



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
July 11, 2016**

- 7:00 pm Convene Regular Meeting (County Auditorium)**
Invocation and Pledge of Allegiance
Approve Agenda as Published
- Tab 1 Roads (first Monday of each quarter)**
- a. Quarterly Roads Report 1
 - b. Adoption of Resolution Approving Addition of Rossie Lane to the State Secondary Road System 2 - 7
- Tab 2 Reports and Presentations**
- a. Action Pathways/Second Harvest Food Bank Mobile Food Bank Initiative 8 - 9
- Tab 3 Action Items**
- a. Public Hearing – Small Cities Community Development Block Grant Program Funding 10 - 12
 - b. Tax Settlement and Charge to Tax Collector 13 - 15
 - c. Designation of Voting Delegate – NCACC Annual Conference (August , 2015) 16 - 17
 - d. Appointments 18 - 20
 - Workforce Development Board (Business/Private Sector)
 - Local Emergency Planning Committee (LEPC)
 - The North Carolina Southeast Partnership
 - Adult Care Home Community Action Committee
 - Juvenile Crime Prevention Council
- Tab 4 Consent Agenda** 21
- a. Approve the minutes of the June 6, 2016 and June 15, 2016 meetings 22 - 30
 - b. Approve the contract with the City of Clinton for FY 2016 - 2017 planning and zoning services 31 - 33
 - c. Approve the contracts between Sampson County (Health Department) and Clinton City Schools and Sampson County Schools for school nursing services 34 - 52
 - d. Approve the FY 2016-17 contract between Sampson County and Eastpointe Human Services for the 4H Prevention Program 53 - 56

Tab 4	Consent Agenda, continued	
	e. Approve Health Department fee revisions as recommended by the Board of Health	57
	f. Approve tax refunds as submitted	58 - 65
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	Adjournment	

OUR PUBLIC CHARGE

The Board of Commissioners pledges to the citizens of Sampson County its respect. The Board asks its citizens to likewise conduct themselves in a respectful, courteous manner, both with Board members and fellow citizens. At any time should any member of the Board or any citizen fail to observe this public charge, the Chair (or presiding officer) will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair (or presiding officer) will recess the meeting until such time that a genuine commitment to this public charge is observed. All electronic devices such as cell phones, pagers, and computers should please be turned off or set to silent/vibrate.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT	<u>ITEM NO.</u>	<u>1 (a-b)</u>
Meeting Date: July 11, 2016	<u> a </u> Information Only <u> </u> Report/Presentation	<u> </u> Public Comment <u> </u> Closed Session
	<u> b </u> Action Item <u> </u> Consent Agenda	<u> </u> Planning/Zoning <u> </u> Water District Issue

SUBJECT: Roads

DEPARTMENT: NC Department of Transportation

PUBLIC HEARING: No

CONTACT PERSON: Keith Eason, Highway Maintenance Engineer

PURPOSE: To offer quarterly update and answer citizen questions and concerns with regard to roads; to consider addition of road to secondary roads system

ATTACHMENTS: Memorandum/Resolution regarding addition of Rossie Lane in the McLamb Road Subdivision to State secondary roads system

BACKGROUND:

- a. Our NCDOT representative will offer his monthly update and respond to any questions or concerns of the Board or citizens with regard to Sampson County roads.
- b. In addition to receiving questions and comments with regard to roads, the Department of Transportation has provided the Board with a proposed resolution for consideration. The resolution requests that the Department add Rossie Lane (in the McLamb Road Subdivision) to the state secondary road system. The District Office has completed a field survey which indicates that all property owners have signed the petition. According to the memo received from NCDOT, they are prepared to add the road if the Board adopts the necessary resolution.

RECOMMENDED ACTION OR MOTION: Motion to adopt a resolution requesting the addition of Rossie Lane to the state secondary roads system.



PAT McCrory
Governor

NICHOLAS J. TENNYSON
Secretary

June 6, 2016

**Division 3, District 2
Duplin/Sampson County**

Ms. Susan Holder
Assistant County Manager
406 County Complex Road, Building C
Clinton, NC 28328

Dear Ms. Holder,

This office has completed the investigation of Rossie Lane in McLamb Road Subdivision in Sampson County. We received a request that this road be added to the State System for maintenance.

A field survey has been completed which indicates that the property owner has signed the petition.

We are preparing to add this subdivision road but I need a resolution from the County Commissioners to move forward with this process. I have enclosed a copy of the map from the Sampson County Mapping Department for your reference.

If you have any questions or concerns please call me at (910) 592-6174 or email at crhodes@ncdot.gov.

Sincerely,

A handwritten signature in cursive script that reads 'Chris Rhodes'.

Chris Rhodes
Assistant District Engineer

CER/cer



**North Carolina Department of Transportation
Division of Highways
Request for Addition to State Maintained Secondary Road System**

North Carolina

County of Sampson

Road Description Rossie Lane

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Sampson requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Sampson that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Sampson at a meeting on the ____ day of _____, 20__.

WITNESS my hand and official seal this the ____ day of _____, 20__.

Official Seal

Clerk, Board of Commissioners
County of _____

PLEASE NOTE:

Forward direct with request to the Division Engineer, Division of Highways

**North Carolina Department of Transportation
Division of Highways
Petition for Road Addition**

ROADWAY INFORMATION: (Please Print/Type)

County: Sampson Road Name: Rossie Lane
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: McLamb Road Subdivision Length (miles): 0.22

Number of occupied homes having street frontage: 14 Located (miles): 0.5

miles N S E W of the intersection of Route 1703 and Route I-40.
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of McLamb Road Subdivision in Sampson County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: W R Lambert Phone Number: 919-894-6904

Street Address: 509 N Lincoln St. Benson NC 27504

Mailing Address: 509 N Lincoln St. Benson NC 27504

PROPERTY OWNERS

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>

INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block

- Rural Road Subdivision platted prior to October 1, 1975 Subdivision platted after September 30, 1975

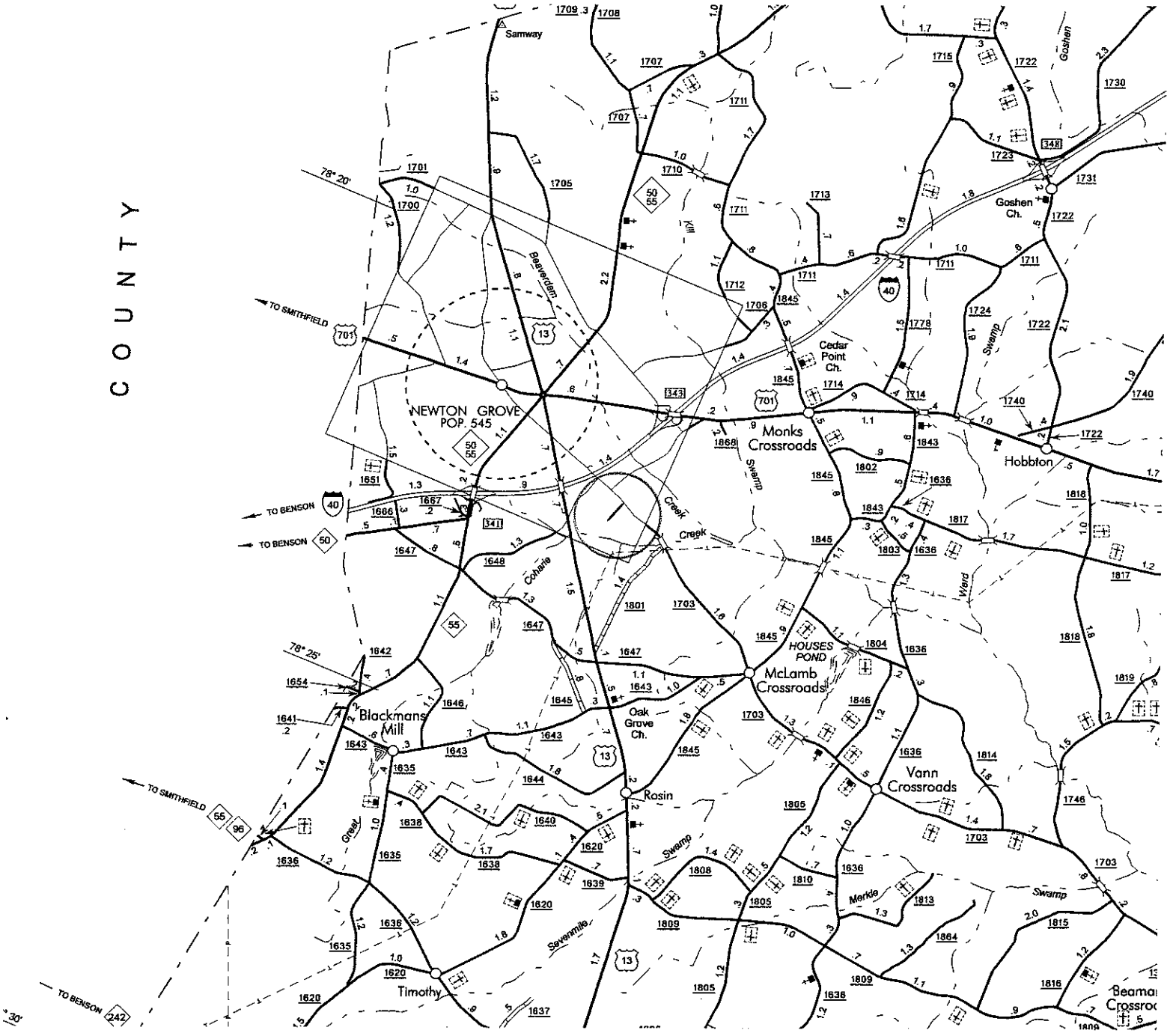
REQUIREMENTS FOR ADDITION

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>

COUNTY



**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (a)

Meeting Date: July 11, 2016

<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: Action Pathways/Second Harvest Food Bank - Grant Opportunity for Mobile Food Pantries

DEPARTMENT: Action Pathways/Second Harvest Food Bank

PUBLIC HEARING: No

CONTACT PERSON: Jim Thomas, SHFB Director

PURPOSE: To offer information on an initiative to provide eight mobile food pantries

ATTACHMENTS: Letter

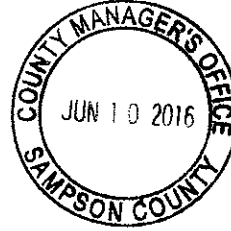
BACKGROUND: We have received correspondence from Jim Thomas, Director of the Second Harvest Food Bank, regarding an initiative to bring mobile food pantries to the County. The SHFB is seeking to build a coalition of volunteers and civic organizations to make the opportunity a reality. The SHFB is planning a community meeting in late July, and we have invited Mr. Thomas to the meeting to discuss the opportunity and information on the upcoming community meeting.

RECOMMENDED ACTION OR MOTION: No action required

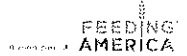


Engaging communities. Empowering individuals.

HOUSING | CLIENT SERVICES | EARLY CHILDHOOD EDUCATION | HUNGER



**SECOND HARVEST
FOOD BANK**
Southeast North Carolina



June 7, 2016

Edwin W. Causey, County Manager
406 County Complex Rd, Bldg C, Suite 110
Clinton, NC 28328

Dear Mr. Causey,

Nearly 1 in 5 residents suffer from some form of food insecurity during the year, meaning they do not know where their next meal is coming from. This is unacceptable and we need your help to bring much needed resources to Sampson County. Second Harvest Food Bank (SHFB) has received funding through a grant to provide 8 mobile food pantries through June 2016 in Sampson County.

We are looking to build a county coalition of volunteers, civic organizations, and nonprofits to make this opportunity a reality. During the month of July, we would like to hold a meeting to explain this program and what potential resources would be available, as well as, the commitment needed from community organizations to make this a successful program. Would you be able to provide any assistance in obtaining a meeting location in Sampson County? In addition, your help with identifying and recruiting potential individuals to attend this information meeting would be greatly appreciated.

