September 2014

John B. Smith, M.D.

Board Members with term ending December 31st, 2014

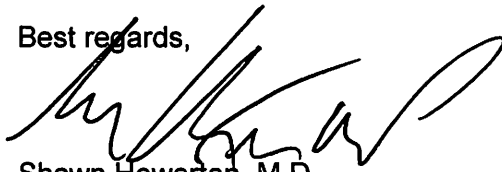
Allie Ray McCullen - Expiration of Term with no Re-Appointment
George Wilson - Expiration of Term with no Re-Appointment
Lynn Carr - Eligible for Re-Appointment
Will Waters - Eligible for Re-Appointment

The Board of Trustees recommend to the Board of Commissioners that the following persons be submitted for consideration of appointment for the five (5) vacancies. The persons are as follows:

Recommendations

Lynn Carr (incumbent)
Will Waters (incumbent)
Daniel Ruggles
Stewart Clement
Jefferson Strickland
Terry Spell
Maxine Harris
Garrett Strickland
Davis Weddle
Perry Solice

Best regards,

A handwritten signature in black ink, appearing to read 'Shawn Howerton', written over the text 'Best regards,'.

Shawn Howerton, M.D.
Chief Executive Officer and CMO

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 5

Meeting Date: January 5, 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 November 12, 2014 and December 1, 2014 meetings
- b. Approve the amended FY14-15 4H Prevention Program contract and associated budget amendment
- c. Approve 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. Adopt the Capital Projects Ordinance for the NC 403 Infrastructure (water line and tank construction) and approve the associated budget amendment
- e. Approve Cumberland Community Action Program, Inc.'s Community Service Block Grant (CSBG) Application for grant year July 1, 2015 - June 30, 2016
- f. Approve a late disabled veteran tax exclusion application for Larry Bryant
- g. Approve tax refunds as submitted
- h. Approve budget amendments as submitted

RECOMMENDED

ACTION OR MOTION: Motion to approve Consent Agenda as presented

The Sampson County Board of Commissioners convened for a special meeting at 5:15 p.m. on November 12, 2014 in the County Administration Building Conference Room, 406 County Complex Road, in Clinton, North Carolina. The following members were present: Chairman Jefferson Strickland, Vice Chairman Jarvis McLamb, and Commissioners Billy Lockamy and Harry Parker. Commissioner Albert D. Kirby, Jr. would arrive later as noted below.

Chairman Strickland convened the meeting and reminded the Board that only those items advertised could be deliberated at a special meeting.

**Item 1: Consideration of Documents Related to Economic Development
Prospect at I-40/Exit 355**

The Chairman called upon County Attorney Joel Starling to review the documents presented for consideration. Mr. Starling explained that the incentive agreement with regard to the economic prospect contained certain commitments by the County to use grant funding to build a water tank and infrastructure. Under this agreement, Mr. Starling explained, the company was obligated to deed back a 2-acre portion of the site for the tank location. Once the location was sited, the County would design and build the tank. Mr. Starling reviewed the proposed contract with Dewberry engineers (who are currently involved in the County's ongoing water infrastructure improvements) for design and inspection services associated with the tank, along with a proposed project budget. He noted that the County's share of the project costs were approximately \$29,000, and that the County may be able to apply for additional reimbursement of administration costs. Mr. Starling explained that though the economic prospect had not made their final decision to construct a facility on the site, they wanted the County to begin the design process for the infrastructure improvement, so as an inducement they were willing to execute a memorandum of understanding whereby they agreed to reimburse the County for any design fees the County was responsible for, in the event the company did not ultimately building their facility. Mr. Starling noted that if the facility was built, the company was not obligated to reimburse the design costs, which the County would pay for with grant funding.

Commissioner Kirby arrived at this time, and Mr. Starling recapped the information provided for Commissioner Kirby's benefit. Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to authorize the execution of the engineering services agreement with Dewberry (Task Order #21). (Copy filed in Inc. Min. Book _____, Page _____.) Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to authorize execution of the Memorandum of

Understanding Regarding Reimbursement of Engineering Fees. (Copy filed in Inc. Min. Book _____, Page _____.)

Item 2: Consideration of Adoption of Resolution of Designation of Applicant's Agent for NCEM Hazard Mitigation Plan Planning Grant

Assistant County Manager Susan Holder reviewed the proposed resolution, which designated primary and secondary agents to execute the documents to accept grant funding for the preparation of the County's Multi-Jurisdictional Hazard Mitigation Plan. She explained the requirement that each County have such plan, which must be updated every five years, in order to be eligible for FEMA reimbursements for natural disasters. She noted that grant funding had been made available for assistance in obtaining a consultant to update the Sampson and Duplin County plans (with Sampson County being the lead agency). Upon a motion made by Commissioner Parker and seconded by Commissioner Lockamy, the Board voted unanimously to adopt the resolution designating County Manager Ed Causey as primary agent and EMS Director Ronald Bass as secondary agent. (Copy filed in Inc. Min. Book _____, Page _____.)

Adjournment

Upon a motion made by Commissioner Kirby and seconded by Commissioner Lockamy, the Board voted unanimously to adjourn.

Jefferson B. Strickland, Chairman

Susan J. Holder, Clerk to the Board

The Board of Commissioners of Sampson County met in the Second Floor Courtroom of the Sampson County Courthouse in Clinton, North Carolina on Monday, December 1, 2014 at 9:00 a.m. Members present: Chairman Jefferson Strickland, Vice Chairman Jarvis McLamb, and Commissioners Albert Kirby, Billy Lockamy and Harry Parker.

Chairman Strickland called the meeting to order and led the Pledge of Allegiance. Rev. Ray Ammons of First Baptist Church of Clinton led the invocation.

Item 1: Swearing In Ceremony

Chairman Strickland recognized the former commissioners present. He then turned the meeting over to The Honorable James L. Moore, Jr., Fourth District Court Judge, who proceeded to swear in Commissioners Albert Kirby, Sue Lee and Clark Wooten; Sheriff Jimmy Thornton and the Sheriff's deputies; Clerk of Court Norman Wayne Naylor and Deputy/Assistant Clerks of Court; and Soil and Water District Supervisors James L. Lamb, Henry E. Moore and L. Craig Thornton. (Oaths filed in Inc. Minute Book _____, Page _____.)

Judge Moore then returned the floor to the Board, and County Attorney Joel Starling explained that with the retirement of both the Chairman and Vice Chairman, the Board must designate a "presiding officer" to lead the Board until its formal organization at the Board's evening meeting. Upon a motion made by Commissioner Kirby seconded by Commissioner Parker, the Board voted unanimously to designate the County Manager as the temporary presiding officer.

County Manager Ed Causey then presented outgoing Chairman Jefferson Strickland and Vice Chairman Jarvis McLamb with plaques commemorating their years of service.

Upon a motion made by Commissioner Lockamy and seconded by Commissioner Kirby, the Board voted unanimously to recess to reconvene at 7:00 p.m. in the County Auditorium for their regular monthly meeting.

Reconvene

The Sampson County Board of Commissioners reconvened for their regular meeting at 7:00 p.m. on Monday, December 1, 2014 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Commissioners present: Albert D. Kirby Jr., Sue Lee, Billy C. Lockamy, Harry Parker, and Clark H. Wooten.

Acting as temporary president, County Manager Ed Causey reconvened the meeting. Mr. Causey called upon Commissioner Parker for the invocation. Commissioner Lockamy then led the Pledge Allegiance.

Item 2: Organization of the Board

Upon the recommendation of Mr. Causey, County Attorney Joel Starling reviewed the General Statute citations which required the Board to elect its officers during its first meeting in December each year and provided options for the Board to use for the process. By consensus, the Board agreed to use a runoff process if no one received a majority of the votes. County Manager Ed Causey conducted the election for Chairman. Commissioner Sue Lee nominated Commissioner Billy Lockamy. There were no other nominations; therefore Commissioner Kirby moved the slate be approved by acclamation. Newly elected Chairman Lockamy conducted the election for Vice Chairman. Commissioner Lockamy nominated Sue Lee. There were no other nominations; therefore Commissioner Kirby moved the slate be approved by acclamation. Chairman Lockamy took the opportunity to thank County Manager Causey, and expressed his thanks to the Board for putting their trust and him as Chairman. New commissioners Sue Lee and Clark H. Wooten were afforded the opportunity to introduce themselves.

Approval of Agenda

Upon a motion made by Commissioner Kirby seconded by Commissioner Parker, the Board voted unanimously to approve the agenda as published.

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 he did not have anything in particular to present, and the Chairman opened the floor for questions. Chairman Lockamy asked if there were plans to add turning lanes on Hwy 701 at the Keener crossroads and at the intersection of Hwy 701 and Brown's Church Road. Chairman Lockamy mentioned the concerns of the community due to heavy traffic and EMS services, and subsequently presented the idea of a caution light at the Keener crossroads in the future. Mr. Eason noted he would present the ideas to the traffic department for study and provide the Board with more information at a later date. Commissioner Kirby asked for information on the construction on Hwy 403. Mr. Eason informed the Board that the construction had been completed.

Item 3: Planning and Zoning Items

RZ-10-14-1 Planning Director Mary Rose informed the Board that request RZ-10-14-1 had been withdrawn and no further actions were needed at that time.

ZA-10-14-2 Chairman Lockamy reconvened the continued hearing and called upon Planning Director Mary Rose who reviewed a request to amend the Sampson

County Zoning Ordinance Section 3.3.4. D to remove Electronic Gaming as a special use in a C-Commercial District, as recommended by the Planning Board. Commissioner Parker expressed his concerns and the concerns expressed to him by other citizens as to why electronic gaming operators were desiring to relocate to Sampson County. Commissioner Parker noted his apprehension due to a lack of clarity as to why some of the owners are relocating, and safety concerns caused by the reported number of security guards needed to provide security. Commissioner Lee stated that her concern was the legality of electronic gaming, making reference to NC General Statute 14-036.4. Ms. Rose noted that the Planning Committee had voiced similar concerns as well. Chairman Lockamy asked Ms. Rose for a total of permissible permits. Ms. Rose informed the board that there had been zero permits approved by the Sampson County Planning Board, but could not guarantee there were not any machines in operation illegally. Ms. Rose also informed the Board that the City of Clinton recently decided to remove electronic gaming as a use in their ordinance.

The following comments were offered from the floor:

Diamond Butler: I appreciate the opportunity to be with you here tonight, and I have spoken with many of you, and I was very impressed when I spoke with you that I could see that you really want the best for Sampson County, and I appreciate that. And that is the reason I am here tonight too, because I want the very best for Sampson County. If this gaming comes in it's going to be right on down the line for generation and generation, and never be voted out, I do not think. I do ask that you refuse sweepstakes gambling in Sampson County because I'm thinking about my children, my grandchildren and further on down the generations. I am not opposing the people that want the gambling, because I've got friends; my friends are some of those people, I know them, but I am against this. I cannot agree with the gambling in Sampson County. Thank you.

Linda Sessoms: Thank you again for allowing us to be here today. I do have some documents that I'd like to give you. Some of these are the General Statutes, and some of these are from the District Attorney Ernie Lee's office. (Ms. Sessoms provided the board with documents retained by the Clerk to the Board). This is from the D.A.'s office Ernie Lee; it's a synopsis of gambling for North Carolina. This is also from the State of North Carolina Court of Appeals on a case in Edgecombe County that was just put forth and came out November 18, 2014. This is North Carolina Supreme Court case that we're going to be talking about; this is where the law comes in. And these are some newspaper articles from various counties that have enforced the North Carolina laws that are in place. After the November commissioners meeting, I happened to call several counties around Sampson County and inquire with their Sheriff's departments why they decided to get rid of sweepstakes gambling in their county. Every county I called, I got the same response, "It's illegal in North Carolina, and we're enforcing the laws of North Carolina." I was directed by one of the Sheriffs to call the North Carolina District Attorney General's Office of Roy Cooper and look up the Supreme Court case 169a-11-2, which you've got here in front of you. So I called the Attorney General's Office and talked to Deborah Pharrell in Special Prosecutions. Ms. Pharrell said that sweepstakes

gambling is not legal in North Carolina. She said that her office is willing to give information to D.A.s on the laws that are in place in North Carolina if they don't understand them. I called our elected official, our elected D.A. Ernie Lee. He returned my call and was very helpful, and he sent me two of the documents that you have sitting in front of you right now: one dated November 20, 2014 titled "Gambling and Video Sweepstakes" pursuant to North Carolina General Statute 14-306.4, and the second document is a case found in North Carolina Court of Appeals on November 18, 2014 from Edgecombe County. Mr. Lee told me that sweepstakes gambling is illegal in North Carolina. He quoted several cases that he's taken to court: nine people were charged in Duplin County, four convictions and three plead guilty. A simple internet search with Mr. Ernie Lee's name and the counties that he represents, and you'll come up with all kinds of newspaper articles from the different counties where he's gone to court with these different cases. I asked Mr. Lee if he would prosecute cases in Sampson County, and he said if the Sheriff makes an arrest, he would prosecute it as he has in Onslow and Duplin counties. I've talked to North Carolina Senator Brent Jackson, on two occasions, one on just this afternoon. I asked him to be here tonight. He said he would have been here if he didn't have another obligation. He also stated that North Carolina has a statute on the books declaring that sweepstakes gambling is illegal. Senator Jackson said that his office has been telling officials, including Sampson County officials, that sweepstakes gambling is illegal. He directly said that there is a General Statute on the books and that we need to enforce it and we need to obey it. (Chairman Lockamy informed Ms. Sessoms that her time was up.) Well, I'll just say one more thing I'll just beseech you as an elected official representing us all. We've elected you to represent us, and we just ask you obey the laws of North Carolina, and the laws of North Carolina says that sweepstakes gambling in North Carolina is illegal. Thank you.

Brooke Soles: In light of what you've just heard and the information you've been provided, I would just ask you to just consider our county, as well as the people here and those that are not here tonight. As Ms. Butler mentioned, we'll be affecting generations to come. Just tonight before I came I was deciding on whether or not I should speak, and I looked at my little girl, that is four, and she just sort of looked up at me and smiled, and I said that's my sign that I need to come say something for her. So I would just ask you to please consider this: ask yourselves are these the type of establishments that we want for Sampson County, that we need for the County? Is it worth the risk that we've been discussing for the past two meetings? We talked about possible risk such as crime, and personal and family hardships. Those are just to name a few. Now is the time to stand up for what you believe in. Now is the time to represent the people that elected you here. And now is the time to stand up for Sampson County values. Thank you.

Kevin Simmons: I own a building at the end of Hayne Stretch here in Sampson County, and we got a restaurant and had a pool room there for two years. It's supposed to be one of the roughest roads in Sampson County, but while I was running that pool room, you never had to call the law out there. The road is misled a lot to what people think it is. I was born and raised there. I stayed two houses down from my building that I want to use the special permit for. You know people come up here. I worked for the phone

company for six years in Sampson County- Autryville, Roseboro, Salemburg. I see what's hurting the county. I've got friends 27 years old, friends that's 20 years old. Their friends is all on Meth. Most of my friends - I'm 40 - they're all on Meth. Security guards that are at businesses nowadays, Meth is the cause of those security guards to be there. Because there's money there. The Dollar General is being robbed; Piggly Wiggly is being robbed, and I'm sure if I went to the Sheriff's Department I can find out a lot more that is being robbed. Fair is fair, ya know, whether it's somebody going to the liquor store getting liquored up, someone going buying cigarettes. I seen a paper in Hardee's and this sort of got me; if you're worried about lives being messed up, worry about the children. There was a corn-hole tournament. \$30 entry fee. This is Mintz Christian Academy. \$30 cash payout for 2nd and 3rd. If that's not playing to win, I don't know what is. And you take a 15 - 16 year old boy that wins \$200 for throwing a sack in the hole, ain't that just as bad as anything else. I'm in the neighborhood. I'm in the county. I know what's messed this county up. The county is already messed up. And in 10 more years there'll be security guards standing in front of Piggly Wiggly. I'm trying to get mine just like everybody else has got theirs. For me to be knocked out of it when I've built my building and I've been living there for 40 years at the same place is really going to hurt me and the families I plan on giving jobs to. I plan on opening a restaurant and game room to help out 8 or 10 families. Most people that say it's hurting the county ain't been in the county to know what's hurting the county. Thank you.

Commissioner Parker asked Mr. Simmons why he originally built the building. Mr. Simmons replied, "Restaurant and pool room."

John Hobbs: Thank you Commissioners. I accidentally signed that paper because I thought you were supposed to sign up if you were here, so I thank you for the opportunity. Hey, I'm honest and transparent. Maybe we need to laugh to lighten up a little bit. It sounds like an open and shut case to me. If you want to pledge on in ignorance and disobey the law, we can go forward in that way, but I urge you to follow the law of the State of North Carolina and remove this from the zoning request you're considering. Some of your members have already pledged support to do so, so I urge you in that way to consider that and follow the law of the State of North Carolina. And thank you for letting me speak.

James Bevins: Thank you for this opportunity to speak. You've already gotten a presentation about the various state laws that and so forth and that may just seem academic to some folks, but what I'd like to do ... I've got a sheet I've come up with from a couple of websites that will hopefully give you more information on a national level as far as why there are objections to gambling. And I'll just save time to pass them out to each of you if I could. I indicated last time concerns about all these debts we have to try to pay off, but unfortunately for each dollar that comes in there's a lot of extra costs that's involved. I've got a reminder on that. And if you'll go to some of these websites when you get a chance, you will see a lot of experts that see the problems that families face when there are a lot of, I know this harks back to before, earlier this year, when there are a lot of ... when there's a big increase in alcohol sales outlets, there's a big increase in problems that ends up costing us more than the money we get in. Same

sort of thing with the gambling and so forth. I've got some things here, if you'll go to this website when you get a chance, you'll see. I remember there was a woman on there that was concerned because her husband committed suicide after he went bankrupt. About gambling and such things like that. So if you want to see the other side about why there are laws about things like this, this will help you out. (Mr. Bevins provided the Board with documents.) Thank you for your time.

Doug Hunt: I can see both points. If I got to come out for or against I would probably say against, but I can see both sides. Isn't the lottery gambling? Okay, I would suggest this to the five of you: don't follow the example that the state legislator did a few years back. If three of you decide you want it and two of you against, if you figure that out, but don't wait until somebody's absent and cast your vote. Don't do that. Cast your vote when all five of you are here. Thank you.

William Smith: I can probably enlighten you about the law. The law was passed to outlaw machines. It was left up to the counties. The City of Roanoke Rapids said they were not going to do away with their machines because that creates the revenue to pay for their taxes. They don't have to pay extra taxes. I'm not for the casino game rooms. I'm not for the big game rooms. But you can't go in the store without having to wait in line from someone buying lottery tickets, in the town or any convenience store. There's gambling all over the county. Why are you going to penalize the small country stores that's had two machines for years, since 1989, and is not having any problems? Limit the number of machines in the county and you'll stop the "riff-raff".

