



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
January 9, 2017**

6:00 pm Convene Regular Meeting (County Auditorium)

Invocation and Pledge of Allegiance
Approve Agenda as Published

Roads (Quarterly Report)

Tab 1 Reports and Presentations

- | | |
|---|---|
| a. Recognition of Retirees | 1 |
| b. Introduction of New Parks and Recreation Director | 2 |
| c. Update on Efforts to Establish a Child Advocacy Center | 3 |

Tab 2 Action Items

- | | |
|---|---------|
| a. Public Hearing - Submission of Revised Application for FY 2018
Community Transportation Program (CTP) Grant Funding | 4 - 14 |
| b. Scheduling of Annual Planning Sessions | 15 |
| c. Appointments | 16 - 17 |
| • Commissioner Appointments to Various Boards/Commissions | |

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- | | |
|--|---------|
| a. Approve the minutes of the December 5, 2016 meeting | 19 - 25 |
| b. Adopt resolution accepting offer from Mr. Johnny Elkins and Mrs. Alice Elkins to purchase .5-acre parcel of surplus property (Parcel Identification Number 09082806001) | 26 - 27 |
| c. Approve the submission of the FY 2017-2018 Community Service Block Grant (CSBG) Application by Action Pathways, Inc. | 28 - 76 |
| d. Approve tax refunds and releases as submitted | 77 - 80 |
| e. Approve budget amendments as submitted | 81 - 92 |

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Tab 4 Consideration of Tax Appeals

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- Hobbs, Thomas and John
- Royal, James Marcus
- Tart, Charles Hooper Jr.
- Tart, Charles Hooper III
- Tires, Inc.

Tab 5 Board Information

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- a. Nash County - Notice of Intent to Disengage from Eastpointe LME 105 - 109
- b. Notice of Sampson County Board of Health's Adoption of 2015 Rabies Compendium Post Exposure Management Control Measures for Dogs and Cats 110 - 112

County Manager's Reports

Public Comment Period (See policies and procedures in agenda)

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Closed Session - GS 143.318.11(a)(4), Matters Related to the Location or Expansion of an Industry

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

ITEM NO. 1(a)

Meeting Date: January 9, 2017	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Report/Presentation <input type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Recognition of Retirees

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chairperson Sue Lee

PURPOSE: To recognize County employees for their dedicated service

ATTACHMENTS: None

BACKGROUND: Retirees as of December 2016:

Ella Fryar (Aging) - November 1990 - December 2016
 Dianne Horne (EMS) - August 1997 - December 2016
 Ricky Mattocks (Sheriff's Office) - October 1988 - December 2016
 Cheryl Norris (Health Department) - September 1979 - December 2016
 Yvonne Powell (Public Works) - September 1994 - December 2016
 Connie Thornton (Inspections) - July 1990 - December 2016

RECOMMENDED ACTION OR MOTION: Present retirees with a County plaque in recognition of their years of service to the County

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1(b)

Meeting Date: January 9, 2017

<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: Introduction of New Parks and Recreation Director

DEPARTMENT: Parks and Recreation

PUBLIC HEARING: No

CONTACT PERSON: Ed Causey, County Manager

PURPOSE: To introduce the newly selected full-time Parks and Recreation Director

ATTACHMENTS: None

BACKGROUND: Mrs. Dana Bullard Hall has been selected as the new full-time Parks and Recreation Director. Ms. Hall is a resident of Sampson County and lives near Autryville. She holds a Bachelor of Science degree in Recreation and Leisure Studies from East Carolina University. Mrs. Hall previously worked for our Parks and Recreation Department for five years before accepting a position with the City of Wilson where she has worked since 2010, most currently as a Recreation Program Supervisor. Mrs. Hall is a Certified Park and Recreation Professional (CPRP), a member and former regional president of the NCRPA, and she brings a wealth of talent and experience to the position.

There were 15 total applicants for the position, and five were interviewed before Mrs. Hall was selected from this group. Mrs. Hall officially begins on January 17, 2017.

RECOMMENDED
ACTION OR MOTION: No action necessary

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1 (c)

	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
Meeting Date: January 9, 2017	<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:	Update on Efforts to Establish a Child Advocacy Center
DEPARTMENT:	Multiple Departments
PUBLIC HEARING:	No
CONTACT PERSON:	Shannon Blanchard, CAC Coordinator CAC Steering Committee Members
PURPOSE:	To hear an update on the efforts of the multi-disciplinary team to establish a stand-alone Child Advocacy Center in Sampson County
ATTACHMENTS:	None
BACKGROUND:	Since 2014, a multi-disciplinary effort has been underway to improve services available to the victims of child abuse. This effort - led by members from the District Attorney’s Office, the Clinton Police Department, the Sampson County Sheriff’s Office, the Sampson County Department of Social Services, Eastpointe LME, the Sampson County Health Department and Guardian ad Litem - includes the establishment of a stand-alone Child Advocacy Center. (It is currently housed at DSS.)
	Coordinator Shannon Blanchard will be joined by members of the CAC Committee to update the Board on the efforts of the group to establish a 5013c organization.
RECOMMENDED ACTION OR MOTION:	No action required

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2(a)

Meeting Date: January 9, 2017	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" 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 - Submission of Revised Application for FY 2018 Community Transportation Program (CTP) Grant Funding

DEPARTMENT: Sampson Area Transportation/Dept. of Aging

PUBLIC HEARING: Yes

CONTACT PERSON: Lorie Sutton, Department of Aging Director

PURPOSE: To consider public comments with regard to a revised application for CTP transportation grant funding for the period July 1, 2017 - June 30, 2018

ATTACHMENTS: Memorandum, Grant Documents

BACKGROUND: In November, the Board held a public hearing regarding the submission of an application to the North Carolina Department of Transportation for Community Transportation Funding, which is used by our Sampson Area Transportation program to coordinate existing transportation programs operating in Sampson County and to provide transportation services within our communities. The Department of Aging has been advised that they can actually apply for an increased amount of grant funding, but a public hearing must be held regarding the increased grant application amount.

PRIOR BOARD ACTION: Application is submitted annually; original hearing held in November

RECOMMENDED ACTION OR MOTION: Authorize the submission of revised grant application; authorize staff to execute necessary grant application documents

Memorandum

TO: Susan Holder, Assistant County Manager

FROM: Lorie Sutton, Aging/Transportation Director

DATE: December 19, 2016

RE: Public Hearing Request – *Revised* FY18 CTP Administration Budget Application

We have received notice that the amount that Sampson County can request from NCDOT for the FY2018 Community Transportation Program for the Administration Budget is \$204,391.00. State and Federal amount is \$173,732.00 and the local match is \$30,659.00.

In November, we previously had a public hearing for the FY18 CTP grant and we requested permission from the Board of Commissioners to submit an application for a total budget of \$192,924.00. (State and Federal \$163,985 and Local \$28,939). NCDOT informed us that we could amend our request up to the \$204,391 by having a second public hearing and posting the information in high traffic areas such as DSS, Health Department, on Public Transit Vehicles, Social Media and the County Website. We are not required to publish in the newspaper for the second public hearing.

We respectfully request a second public hearing to be held on January 9, 2017 to amend our FY CTP application for the Administrative Budget from \$192,924.00 to \$204,391.00. This is a \$11,467.00 increase with only \$1,720.00 in local match.

Thank you for your consideration.

/s

PUBLIC HEARING NOTICE

This is to inform the public that a public hearing will be held on the proposed Sampson County Community Transportation Program Application to be submitted to the North Carolina Department of Transportation no later than November 4, 2016. The public hearing will be held on January 9, 2017 at 6:00pm before the Sampson County Board of Commissioners. ***This is a revision to the request made on November 7, 2016.***

Those interested in attending the public hearing and needing either auxiliary aids or services under the Americans with Disabilities Act (ADA) or a language translator should contact the County Manager's Office on or before 5:00pm, January 6, 2017, at telephone number 910-592-6103 or via email at susanh@sampsonnc.com.

The Community Transportation Program provides assistance to coordinate existing transportation programs operating in Sampson County as well as provides transportation options and services for the communities within this service area. These services are currently provided using Sampson Area Transportation. Services are rendered by Sampson Area Transportation.

The total estimated amount requested for the period ***July 1, 2017 through June 30, 2018***

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ 204,391	\$ 30,359 (15%)
TOTAL PROJECT	\$ 204,391	\$ 30,659
	Total Funding Request	Total Local Share

This application may be inspected at Sampson County Department of Aging from December 19, 2016 through January 6, 2017 (Mon-Fri 8am to 5pm). Written comments should be directed to Lorie Sutton before January 6, 2017.00.

LOCAL SHARE CERTIFICATION FOR FUNDING

Sampson County
 (Legal Name of Applicant)

Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ <u>204,391</u>	\$ <u>30,659</u> (15%)
Operating (ALL systems; No State Match will be provided for operating assistance)	\$ _____	\$ _____ (50% or more)
<hr/>		
TOTAL	\$ <u>204,391</u>	\$ <u>30,659</u>
	Total Funding Requests	Total Local Share

The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Amount</u>
<u>County Funding – General Funds</u>	\$ <u>30,659</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
<hr/>	
TOTAL	\$ <u>30,659</u>

**** Fare box revenue is not an applicable source for local share funding**

I, the undersigned representing **Sampson County** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2018 Community Transportation Program will be available as of **July 1, 2017**, which has a period of performance of July 1, 2017 – June 30, 2018.

 Signature of Authorized Official

Edwin W. Causey, County Manager

 Type Name and Title of Authorized Official

January 9, 2017

 Date

BUDGET SUMMARY

September 2015 - June 2018

Legal Name:	SAMPSON COUNTY		
Address:	DBA SAMPSON AREA TRANSPORTATION 405 COUNTY COMPLEX RD # 140 CLINTON, NC 28328		
County:	SAMPSON COUNTY	Congressional District:	2
Contact Person:	Lorie Sutton		
Telephone:	+1 (910) 592-4653		
Fax:	+1 (910) 590-2142		
Email:	lbsutton@sampsonnc.com		
Web Site:	www.sampsonnc.com		
Federal ID Number:	56-6000338	DUNS Number:	040044067
CFDA #			
Period of Performance:	Jul 1, 2016	to	Jun 30, 2018
		Federal Billable/Non-Billable	Billable

I. Total Project Expenditures		
(NCDOT Maximum Participation Amounts)	Requested	NCDOT Use Only
Total Expenses	\$204,391	\$192,924
Total Contra Accts and Fare Revenue		
Total Net Expenses/Cost	\$204,391	\$192,924

II. Proposed Project Funding*					
	Total	Federal	Federal Non-Billing	NCDOT	Local
	100.00%	80.00%		5.00%	15.00%
Total Funding	\$204,391	\$163,512	\$0	\$10,219	\$30,660

III. Approved Funding (Do not complete this section - NCDOT only)					
	Total	Federal	Federal Non-Billing	NCDOT	Local
	100.00%	80.00%		5.00%	15.00%
Total Funding	\$192,924	\$154,339	\$0	\$9,646	\$28,939

IV. Proposed DBE, MBE, WBE Goals (Enter DBE Goal if Federal Funding applies, otherwise enter MBE/WBE Goals)			
	DBE	MBE	WBE
%			
Amount	\$0	\$0	\$0

V. Approved DBE, MBE, WBE Goals (Enter DBE Goal if Federal Funding applies, otherwise enter MBE/WBE Goals)			
	DBE	MBE	WBE
%			
Amount	\$0	\$0	\$0

PROPOSED BUDGET
SALARY AND WAGE DETAIL

Applicant : SAMPSON COUNTY

Object Code	Position Title	No.	Total Annual Salary	Pct. (%) Oper Transp. Tasks	No. of Years	Budgeted Amount	No. of Positions Approved	NCDOT Maximum Participation
FULL TIME EMPLOYEES								
G121	Trans Svcs Director	1	\$33,948	100%	1	\$33,948	1	\$33,948
G121	Trans Office Manager	1	\$30,492	100%	1	\$30,492	1	\$30,492
G121	Admn Support Specialist	3	\$26,688	100%	1	\$80,064	2	\$53,376
G121								
G121								
G121								
G121								
G121								
G121								
G121								
TOTAL G121 SALARIES		5				\$144,504	4	\$117,816
PART-TIME EMPLOYEES - RECEIVING BENEFITS								
G125								
G125								
G125								
G125								
G125								
G125								
TOTAL G125 SALARIES								
PART-TIME EMPLOYEES - RECEIVING NO BENEFITS								
G126								
G126								
G126								
G126								
G126								
G126								
TOTAL G126 SALARIES								
TOTAL SALARY & WAGE		5				\$144,504	4	\$117,816

Applicant: SAMPSON COUNTY

Project Number : 18-CT-015

PROPOSED BUDGET
EXPENSES

Object Code	Title	Total Cost	For NCDOT Use Only
G120	Salaries and Wages		
G121	Full-time employees	\$144,504	\$117,816
G122	Overtime		
G125	Part-time (receives benefits)		
G126	Temporary and part-time (receives no benefits)		
G127	Longevity	\$451	\$451
Subtotal Salaries:		\$144,955	\$118,267
G180	Fringe Benefits		
G181	Social security contribution (7.65% of total salaries)	\$11,089	\$9,047
G182	Retirement contribution; total salaries X participating percentage \$144,955 X 8.84%	\$12,814	\$10,455
G183	Hospitalization insurance; cost per month X no. of months X no. of employees. \$834.00 X 3 X 12	\$30,024	\$40,032
G184	Disability insurance; cost per month X no. of months X no. of employees. X X		
G185	Unemployment compensation; Number of Employees:		
G186	Workers compensation; Number of Employees:		
G189	Other:		\$1,486
Subtotal Fringe:		\$53,927	\$61,020
TOTAL SALARY & FRINGE:		\$198,882	\$179,287
G190	Professional Services		
G191	Accounting		
G192	Legal		
G195	Management Consultant		
G196	Drug & Alcohol Testing Contract		\$150
G197	Drug & Alcohol tests Provide # of employees in test pool: 30	\$400	\$400
G198	Medical review officer		
G199	Other:		
G200	Supplies and Materials		
G211	Janitorial Supplies - (Housekeeping)		
G212	Uniforms		
G233	First Aid supplies (replacement)		
G251	Motor Fuels and Lubricants		
G252	Tires and Tubes		
G253	Associated Capital Maint		