To give you some brief background, a mobile food pantry is a distribution of food that comes loaded on one of our trucks, meaning an organization does not have to store food. The truck would arrive 30-45 minutes prior to distribution at a location, this location could be a parking lot or any open space with adequate lighting. Volunteers help assemble product from the truck into 40-60 pound food boxes that individuals from the community would receive.

In addition, we are hoping to attract community organizations to help fund this mobile food pantry after the first year of funding expires. It costs approximately \$9000 each year to support a mobile food pantry. In creating a coalition of community organizations we hope to attract a group capable of carrying this much needed resource in the years to come.

I look forward to hearing from you. Should you have any questions, please feel free to reach out to me directly by email at Jim.Thomas@actionpathways.ngo or by phone at (910) 485-6923 ext. 4512.

Sincerely,

A handwritten signature in cursive script that reads "Jim Thomas".

Jim Thomas
SHFB Director

406 Deep Creek Road | PO Box 2009 | Fayetteville, NC 28302
(910) 485-6923 | hungercantwait.org

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3 (a)

Meeting Date: July 11, 2016	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" 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: Public Hearing - Identification of Needs, Small Cities Community Development Block Grant Program (CDBG) for Economic Development Projects

DEPARTMENT: Economic Development

PUBLIC HEARING: Yes

CONTACT PERSON: Skip Green, Skip Green & Associates, Inc. (grant consultant)
John Swope, Economic Development Director

PURPOSE: To hold first of two required public hearings for CDBG grant funding

ATTACHMENTS: Advertisement

BACKGROUND: Sampson County is interested in seeking funds from the State's Small Cities Community Development Block Grant Program (CDBG). The CDBG program is administered by the North Carolina Department of Commerce and the North Carolina Department of Environment and Natural Resources. The State of North Carolina's CDBG Program permits grant funds to be used toward infrastructure projects that address health/safety needs (public water and sewer projects) or support Economic Development (public infrastructure) projects. Applications for Economic Development must show that in excess of 60% of CDBG funds will benefit low or moderate-income persons through job creation or retention. Applications for other CDBG programs must show that funded activities: (1) will provide greater than a 50% benefit to low or moderate income persons; or (2) benefit identified special need populations; or (3) address health and safety needs.

The Chairman should open the hearing and announce the purpose of the hearing as noted above. The floor should then be opened for comments.

(continued next page)

This CDBG funding will benefit the Carolina Cellulosic Biofuels project. The Board has held previous hearings regarding such grant funds and authorized submission of a grant, but because of delays in the project's start-up, the application was not submitted. Since it has been more than twelve months since the original public hearing, the hearing process must be revisited.

RECOMMENDED
ACTION OR MOTION:

No action is required at this time; the second required hearing will be scheduled later.

NOTICE OF PUBLIC HEARING

Sampson County is interested in seeking funds from the State's Small Cities Community Development Block Grant Program (CDBG). The CDBG program is administered by the North Carolina Department of Commerce and the North Carolina Department of Environment and Natural Resources. The State of North Carolina's CDBG Program permits grant funds to be used toward infrastructure projects that address health/safety needs (public water and sewer projects) or support Economic Development (public infrastructure) projects. Applications for Economic Development must show that in excess of 60% of CDBG funds will benefit low or moderate-income persons through job creation or retention. Applications for other CDBG programs must show that funded activities: (1) will provide greater than a 50% benefit to low or moderate income persons; or (2) benefit identified special need populations; (3) address health and safety needs; or (4) slum and blight. Sampson County will conduct a Public Hearing on July 11, 2016 at 7:00 PM, at the Sampson County Auditorium, 435 Rowan Road, Clinton, North Carolina. The purpose of this Hearing is to obtain citizen input into the identification of community needs and desired CDBG activities. Written comments received prior to the opening of the Public Hearing will be considered. Written comments may be sent to Edwin Causey, County Manager, 406 County Complex Road, Clinton, North Carolina 28328. This information is available in Spanish or any other language upon request. Please contact Edwin Causey, County Manager, at (910) 592-6308 or at County Manager's Office, Sampson County Administration Building, 406 County Complex Road, Clinton, North Carolina 28328 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, Edwin Causey, County Manager, at (910) 592-6308 or at County Manager's Office, Sampson County Administration Building, 406 County Complex Road, Clinton, North Carolina 28328 póngase en contacto con de alojamiento para esta solicitud.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO.

3 (b)

Meeting Date: July 11, 2016

Information Only
 Report/Presentation
 Action Item
 Consent Agenda

Public Comment
 Closed Session
 Planning/ Zoning
 Water District Issue

SUBJECT: Tax Settlement and Charge to Tax Collector

DEPARTMENT: Tax Administration

PUBLIC HEARING: No

CONTACT PERSON: Jim Johnson, Tax Administrator

PURPOSE: To hear annual settlement of taxes for FY 2015-2016 and charge Tax Collector with collection of FY 2016-2017 taxes

ATTACHMENTS: Tax Charge

BACKGROUND: Annually, the Tax Administrator must provide a settlement of taxes for the previous fiscal year before being charged with the collection of the current year taxes. Tax Administrator Jim Johnson will provide the tax settlement information.

RECOMMENDED ACTION OR MOTION: Motion to accept settlement and charge Tax Collector with collection of taxes for FY 2016-2017

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: June 13, 2016
Subject: Annual Tax Settlement

According to GS 105-373, after July 1 and before being charged with collection of taxes for the current fiscal year a preliminary report on the previous fiscal year must be reported to the governing board.

State of North Carolina
County of Sampson

To the Tax Collector of the County of Sampson:

You are hereby authorized, empowered and commanded to collect the taxes set forth in the tax records filed in the Sampson County Tax Office and in the tax receipts herewith delivered to you, in the amount and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Sampson, and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 11th day of July, 2016.

Chairman, Sampson County Board of Commissioners

ATTEST:

Clerk to the Board of Commissioners

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3 (c)

Meeting Date: July 11, 2016	<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: Designation of Voting Delegate for NCACC Conference (August 11-14, 2016)

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Ed Causey, County Manager

PURPOSE: To designate board member (or Manager) to serve as voting delegate at business session of NCACC Annual Conference, August 11-14 in Forsyth County

ATTACHMENTS: Voting delegate form

BACKGROUND: The North Carolina Association of County Commissioners Annual Conference will be held on August 11-14 in Forsyth County. The Board needs to determine which of its members will be attending and which of its attendees should be designated as the Board's voting delegate for the business session of the conference. The voting delegate can be a commissioner or the County Manager.

PRIOR BOARD ACTION: None

RECOMMENDED ACTION OR MOTION: Designate an individual to serve as the County's voting delegate at the 2016 NCACC Annual Conference



Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 109th Annual Conference of the North Carolina Association of County Commissioners to be held in Forsyth County, N.C., on August 11-14, 2016.

Signed: _____

Title: _____

Article VI, Section 2 of our 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.”

Please return this form to Alisa Cobb by: **12 Noon on Friday, August 5, 2016:**

NCACC
215 N. Dawson St.
Raleigh, NC 27603
Fax: (919) 733-1065
alisa.cobb@ncacc.org
Phone: (919) 715-2685

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. **3 (d)**

Meeting Date: July 11, 2016	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chairperson Sue Lee

PURPOSE: To consider appointments to various boards and commissions

Workforce Development Board

As you may recall from a previous presentation by Rosalind Cross, the Director of Workforce Development, Sampson County needs an additional appointee to the Workforce Development Board. The appointee should represent the business/private sector (it should not be a local or municipal government person or a retired person, but someone who owns their own company and/or has hiring authorities within a business).

Local Emergency Planning Committee

The LEPC has requested the appointment of Gerald Anders of Prestage AgEnergy to the Local Emergency Planning Committee (letter attached).

North Carolina Southeast Partnership

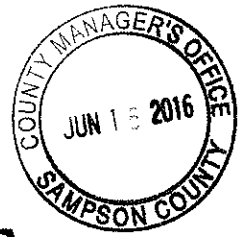
This Board of Directors includes representatives from every county in the Southeast Region and provides guidance and oversight to this regional economic development organization. According to our records, Kermit Williamson’s term has expired. He is eligible for reappointment.

Adult Care Home Community Action Committee

The terms of Toni Coats and Beth Smith expired as of December 2015, and the term of Wayne High expired as June 2016. All three are eligible and recommended for reappointment.

Juvenile Crime Prevention Council

The JCPC has recommended a number of their members for reappointment. The list is attached.



SAMPSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

MEMORANDUM:

TO: Ms. Susan Holder, Assistant County Manager

FROM: J.W. Simmons, Chairman
SC LEPC Committee

DATE: June 15, 2016

SUBJECT: LEPC Membership

The Sampson County Local Emergency Planning Committee would like to request the following individual be added as a member for the Committee.

Recommendation	Representative
Gerald Anders	Prestage AgEnergy

This is being submitted for your review and consideration.

JWS/dhd

NORTH CAROLINA'S SAMPSON COUNTY

FINANCE DEPARTMENT
David K. Clack, Finance Director

June 28, 2016

Susan J. Holder
Sampson County Assistant County Manager

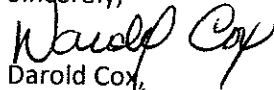
Mrs. Holder,

The Sampson County Juvenile Prevention Council (JCPC) met Monday, April 11, 2016. This meeting resulted in the following recommendations by the JCPC Board to the Sampson County Board of Commissioners for the reappointments of JCPC members with staggered terms. I am requesting for this to be presented to the Board of Commissioners for their approval.

All members for reappointment were in attendance or have been contacted and have agreed to serve.

- Terrace Miller City Schools
- Darold Cox JCPC Chairman
- Billy Frank Jackson General Public
- Jimmy Thornton/Chris Godwin Sheriff's Dept.
- Ken Jones/Courtney Boyette Mental Health
- Albert Kirby Commissioner
- Sarah Bradshaw/Lynn Fields Social Services
- Wanda Robinson/Tamara Jones Health Dept.
- Raymond Spell/Beverly Vause Parks & Rec.
- Tracy Arrington Chief Court Counselor
- Edwin Causey/David K Clack County Manager/Treasurer
- Clem Mason Vice Chair, JCPC
- Tommy Macon County Schools
- Angela Hodges General Public
- Dudley Neal Faith Community
- Elizabeth Phillips Secretary JCPC

Sincerely,



Darold Cox

Sampson County JCPC Chairman

DC/ep

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. **4**

Meeting Date: July 11, 2016	<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 June 6, 2016 and June 15, 2016 meetings
- b. Approve the contract with the City of Clinton for FY 2016-2017 planning and zoning services
- c. Approve the contracts between Sampson County (Health Department) and Clinton City Schools and Sampson County Schools for school nursing services
- d. Approve the FY 2016-17 contract between Sampson County and Eastpointe Human Services for the 4H Prevention Program
- e. Approve Health Department fee revisions as recommended by the Board of Health
- f. Approve tax refunds as submitted
- g. Approve budget amendments as submitted

RECOMMENDED Motion to approve Consent Agenda as presented
ACTION OR MOTION:

The Sampson County Board of Commissioners convened for their regular meeting at 7:00 p.m. on Monday, June 6, 2016 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Billy C. Lockamy, Vice Chairperson Sue Lee, and Commissioners Albert Kirby Jr., Harry Parker and Clark H. Wooten.

The Chairman convened the meeting and called upon Vice Chairperson Lee for the invocation. Commissioner Kirby then led the Pledge Allegiance.

Approval of Agenda

County Manager Ed Causey noted that the resolution included in the Consent Agenda as Item d should be amended to reflect the name of the company as Farm Fresh Produce Distribution, Inc. He also asked that two items be added to the Consent Agenda: the adoption of a proclamation honoring Rev. Marvin Clowney (Item i) and the approval of the Memoranda of Understanding with the towns of Roseboro, Garland, Harrells and Turkey for fire inspection services (Item j). Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to approve the agenda as amended.

Roads

Staff reported that Keith Eason, NCDOT Highway Maintenance Engineer would be attending Board meetings on the first month of each quarter, unless the Board had particular items to be addressed.