Commissioner Parker asked Mr. Smith if he was a business owner in the area. Mr. Smith replied, "Yes sir, I have machines in my store, and I have machines in other stores." Commissioner Parker then asked which store. Mr. Smith replied, "Smith's Oil Company in Salemburg."

William Smith (cont.): In 1989, the state put up a law that you couldn't put up over four machines per location. No problems. In 2009, the state was sued again, and they didn't put any limit on it. And it opened it up for all these casino rooms and all the riff-raff.

Commissioner Parker asked Mr. Smith where his business was located. Mr. Smith replied, "Rebel City." Commissioner Parker then asked if the County received any of the revenue generated from the machines. Mr. Smith replied, "Yes sir, they get taxes for every store that's open." Commissioner Parker asked if the county received revenue directly from the revenue generated from the machines. Mr. Smith replied, "No sir, but I wouldn't have no problem with that, with putting a license on each machine."

William Smith (cont.): There's two stores in Duplin County has opened back up. This is a man that works for me.

Mark Hall: The lady that just said they had closed up Duplin County ... the court has let two of them open back up.

William Smith (cont.): Wake County has opened back up and let machines in. Several counties have. I know Wake has and I'm pretty sure Greenville has. If you're going to allow the city stores to sell lottery tickets, why are you going to penalize the country stores and take their couple of machines? I mean gambling is gambling. If you're going to outlaw gambling, do away with the lottery; do away with it all of it.

Jenna Daniels: I'll be honest with you, I came in here with no intentions to speak, but after listening to the viewpoints tonight, I feel like I need to say something, and that is: I am a school administrator. I deal each and every day with children. Not only do I deal with the children, I deal with the parents. And I'm not trying to sit here and say that it's right or it's wrong if you want to buy a lottery ticket, or if you want to go gamble. But my concern is the fact that these parents need to be at home at night with their children. They do not need to be in a situation where they're sitting there hour, after hour, after hour, sitting there gambling. Not only that but we deal with children each and every day that do not have the food in their home. And if parents are getting money, I would hope they would be responsible enough to use it correctly, but unfortunately there's a lot of parents out there that do not know how to use the money responsibly, or any other resource they get. And that's my issue, that they're using money inappropriately, when they need to be providing for their families. And I just do not agree with us allowing this gambling, or these gaming stations to come in. We need to look for the children. We need to make decisions for the best interest of our tax payers, our citizens of Sampson County. And I hope that you would consider that in your decision making. Thank you.

Charles Sessoms: I understand what Billy is talking about, and I understand what Mr. Simmons is talking about, but my main concern is not really with the country stores. My main concern is with the casino type. Because the business I was trying to open up beside me had 90 machines there on Blue Diamond that was in that. He already had 90 machines from what I've been told, in that store there even before it was rezoned. That's my concern, that things like that come to the county I just don't think come again good. He said he wanted to hire 10 security guards. And if he's going to hire 10 security guards in there for protection there, beside my business and in the community, it can't be good.

Bill Price: I'm also seated on the Veteran's Council. I also work with Billy Smith, so this may be subsequent, but he knows by now I am going to voice my own opinion on a lot of things that doesn't agree with him. What bothered me was somebody came up here and saying that children are involved with these machines. They are not. I'm a tech. I take care of building these machines and maintaining them. I've always told all of our customers and the people that are running them that children are not even supposed to be in these establishments or around these machines. It does happen from time to time. I've always been steadfast. But we've got a lot of other things that these children are messing with that they shouldn't be. The parents need a little bit of control on this. Now, there's a big argument that'll go both ways but the biggest thing is a lot of these businesses are hanging on by their tooth. There is a lot of money involved here and a lot of back and forth arguing on it. But my theory is the biggest problem happens when

you get the outside people coming in and doing other things. And believe me, some of these people come in from places like South Carolina and all, and they're bringing in big ole huge, basically casinos. And that's not what we're in favor of. We just want the small business to be able to support itself. Children shouldn't be gambling to start with. If you want to talk about state laws, I'm pretty certain there's a law on the book that they aren't supposed to be messing with gambling. They're not even supposed to be in bars after certain hours as well. That was just one thing I wanted to bring up to this council. Before you think that our children are going and playing in these places, they are not supposed to be. I don't even condone, it and I don't think my boss does either. Thank you.

Michael Simmons: I stay on Hayne Stretch Road, Roseboro, North Carolina. I'd like to state that my building that me and my brother are trying to get special use permits; I built my building. I've invested over \$155,000 of my money out of my pocket. I pay high rate county taxes on that building. Plus, with the fact of banning or controlling to the extent that it's going to be an empty and abandoned building. I mean there's a enormous of empty buildings that I'm seeing from Florida to New Jersey that's for sale, for sale, for sale. I mean, free enterprise has to work. People have to make money in order to pay for it. There has to be a substantial amount of money coming into a business to afford employees and create jobs. Free enterprise has got to be let run. It's not illegal to make money. As long as you're not stealing, shooting, robbing, the basic laws of the land is all we need. People have to make money. That's the nature of free enterprise. It has to run. As long as you're not committing murder, stealing, and ya know, illegal stuff. The freedom to spend money, the freedom to make money. That's simply what I'm saying as free enterprise, and it has to be let run. So appreciate it.

Commissioner Kirby discussed the difficulties as they relate to the interpretation and enforcement of statutes regarding gaming and gambling which hasn't been totally and fully explained by the Supreme Court. County Attorney Joel Starling noted that this was a policy decision the Board was authorized to take. It was pointed out that the action only impacted the unincorporated portions of the county. Commissioner Lee and Commissioner Parker expressed concerns with perpetuating a situation which could be illegal. Ms. Rose clarified that those businesses currently operating in various municipalities were in compliance with zoning regulations. If the Sheriff or a police Chief wanted to enforce other laws, that would be a different matter. The Board and Ms. Rose discussed changes in the State law with regard to business and privilege licenses which lessen the potential revenue associated with gaming operations.

Upon a motion made by Commissioner Wooten and seconded by Commissioner Parker, the Board voted unanimously to uphold the request of the Planning Board and amend Section 3.3.4 D of the Sampson County Zoning Ordinance to strike Electronic Gaming as a special use in C-Commercial Districts.

Item 4: Reports and Recognitions

Ebola Preparedness Ms. Wanda Robinson, Health Director, along with EMS Director Mr. Ronald Bass, provided a report on Ebola. The report included helpful tips to prevent the spread of the Ebola virus, signs and symptoms, and contact information in the event Sampson County encounters an Ebola outbreak. Mr. Bass provided insight on how the Sampson County 911 Center and EMS has made the necessary changes needed to conform to Center for Disease Control and Prevention (CDC) guidelines, as well as other changes that have been made in efforts to be prepared for an Ebola outbreak.

Item 5: Action Items

Scheduling of Work Sessions for Presentations on Business Audits and Consultation Report on Pay Plan County Manager Ed Causey provided the Board with dates for two planning sessions, one for a presentation on business audits (as requested by the Board after budget adoption), and the second a presentation by Springsted on the Pay Plan. The dates of January 13, 2015 at 1 p.m., and January 21, 2015 at 1 p.m. were selected as meeting dates by the Board.

Appointments - Workforce Development Board This item was tabled.

Appointments - Library Board of Trustees Upon a motion made by Commissioner Lee and seconded by Commissioner Kirby, the Board voted unanimously to appoint Cynthia Asante to replace Lynn Register, Letitia Evans to replace Linda Faircloth, Jill Usher to replace Quenita Lee, and Susan Hunt to replace Polly Wilson on the Library Board of Trustees.

Appointments - Adult Care Home Community Advisory Committee Upon a motion made by Commissioner Parker and seconded by Commissioner Lee, the Board voted unanimously to appoint Beth Smith to the Adult Care Home Community Advisory Committee.

Appointments - Board of Health Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to appoint Linda Peterson (Nurse), Cherish Naylor (Pharmacist), and Commissioner Wooten (Commissioner) to the Board of Health.

Appointments- Mid Carolina Council of Government (BOC Seat) Upon a motion made by Commissioner Kirby and seconded by Commissioner McLamb, the Board voted unanimously to appoint Commissioner Sue Lee to the Mid Carolina Council of Government Board of Directors.

Item 6: Consent Agenda

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

- a. Approved the minutes of the November 3, 2014 meeting
- b. Approved the Department of Aging’s submission of an application for United Way funding for construction of wheelchair ramps (Application documents filed in Inc. Minute Book ____, Page ____.)
- c. Adopted a resolution authorizing the lease of agriculture tracts adjacent to the Detention Center for the period January 1, 2015 – December 31, 2015 to Jesse Sumner for farming purposes (Resolution/lease filed in Inc. Minute Book ____, Page ____.)
- d. Approved the Health Department request to increase the clinic co-pay from \$20.00 to \$30.00 effective January 1, 2015
- e. Approved late disabled veteran tax exclusion applications for Paul B. Fisher, David Devane Underwood, Larry B. Bryant, and Pervis R. Owens
- f. Approved tax refunds as follows:

#6579	James T. Hairr	\$179.21
#6558	N. Coleman Norris and Teresa Norris	\$112.07
#6557	John D. Clapper	\$362.35
#6586	Tyann Darden	\$313.72
#6594	John M. Roberts Jr.	\$240.00
#6601	Brittany T. Fann	\$181.71

- g. Approved budget amendments as follows:

<u>EXPENDITURE</u>		<u>Various Departments</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
11449200	519100	Professional Services	Increase 3,293.00
11449200	531101	Existing industry project	Increase 3,441.00
11141300	544000	Contract Services	Increase 36,134.00
11761700	506151	Wellness Center Grant	Increase 4,977.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	
11039999	409800	Fund balance approp encumbrances	Increase 4,7845.00

<u>EXPENDITURE</u>		<u>Health Department/Communicable Disease</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
12551250	537000	Advertising	Increase 1,050.00

REVENUE

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535125	404003	State Assistance- STD	275.00	

EXPENDITURE

		<u>Health Department/Immunizations</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551600	526201	Department Supplies Equipment	2,500.00	
12551600	537000	Advertising	1,000.00	
12551600	512100	Salaries	2,338.00	
12551600	518100	FICA	146.00	
12551600	518120	Medicare FICA	34.00	
12551600	518200	Retirement	166.00	
12551600	518300	Group Insurance	500.00	
12551600	518400	Dental Insurance	346.00	
12551600	518901	401K	60.00	

REVENUE

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535160	404000	State Assistance	7,090.00	

EXPENDITURE

		<u>Health Department/Health Promotions</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551550	512100	Salaries	7,171.00	
12551550	518100	FICA	445.00	
12551550	518120	Medicare FICA	104.00	
12551550	518200	Retirement	508.00	
12551550	518300	Group Insurance	5,000.00	
12551550	518400	Dental Insurance	347.00	
12551550	518901	401K	182.00	

REVENUE

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535155	404000	State Assistance	13,757.00	

EXPENDITURE

		<u>Health Department/BCCCP WISEWOMAN</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12535156	519300	Medical Services	275.00	

REVENUE

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535156	404000	State Assistance	275.00	

EXPENDITURE

		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558670	524100	Home Repairs- Materials	50.00	

REVENUE

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035867	408400	Home Repairs- Consumer Contributions	50.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558710	589000	Transfer to SAT	2,626.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035871	409601	Contribution from DSS	2,626.00	

<u>EXPENDITURE</u>		<u>Soil Conservation District</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
28349610	529900	Misc Exp	550.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
28334961	409909	Fund balance approp		

<u>EXPENDITURE</u>		<u>Social Services</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
13553100	519902	Filing Fees	6,000.00	
13553100	525100	Gas, Oil, & Tires	10,000.00	
13553100	531100	Travel	10,000.00	
13553100	532500	Postage	20,000.00	
13553100	537000	Advertising	1,895.00	
13553200	568400	Child Day Care	177,019.00	
13553320	544000	In-Home Contracted Services	2.00	
13554810	568413	CIP	51,113.00	
13554810	568414	LIEAP	76,761.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
13535310	403352	Child Welfare State	40,945.00	
13535310	403353	Child Welfare State In-Home	22,675.00	
13535310	403354	CPS State	5,480.00	
13535310	403363	Adult Home Specialist	2,136.00	
13535310	403367	CCDF Administration	3,899.00	
13535310	403372	SSBG	1,561.00	
13535310	403376	Energy Administration	9,380.00	
13535310	403391	Family Reunification		38,181.00
13535320	403307	State Day Care Subsidy	177,019.00	
13535330	403305	State In Home	2.00	
13535480	403313	CIP	51,113.00	
13535480	403314	LIEAP	76,761.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558660	544000	PC II - Contracted Services	100.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035866	408400	PC II - Consumer Contributions	100.00	

- Approved Clinton City Schools budget amendments: #5(State Public School Fund), #5(Current Expense Fund), #5(Federal Programs Fund), #5(Special Revenue Fund) as submitted.
- Approved Sampson County Schools budget amendments #3(Capital Outlay-Special Projects) as submitted.

County Manager Reports

County Manager Ed Causey reported that the new commissioners had expressed an interest in customer service and citizen engagement, as offered an example of customer service provided by Public Works Director Lee Cannady and his staff on Thanksgiving. Mr. Cannady and his crew worked diligently through the night to control a water leak at the entrance of Timberlake Subdivision, thoughtfully delaying turning off water service until late evening so no to disrupt residents' Thanksgiving. Mr. Causey commended Mr. Cannady and his staff for their dedication. Mr. Causey then reminded the Board of the Legislative Goals Committee meeting in Pinehurst, January 15th - 16th, and of the need for the Board to select a voting delegate.

Public Comments

The following public comments were offered:

Debra Kornegay: I want to comment about the Enviva facility that's proposed for Exit 355, off of I-40. It seems that North Carolina and Sampson County are open to any industry as long as it creates a few jobs, regardless of the negative impact it might otherwise have. And for those new Commissioners, kind of a short synopsis of the industry plan for Sampson County is that the forest will be clear cut, and the wood trucked to a plant where it would be made into pellets, and this is very noisy according to the people who live close some of these plants that are already in existence. Once the pellets are made, they're transported to the port at Wilmington and then eventually shipped to Europe where they'll be burned to produce electricity. As a long-time resident who lives less than 10 miles from where these pellets will be made in Sampson County, I have a lot of concerns. I'm concerned first of all about deforestation, that would produce things such as flooding and run-off, or promote flooding and surface run-off, as well as the destruction of animal and plant ecosystems. A logger can cut a tree in a matter of minutes with a good chainsaw- I've seen them do it in my own yard- but it can take decades for a newly planted tree to reach full maturity. So, while wood pellet consideration may be a renewable source of energy, it's probably not sustainable over the long haul because trees can be cut so much faster than they can be grown. It's ironic in one sense for our forests to be disseminated in order to produce energy for foreign countries that tightly regulate their own logging industry and so out-of-state investors can make a lot of money at our expense. Secondly - and this is very important to me - I'm concerned about the truck traffic. For Sampson alone, for the one plant, that will be well over 100 log trucks per day, going in and out of this facility. They'll be bringing wood from a 75 mile radius. The truck traffic at the entrance road to this

facility is going to pose some dangers for those traveling on the US 117 connector between I-795 and I-40. And besides the traffic, just think of the carbon footprint left by huge numbers of trucks bringing trees to the pellet projection facility, as well as the wear and tear on our roads. I have environmental and health concerns. Most of us know that trees are important to air quality because they take in carbon dioxide and let out oxygen, and good air quality is important to all of our health, all of us's health and well-being. While it's true that the pellets won't be incinerated here, do we really want to contribute to pollution in other parts of the world? We know that air pollution isn't contained within the borders of counties, or countries that are producing it. For example, an article in the Washington Post from January of 2014 states that, air pollution created by manufacturing in China is currently affecting the West Coast of the United States. That's a long way for pollution to travel. It's well documented that incineration produces air pollution that is harmful to health, and I've talked with you before about particulate matter and all the problems including premature death that can occur with increased amounts of particulate matter in the air. Lastly, I'm concerned about tax dollars being poured into an industry that may not be sustainable. It's possible that policy makers in Europe might decide that incineration is not such a good thing, and if they do then there won't be a European market for the pellets, and the industry in our state may cease to exist. If we are going to invest our tax monies into industry, it should be for the long haul and not for the short run. So in summary, it kind of defies common sense to cut huge numbers of trees, truck them to a plant to be made into pellets, transport them to Wilmington, ship them to Europe to be incinerated in order to produce energy. So when everything is taken into consideration, wood pellet production doesn't seem very clean and green, and not a wise use of our valuable forest resources nor our tax dollars. However, since it seems that the industry is coming to my area, regardless of my opinion, I'd ask three things of Enviva, and I don't think they'll do these out of the kindness of their hearts unless you insist as county commissioners. Number one, use best available control technology to control both noise and dust emissions at the plant. I have visited Ahoskie, and noise and dust are a real problem for those people that live near that plant. Number two, ask that they set up an escrow account so that the site can be returned to its pre-industry condition, if and when Enviva abandons it, and that way the tax payers won't be left to foot the bill for an expensive clean up, and local residents like Mrs. Thornton over here won't be left with an unsightly industrial site in her neighborhood. And number three, and this might be most important of all, if any traffic accidents occur because of the way the entrance road to this facility is set up, Sampson County and Enviva will make every effort to change the entrance road to a less hazardous location. Please take my request into consideration. Thank you and I hope you have a Merry Christmas and welcome to the new Board members.