G254	Licenses, tags and fees		
G255	Vehicle cleaning supplies		
G256	Hand tools		
G257	Vehicle signs & Paint Supplies		
G258	Vehicle touch up paint (non-contract)		
G259	Other:		
G261	Office Supplies and Materials		
G281	Air Conditioner / Furnace Filters		
G291	Computer Supplies		
G292	Fire Extinguisher- recharging system		
G300	Travel and Transportation (other than employee development)		
G311	Travel: Anticipated trips:		
G312	Travel subsistence		
G313	Transportation of clients/others		
G314	Travel - Motor-pool or leased vehicles (Does NOT include vehicles used in the provision of contracted transportation services.)		
G320	Communications		
G321	Telephone Service		
G322	Internet Service Fee		
G323	Combined Service Fee		
G325	Postage		
G329	Other Communications:		
G330	Utilities		
G331	Electricity	\$415	\$458
G332	Fuel oil		
G333	Natural Gas		
G334	Water		
G335	Sewer		
G336	Trash collection		
G337	Single/combined utility bill		
G339	Other:		
G340	Printing and Binding		
G341	Printing and reproduction		
G349	Other:		
G350	Repairs and Maintenance		
G353	Vehicles (use 257/258 for vehicle signs & in-house paint supplies)		
G354	Shop equipment		
G355	Office and computer equipment		
G357	Communications equipment		
G358	Other Repairs and Maintenance - Office Related		
G359	Other-Describe:		
G370	Advertising/Promotion		

G371	Marketing (paid ads, marketing firm, etc.) Describe: {Paid advertisements Minimum Amount (2% of Admin Budget): \$3,994		\$3,994	\$3,769
G372	Promotional items Describe: Pens, Totes, Calendars, etc Maximum Amount (25% of G371 Total Cost): \$999		\$700	\$700
G373	Other:			
G380	Computer Support Services (contracted)			
G381	Computer programming services			\$8,160
G382	Computer support/technical assistance			
G390	Other Services			
G391	Legal advertising			
G392	Laundry and dry cleaning			
G393	Temporary help services			
G394	Cleaning services			
G395	Training - Employee Education Expense			
G396	Management services (contracted transit system mgmt/admin services)			
G398	Security services			
G399	Other:			
G410	Rental of Real Property (include copy of current lease agreement)			
G412	Rent of building X number of monthly payments			
		X		
G413	Rent of offices X number of monthly payments			
		X		
G419	Other:			
G420	Lease of Computer Equipment			
G421	Lease of Computer Hardware			
G422	Lease of Computer Software			
G430	Lease of Equipment			
G431	Lease of Reproduction equipment			
G432	Lease of Postage Meter			
G433	Lease of Communications equipment (includes radio, cable lines and antennae)			
G439	Other:			
G440	Service and Maintenance Contracts			
G441	Communications equipment			
G442	Office equipment			
G443	Reproduction equipment			
G444	Vehicles			
G445	Computer equipment			
G446	Tires			
G448	Other Service and Maintenance Contracts - Office Related			
G449	Other:			
G450	Insurance and Bonding			

G451	Property and general liability (does not include vehicle insurance)			
G452	Vehicles			
	Number of Fleet Vehicle:	Maximum Amount:	\$0	
G453	Fidelity			
G454	Professional liabilities			
G455	Special liabilities			
G480	Indirect Costs			
G481	Central services: (budget direct cost base) X (percentage rate)			
	X	Maximum Amount	\$0	
	Prior approval of Indirect Cost Percentage Rate required. Questions should be directed to NCDOT Financial Management			
G490	Other Fixed Charges			
G491	Dues and subscriptions:			
G499	Other:			
G600	Private / Public Operator Contracts - Purchase Services			
G611	Direct purchase of service from privately owned provider			
G612	User side subsidy			
G621	Volunteer reimbursement			
G641	Direct purchase of service from publicly owned provider			
	Total Expenses:		\$204,391	\$192,924
OPERATING REVENUES				
	Contra Account			
G821	General Fund			
G822	Capital Reserve Fund			
G832	N.C. Sales Taxes			
G833	N.C. Gas Tax Refund			
G834	County Sales Taxes			
G836	Fed Gas Tax Refund			
G839	Other Taxes			
G841	Charter Expenses			
G842	Garage Services			
G843	Advertising Expenses			
G844	Insurance Settlement			
G847	Inc Elderly/Disable			
G849	Other Contra Accts			
G991	Contingency/Prog Res			
	TOTAL CONTRA ACCOUNTS:			
F500	Fare Revenue			
F511	General Public Fares			
F521	Prepaid Fares/Bulk Discounts			
F522	Senior Citizen Fares			
F523	Student Fares			
F524	Child Fares			
F525	Paratransit Fares			

F533	Special Route Guarantees		
F529	Other Special Fares:		
TOTAL FARE REVENUES:			
TOTAL CONTRA ACCOUNTS AND FARE REVENUES:			
TOTAL EXPENSES LESS TOTAL CONTRA ACCOUNTS AND FARE REVENUES = TOTAL NET OPERATING EXPENSES (TNOE):		\$204,391	\$192,924

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2(b)

Meeting Date: January 9, 2017

<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: Scheduling of Annual Planning Sessions

DEPARTMENT: Administration/Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Edwin W. Causey, County Manager

PURPOSE: To schedule annual pre-budget work sessions

ATTACHMENTS: None

BACKGROUND: It is time to schedule two dates for the annual pre-budget work session. Last year the Board opted for two days in one week (a Tuesday/Thursday), but alternatives are two consecutive days or one day in each of two successive weeks. Typically, the session is held in the second and/or third weeks of February.

RECOMMENDED ACTION OR MOTION: Schedule work sessions for two dates

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2(c)

Meeting Date: January 9, 2017	<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

Board Representation on Advisory Boards

After the Board is newly constituted, there are often changes in board representation on various advisory boards:

1. Airport Advisory Board Traditionally, the Board of Commissioners Chairman has served on the Airport Advisory Board as its Vice Chairperson. The bylaws simply require a commissioner appointee.
2. Economic Development Board The Chairman of the Board of Commissioners is a member by virtue of his position. Commissioner Kivett is already a member representing the Transportation Advocacy Group (which he may want to continue being a member of). It should be fine for both to continue on the EDC Board with no appointment action; however, the TAG representative on the EDC Board is ex-officio, which is a non-voting member. The BOC Chairman seat is a standing, voting member.
3. Agri Exposition Center Board The Chairman is by virtue of his position (and by the Expo Center bylaws) a member of the Expo Center Advisory Board.
4. Transportation Advocacy Group Commissioner Kivett is currently a member of this advisory board as a community representative. Chairman Lockamy's seat is now vacant.
5. Advisory Board for Older Adults Chairman Lockamy was an appointee to this advisory board. There is no requirement that we are aware of that the appointee must be the Chairman; the appointee can be any board member.

6. Mid Carolina RPO In previous correspondence, Commissioner Kirby had indicated a desire to resign his position on the RPO. A commissioner replacement is needed.
7. JCPC In previous correspondence, Commissioner Kirby had indicated a desire to resign his position on the JCPC Board. A commissioner replacement is needed.
8. Fire Commission Chairman Lockamy served as the Fire Commissioner on the Fire Commission board. A replacement appointee is needed; however, it does not necessarily have to be the Chairman.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3

Meeting Date: January 9, 2017	<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 December 5, 2016 meeting
- b. Adopt resolution accepting offer from Mr. Johnny Elkins and Mrs. Alice Elkins to purchase .5-acre parcel of surplus property (Parcel Identification Number 09082806001)
- c. Approve the submission of the FY 2017-2018 Community Service Block Grant (CSBG) Application by Action Pathways, Inc.
- d. Approve tax refunds and releases as submitted
- e. Approve budget amendments as submitted

RECOMMENDED

ACTION OR MOTION: Motion to approve Consent Agenda as presented

The Board of Commissioners of Sampson County met in the Second Floor Courtroom of the Sampson County Courthouse in Clinton, North Carolina on Monday, December 5, 2016 at 9:00 a.m. Members present: Chairman Billy Lockamy, Vice Chairperson Sue Lee, and Commissioners Clark Wooten and Harry Parker. Absent: Albert D. Kirby, Jr.

The Bailiff convened the special district court session with the Honorable William B. Sutton, Jr. presiding. Judge Sutton recognized Chairman Lockamy who called the meeting to order and led the Pledge of Allegiance. Dr. Gary Threatt, Pastor of Grove Park Baptist Church, led the invocation.

Item No. 1: Swearing In Ceremony

Chairman Lockamy recognized the former commissioners and other special guests present. He then turned the meeting over to Judge Sutton, who proceeded to swear in Commissioners R. Jerol Kivett and Harry L. Parker; Register of Deeds Eleanor N. Bradshaw and her Deputy and Assistant Registers of Deeds; and Soil and Water District Supervisor Curtis G. Barwick. (Oaths filed in Inc. Minute Book _____, Page _____.) At the conclusion of the swearing in, Judge Sutton turned the session over to Vice Chairperson Sue Lee who presented outgoing Chairman Billy Lockamy with his granite name plate. Sheriff Jimmy Thornton then presented Mr. Lockamy with the Order of the Long Leaf Pine on behalf of the Governor. Upon a motion made Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted unanimously to recess to reconvene at 7:00 p.m. in the County Auditorium, 435 Rowan Road, Clinton. The Bailiff closed the special session of Sampson County district court.

Reconvene

The Sampson County Board of Commissioners reconvened for their regular meeting at 7:00 p.m. on Monday, December 5, 2016 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Commissioners present: Vice Chairperson Sue Lee and Commissioners Albert D. Kirby Jr., Jerol Kivett, Harry Parker, and Clark H. Wooten.

Vice Chairperson Sue Lee reconvened the meeting and welcomed newly-elected Commissioner Kivett to the Board. She called upon Commissioner Parker for the invocation. Commissioner Wooten then led the Pledge Allegiance.

Item 2: Organization of the Board

County Manager Ed Causey conducted the election for Chairman. Commissioner Clark Wooten nominated Commissioner Sue Lee. Commissioner Lee withdrew her name and subsequently nominated Commissioner Clark Wooten. There were no other nominations. The Board voted unanimously to elect Commissioner Clark Wooten as Chairman. Newly-elected Chairman Wooten conducted the election for Vice Chairman and nominated Commissioner Sue Lee. There were no other nominations. The Board voted unanimously to elect Commissioner Sue Lee as Vice Chairperson. Chairman Wooten expressed his thanks to the Board for putting their trust and him as Chairman.

Approval of Agenda

County Manager Ed Causey asked that Item 4b (Scheduling of Water Work Session) be removed from the agenda as it would be addressed at a subsequent meeting. He also asked that the consideration of nominations for appointment/reappointment to the Sampson Regional Medical Center Board of Trustees be added to Appointments (SRMC Letter dated November 30, 2016 filed in Inc. Minute Book ____ Page ____.) Lastly, he asked that a budget amendment from the Sheriff's Office be added as item g on the Consent Agenda. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kirby, the Board voted unanimously to approve the agenda as amended.

Item 3: Planning and Zoning Items

TA-11-16-1 Chairman Wooten called the hearing to order and recognized Planning Director Mary Rose who reviewed a request to amend the Sampson County Zoning Ordinance Section 9.6 Outdoor Advertisement Signs to add G: *The leading edge of the sign must remain 20 feet from NCDOT Right of Way.* Ms. Rose informed the Board that the amendments were brought about due to a citizen's request to rezone property in order to place a billboard. The citizen stated that the 50' setback would cause the new billboard to be blocked by a preexisting structure, limiting its view. With that, the Planning Department then recommended a text amendment as opposed to a variance. Ms. Rose added that after researching other jurisdictions, the Planning Board determined that a 20' setback would be appropriate for Sampson County. Commissioner Kirby asked about safety concerns with the 20' setback, citing the occurrence of a fatal accident where a car struck a billboard. There were no comments presented from the floor, so the hearing was closed.

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted 4-1 (with Commissioner Kirby voting nay) to approve the request to amend the Sampson County Zoning Ordinance Section 9.6 Outdoor

Advertisement Signs, as recommended by the Planning Board to add G: *The leading edge of the sign must remain 20 feet from NCDOT Right of Way.*

Approval of Final Plat – Hudson Farms Subdivision Phase II Upon a motion made by Chairman Wooten, and seconded by Vice Chairperson Lee, the Board voted unanimously to approve the 21 lot subdivision final plat for Hudson Farms Subdivision Phase II.