Item 1: Reports and Presentations

Recognition of 2016 Miss Spivey's Corner and 2016 Miss Spivey's Corner Outstanding Teen Mr. Wayne Edwards introduced Jocelyn Naylor, the 2016 Miss Spivey's Corner, and she discussed the platforms she would be promoting. Mr. Edwards noted that Miss Spivey's Corner Outstanding Teen, Tyler Albright, could not be present due to illness and discussed the platforms that she would be promoting.

Recognition of Retiree The Chairman presented a County plaque to Evelyn Tatum of Aging/Transportation in recognition of her service from 1995-2016.

Screening of Duke University Hospital Documentary on Kyle Cashwell Accident The Board and audience viewed a training video produced for Duke Hospital regarding the response to the accident suffered by former paramedic Kyle Cashwell. It was noted that at the official screening Duke Hospital presented plaques to representatives of law

enforcement (Sampson County Sheriff's Office), fire (Taylors' Bridge and Garland Fire Departments) and rescue (Sampson County EMS), and that such recognitions were rarely made to recipients outside of the hospital, which spoke to the respect the hospital had for our first responders. The plaques were re-presented to Ronald Bass and Erik Herring on behalf of EMS and to the Jason Riley of the Sheriff's Office. Kyle Cashwell expressed his appreciation to those involved.

Item 2: Planning and Zoning

RZ-5-16-1 Chairman Lockamy called the hearing to order and recognized Planning Director Mary Rose who reviewed a request to rezone approximately 1.28 acres located at the intersection of Harnett-Dunn Highway and Greenpath Road from RA-Residential Agriculture to MRD-Mixed Residential. She reported that the Planning Board had heard certain findings of fact and had determined that the request was consistent with the goals and objectives of the Sampson County Land Use Plan for residential growth due to the fact this property is located within a portion of the County designated as a Residential Growth Area and that rural residential development was an appropriate use for this area. Based upon these findings, the Planning Board had unanimously recommended approval of the rezoning request and the adoption of a zoning consistency statement. The Chairman opened the floor for comments, and none were received.

The Chairman closed the hearing. Commissioner Kirby moved that rezoning request RZ-5-16-1 be approved, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-5-16-1 is consistent with the goals and objectives of the Sampson County Land Use Plan for residential growth due to the fact this area is located within a portion of the County designated as a Residential Growth Area in Section 2 of the Sampson County Land Use Plan (Future Land Use Map). This section further identifies appropriate uses for this area would include rural residential development.* Vice Chairperson Lee seconded the motion, and it passed unanimously.

Item 3: Action Items

Public Hearing – Proposed Budget for Fiscal Year 2016-2017 The Chairman declared the hearing open and called upon County Manager Ed Causey, who reported that the hearing had been duly advertised. The Chairman opened the floor for comments, and the following were received:

Dr. Paul Hutchins, Sampson Community College President: I would like to start by thanking County Manager Ed Causey and his staff for the budget they have developed for you. I want to thank him for the budget and the way that it will help Sampson Community College move forward. When he presented the budget, following the

presentation there were some questions and discussion about how this budget line would help the College move forward in planning to meet some of the capital needs that we have in the future. Sampson Community College is important to this community. We educate the people, many of which stay in Sampson County and become valuable employees across the county. We need a community that is vibrant and able to meet the educational and training needs of this community, and I believe this proposed budget will allow us to continue the great work that we've done in the past and as we move forward to celebrate our 50th year here next year to meet the learning and training needs of the people of Sampson County. The capital outlay funds that he's designated over time, I think will allow us to plan and keep our buildings and facilities in a way that will allow us to meet the needs of the people of Sampson County. I urge your support in approving this budget.

There being no further comments, the hearing was closed. The Board discussed potential dates for a budget work session and determined that they would meet June 15, 2016 beginning with lunch at Noon.

Public Hearing – Economic Development Expenditures Included in Proposed Budget for Fiscal Year 2016-2017 The Chairman declared the hearing open and called upon County Manager Ed Causey, who reported that changes made by the Legislative mandated a separate hearing each year regarding the economic development expenditures included in the budget. The Chairman opened the floor for comments, and none were received. The hearing was closed.

Public Hearing – Naming of Private Road The Chairman opened the hearing and called upon Assistant County Manager Susan Holder who reviewed the recommendations for naming certain private roads. The floor was opened for public comments, and none were received. The hearing was closed. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted unanimously to name the private roads as follows:

PVT 1107 3347	R. Carter Farms Lane
PVT 1229 350	Harpers Glen Lane
PVT 1142 353	Alexus Lane

Clinton City Schools – Request for Approval of School Bus Financing Period of 5 Years City School Superintendent Stuart Blount was present and requested the Board authorize the City Schools to pursue five (5) year financing for the purchase of two yellow school buses rather than 3-year financing. Upon a motion made by Commissioner Kirby and seconded by Vice Chairperson Lee, the Board voted unanimously to authorize the use of five-year financing as requested by the Clinton City School Board.

Appointments - Sampson Community College Upon a motion by Vice Chairperson Lee and a second by Commissioner Wooten, the Board voted unanimously to reappoint Sandra Carroll to the Community College Board of Trustees.

Appointments - Juvenile Crime Prevention Council Upon a motion by Vice Chairperson Lee and a second by Commissioner Parker, the Board voted unanimously to appoint JCPC Secretary Elizabeth Phillips as an at-large member of the JCPC Board.

Appointments - Economic Development Commission Upon a motion by Vice Chairperson Lee and a second by Commissioner Wooten, the Board voted unanimously to reappoint Anthony Sessoms, Tim Butler, Dewayne West and John Baxter to the Economic Development Commission.

Appointments - Land Use Plan Update Steering Committee Upon a motion by Vice Chairperson Lee and a second by Commissioner Kirby, the Board voted unanimously to appoint Tim Butler (District 4), Freddie Butler (District 5), Andy Darden (District 2), Gail Gainey (District 3) and Andy Jackson (District 1) to the Land Use Plan Steering Committee.

Item 4: Consent Agenda

Upon a motion made by Commissioner Wooten and seconded by Commissioner Kirby, the Board voted unanimously to approve the Consent Agenda items as follows (and as amended upon earlier vote):

- a. Approved the minutes of the May 2, 2016 and May 23, 2016 meetings
- b. Adopted a resolution honoring former Autryville Mayor Patricia Williams (Copy filed in Inc. Minute Book ____, Page ____.)
- c. Adopted a resolution honoring "Mr. Hardware" Billy McDaniel on 50 years in the hardware business (Copy filed in Inc. Minute Book ____, Page ____.)
- d. Adopted a resolution supporting the submission of a NCDOC Building Reuse Vacant Building Grant for the Farm Fresh Produce Distribution, Inc. Project (Copy filed in Inc. Minute Book ____, Page ____.)
- e. Approved the Home and Community Care Block Grant Funding Plan for FY 2016-2017 (Copy filed in Inc. Minute Book ____, Page ____.)
- f. Declared as surplus certain withdrawn library titles/items from December 2015 through May 20, 2016 and authorized their disposal pursuant to the Library's Materials Selection Policy via booksale or donation to non-profit organizations

g. Approved tax refunds as submitted:

#7426	Williford, Joey	129.08
#7430	Hobbs, Samuel Wayne	642.92
#7420	Prestage Farms	180.35
#7424	Fulton, Matthew	186.16
#7482	Autry, Katie	216.00
#7474	Nance, Donald Ray	146.43

h. Approved budget amendments as submitted:

<u>EXPENDITURE</u>		<u>City Schools Capital Outlay</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
			<u>Increase</u> <u>Decrease</u>
11659110	555031	Capital Outlay Category II	252,100.00
11659110	555032	Capital Outlay Category III	4,400.00
19959110	582096	Transfer to General Fund	256,500.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	
			<u>Increase</u> <u>Decrease</u>
11035911	409612	Transfer from School Capital Reserve	256,500.00
199932320	409900	Fund Balance Appropriated	256,500.00

<u>EXPENDITURE</u>		<u>Economic Development Commission</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
			<u>Increase</u> <u>Decrease</u>
11449200	529901	Economic Incentive Payment	58,024.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	
			<u>Increase</u> <u>Decrease</u>
11039999	409800	Fund Balance Appropriated	58,024.00

<u>EXPENDITURE</u>		<u>Airport</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
			<u>Increase</u> <u>Decrease</u>
11141250	535100	Maint/Repair Buildings and Grounds	3,750.00
21941250	582096	Transfer to General Fund	3,750.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	
			<u>Increase</u> <u>Decrease</u>
11034125	409619	Transfer from Capital Reserve	3,750.00
21834125	409900	Fund Balance Appropriated	3,750.00

<u>EXPENDITURE</u>		<u>Employee Health Insurance</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
			<u>Increase</u> <u>Decrease</u>
72154000	545100	Administration/Claims Paid	200,000.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	
			<u>Increase</u> <u>Decrease</u>
72035400	499900	Fund Balance Appropriated	200,000.00

<u>EXPENDITURE</u>		<u>Veterans Service Office</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11558200	512600	Part Time Salaries	1,872.00	
11558200	526201	Supplies/Equipment	415.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11035820	403615	State Grant	2,287.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558670	525000	Home Repairs United Way	5,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035867	403602	Home Repairs United Way	5,000.00	

<u>EXPENDITURE</u>		<u>Single Family Rehabilitation Project 2014</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
29549420	519049	SFR14 Administration	47,960.00	
29549420	562004	SFR14 Housing Rehabilitation	180,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
29034942	403614	Grant - NC Housing Finance Authority	227,960.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558790	526200	Info & Referral - Dept Supplies	2,550.00	
02558790	531100	Info & Referral - Travel	250.00	
02558790	532100	Info & Referral - Telephone & Postage	200.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035879	403602	Info & Referral - Healthy Promotion Funding	3,000.00	

<u>EXPENDITURE</u>		<u>4H United Way Account</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
04449500	531130	Travel	4,250.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
04034950	403602	4H United Way Revenue Account	4,250.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558800	526200	Departmental Supplies	350.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035880	408401	Senior Center Donations	350.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558670	526200	Home Repairs - Departmental Supplies	644.00	
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035867	408403	Home Repairs - Fans	644.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558680	526200	Senior Center - Dept Supplies	700.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035868	408401	Senior Center - Donations	700.00	

- Approved Sampson County Schools Budget Amendment #12 (Capital Outlay) as presented.
- i. Adopted a proclamation honoring Rev. Martin Clowney (Copy filed in Inc. Minute Book _____, Page _____.)
- j. Approved the Memoranda of Understanding between Sampson County and the Towns of Roseboro, Harrells, Garland and Turkey for the provision of fire inspection (Copies filed in Inc. Minute Book _____, Page _____.)

County Manager Reports

There were no reports provided.

Public Comments

There were no public comments offered.

Recess to Reconvene

Upon a motion made by Commissioner Wooten and seconded by Commissioner Kirby, the Board voted unanimously to recess to reconvene on Wednesday, June 15, 2016 at Noon in the County Administration Building.

Billy C. Lockamy, Chairman

Susan J. Holder, Clerk to the Board

The Sampson County Board of Commissioners convened for their recessed meeting following lunch at approximately 1:00 p.m. on Wednesday, June 15, 2016 in the County Administration Building Conference Room, 406 County Complex Road in Clinton, North Carolina. Members present: Chairman Billy C. Lockamy, Vice Chairperson Sue Lee, and Commissioners Albert Kirby Jr., Harry Parker and Clark H. Wooten.

The Chairman convened the meeting and called upon Finance Officer David Clack who reviewed some budget amendments for the end of the fiscal year. Upon a motion made by Commissioner Wooten and seconded by Commissioner Parker, the Board voted unanimously to approve the following budget amendments:

<u>EXPENDITURE</u>		<u>Tax</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11141400	519100	Professional Services	6,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034140	404125	Legal Fees Collected	6,000.00	

<u>EXPENDITURE</u>		<u>Supplemental Current Expense</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
26659100	581001	Transfer of Funds	52,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
26031840	412000	Current Year Taxes Collected	52,000.00	

The Chairman called upon County Manager Ed Causey who noted that the draft budget had been presented to the Board and a public hearing had been duly held previously on June 6, with no requests for change. Board members applauded the efforts of the Manager, Finance Officer and staff to complete a budget with no tax increase. Commissioner Kirby noted that his only concern was the discretionary spending accounts, stating concerns that it was not fair to allocate \$50,000 to the History Museum and not allocate funds to other requesting entities such as the Sampson High School Alumni Association. Upon a motion made by Chairman Lockamy and seconded by Commissioner Kirby, the Board voted to recess briefly to allow staff to make final adjustments to the draft budget ordinance for adoption.