Emily Zuchino: Thank you for letting us take the time to submit a comment tonight. I'm actually from Buncombe County in Western North Carolina, but I'm here tonight to speak about the same concern that Ms. Kornegay just addressed, the Enviva biomass facility. And I've worked with some of the communities in Northampton County and in Southampton County, also in Ahoskie that have been living near these biomass facilities, and I'm here tonight to share some of the concerns that these community

members have shared with me and also that I've seen from visiting their communities. I understand that this community in Sampson County will be facing similar issues should Enviva invest their facility here. The main concern I've heard from community members living near the plant is that the Enviva biomass facility is disrupting the communities with the dust that is a by-product of the pellet production, with the noise from the facilities, with the truck traffic; 55 trucks coming in and out every day, so more than 100 trucks coming in the county each day, and that the deforestation caused by this industry has led to a loss of wildlife and an increase of erosion in the community, and they're noticing increase dust from the erosion and flooding from the loss of trees in the area. Also, the facility has not brought an economic benefit to the community. In fact, Enviva has actually made living conditions so bad in specifically Northampton County, which is where I most recently worked, that I've met two people that have actually had to pack up and leave the community. They left their homes where they grew up because living conditions were so bad in Northampton County that they chose not to live there anymore. So I'd like to share tonight, if possible, some images from documentation that I've done of Enviva's plant, so I've brought a couple of pictures and I hope you might be willing to look at some of the photos that I have here. The first two are overhead shots of Northampton County and Southampton County, and these are really just to give an idea of the size and scope of the facilities. Just looking at it overhead you can see how massive they are, and also just how much wood is required for production at these plants. As Ms. Kornegay mentioned, they're servicing from a 75 mile radius, and what I've noticed from visiting these plants is that this isn't wood that is just sitting there; this is turning over every day and that this much wood is coming in and it's clear that this is unsustainable. (Ms. Zuchino asked for permission to disseminate the photos to the Board for viewing.) The next one is in Ahoskie, and this is just a facility burning at night. We've heard from community members that these facilities operate all night long since the electricity is actually cheaper at night, so they're operating all night. They have a conveyor belts that run on the outside, and they're clanking all night, and the noise is keeping people up. It's bothering them during the day, and then it's keeping them up all night. So the people that are up early in the morning, they don't get any sleep. And when they do get up, they're having problems with their respiratory systems from the matter from the facilities. They're having problems with their asthma and their respiratory systems. And the last few I have are just to show some of the environmental concerns that community members have expressed from the Enviva facilities. From what I understand, Enviva representatives have told commissioners that they'll be just using wood wastes and wood debris, but what we've documented, every single time we've documented, this isn't just one time but every time we follow Enviva trucks from the Enviva facility to the clear-cutting factory and facility, we're seeing that they're taking not just debris but they're taking whole trees. When they talk about tree tops and limbs, as they've mentioned, they're talking about everything but the tree trunk. So when they say "tree tops and limbs" it's not just little things that they're taking, they're actually taking everything and leaving a little stump; a little stump there. And as I've mentioned, this is something we've seen every single time we followed the trucks, and as we're following them we're documenting their license plates, so we know these are Enviva trucks that are leaving the Enviva facility and are going to the clear-cut sites, and they're bringing the wood back to the facility, and they're clear-cutting from

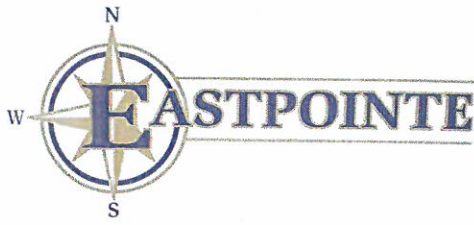
hardwood forests, from wet-wood forests. They're taking whole trees, and it has just been extremely devastating to the forests and the environment. And just to address again the economics of the situation, as I've heard from the community members in the counties that I've worked with, that economically the plants have not helped. According to Belinda Joyner, a Northampton County resident, of all the people she knows in Northampton County that applied for jobs at the Enviva plant, not one of them received a position. What's happening is that Enviva is bringing in their own people from outside the community and most of the time the people aren't even living in the community. They're living in the next biggest city next to the community. This is the concern I've heard from people living in the communities. So in closing, from what I understand from other community members is that Sampson County will not see an economic benefit from this plant coming in. What this is is a transfer wealth from Sampson County residents to Enviva corporate executives. The wood pellets are not even being used here. Sampson County is being left with the destruction and people in Europe get the benefit of the energy. And furthermore, as Ms. Kornegay mentioned, policies are supposed to change as policy makers are starting to see biomass as not being a renewable energy. In fact, it's often worse than coal in terms of carbon emissions, so these policies are set to change in the next five to ten years. So when that happens in five to ten years, Sampson County will be left high and dry with this facility that is no longer good for anything. So what I'm asking tonight is to please consider the concerns of the people you represent here in Sampson County, and if Enviva must develop in this community please make sure that they do so in a way that is least disruptive to the community members here and the environment. Thank you.

Adjournment

Upon a motion made by Commissioner Parker and seconded by Commissioner Wooten, the Board voted unanimously to adjourn.

Billy C. Lockamy, Chairman

Susan J. Holder, Clerk to the Board



Corporate Office:
514 East Main Street
Post Office Box 369
Beulaville, N.C. 28518
Administration: 800-513-4002
Access to Care: 800-913-6109

Kenneth E. Jones, CEO

December 5, 2014



TO: Edwin Causey
Sampson County Manager
55 Agriculture Plaza
Clinton, NC 28328

FROM: Contracts Department, Eastpointe Human Services

RE: FY14-15 SAMPSON COUNTY 4H PREVENTION PROGRAM CONTRACT

Enclosed please find two (2) copies of an amended contract for the fiscal year 2014-2015. There was a reduction in the SFY 15 Final Continuation Allocation and this amendment is to adjust your agreement to reflect those changes. For the year covering 7/1/2014-6/30/2015, your funding has been reduced from \$48,665.00 to \$43,484.93. This contract is for services provided under the Integrated Payment and Reporting System (IPRS) or State funded services only.

I have included two copies of this amendment for your signature. Please return one copy in the enclosed envelope and retain the other one for your records.

If you have any questions, please contact me at dmurphy@eastpointe.net or 252-407-2448.

Dennis Murphy, MBA, CGCIO
Contract Manager
Eastpointe Human Services
500 Nash Medical Arts Mall
Rocky Mount, NC 27804

Enclosures

Managing Behavioral Healthcare for the Citizens of Bladen, Columbus, Duplin, Edgecombe, Greene, Lenoir, Nash, Robeson, Sampson, Scotland, Wayne, and Wilson Counties

An Equal Opportunity/Affirmative Action Employer



www.eastpointe.net

AGREEMENT BETWEEN
EASTPOINTE HUMAN SERVICES
AND
COUNTY OF SAMPSON
Prevention Program FY 14-15
AMENDMENT 1

Eastpointe Human Services, hereinafter referred to as the LME, agrees to provide to the County of Sampson, hereinafter referred to as the Prevention Site, Prevention monies for the purpose of management and implementation of an approved evidenced based prevention program for the Prevention Program.

- I. It is hereby agreed that the County of Sampson shall accept the authority and responsibility for operation of the Prevention Program in the following manner.

A. GENERAL RESPONSIBILITIES

1. The Prevention Site will provide the necessary supervision of the program including the management and employment of staff needed to operate the program.
2. The Prevention Site will assure that funds are being utilized to provide quality services.
3. The Prevention Site, in accordance with federal guidelines, will maintain a smoke free environment.
4. The Prevention Site will submit to the Wayne County Cooperative Extension Director data for the Semi-Annual report by January 5th (due to the Division on January 15th) and for the Year End Performance Report (PR) on July 5th (due to the Division on July 15th) each year the program is funded. Data will describe project activities, accomplishments, outcomes, and evaluation. Failure to furnish this data could result in a delay of payments to the Prevention Site. The Wayne County Cooperative Extension Director will forward this information to the LME.
5. The Prevention Site will submit monthly Financial Status Reports to the Wayne County Cooperative Extension Director to request reimbursement for funds expended by the 10th day of the month following the end of the month being reported. Failure to furnish this data could result in a delay of payments to the Prevention Site. The format for the Financial Status Report will be provided by the LME. The Wayne County Cooperative Extension Director will forward the monthly Financial Status Reports to the LME. The LME will make payment to the County of Sampson.
6. The Prevention Site will observe fund balance policy as dictated in the fund balance policy set out by the LME, if applicable.
7. The Prevention Site shall make available to the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services and to the LME its program of accounting and client records for audit purposes. A copy of the independent audit, if required, shall be forwarded to the Office of the State Auditor at 300 North Salisbury Street; Raleigh, NC 27603-5903.
8. The Prevention Site agrees to carry liability insurance which will hold the LME harmless of any claim for damages arising out of the performance of services by the Prevention Site.

9. The LME and Prevention Site, in accordance with North Carolina General Statute 122C-146, shall prepare fee schedules for services and shall make every reasonable effort to collect appropriate reimbursement for costs in providing these services from individuals or entities able to pay, including insurance and third-party payment, except for individuals subject to the terms of P.L. 99-457. However, no individual may be refused services because of an inability to pay. All funds collected from fees shall be used for fiscal operation or capital improvements of the program. The LME and the Prevention Site agree that the participants in the program shall not be charged a fee for these services.
10. The Prevention Site agrees to submit subrecipient monitoring reports that may be required in the format to be provided by the LME by the due date requested.

B. CLIENT RECORDS AND CONFIDENTIALITY

1. The Prevention Site agrees to maintain a project record for all clients enrolled in their program as set forth by the Early Intervention Team.
2. The Prevention Site agrees to adhere to confidentiality regulations as set forth by the Early Intervention Team.
3. The Prevention Site agrees to adhere to policies pertaining to Protection from Abuse, Neglect, or Exploitation.
4. The Prevention Site agrees to a review of their client records by the LME's Client Records Manager or designee.
5. The Prevention Site will ensure that all Clients Rights Rules applicable to the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services are adhered to.
6. The Prevention Site is subject to review by the LME's Client Rights Committee and may be requested to submit periodic reports as set forth in the LME's Client Rights Policies/Procedures.
7. The Prevention Site shall provide the LME data about individual clients for research and study. Such data may be further transmitted to the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services for research and study.
8. The Prevention Site shall maintain for a period of five (5) years from the date of service, client records and accounting records in accordance with generally accepted accounting principles and any other records as necessary to disclose fully the extent of services provided and billed under the Prevention Program. If the Prevention Site is required to submit annual cost reports, then records shall include invoices, checks, ledgers, contracts, personnel records, worksheets, schedules, etc. Such records are subject to audit and review by Federal and State representatives. Client's records shall be accessible for review for the purpose of monitoring services rendered, financial audits of third party payors, research and evaluation.

II. It is hereby agreed that the LME will provide the following:

- A. On a quarterly basis, the LME contact will conduct an on-site visit to monitor the various aspects of the program and to ensure that project specific objectives are being met.
- B. The LME shall provide consultation to the Prevention Site as needed, not only in the development of the educational program, but also in the area of financial and client record responsibilities. The Clinical Director shall be responsible for sending copies of drafts, pertinent rules, regulations, and other information necessary to the operations of the services provided by the Prevention Site.

- C. The LME will prepare and submit the Semi-Annual Report on January 15th and the Year End Performance Report (PR) on July 15th to Lee Lewis, with the Early Intervention Team, each year the program is funded. Data will describe project activities, accomplishments, outcomes, and evaluation.
- D. The LME may be asked to submit a special report by the Department of Education and/or SAMSHA for evaluation purposes. The Prevention Site may be requested to furnish data relating to this report.
- E. The LME will reimburse the Prevention Site in accordance with prompt pay provisions upon the receipt on a timely, accurate Financial Status Report.

III. GENERAL PROVISIONS

- A. Length of Agreement: July 1, 2014 through June 30, 2015.
- B. This Agreement will not exceed the amount of \$ 43,484.93 for the fiscal year 2014-2015.
- C. Method of Payment: The Prevention Site will submit a monthly Financial Status Report by the 10th day of the month following the end of the month being reported to request reimbursement for expenditures. The LME will reimburse the Prevention Site in accordance with prompt pay provisions upon the receipt on a timely, accurate Financial Status Report.
- D. This Agreement may be terminated at any time upon mutual consent of both parties or thirty (30) days after one of the contracting parties gives notice of termination. This Agreement may be terminated immediately with cause upon written notice to the other party. The cause shall be documented in writing to the other party detailing the grounds for termination. The LME may terminate the Agreement immediately if State and local funds granted for the program are revoked or terminated by the funding agencies in a manner beyond the control of the LME.
- E. It is understood that should The Prevention Site for any reason be unable to operate the program as set out above, a final accounting of all receipts and expenditures will be made. In addition, all equipment purchased under this agreement and money on hand in the Prevention Site account dispensed under this Agreement will become the property of the LME and will remain in the Substance Abuse program of the LME.
- F. Any disagreements that occur while the Agreement is in effect, shall be presented to the LME's Clinical Director. If the disagreement cannot be resolved at this level, the LME's Clinical Director will contact the LME's Area Director for a disposition. The Prevention Site has the right to appeal any decision to the Area Board of the LME.
- G. Budget revisions, if applicable, shall be prepared by the LME and the Prevention Site in accordance with the guidelines set forth by the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services.

IV. APPROVAL OF AUTHORIZED OFFICIALS

LME Mailing Address:
PO Box 369
Beulaville, NC 28518



Ken Jones, Area Director
Eastpointe Human Services

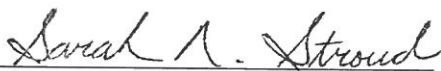
Date: 12/5/14

CONTRACTOR Mailing Address:
55 Agriculture Plaza
Clinton, NC 28328
Telephone:
Tax ID#: 56-6000338

Edwin Causey
Sampson County Manager

Date: _____

This instrument has been pre-audited in the manner required by the North Carolina Local Government Budget and Fiscal Control Act.



Sarah Stroud, Chief of Business Operations
Eastpointe Human Services

Date: 12/5/14

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

December 16, 2014

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 Cooperative Extension 4-H Prevention Grant be amended as follows:

<u>Expenditure Account Code</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 Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
04034952-403601	4-H Prevention grant		5,181.00


2. Reason(s) for the above request is/are as follows:
 To reduce grant allocation to actual amount.



 (Signature of Department Head)

ENDORSEMENT

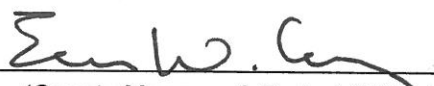
1. Forwarded, recommending approval/disapproval.

_____, 12/16, 20 14


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____


 (County Manager & Budget Officer)

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

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: December 18, 2014
SUBJECT: Consent Agenda Item

The Board of Health approved the Limited Food Service Establishment Policy effective 12/1/2104. This policy allows the health department to issue permits for concessions stands in the schools and other agencies that fall under General Statute 130A-248.

Concession stands that offer only beverages and packaged snacks do not require this permit, however ones that offer prepared foods such as hot dogs and hamburgers are required to obtain this permit.

A \$75 fee for the Temporary Food Establishment/ Limited Food Service Establishment Permit was approved by the board to be effective January 6, 2015.

We are requesting approval by the Board of Commissioners for this new fee.

Thank you for your assistance in this matter.

**CAPITAL PROJECT ORDINANCE CONCERNING
CONSTRUCTION WATER INFRASTRUCTURE
PROJECT ORDINANCE NO: 2014-01 ADOPTED JANUARY 5, 2015**

BE IT ORDAINED by the Board of Commissioners of Sampson County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1.0 The project authorized is construction of a water lines and 500,000 gallon water tank.

Section 2.0 The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 3.0 The following revenues are available to complete this project:

Golden Leaf Grant	\$ 450,000
Community Development Block Grant	292,425
DOC Economic Development Division	781,000
Sampson County	39,075

Section 4.0 The following amounts are appropriated for this project:

Water Lines & Tank Construction	\$ 1,302,000
Contingency	130,200
Engineering	91,140
Engineering Inspections	20,000
Other Professional Services	5,000
Land & Right of Way Acquisition	7,860
Legal and Administration	6,300

Section 5.0 The Finance Officer is hereby directed to maintain within the Capital Projects Fund sufficient records to provide for appropriate accounting.

Section 6.0 Funds that have been advanced, or may be advanced from the General Fund for project costs are intended to be reimbursed from the grant proceeds.

Section 7.0 The Finance Officer is directed to report quarterly on the financial status of the project and on the total proceeds received.

Section 8.0 Copies of this capital project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 5th day of January, 2015.

Billy C. Lockamy, Chairman

Susan J. Holder, Clerk to the Board

(County Seal)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

December 17, 2014

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 403 Infrastructure Project be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</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 Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</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	

2. Reason(s) for the above request is/are as follows:
 To create the budget for the water line and tank construction project.

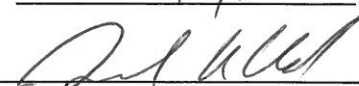


 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

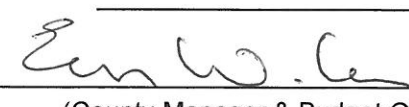


_____, 2014


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____


 (County Manager & Budget Officer)

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

CUMBERLAND COMMUNITY ACTION PROGRAM, INC.



since
1965

December 19, 2014

Commissioner Billy C. Lockamy
Sampson County Board of Commissioners
Office of County Manager
435 Rowan Rd
Clinton, NC 28382

**Chief Executive
Officer**

Cynthia Wilson

**Board
Chairperson**

Doris Ann Shipman

Dear Commissioner Lockamy:

We have been awarded Community Service Block Grant (CSBG) funding to provide a self-sufficiency program and other related services to Sampson County. It is also our desire, to share with you the impact we have had in Sampson County by providing these services. On June 30, 2014, we were able to remove 5 low-income families from poverty in Sampson County.

Enclosed is a copy of the Community Service Block Grant application, grant application summary and the projected budget for 2015 – 2016 program year for your review. As the designated anti-poverty agency for Cumberland and Sampson Counties, we are pleased to include the County Commissioners in the application process. It is our intent to use these funds to assist income eligible residents of the Cumberland and Sampson communities to reach economic independence.

We also invite you to tour any of the programs operated by Cumberland Community Action Program, Inc. Please call if you have any questions or comments or to schedule a visit at 910-223-0116.

Sincerely,

Cynthia L. Wilson
Chief Executive Officer

Encl.
CSBG Grant Application and Summary
CSBG Budget

Major Programs:



A community action partner

316 Green Street PO Box 2009 • Fayetteville, NC 28302
(910) 485-6131 • www.ccap-inc.org



Accredited by Council on Accreditation

**Cumberland Community Action Program, Inc
Community Service Block Grant Summary**

The projected Community Service Block Grant (CSBG) for FY 2015 is \$581, 951. The grant year runs July 1, 2015 - June 30, 2016.

Project Name: ASPIRE Self Sufficiency

Long-Range Goal: To remove 81 low income individuals in Cumberland and Sampson Counties from poverty by June 30, 2017.

Short-Range Goal: To remove 27 low income individuals in Cumberland and Sampson Counties from poverty by June 30, 2015.

Strategy: To provide comprehensive case management services to 125 low wealth participants to become more self sufficient.

Outcome Measures Expected to Achieve by June 30, 2014:

- to serve 125 persons
- to raise 27 low income families above the poverty guideline
- to change the average annual income per participant family by \$50
- to assist 30 participants to obtain employment
- to assist 10 participants obtain jobs with medical benefits
- to assist participants to obtain the average wage rate of \$7.50
- to assist 35 participants with completing education/training programs
- to assist 10 participants secure standard housing
- to provide emergency assistance to 10 participants

Primary Area of Focus: Employment



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

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

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

Agency Name: Cumberland Community Action Program, Inc.

County: Sampson County

Date of Application Submission: _____

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

Clerk to the Board should initial all items below.