Item 4: Action Items

Consideration of Award of Bid for Revaluation Services Purchasing and Contracting Officer Juanita Brewington reviewed the RFP process noting that RFPs were sent out to the 13 firms registered with the North Carolina Department of Revenue, with three bids being received from Assessment Solutions of NC, Inc.; Pearson Appraisal Service; and Tyler Technologies. The bid for Assessment Solutions of NC, Inc. was determined to be non-responsive as the proposal did not provide the 5% bid bond required in the RFP. The remaining two bids were compared pursuant to the County’s specifications and utilizing an equal amount of days for hearings and appeals. Based upon these comparisons, staff recommended the bid be awarded to Pearson Appraisal Service in the amount of \$935,000. Commissioner Kirby asked for more details on why Assessment Solutions of NC, Inc.’s bid was not considered. In response, staff informed the Board that Assessment Solutions of NC, Inc. failed to meet the bid requirements by not including a bid bond; therefore the RFP was not considered. Staff noted that Assessment Solutions of NC, Inc. acknowledged that a bid bond was not included in their response, and one never materialized even though they attended the bid opening. Commissioner Kivett questioned the process for soliciting bidders, and staff noted that all firms that had registered as qualified with the State of North Carolina had been sent a request for proposal.

The Board referenced previous experience with Pearson Appraisal Service, noting dissatisfaction from previous Boards. Mr. Fred Pearson of Pearson Appraisal Service assured the Board that the company would work closely with Sampson County staff and provide quality service to meet all the requirements ensuring that the citizens get a fair and equitable assessment. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted 3-2 (with Commissioners Kirby and Parker voting nay) to award the bid to the lowest responsible bidder, Pearson Appraisal Service, in the amount of \$935,000 (Copy of the bid tabulation filed in Inc. Minute Book ___, Page ___).

Designation of Voting Delegate for NCACC Legislative Goals Conference Upon a motion made by Commissioner Wooten and seconded by Vice Chairperson Lee, the Board voted unanimously to designate County Manager Ed Causey to serve as the

voting delegate at the NCACC Legislative Goals Conference, January 12-13, 2017. (Copy of the NCACC Designation Form filed in Inc. Minute Book ___, Page ___.)

Appointments - Board of Health Upon a motion by Vice Chairperson Lee and a second by Chairman Wooten, the Board voted unanimously to reappoint Paul Bradshaw, Robert Butler, Jacqueline Howard, and Beth Turner and to appoint Allie Ray McCullen to the Board of Health.

Appointments - Sampson Regional Medical Center Board of Trustees Upon a motion by Vice Chairperson Lee and a second by Commissioner Parker, the Board voted unanimously to reappoint Enrique Coello, Andy Darden, Arthur Lee Naylor, and Lamont Parker and to appoint Craig Richardson to the Sampson Regional Medical Center Board of Trustees.

Listing of Commissioner Appointments to Various Boards Assistant County Manager Susan Holder called to the attention of the Board a listing of the boards and commissions on which members are currently serving. Ms. Holder also noted an attached resignation letter from Commissioner Kirby asking the Board to designate an alternative for himself on Eastpointe, the Mid Carolina RPO, and JCPC boards due to his inability to continue as the Board representative. Commissioner Kirby noted that he would be able to remain on the Eastpointe Board. No action was requested; the information was provided for Board review and consideration at the January regular scheduled meeting.

Item 5: Consent Agenda

Upon a motion made by Vice Chairperson Lee and seconded by Chairman Wooten, the Board voted unanimously to approve the Consent Agenda items as follows:

- a. Approved the minutes of the November 7, 2016 meeting
- b. Adopted a resolution indicating intent to accept an offer for purchase of surplus property located on Ruffin Lane, McDaniel Township and direct advertisement for upset bid pursuant to GS 160-269 (Copy filed in Inc. Minute Book ____ Page ____.)
- c. Adopted a resolution authorizing the lease of agriculture tracts adjacent to the Detention Center for the period January 1, 2017 - December 31, 2017 to Mac Sutton for farming purposes (Copy filed in Inc. Minute Book ____ Page ____.)
- d. Approved a late disabled veteran tax exclusion application for Katherine N. Hobson (widow of Steve R. Hobson)

e. Approved tax refunds and releases as submitted:

#7720	Bridget M. Tew	\$141.90
#7741	Crystal G. Matthews	\$179.66
#7733	Prestage Farms Inc.	\$164.89
#7748	Clayton C. Rich	\$214.60
#7740	Jesse M. Hall	\$373.55
#7757	Matthew R. Barrick	\$241.94
#7761	Percy C. Keene	\$117.33
#7754	Marie W. Warren	\$172.94
Tax Release	Frank Sinclair	\$154.49
Tax Release	T & N Nails	\$180.61
Tax Release	Rickey Lee, Jr.	\$220.46

f. Approved budget amendments as submitted

<u>EXPENDITURE</u>		<u>JCPC Programs</u>			
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u>	<u>Decrease</u>
05558310	581000	Transfer to State agency		14,438.00	

<u>REVENUE</u>					
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u>	<u>Decrease</u>
05435831	409900	FBA Administration		2,664.00	
05435831	409903	FBA Youth Inspire		5,149.00	
05435831	409905	FBA Juvenile Innovations		2,000.00	
05435831	409902	FBA Restitution/Teen Court		4,625.00	

<u>EXPENDITURE</u>		<u>Single Family Rehab Grant Program</u>			
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u>	<u>Decrease</u>
29549420	519049	Administration		35,970.00	
29549420	562004	Rehabilitation		135,000.00	

<u>REVENUE</u>					
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u>	<u>Decrease</u>
29034942	403614	Grant NC Housing Finance		170,940.00	

<u>EXPENDITURE</u>		<u>Sheriff's</u>			
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u>	<u>Decrease</u>
11243100	526279	Dept. Supplies – Narcotics Squad		19,200.00	

<u>REVENUE</u>					
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u>	<u>Decrease</u>
11034310	403631	State Substance Abuse Tax		19,200.00	

<u>EXPENDITURE</u>		<u>Finance</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11141300	599900	Disaster relief	100,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11033010	402605	Federal FEMA funds	100,000.00	

<u>EXPENDITURE</u>		<u>Sheriff's</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243100	554000	Capital Outlay – Vehicles	34,600.00	
11243100	555000	Capital Outlay – Other Equipment	1,500.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034310	402603	Federal Asset Funds (Narc)	36,100.00	

- Approved Sampson County Board of Education’s Budget Amendment No. 3 (Capital Outlay); as submitted.

Item 6: Consideration of Tax Appeals

Upon a motion made by Chairman Wooten and seconded by Commissioner Parker, the Board voted unanimously to adjust the penalties applied to the following tax accounts for failure to timely list business personal property by forgiving one-half of the assessed penalties.

Barefoot, Joseph Glenn (Tax \$8,963.19); Assessed Penalty \$1,899.51 Adjusted by Half
 Franklin Lindsay Farms (Tax \$6,826.95); Assessed Penalty \$1,973.88 Adjusted by Half
 Herring, Robert H. (Tax \$4,059.96); Assessed Penalty \$1,145.38 Adjusted by Half
 Hobbs and Peterson Farms (Tax \$7,657.87); Assessed Penalty \$2,479.23 Adjusted by Half
 Nature’s Way Farms (Tax \$66,204.57); Assessed Penalty \$20,522.95 Adjusted by Half
 Tyndall, Gregory Scott (Tax \$9,903.22); Assessed Penalty \$3,034.13 Adjusted by Half

Item 7: Board Information

The Board was provided with the following items for information only:

- UNC SOG – Opportunities for Ethics Training (After deliberation the Board agreed that they would like to participate in the SOG Webinar on May 24, 2016.)
- NCACC/NC Council of Community Programs’ The Stepping Up Initiative (Reducing the Number of People with Mental Illness in Jail)

County Manager Reports

County Manager Ed Causey informed the Board that Administration and Finance staff will begin focusing on the budget process, placing emphasis on the February Planning Session. Department Heads are asked to provide foreseeable expenditures early on for the Board to review and provide feedback, if so desired. Mr. Causey informed the Board that dates for the Budget Planning Sessions would need to be set in January, allowing time for all involved to schedule accordingly. Lastly, he informed the Board that an RFP for the next audit will be prepared for Board review by February.

Chairman Wooten inquired of the status of reaching the savings goals for the budget reduction project. Mr. Causey informed the Board that the goals for FY2017 and FY2018 have been met, and noted that the staff will continue looking for cost savings. Chairman Wooten lauded the efforts of the staff, department heads, and county employees for meeting those goals.

Public Comments

The floor was opened for comments, and there were none received.

Adjournment

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

Clark H. Wooten, Chairman

Susan J. Holder, Clerk to the Board

Memo

To: David Clack, Finance Officer
From: Juanita Brewington, Purchasing & Contracting Officer
Date: December 20, 2016
Re: Surplus Real Property

At the Board of Commissioners meeting on September 12, 2016, the Board declared parcel number 09082806001 surplus and authorized the sale by upset bid with a minimum bid amount of \$2,600.00. This parcel is located on Ruffin Lane in the McDaniel Township.

An offer was received on November 2, 2016 in the amount of \$2,6000.00 from Mr. Johnny Elkins and Mrs. Alice Elkins along with a \$130.00 bid deposit (5% of the offer). Mr. & Mrs. Elkins' offer was accepted by the Board of Commissioners at the December 5, 2016 meeting.

This parcel was advertised for upset bid, according to General Statute 160A-269, on December 7, 2016 with deadline for upset bids and bid deposit set for December 19, 2016. As of the date of this memo, no upset bids have been received.

We have attached a resolution accepting Mr. & Mrs. Elkins' offer to be adopted since no other bids were received. The Board of Commissioners may at any time reject any and all offers.

**RESOLUTION OF THE SAMPSON COUNTY BOARD OF COMMISSIONERS
ACCEPTING AN OFFER TO PURCHASE CERTAIN REAL ESTATE
PURSUANT TO GS 160A-269**

WHEREAS, at its regular meeting held on September 12, 2016, the Board of Commissioners agreed to surplus and authorize the sale of that parcel of land owned by Sampson County consisting of approximately ½ (one half) acre , situated in the McDaniel Township, Sampson County, North Carolina and identified as Sampson County Parcel Identification Number 09082806001, subject to upset bid procedures of GS 160A-269; and

WHEREAS, the Finance Officer reports that a qualifying bid in the amount of \$2,600 was received from Mr. Johnny Elkins & Mrs. Alice Elkins.

WHEREAS, the Finance Officer reports that this action was duly advertised with notice that any person may raise the bid by no less than 10% of the first \$1,000 and 5% of the remainder, and that this process was continued until no further qualifying bids were received; and

WHEREAS, the Finance Officer reports that the final qualifying bid received was a bid for \$2,600 by Mr. Johnny Elkins & Mrs. Alice Elkins.

NOW THEREFORE BE IT RESOLVED that the Sampson County Board of Commissioners accepts the offer of Mr. Johnny Elkins & Mrs. Alice Elkins to purchase that parcel of land designated as Sampson County Parcel Identification Number 09082806001 situated in the McDaniel Township, Sampson County, particularly described in Deed Book 1820, Page 607 Sampson County Registry as follows:
McDaniel Township and being more particularly described as beginning at an iron stake in the line of Guy Beretich (formerly H.S. Clement), said point of beginning being the northeastern corner of the Lawson J. Pridgen 1.28 acre tract (Book 844, Page 415 Sampson County Registry) and also being N. 36° 05' W. 104.9 feet from the southeastern corner of the Lawson J. Pridgen 1.28 acre tract in the line of North Carolina Pulp Company (Plat Book 4 Page 59, Sampson County Registry) and runs thence from the point of BEGINNING so defined with the northern line of said Pridgen 1.28 acre tract N. 88° 10' W. 200 feet to a stake in said Pridgen line; thence a new line N. 19° 40' E. 184.15 feet to a stake in the above said Beretich line; thence with said Beretich line S. 36° 5' E. 216.65 feet to the beginning and being a portion of a 2.81 acre tract deeded to Elise Mac Hudson by deed which appears of record in Deed Book 745, Page 285 of the Sampson County Registry. Triangle tract of land containing .422 acres of land, just off Ruffin Lane, for \$2,600 cash.

BE IT FURTHER RESOLVED that the Chairman of the Board is authorized to execute a warranty deed and any such other documents necessary for the transfer of said property.

ADOPTED at a regular meeting on January 9, 2017.

Clark H. Wooten, Chairman, Sampson County Board of Commissioners

ATTEST:

Susan J. Holder, Clerk to the Board



Engaging communities. Empowering individuals.

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December 20, 2016

Susan Holder, Assistant County Manager
Sampson County Board of Commissioners
406 County Complex Road
Clinton, North Carolina 28328

Dear Ms. Holder:

Enclosed is the FY 2017-2018 CSBG (Community Services Block Grant) grant application. We are submitting the application to be reviewed and approved by the Board of Commissioners. Please send the completed form "Documentation of Submission County Commissioners" page 44 back to us once the application has been approved.

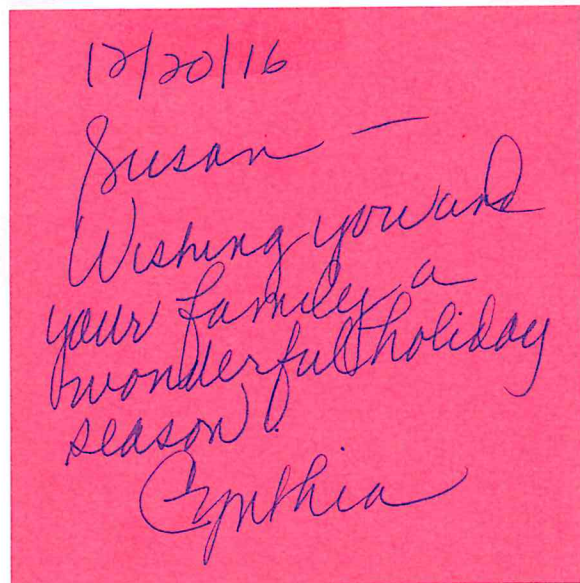
We appreciate everything you do for our agency.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia L. Wilson". The signature is fluid and cursive.