After a brief recess, the Chairman reconvened the Board. Prior to consideration of the budget ordinance, Commissioner Kirby noted concerns that had been raised by the Elections Director regarding overtime. County Manager Causey explained that he

had received the Elections Director's request and had corresponded with her in February explaining that the position was now exempt as of the completion of the salary study. He noted that department heads were already allowed to accrue up to 40 hours of compensatory time. He stated he had explained to the Elections Director by email that he was amenable to additional compensatory time if it were requested in advance and was within a set schedule. He noted that the Board had given the department an additional full time position, so there should be time for the Elections Director to take her compensatory time. He noted that there were a number of exempt employees/ department heads who also worked a number of overtime hours, and to treat the Elections Director differently would be setting precedent for the others as well.

There being no further discussion, Chairman Lockamy moved that the budget ordinance for FY 2016-2017 be adopted. The motion was seconded by Commissioner Parker and passed unanimously. (Copy filed in Ordinance Book _____, Page _____.)

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

Billy C. Lockamy, Chairman

Susan J. Holder, Clerk to the Board

THIS AGREEMENT made and entered into this ___ day of July, 2016, by and between the County of Sampson, one of the counties of the State of North Carolina and a body both politic and corporate, hereinafter referred to as "County", and the City of Clinton, a municipal corporation chartered by the State of North Carolina, hereinafter referred to as "City";

WITNESSETH:

THAT WHEREAS, the County desires for the City to provide planning services for County by and through its Planning and Development Department; and

WHEREAS, the City has agreed to provide such services for the County; and

WHEREAS, by action of the Sampson County Board of Commissioners and the Clinton City Council, the parties hereto have reached an agreement concerning the provision of planning services to the County.

NOW, THEREFORE, for and in consideration of the payment hereinafter mentioned, the mutual promises herein contained and the mutual benefits to result there from, and pursuant to the provisions of Chapter 160A and Chapter 153A of the North Carolina General Statutes, the County and City agree as follows:

1. TERM. The term of this agreement shall be for one (1) year beginning July 1, **2016**, and ending June 30, **2017**, and shall be renewed automatically thereafter for additional one (1) year terms if the parties agree upon a budget for said department and make appropriations in keeping with the agreed upon division of funding. If the parties cannot agree or do not appropriate funding on an agreed upon basis, then the contract shall be extended for a period of six (6) months and the County shall pay compensation to the City on the same basis that it paid for that period in the preceding fiscal year adjusted for inflation in accordance with the January Consumer Price Index for the South region as reported by the Bureau of Labor Statistics, Southeastern Regional Office for the category of all urban consumers, all items group.
2. DIVISION OF FUNDING. Parties agree that the division of funding for the initial term of this revised contract for planning services will require the County to pay **\$167,600** or 50 percent of the proposed budget. On or about April 1 of each year, the City will provide the County with a budget estimate for the upcoming fiscal year and a suggested division of funding. Parties agree that the division of funding for the County will remain at 50 percent for a minimum of three additional contract terms provided that the level of services remains substantially the same.
3. SERVICES. The City agrees to provide the County comprehensive planning services including zoning administration and enforcement, subdivision administration, long-range planning, and transportation planning. City employees will act as staff and provide proper reports to the Board of Commissioners, County Planning Board, and County Board of Adjustment, and will coordinate services with other City and County departments. City will provide day-to-day management of all department operations by the Planning and Development Director under the direction of the City Manager. Any person having a complaint concerning planning services may direct it to the County Manager. County agrees to follow departmental protocol for all citizen complaints.

4. AUTHORIZATION. County agrees that the City of Clinton Planning and Development employees shall be authorized to enforce all County zoning, subdivision and other pertinent ordinances and regulations in the County in connection with providing the services listed above, The County agrees to promptly provide to the City of Clinton Planning and Development Department a copy of all properly adopted regulations and ordinances pertaining to the services listed above.
5. COMPENSATION. The County agrees to compensate the City for these services by paying the amount appropriated in its budget in equal biannual installments on July 15, and January 15.
6. FISCAL ACCOUNTABILITY. The City agrees to present the County with a budget that reflects the cost of operating the Planning and Development program. In addition, at the conclusion of each fiscal year, the Planning and Development Director will report to the City Manager any funds which were unexpended for capital, professional services or salaries resulting from any vacancy greater than thirty (30) consecutive days. Upon receipt of this information, the City Manager will cause a prorated portion of these unexpended funds to be refunded to the County.
7. FEES. Planning fees established by ordinance shall be collected by the City and deposited with the County Finance Department in a timely manner. Fee schedules will be reviewed annually for recommendations to the Board of Commissioners.
8. ASSETS PREVIOUSLY FURNISHED. The vehicle, furnishings, computers, equipment and supplies heretofore provided by the County to the City for planning services will continue to be in the possession of the City. At such time that the City no longer desires to use the vehicle, furnishings, computers, equipment and machines transferred by the County for use by the City's Planning and Development Department, such equipment will be returned to the County for disposal.
9. ASSETS ACQUIRED IN THE FUTURE. From and after July 1, 2016, the pro rata cost of capital assets of a value of \$500.00 or greater which are acquired for use by the Clinton/Sampson County Planning and Development Department will be determined during the budget process and approved by the Board of Commissioners and the City Council. The City will track these assets in such a fashion that when the capital assets are no longer being used by said department, they will be disposed of by the City in a timely manner and the proceeds derived from such sale will be divided between the City and County on the same pro rata basis as they were acquired.
10. TERMINATION. In addition to the method of termination provided in paragraph 1:
 - a) either party may terminate this agreement upon three (3) months written notice before the end of the term to the other party
 - b) notice shall be given to:

As to the City of Clinton:

City Manager
 Post Office Box 199
 Clinton, NC 28329

As to the County of Sampson:

County Manager
 406 County Complex Road
 Clinton, NC 28328

11. EFFECTIVE DATE. This agreement shall be effective upon its adoption by the majority vote of the members of the governing board of the County and City and its due execution by the proper officials of each unit of government and the minutes of each unit of government shall record the action taken in accordance herewith.

12. RETENTION OF POWERS. This is a contract for planning services only and each governmental unit retains its appointive and decision making powers within the respective jurisdictions.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed in their respective names by their proper officials all by authority of a resolution duly adopted by the governing body of each of the governmental units.

COUNTY OF SAMPSON

By: _____,
Chairman
Board of Commissioners

ATTEST:

Susan J. Holder, Clerk to the Board

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

CITY OF CLINTON

By: _____
Lew Starling, Mayor

ATTEST:

Elaine F. Hunt, Clerk to the Board

MAY 10 2016

Contract for School Health Nursing Services
Between the
Sampson County Health Department and Clinton City Schools

August 1, 2016 – June 30, 2017

This agreement between the Sampson County Health Department, hereinafter referred to as the “Department” and the Clinton City Schools hereinafter referred to as the “School” is entered into for the purpose of providing school nursing services to the students of the Clinton City School System.

Whereas both the Department and the School mutually agree that the purpose of providing school nursing services is to promote the optimal health and well-being of all students in Clinton City Schools, and

Whereas both the Department and the School mutually agree that the long-term purpose of these funds is to provide full-time nursing services to each school in the system, and

Whereas both the Department and the School mutually agree that the School Nurse Funding Initiative (SNFI) enacted by the General Assembly is a useful step toward the goal of having a nurse to student ratio that meets the nation and state recommendation of 1:750, and

Whereas both the Department and the School mutually agree to continue providing school nursing services as specified in the annually developed “Memorandum of Agreement between Sampson County Health Department and Clinton City Schools;”

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the Department and Schools agree as follows:

The Department agrees:

1. To provide funds not to exceed \$150,000.00 to the School for the purpose of supporting three 10 month nationally certified school nurse(s) or registered nurse(s) working toward certification to provide school nursing services for the 2016-2017 school year.
2. That the funds will be paid monthly upon submission of an invoice that specifies personnel and other allowable costs and that the Department shall pay the School within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.
3. That the funds may be used only for personnel costs (salary and fringe) and continuing education costs up to \$750 per SNFI position.

The School agrees:

1. To provide a detailed budget (Attachment III) to the Department by August 30, 2016.
2. To utilize funds not to exceed \$150,000.00 for the purpose of supporting three 10 month nationally certified school nurse(s) or registered nurse(s) working toward certification, to provide school nursing services for the 2016-2017 school year.
3. To comply with assurances in Attachment I.
4. The nurse(s) will provide direct nursing services to students within one or more schools following the scope of service in Attachment II.

- 5. To submit an invoice to the Department monthly that specifies personnel and other allowable costs for the period.
- 4. To provide adequate space, computer equipment and supplies for the designated position through other funds at a level comparable to the support provided to all school nurses supported by the Department or the School.
- 5. To inform the Department of the employment of the nurses, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action.
- 6. To maintain documentation that each nurse employed under this contract is and remains current in his/her licensure as a Registered Nurse in good standing with the North Carolina Board of Nursing.
- 7. To provide supervision within the School consistent with the annual Memorandum of Agreement.
- 8. To assume the full responsibility for negligence of its employees that provide nursing services under the terms of this contract for the contract positions and for all nurses employed directly by the School but functioning under the direction of the annual Memorandum of Agreement.

This contract shall be in effect for the period August 1, 2016 through June 30, 2017 and is renewable annually thereafter. Either party may terminate this contract with or without cause upon (60) days written notice.

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF

Wanda Robinson
Wanda Robinson (Health Director)

Dr. Stuart Blount
Dr. Stuart Blount (Superintendent)

Date: 5/01/2016

Date: 5-3-2016

(This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act)

David Clack
David Clack
Sampson County Finance Officer

Susan Harrison
Susan Harrison
Clinton City Schools Finance Officer

Date: _____

Date: 5/05/16

FOR AND ON BEHALF OF THE COUNTY OF SAMPSON

(CHAIR COUNTY COMMISSIONERS)

Date: _____

Attachment I
ASSURANCES

(To be initialed by Superintendent of Local Education Agency or other School CEO)

Initials

Assure that these contracted funds will not be used to supplant existing federal, _____
State, or local funds supporting school nurse positions. Communities will maintain current level
of effort and funding for school nurses.

Assure that school nurses will be allowed to participate in required trainings. _____

.....

Attachment II

Scope of Work

II. Purpose:

The purpose of the contract is to improve the school nurse to student ratio in the school district in order to have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local capacity to provide basic health services to students.

III. Scope of Work and Deliverables:

The School shall, for approximately 3,100 students:

1. Employ 3 nationally certified school nurse(s) or registered nurse(s) working toward national certification, to work full time.

School Nurse Assignment	# SNFI Nurses
Clinton City Schools	3

2. Submit, annually, a written work plan from each school nurse, no later than one month from hire.
 - A. The plan shall address delivery of basic health services, including activities, strategies and goals, within, but not limited to, the following areas:
 - a) Preventing and responding to communicable disease outbreaks;
 - b) Developing and implementing plans for emergency medical assistance for students and staff;
 - c) Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
 - d) Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service;
 - e) Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals; and
 - f) Assuring that mandated health related activities are completed, i.e. Kindergarten Health Assessments, Immunization Status

Report, blood-borne pathogen control plan (OSHA) requirements, etc.

AND, as required by HB 200 SL 2011-145 Section 10.22 (b)-- School nurses funded by SNFI do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all of the following with respect to school health programs:

- g) Serve as coordinator of the health services program and provide nursing care;
- h) Provide health education to students, staff, and parents;
- i) Identify health and safety concerns in the school environment and promote a nurturing school environment;
- j) Support healthy food services programs;
- k) Promote healthy physical education, sports policies, and practices;
- l) Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies;
- m) Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee;
- n) Provide health education and counseling and promote healthy activities and a healthy environment for school staff;
- o) Be available to assist the county health department during a public health emergency.