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

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

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

Clerk to the Board

Date

Witness/Notary

Date

North Carolina Department of Health and Human Services

Division of Social Services/Economic and Family Services



Community Services Block Grant Program

**Fiscal Year 2015-16 Application for Funding
Project Period July 1, 2015 – June 30, 2016**

Application Due Date: January 30, 2015

Agency Information	
Agency:	Cumberland Community Action Program, Inc.
Federal I.D.	56-0845795
DUNS Number:	625279108
Administrative Office Address:	316 Green Street Fayetteville NC 28301
Mailing Address (include the 4-digit zip code extension):	PO Box 2009 Fayetteville NC 28302
Telephone Number:	(910) 485-6131
Fax Number:	(910) 485-1897
Board Chairperson:	Ann Shipman
Board Chairperson's Address: (where communications should be sent)	6614 Carolway Drive, Fayetteville, NC 28304
Board Chairperson's Term of Office (enter beginning and end dates):	January 2014 - December 31, 2015
Executive Director:	Cynthia L. Wilson
Executive Director Email Address:	cynthia.wilson@ccap-inc.org
Agency Fiscal Officer:	Kimberly C. Stafford
Fiscal Officer Email Address:	kcstafford@ccap-inc.org
CSBG Program Director:	Loleta Wilkerson
CSBG Program Director Email Address:	Loleta.wilkerson@ccap-inc.org
Counties Served with CSBG funds:	Cumberland and Sampson

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

Board of Directors' Officers and Committees

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

Name	Office	Sector Represented	County Represented*
Officers of the Board			
Doris Ann Shipman	Chairperson	Private	Cumberland
Edwin Deaver	Vice Chairman	Public	Cumberland
Lethia Lee	Secretary	Elected	Sampson
George Jamison	Parliamentarian	Elected	Cumberland
Eddie Bray	Treasurer	Private	Cumberland
Dr. James McLauchlin	Chaplain	Public	Cumberland
Committee Name: Executive Committee			
Doris Ann Shipman	Chairperson	Private	Cumberland
Edwin Deaver	Vice Chairman	Public	Cumberland
Lethia Lee	Secretary	Elected	Sampson
George Jamison	Parliamentarian	Elected	Cumberland
Eddie Bray	Treasurer	Private	Cumberland
Dr. James McLauchlin	Chaplain	Public	Cumberland
Enrique Coello	At-Large-Member	Private	Sampson
Ron McElrath	At-Large-Member	Public	Cumberland
Bertha Elliott	At-Large-Member	Elected	Cumberland
Committee Name: Board Development Committee			
Dr. James McLauchlin	Chairperson	Public	Cumberland
Bertha Elliott	Committee Member	Elected	Cumberland
Ron McElrath	Committee Member	Public	Cumberland
Committee Name: Audit Committee			
Doris Ann Shipman	Committee Chairperson	Private	Cumberland
Edwin Deaver	Committee Member	Public	Cumberland
Lethia Lee	Committee Member	Elected	Sampson
Eddie Bray	Committee Member	Private	Cumberland
George Jamison	Committee Member	Elected	Cumberland
Dr. James McLauchlin	Committee Member	Public	Cumberland
Ron McElrath	Committee Member	Public	Cumberland
Enrique Coello	Committee Member	Private	Sampson
Bertha Elliott	Committee Member	Elected	Cumberland
Committee Name: Finance Committee			
Eddie Bray, Chairman	Committee Chairperson	Public	Cumberland
Edwin Deaver	Committee Member	Public	Cumberland
Lenwood Edwards	Committee Member	Elected	Cumberland
Ron McElrath	Committee Member	Public	Cumberland
Albert Kirby	Committee Member	Public	Sampson
Brian Manning	Committee Member	Private	Cumberland
Roderick Ford	Committee Member	Private	Cumberland
Teresa McNeil	Committee Member	Elected	Cumberland
Lethia Lee	Committee Member	Elected	Sampson
Committee Name: Nominating Committee			
Sylvia Williams	Committee Chairperson	Elected	Cumberland
Brian Manning		Private	Cumberland
James O' Garra		Public	Cumberland
Committee Name: Grievance Committee			
Bertha Elliott	Chairperson	Elected	Cumberland
James O'Garra		Public	Cumberland
Vacant	Committee Member	Private	

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on January 17, 2014 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

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

Date	County	Date	County
January 17, 2014	Cumberland		
January 17, 2014	Sampson		

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on December 19, 2014 as required by 10A NCAC 97C .0111(A).

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

Date	County	Date	County
December 19, 2014	Cumberland		
December 19, 2014	Sampson		

Board of Directors Approval of the Application

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

Date of Board Approval: _____

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson: _____
(Signature) (Date)

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	30			Total Current Vacant Seats	3	
Total Number of Seats Reserved for Each Sector	Poor	10	Public	10	Private	10
Total Number of Vacant Seats Per Each Sector	Poor	1	Public	1	Private	1

Name	Email Address	County of Residence	Community Group/Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor						
1. Vacant		Cumberland	Community 1			
2. Sylvia Williams	Ebonyangel1@embarqmail.com	Cumberland	Community 2	04/2009	0	12/2014
3. Lenwood Edwards	Taxman6262@yahoo.com	Cumberland	Community 3	02/2014	6	12/2019
4. Bertha Elliott	elliott_bertha@yahoo.com	Cumberland	Community 4	02/2014	1	12/2019
5. Jasmine Coleman	COLEMAJD@faytechcc.edu	Cumberland	Community 5	06/2013	0	12/2017
6. George Jamison	simontemplefb@gmail.com	Cumberland	Community 6	04/2010	0	12/2015
7. Margaret Brown	marjibrown@live.com	Cumberland	Community 7	01/2014	0	12/2019
8. Teresa McNeil	teresamcneill@embarqmail.com	Cumberland	Community 8	01/2014	0	12/2019
9. Peggy Ammons	peggyammons@yahoo.com	Sampson	Community 9	07/2013	0	12/2018
10. Lethia Lee	lethia_lee@ncsu.edu	Sampson	Community 10	07/2013	0	12/2018
Public Elected Officials						
1. Mary John Williams	maryjwilliams@gmail.com	Cumberland	Cumberland Co. Commissioners	04/2013	0	Term of Public Office or 12/2018
2. Thimi Kollar	thimi@outlook.com	Cumberland	Town of Stedman	07/2013	0	Term of Public Office or 12/2018
3. Edwin Deaver	edwdeaver@aol.com	Cumberland	Town of Hope Mills	07/2011	5	Term of Public Office or 12/2016
4. Sheba McNeil	shemc20@gmail.com	Cumberland		02/2012	0	Term of Public Office or 12/2017
5. Dr. James McLaughlin	jmclaughlin@nc.rr.com	Cumberland	Board of Education	04/2009	0	Term of Public Office or 12/2014
6. Vacant		Cumberland				
7. Ron McElrath	rmcelrath@ci.fay.nc.us	Cumberland	City of Fayetteville	01/2010	0	Term of Public Office or 12/2015
8. James O'Garra	ogarra@yahoo.com	Cumberland	Town of Spring Lake	01/2013	1	Term of Public Office or 12/2018
9. Mayor Winifred Murphy	whillmurphy@aol.com	Sampson	Town of Gariand	10/2012	0	Term of Public Office or 12/2017
10. Commissioner Albert Kirby	akirby@sampsonnc.com	Sampson	Sampson Co. Commissioners	07/2013	0	Term of Public Office or 12/2018

Representatives of Private Organizations						
1. Wesley Fountain	wtfountain01@uncfsu.edu	Cumberland	Fayetteville State University	07/2014	0	12/2019
2. Doris Ann Shipman	shipmandann@aol.com	Cumberland	NAACP	04/2009	0	12/2014
3. Eddie Bray	eddie.bray@firstcitizens.com	Cumberland	First Citizens Bank	07/2012	0	12/2017
4. Johnny Wilson	johnnywilson@fayurbmin.org	Cumberland	Fayetteville Urban Ministry	03/2012	0	03/2017
5. Brian Manning	bmanning@cumberland.lib.nc.us	Cumberland	Cumberland Co. Public Library	07/2012	0	12/2017
6. Roderick Ford	fwbrod@aol.com	Cumberland	Head Start Policy Council	07/2013	0	12/2018
7. Lisa Chance	E50@ccdssnc.com	Cumberland	Depart. Of Social Services	07/2014	0	12/2019
8. Mike Mills	mmills@pharmavite.net	Cumberland	Second Harvest Food Bank	07/2014	0	12/2019
9. Dr. Enrique Coello	enriquecoello7@gmail.com	Sampson	Progress Media Co.	10/2013	0	12/2018
10. Vacant		Sampson				

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

Board of Directors Chairperson

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

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

- a. Low-Income Community:

The agency's mission is to develop and operate projects that promote the economic and social well-being of individuals, children, families, and communities. The processes of evaluation and program development or planning incorporate the input and feedback of former, current and potential clients as well as other concerned community groups. Cumberland and Sampson Counties' Department of Social Services, Operation In-As-Much, and the Employment Security Commission offices in Cumberland and Sampson were used to collect low income residents' views, comments on unmet needs in the community. The agency's planning process for developing a multi-year and one-year CSBG plan included sending questionnaires to previous and current clients and potential clients in Cumberland and Sampson Counties. Questionnaires asked participants to identify major barriers that prevent low income individuals and families from reaching a level of self-sufficiency that could propel them out of poverty. Respondents were also asked to prioritize needs in the Cumberland and Sampson Counties target community. A public hearing was also scheduled to solicit feedback and comments from the community on the unmet needs.

- b. Agency Staff:

Employees throughout the organization meet regularly to discuss program progress, identify problems impeding goal accomplishment, and develop quality improvement strategies. Unmet needs of low wealth residents are documented in minutes and program assessments. This constructive information is collected and used in the preparation of grant applications and amendments when funding sources are identified. The CSBG staff is also afforded the opportunity to review and discuss the one year work plan and provide any feedback. Staff met with Sampson County Advisory Committee.

- c. Agency's Board Members:

Governing and advisory board members, including Head Start's Policy Council use meeting time to acquaint themselves with barriers that impact the low income community. Approaches to resolve problems and remove barriers are recommended, including changing systems that could affect access to services for low wealth residents. These suggestions, collectively with responses from clients and partners, are used to develop and implement services CCAP will offer. Board members frequently use their dual membership on other boards to persuade other organizations to join the agency in an effort to provide needed services. Members from the elected sector are encouraged to bring feedback from their neighborhoods on gaps in service. The Sampson County Advisory Committee participates in the Sampson County planning process. The members comprise local organization and business leaders that take vested interest in their community.

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

Causes of poverty, obstructions to achieving economic self-sufficiency, and related problems low wealth individuals face each day were collected in a survey instrument. The respondents were afforded the opportunity to rate the most important issues facing low-wealth individuals or families in Cumberland and Sampson Counties. The sampling frame consisted of individuals that had not been served by the CSBG Self-Sufficiency Program. The survey was administered at the Cumberland and Sampson County Department of Social Services and Fayetteville Metropolitan Housing Authority, Sampson Crisis Center, as well as walk-ins for CCAP, Inc. and CCAP, Inc. mail outs.

Poverty causes facing low wealth individuals in Cumberland and Sampson Counties include the following:

- Unemployment and under employment
- Lack of affordable, standard housing
- Absence of a living wage
- Lack of affordable health care and prescription medication
- Lack of education or job skills (training)
- Lack of support services, i.e. gas for their vehicles, education, qualification for assistance
- Insufficient resources to manage emergencies, i.e. food, medications, and utilities
- High cost of child care
- Criminal background
- Homelessness
- Food Insecurities-Sampson County
- Access to public transportation-Sampson County

The community needs assessment showed that overwhelming majority of the respondents listed that job availability is an issue in the limited wealth community. Although the desire to be employed is common, access to job training, education, and increasing marketable skills is crucial to respondents' employability. In result, ASPIRE intensified its focus on employment and implemented strategies that will address this among other poverty causes. The development of the Sampson County Advisory Committee played a key role in assisting with combating the poverty causes facing county residents to include intensifying our focus on food insecurity.

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

The needs of low income individuals and families are many. CCAP has been an advocate for this sector of the local society since 1965 and will continue to support the development of services that impact the low wealth community. Some of the strategies this agency has undertaken include the following.

- Offered tax preparation services to low and moderate income clients to gain access to earned income credit.

- Delivered financial literacy workshops accessible to low income individuals to help them better utilize their limited incomes in Cumberland and Sampson counties.
- Advocated for and received funding from the City of Fayetteville and Cumberland County Community Development Departments to train low and moderate income families on the finer skills of homeownership.
- Developed and held workshops to strengthen families. Topics included child development, parenting skills, and health or nutrition related subjects that fostered self-confidence.
- Advocated for the need to increase financial resources to close the gap in food needs of low income residents and those facing temporary crises to prevent long term damage from food insecurity.
- Demonstrated the need for supplemental but nutritious food for over 2000 children monthly in 47 elementary schools on weekends when food at home might not be available or wholesome. Back Pack program generated interest from banks, schools, and other local groups considering supporting the program and expanding the service to other schools.
- Provide weatherization services in Cumberland, Montgomery, Moore and Sampson counties.

CCAP, Inc. will continue to advocate and or sponsor on behalf of low income individuals:

- Employment opportunities
- Higher wages; a living family wage
- Homeownership opportunities
- Affordable and safe neighborhoods and rental housing
- Expand early childhood development programs
- Employment readiness training and assistance
- Job training programs through the Employment Pilot Program
- Nutrition assistance
- Nutrition training and/or seminars
- Financial literacy counseling and budget management

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

Collaboration has established a unified vision for community wide development. CCAP employees, governing and advisory Board members participate on a wide variety of public and private boards and committees, including Workforce Development, DSS programs, Housing Authority, Partnership for Children, etc. Participation provides low wealth families with a voice in the community. It increases CCAP's involvement in and implementation of mandated or legislated linkages with other federally funded programs, such as the Workforce Development Act of 1998 and LIHEAP.

Coordination and collaboration are strengthened through recruiting representatives from other human service agencies to sit on agency advisory boards. Interagency referrals help CCAP meet the needs of clients and provide a service to local organizations seeking resolutions to their client problems as well. CCAP coordinates with charitable, public and faith-based groups to efficiently serve its customers.

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

CCAP, Inc. uses a comprehensive service delivery approach to enable individuals and families move from poverty to an independent self-sufficient status. Applicants are screened for income and residency eligibility and their willingness to pursue employment, education, job skills, or other support mechanisms that will gain entry to earning a living family wage. Basic information about the individual or family and the types of supportive services needed is also acquired during intake. Potential applicants may apply directly or approach through a referral.

For the CSBG ASPIRE Self Sufficiency Program, Case Managers develop a service plan of action with the primary focus of employment. The case management plan consists of problem identification and specific steps required to resolve the problem. A client authorization is secured to enable staff to share with both internal and external services and programs. Appropriate resources are contacted on the client's behalf to secure needed benefits through community agencies. When referrals are made to other organizations, follow up is required to ensure the client's needs were sufficiently met. Case management software is used to track client progress, emergency assistance, and referrals.

CCAP's 49 years of service to the Cumberland County and 10 years of service to Sampson County low wealth community has produced long term and strategic partnerships or linkages with public services, private human service agencies, and faith-based organizations. Board and staff representation on local planning boards and neighborhood initiatives have created opportunities to advocate for the needs of low income individuals and families. These sessions generally are used to identify gaps in services and unmet needs of the community served by this agency

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

CCAP continually advocates for new and improved or expanded services for low income individuals and families. Both formal and informal interagency agreements exist that foster innovative community based initiatives.

- Workshops are offered, frequently through Head Start Centers that are located in low income housing areas, Fayetteville Metropolitan Housing Authority, and CSBG ASPIRE Resource Center, to teach parenting skills, family health and wellness techniques, child development, and financial literacy.
- The Community Leadership Development course offered through the CSBG ASPIRE Program cultivates leadership abilities of the participants who return to their individual neighborhoods to define problematic issues and bridge the gap between the neighborhood residents and public or private agencies to resolve the problem.

Organizations currently networking with CCAP, Inc. include the following.

- Carolina Collaborative Community Care, Inc.
- Cumberland County Department of Social Services
- Sampson County Department of Social Services

- Cumberland County Department of Health
- Sampson County Department of Health
- Cumberland County Mental Health Department
- Cumberland County Schools
- Sampson County Schools
- City of Clinton Schools
- Sampson County Department of Aging
- Cumberland County Partnership for Children (North Carolina Pre-K)
- Fayetteville Urban Ministry
- Cumberland County Community Development Department
- Fayetteville Community Development Department
- Operation Blessing
- Network of over 124 Food Pantries in Cumberland and Sampson Counties
- United Way
- Workforce Development
- Southern Regional AHEC
- Cumberland Interfaith and Hospitality Network
- Cumberland County Public Library
- Catholic Social Ministries
- Salvation Army
- CEED
- Department of Employment Security
- NC Cooperative Extension
- Hispanic/Latino Center
- Local churches
- Sampson County Crisis Center
- Telamon Corp.

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

The Second Harvest Food Bank of Southeast NC is certified by Feeding America Network, a national network of food banks with the goal of ending hunger. The Food Bank, developed by CCAP, Inc. in 1982, serves as a clearinghouse for food products from manufacturers, brokers, grocery stores, and similar resources. The Food Bank operates as food reclamation and distribution center for non-profit feeding organizations in 7 Southeast North Carolina counties.

The Food Bank serves approximately 240 not for profit private agencies and faith based organizations. Eligible entities operate a variety of feeding programs such as on-site meals, emergency food programs, or food pantries. In 2014, the Food Bank collected and distributed over 9 million pounds of food providing nutrition to 110,000 plus individuals monthly in Cumberland, Sampson, Bladen, Duplin, Harnett, Hoke and Robeson counties. The Mobile Food Pantry was established in 2010 which can deliver to residents that live in very rural and relatively depressed areas where they do not have the means to physically travel to a distribution center to receive food. The Food Bank is certified by the NC Department of Agriculture to distribute commodities through The Emergency Food Assistance Program. The Second Harvest Food Bank of Southeast NC, along with its 6 NC sister food banks, is a recipient of the State Nutrition Assistance Program (SNAP). Funds from this source enable the Food Bank to purchase food and distribute at no cost

to participating members. SNAP products are selected for nutritional value and to supplement other products donated to the Food Bank.

The Food Bank does not directly serve individuals and families but operates through its network membership of organizations. Referrals are made to one of the member agencies with emergency food box programs as the need arises.

The Food Bank is a member of the NC County Emergency Relief effort that provides food to disaster victims in eastern NC. FEMA funds are acquired through a grant process offered by the local United Way.

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

CCAP has, for 49 years, coordinated with governmental and social service organizations in the Cumberland County community to ensure low income individuals and families receive needed services in an efficient and effective manner. This feat has been accomplished through participation of Board and staff on area planning bodies. Duplication of services has been eliminated in this manner putting in place a system for improved delivery of services.

Specific methods that have been implemented and will continue include:

- Cumberland and Sampson County Commissioners, Public and Private Businesses, City Council members through Cumberland and Sampson Counties, Employment Security Commission, Local Staffing Agencies and Workforce Development Directors are active members of the CCAP Board of Directors and sit on agency advisory boards.
- CCAP's CEO is on the Fayetteville Metropolitan Housing Authority and United Way of Cumberland County Boards.
- The agency's commitment to the Workforce Investment Act of 1998 has culminated in welfare-to-work contracts, providing TANF recipients with budgeting, money management and money mentoring advice and assistance and the development of a payee service for TANF participants who are suspected of having a substance abuse problem or are having difficulty maintaining a household budget.