Cynthia L. Wilson
Chief Executive Officer

ENCLOSURES



North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program

**Fiscal Year 2017-18 Application for Funding
Project Period July 1, 2017 – June 30, 2018
Application Due Date: February 13, 2017**

Agency Information	
Agency:	Action Pathways, Inc.
Federal I.D.	56-0845795
DUNS Number:	625279108
Administrative Office Address:	316 Green Street Fayetteville, NC 28301
Mailing Address (include the 4-digit zip code extension):	PO Box 2009 Fayetteville, NC 28302
Telephone Number:	(910) 485-6131
Fax Number:	(910) 485-1827
Board Chairperson:	George Jamison
Board Chairperson's Address: (where communications should be sent)	316 Green Street Fayetteville, NC 28302
Board Chairperson's Term of Office (enter beginning and end dates):	December 2016 - January 2017
Executive Director:	Cynthia L. Wilson
Executive Director Email Address:	cynthia.wilson@actionpathways.ngo
Agency Fiscal Officer:	Kimberly C. Stafford
Fiscal Officer Email Address:	kstafford@actionpathways.ngo
CSBG Program Director:	Ar-Nita Davis
CSBG Program Director Email Address:	ar-nita.davis@actionpathways.ngo
Counties Served with CSBG funds:	Cumberland and Sampson
Agency Operational Fiscal Year:	July 2017-June 2018

North Carolina Department of Health and Human Services
Office of Economic Opportunity - Verna P. Best, Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
1. Acooyay Shaw	207 Melvin Place Fayetteville, NC 28301	shaw_acooyay@yahoo.com
2. Lenwood Edwards	6262 Tabor Church Road Fayetteville, NC 28312 (h)483-2603, (c) 308-2747	Taxman6262@yahoo.com
3. Bertha Elliott	2140 Rich Walker Road Wade, NC 28395(H)323-5406	elliott_bertha@yahoo.com
4. Jasmine Coleman	2722 Daly Ave Spring Lake, NC 28390	COLEMAJD@faytechcc.edu
5. George Jamison	5316 Silver Pine Drive Fayetteville, NC 28303	simontemplefb@gmail.com
6. Marji Brown	2729 Millmann Rd. Fayetteville, 28304	marjibrown@live.com
7. Dr. James McLaughlin	8208 Ella Mae Drive Fayetteville, NC 28314	jmclaunchlin@nc.rr.com
8. Johnny Wilson	701 Whitfield St/P.O Box 1171 Fayetteville, NC 28302	johnnywilson@fayurbmin.org
9. Charles "Chuck" Pelfrey	4601 Ramsey St. Fayetteville, NC 28311	CPelfrey@woodforest.com
10. Dr. Sherree Davis	1200 Murchison Road Fayetteville, NC 28301	SDavis56@uncfsu.edu
11. Eddie Bray	First Citizens Bank 520 Westwood Shopping Center Fayetteville, 28314	eddie.bray@firstcitizens.com
12. Lisa Chance	5309 Ballestere Street Hope Mills, NC 28348	E50@ccdssnc.com
13. Dr. Enrique Coello	201 C North East Blv. Clinton, NC 28328	enriquecoello7@gmail.com
14. April Clark	3155 Old Mintz Hwy Roseboro, NC 28382	aprilmac2@intrstar.net
15. Rochelle Small-Toney	433 Hay St. Fayetteville, NC 28301	RSmall-Toney@ci.fay.nc.us
16. Laura Hardy	6720-1 Willowbrook Dr. Fayetteville, NC 28314	laurajeanmardee@yahoo.com
17. Mary John-Williams	2921 Bakers Mill Road Fayetteville, NC 28306	maryjwilliams@gmail.com
18. James O'Garra	PO Box 1016 Spring Lake, NC 28390	ogarra@yahoo.com
19. Thimi Kollar	320 Second Street Stedman, NC 28391	thimi@outlook.com
20. Clark Wooten	PO Box 527 Newton Grove, NC 28366	cwooten@sampsonnc.com

Board of Directors' Officers and Committees

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

Name	Office	Sector Represented	County Represented*
Officers of the Board			
George Jamison	Chairman	Elected	Cumberland
Vacant	Vice Chairman	Public	Cumberland
Marji Brown	Secretary	Elected	Cumberland
Eddie Bray	Parliamentarian	Private	Cumberland
Lisa A. Chance	Treasurer	Private	Cumberland
Vacant	Chaplain	Public	Cumberland
Committee Name: Executive Committee			
George Jamison	Chairperson	Elected	Cumberland
Vacant	Vice Chairman	Public	Cumberland
Marji Brown	Secretary	Elected	Cumberland
Eddie Bray	Parliamentarian	Private	Cumberland
Lisa A. Chance	Treasurer	Private	Cumberland
Vacant	Chaplain	Public	Cumberland
Enrique Coello	At-Large-Member	Private	Sampson
Thimi Kollar	At-Large-Member	Public	Cumberland
Bertha Elliott	At-Large-Member	Elected	Cumberland
Committee Name: Board Development Committee			
Dr. James McLaughlin	Committee Chairperson	Public	Cumberland
Bertha Elliott	Committee Member	Elected	Cumberland
Marji Brown	Committee Member	Elected	Cumberland
Committee Name: Audit Committee			
George Jamison	Committee Chairperson	Elected	Cumberland
Vacant	Committee Member	Public	Cumberland
Marji Brown	Committee Member	Elected	Sampson
Eddie Bray	Committee Member	Private	Cumberland
Lisa A. Chance	Committee Member	Private	Cumberland
Vacant	Committee Member	Public	Cumberland
Thimi Kollar	Committee Member	Public	Cumberland
Enrique Coello	Committee Member	Private	Sampson
Bertha Elliott	Committee Member	Elected	Cumberland
Committee Name: Finance Committee			
Enrique Coello	Committee Chairperson	Private	Sampson
Lisa Chance	Committee Member	Private	Cumberland
Lenwood Edwards	Committee Member	Elected	Cumberland
Eddie Bray	Committee Member	Private	Cumberland
Brian Manning	Committee Member	Private	Cumberland
Vacant	Committee Member	Public	
Vacant	Committee Member	Elected	Cumberland
Committee Name: Nominating Committee			
James O'Garra	Committee Chairperson	Public	Cumberland
April Clark	Committee Member	Private	Sampson
Dr. James McLaughlin	Committee Member	Public	Cumberland
Committee Name: Grievance Committee			
Bertha Elliott	Committee Chairperson	Elected	Cumberland
James O'Garra	Committee Member	Public	Cumberland
Marji Brown	Committee Member	Elected	Cumberland

Committee Name: Personnel Committee			
ThimiKollar	Committee Chairperson	Public	Cumberland
Bertha Elliott	Committee Member	Elected	Cumberland
Johnny Wilson	Committee Member	Private	Cumberland
April Clark	Committee Member	Private	Sampson
Dr. Sherree Davis	Committee Member	Private	Cumberland
Committee Name: Bylaws, Articles of Incorporation and Board Policy Manual			
Vacant	Committee Chairperson	Private	Cumberland
Vacant	Committee Member	Public	Cumberland
Dr. James McLauchlin	Committee Member	Public	Cumberland
Johnny Wilson	Committee Member	Private	Cumberland
Lenwood Edwards	Committee Member	Elected	Cumberland
Vacant	Committee Member	Elected	Cumberland
Committee Name: Board Development Committee			
Dr. James McLauchlin	Committee Chairperson	Public	Cumberland
Bertha Elliott	Committee Member	Elected	Cumberland
Marji Brown	Committee Member	Elected	Cumberland
Committee Name: Event Planning Committee			
Jasmine Coleman	Committee Chairperson	Elected	Cumberland
George Jamison	Committee Member	Elected	Cumberland
Marji Brown	Committee Member	Elected	Cumberland

*To be completed by agencies serving multiple counties.

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws		27		Total Current Vacant Seats		6	
Total Number of Seats Reserved for Each Sector	Poor	9	Public	9	Private	9	
Total Number of Vacant Seats Per Each Sector	Poor	3	Public	2	Private	2	

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor					
1. Acooyay Shaw	Cumberland	Community 2	06/2015	0	06/2020
2. Lenwood Edwards	Cumberland	Community 3	01/1989	6	01/2019
3. Bertha Elliott	Cumberland	Community 4	02/2009	1	01/2019
4. Jasmine Coleman	Cumberland	Community 5	06/2013	0	06/2017
5. George Jamison	Cumberland	Community 6	04/2010	1	05/2020
6. Margaret Brown	Cumberland	Community 7	01/2014	0	01/2019
7. Vacant		Community 8			
8. Vacant	Sampson	Community 9			
9. Vacant	Sampson	Community 9			
Public Elected Officials					
1. Mary John Williams	Cumberland	Cumberland Co. Commissioners	04/2013	0	Term of Public Office
2. Thimi Kollar	Cumberland	Town of Stedman	07/2013	0	Term of Public Office
3. Vacant					
4. Laura Hardy	Cumberland	Cumberland Co. Commissioners	10/2016	0	Term of Public Office
5. Dr. James McLaughlin	Cumberland	Board of Education	04/2009	1	Term of Public Office
6. James O'Garra	Cumberland	Town of Spring Lake	01/2008	1	Term of Public Office
7. Rochelle Small-Toney	Cumberland	City of Fayetteville	05/2015	0	Term of Public Office
8. Vacant	Sampson				
9. Clark Wooten	Sampson	Sampson Co. Commissioners	03/2016	0	Term of Public Office
Representatives of Private Organizations					
1. Dr. Sherree Davis	Cumberland	Fayetteville State University	05/2015	0	05/2020
2. Eddie Bray	Cumberland	First Citizens Bank	07/2012	0	07/2017
3. Johnny Wilson	Cumberland	Fayetteville Urban Ministry	03/2012	0	03/2017
4. Vacant					
5. Vacant	Cumberland	Head Start Policy Council			
6. Lisa Chance	Cumberland	Depart. Of Social Services	07/2014	0	07/2019
7. Charles "Chuck" Pelfrey	Cumberland	Second Harvest Food Bank	10/2016	0	10/2021
8. Dr. Enrique Coello	Sampson	Progress Media Co.	10/2013	0	10/2018
9. April Clark	Sampson	Precise Signature & Healthcare Management Solutions	10/2015	0	10/2020

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


 Board of Directors Chairperson

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.
 - a. Low-Income Community:

Action Pathway's, Inc. (AP's), as an anti-poverty organization, mission is to advocate for individuals and communities, through developing pathways into economic stability and by providing alerts and challenges to actions and policies that foster disadvantaged, poor, at risk communities and individuals. The processes of evaluation and program development or planning incorporate the input and feedback of former, current and potential clients as well as other concerned community groups. Cumberland and Sampson Counties' Department of Social Services, AP's Head Start parents and guardians, and the Employment Security Commission offices in Cumberland and Sampson were used to collect low income residents' views, comments on unmet needs in the community. The agency's planning process for developing a multi-year and one-year CSBG plan included sending questionnaires to previous and current clients and potential clients in Cumberland and Sampson Counties. Questionnaires asked participants to identify major barriers that prevent low income individuals and families from reaching a level of self-sufficiency that could propel them out of poverty. Respondents were also asked to prioritize needs in the Cumberland and Sampson Counties target community. A public hearing was also scheduled to solicit feedback and comments from the community on the unmet needs.
 - b. Agency Staff:

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

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

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

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

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

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

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

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security. The needs of low income individuals and families are many. Action Pathways, Inc has been an advocate for this sector of the local society since 1965 and will continue to support the development of services that impact the low wealth community. Some of the strategies this agency has undertaken include the following.

- Offered tax preparation services to low and moderate income clients to gain access to earned income credit.
- Delivered financial literacy workshops accessible to low income individuals to help them better utilize their limited incomes in Cumberland and Sampson counties.

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

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

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

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

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

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

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

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

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

Action Pathways, Inc. 50 years of service to the Cumberland County and 12 years of service to Sampson County low wealth community has produced long term and strategic partnerships or linkages with public services, private human service agencies, and faith-based organizations. Board and staff representation on local planning boards and neighborhood initiatives have created opportunities to advocate for the needs of low income individuals and families. These sessions generally are used to identify gaps in services and unmet needs of the community served by this agency

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

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

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

Organizations currently networking with Action Pathways, Inc. include the following.

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

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

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

The Food Bank serves over 250 not for profit private agencies and faith based organizations. Eligible entities operate a variety of feeding programs such as on-site meals, emergency food programs, or food pantries. In 2015, the Food Bank collected and distributed over 8.5 million pounds of food providing nutrition to 110,000 plus individuals monthly in Cumberland, Sampson, Bladen, Duplin, Harnett, Hoke and Robeson counties. The Mobile Food Pantry was established in 2010 which can deliver to residents that live in very rural and relatively depressed areas where

they do not have the means to physically travel to a distribution center to receive food. The Food Bank is certified by the NC Department of Agriculture to distribute commodities through The Emergency Food Assistance Program. The Second Harvest Food Bank of Southeast NC, along with its 6 NC sister food banks, is a recipient of the State Nutrition Assistance Program (SNAP). Funds from this source enable the Food Bank to purchase food and distribute at no cost to participating members. SNAP products are selected for nutritional value and to supplement other products donated to the Food Bank.