B. The plan shall also outline the steps the nurse(s) will take toward meeting degree and certification requirements, if not already certified, no later than the date of completion of three years of employment as a school nurse in North Carolina.

3. Submit a mid-year review of progress toward achieving goals in the annual plan, scheduled by Jan. 31 (if hired at start of school year) or by a date to be determined with DPH regional school nurse consultant, if hired at a date different from start of school year.
4. Submit an annual report that addresses the overall progress toward meeting the work plan outcomes, related, but not limited to, the health service areas listed above. Any information regarding strengths, challenges and the accomplishments of the position will also be reviewed. The report form for the annual report will be provided to the contractor in September of each school year. The report is due no later than a week after the end of the school year; prior to resignation if not working the full school year; or upon a date to be determined with the DPH regional school nurse consultant.

As a result of this contract, the following outputs shall be attained:

- 3 nationally certified school nurse(s) or registered nurse(s) to work full time to serve 3,100 students.
- An annual Work Plan to provide basic health services.

IV. Performance Measures/Reporting Requirements:

The School shall:

1. Submit to the Contract Administrator within 30 days a recruitment plan for any position that is vacant at the time this contract is executed.
2. Notify the Contract Administrator in the Division of Public Health within four (4) working days after initial hire or replacement hire for this position, on a form that is supplied by the Contract Administrator upon execution of the contract or agreement addendum. This notification must include all items listed on the form, including information about nursing education and certification.
3. Notify the Contract Administrator within 4 working days in the event that the position becomes vacant, on a form supplied by the Division. The plan must include the procedure to recruit for this position.
4. Assure that registered nurse hired into this position is duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
5. Submit an annual report as outlined above, on a form supplied by the Division, by the specified date.
6. Provide data to the Local Education Agency for inclusion in the North Carolina Annual Survey of Public School Health Services. The data must be provided to the LEA in time for its submission of the report to the Regional School Nurse Consultant prior to the conclusion of the academic year.
7. Assure that the newly hired School Nurse Funding Initiative school nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Assure that up to \$750 will be budgeted for participation in other professional development workshop(s) or conference(s), if funds are available. The school nurse must participate in School Nursing: Roles and Responsibilities, an Orientation Workshop, unless previously attended. If funds are available and if the nurse has previously attended that workshop, assure that the school nurse will be allowed to participate in a School Nurse Certification review course; Pediatric Physical Assessment for School Nurses Workshop, School Nurse Role in Emergency Care Workshop, and/or The Annual School Nurse Conference.
8. Collaborate with the School Nurse Consultant on DPH initiatives in an effort to help implement these at the local level (e.g., school nurse case management project, immunization initiatives, etc.)
9. Assure that school nurse(s) employed through this contract will be supported at the same level as other school nurse(s) in the LEA, providing adequate space, computer equipment, supplies, in-district travel expenses, etc.
10. For any school nurse who is not certified at the time of hire, submit a plan that would result in certification, including timelines for achieving education and certification goals. The plan should be submitted to the regional school nurse

consultant within 30 days of hire. This plan must be updated at least twice annually until the nurse is certified.

11. Assure that the LEA/LHD Memorandum of Agreement that exists between all health districts and local education agencies clearly states that emergency/disaster service by SNFI nurses is an allowable use of their time.
12. Assure that the priority of the allocation during a full year will support salary and fringe for the school nurse(s). However, where the allocation exceeds the amount needed to fully fund the school nurse(s) salary and fringe, lapsed salary and fringe may be used to support training as described above in number 7.
Note: No other expenditures are allowable using this allocation.
13. Assure that if salaries and fringe exceed the state allocation, local funds will be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualifies one nurse for more than \$50,000 and another for less than \$50,000.
14. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI school nurse, contract program administrator, and contract fiscal officer.
15. Provide advance notification to the regional school nurse consultant should a change in local school nurse position number or assignment be expected to affect the level of student service provided by the SNFI nurse.
16. If SNFI funds are sub-contracted, provide a copy of the sub-contract and attachments to the NC Division of Public Health upon execution.

The short-term and/or interim outcomes of this contract are:

- A. Reduce the nurse to student ratio in City Schools from 1/775 to 1/750.
- B. Improve access to basic health services for 100% of students served.

V. Performance Monitoring and Quality Assurance:

A. The School shall adhere to the following service quality measures for this contract:

1. Service is provided by a nationally certified school nurse. If the nurse hired with these funds is not nationally certified, service is provided by a registered nurse working towards certification. This requirement shall be completed no later than the date of completion of three years of employment as a school nurse in North Carolina.
2. Services are provided in accordance with standards established by the NC Nurse Practice Act and the NC Board of Nursing.
3. Services are provided in a culturally sensitive manner.

B. This contract will be monitored according to the following plan:

1. Contract Administrator and central office program staff will review budgets and expenditures to assure that funds are spent according to agreed upon budgets.

2. Contract Administrator will monitor vacancies, recruitment and hiring.
3. Program staff will maintain regular contact (email, phone, on-site) with the Contractor to review progress on contract deliverables.
4. Upon completion of the annual work plan regional school nurse consultants will review assurance of deliverables as outlined in this contract. At midyear, and more often if necessary, regional school nurse consultants will review progress on contract deliverables and provide a sub-recipient monitoring report to the Contract Administrator. The report will demonstrate assurance that program goals are being addressed and that all deliverables are on target to be met. If the report indicates failure to adhere to deliverables in this contract, the contractor will work with the regional consultant and the Contract Administrator to develop a corrective action plan. If the corrective action plan does not meet contract requirements, the Division may take action resulting in cessation of funding.
5. Results of monitoring activities will be provided to the DHHS Program Monitoring System.

VI. Funding Guidelines or Restrictions:

The School shall only use funds for salary, fringe and to support continuing education and required school nurse training.

The School shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.

If the SNFI nurse is hired by the local Health Department for 12 months, funds in the amount of 1/12 of the annual allocation shall be drawn down each month to support the SNFI nurse salary, fringe, and continuing education. If SNFI funds are contracted with other employers (LEA, hospital) the draw down may be no more than is billed monthly by the School without prior approval of the DPH contract administrator.

Attachment III

BUDGET

SNFI Contract Budget

I. SALARIES

Position Title	Name *	Annual Salary	Type Position	Amount Paid by Local Agency	Amount Paid by State Contract
1. Nurse 1	Name	\$	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input type="checkbox"/> 10-month		\$
2. Nurse 2	Name	\$	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input type="checkbox"/> 10-month		\$
3. Nurse 3	Name	\$	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input type="checkbox"/> 10-month		\$
TOTAL SALARY PAID BY CONTRACT					\$

* List VACANT if position not filled at the time of this report.

II. FRINGE

Position Title	Name *	Type and Rate	Amount Paid by Local Agency	Amount Paid by the State Contract
1. Nurse 1	Name	<input type="checkbox"/> Retirement Rate : 10.51%		
		<input type="checkbox"/> FICA Rate: 7.65%		
		<input type="checkbox"/> Medical Rate/Amount: \$		
		<input type="checkbox"/> Other: Rate:		
2. Nurse 2	Name	<input type="checkbox"/> Retirement Rate: %		
		<input type="checkbox"/> FICA Rate: %		
		<input type="checkbox"/> Medical Rate/Amount: \$		
		<input type="checkbox"/> Other: Rate:		
3. Nurse 3	Name	<input type="checkbox"/> Retirement Rate : %		
		<input type="checkbox"/> FICA Rate: %		
		<input type="checkbox"/> Medical Rate/Amount: \$		
		<input type="checkbox"/> Other: Rate:		
TOTAL FRINGE PAID BY CONTRACT				\$

*Fringe benefit amounts may change due to longevity, etc. that the employee may be eligible for during the school year.

Justification: Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local school district's capacity to provide basic health services to students.

III. Other

STAFF TRAVEL				
In-State		Total miles	Cost per mile	Total Cost
In-state Mileage				\$ -
		Number of nights	Cost per night	Total Cost
In-state Lodging				\$ -
	# of breakfasts	# of lunches	# of dinners	Total Cost (State rate)
State funded Meals, Instate				\$ -
Conference Registration				0.00
TRAINING PAID BY CONTRACT (If no funds available after covering salary)				0.00

and fringe for these positions, leave at 0.00. If funds available, amount is limited to a total of \$750 per position. See Scope of Work for Allowable Costs)	
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CONTRACT TOTAL AMOUNT	
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	\$
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**Contract for School Nursing Services
Between the
Sampson County Health Department and Sampson County Schools**

August 1, 2016 – May 31, 2017

This agreement between the Sampson County Health Department, hereinafter referred to as the “Department” and the Sampson County Schools hereinafter referred to as the “School” or “Hospital” is entered into for the purpose of providing school nursing services to the students of the Sampson County School System.

Whereas both the Department and the School mutually agree that the purpose of providing school nursing services is to promote the optimal health and well-being of all students in Sampson County Schools, and

Whereas both the Department and the School mutually agree that the long-term purpose of these funds is to provide full-time nursing services to each school in the system, and

Whereas both the Department and the School mutually agree that the School Nurse Funding Initiative (SNFI) enacted by the General Assembly is a useful step toward the goal of having a nurse to student ratio that meets the nation and state recommendation of 1:750, and

Whereas both the Department and the School mutually agree to continue providing school nursing services as specified in the annually developed “Memorandum of Agreement between Sampson County Health Department and Sampson County Schools;”

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the Department and Schools agree as follows:

The Department agrees:

1. To provide funds not to exceed \$250,000.00 to the sub-contractor for the purpose of supporting nationally certified school nurse(s) or registered nurse(s) working toward certification to provide school nursing services for the 2016-2017 school year.
2. That the funds will be paid monthly upon submission of an invoice that specifies personnel and other allowable costs and that the Department shall pay the sub-contractor within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.
3. That the funds may be used only for personnel costs (salary and fringe) and continuing education costs up to \$750 per SNFI position.

The Sub-Contractor agrees:

1. To provide a detailed budget (Attachment III) to the Department by August 31, 2016.
2. To utilize funds not to exceed \$250,000.00 for the purpose of supporting (one or more) (10, 11 or 12)- month nationally certified school nurse(s) or registered nurse(s) working toward certification, to provide school nursing services for the 2016-2017 school year.
3. To comply with assurances in Attachment I.

4. The nurse(s) will provide direct nursing services to students within one or more schools following the scope of service in Attachment II.
5. To submit an invoice to the Department monthly that specifies personnel and other allowable costs for the period.
4. To provide adequate space, computer equipment and supplies for the designated position through other funds at a level comparable to the support provided to all school nurses supported by the Department or the Sub-Contractor.
5. To inform the Department of the employment of the nurses, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action.
6. To maintain documentation that each nurse employed under this contract is and remains current in his/her licensure as a Registered Nurse in good standing with the North Carolina Board of Nursing.
7. To provide supervision within the Sub-Contractor consistent with the annual Memorandum of Agreement.
8. To assume the full responsibility for negligence of its employees that provide nursing services under the terms of this contract for the contract positions and for all nurses employed directly by the Sub-Contractor but functioning under the direction of the annual Memorandum of Agreement.

This contract shall be in effect for the period August 1, 2016 through May 31, 2017 and is renewable annually thereafter. Either party may terminate this contract with or without cause upon (60) days written notice.

FOR AND ON BEHALF OF

Wanda Robinson
Wanda Robinson (Health Director)

FOR AND ON BEHALF OF

Dr. Eric Bracey
Dr. Eric Bracey (Superintendent)

Date: 5/02/2016

Date: 4/25/16

(This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act)

David Clack
David Clack (Sampson County Finance Officer)

W. Dale McLant
(Sampson County Schools Finance Officer)

Date: _____

Date: 4.25.16

FOR AND ON BEHALF OF THE COUNTY OF SAMPSON

(CHAIR COUNTY COMMISSIONERS)

Date: _____

Attachment I

ASSURANCES

(To be initialed by Superintendent of Local Education Agency or other Sub-Contractor CEO)

Initials

Assure that these contracted funds will not be used to supplant existing federal, State, or local funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.