Employees receive and make referrals to human service agencies enabling low income individuals to obtain services. Case management software helps track services provide to avoid duplication. Agency procedures require follow up on all referrals to ensure the client's needs were met. CCAP, Inc. through the CSBG ASPIRE Self-Sufficiency Program will partner with public and private businesses to create jobs with the incentive of a stipend where the agency will pay the salary of the employee to the employer for 30 days. The Case Managers will work closely with the clients and businesses to insure a fit.

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

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

CCAP is a partner in the City of Fayetteville. The relationship provides an opportunity to coordinate with other programs in the community to plan the most effective use of resources. Collaboration has established a unified vision for community wide development. CCAP employees, governing and advisory Board members participate on a wide variety of public and private boards and committees, including Workforce Development, DSS programs, Housing Authority, Partnership for Children, etc. Participation provides low wealth families with a voice in the community. It increases CCAP's involvement in and implementation of mandated or legislated linkages with other federally funded programs, such as the Workforce Development Act of 1998 and LIHEAP.

Coordination and collaboration are strengthened through recruiting representatives from other human service agencies to sit on agency advisory boards. Interagency referrals help CCAP meet the needs of clients and provide a service to local organizations seeking resolutions to their client problems as well. CCAP coordinates with charitable, public and faith-based groups to efficiently serve its customers.

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

Of children under age of 6 in families with a female head of household, 30.2 % lived in poverty in Cumberland and 26.3% in Sampson. For African Americans, the poverty rate in 2012 was 22.5% and 20.7% for Hispanics in Cumberland County. In Sampson County, the poverty rate in 2012 for African Americans was 35.4% and 51.4% for Hispanics. People aged 18 to 64 with a disability had a poverty rate of 29.6% in Cumberland and 36.2% in Sampson, more than double the rate of their age group without disabilities (12.5%). (U.S. Census Bureau, 2008-2012 American Community Survey 5-Year Estimates)

According to the Cumberland County Schools 2012 annual report, 52,729 children were enrolled in Cumberland County schools to include pre-k, with Sampson reporting 11,021. The 2012 poverty rate for children under age 18 was 21.8%, or 16.1 million. The rate for children under age 6 was 24.4%, or 5.8 million children in the United States. (Poverty Quick Facts, 2012) The End of Grade (EOG) scores continue to progress in the basic job preparation areas of reading and math. Lower income and minority students earn lower scores, however. The educational disparity between minority and white students in Cumberland and Sampson Counties tend to validate the hypothesis that economics contribute to educational attainment inequalities.

Cumberland County Schools had 59.99% of their enrollment eligible for free or reduced breakfast and lunch program during school year 2012-2013. Sampson County Schools reported 76% eligible for free or reduced lunch for school year 2012-2013. According to North Carolina poverty statistics, 51.66% of female headed households with children under the 5 years of age had incomes at or below the Federal poverty level. Children in these homes are more at risk for dropping out of

school, becoming homeless, food insecurity, and having no job skills to meet today's employment market needs.

Cumberland County has a younger population than the State when comparing the percentage of residents less than 18 years of age and comparing the percentage of residents over the age of 65. Fayetteville and Cumberland County Parks and Recreation Department offer a wide variety of leisure activities, programs and facilities. Youth athletics, sports lessons, recreational classes, a summer youth program and cheerleading program are among the activities available to county residents. However, many have fees and are not readily accessible to low wealth residents without adequate transportation.

Cumberland and Sampson Counties lacks youth development programs that support the primary role of the family and offer preventative measures to juvenile crime. The Boys and Girls Club and the Big Brother, Big Sister Program of Cumberland County have been making an effort to reach some of the low wealth youth in the community but have very limited funds to make a large impact on the large number of youth in the county. Few resources are available to develop innovative neighborhood initiatives that would strengthen families and encourage effective parenting. Head Start offers a Fathers and Friends Program to help men cultivate good parenting skills. The service is now in its 10th year of operation.

CCAP's Second Harvest affiliated Food Bank and the ASPIRE Food Pantry each offer opportunities for juveniles. Working liaisons with the JROTC, Cumberland County Transitional Education Program, and youth with member agencies enable youth to perform required community or volunteer service under adult supervision at the Food Bank. The youth are assigned tasks to complete during their time at the Food Bank or with the ASPIRE Food Pantry. These tasks are structured to provide soft job skills, teach self-control, and working respectfully in a multi-generational environment. The ASPIRE Food Pantry is operated almost entirely by volunteers. Providing service opportunities for youth in this setting inspired several of the young people to return as a true volunteer after the required community service time was completed.

11. Describe activities that your agency has undertaken or plans to undertake to establish a pool of unrestricted funds to further the agency's mission and reduce dependency on government funding.
 - a. Funds to support services for low-income persons
 - b. Funds to support the overall agency

In preparation for undertaking fundraising activities for unrestricted funds to support the overall agency, CCAP has taken steps to increase brand awareness of the agency, to link the well-known programs to the parent company. Examples of this:

- Common email suffix was implemented for all CCAP programs; all literature must state "A Division of Cumberland Community Action Program". A Communications Manager position has been established to facilitate implementation of brand awareness (letterhead, business cards, press releases, web site, Facebook, presentations, letters to the editor.)
- Email solicitation lists, based upon owner's consent, are being developed to be used in electronic solicitation.
- Direct mail company (hard copy and electronic) has been selected and a company selected for programmatic work as well as for agency work.
- Plans implemented to develop an agency solicitation piece.

- A "Donate Now" button has been placed on the website with the behind the scenes work completed for accepting electronic payments

To "reduce dependency on government funding" CCAP has worked with the Fayetteville Metropolitan Housing Authority to explore options for CCAP managing a 7 am - 6 pm child care development center. The Weatherization team is exploring ways to transition from providing services for low-income families to providing fee-based service delivery for middle-class families.

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

The North Carolina Child Support Enforcement reported the following statistics for the NC State Fiscal Year 2014:

- The number of cases at the end of the reporting period: 416,740
- 86% of cases currently have a court order for child support
- \$700 million collected in SFY 2014

As the ASPIRE Self-Sufficiency Program encourages economic self-sufficiency through employments efforts, all participants that are single custodial parents are encouraged to request additional support through Child Support Enforcement if support is not received by the non-custodial parent. ASPIRE's case management staff works closely with the participant as they are referred to, apply for, and wait for approval of support. The participant is also educated on the possible budgetary strained alleviated, if support is received from the non-custodial parent. Case management staff works with the participant at entry to the program to establish a household budget. Then additional budget development is received through partnership with Consumer Credit Counseling Services as the participant's income increases. This allows for financial literacy and education on proper income management.

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

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2015 to June 30, 2016

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

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

Poverty Cause: Inability to become Self-Sufficient

Low income individuals and families in Cumberland County face numerous barriers that exacerbate their ability to become self-sufficient. There is limited public transportation in Cumberland County, restricting access to jobs, job training, and institutions for higher learning. The availability of quality and affordable day care programs are limited, as are after school care programs. Numerous factors prevent a low income person from attaining economic independence.

Sampson County is the second largest county, in land area, in North Carolina. It has a total area of 947 square miles. Sampson County is very rural. The families and low income individuals of Sampson County face numerous barriers that exacerbate their ability to become self-sufficient. There is no public transportation which restricts access to jobs, job training and to the local Community College for higher learning. Although Sampson County is the largest agriculture county in North County, the work is seasonal and the industry faces changes with modern technology, consumer needs and environmental regulations. Affordable and safe housing is a barrier faced by low income individuals in Sampson County.

Many lack education, job skills or job training that would allow them to obtain employment providing a "living wage". The deficiency in the areas of education or employability is directly linked to an absence of critical community services. Numerous factors prevent a low income person from attaining economic independence. These obstacles reduce their ability to find employment, obtain health care or housing. It also lessens their capacity for overcoming crises.

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

Cumberland County has a population estimated at 324,049 as of 2012 (US Census Bureau) and Sampson County has an estimated population of 63,949 as of 2012 (US Census Bureau). In Cumberland County the population is younger than the State's average at 31 years, due in large part to the military population and median age for Sampson County is 38. While the 2007-2011 American Community Survey US Census Bureau reports 16.6% of the residents in Cumberland County are at or below the poverty level and 21% of the residents in Sampson County are at or below the poverty level. African-Americans have the highest rate of poverty at 22.5% followed by the Hispanic or Latino community at 20.7% in Cumberland. The Hispanic or Latino community has the highest rate of poverty at 51.4% followed by the African-American community at 35.4% in Sampson County. Cumberland and Sampson Counties have diverse populations with over 80 cultures in Cumberland and 44 cultures in Sampson represented in their citizenry.

Kidscount.org estimate 26.4% of children under the age of 18 live in poverty households in Cumberland

(2011) and 31.3% in Sampson (2011). The effect of childhood poverty frequently translates into less education, lower earnings as an adult, and a continuous cycle of poverty. Studies have shown that victims of poverty, on an average, have lower school test scores, experience more health related problems, and often live in substandard housing. North Carolina is one of 2 States who leads the nation of food insecurity for children under the age of 5 and we rank 10th as the worst State for children under the age of 18 who are food insecure on a regular basis between 2010-2012 (NCFoodBanks.org). According to NC Public School website, 59.99% children in Cumberland County school system participated in the free or reduced meal programs in the 2012-2013 school year which is a 5% increase since 2009. 73% of the children in Clinton City school system and 76% in Sampson County school system participated in the free or reduced meal programs in 2012-2013. The number of children benefiting from Food Stamps was 20.6% in Cumberland and 26% of the children in Sampson benefitted from Food Stamps in 2011.

35,038 children 0-18 received Medicaid in 2010 in Cumberland and 9,437 in Sampson in 2010 according to Kidscount.org. Child abuse and neglect in Cumberland County continues to plague the county with 452 cases substantiated and 126 cases in Sampson County substantiated.

The median family household income in Cumberland County according US Census 2008-2012 was \$45,413, compared to \$46,450 of the State. The per capita income was \$23,133 in 2012. Cumberland County's economy is primarily in the service sector which is lower paying than skilled or manufacturing jobs. Most of these service jobs pay wages insufficient to support a family. Military retirees, who have higher educational levels and more skills, generally are hired for the better paying positions. Entry level positions have become more technical with the advent of computers and telecommunication technology. Most jobs require moderate to long term skill training. 9.9 was the unemployment rate for Cumberland County as of August 2013.

Projections for Cumberland County's future workforce, continue to be based on the anticipated growth resulting from BRAC and military related industries, call for technologically skilled workers. The low income population served by CCAP, Inc. will require additional education and job training to meet this new demand.

The median family household income Sampson County according US Census 2008-2012 was \$37,447 compared to \$46,450 for the State. The per capita income was \$19,442 in 2011. Sampson County's primary industries providing employment per city-data.com are manufacturing, education, health and social services, retail trade, and agriculture, forestry, fishing, and hunting and mining. The agriculture jobs are seasonal and pay wages insufficient to support a family. The manufacturing jobs pay a higher wage than the agriculture and retail trade jobs. Most jobs require moderate to long term skill training. The top paying jobs in Sampson County (according to UNC Sheps Center for Health Service Research) are in computer systems design, offices of dentists, offices of physicians, and management. Once employed in some of the industries, these jobs provide longevity and most people do not leave until retirement. Sampson County unemployment rate was 7.6 as of August 2013.

Affordable housing contributes to a community's quality of life. According to the North Carolina Housing Coalition, 42.9% of renters do not earn enough income to afford a 2 bedroom apartment at the fair market value of \$709 and safe and affordable housing should not be more than 30% of the household gross monthly income. Low wages limit housing choices for many families. In addition, their ability to pay the costs of maintenance if they own their own home is further restricted by the limited income. Affordable housing is a major problem for the low wealth population. The median rent is \$844 in Cumberland and \$558 in Sampson for a 2 bedroom per USA.com. As renters, extremely low income households have the highest cost burden by paying more than 30% of available income for housing costs. Fewer homeowners are found among those with low incomes. The excessive rent burden on the low wealth population is directly tied to social and economic issues.

The inability of low income individuals to be self-sufficient and economically independent forces them to live in unsafe neighborhoods in substandard housing. It creates homelessness. Individuals and families must forego basic human needs such as food security and health care. They are frequently faced with choices between paying a high energy bill to stay warm or purchasing essential prescriptions to retain their health.

Access to health care is diminishing in North Carolina. As jobs decline, those with health care benefits lose that access. Cumberland County ranked 74th and Sampson County ranked 80th out of the 100 counties in the State with the number of uninsured individuals from the age of 0 to 64. 22% of Cumberland county's adult population was uninsured and 30% of Sampson county's adult population was uninsured according to the website of countyhealthrankings.org. In Cumberland County, 8% of children ages 0 to 17 are uninsured and 10% of the children in Sampson County. Children with family incomes at or below the Federal poverty level are at a greater risk for not receiving medical attention. Children with health insurance make better use of preventive care

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

3. Resources Available:

a. Agency Resources: Cumberland Community Action Program, Inc.

WAP-Standard	\$1,405,901
Early Head Start, Cumberland County	\$2,372,138
Head Start-Cumberland County	\$7,959,055
CCCS	\$1,090,628
CHDO-Cumberland County	\$52,000
CSBG-Standard	\$1,133,889
Food Bank	\$1,420,852
USDA Food and Nutritional	\$932,455

b. Community Resources:

Better Health	Emergency Medical & Financial Assistance	\$ 322,792
	Medical Screenings	
Catholic Social Services	Emergency Services	\$ 30,000
Cumberland County Health Department	Child Health Services (0 – 18)	\$5,714,681
	Immunization Services	
	School Health Program	
	Wellness Program	
	Dental Health Clinic	

	Health Promotion	
	Adult Health Clinic	
	WIC	
Cumberland County Department of Social Services	SSBG Services	\$3,000,000
Cumberland County Schools	Nutrition (School Lunch)	\$8,400,000
Local churches	Emergency Assistance	\$ 5,000
Better Health	Emergency Medical & Financial Assistance	\$ 322,792
	Medical Screenings	
Catholic Social Services	Emergency Services	\$ 30,000
Cumberland County Health Department	Child Health Services (0 – 18)	\$5,714,681
	Immunization Services	
	School Health Program	
	Wellness Program	
	Dental Health Clinic	
	Health Promotion	
	Adult Health Clinic	
	WIC	
Cumberland County Department of Social Services	SSBG Services	\$3,000,000
Cumberland County Schools	Nutrition (School Lunch)	\$8,400,000
Local churches	Emergency Assistance	\$ 5,000
Better Health	Emergency Medical & Financial Assistance	\$ 322,792
	Medical Screenings	
Catholic Social Services	Emergency Services	\$ 30,000
Cumberland County Health Department	Child Health Services (0 – 18)	\$5,714,681

	Immunization Services	
	School Health Program	
	Wellness Program	
	Dental Health Clinic	
	Health Promotion	
	Adult Health Clinic	
	WIC	
Cumberland County Department of Social Services	SSBG Services	\$3,000,000
Cumberland County Schools	Nutrition (School Lunch)	\$8,400,000
Local churches	Emergency Assistance	\$ 5,000
Salvation Army	Emergency Assistance	\$ 25,000
	Nutrition (Love Lunches)	
	Emergency Shelter	
	Care Program	
Urban Ministry	Home Repairs	\$ 595,000
Workforce Development	Employment	\$2,000,000
Additional Community Resources	<i>(monetary resource unknown)</i>	
Veterans Empowering Veterans	Employment, Housing, & VA Benefits	
Steps N' Stages-Jubilee House	Housing & Employment Assistance for Veterans	
Health Care Services	Pediatric	
	Dental	
	Vision Care	
	Speech Pathology	
Sampson County		
Sampson County Department of Social Services	Child Care Subsidize	\$5,200,000
	Crisis Intervention	
	Food & Nutrition Benefits	

LIEAP
 TANF Child
 TANF Domestic Violence
 Work First

Sampson County Health Department	Child Health Services (0 – 18)	\$4,500,00
	Immunization Services	
	School Health Program	
	Wellness Program	
	Dental Health Clinic	
	Health Promotion	
	Adult Health Clinic	
	Maternity Health	
	Family Planning	
	WIC	
Sampson County Schools	Nutrition (School Lunch)	\$3,900,000
Clinton City Schools	Nutrition (School Lunch)	\$1,500,000
Local churches	Emergency Assistance	\$ 5,000
Crisis Center	Emergency Assistance	\$500
	Nutrition	
	Care Program	
UCARE	Domestic Violence	\$500

4. Resources Needed:

b. Agency Resources:

- Additional Rental Properties for the Low Income
- Funding for Temporary Childcare Assistant
- In-house Certified Technical Training Programs for Participants

c. Community Resources:

- Affordable Rental Properties for the low income
- An Expanded Public Transportation System
- Additional Funding for before and after school childcare
- Additional Funding for Income Medical and Dental Clinics for the low income

Section III: Goal and Strategy

5. Long-Range Goal:

To remove 81 low income families in Cumberland and Sampson Counties from the poverty rolls by 30 June 2017

6. Strategies for Achieving Long-Range Goal:

- Provide comprehensive case management services for low wealth participants to become more self-sufficient.
- Increase employment readiness skill workshops
- Have participants obtain the North Carolina Career Readiness Certificate
- Seek funding to repair low income owner occupied homes.
- Encourage faith-based community to collectively pool funds and offer an emergency relief service to intervene when crises arise.
- Collaborate with Care Clinic and other health groups to provide free medical and dental care to low income population, including preventive care.
- Encourage financial institutions to make low interest loans available to low wealth community needing funds for education, home loans, purchase of car, etc.
- Seek interest in the Employee Pilot Program
- Seek increase in Head Start enrollment among ASPIRE participants.
- Provide workshops to decrease child maltreatment.
- Develop nutrition seminars to improve health of low wealth population

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

Section I: Project Identification							
1. Project Name:	Self-Sufficiency Project						
2. Poverty Cause Name:	Inability to become self-sufficient						
3. Long-Range Goal:	To remove 81 low income individuals in Cumberland and Sampson Counties from the poverty rolls by 30 June 2017.						
4. Selected Strategy:	To provide comprehensive services to 125 low wealth participants to become more self-sufficient.						
5. Project Period:	July 1, 2015	To	June 30, 2016	Plan Year	2	of	3
6. CSBG Funds Requested for this Project:	581,951						
7. Total Number Expected to Be Served:	125						
a. Expected Number of New Clients	75						
b. Expected Number of Carryover Clients	50						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):	27						
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):	33%						

Section II: One-Year CSBG Program Objective and Activities						
Objective: To provide comprehensive services to 125 low wealth participants to become more self-sufficient.				Implementation Schedule		
Activities:	Position Title(s)	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
1.0 Provide effective and efficient delivery of services. 1.1 Prepare and issue Public Service Announcements announcing services. 1.2 Notify local service agencies to make referrals. 1.3 Participate in Community Service Block Grant (CSBG) advisory committee meetings to inform other agencies of services and remain abreast of other community services available to clients. 1.4 Distribute brochures to clients, faith-based organizations, human service organizations, businesses and community at large.	Program Director Administrative Assistant Self-Sufficiency Manager Case Managers Program Assistant Community Education Outreach Coordinator Agency Advance Director Agency Advance Manager Communication Coordinator					