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

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

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

Action Pathways has, for 50 years, coordinated with governmental and social service organizations in the Cumberland County community to ensure low income individuals and families receive needed services in an efficient and effective manner. This feat has been accomplished through participation of Board and staff on area planning bodies. Duplication of services has been eliminated in this manner putting in place a system for improved delivery of services.

Specific methods that have been implemented and will continue include:

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

Employees receive and make referrals to human service agencies enabling low income individuals to obtain services. Case management software helps track services provide to avoid duplication. Agency procedures require follow up on all referrals to ensure the client's needs were met. AP, Inc. through the CSBG ASPIRE Self-Sufficiency Program will partner with public and private businesses to create jobs with the incentive of a stipend where the agency will pay the salary of the employee to the employer for 20 hours a week, up to 90 days. The Case Managers will work closely with the clients and businesses to insure a fit.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Planning Process Narrative (continued)**

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

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

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

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

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

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

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

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

Based on the NC Census Bureau July 1, 2015, (V2015), Cumberland County has a younger population than the State when comparing the percentage of residents less than 18 years of age. Persons in Cumberland County under 18 years of age represented a greater percentage (25.6%) as compared to the state (22.8%). A younger population coupled with a higher unemployment rate means Cumberland County has a great need for career readiness training and workshops, new job opportunities, employment counseling, pre-college preparation or trade school and related support services.

Fayetteville and Cumberland County Parks and Recreation Department offer a wide variety of leisure activities, programs and facilities. Youth athletics, sports lessons, recreational classes, a summer youth program and cheerleading program are among the activities available to county residents. However, many have fees and are not readily accessible to low wealth residents without adequate transportation.

Cumberland and Sampson Counties lacks youth development programs that support the primary role of the family and offer preventative measures to juvenile crime. The Boys and Girls Club and the Big Brother, Big Sister Program of Cumberland County have been making an effort to reach some of the low wealth youth in the community but have very limited funds to make a large impact on the large number of youth in the county. Few resources are available to develop innovative neighborhood initiatives that would strengthen families and encourage effective parenting. Head Start offers a Fathers and Friends Program to help men cultivate good parenting skills. The service is now in its 13th year of operation.

Action Pathways' CSBG ASPIRE Program provides and continues to create opportunities for families as a whole, through a two-generation approach. The CSBG ASPIRE staff connects low-income families with early childhood education, job training and other tools to achieve financial stability and break the cycle of poverty. ASPIRE also offer opportunities year round including, but not limited to, a Youth Leadership program, workshops that focus on College Preparation, Financial Literacy, Career Readiness, Self-Esteem, Nutrition and Health. Moreover, AP's has designed and will implement a Youth Employment Pilot Program to assist participants ages 15-18 with entering the workforce through the following services: job internships, career workshops, budgeting workshops, skills testing and mentorship. AP's approach of bundling services promotes the collaboration of program resources to more effectively serve families.

Head Start/Early Head Start provide educational services that assists children 0-4 with early developmental skills and successful transition to elementary school. Additionally, Head Start links services such as postsecondary education and workforce development that focus on parents in their role as breadwinners. By promoting early education and supports for children, along with tools to improve parents' economic situation, research has shown that outcomes for both will improve. AP continue to develop and create ways to help equip parents and children with what they need to thrive.

Second Harvest Food Bank offers opportunities for juveniles. Working liaisons with the JROTC, Cumberland County Transitional Education Program, and youth with member agencies enable youth to perform required community or volunteer service under adult supervision at the Food Bank. The youth are assigned tasks to complete during their time at the Food Bank. These tasks are structured to provide soft job skills, teach self-control, and working respectfully in a multi-generational environment

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

The ASPIRE Self-Sufficiency Program encourages economic self-sufficiency through employments efforts. As part of the Intake process, all participants that are single custodial parents are encouraged to request additional support through Child Support Enforcement if support is not received by the non-custodial parent. Participants are directed to the DHHS Customer Service Call Center at 1-800-992-9457, the Child Support Department and/or the state operated child support website at <http://www.ncchildsupport.com/>. ASPIRE's case management staff works closely with the participant as they are referred to, apply for, and wait for approval of support. The participant is also educated on the financial impact, if support is received from the non-custodial parent. Case management staff works with the participant at entry to the program to establish a household budget. Then additional budget development is received through partnership with Consumer Credit Counseling Services as the participant's income increases. This allows for financial literacy and education on proper income management.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2017 to June 30, 2018

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

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

Poverty Cause: Inability to become Self-Sufficient

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

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

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

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

Cumberland County has a population estimated at 326,328 as of 2014 (US Census Bureau) and Sampson County has an estimated population of 64,050 as of 2014 (US Census Bureau). In Cumberland County the population is younger than the State's average at 31 years, due in large part to the military population and median age for Sampson County is 38. While the 2007-2011 American Community Survey US Census Bureau reports 17% of the residents in Cumberland County are at or below the poverty level and 22.8% of the residents in Sampson County are at or below the poverty level. African-Americans have the highest rate of poverty at 22.5% followed by the Hispanic or Latino community at 20.7% in Cumberland. The Hispanic or Latino community has the highest rate of poverty at 51.4% followed by the African-American community at 35.4% in Sampson County. Cumberland and Sampson Counties have diverse populations with over 80 cultures in Cumberland and 44 cultures in Sampson represented in their citizenry. Kidscount.org estimate 26.4% of children under the age of 18 live in poverty households in Cumberland (2011) and 31.3% in Sampson (2011). The effect of childhood poverty frequently translates into less education, lower earnings as an adult, and a continuous cycle of poverty. Studies have shown that victims of poverty, on an average, have lower school test scores, experience

more health related problems, and often live in substandard housing. North Carolina is one of 2 States who leads the nation of food insecurity for children under the age of 5 and we rank 10th as the worst State for children under the age of 18 who are food insecure on a regular basis between 2010-2012 (NCFoodBanks.org). According to NC Public School website, 59.99% children in Cumberland County school system participated in the free or reduced meal programs in the 2012-2013 school year which is a 5% increase since 2009. 73% of the children in Clinton City school system and 76% in Sampson County school system participated in the free or reduced meal programs in 2012-2013. The number of children benefiting from Food Stamps was 20.6% in Cumberland and 26% of the children in Sampson benefited from Food Stamps in 2011.

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

The median family household income in Cumberland County according US Census 2008-2012 was \$45,413, compared to \$46,450 of the State. The per capita income was \$23,133 in 2012. Cumberland County's economy is primarily in the service sector which is lower paying than skilled or manufacturing jobs. Most of these service jobs pay wages insufficient to support a family. Military retirees, who have higher educational levels and more skills, generally are hired for the better paying positions. Entry level positions have become more technical with the advent of computers and telecommunication technology. Most jobs require moderate to long term skill training. 8.2 was the unemployment rate for Cumberland County as of August 2015.

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

The median family household income Sampson County according US Census 2008-2012 was \$37,447 compared to \$46,450 for the State. The per capita income was \$19,442 in 2011. Sampson County's primary industries providing employment per city-data.com are manufacturing, education, health and social services, retail trade, and agriculture, forestry, fishing, and hunting and mining. The agriculture jobs are seasonal and pay wages insufficient to support a family. The manufacturing jobs pay a higher wage than the agriculture and retail trade jobs. Most jobs require moderate to long term skill training. The top paying jobs in Sampson County (according to UNC Sheps Center for Health Service Research) are in computer systems design, offices of dentists, offices of physicians, and management. Once employed in some of the industries, these jobs provide longevity and most people do not leave until retirement. Sampson County unemployment rate was 6.5 as of August 2015.

Affordable housing contributes to a community's quality of life. According to the North Carolina Housing Coalition, 42.9% of renters do not earn enough income to afford a 2 bedroom apartment at the fair market value of \$709 and safe and affordable housing should not be more than 30% of the household gross monthly income. The reports says that individuals in North Carolina would need to earn \$13.33 per hour to afford rent and utilities. Low wages limit housing choices for many families. In addition, their ability to pay the costs of maintenance if they own their own home is further restricted by the limited income. Affordable housing is a major problem for the low wealth population. The median rent is \$844 in Cumberland and \$558 in Sampson for a 2 bedroom per USA.com. As renters, extremely low income households have the highest cost burden by paying more than 30% of available income for housing costs. Fewer homeowners are found among those with low incomes. The excessive rent burden on the low wealth population is directly tied to social and economic issues.

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

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

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

(A) Resources Available:

a. Agency Resources:

Weatherization Assistance Program-Standard

Early Head Start, Cumberland County

Head Start-Cumberland County

Consumer Credit Counseling Services

CHDO-Cumberland County

CSBG-Standard

Second Harvest Food Bank

USDA Food and Nutritional

b. Community Resources:

Sampson County Health
Department

Child Health Services (0 – 18)

Immunization Services

School Health Program

Wellness Program

Dental Health Clinic

Health Promotion

Adult Health Clinic

Maternity Health

Family Planning

WIC

Sampson County Schools	Nutrition (School Lunch)
Clinton City Schools	Nutrition (School Lunch)
Local churches	Emergency Assistance

(B) Resources Needed:

- c. Agency Resources:
 1. Additional rental properties for the low income
 2. Funding for childcare assistance
 3. In-house certified technical training programs for participants
 4. Minivan to assist transportation for job search, events, trainings/workshops and any support needed to overcome barriers.
- d. Community Resources:
 1. Affordable rental properties for the low income
 2. An expanded public transportation system
 3. Additional funding for before and after school childcare
 4. Additional funding for income medical and dental clinics for the low income

Section III: Objective and Strategy

(C) Objective Statement: To remove 22 low income families in Cumberland and Sampson Counties from the poverty.

Strategies for Objective:

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

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Self-Sufficiency Project						
2. Poverty Cause Name:	Inability to become self sufficient						
3. Objective Statement:	To remove 22 low income individuals in Cumberland and Sampson Counties from the poverty rolls by June 30, 2018						
4. Selected Strategy:	To provide comprehensive case management services to low wealth participates in order to become more self-sufficient.						
5. Project Period:	July 1, 2017	To	June 30, 2018	Plan Year 1		Of 3	
6. CSBG Funds Requested for this Project:	1,269, 715						
7. Total Number Expected to Be Served:	130						
a. Expected Number of New Clients	70						
b. Expected Number of Carryover Clients	60						

Section II: One-Year CSBG Program Objective and Activities					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
1.0 Provide effective and efficient delivery of services. 1.1 Prepare and issue Public Service Announcements announcing services. 1.2 Notify local service agencies to make referrals. 1.3 Participate in Community Service Block Grant (CSBG) advisory committee meetings to inform other agencies of services and remain abreast of other community services available to clients. 1.4 Distribute brochures to clients, faith-based organizations, human service organizations, businesses partnering agencies and community at large.	1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist 9. Agency Advance Manager 10. Communication Coordinator 11. Chief Operating Officer 12. Chief Executive Officer 13. Youth Enrichment Coordinator	Ongoing	Ongoing	Ongoing	Ongoing

<p>2.0 Provide case management services to low wealth individuals to enable them to achieve self-sufficiency.</p> <p>2.1 Recruit 100 eligible applicants.</p> <p>2.2 Conduct orientation.</p> <p>2.3 Assess each client.</p> <p>2.4 Prepare development plan.</p> <p>2.5 Make referrals and advocate for needs.</p> <p>2.6 Follow up on referrals.</p> <p>2.7 Coordinate services.</p> <p>2.8 Re-assess needs, if appropriate.</p> <p>2.9 Follow up on progress.</p> <p>2.10 Coach and mentor clients, offer informal life skills and problem solving skills.</p> <p>2.11 Provide training.</p> <p>2.12 Facilitate group support.</p> <p>2.13 Conduct home visits.</p> <p>2.14 Maintain accurate records</p>	<ol style="list-style-type: none"> 1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist 9. Agency Advance Manager 10. Communication Coordinator 11. Youth Enrichment Coordinator 	84	<u>102</u> 18	<u>120</u> 18	<u>130</u> 10
<p>3.0 Provide supportive services to low wealth participants to strengthen families.</p> <p>3.1 Family crisis intervention.</p> <p>3.2 Supplemental food.</p> <p>3.3 Clothing</p> <p>3.4 Emergency shelter and utilities.</p> <p>3.5 Emergency medical services and mental health.</p> <p>3.6 Referrals to Food Pantries</p>	<ol style="list-style-type: none"> 1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist 9. Youth Enrichment Coordinator 	84	<u>102</u> 18	<u>120</u> 18	<u>130</u> 10
<p>4.0 Provide supportive and transition services to low wealth participants to enable them to achieve self-sufficiency.</p> <p>4.1 Transportation</p> <p>4.2 Child care</p> <p>4.3 Health care, medical, eye, dental, Mental health</p> <p>4.4 Health services & nutrition training</p> <p>4.5 Formal life skills training</p> <p>4.6 Work clothes and tools</p> <p>4.7 Parental training</p> <p>4.8 Counseling</p>	<ol style="list-style-type: none"> 1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Quality Monitor 5. Employment Specialist 6. Intake Specialist 7. Youth Enrichment Coordinator 	84	<u>102</u> 18	<u>120</u> 18	<u>130</u> 10