EB

Assure that school nurses will be allowed to participate in required trainings.

EB

Attachment II

Scope of Work

II. Purpose:

The purpose of the contract is to improve the school nurse to student ratio in the school district in order to have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local capacity to provide basic health services to students.

III. Scope of Work and Deliverables:

The Contractor shall, for approximately 8,586 students:

1. Employ five (5) nationally certified school nurse(s) or registered nurse(s) working toward national certification, to work full time.

School Nurse Assignment	# SNFI Nurses
Sampson County Schools as assigned - Attachment C	5

2. Submit, annually, a written work plan from each school nurse, no later than one month from hire.

A. The plan shall address delivery of basic health services, including activities, strategies and goals, within, but not limited to, the following areas:

- a) Preventing and responding to communicable disease outbreaks;
- b) Developing and implementing plans for emergency medical assistance for students and staff;
- c) Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
- d) Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service;
- e) Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals; and
- f) Assuring that mandated health related activities are completed, i.e. Kindergarten Health Assessments, Immunization Status

Report, blood-borne pathogen control plan (OSHA) requirements, etc.

AND, as required by HB 200 SL 2011-145 Section 10.22 (b)-- School nurses funded by SNFI do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all of the following with respect to school health programs:

- g) Serve as coordinator of the health services program and provide nursing care;
- h) Provide health education to students, staff, and parents;
- i) Identify health and safety concerns in the school environment and promote a nurturing school environment;
- j) Support healthy food services programs;
- k) Promote healthy physical education, sports policies, and practices;
- l) Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies;
- m) Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee;
- n) Provide health education and counseling and promote healthy activities and a healthy environment for school staff;
- o) Be available to assist the county health department during a public health emergency.

B. The plan shall also outline the steps the nurse(s) will take toward meeting degree and certification requirements, if not already certified, no later than the date of completion of three years of employment as a school nurse in North Carolina.

3. Submit a mid-year review of progress toward achieving goals in the annual plan, scheduled by Jan. 31 (if hired at start of school year) or by a date to be determined with DPH regional school nurse consultant, if hired at a date different from start of school year.
4. Submit an annual report that addresses the overall progress toward meeting the work plan outcomes, related, but not limited to, the health service areas listed above. Any information regarding strengths, challenges and the accomplishments of the position will also be reviewed. The report form for the annual report will be provided to the contractor in September of each school year. The report is due no later than a week after the end of the school year; prior to resignation if not working the full school year; or upon a date to be determined with the DPH regional school nurse consultant.

As a result of this contract, the following outputs shall be attained:

Five (5) nationally certified school nurse(s) or registered nurse(s) to work full time to serve approximately 8,586 students.

An annual Work Plan to provide basic health services.

IV. Performance Measures/Reporting Requirements:

The contractor shall:

1. Submit to the Contract Administrator within 30 days a recruitment plan for any position that is vacant at the time this contract is executed.
2. Notify the Contract Administrator in the Division of Public Health within four (4) working days after initial hire or replacement hire for this position, on a form that is supplied by the Contract Administrator upon execution of the contract or agreement addendum. This notification must include all items listed on the form, including information about nursing education and certification.
3. Notify the Contract Administrator within 4 working days in the event that the position becomes vacant, on a form supplied by the Division. The plan must include the procedure to recruit for this position.
4. Assure that registered nurse hired into this position is duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
5. Submit an annual report as outlined above, on a form supplied by the Division, by the specified date.
6. Provide data to the Local Education Agency for inclusion in the North Carolina Annual Survey of Public School Health Services. The data must be provided to the LEA in time for its submission of the report to the Regional School Nurse Consultant prior to the conclusion of the academic year.
7. Assure that the newly hired School Nurse Funding Initiative school nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Assure that up to \$750 will be budgeted for participation in other professional development workshop(s) or conference(s), if funds are available. The school nurse must participate in School Nursing: Roles and Responsibilities, an Orientation Workshop, unless previously attended. If funds are available and if the nurse has previously attended that workshop, assure that the school nurse will be allowed to participate in a School Nurse Certification review course; Pediatric Physical Assessment for School Nurses Workshop, School Nurse Role in Emergency Care Workshop, and/or 28th Annual School Nurse Conference.
8. Collaborate with the School Nurse Consultant on DPH initiatives in an effort to help implement these at the local level (e.g., school nurse case management project, immunization initiatives, etc.)
9. Assure that school nurse(s) employed through this contract will be supported at the same level as other school nurse(s) in the LEA, providing adequate space, computer equipment, supplies, in-district travel expenses, etc.
10. For any school nurse who is not certified at the time of hire, submit a plan that would result in certification, including timelines for achieving education and certification goals. The plan should be submitted to the regional school nurse

consultant within 30 days of hire. This plan must be updated at least twice annually until the nurse is certified.

11. Assure that the LEA/LHD Memorandum of Agreement that exists between all health districts and local education agencies clearly states that emergency/disaster service by SNFI nurses is an allowable use of their time.
12. Assure that the priority of the allocation during a full year will support salary and fringe for the school nurse(s). However, where the allocation exceeds the amount needed to fully fund the school nurse(s) salary and fringe, lapsed salary and fringe may be used to support training as described above in number 7.
Note: No other expenditures are allowable using this allocation.
13. Assure that if salaries and fringe exceed the state allocation, local funds will be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualifies one nurse for more than \$50,000 and another for less than \$50,000.
14. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI school nurse, contract program administrator, and contract fiscal officer.
15. Provide advance notification to the regional school nurse consultant should a change in local school nurse position number or assignment be expected to affect the level of student service provided by the SNFI nurse.
16. If SNFI funds are sub-contracted, provide a copy of the sub-contract and attachments to the NC Division of Public Health upon execution.

The short-term and/or interim outcomes of this contract are:

- A. Reduce the nurse to student ratio in Sampson County Schools from 1/2744 approximately to 1/1029 approximately.
- B. Improve access to basic health services for 100% of students served.

V. Performance Monitoring and Quality Assurance:

A. The Contractor shall adhere to the following service quality measures for this contract:

1. Service is provided by a nationally certified school nurse. If the nurse hired with these funds is not nationally certified, service is provided by a registered nurse working towards certification. This requirement shall be completed no later than the date of completion of three years of employment as a school nurse in North Carolina.
2. Services are provided in accordance with standards established by the NC Nurse Practice Act and the NC Board of Nursing.
3. Services are provided in a culturally sensitive manner.

B. This contract will be monitored according to the following plan:

1. Contract Administrator and central office program staff will review budgets and expenditures to assure that funds are spent according to agreed upon budgets.
2. Contract Administrator will monitor vacancies, recruitment and hiring.
3. Program staff will maintain regular contact (email, phone, on-site) with the Contractor to review progress on contract deliverables.
4. Upon completion of the annual work plan regional school nurse consultants will review assurance of deliverables as outlined in this contract. At midyear, and more often if necessary, regional school nurse consultants will review progress on contract deliverables and provide a sub-recipient monitoring report to the Contract Administrator. The report will demonstrate assurance that program goals are being addressed and that all deliverables are on target to be met. If the report indicates failure to adhere to deliverables in this contract, the contractor will work with the regional consultant and the Contract Administrator to develop a corrective action plan. If the corrective action plan does not meet contract requirements, the Division may take action resulting in cessation of funding.
5. Results of monitoring activities will be provided to the DHHS Program Monitoring System.

VI. Funding Guidelines or Restrictions:

The contractor shall only use funds for salary, fringe and to support continuing education and required school nurse training.

The contractor shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.

If the SNFI nurse is hired by the local Health Department for 12 months, funds in the amount of 1/12 of the annual allocation shall be drawn down each month to support the SNFI nurse salary, fringe, and continuing education. If SNFI funds are contracted with other employers (LEA, hospital) the draw down may be no more than is billed monthly by the contractor without prior approval of the DPH contract administrator.

AGREEMENT BETWEEN
EASTPOINTE HUMAN SERVICES
AND
COUNTY OF SAMPSON
Prevention Program FY16-17

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, 2016 through June 30, 2017.
- B. This Agreement will not exceed the amount of \$ **35,606.16** for the fiscal year 2016-2017.
- 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

CONTRACTOR Mailing Address:
55 Agriculture Place
Clinton, NC 28328
Telephone: 910-592-7161
Tax ID#: 56-6000338

Sarah Stroud, CEO
Eastpointe Human Services

Date: _____

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.

Catherine Dalton, Chief of Business Operations
Eastpointe Human Services

Date: _____

SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson
Health Director



360 County Complex Road, Suite 200
Clinton NC 28328

To: Edward Causey
County Manager

From: Wanda Robinson

Subject: County Commissioner Board Agenda Items
Date: June 28th, 2016

The items listed below were approved by the Board of Health on July 20th and is being submitted for approval by the county commissioners.

I. CPT codes and Fees for approval to be effective July 11, 2016

CPT Code	Product/Procedure	Requested Fee
J7302	Levonorgestrel IUD	Delete From Fee Schedule
J7297	Liletta IUD – 3 Yr Use	\$50.00
J7298	Mirena – 5 Yr Use	\$265.08
J7300	Paragard	\$223.38
J7307	Nexplanon	\$364.00
11981	Nexplanon Insertion	\$200.00
11982	Nexplanon Removal	\$230.00

II. Child Fatality Annual Report (2015)

Sampson County is required to establish and maintain a Child Fatality Prevention Team. The purpose of the system is to access the records of all deaths of children from birth to 18 years and identify and provide areas of improvement and recommend changes that will promote the safety and well-being of children. This report is submitted as an informational item for the county commissioners.

For any questions please feel free to contact me.

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7500

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 Jacob Andrew Halstead in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2014	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>261.43</u>

These taxes were assessed through clerical error as follows.

*2012 Cadillac
Registered in State of TXAS
TAG Tuned In
TAG # PRX2N7*

602
County Tax \$261.43
School Tax _____
Fire Tax _____
City Tax _____
TOTAL \$ 261.43

Yours very truly

Jacob A Halstead Sr
Taxpayer

X Social Security _____

RECOMMEND APPROVAL:
Jim Johnson
Sampson County Tax Administrator

Mailing Address.

X 848 N. Rainbow Blvd #5374
Las Vegas, NV 89107

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7512

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

Members:

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 Danny & Frances Strickland in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>135.21</u>
TOTAL REFUND	\$ <u>135.21</u>

These taxes were assessed through clerical error as follows.

2009 chev
Vehicle Sold Tag Turned In
Tag # AL53670

~~602~~ County Tax 81.62
~~501~~ School Tax 14.26
- Fire Tax _____
~~702~~ City Tax 39.33
TOTAL \$ 135.21

Mailing Address.

107 N. Bizzell Ave
Clinton, NC 28328

Yours very truly

Danny Strickland
Frances Strickland
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7506

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

Members:

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 Paulo Henrique Prado in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ _____
/	\$ _____
/	\$ _____
/	\$ _____
/	\$ _____
/	\$ _____
TOTAL REFUND	\$ <u>240.62</u>

These taxes were assessed through clerical error as follows.

31762659
ECH 8735 / Turned in Tag
2015 Nissan / sold

G 02	County Tax	<u>145.25</u>
	School Tax	<u>25.37</u>
	Fire Tax	_____
C 02	City Tax	<u>70.00</u>
	TOTAL \$	<u>240.62</u>

Mailing Address.

116 OAKLAND BLVD
CLINTON - NC 28328

Yours very truly



Taxpayer

Social Security # _____

RECOMMEND APPROVAL



Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7514

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

Members:

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 Raeford Allen Strickland in Herring Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>157.44</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>157.44</u>

These taxes were assessed through clerical error as follows.

2014 Toyota
Sold Vehicle -
Surrendered Tag
Tag # ALS1449

<u>602</u> County Tax	<u>142.81</u>
School Tax	_____
<u>F15</u> Fire Tax	<u>14.63</u>
City Tax	_____
TOTAL \$	<u>157.44</u>

Mailing Address.