<p>2.0 Provide case management services to low wealth individuals to enable them to achieve self-sufficiency.</p> <ul style="list-style-type: none"> 2.1 Recruit 75 eligible applicants. 2.2 Conduct orientation. 2.3 Assess each client. 2.4 Prepare development plan. 2.5 Make referrals and advocate for needs. 2.6 Follow up on referrals. 2.7 Coordinate services. 2.8 Re-assess needs, if appropriate. 2.9 Follow up on progress. 2.10 Coach and mentor clients, offer informal life skills and problem solving skills. 2.11 Provide training. 2.12 Facilitate group support. 2.13 Conduct home visits. 2.14 Maintain accurate records 	<p>Program Director Self-Sufficiency Manager Case Managers Community Education Outreach Coordinator Program Assistant</p>				
<p>3.0 Provide supportive services to low wealth participants to strengthen families.</p> <ul style="list-style-type: none"> 3.1 Family crisis intervention. 3.2 Supplemental food. 3.3 Clothing 3.4 Emergency shelter and utilities. 3.5 Emergency medical services and mental health. 	<p>Self-Sufficiency Manager Case Managers Community Education Outreach Coordinator</p>				
<p>4.0 Provide supportive and transition services to low wealth participants to enable them to achieve self-sufficiency.</p> <ul style="list-style-type: none"> 4.1 Transportation 4.2 Child care 4.3 Health care, medical, eye, dental, mental health 4.4 Health services & nutrition training 4.5 Formal life skills training 4.6 Work clothes and tools 4.7 Parental training 4.8 Counseling 	<p>Self-Sufficiency Manager Case Managers Community Education Outreach Coordinator Administrative Assistant</p>				

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

Section II: One-Year CSBG Program Objective and Activities (continued)					
Objective: To provide comprehensive services to 125 low wealth participants to become more self-sufficient.		Implementation Schedule			
Activities:	Position Title (s):	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
5.0 Provide income management services. 5.1 Develop family spending plan and budget. 5.2 Provide money management workshops. 5.3 Refer to Consumer Credit Counseling Service. 5.4 Offer energy conservation activities. 5.5 Provide income tax assistance and Earned Income Tax Credit (EITC) service.	Self-Sufficiency Manager Community Education Outreach Coordinator Case Managers Program Assistant				
6.0 Provide employment training and opportunities for low wealth participants to achieve self sufficiency. 6.1 Pre-employment training 6.2 Vocational education and training 6.3 Internships 6.4 On-the-job training 6.5 Job readiness training to develop soft skills 6.6 Establish working relationships with local job placement providers.	Self-Sufficiency Manager Community Education Outreach Coordinator Case Managers				
7.0 Provide job development and placement. 7.1 Conduct job development 7.2 Offer employment counseling 7.3 Provide job referrals and placement. 7.4 Offer Employers to pay part of salaries up to 20 hours a week at the rate of \$7.50 per hour of participants up to 8 weeks. 7.5 Provide employment maintenance and support.	Program Director Self Sufficiency Manager Community Education Outreach Coordinator Case Managers				

<p>8.0 Provide educational services to participants to lead to self sufficiency.</p> <ul style="list-style-type: none"> 8.1 Basic skills 8.2 Residual education and literacy 8.3 General Educational Diploma program 8.4 High school options 8.5 Community college <ul style="list-style-type: none"> a) Associate of Arts degree b) Medical training (Certified Nursing Assistant (CNA), Phlebotomist, etc.) c) Barber/cosmetology/nail design d) Other vocational and educational training opportunities 8.6 College 	<p>Self Sufficiency Manager Community Education Outreach Coordinator Case Managers</p>				
<p>9.0 Assist low wealth participants to obtain or maintain safe, decent and affordable housing.</p> <ul style="list-style-type: none"> 9.1 Assist low wealth participants to obtain safe, decent and affordable housing. 9.2 Offer homeownership counseling, pre-purchase advice, and foreclosure prevention assistance. 9.3 Obtain repairs and emergency assistance for participants. 9.4 Refer to Weatherization an Heating Appliance Repair Replacement Program (HARRP). 	<p>Program Director Self Sufficiency Manager Case Managers Program Assistant</p>				
<p>10.0 Conduct organizational and educational programs to CSBG participants and their family members to develop leadership capabilities to guide and cultivate neighborhood projects.</p> <ul style="list-style-type: none"> 10.1 Provide leadership training and principles in the areas of : <ul style="list-style-type: none"> a) Cumberland Community Action Program, Inc. Day b) Health Awareness Day c) Transportation Services Day d) Social Services Day e) Business & Economics Day f) Education Day g) Media Day h) Law Enforcement Day i) Local Government Day j) Neighborhood Issues Day 11.2 Continue to provide advice, information 	<p>Program Director Chief Executive Officer (CEO) Agency Advance Director Self Sufficiency Manager Community Education Outreach Coordinator Case Managers Program Support Aide</p>				

<p>and guidance to new leaders</p>					
<p>11.0 Conduct organizational and educational youth summer leadership camp to CSBG family members, ages 12-17, to provide resources that will enhance building and life-long learning skills in the following areas of:</p> <ul style="list-style-type: none"> a) What is Leadership b) Self-Esteem c) Manhood and Womanhood d) Money Management e) Employment Readiness f) College Preparatory g) Physical Fitness and <p>Nutrition</p> <p>Bullying</p> <ul style="list-style-type: none"> h) Social networking and 	<p>Program Director CEO Agency Advance Director Self Sufficiency Manager Community Education Outreach Coordinator Administrative Assistant Case Managers Program Assistant</p>				
<p>13.0 Conduct closing activities Graduation Ceremony” for participants successfully completing with 80% attendance.</p> <ul style="list-style-type: none"> a) Select location b) Invite keynote speaker c) Invite graduating participants d) Invite community leaders e) Notify local media f) Issue graduation certificates 	<p>Program Director CEO Agency Advance Director Self Sufficiency Manager Community Education Outreach Coordinator Administrative Assistant Case Managers Program Assistant</p>				
<p>14.0 Maintain accurate records of:</p> <ul style="list-style-type: none"> 14.1 The Accountable Results for Community Action 14.2 Participants' Files. 	<p>Program Director Self Sufficiency Manager Community Education Outreach Coordinator Administrative Assistant Case Managers Program Assistant</p>				
<p>15.0 Monitor activities.</p> <ul style="list-style-type: none"> 15.1 Survey clients for satisfaction. 15.2 Prepare Outcome Measures report 15.3 Review case files 15.4 Review surveys; prepare summary of responses 	<p>Program Director Self Sufficiency Manager Community Education Outreach Coordinator Administrative Assistant Case Managers Program Assistant</p>				
<p>16.0 Review leases of rental properties and provide maintenance of buildings with landlords.</p>	<p>Chief Executive Officer Program Director Self Sufficiency Manager Facilities Manager General Maintenance Worker</p>				

<p>17.0 Implement the technologically advances of computer networks, telephones, etc.; and purchase the electronic equipment to include repairing, maintenance and monitoring of the equipment.</p>	<p>Chief Executive Officer Program Director Self Sufficiency Manager Information Technology Manager Junior Systems Administrator Help Desk Technician</p>				
<p>18.0 Review and approve: 18.1 Monthly reports 18.2 Quarterly reports 18.3 End of Year report 18.4 CSBG Information System Survey report</p>	<p>Chief Executive Officer Program Director CCAP, Inc. Board of Directors</p>				
<p>19.0 Evaluate Project. 19.1 Number of clients receiving services. 19.2 Number of clients successfully completing program.</p>	<p>Chief Executive Officer Program Director CCAP, Inc. Board of Directors</p>				
<p>20.0 Determine progress in achieving outcome goals.</p>	<p>Chief Executive Officer Program Director CCAP, Inc. Board of Directors</p>				
<p>21.0 Monitor and evaluate staff: 21.1 Provide ongoing staff development 21.2 Provide training internally and externally 21.3 Provide performance evaluations on a regular basis</p>	<p>CCAP, Inc. Board of Directors Chief Executive Officer Program Director Agency Advance Director Self-Sufficiency Manager Network Manager</p>				
<p>17.0 Implement the technologically advances of computer networks, telephones, etc.; and purchase the electronic equipment to include repairing, maintenance and monitoring of the equipment.</p>	<p>Chief Executive Officer Program Director Self Sufficiency Manager Information Technology Manager Junior Systems Administrator Help Desk Technician</p>				
<p>18.0 Review and approve: 18.1 Monthly reports 18.2 Quarterly reports 18.3 End of Year report 18.4 CSBG Information System Survey report</p>	<p>Chief Executive Officer Program Director CCAP, Inc. Board of Directors</p>				
<p>19.0 Evaluate Project. 19.1 Number of clients receiving services. 19.2 Number of clients successfully completing program.</p>	<p>Chief Executive Officer Program Director CCAP, Inc. Board of Directors</p>				
<p>20.0 Determine progress in achieving outcome goals.</p>	<p>Chief Executive Officer Program Director CCAP, Inc. Board of Directors</p>				

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

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

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

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	125
The number of low-income participant families rising above the poverty level.	27
The number of participant families obtaining employment.	30
The number of participant families who are employed and obtain better employment.	15
The number of jobs with medical benefits obtained.	10
The number of participant families completing education/training programs.	35
The number of participant families securing standard housing.	10
The number of participant families provided emergency assistance.	10
The number of participant families provided employment supports.	25
The number of participant families provided educational supports.	25
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

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

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

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

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

Number of Families to be Served Per County											
Agency Name: Cumberland Community Action Program											
Project Name: Self-Sufficiency											
County	Cumberland	Sampson									Total
Total Planned	97	28									125
Project Name:											
County											Total
Total Planned											

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

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

- a. Board of Directors: To facilitate the board's ability to assess the ASPIRE Self-Sufficiency Program, the CEO provides a report during each board meeting on the program. The report includes activities of the team plus results of the program. The report is delivered to the Executive Committee during the months that there is not a full board meeting. Board members review the material and ask questions—an indication of their engagement with the program.

Attendance at the many various events hosted by the ASPIRE team allows board members to observe, assess, and evaluate firsthand the work involved in the self-sufficiency program. Board members are invited to attend, and do attend, events sponsored by the ASPIRE team. Examples of those events are: ASPIRE Information Sessions, ASPIRE Day, ASPIRE workshops, ASPIRE graduation, and the end-of-calendar year workshop where participants share their success stories. Program results are presented to the board at the Annual Board and Senior Staff joint meeting. The presentation includes a success story which helps put a face to the numbers.

A Sampson County Advisory Committee has been established to allow Sampson County board members as well as interested county residents the opportunity to learn about the ASPIRE program. The Advisory Committee has provided feedback on the program and offered contacts to support the success of the program. Sampson County board members requested and received a special session where the CSBG contract was reviewed in detail.

Board orientation is conducted, and generally attended by seasoned board members as well as new members. The training includes a review of goals of the ASPIRE program—an overview that allows board members to make informed assessments of the program's progress. It is the responsibility of board members to attend training sessions.

Board members are, of course, responsible for approving the application to provide ASPIRE Self-Sufficiency services that is submitted to the Office of Economic Opportunity.

- b. Low-Income Community:
As a part of the annual planning process, the low income community and clients are asked to evaluate CCAP's services and to recommend modifications or changes they believe are needed to improve the programs. Representatives of the Elected Sector obtain feedback from their constituents regarding the

effectiveness of CCAP programs and identify unmet needs, and un-served or underserved populations in the service area.

c. Program Participants:

Agency clients participate regularly in assessing program services, systems, and operations through Customer Satisfaction Surveys and program evaluation surveys. Comments or recommendations of particular interest are presented to the Board of Directors. Comments from the Head Start Needs Assessment are present to the Board in their entirety.

d. Others:

CCAP's partners and funding sources are frequently involved in assessing program services and evaluating outcomes. The quality of programs in meeting needs of the targeted community is measured against pre-set standards of performance. CCAP, Inc. also prepares an Annual Report on each of its programs to keep the community aware of its activities.

2. Describe how administrative policies and procedures are monitored by the Board of Directors. Revisions to the Personnel Policies and Procedures manual are presented for review and approval by the Board of Directors. Revisions to the Accounting Policies Manual are also presented to the Board. Bi-annually both documents are presented to the Board for review.
3. Describe how the Board acts on monitoring, assessment and evaluation reports. Monitoring, assessment and evaluation reports in their entirety are made available to board members via portal developed for the board of directors. Periodically the Board Chair will confirm that Corrective Action Worksheets have been forwarded to OEO.

For reports that indicate the agency is performing with zero findings such as the report capturing results of the triennial Office of Head Start review, and reports that indicate the agency is achieving planned progress against goals, the board asks the CEO to extend praise to the staff.

4. Describe the Board's procedure for conducting the agency self-evaluation. The agency has conducted a SWOT style analysis using the support of a facilitator, a Fayetteville State University professor. An additional procedure calls for a survey to be sent to board members. The procedure calls for survey questions to be determined by the Board Chair in conjunction with the Executive Committee. Board members also participate in strategic planning discussions as a member of a focus group, as the full board, and as an ad hoc committee of the board to discuss self-evaluation topics.
5. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The Cumberland Community Action Program, Inc. board of directors recently determined that the agency's name was no longer appropriate for the current territories served by the agency, nor appropriate for the growth vision that board members have. Board members voted to change the name, with the announcement timed for the 2015 Community Action Month. The name change allows the agency to develop strategies that allow for closer collaborations with individuals, organizations and governmental agencies in counties outside of Cumberland.

AGENCY BUDGET INFORMATION

Budget Type:

Annual Application: X

Amendment:

Budget Change:

Section 1. IDENTIFICATION

Agency Name: Cumberland Community Action Program, Inc.

Contract Period: July 1, 2015 - June 30, 2016

SECTION II. CONTRACT SUMMARY

CSBG	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contract Amount
	\$522,760	\$59,191		\$581,951
TOTAL OEO CONTRACT AMOUNT				\$581,951

CSBG ADMINISTRATIVE SUPPORT: Insert name of program supported by CSBG and the amount of support indicated on the Administrative Support Worksheet (OEO Form 212A).

(Insert Program Name) (Insert Program Name)

SECTION III. BUDGET SUMMARY

OBJECT CATEGORIES	Self Sufficiency	(Insert Program Name)	PROGRAM TOTALS	COUNTY TOTALS
Salaries & Wages	\$293,748		\$293,748	\$293,748
Fringe Benefits	\$80,879		\$80,879	\$80,879
Equipment				
Communication	\$5,844		\$5,844	\$5,844
Space Cost	\$40,452		\$40,452	\$40,452
Travel	\$13,163		\$13,163	\$13,163
Supplies/Materials	\$10,800		\$10,800	\$10,800
Contractual	\$10,248		\$10,248	\$10,248
Client Services	\$53,269		\$53,269	\$53,269
Other	\$14,357		\$14,357	\$14,357
Total Direct Costs	\$522,760		\$522,760	\$522,760
Indirect Costs				
Approved Rate: 15.8%	\$59,191		\$59,191	\$59,191
Base : Salaries & Fringes				
TOTALS	\$581,951		\$581,951	\$581,951

SECTION IV. - SALARIES AND FRINGE BENEFITS

Position Title	Annual Salary & Wages	No. of Months	CSBG Salary	% CSBG Share FTE's	Fringe Type (Itemize)	Fringe Benefit Computation	Self Sufficiency	Self Sufficiency	(Insert Program Name) Fringes	(Insert Program Name) Salary
						eg. Benefit Amount x No. of Months eg. Salary x benefit Amount/%	Fringes	Salary		
Program Director	\$60,000	12	\$30,000	50.00%	FICA	\$30,000 x .062	\$1,860	\$30,000	Loleta Wilkerson	
					Medicare	\$30,000 x .0145	\$435			
					Medical Insurance	\$500 per month x 12 mths x 50%	\$3,000			
					Worker Compensation	\$30,000/100 x \$.75	\$225			
					Unemployment	\$21,400/100 x 1.848 x 50%	\$198			
					Retirement	\$30,000 x .05	\$1,500			
Admin Assistant	\$17,696	12	\$8,848	50.00%	FICA	\$8,848 x .062	\$549	\$8,848	TBD	
					Medicare	\$8,848 x .0145	\$128			
					Medical Insurance	\$500 per month x 12 mths x 50%	\$3,000			
					Worker Compensation	\$8,848/100 x \$.75	\$66			
					Unemployment	\$17,696/100 x 1.848 x 50%	\$164			
					Retirement	\$8,848 x .05	\$442			
Self-Sufficiency Mgr	\$39,333	12	\$39,333	100.00%	FICA	\$39,333 x .062	\$2,439	\$39,333	T. Anthony	
					Medicare	\$39,333x .0145	\$570			
					Medical Insurance	\$500 per month x 12 mths	\$6,000			
					Worker Compensation	\$39,333/100 x \$.75	\$295			
					Unemployment	\$21,400/100 x 1.848	\$396			
Comm Edu Outr Coord	\$40,165	12	\$40,165	100.00%	FICA	\$40,165 x .062	\$2,490	\$40,165	B. Simmons	
					Medicare	\$40,165 x .0145	\$582			
					Medical Insurance	\$500 per month x 12 mths	\$6,000			
					Worker Compensation	\$40,165/100 x \$.75	\$301			
					Unemployment	\$21,400/100 x 1.848	\$396			
Case Manager	\$33,301	12	\$33,301	100.00%	FICA	\$33,301 x .062	\$2,065	\$33,301	TBD	
					Medicare	\$33,301 x .0145	\$483			
					Medical Insurance	\$500 per month x 12 mths	\$6,000			
					Worker Compensation	\$33,301/100 x \$.75	\$250			
					Unemployment	\$21,400/100 x 1.848	\$396			
Case Manager	\$33,301	12	\$33,301	100.00%	FICA	\$33,301 x .062	\$2,065	\$33,301	TBD	
					Medicare	\$33,301 x .0145	\$483			
					Medical Insurance	\$500 per month x 12 mths	\$6,000			
					Worker Compensation	\$33,301/100 x \$.75	\$250			
					Unemployment	\$21,400/100 x 1.848	\$396			
Case Manager	\$33,301	12	\$33,301	100.00%	FICA	\$33,301 x .062	\$2,065	\$33,301	TBD	
					Medicare	\$33,301 x .0145	\$483			
					Medical Insurance	\$500 per month x 12 mths	\$6,000			
					Worker Compensation	\$33,301/100 x \$.75	\$250			
					Unemployment	\$21,400/100 x 1.848	\$396			
Case Manager	\$33,301	12	\$33,301	100.00%	FICA	\$33,301 x .062	\$2,065	\$33,301	TBD	
					Medicare	\$33,301 x .0145	\$483			
					Medical Insurance	\$500 per month x 12 mths	\$6,000			
					Worker Compensation	\$33,301/100 x \$.75	\$250			
					Unemployment	\$21,400/100 x 1.848	\$396			
TOTAL FRINGES			\$67,166				\$67,166			
TOTAL SALARIES			\$251,550					\$251,550		
TOTAL FTE's				7.00						