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

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
5.0 Provide income management services. 5.1 Develop family spending plan and budget 5.2 Provide money management workshops 5.3 Refer to Consumer Credit Counseling Service. 5.4 Offer energy conservation activities. 5.5 Provide income tax assistance and Earned Income Tax Credit (EITC) Service.	1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist 9. Youth Enrichment Counselor 10. Financial Counselor	84	<u>102</u> 18	<u>120</u> 18	<u>130</u> 10
6.0 Provide employment training and opportunities for low wealth participants to achieve self sufficiency. 6.1 Pre-employment training 6.2 Vocational education and training 6.3 Internships 6.4 On-the-job training 6.5 Job readiness training to develop soft skills 6.6 Establish working relationships with Local job placement providers.	1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist	25	<u>35</u> 10	<u>45</u> 10	<u>55</u> 10
7.0 Provide job development and placement. 7.1 Conduct job development 7.2 Offer employment counseling 7.3 Provide job referrals and placement. 7.4 Offer Employers to pay part of salaries up to 20 hours a week at the rate of \$10.00 per hour of participants up to 14 weeks. 7.5 Provide employment maintenance And support.	1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist	84	<u>102</u> 18	<u>120</u> 18	<u>130</u> 10

<p>8.0 Provide educational services to participants to lead to self sufficiency.</p> <p>8.1 Basic skills</p> <p>8.2 Residual education and literacy</p> <p>8.3 General Educational Diploma program</p> <p>8.4 High school options</p> <p>8.5 Community college</p> <p>a) Associate of Arts degree</p> <p>b) Medical training (Certified Nursing Assistant (CNA), Phlebotomist, etc.)</p> <p>c) Barber/cosmetology/nail design</p> <p>d) Other vocational and educational training opportunities</p> <p>8.6 College</p>	<ol style="list-style-type: none"> 1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Quality Monitor 5. Employment Specialist 6. Intake Specialist 7. Financial Counselor 	25	<u>35</u> 10	<u>45</u> 10	<u>55</u> 10
<p>9.0 Assist low wealth participants to obtain or maintain safe, decent and affordable housing.</p> <p>9.1 Assist low wealth participants to obtain safe, decent and affordable housing.</p> <p>9.2 Offer homeownership counseling, pre-purchase advice, and foreclosure prevention assistance.</p> <p>9.3 Obtain repairs and emergency assistance for participants.</p> <p>9.4 Refer to Weatherization Heating Appliance Repair Replacement Program (HARRP).</p>	<ol style="list-style-type: none"> 1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Employment Specialist 7. Intake Specialist 8. Financial Counselor 	20	<u>30</u> 10	<u>40</u> 10	<u>50</u> 10
<p>10.0 Conduct organizational and educational programs to CSBG participants and their family members to develop leadership capabilities to guide and cultivate neighborhood projects.</p> <p>10.1 Provide leadership training and principles in the areas of:</p> <p>a) Action Pathways, Inc. Day</p> <p>b) Health Awareness Day</p> <p>c) Transportation Services Day</p> <p>d) Social Services Day</p> <p>e) Business & Economics Day</p> <p>f) Education Day</p> <p>g) Media Day</p> <p>h) Law Enforcement Day</p> <p>i) Local Government Day</p> <p>g) Neighborhood Issues Day</p> <p>10.2 Continue to provide advice, information, and guidance to new leaders</p>	<ol style="list-style-type: none"> 1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist 9. Agency Advance Manager 10. Communication Coordinator 11. Chief Operating Officer 12. Chief Executive Officer 	15	<u>20</u> 5	<u>25</u> 5	<u>30</u> 5
<p>11.0 Provide holistic services and resources to implement the two-generation agency plan for youth family members. Conduct organizational, financial and educational youth workshops, camps and Youth Leadership Program, to provide work experiences and resources that</p>	<ol style="list-style-type: none"> 1. ASPIRE Director 2. Agency Advance Director 3. Self Sufficiency Manager 4. Youth Enrichment 	10	<u>20</u> 10	<u>25</u> 5	<u>30</u> 5

<p>will enhance building and life-long learning skills in the following areas of:</p> <ul style="list-style-type: none"> a) What is Leadership b) Self-Esteem c) Manhood and Womanhood d) Money Management e) Employment Readiness f) College Preparatory g) Physical Fitness and Nutrition h) Social networking and Bullying i) Cultural Arts j) Foundation of Principles and Values 	<ul style="list-style-type: none"> 5. Counselor 6. Financial Counselor 7. Employment Specialist 8. Case Managers 9. Adm. Assistant 10. Quality Monitor 11. Intake Specialist 				
<p>13.0 Conduct closing activities Graduation Ceremony” for participants successfully completing with 80% attendance.</p> <ul style="list-style-type: none"> a) Select location b) Invite keynote speaker c) Invite graduating participants d) Invite community leaders e) Notify local media f) Issue graduation certificates 	<ul style="list-style-type: none"> 1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist 9. Agency Advance Manager 10. Communication Coordinator 11. Chief Operations Officer 12. Chief Executive Officer 				(25) 6/30/18
<p>14.0 Maintain accurate records of: 14.1 The Accountable Results for Action Pathways, Inc 14.2 Participants' Files.</p>	<ul style="list-style-type: none"> 1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist 9. Youth Counselor 10. Financial Counselor 11. COO 	9/30/17	12/30/17	3/31/18	6/30/18
<p>15.0 Monitor Activities: 15.1 Survey clients for satisfaction. 15.2 Prepare Outcome Measures report 15.3 Review case files 15.4 Review surveys; prepare summary of responses</p>	<ul style="list-style-type: none"> 1. ASPIRE Director 2. Quality Monitor 3. Self Sufficiency Manager 4. Case Managers 5. Employment 	9/30/17	12/30/17	3/31/18	6/30/18

	<ul style="list-style-type: none"> 6. Coordinator 7. Program Support Aide 8. Administrative Assistant 9. Intake Specialist 10. Youth Enrichment Counselor 11. Financial Counselor 12. Agency Advancement Director 				
16.0 Review leases of rental properties and provide maintenance of buildings with landlords.	<ul style="list-style-type: none"> 1. CEO 2. COO 3. ASPIRE Director 4. Self Sufficiency Manager 5. Facilities Manager 6. General Maintenance Worker 	9/30/17	12/30/17	3/31/18	6/30/18
17.0 Implement the technologically advances of computer networks, telephones, etc.; and purchase the electronic equipment to include repairing, maintenance and monitoring of the equipment.	<ul style="list-style-type: none"> 1. CEO 2. COO 3. ASPIRE Director 4. Self Sufficiency Manager 5. Information Technology Manager 6. Junior Systems Administrator 7. Help Desk Technician 	9/30/17	12/30/17	3/31/18	6/30/18
18.0 Review and approve: 18.1 Monthly reports 18.2 Quarterly reports 18.3 End of Year report 18.4 CSBG Information System Survey report	<ul style="list-style-type: none"> 1. CEO 2. COO 3. ASPIRE Director 4. Self Sufficiency Manager 5. Quality Monitor 6. AP's, Inc. Board of Directors 	9/30/17	12/30/17	3/31/18	6/30/18
19.0 Evaluate Project. 19.1 Number of clients receiving services. 19.2 Number of clients successfully completing program.	<ul style="list-style-type: none"> 1. CEO 2. COO 3. ASPIRE Director 4. Self Sufficiency Manager 5. AP's, Inc. Board of Directors 6. Quality Monitor 	9/30/17	12/30/17	3/31/18	6/30/18
20.0 Determine progress in achieving outcome goals.	<ul style="list-style-type: none"> 1. CEO 2. COO 3. ASPIRE Director 4. Self Sufficiency Manager 5. Case Managers 	9/30/17	12/30/17	3/31/18	6/30/18

	<ul style="list-style-type: none"> 6. Employment Specialist 7. AP's, Inc. Board of Directors 				
<ul style="list-style-type: none"> 21.0 Monitor and evaluate staff: 21.1 Provide ongoing staff development 21.2 Provide training internally and externally 21.3 Provide performance evaluations on a regular basis 	<ul style="list-style-type: none"> 1. AP's, Inc. Board of Directors 2. CEO 3. COO 4. ASPIRE Director 5. Self-Sufficiency Manager 6. Network Manager 	Ongoing	Ongoing	Ongoing	Ongoing

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
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OEO Form 212 (continued)**

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

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 6 of the Fiscal Year 2017-18 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (Self-Sufficiency)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	130
The number of low-income participant families rising above the poverty level.	22
The number of participant families obtaining employment.	30
The number of participant families who are employed and obtain better employment.	10
The number of jobs with medical benefits obtained.	10
The number of participant families completing education/training programs.	40
The number of participant families securing standard housing.	15
The number of participant families provided emergency assistance.	20
The number of participant families provided employment supports.	25
The number of participant families provided educational supports.	35
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
OEO Form 210**

Agency Strategy for Youth Employment Readiness, Education and Cultural Enrichment
Planning Period: <u>July 1, 2017 to June 30, 2018</u>
Section I: Identification of the Problem (use additional sheets if necessary)
<p>1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address. Poverty Cause: Action Pathways has identified and ranked causes of poverty as lack of job training, life skills, work readiness and meaningful work experience, lack of education, cultural enrichment and supportive services.</p>
<p>2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).</p> <p>All families want to thrive and reach their full potential. Unfortunately, far too many families face barriers and systems that work against them. We know that if we support families holistically and reduce the barriers they face both children and parents will be more successful. The effect of childhood poverty frequently translates into less education, lower earnings as an adult, and a continuous cycle of poverty. Studies have shown that victims of poverty, on an average, have lower school test scores, experience more health related problems, and often live in substandard housing. An analysis by John Hopkins University, focused solely on Baltimore tracking about <u>800 students from the first grade through their late-20s</u>, found that only 4 percent of children from low-income families achieved a college education, compared to 45 percent of children from higher-income families. Cultural environment and surroundings undoubtedly impact the eventual success of a child, as they determine available opportunities and govern how a child will perceive their social standing. A New York Times analysis of the study — called “The Equality of Opportunity Project” — found that Cumberland is “among the worst counties in the U.S. in helping poor children up the income ladder. It ranks 18th out of 2,478 counties, better than almost no county in the nation.”</p> <p>Short-term suspension rates increased in 2014-15 for black, Hispanic, multiracial, and white students. In 2014-15 there were 42 expulsions in North Carolina schools, a 13.5% increase over 2013-14. 2014-15 Suspensions and Expulsions in Cumberland County (9,477), Sampson County (1,227) and Clinton (474). High schools in North Carolina reported a dropout rate of 2.39%, a 4.8% increase from the 2.28% rate reported the previous year. Grades 9-13 reported 11,190 dropouts in 2014-15, an increase of 786 from the 10,404 total reported in 2013-14. There were increases in 58.3% (67 of 115) of the Local Educational Agencies (LEAs). Sampson was listed as one of the four counties with largest 3-year dropout count increases.</p> <p>Low-income students are four and a half times more likely to drop out of high school, and even those who are academically proficient are far less likely to complete college. The gap in SAT scores between wealthy and poor students has grown by 42% in the last two decades. And financial stability has become less attainable even for college graduates, with only one-third of adults under 35 forming independent households. For many families in poverty is an intergenerational pattern where unstable and stressful early childhood environments lead to poor academic readiness and behavioral issues, culminating in higher dropout rates, crime convictions, and teen pregnancies. Students who drop out of high school or college are often restricted to positions with low pay. They are most likely to start at the bottom of career ladder since many positions require specialized skills or higher education. Unless a dropout obtains an education or a</p>

valuable skill, he/she runs the risk of being limited with his/her professional growth and income. The lack of income and resources continues the cycle of poverty.

It is projected that 2/3 of all new jobs in 2020 will require training or education beyond high school, leading to a national shortage of 5 million workers (Georgetown Center on Education and the Workforce.) This development presents an opportunity to further provide work experiences, training/workshops, mentorship and college preparation guidance for the youth. This is one of the agency's strategy for a two-generational approach, in order to help break the cycle of intergenerational poverty.

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

(A) Resources Available:

a. Agency Resources:

1. Action Pathways volunteers
2. Departments within the agency for place for work experience
 - Weatherization Assistance Program-Standard
 - Early Head Start, Cumberland County
 - Head Start-Cumberland County
 - Consumer Credit Counseling Services
 - Community Service Block Grant (ASPIRE)-Standard
 - Second Harvest Food Bank

b. Community Resources:

1. Cumberland County Department of Social Services
2. Sampson County Department of Social Services
3. Cumberland County Department of Health
4. Sampson County Department of Health
5. Cumberland County Mental Health Department
6. Cumberland County Schools
7. Sampson County Schools
8. City of Clinton Schools
9. Sampson County Department of Aging
10. Cumberland County Partnership for Children (North Carolina Pre-K)
11. Fayetteville Urban Ministry
12. Cumberland County Community Development Department
13. United Way
14. Workforce Development

(B) Resources Needed:

c. Agency Resources:

1. Rental space for youth workshops
2. Computers and Laptops
3. Additional Staff

d. Community Resources:

1. Job Placement
2. Colleges and Universities

Section III: Objective and Strategy

(C) Objective Statement:

To provide eligible youth with age-appropriate structure career exploration, training and paid work experience connecting youth to the skills that are needed to enter and advance in the workforce via a Summer Youth Employment Program (SYEP)

To provide educational and cultural enrichment to you that encourages positive youth development

(D) Strategies for Objective:

1. Increase employment readiness skill workshops
2. Provide opportunities for Summer Youth Employment and Career Readiness
3. Provide opportunities to engage families in ways that knit together services and address both groups simultaneously.