7626 N US 421 Hwy
Clinton, NC 28328

Yours very truly

Raeford A. Strickland
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7522

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

Members:

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 Mary Elaine Royal in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>130.58</u>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>130.58</u>

These taxes were assessed through clerical error as follows.

Bill # 16461004
BBT 1846
Tag Turn in + Sold
2008 Jeep

<u>602</u>	County Tax	<u>78.82</u>
<u>501</u>	School Tax	<u>13.77</u>
	Fire Tax	_____
<u>T02</u>	City Tax	<u>37.99</u>
	TOTAL \$	<u>130.58</u>

Mailing Address.

402 Stetson St
Clinton, NC 28328

Yours very truly

Mary E. Royal
Taxpayer

Social Security # ***

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7524

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

Members:

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 Joyce Manuel in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2015	\$ 352.21
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 352.21

These taxes were assessed through clerical error as follows.

Bill # 164 68582	GO1	County Tax	271.94
244 20434	SO1	School Tax	47.50
PL# CHK 4080 (2013 Nissan)	F19	Fire Tax	32.77
AMC 6309 (2012 Honda)		City Tax	
		TOTAL \$	352.21

Turn in PLT
Traded both vehicle
for 1 vehicle

Mailing Address.

154 DEER GRASS LN
CLINTON NC 28328

Yours very truly

Joyce Manuel
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7528

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

Members:

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

YEAR	
2015	\$ 146.90
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ 146.90

These taxes were assessed through clerical error as follows.

Bill # 29688755
PBX 1632
Tag Turned in (Sold)
2014 Lincoln

Go 1 County Tax 135.47
 School Tax _____
 FOX Fire Tax 11.43
 City Tax _____
 TOTAL \$ 146.90

Mailing Address.

4750 Hobbson Hwy
Clinton, NC 28328

Yours very truly

Margaret A. Hobbs
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____ Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7529

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

Members:

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 Ronald Glenn Cannady in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2015	\$ 102.67
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 102.67

These taxes were assessed through clerical error as follows.

Bill # 8490644
AHJ 8189
Plate turned in (Sold)
2013 Volkswagen

G01	County Tax	91.63
	School Tax	
	Fire Tax	
F19	City Tax	11.04
	TOTAL \$	102.67

Mailing Address.

Ronald Glenn Cannady
1390 Bass Lake Rd
Roseboro, NC 28382

Yours very truly

Ronald G. Cannady
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

July 1, 2016

MEMO:

FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2016-2017

1. It is requested that the budget for the Vann's Fire District be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
23243410-581021	Vanns fire department	5,500.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
23243421-499900	Fund balance approp	5,500.00	

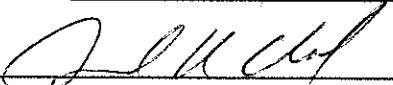
2. Reason(s) for the above request is/are as follows:
 To allocate funds to purchase SCBA compressor.



 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20 16


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

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

 (County Manager & Budget Officer)

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

July 5, 2016

FROM: Sarah W. Bradshaw

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

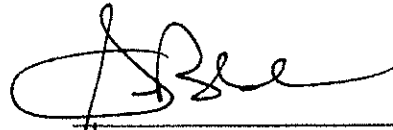
SUBJECT: Budget Amendment for fiscal year 2016-2017

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

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13554810-568415	Duke Energy Merger Settlement Funds	37,465.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13535480-403318	Duke Energy Merger Settlement Funds	37,465.00	

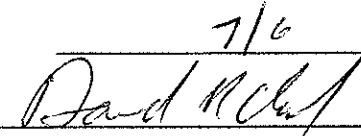
2. Reason(s) for the above request is/are as follows: To record funding from Duke Energy Progress awarded to Sampson County DSS from the Merger Settlement Fund to be used during July and August 2016.



(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.



(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

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

(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

June 30, 2016

MEMO:

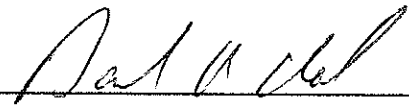
FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2015-2016

1. It is requested that the budget for the Supplemental Current Expense Fund be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
26659100-581001	Transfer of funds	60,000.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
26031840-412000	Current year taxes collected	60,000.00	

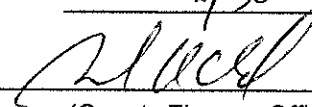
2. Reason(s) for the above request is/are as follows:
 To increase budget to remit all supplemental current expense taxes collected during the year to the City schools.



 (Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

6/30, 2016


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

 (County Manager & Budget Officer)

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

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: Capital Outlay

Budget Amendment: 1

The Clinton City Board of Education at a meeting on the 7th day of June, 2016, passed the following resolution:

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

SEE ATTACHED LISTING

Total appropriation in current budget	\$496,250.62
Total increase/decrease of amendment	\$0.00
Total appropriation in amended budget	\$496,250.62

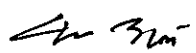
Passed by majority vote of the Clinton City Board of Education on the ____ day of _____ 2016.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this ____ day of _____ 2016.



Chairman, Board of Education

Chairman, Board of County Commissioners



Secretary, Board of Education

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: CAPITAL OUTLAY

	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
CATEGORY I	BUILDINGS AND LAND		\$275.00
CATEGORY III	VEHICLES	\$275.00	

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: **FEDERAL**

Budget Amendment: 4

The Clinton City Board of Education at a meeting on the 3rd day of May, 2016, passed the following resolution:


Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

SEE ATTACHED LISTING

Total appropriation in current budget	\$2,678,882.00
Total increase/decrease of amendment	\$118,506.62
Total appropriation in amended budget	\$2,797,388.62

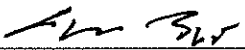
Passed by majority vote of the Clinton City Board of Education on the 3rd day of May 2016.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2016.



Chairman, Board of Education

Chairman, Board of County Commissioners



Secretary, Board of Education

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: FEDERAL

CODE	DESCRIPTION	INCREASE	DECREASE
3.3600.060.000.000.000.00	Revenue		\$85,447.62
3.5210.060.131.000.000.00	Salary-Instructional Support	\$107.11	
3.5210.060.142.000.000.00	Salary-Tutor		\$35,952.68
3.5210.060.181.000.000.00	Supplement Pay	\$10.65	
3.5210.060.211.000.000.00	Social Security		\$2,741.37
3.5210.060.221.000.000.00	Retirement		\$4,993.98
3.5210.060.231.000.000.00	Hospitalization		\$8,519.26
3.5210.060.233.000.000.00	Unemployment Insurance		\$360.49
3.5210.060.411.000.000.00	Supplies and Materials	\$121,409.32	
3.5210.060.462.000.000.00	Computer Equipment	\$5,000.00	
3.5230.060.142.000.000.00	Salary-Tutor		\$202.55
3.5230.060.211.000.000.00	Social Security		\$15.49
3.5230.060.221.000.000.00	Retirement		\$67.19
3.5230.060.231.000.000.00	Hospitalization		\$3.96
3.6550.060.331.000.000.00	Pupil Transportation	\$500.00	
3.8100.060.392.000.000.00	Indirect Cost	\$11,277.51	

ADJUST BUDGET TO ACTUAL NEEDS

3.3600.060.000.000.000.00	IDEA Title VI-B Handicapped		\$33,059.00
3.5210.060.121.000.000.00	Salary - Teacher	\$15,421.69	
3.5210.060.131.000.000.00	Salary – Instructional Support		\$13,876.50
3.5210.060.180.000.000.00	Bonus Pay	\$9,000.00	
3.5210.060.181.000.000.00	Supplement Pay	\$137.35	
3.5210.060.184.000.000.00	Longevity Pay	\$1,077.93	
3.5210.060.211.000.000.00	Social Security	\$899.68	
3.5210.060.221.000.000.00	Retirement	\$257.76	
3.5210.060.231.000.000.00	Hospitalization	\$492.40	
3.5210.060.233.000.000.00	Unemployment Insurance	\$152.50	
3.5210.060.312.000.000.00	Workshop Expense		\$500.00
3.5210.060.411.000.000.00	Supplies and Materials		\$35,669.53
3.5230.060.180.000.000.00	Bonus Pay	\$375.00	
3.5230.060.211.000.000.00	Social Security	\$28.69	
3.5320.060.131.000.000.00	Salary-Instructional Support	\$13,876.50	
3.5320.060.180.000.000.00	Bonus Pay	\$547.50	
3.5320.060.181.000.000.00	Supplement Pay	\$2,003.03	
3.5320.060.211.000.000.00	Social Security	\$1,256.66	
3.5320.060.221.000.000.00	Retirement	\$2,432.74	
3.5320.060.231.000.000.00	Hospitalization	\$1,586.60	
3.5320.060.312.000.000.00	Workshop Expense	\$500.00	
3.8200.060.399.000.000.00	Unbudgeted Funds	\$33,059.00	

ADJUST BUDGET TO ACTUAL NEEDS

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: **FEDERAL**

Budget Amendment: 5

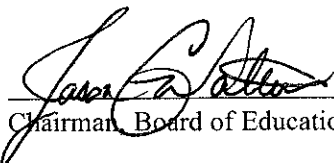
The Clinton City Board of Education at a meeting on the 7th day of June, 2016, passed the following resolution:

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

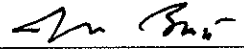
SEE ATTACHED LISTING

Total appropriation in current budget	\$2,797,388.62
Total increase/decrease of amendment	\$5,834.00
Total appropriation in amended budget	\$2,803,222.62

Passed by majority vote of the Clinton City Board of Education on the 7th day of June 2016.



Chairman, Board of Education



Secretary, Board of Education

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2016.

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: FEDERAL

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
3.5110.070.411.000.000.00	INSTRUCTIONAL SUPPLIES		\$2,997.10
3.5320.070.131.000.000.00	INSTRUCTIONAL SUPPORT	\$12,919.50	
3.5320.070.180.000.000.00	BONUS PAY	\$202.50	
3.5320.070.181.000.000.00	SUPPLEMENTPAY	\$3,397.35	
3.5320.070.211.000.000.00	SOCIAL SECURITY COST	\$1,263.73	
3.3320.070.221.000.000.00	RETIREMENT COST	\$2,499.74	
3.5320.070.231.000.000.00	HOSPITALIZATION COST	\$1,477.15	
3.5320.070.232.000.000.00	WORKER'S COMP COST	\$200.00	
3.5840.070.146.000.000.00	SCHOOL-BASED ADMIN		\$12,919.50
3.5840.070.181.000.000.00	SUPPLEMENT PAY		\$1,300.00
3.5840.070.211.000.000.00	SOCIAL SECURITY COST		\$1,087.79
3.5840.070.221.000.000.00	RETIREMENT COST		\$2,178.43
3.5840.070.231.000.000.00	HOSPITALIZATION COST		\$1,477.15
3.8200.070.399.000.000.00	UNBUDGETED FUNDS	\$5,834.00	

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: **FEDERAL**

Budget Amendment: 6

The Clinton City Board of Education at a meeting on the 7th day of June, 2016, passed the following resolution:

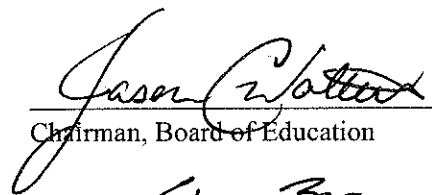
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

SEE ATTACHED LISTING

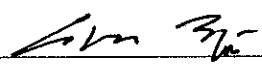
Total appropriation in current budget	\$2,803,222.62
Total increase/decrease of amendment	(\$89,306.47)
Total appropriation in amended budget	\$2,713,916.15

Passed by majority vote of the Clinton City Board of Education on the 7th day of June 2016.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2016.