SECTION IV. - SALARIES AND FRINGE BENEFITS

Position Title	Annual Salary & Wages	No. of Months	CSBG Salary	% CSBG Share FTE's	Fringe Type (Itemize)	Fringe Benefit Computation eg. Benefit Amount x No. of Months eg. Salary x benefit Amount/%	Self Sufficiency Fringes	Self Sufficiency Salary	(Insert Program Name) Fringes	(Insert Program Name) Salary
					Worker Compensation	\$33,301/100 x \$.75	\$250			
					Unemployment	\$21,400/100 x 1.848	\$396			
Program Assistant	\$24,398	12	\$24,398	100.00%	FICA	\$24,398 x .062	\$1,513	\$24,398	TBD	
					Medicare	\$24,398 x .0145	\$354			
					Medical Insurance	\$500 per month x 12 mths	\$6,000			
					Worker Compensation	\$24,398/100 x \$.75	\$183			
					Unemployment	\$21,400/100 x 1.848	\$396			
Chief Executive Officer	\$137,290	12	\$2,746	2.00%	FICA	\$2,746 x .062	\$170	\$2,746	C. Wilson	
					Medicare	\$2,746 x .0145	\$40			
					Medical Insurance	\$500 per month x 12 mths x 2%	\$120			
					Worker Compensation	\$2,746/100 x \$.75	\$21			
					Unemployment	\$21,400/100 x 1.848 x 2%	\$8			
					Retirement	\$2,746 x .05	\$137			
Agency Adv Director	\$52,021	12	\$2,601	5.00%	FICA	\$2,601 x .062	\$161	\$2,601	J. Phelps	
					Medicare	\$2,601 x .0145	\$38			
					Medical Insurance	\$500 per month x 12 mths x 5%	\$300			
					Worker Compensation	\$2,601/100 x \$.75	\$20			
					Unemployment	\$21,400/100 x 1.848 x 5%	\$20			
Agency Dev Manager	\$47,840	12	\$2,392	5.00%	FICA	\$2,392 x .062	\$148	\$2,392	J. Godbold	
					Medicare	\$2,392 x .0145	\$35			
					Medical Insurance	\$500 per month x 12 mths x 5%	\$300			
					Worker Compensation	\$2,392/100 x \$.75	\$18			
					Unemployment	\$21,400/100 x 1.848 x 5%	\$20			
Comm Coordinator	\$35,699	12	\$1,785	5.00%	FICA	\$1,785 x .062	\$111	\$1,785	C. Otero	
					Medicare	\$1,785 x .0145	\$26			
					Medical Insurance	\$500 per month x 12 mths x 5%	\$300			
					Worker Compensation	\$1,785/100 x \$.75	\$13			
					Unemployment	\$21,400/100 x 1.848 x 5%	\$20			
IT Manager	\$45,000	12	\$2,250	5.00%	FICA	\$2,250 x .062	\$140	\$2,250	A. Brossia	
					Medicare	\$2,250 x .0145	\$33			
					Medical Insurance	\$500 per month x 12 mths x 5%	\$300			
					Worker Compensation	\$2,250/100 x \$.75	\$17			
					Unemployment	\$21,400/100 x 1.848 x 5%	\$20			
					Retirement	\$2,250 x .05	\$113			
	\$120,515	12	\$6,026	5.00%	FICA	\$6026 x .062	\$374	\$6,026		
includes					Medicare	\$6026 x .0145	\$87			
Junior Systems Admin	\$36,275				Medical Insurance	\$500 per month x 12 mths x 5%	\$1,200		K. Jones	
Facilities Manager	\$38,147				Worker Compensation	\$6026/100 x \$.75	\$45		D. Barney	
Gen Maint Worker	\$23,213				Unemployment	\$21,400/100 x 1.848 x 5%	\$80		M. Miller	
Help Desk Technican	\$22,880				Retirement	\$3,692 x .05	\$185		J. White	
	TOTAL FRINGES		\$13,713				\$13,713			
	TOTAL SALARIES		\$42,198					\$42,198		
	TOTAL FTE's			1.27						

SECTION IVa. - BUDGET SUPPORT DATA

COST CATEGORY				Self Sufficiency	(Insert Program Name)	TOTAL
EQUIPMENT						
Description	Quantity	Unit Price				
TOTAL EQUIPMENT						
COMMUNICATIONS						
Telephone/Fax: 65 per month for 4 locations				\$780		\$780
Internet: 52 per month for 4 locations				\$624		\$624
Cell Phone: 250 per month for approx 13 phones & 4 wifi hotspots				\$3,000		\$3,000
Postage/S&H: 120 per month				\$1,440		\$1,440
Based on 12 months						
TOTAL COMMUNICATIONS		118		\$5,844		\$5,844

SECTION IVb - BUDGET SUPPORT DATA

COST CATEGORY		Self Sufficiency	(Insert Program Name)	TOTAL
SPACE COST				
Rent - 2,177 per month for 4 locations		\$26,124		\$26,124
Utilities - 213 per month for 2 locations		\$2,556		\$2,556
Janitorial Services - 325 per month for 2 locations		\$3,900		\$3,900
Repairs/Maint to (Equip/Facility) - 263 per month for 2 locations		\$3,156		\$3,156
Owned Facility- Shared Cost/Use Allowance Method - Annex & Green		\$4,716		\$4,716
includes Garbage Collection - 12 per month for both locations				
Based on 12 months				
TOTAL SPACE COSTS		\$40,452		\$40,452
TRAVEL				
15 staff x 81.69 miles per month x 12 mths x .56		\$8,234		\$8,234
Out of Town Travel (Transportation,Prking,Hotel, Baggage)		\$3,556		\$3,556
Per Diem		\$1,373		\$1,373
TOTAL TRAVEL		\$13,163		\$13,163
SUPPLIES/MATERIALS				
Office Supplies - 250 per month				
Pens, copier paper, ink/toner cartridges, staples, paperclips, post it notes, etc.		\$3,000		\$3,000
Program Supplies - 500 per month		\$6,000		\$6,000
Resource Center items (DVD's, resource materials), food for staff trainings, easels, etc.				
Janitorial Supplies - 150 per month		\$1,800		\$1,800
Paper towels, tissue, hand soap, hand sanitizer, trash bags, air freshner, etc.				
Based on 12 months				
TOTAL SUPPLIES/MATERIALS		\$10,800		\$10,800

SECTION IVd. - BUDGET SUPPORT DATA

COST CATEGORY		Self Sufficiency	(Insert Program Name)	TOTAL
CLIENT SERVICES				
Client Services - work clothes/supplies, emergency assistance, transportation, educational/rental assistance				
275 clients @ \$237.53 avg each to be served (12 months)		\$35,019		\$35,019
Client Graduation Ceremony		\$4,000		\$4,000
Rental of Facility & Meals, Plaques/Certificates, Speaker				
Leadership		\$5,640		\$5,640
includes Trip, Tours, Admission Fees, and Meals				
Supplementing wages/salaries of working participants - EPP				
6 Clients @ 20 hours per week for 4 weeks @ \$7.50/hr		\$3,600		\$3,600
Cumberland and Sampson Summer Camp (Youth Leadership)		\$5,010		\$5,010
Rental of facility, transportation, counselors, speakers, food, t-shirts, workshop materials, etc.				
TOTAL CLIENT SERVICES		\$53,269		\$53,269
OTHER (specify)				
Dues - Professional Organizations 6 orgs x \$60.50 avg		\$363		\$363
Printing and Publications - Brochures, Business Cards, etc.		\$1,080		\$1,080
Advertising - CSBG staff vacancies, notice of intent/public hearings		\$1,200		\$1,200
Insurance - General & Vehicle - \$186.78 x 58% x 12 mths		\$1,300		\$1,300
Taxes - Lease Property (Facilities & Equip)		\$8,400		\$8,400
Background Checks (new staff)		\$120		\$120
Staff Training - Speakers, supplies & materials		\$800		\$800
Conference Registration - 4 conf x \$273.50 avg (18 staff included)		\$1,094		\$1,094
TOTAL OTHER	121	\$14,357		\$14,357

COUNTY BUDGET

FISCAL YEAR

July 1, 2015 - June 30, 2016

AGENCY Cumberland Community Action Program, Inc.

	COUNTY NAME (S)									TOTAL
	Cumberland	Sampson	(County)	(County)	(County)	(County)	(County)	(County)	(County)	
Per County Allocation										
Expense Categories										
Salaries & Wages	\$234,794	\$58,954								\$293,748
Fringe Benefits	\$64,688	\$16,191								\$80,879
Equipment										
Communication	\$5,260	\$584								\$5,844
Space Costs	\$32,362	\$8,090								\$40,452
Travel	\$8,266	\$4,897								\$13,163
Supplies/Materials	\$8,640	\$2,160								\$10,800
Contractual	\$8,198	\$2,050								\$10,248
Client Services	\$42,034	\$11,235								\$53,269
Other	\$11,441	\$2,916								\$14,357
Total Direct Costs	\$415,683	\$107,077								\$522,760
Indirect Costs	\$47,318	\$11,873								\$59,191
Admin Support (CSBG only)										
Total Costs	\$463,001	\$118,950								\$581,951

TOTAL AGENCY BUDGET

FISCAL YEAR

July 1, 2015 - June 30, 2016

AGENCY Cumberland Community Action Program, Inc.

Please check one

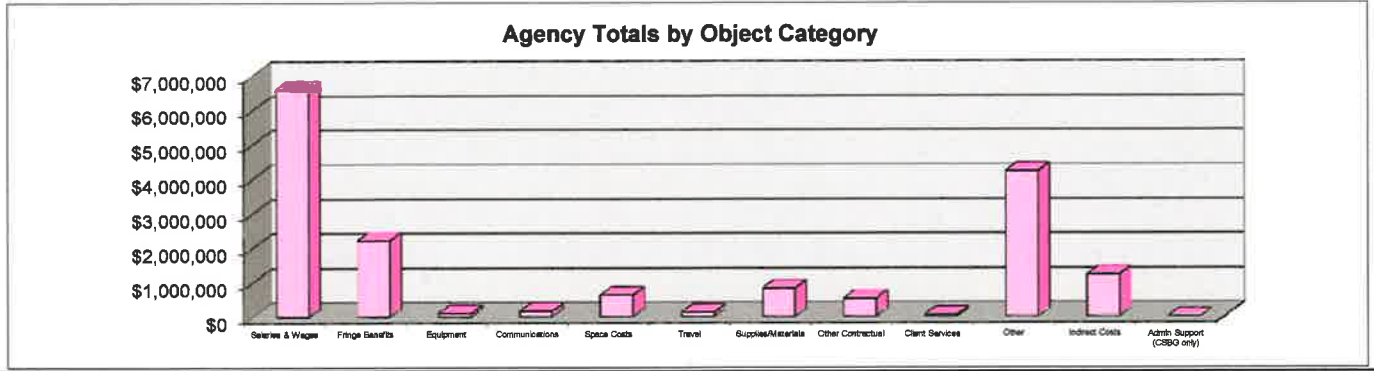
INDIRECT COST BASE:	<input type="checkbox"/> Total Direct Costs	<input type="checkbox"/> Salaries/Wages	<input checked="" type="checkbox"/> Salaries/Fringes
INDIRECT COST RATE:	15.8%		

OBJECT CATEGORIES	PROGRAM NAMES										TOTAL
	CSBG	DOE Weatherization	LIHEAP Weatherization	LIHEAP Heating/Air Repair/Replace	Consumer Credit Counseling	Head Start	Early Head Start	North Carolina Pre K	Race to the Top	United States Department of Agriculture	
Salaries & Wages	\$293,748		\$233,378	\$39,400	\$516,664	\$3,399,104	\$1,131,473	\$440,759	\$53,686	\$104,416	\$6,212,628
Fringe Benefits	\$80,879		\$65,188	\$10,606	\$106,131	\$1,330,238	\$325,946	\$139,129	\$13,322	\$50,590	\$2,122,029
Equipment			\$900		\$72,772						\$73,672
Communication	\$5,844		\$7,284	\$804	\$71,332	\$11,785	\$14,400	\$8,328	\$1,563	\$3,400	\$124,740
Space Cost	\$40,452		\$47,898	\$5,322	\$68,475	\$265,908	\$86,636	\$53,072	\$783	\$6,241	\$574,787
Travel	\$13,163	\$7,855	\$9,864	\$761	\$11,937	\$41,503	\$22,516	\$7,660	\$2,644	\$770	\$118,673
Supplies/Materials	\$10,800		\$287,000	\$304,300	\$21,693	\$89,770	\$31,511	\$25,298	\$1,850	\$41,375	\$813,597
Contractual	\$10,248		\$245,000	\$76,500	\$3,347	\$125,500	\$22,430	\$17,450	\$891	\$7,138	\$508,504
Client Services	\$53,269										\$53,269
Other	\$14,357		\$12,949		\$124,858	\$2,009,472	\$525,900	\$81,145	\$24,826	\$695,890	\$3,489,397
Total Direct Costs	\$522,760	\$7,855	\$909,461	\$437,693	\$997,209	\$7,273,280	\$2,160,812	\$772,841	\$99,565	\$909,820	\$14,091,296
Indirect Costs	\$59,191	\$41,325	\$2,266	\$7,301	\$93,419	\$685,775	\$211,326	\$103,159		\$22,635	\$1,226,397
Admin Support (CSBG only)											
Total Costs	\$581,951	\$49,180	\$911,727	\$444,994	\$1,090,628	\$7,959,055	\$2,372,138	\$876,000	\$99,565	\$932,455	\$15,317,693

OBJECT CATEGORIES	PROGRAM NAMES									TOTAL	
	Second Harvest Food Bank	Community Housing Development	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)		OTHER
Salaries & Wages	\$384,775										\$384,775
Fringe Benefits	\$98,248										\$98,248
Equipment	\$29,083										\$29,083
Communications	\$34,867										\$34,867
Space Costs	\$64,207	\$2,000									\$66,207
Travel	\$7,601										\$7,601
Supplies/Materials	\$24,724										\$24,724
Contractual	\$24,986	\$2,500									\$27,486
Client Services											
Other	\$685,295	\$47,500									\$732,795
Total Direct Costs	\$1,353,786	\$52,000									\$1,405,786
Indirect Costs											
Total Costs	\$1,353,786	\$52,000									\$1,405,786

TOTALS BY OBJECT CATEGORY

OBJECT CATEGORY	TOTALS
Salaries & Wages	\$6,597,403
Fringe Benefits	\$2,220,277
Equipment	\$102,755
Communications	\$159,607
Space Costs	\$640,994
Travel	\$126,274
Supplies/Materials	\$838,321
Other Contractual	\$535,990
Client Services	\$53,269
Other	\$4,222,192
Total Direct Costs	\$15,497,082
Indirect Costs	\$1,226,397
Admin Support (CSBG only)	
Agency Totals	\$16,723,479



AGENCY BUDGET INFORMATION

Budget Type:

Annual Application: X

Amendment:

Budget Change:

Section 1. IDENTIFICATION

Agency Name:

Cumberland Community Action Program, Inc.

Contract Period:

July 1, 2015 - June 30, 2016

SECTION II. CONTRACT SUMMARY

CSBG	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contract Amount
	\$522,760	\$59,191		\$581,951
TOTAL OEO CONTRACT AMOUNT				\$581,951

CSBG ADMINISTRATIVE SUPPORT: Insert name of program supported by CSBG and the amount of support indicated on the Administrative Support Worksheet (OEO Form 212A).

(Insert Program Name)

(Insert Program Name)

SECTION III. BUDGET SUMMARY

OBJECT CATEGORIES	Self Sufficiency	(Insert Program Name)	PROGRAM TOTALS	COUNTY TOTALS
Salaries & Wages	\$293,748		\$293,748	\$293,748
Fringe Benefits	\$80,879		\$80,879	\$80,879
Equipment				
Communication	\$5,844		\$5,844	\$5,844
Space Cost	\$40,452		\$40,452	\$40,452
Travel	\$13,163		\$13,163	\$13,163
Supplies/Materials	\$10,800		\$10,800	\$10,800
Contractual	\$10,248		\$10,248	\$10,248
Client Services	\$53,269		\$53,269	\$53,269
Other	\$14,357		\$14,357	\$14,357
Total Direct Costs	\$522,760		\$522,760	\$522,760
Indirect Costs				
Approved Rate: 15.8%	\$59,191		\$59,191	\$59,191
Base : Salaries & Fringes				
TOTALS	\$581,951		\$581,951	\$581,951

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

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager
From: Jim Johnson, Tax Administrator
Date: December 18, 2014
Subject: Disabled Veteran Exclusion
(GS 105-277.1c)

The attached disabled veteran exclusion application was received after June 1, 2014. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

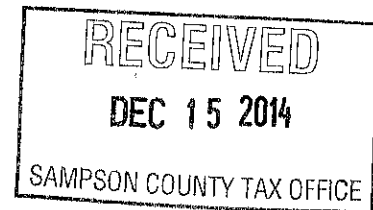
Larry Bryant

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed.

Please put on the next Board of Commissioners consent agenda for their action.

Sampson County Board of Commissioners
Rowan Rd
Clinton, NC 28328



In Re: Bryant, Larry
PO Box 1113
Clinton, NC 28329

Dear Commissioners:

I am an Honorably Discharged Veteran and I have recently been awarded 100% service connected compensation for disabilities caused by my military service. I understand that my application for Tax exclusion on my County Property Tax is not within the time frame set; however, I am requesting that you please accept this application and grant me the exclusion.

I apologize for the late date; however, this was not within my control. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Larry Bryant". The signature is written in black ink and has a fluid, connected style.

Larry Bryant

NCDVA-6 For best delivery to USDVA, filing this form with your local veteran's service office is recommended.
(Rev. 08-09)

State of North Carolina
Certification for Disabled Veteran's
Property Tax Exclusion (G.S. 105-277.1C)

Sampson
COUNTY

SECTION 1

TO BE COMPLETED BY THE VETERAN OR THE
SURVIVING SPOUSE WHO HAS NOT REMARRIED

Larry Bryant

NAME (Print or Type)

Larry Bryant

DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)

PO Box 1113

STREET ADDRESS OR P.O. BOX NUMBER

SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)
(If Applicable)

Clinton NC 28329

CITY STATE ZIP CODE

U.S. DEPT. OF VETERANS AFFAIRS
FILE NUMBER

VETERAN'S SOCIAL SECURITY NUMBER

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at the time of a veteran's death was the result of a service-connected condition. I request USDVA complete this certification in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.

SECTION 2

Disabled Veteran's Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.

Larry Bryant
DISABLED VETERAN'S SIGNATURE

12/10/14
DATE

SECTION 3

Surviving Spouse's (who has not remarried) Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.