**Community Services Block Grant Program
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OEO Form 212**

Section I: Project Identification							
1. Project Name:	Project Destiny (Pilot)						
2. Poverty Cause Name:	Lack of job training, life skills, work readiness and meaningful work experience Lack of education, cultural enrichment and supportive services						
3. Objective Statement:	To provide eligible youth with age-appropriate structured career exploration, training and paid work experience connecting youth to the skills that are needed to enter and advance in the workforce via a Summer Youth Employment Program (SYEP) To provided educational and cultural enrichment to youth that encourages positive youth development.						
4. Selected Strategy:	<ul style="list-style-type: none"> • Place SYEP participants at appropriate worksites (within Action Pathways or other community service organizations) to gain work experience earning a wage up to \$7.25. • Provide SYEP participants with job readiness workshops on: Career and Training Planning, Financial Planning, Workplace Skills, Job Search Skills, Resume Writing, Applying for a Job, Interviewing Skills and Personal responsibility/safety, violence awareness and prevention. • Assist and prepare youth with college admission testing, e.g. ACT, SAT • Assist and prepare youth to obtain high school diploma or GED • Expose youth to a various career opportunities for future employment opportunities • Expose youth to University and Community Colleges visits • Expose youth to cultural enrichment activities throughout the year 						
5. Project Period:	July 1, 2017	To	June 30, 2018	Plan Year 1		Of 3	
6. CSBG Funds Requested for this Project:							
7. Total Number Expected to Be Served:	50						
a. Expected Number of New Clients	50						
b. Expected Number of Carryover Clients	00						
Section II: One-Year CSBG Program Objective and Activities							
Activities		Position Title(s)		Implementation Schedule			
				First Quarter	Second Quarter	Third Quarter	Fourth Quarter
1.0 To provide 25 eligible youth with age-appropriate structured career exploration, training and paid work experience. 1.1 Connecting youth to the skills that are needed to enter and advance in the workforce via a Summer Youth Employment Program (SYEP) 1.2 To provide year round educational and cultural enrichment services to 25 youth that encourages		1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid		Ongoing	Ongoing	Ongoing	Ongoing

<p>positive youth development.</p>	<ol style="list-style-type: none"> 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist 9. Agency Advance Manager 10. Communication Coordinator 11. Chief Operations Officer 12. Chief Executive Officer 13. Youth Enrichment Coordinator 				
<p>2.0 Outreach/recruitment 2.1 Recruit 50 eligible applicants. 2.2 Conduct orientation. 2.3 Assess each client. 2.4 Prepare development plan. 2.5 Make referrals and advocate for needs. 2.6 Follow up on referrals. 2.7 Coordinate services. 2.8 Re-assess needs, if appropriate. 2.9 Follow up on progress. 2.10 Coach and mentor clients, offer informal life skills and problem solving skills. 2.11 Provide training. 2.12 Facilitate group support. 2.13 Conduct home visits. 2.14 Maintain accurate records</p>	<ol style="list-style-type: none"> 1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist 9. Agency Advance Manager 10. Communication Coordinator 11. Youth Enrichment Coordinator 	<p>25</p>	<p>25</p>	<p>25</p>	<p><u>50</u> 25</p>
<p>3.0 Provide supportive services to youth participants and families. 3.1 Family crisis intervention. 3.2 Supplemental food. 3.3 Clothing 3.4 Referrals to Food Pantries 3.5 Transportation 3.6 Health services & nutrition training 3.7 Formal life skills training 3.8 Work clothes and tools</p>	<ol style="list-style-type: none"> 1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist 9. Youth Enrichment Coordinator 	<p>7/1/17-9/30/17</p>	<p>10/01/17-12/31/17</p>	<p>01/01/18-03/31/18</p>	<p>04/01/18-6/30/18</p>

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
4.0 Provide income management services. 4.1 Develop spending plan and budget 4.2 Provide money management workshops 4.3 Refer to Consumer Credit Counseling Service.	1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Intake Specialist 5. Employment Specialist 6. Youth Enrichment Counselor 7. Financial Counselor	07/1/17- 9/30/17	10/01/17- 12/31/17	01/01/18- 03/31/18	04/01/18- 6/30/18
5.0 Provide employment training and opportunities for SYEP participants 5.1 On-the-job training/Work experience 5.2 Job readiness training including, but not limited to, Career and Training Planning, Workplace Skills, Job Search Skills, Resume Writing, Applying for a Job, Interviewing Skills and Personal responsibility/safety, violence awareness and prevention.	1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Administrative Assistant 5. Program Support Aid 6. Quality Monitor 7. Employment Specialist 8. Intake Specialist	7/1/17- 9/30/17	10/01/17- 12/31/17	01/01/18- 03/31/18	04/01/18- 6/30/18
6.0 Provide educational and cultural and enrichment services to youth that encourages positive development. 6.1 Assist and prepare youth with college admission testing, e.g. ACT, SAT 6.2 Assist and prepare youth to obtain high school diploma or GED 6.3 Expose youth to a various career opportunities for future employment opportunities 6.4 Expose youth to University and Community Colleges visits 6.5 Expose youth to cultural enrichment activities throughout the year	1. ASPIRE Director 2. Self-Sufficiency Manager 3. Case Managers 4. Quality Monitor 5. Employment Specialist 6. Intake Specialist 7. Financial Counselor	7/1/17- 9/30/17	10/01/17- 12/31/17	01/01/18- 03/31/18	04/01/18- 6/30/18
7.0 Monitor Activities: 7.1 Survey clients for satisfaction. 7.2 Prepare Outcome Measures report 7.3 Review case files 7.4 Review surveys; prepare summary	1. ASPIRE Director 2. Quality Monitor 3. Self Sufficiency Manager 4. Employment Coordinator 5. Administrative Assistant	9/30/17	12/30/17	3/31/18	6/30/18

of responses	<ol style="list-style-type: none"> 6. Intake Specialist 7. Youth Enrichment Counselor 8. Financial Counselor 9. Agency Advancement Director 				
8.0 Implement the technologically advances of computer networks, telephones, etc.; and purchase the electronic equipment to include repairing, maintenance and monitoring of the equipment.	<ol style="list-style-type: none"> 1. CEO 2. COO 3. ASPIRE Director 4. Self Sufficiency Manager 5. Information Technology Manager 6. Junior Systems Administrator 7. Help Desk Technician 	9/30/17	12/30/17	3/31/18	6/30/18
9.0 Review and approve: 9.1 Monthly reports 9.2 Quarterly reports 9.3 End of Year report 9.4 CSBG Information System Survey report	<ol style="list-style-type: none"> 1. CEO 2. COO 3. ASPIRE Director 4. Self Sufficiency Manager 5. Quality Monitor 6. AP's, Inc. Board of Directors 	9/30/17	12/30/17	3/31/18	6/30/18
10.0 Evaluate Project. 10.1 Number of clients receiving services. 10.2 Number of clients successfully completing program.	<ol style="list-style-type: none"> 1. CEO 2. COO 3. ASPIRE Director 4. Self Sufficiency Manager 5. AP's, Inc. Board of Directors 6. Quality Monitor 	9/30/17	12/30/17	3/31/18	6/30/18
11.0 Determine progress in achieving outcome goals.	<ol style="list-style-type: none"> 1. CEO 2. COO 3. ASPIRE Director 4. Self Sufficiency Manager 5. Case Managers Employment Specialist AP's, Inc. Board of Directors 	9/30/17	12/30/17	3/31/18	6/30/18
12.0 Monitor and evaluate staff: 12.1 Provide ongoing staff development 12.2 Provide training internally and Externally 12.3 Provide performance evaluations on a regular basis	<ol style="list-style-type: none"> 1. AP's, Inc. Board of Directors 2. CEO 3. COO 4. ASPIRE Director 5. Self-Sufficiency Manager 6. Network Manager 	Ongoing	Ongoing	Ongoing	Ongoing

**Community Services Block Grant Program
 Fiscal Year 2017-18 Application for Funding
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 OEO Form 212 (continued)**

Table 2 Outcome Measures for Project 2 (Youth Employment Pilot Program)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	50
The number of participant families obtaining employment.	20
The number of participant families completing education/training programs.	10
The number of participant families provided employment supports.	20

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

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

Number of Families to be Served Per County											
Agency Name: Action Pathways, Inc											
Project Name: Self-Sufficiency											
County	Cumberland	Sampson									Total
Total Planned	100	30									130
Project Name: Project Destiny											
County	Cumberland	Sampson									Total
Total Planned	45	5									50

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Monitoring, Assessment and Evaluation Plan**

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

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

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

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

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

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

- b. Low-Income Community:
As a part of the annual planning process, the low income community and clients are asked to evaluate Action Pathways' services and to recommend modifications or changes they believe are needed to improve the programs. This year an extensive

Needs Assessment was implemented with a strategy of reaching the low -income community by administering the survey to program participants, to DSS clients, and to food pantry recipients. Representatives of the Elected Sector obtain feedback from their constituents regarding the effectiveness of Action Pathways, Inc programs and identify unmet needs, and un-served or underserved populations in the service area.

- c. Program Participants::
Agency clients participate regularly in assessing program services, systems, and operations through Customer Satisfaction Surveys and program evaluation surveys. Comments or recommendations of particular interest are presented to the Board of Directors. Comments from the Head Start Needs Assessment are present to the Board in their entirety. As mentioned above, program participants completed the 2015 Needs Assessment.
- d. Others:
Action Pathways partners and funding sources are frequently involved in assessing program services and evaluating outcomes. The quality of programs in meeting needs of the targeted community is measured against pre-set standards of performance. Action Pathways, Inc. also prepares an Annual Report on each of its programs to keep the community aware of its activities

- 2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

Revisions to the Personnel Policies and Procedures manual are presented for review and approval by the Board of Directors. Revisions to the Accounting Policies Manual are also presented to the Board. Bi-annually both documents are presented to the Board for review.

- 3. Describe how administrative policies and procedures are monitored by the Board of Directors.

Monitoring, assessment and evaluation reports are made available to board members for their review. The CEO alerts the Board Chair when Corrective Action Worksheets have been forwarded to OEO or other monitoring body. The audit is presented to the Audit Committee and then to the full board by the firm hired to conduct the audit.

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

- 4. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board Development Committee developed a 30 question survey which was sent to board members. The survey process was completed late November 2015 with review and analysis by the committee in December 2015. The results were shared with the full board during the January bi-monthly meeting.

5. Describe the Board's procedure for conducting the agency self-evaluation.

The results of the Action Pathways Board of Directors self-evaluation completed December 2015 reflected board member interest in increasing their involvement in fundraising and in increased participation in board member financial contributions to the agency. During the October 2015 Strategic Planning Session, funding also appeared as a board member priority. Specifically, the Vision Statement is: *All families have adequate resources to meet needs/achieve self sufficiency.* The Core Value identified is: *Empowering (individuals and families) for growth.* The key goal: *Provide resources for empowerment.* Melding these two major pieces of board work, Board Self-Assessment and Strategic Plan Development indicates a focus on developing resources, financial and other, to assist families and individuals achieve self-sufficiency.

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

- A. Through research of sample tools, a 30 question survey was created by the Board Development Committee and distributed to all board members. The Board Development Committee prepared a scoring tool to capture board member responses. The results of the Self-Assessment were presented to the board during the January 2016 meeting. Board members evaluated Action Pathways as strong in some 26 areas with four areas of focus for additional work captured by the committee's tool.
- B. The most recent self-evaluation evaluated Action Pathways as strong in some 26 areas, such as opportunity for discussion during meetings, distribution of materials for board member review, and more. The following are areas for additional focus:
- Board members make financial contributions
 - Board members are involved in some aspect of fundraising
 - Meetings begin and end on time per an agreed-upon schedule
 - Board members follow through on their commitments in a timely manner

The board self-evaluation addressed the functioning of the board and board members, that is, it does not look at strategies for eliminating poverty. The next self-assessment will be the Spring of 2017 and will follow the survey process previously utilized.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A**

1. Administrative Support requested for (Name of Grant):		
2. Total amount of Administrative Support requested: \$		
3. Brief description of grant including the name of the funding source:		
4. Total Grant Amount:		\$
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)		
6. How will the agency track the CSBG funds used for Administrative Support?		
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)		
Indirect Costs		
Indirect Cost Base:		
Indirect Cost Rate %:		%
Indirect cost base amount for this grant:		\$
Percent indirect allowed by funding source for this grant:		%
Dollar amount indirect allowed by funding source for this grant:		\$
Cost Allocation		
Percent of administrative costs allowed by funding source for this grant %:		%
Dollar amount of administrative costs allowed by funding source for this grant:		\$
8. Actual numerical calculation used to determine Administrative Support needed:		
9. Administrative Support to be applied: (choose one)		Monthly
		Quarterly
		Annually

OEO Form 225N-The Budget Narrative

Section III-Budget Summary			
Indirect Cost Rate Information:			
Section IV-Salary and Wages			
Staff Names and Positions:			
Section IVa-Budget Support Data			
Fringe Benefits:			
Communications:			
Section IVb-Budget Support Data			
Equipment:			
Section IVc-Budget Support Data			
Space Costs:			
Travel:			
Supplies/Materials:			
Section IVd-Budget Support Data-Contractual			
Sub-contractor [DBA if applicable]		Primary Contact	
Address/Phone			
Service Description			
Payment Arrangement		Contract Duration	
Sub-contractor [DBA if applicable]		Primary Contact	
Address/Phone			
Service Description			
Payment Arrangement		Contract Duration	
Section IVe-Budget Support Data			
Client Services:			
Other:			



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

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

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

Agency Name: Action Pathways, Inc

County: Sampson County

Date of Application Submission: December 20, 2016

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 13, 2017.**

Clerk to the Board should initial all items below.

 The agency submitted a complete grant application for Commissioner review.