Chairman, Board of Education



Secretary, Board of Education

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: FEDERAL

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
3.3600.017.314.308.308.00	Printing and Binding	\$1,205.73	
3.5330.050.411.000.000.00	Supplies and Materials		\$1,181.00
3.6110.103.312.000.000.00	Workshop Expense		\$235.00
3.5330.104.143.330.000.00	Travel Reimbursement	\$873.53	
3.8200.110.399.000.000.00	Unbudgeted Funds		\$80,996.58
3.5330.111.121.000.000.00	Salary – Teacher Pay		\$2000.00
3.5350.111.198.000.000.00	Salary – Tutor Pay		\$4,363.29
3.5210.118.311.000.000.81	Contracted Services		\$1,000.00
3.5210.118.312.000.000.81	Workshop Expense		\$1,217.92
3.5210.118.411.000.000.00	Supplies and Materials		\$391.94

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: STATE

Budget Amendment: 5

The Clinton City Board of Education at a meeting on the 7th day of April, 2016, passed the following resolution:

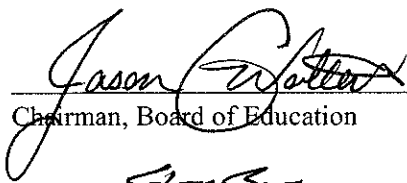
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

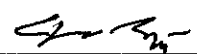
SEE ATTACHED LISTING

Total appropriation in current budget	\$18,490,543.38
Total increase/decrease of amendment	\$0.00
Total appropriation in amended budget	\$18,490,543.38

Passed by majority vote of the Clinton City Board of Education on the 7th day of April 2016.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2016.



Chairman, Board of Education


Secretary, Board of Education

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: STATE

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
1.5110.130.412.000.000.00	State Textbooks		\$44,517.00
1.3211.130.000.000.000.00	State Textbooks Revenue Account	\$44,517.00	
1.5110.061.411.000.000.00	Supplies and Materials	\$44,517.00	
1.3100.000.000.000.000.00	State Revenue Account		\$44,517.00

DIGITAL LEARNING PROJECT

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: STATE

Budget Amendment: 6

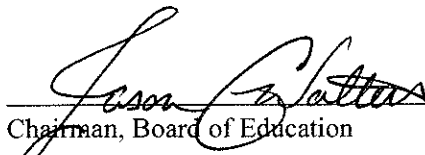
The Clinton City Board of Education at a meeting on the 3rd day of May, 2016, passed the following resolution:

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

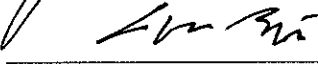
SEE ATTACHED LISTING

Total appropriation in current budget	\$18,490,543.38
Total increase/decrease of amendment	\$91,636.00
Total appropriation in amended budget	\$18,582,179.38

Passed by majority vote of the Clinton City Board of Education on the 3rd day of May 2016.



Chairman, Board of Education



Secretary, Board of Education

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2016.

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: STATE

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
1.6550.056.171.000.000.00 REV 25: INCREASE FOR EARLY COLLEGE 1 ST SEMESTER	TRANSPORTATION	\$1,092.00	
1.5350.016.411.000.000.00 REV 26: SUMMER READING CAMPS	SUPPLIES AND MATERIALS	\$80,856.00	
1.5110.001.121.000.000.00 REV 27: NCVPS REVERSION	TEACHER SALARY		\$16,219.00
1.5110.003.162.000.000.00	SUBSTITUTE PAY	\$2,218.00	
1.5210.063.141.000.000.00	TEACHER ASSISTANT	\$13,000.00	
1.5210.063.211.000.000.00 REV 28: ADJUDT BUDGET TO ACTUAL NEEDS	SOCIAL SECURITY	\$1,936.00	
1.5110.130.412.000.000.00 REV 30: INDIAN GAMING ALLOTTMENT	STATE TEXTBOOKS	\$8,753.00	

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: STATE

Budget Amendment: 7

The Clinton City Board of Education at a meeting on the 7th day of June, 2016, passed the following resolution:

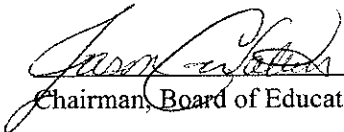
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

SEE ATTACHED LISTING

Total appropriation in current budget	\$18,582,179.38
Total increase/decrease of amendment	\$ 20,048.00
Total appropriation in amended budget	\$18,602,227.38

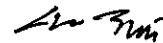
Passed by majority vote of the Clinton City Board of Education on the ____ day of _____ 2016.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this ____ day of _____ 2016.



Chairman, Board of Education

Chairman, Board of County Commissioners



Secretary, Board of Education

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: STATE

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
1.5110.003.162	SUBSTITUTE PAY	\$1,979.00	
1.6550.056.165	SUBSTITUTE PAY	\$1,092.00	
REV 36: MARCH SUB PAY/2 ND SEMESTER EARLY COLLEGE			
1.5350.016.121	TEACHER PAY	\$15,290.00	
REV 37: SUMMER READING CAMP			
11.5110.003.162	SUBSTITUTE PAY	\$1,687.00	
REV 38: APRIL SUMMER PAY			

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: STATE

Budget Amendment: 8

The Clinton City Board of Education at a meeting on the 7th day of June, 2016, passed the following resolution:

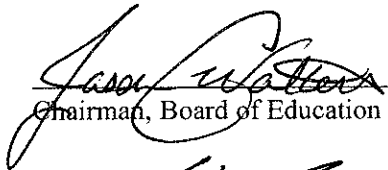
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

SEE ATTACHED LISTING

Total appropriation in current budget	\$18,602,227.38
Total increase/decrease of amendment	\$236,399.82
Total appropriation in amended budget	\$18,838,627.20

Passed by majority vote of the Clinton City Board of Education on the 7th day of June 2016.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this _____ day of _____ 2016.



Chairman, Board of Education



Secretary, Board of Education

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

BUDGET AMENDMENT DETAIL

FUND: STATE

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
1.5110.045.180.000.000.00	SUPPLEMENT PAY	\$234,095.82	
1.5110.130.412.000.000.00	STATE TEXTBOOK	\$1,378.00	
1.5110.015.462.000.000.00	TECHNOLOGY FUND	\$926.00	

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 5

Meeting Date: July 11, 2016

- Information Only
- Report/Presentation
- Action Item
- Consent Agenda

- Public Comment
 - Closed Session
 - Planning/ Zoning
 - 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. Child Fatality Prevention Team Annual Report

SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson
Health Director



360 County Complex Road, Suite 200
Clinton NC 28328

To: Edward Causey
County Manager

From: Wanda Robinson

Subject: County Commissioner Board Agenda Items
Date: June 28th, 2016

The items listed below were approved by the Board of Health on July 20th and is being submitted for approval by the county commissioners.

I. CPT codes and Fees for approval to be effective July 11, 2016

CPT Code	Product/Procedure	Requested Fee
J7302	Levonorgestrel IUD	Delete From Fee Schedule
J7297	Liletta IUD – 3 Yr Use	\$50.00
J7298	Mirena – 5 Yr Use	\$265.08
J7300	Paragard	\$223.38
J7307	Nexplanon	\$364.00
11981	Nexplanon Insertion	\$200.00
11982	Nexplanon Removal	\$230.00

II. Child Fatality Annual Report (2015)

Sampson County is required to establish and maintain a Child Fatality Prevention Team. The purpose of the system is to access the records of all deaths of children from birth to 18 years and identify and provide areas of improvement and recommend changes that will promote the safety and well-being of children. This report is submitted as an informational item for the county commissioners.

For any questions please feel free to contact me.

Sampson County Child Fatality Prevention Team

360 County Complex Road – (910) 592-1131 – Clinton NC 28328

Child Fatality Prevention Team 2015 Annual Report

County: Sampson County Health Department
Contact Person: Wanda Robinson, RN
Health Director
Contact Number: 910-592-1131, ext. 4971
Date of Report: May 23, 2016

I. Introduction:

Sampson County is required to establish and maintain a Child Fatality Prevention Team to review child fatalities in our community. The teams are established under North Carolina G.S. § 7B-1400 which states "...it is the intent of the General Assembly, through this article, to establish...local teams ... in G.S. § 7B-1406. The purpose of the system is to assess the records of ... all deaths of children in North Carolina from birth to age 18..." The purpose of the Child Fatality Prevention Team is to identify areas for improvement and to recommend changes that would promote the safety and well-being of children. The team was initiated in June 1995 and continues to meet on a quarterly basis. The team reviewed 9 child fatalities between January 1, 2015 and December 31st, 2015. This was a significant decrease from the previous year. Findings related to these fatalities and the recommendations are found within this report.

II. Team Activities and Recommendations:

The team met on a quarterly schedule starting on January 1, 2015. The team, under the direction of the Sampson County Health Director and the Social Services Director, held joint meetings of the County Community Child Protection Team and the Child Fatality Prevention Team.

III. Sampson County Child Fatality Prevention Team Statistical Information:

A. Case Review Process. The purpose of the review is to adequately assess the circumstances surrounding the death of a child. This is done by examining information from agencies that had provided services to the families. The state legislature passed legislation authorizing access of local teams to all medical records, hospital records, and records

maintained by the state, any county or any local agency as necessary to fulfill the team's responsibility to review a child fatality (G.S. § 143-578).

Cases are identified and recommended for review by the state Child Fatality Prevention Team Coordinator. All team members are alerted and requested to bring information from their agencies to the quarterly team meetings. Other professionals known to have involvement with a family are also invited to the case review meeting. Members of the team are reminded and sign confidentiality statements concerning discussion of the cases. Circumstances surrounding the child's death and available information about the families are discussed. System changes are recommended as deficiencies are identified through case review.

B. Type and number of fatalities reviewed (CY-2015):

<u>Child Death by Cases</u> (Cause of Death)	<u># Reviewed</u>
Birth Defects	0
Other birth related conditions	2
Sudden Infant Death Syndrome	0
Illnesses	2
 <u>Unintentional Injuries</u>	
Injuries caused by vehicle	1
Foreign Body Suffocation	1
Drowning	1
Mobile Home Fire	2
<u>Homicide</u>	0
Total	9

<u>Child Death by Age</u>	
Infant	4
1-4	1
5-9	1
10-14	2
<u>15-17</u>	<u>1</u>
Total	9

IV. Analysis and Recommendations:

A. Trends Identified:

- The death rate decreased substantially for infants; the primary cause was due to birth defects.
- There was no reports of SIDS deaths for the previous two years but one strangulation due to child being placed in the wrong size car seat.
- Unintentional injuries decreased this year however, incidents for this year included death due to vehicular accidents and one case of drowning.
- There was one case of death due to a house fire in a mobile home in which five family members perished of which two were under the age of 18.

B. Recommendations:

- Provide public awareness and education on the importance of the fire prevention to include the installation of fire alarms especially in the older model mobile homes.
- Investigated the role of the homeowner in rental property and the installation of fire alarms.
- Submitted a letter of recommendation to the state for the purpose of homeowners basic requirements for rental property.
- Continue to stress the importance of safety belt and appropriate car seat safety for all age groups.
- Education for parents on safety around pools and other open containers that make attract small children. Encourage parent or adult supervision at all times.

V. Training Needs Identified:

Training is always needed due to board and staff turnover. This will be an ongoing process.

VI. Conclusions:

The team will continue to review and effectively maintain a system's focus. The process has been effective and will continue to be evaluated to ensure quality reviews. We plan to continue to meet jointly with the Child Protection Prevention Team.

**Child Fatality Prevention Team
Type and Number of Fatalities**

Type and Number of Fatalities Reviewed	CY-2013	CY-2014	CY-2015
Birth Defects	2	3	0
Other birth related conditions	0	2	2
Sudden Infant Death Syndrome	0	0	0
Illnesses	4	4	2
Unintentional Injuries:			
Motor Vehicle Injuries	3	3	1
Suffocation by overlay/Foreign Body Ingestion	2	0	1
Injuries caused by Utility vehicle	1	0	0
Drowning	0	2	1
Homicide	1	2	0
Suicide	0	0	0
All others/House Fire	1	0	2
Total	14	16	9

Definitions:

1. Birth Defects
2. Other Birth related conditions- Down's Syndrome, Neonatal aspiration
3. Illnesses- Malignant Neoplasm, Renal Failure,
4. Unintentional Injuries-Motor Vehicle accident, Death by overlay, Accidental suffocation and threat of breathing, Asphyxiation, and discharge from firearm, Drowning

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.