SURVIVING SPOUSE'S SIGNATURE

DATE

SECTION 4

To be completed by the U.S. Department of Veterans Affairs

Please check all that apply:

- A. Veteran does not meet either B, C, D, or E of the below criteria.
- B. Veteran has a service-connected permanent and total disability that existed as of 4/20/72.
- C. Veteran received benefits on _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
- D. Veteran died on _____ and had a service-connected permanent and total disability at death.
- E. Veteran died on _____ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DS-214) Honorable Under Other than Honorable Conditions Under Honorable Conditions

Douglas L. Chapman
SIGNATURE OF USDVA CERTIFYING OFFICIAL

12/10/14
DATE

PRINTED NAME OF USDVA CERTIFYING OFFICIAL
Service Center Manager
TITLE OF USDVA CERTIFYING OFFICIAL

NOTE:
Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.

**Department of
Veterans Affairs**251 N MAIN ST
WINSTON-SAL NC 27155

February 26, 2014

Veteran's Name:
Bryant, LarryLARRY BRYANT
PO BOX 1113
CLINTON NC 28328

This letter is a summary of benefits you currently receive from the Department of Veterans Affairs (VA). We are providing this letter to disabled Veterans to use in applying for benefits such as housing entitlements, free or reduced state park annual memberships, state or local property or vehicle tax relief, civil service preference, or any other program or entitlement in which verification of VA benefits is required. Please safeguard this important document. This letter replaces VA Form 20-5455, and is considered an official record of your VA entitlement.

--America is Grateful to You for Your Service--

Our records contain the following information:

Personal Claim Information:Your VA claim number is: 23 726 870
You are the Veteran**Military Information:**

Your character(s) of discharge and service date(s) include:

Army, Unconfirmed, 11-Oct-1965 - 19-Mar-1968

(You may have additional periods of service not listed above)

VA Benefits Information:

Service-connected disability: Yes

Your combined service-connected evaluation is: 100 PERCENT

The effective date of the last change to your current award was: 01-JAN-2014

Your current monthly award amount is: \$3,213.49

Are you considered to be totally and permanently disabled due to your service-connected disabilities: Yes

You should contact your state or local office of Veterans' affairs for information on any tax, license, or fee-related benefits for which you may be eligible. State offices of Veterans' affairs are available at <http://www.va.gov/statedva.htm>.

Need Additional Information or Verification?

If you have any questions about this letter or need additional verification of VA benefits, please call us at 1-800-827-1000. If you use a Telecommunications Device for the Deaf (TDD), the number is 1-800-829-4833. Send electronic inquiries through the Internet at <https://iris.va.gov>.

Sincerely yours,

E. J. MCQUADE
VETERANS SERVICE CENTER MANAGER

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

6642

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 Sanford Scott Price Jr. in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2013</u>	\$ <u>58.41</u>
<u>2013</u>	\$ <u>72.34</u>
TOTAL REFUND	\$ <u>130.75</u>

2010 Ford

These taxes were assessed through clerical error as follows.

*Bill # 0009213955
Bill # 0018822504
Vehicle Sold, TAG Turned IN
TAG # ACF4290*

God	County Tax	<u>115.98</u>
	School Tax	_____
File	Fire Tax	<u>14.77</u>
	City Tax	_____
TOTAL \$		<u>130.75</u>

Yours very truly

Sanford Scott Price Jr.
Taxpayer

Mailing Address.

PO Box 66
Salisbury NC 28385

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

6641

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 Jack Aaron Dunnells in _____ Township, Sampson County, for the year(s) and in the amount(s) of: _____

YEAR		
<u>2013</u>	\$	<u>109.39</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL REFUND	\$	<u>109.39</u>

2006 Ford
Bill # 0009177438
Vehicle Sold, Tag Turned In
Tag # VXD3012

These taxes were assessed through clerical error as follows.

<u>602</u> County Tax	<u>64.56</u>
<u>501</u> School Tax	<u>11.93</u>
Fire Tax	_____
<u>102</u> City Tax	<u>32.90</u>
TOTAL \$	<u>109.39</u>

Yours very truly

Jack A. Dunnells
Taxpayer

Mailing Address.

403 Beaver Run Dr
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

6630

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 Clint Austin Boney in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2013	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>139.52</u>

These taxes were assessed through clerical error as follows.

#20470367
XT7417 / tag turned in
2014 Tag / sold

County Tax 124.46
 School Tax _____
 Fire Tax 15.06
 City Tax _____
 TOTAL \$ 139.52

Yours very truly

X Clint Austin Boney
Taxpayer

X Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Mailing Address.

Clint Austin Boney
104 Boone Rd.
Clinton, NC 28328

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

6622

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 John Tyler Fussell in _____ Township, Sampson County, for the year(s) and in the amount(s) of: _____

YEAR	
2013	\$ 148.64
TOTAL REFUND	\$ 148.64

These taxes were assessed through clerical error as follows.

2013 Toyota
Bill # 0020380545
Vehicle Sold, Tag Turned In
Tag # BRT 3890

God County Tax 136.47
School Tax _____
Fire Tax 12.17
City Tax _____
TOTAL \$ 148.64

Yours very truly

John Tyler Fussell
Taxpayer

Mailing Address.

1606 Union School 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

6618

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 Sherif Ann Jackson in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2014	\$ 154.25
TOTAL REFUND	\$ 154.25

These taxes were assessed through clerical error as follows.

2013 GMC

Bill # 0009694216
Vehicle sold, Tag Turned IN
Tag # BAJ 8986

Gas County Tax	138.38
School Tax	
Fire Tax	15.87
City Tax	
TOTAL \$	154.25

Yours very truly

Sherif Ann Jackson
Taxpayer

Mailing Address.

+ 100 Irvin Road
Autryville, NC
28318

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

6600

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 Kevin James Edwards
_____ in Mingo _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2005	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

TOTAL REFUND \$ 116.61

IC Debt - set-off

These taxes were assessed through clerical error as follows.

*MAV-1 TN Harnett Co.
1PP9681*

*3004 / Miss FRT
Acct # 139469
Bill # 405763*

602 County Tax 104.41
 School Tax _____
F06 Fire Tax 12.20
 City Tax _____
 TOTAL \$ 116.61

Yours very truly

X Kevin James Edwards
Taxpayer

Mailing Address.

Kevin James Edwards
609 Jackson Rd.
Dunn, NC 28334

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

6602

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 Prestige Farms Inc. in Taylor's Bridge Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2013	\$ 146.93
	\$
	\$
	\$
	\$

TOTAL REFUND \$ 146.93

These taxes were assessed through clerical error as follows.

V# 768 Bill# 0018820647
V# 769 Bill# 0018820646
2-2006 Ford TR
Vehicles Sold, Tags Turned In
Tags XK 6657, XK 6656

~~Gov~~ County Tax 134.91
School Tax _____
F23 Fire Tax 12.02
City Tax _____
TOTAL \$ 146.93

Yours very truly
Jimmy Newton, Corporate Controller
Taxpayer

Mailing Address.
PO Box 438
Clinton, NC
28329

TAX ID # _____
Social Security # _____
RECOMMEND APPROVAL:
Jim Johnson
Sampson County Tax Administrator

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

December 16, 2014

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 Cooperative Extension 4-H Programs Department be amended:
 as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
04449500-526230	Department supplies United Way	7,028.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
04034950-403602	Grant united way	7,028.00	

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

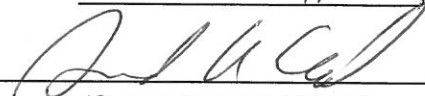
To budget grant funds from united way to pay for 4-h programs through Cooperative Extension



 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, ^{12/16} 20₁₄


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____


 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

December 18, 2014

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 Juvenile Justice Partership Grant amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
05558310-581000	Transfer to state agency	4,396.00	

<u>Revenue Account Code</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	

2. Reason(s) for the above request is/are as follows:
 To return unexpended grant funds from fiscal year ended June 30, 2014.



 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____


 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO: 18-Dec-14

FROM: Sheriff Thornton 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 _____ Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-539500	Employee Training	5,000.00	
11243100-526200	Departmental Supplies	3,900.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-402603	Federal Asset Funds (NARC)	8,900.00	

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

To purchase Airsoft use of force training equipment and to send criminal interdiction team to out-of-state criminal interdiction training.



(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/18, 2014



 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____



 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO: 18-Dec-14

FROM: Sheriff Thornton 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 _____ Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-521300	Uniforms	\$14,013.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-402602	US DOJ - BPV Grant	\$14,013.00	

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

To purchase body armor for new personnel and replace body armor that has expired.



(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20 14
12/18



 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____



 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO: 18-Dec-14

FROM: Sheriff Thornton 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 _____ Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-526279	Departmental Supplies - Narcotics Squad	3,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-403631	State Substance Abuse Tax (NARC)	3,000.00	

2. Reason(s) for the above request is/are as follows:
To purchase undercover A/V recording equipment.

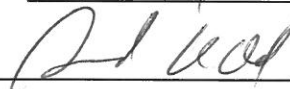


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/18, 2014

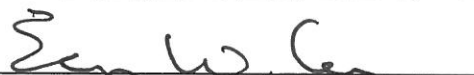


(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____



(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

December 15, 2014

FROM: Lorie Sutton, Director of Aging/Transportation Services

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 Aging Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558810-526200	Family Caregiver - Dept Supplies	\$ 4,342.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035881-408401	Family Caregiver Program	4,342.00	

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

Donations made to the Family Caregiver Program - Grand-parents raising grandchildred program.

Lorie B Sutton
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/17, 2014
[Signature]
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____
[Signature]
(County Manager & Budget Officer)

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

COUNTY OF SAMPSON
BUDGET AMENDMENT

December 15, 2014

MEMO:

FROM: Lorie Sutton, Director of Aging/Transportation Services

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 Aging Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558670-524100	Home Repairs - Materials	\$ 25.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035867-408401	Home Repairs - Donations	25.00	

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

Donations made to the Family Caregiver Program - Grand-parents raising grandchildred program.

Lorie B Sutton

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/17, 2014

[Signature]

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

[Signature]

(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

December 15, 2014

FROM: Lorie Sutton, Director of Aging/Transportation Services

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 Aging Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558660-526200	PC II - Departmental Supplies	\$ 125.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035866-408401	PC II - Donations	125.00	

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

Donation - We are purchasing incontinent supplies for people in need.

Lorie B Sutton
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/17, 2014

[Signature]
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

[Signature]
(County Manager & Budget Officer)

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

COUNTY OF SAMPSON
BUDGET AMENDMENT

December 15, 2014

MEMO:

FROM: Lorie Sutton, Director of Aging/Transportation Services

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 Aging Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558670-526200	Home Repairs - Dept Supplies	\$ 500.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035867-408401	Home Repairs - Donations	500.00	

2. Reason(s) for the above request is/are as follows:
Donation - Giver requested that we help seniors with Heating & Lights.

Lorie B Sutton
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/17, 2014
[Signature]
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____
[Signature]
(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

December 17, 2014

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 Law Enforcement Officers Special Separation Allowance Department be amended as follows:

<u>Expenditure Account Code</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		8,484.00

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
75034310-499900		2,014.00	

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

To allocate funds to pay the separation allowance for remainder of year to eligible retirees as required by NC General Statues.

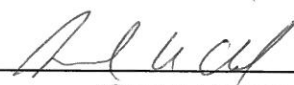


 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____ 12/17, 20 14



 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20__



 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

11/18/2014

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

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 IMMUNIZATIONS Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551100-581002	TRANSFER TO OTHER PROGRAMS	55,000.00	
12551600-523900	MEDICAL SUPPLIES	55,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535160-404096	TRANSFER FROM OTHER HLTH PROG	55,000.00	
12535160-404000	STATE ASSISTANCE	55,000.00	

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

TO MOVE MONEY TO COVER VACCINE PURCHASES

Wanda Robinson
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

WLS, 2014
[Signature]
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____
[Signature]
(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO: 17-Nov-14

FROM: SAMPSON COUNTY HEALTH DEPARTMENT 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 OBCM Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551650-525100	GAS, OIL, TIRE	500.00	
12551650-526200	DEPARTMENT SUPPLIES	937.02 933.94	
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 Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535165-404083	TXIX MEDICAID	5434.00 5,433.94	

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

TO ALLOCATED ADDITIONAL FUNDS RECEIVED FROM MEDICAID TO SUPPORT OBCM PROGRAM

Wanda Felton
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

11/18, 2014

Ad Uch
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Sam W. C.
(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO: 17-Nov-14

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

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 CC4C Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551680-525100	GAS, OIL, TIRE	500.00	
12551680-526200	DEPARTMENT SUPPLIES	729.25 730.00	
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 Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535168-404083	TXIX MEDICAID	6,229.25 6,230.00	

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

TO ALLOCATED ADDITIONAL FUNDS RECEIVED FROM MEDICAID TO SUPPORT CC4C PROGRAM

Wade Rehm

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

11/18, 20 *14*

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

, 20__

Sam W. C.
(County Manager & Budget Officer)

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

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 6

Meeting Date: January 5, 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. Draft Policies - Travel Policy and Credit Card Policy
- b. NCACC Request for 2015 Federal Legislative Agenda Recommendations



Sampson County Finance Department
David K. Clack, Finance Officer

MEMORANDUM

TO: Board of Commissioners

FROM: David K. Clack, Finance Officer

DATE: December 19, 2014

SUBJECT: Revised Travel Policy and Credit Card Purchasing Policy

In an effort to stream-line operations and save money we are presenting for the Board's review a revised travel policy and a credit card purchasing policy. In reviewing our operations we have determined that an inordinate amount of time is spent reconciling employee travel and we have seen lately the advantages of being able to order some items on-line with a credit card.

The travel policy was rewritten to allow the County to pay the employees a per diem amount for meals according to the Internal Revenue Service guidelines. This is a change from our current policy of reimbursement for a meal that is deemed reasonable in costs. This change will cut down on the paper that must be handled and the considerable time spent reviewing travel requests.

After research we have determined that we can allow our employees to use a County issued credit card to make purchases without losing the detail that comes with paying a vendor directly or losing the sales tax refund on purchases. The attached credit card policy was written to allow flexibility without compromising budgetary control. This policy will not discontinue the use of purchase orders. This policy is not intended to be used in lieu of a purchase order or for those routine purchases that we currently make with vendors.

These policies are being offered for review by the Board at this time. We will be recommending adoption of these policies at the Board's regular meeting on February 2, 2015.

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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 - 2.0 Card Acceptance
 - 3.0 Authorized Credit Card Use
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 - 4.3 Credit Card Destruction Notice
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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

Susan Holder

Subject:

FW: NCACC - Request for Federal Legislative Priorities



Kevin G. Leonard
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N.C. Association of County Commissioners
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December 12, 2014

Dear Chairman,

It is time to gain your input about the 2015 NCACC Federal Legislative Agenda.

Each year the NCACC solicits input and proposals from our counties concerning the most important federal issues that impact North Carolina counties. The Board of Directors will review the proposals at its Feb. 4 meeting and choose the top issues to be our Federal Agenda for the 114th session of Congress for 2015-16. This list of top federal priorities will be presented to our North Carolina Congressional delegation in Washington, D.C., when the NCACC will host our Congressional Delegation Breakfast on Tuesday, Feb. 24. (We hope you will be able to attend!)

Submissions of federal legislative issues are due to the NCACC by Friday, January 16, 2015. For more information, contact Director of Government Relations Johanna Reese at johanna.reese@ncacc.org or (919) 715-8044.

[Click here to submit your proposal](#)

The NCACC Board of Directors will be looking to select a slate of priorities that have a statewide impact to our counties. Please keep this in mind as you and your Board consider your submission. For your information and reference, below is the list of the 2014 NCACC Federal Legislative Priorities.

Again thank you for your consideration of this request, and we look forward to hearing from you. As always, we appreciate the opportunity to be of service and represent your county.

Best regards,



Kevin Leonard
Executive Director

KL/sws

Attachment

cc: County Managers
Clerks to the Board

2014 NCACC FEDERAL ISSUES

Ensure that Budget Reforms and Sequestration Do Not Result In Unfunded Mandates to Counties

Reductions in federal spending and deficits should not be accomplished by shifting costs to counties, imposing unfunded mandates, or pre-empting county programs and taxing authority. We oppose any legislative or regulatory initiatives that undermine local government decision making authority and contribute to reductions to the economic prosperity and workforce of North Carolina's Counties.

Protect Temporary Assistance for Needy Families (TANF) and Social Services Block Grants (SSBG)

Counties use TANF & SSBG dollars to provide county child and adult protective services, and for work supports such as childcare and job training. Counties share administrative costs and may also contribute to the Maintenance of Effort requirements. TANF reauthorization should provide greater state and county flexibility to deliver services that support families and help move them off welfare, including allowing higher education to count as work and setting realistic time limits on education.

Support Remote Sales Tax Collection (Marketplace Fairness Act)

North Carolina and its counties are losing hundreds of millions of dollars annually in sales tax revenues through untaxed remote sales. State estimates project an N.C. loss of nearly \$122 million annually, with losses growing faster than the overall retail tax base. Collecting remote sales taxes is not a new tax or a tax increase; these revenues are actually already due and payable by law. Enforcing remote sales tax collection will actually work to stabilize North Carolina County property taxes.

Maintain Funding For Education and Workforce Development

Seek comprehensive legislation to maintain current levels of funding for education and workforce development programs in order to prepare students and adults to obtain and keep jobs. These programs work to increase levels of employment that will ultimately help our nation continue its economic recovery.

Revisions to Biggert-Waters (National Flood Insurance Program)

North Carolina Counties, both coastal and inland, have reported that their homeowners and businesses are facing drastically increasing annual NFIP flood insurance premiums due to the Biggert-Waters Flood insurance Reform Act of 2012 phase-outs of subsidized premium rates. North Carolina Counties support a delay in implementation of rate increases and an affordability study take place to determine impacts.

Reinstate Federal Capacity Funding for Cooperative/Agriculture Extension Services

North Carolina Counties have had a long and strong connection with the North Carolina Agricultural Cooperative Extension Program. In both urban and rural areas the Extension partners have provided excellent services to citizens. In recent years, reform initiatives have aimed at trimming funding for the agency and phasing out federal formula funding in favor of competitive grants. North Carolina Counties request that Congress continue to provide federal funding to these important services.

Support Funding Improvements to Broadband Access in Rural Areas

Internet connectivity increasingly is necessary for many political, economic and social transactions. Not having access to these mechanisms means being cut off from opportunities and from what is now defined as normal communication channels. North Carolina Counties request that Congress continues to invest in funding and initiatives that give counties flexibility and opportunity to support options for access to high-speed internet connectivity, especially in rural areas.

Development and Implementation of a Realistic, Fair, and Enforceable National Immigration Policy

While immigration is a federal responsibility, counties are directly affected by immigration. Counties are required by law to provide emergency health, free elementary and secondary education, and public safety to everyone regardless of immigration status. North Carolina Counties request that Congress address and pass reasonable reforms to US immigrations policy that will better assist counties in delivering services to citizens.

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.