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

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

Clerk to the Board

Date

Notary

Date

AGENCY BUDGET INFORMATION

Budget Type:

Annual Application: X

Amendment:

Budget Change:

Section 1. IDENTIFICATION

Agency Name:

Action Pathways, Inc

Contract Period:

July 1, 2017 - June 30, 2018

SECTION II. CONTRACT SUMMARY

CSBG	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contract Amount
	\$1,158,946	\$110,769		\$1,269,715
TOTAL OEO CONTRACT AMOUNT				\$1,269,715

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

Self Sufficiency

(Insert Program Name)

SECTION III. BUDGET SUMMARY

OBJECT CATEGORIES	Self Sufficiency		PROGRAM TOTALS	COUNTY TOTALS
Salaries & Wages	\$509,531		\$509,531	\$509,531
Fringe Benefits	\$194,213		\$194,213	\$194,213
Equipment	\$14,700		\$14,700	\$14,700
Communication	\$14,904		\$14,904	\$14,904
Space Cost	\$49,802		\$49,802	\$49,802
Travel	\$46,946		\$46,946	\$46,946
Supplies/Materials	\$25,200		\$25,200	\$25,200
Contractual	\$6,695		\$6,695	\$6,695
Client Services	\$284,104		\$284,104	\$284,104
Other	\$12,851		\$12,851	\$12,851
Total Direct Costs	\$1,158,945		\$1,158,945	\$1,158,946
Indirect Costs				
Approved Rate: 15.74	\$110,769		\$110,769	\$110,769
Base : Salaries and Fringes				
TOTALS	\$1,269,715		\$1,269,715	\$1,269,715

SECTION IVa. - BUDGET SUPPORT DATA

COST CATEGORY				Self Sufficiency		TOTAL
EQUIPMENT						
Description	Quantity	Unit Price				
Laptops for staff (new & old)	6	\$1,500	\$9,000	\$9,000		\$9,000
Computer (PSA)	1	\$1,200	\$1,200	\$1,200		\$1,200
Surface Laptop (Director)	1	\$1,500	\$1,500	\$1,500		\$1,500
New Furniture for new staff (Charis & desks)	3	\$1,000	\$3,000	\$3,000		\$3,000
TOTAL EQUIPMENT				\$14,700		\$14,700
COMMUNICATIONS						
Telephone/fax: \$85 per month for 1 location				\$1,020		\$1,020
Internet: \$83 per month for 1 location				\$996		\$996
Cell Phones: \$80 per month X 11 CSBG staff + \$80 per month X 11 shared staff				\$11,088		\$11,088
Postage: \$150 per month				\$1,800		\$1,800
***based on 12 months						
TOTAL COMMUNICATIONS	71			\$14,904		\$14,904

SECTION IVb - BUDGET SUPPORT DATA

COST CATEGORY		Self Sufficiency		TOTAL
SPACE COST				
Rent: \$3041.50 per month for 1 location		\$36,498		\$36,498
Storage Boxes: \$12 per month		\$144		\$144
Garbage Collection: included in Rent				
Janitorial Service: \$530 per month		\$6,360		\$6,360
Utilities: \$236 per month		\$2,832		\$2,832
Repairs (Facilities): \$50 per month		\$600		\$600
Repairs (Equipment) \$280.63 per month		\$3,368		\$3,368
***based on 12 months				
TOTAL SPACE COSTS		\$49,802		\$49,802
TRAVEL				
21 Staff X 65 miles per month X 12 months X.54 (in-state travel)		\$8,846		\$8,846
Out of town travel (transportation, parking, hotel, baggage)		\$33,310		\$33,310
Per Diem		\$4,790		\$4,790
***based on 12 months				
CSBG Staff Planned Training	42323.1			
Board Member Planned Training				
TOTAL TRAVEL		\$46,946		\$46,946
SUPPLIES/MATERIALS				
Office Supplies: \$750 per month (pen,s copy paper, ink/toner, staples, paperclips, post it notes, etc.)		\$9,000		\$9,000
Program Supplies: \$1000 per month (items for staff/client development (DVD, resource materials), food for staff training, etc.)		\$12,000		\$12,000
Janitorial Supplies: \$350 per month (paper towels, tissues, hand soap, hand sanitizer, trash bags, air fresheners, etc)		\$4,200		\$4,200
***based on 12 months				
TOTAL SUPPLIES/MATERIALS		\$25,200		\$25,200

					Other				
Staff	Staff #	Rate	Days/Miles	Total	Staff	Staff #	Rate	Day/Qtrs	Total
					Registration	3	1650	1	\$4,950
Mileage				\$0	Mileage	3	0.54	1440	\$2,333
				\$0					\$7,283

OEO CSBG Annual Conference					Other				
Staff	Staff #	Rate	Day/Qtrs	Total	Staff	Staff #	Rate	Day/Qtrs	Total
Hotel	4	150	4	\$2,400	Hotel	3	219	4	\$2,628
Per Diem	4	37.9	4	\$606	Per Diem	3	51	4	\$612
Registration	4	0	4	\$0	Flight/Baggage	3	450	1	\$1,350
					Registration	3	300	1	\$900
Mileage	4	0.54	200	\$432	Mileage				\$0
				\$3,438					\$5,490

Other					Community Action Opportunity (AR4CA)				
Staff	Staff #	Rate	Day/Qtrs	Total	Staff	Staff #	Rate	Day/Qtrs	Total
Hotel	2	150	4	\$1,200	Hotel	7	129	3	\$2,709
Per Diem	2	51	4	\$408	Per Diem	7	37.9	3	\$796
Flight/Baggage	2	590	1	\$1,180	Registration	7	125	1	\$875
Registration	2	195	1	\$390					
Mileage				\$0	Mileage	7	0.54	100	\$378
				\$3,178					\$4,758

North Carolina Community Action Association									
Staff	Staff #	Rate	Day/Qtrs	Total	Staff	Staff #	Rate	Day/Qtrs	Total
Hotel	10	160	4	\$6,400					
Per Diem	10	37.9	4	\$1,516					
Registration	10	300	1	\$3,000					
Mileage	10	0.54	200	\$1,080	Mileage				\$0
				\$11,996					\$0

Other									
Staff	Staff #	Rate	Day/Qtrs	Total	Staff	Staff #	Rate	Day/Qtrs	Total
Hotel	3	219	4	\$2,628					
Per Diem	3	71	4	\$852					
Flight/Baggage	3	600	1	\$1,800					
Registration	3	300	1	\$900					
Mileage				\$0	Mileage				\$0
				\$6,180					\$0

Board Members
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0
0
Staff
0
3438.4
3178
11996
6180
7282.8
5490
4757.9
0
0
42323.1

Training Mileage for Staff
0
432
0
1080
0
2332.8
0
378
0
0
4222.8

SECTION IVc. - BUDGET SUPPORT DATA

COST CATEGORY		Self Sufficiency		TOTAL
CONTRACTUAL				
Audit (Per Cost Allocation Plan)				
Other (specify)				
Technology & Software (AR4CA annual subscription & maintenance)		\$3,328		\$3,328
Pest Control: \$36.75 per month for company: 35% for CSBG		\$154		\$154
Time & Attendance: \$22 per month		\$264		\$264
Alarm Monitor: \$56 per month for company: 35% for CSBG		\$235		\$235
Drug Testing: \$37 per random testing for 6 staff		\$222		\$222
Leased Equipment: \$207.258 per month		\$2,491		\$2,491
		\$6,695		\$6,695

SECTION IVd. - BUDGET SUPPORT DATA

COST CATEGORY		Self Sufficiency		TOTAL
CLIENT SERVICES				
Graduation Ceremony: rental of facility, meals, plaques/certifications, speaker		\$6,000		\$6,000
Youth Leadership (Cumberland & Sampson) 12 months: rental of facility, transportation, speakers, food, t-shirts, workshop materials etc.		\$5,010		\$5,010
Leadership Trip (All): Tour, admission fees, and meals		\$5,640		\$5,640
EPP: Supplementing wages/salaries of working participants: 3 clients @ 20 hours per week for 13 weeks @ \$10 per hour		\$7,800		\$7,800
Client Services - work clothes/supplies, emergency assistance, transportation, educational, rental, child care assistance: 130 clients @ \$1993.49 (average)		\$259,154		\$259,154
client volunteer background/drug tests: \$100 per person X 5 people		\$500		\$500
TOTAL CLIENT SERVICES		\$284,104		\$284,104
OTHER (specify)				
Insurance: General & Vehicle: \$125 per month		\$1,500		\$1,500
Printing & Publications: Business cards, envelopes etc. : \$250 per month		\$3,000		\$3,000
Advertising: CSBG staff vacancies, notice of intent/public hearings: \$100 per month		\$1,200		\$1,200
Dues: Professional Organizations: \$66 per month		\$792		\$792
Tax & Licenses: Lease Property (facilities & equip): \$1014 per month * X 35%		\$4,259		\$4,259
Background checks: \$150 per person/ 6 staff		\$900		\$900
Staff Training: Speaker, Supplies, Materials, Notary: \$100 per month		\$1,200		\$1,200
TOTAL OTHER		\$12,851		\$12,851

COUNTY BUDGET

FISCAL YEAR

July 1, 2017 - June 30, 2018

AGENCY Action Pathways, Inc

	COUNTY NAME(S)										TOTAL
	Cumberland	Sampson	(County)	(County)	(County)	(County)	(County)	(County)	(County)	(County)	
Per County Allocation	\$992,042	\$277,673									
Expense Categories											
Salaries & Wages	\$393,307	\$116,224									\$509,531
Fringe Benefits	\$148,435	\$45,778									\$194,213
Equipment	\$11,660	\$3,040									\$14,700
Communication	\$11,923	\$2,981									\$14,904
Space Costs	\$39,977	\$9,825									\$49,802
Travel	\$37,557	\$9,389									\$46,946
Supplies/Materials	\$20,160	\$5,040									\$25,200
Contractual	\$5,339	\$1,356									\$6,695
Client Services	\$228,133	\$55,971									\$284,104
Other	\$10,281	\$2,570									\$12,851
Total Direct Costs	\$906,772	\$252,174									\$1,158,946
Indirect Costs	\$85,270	\$25,499									\$110,769
Admin Support (CSBG only)											
Total Costs	\$992,042	\$277,673									\$1,269,715

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7800

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 Dixie Owen Jordan
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>114.25</u>
<u>§</u>	\$ _____
<u>§</u>	\$ _____
<u>§</u>	\$ _____
<u>§</u>	\$ _____
<u>§</u>	\$ _____
TOTAL REFUND	\$ <u>114.25</u>

These taxes were assessed through clerical error as follows.

Bill # 00314 28395
DFW 9170
Tag Turned in (traded in)
2010 Dodge

601	County Tax	<u>88.21</u>
501	School Tax	<u>15.41</u>
F19	Fire Tax	<u>10.63</u>
	City Tax	_____
	TOTAL \$	<u>114.25</u>

Yours very truly

X Dixie Owen Jordan
Taxpayer

Social Security # X _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Mailing Address.

X 387 Beavendam Rd
Clinton, NC 28328

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7802

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 Aleida Monsivais Luna
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>105.30</u>
§	\$ _____
§	\$ _____
§	\$ _____
§	\$ _____
§	\$ _____
TOTAL REFUND	\$ <u>105.30</u>

These taxes were assessed through clerical error as follows.

Bill # 0032459169
PAS 8533

Tax Turned in (traded in)
2013 Dodge

GO1	County Tax	<u>97.11</u>
	School Tax	_____
F08	Fire Tax	<u>8.19</u>
	City Tax	_____
	TOTAL \$	<u>105.30</u>

Mailing Address.

X PO Box 1623
Clinton NC 28329

Yours very truly

X Aleida Monsivais Luna
Taxpayer

Social Security # X

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

7814

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 Dustin Drake Osborne in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2016</u>	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>183.02</u>

These taxes were assessed through clerical error as follows.

2014 Chev
Vehicle Sold, TAG turned In
TAG # CLR 9258

602 County Tax 163.34
School Tax _____
602 Fire Tax 19.68
City Tax _____
TOTAL \$ 183.02

Yours very truly

[Signature]
Taxpayer

x
Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

Mailing Address.

x 990 Lisbon Bridge Rd
Garland NC 28441

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

7825

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 Heather Greene Waters in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>457.33</u>
<u>}</u>	\$ _____
<u>}</u>	\$ _____
<u>}</u>	\$ _____
<u>}</u>	\$ _____
<u>}</u>	\$ _____
TOTAL REFUND	\$ <u>457.33</u>

These taxes were assessed through clerical error as follows.

Bill # 0025816045
1397 SC
Tag Turned in (Traded)
2015 Chev

601 County Tax 276.06
501 School Tax 48.23
Fire Tax _____
602 City Tax 133.04
TOTAL \$ 457.33

Yours very truly

Heather G. Waters

Taxpayer

Mailing Address.

X 309 W. Arrowhead Dr.
Clinton, NC 28328

Social Security # J

RECOMMEND APPROVAL:

Jim Johnson

Sampson County Tax Administrator

Board Approved _____

Date

Initials

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

19-Dec-16

FROM: COOPERATIVE EXTENSION

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 4-H UNITED WAY ACCOUNT Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04449500-526230	DEPARTMENTAL SUPPLIES	\$1,000.00	
04449500-529930	MISCELLANEOUS EXPENSES	\$5,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04034950-403602	4-H UNITED WAY REVENUE ACCOUNT	\$6,000.00	

2. Reason(s) for the above request is/are as follows:
TO REQUEST FUNDS TO PAY EXPENSES IN THE DEPARTMENTAL SUPPLIES &
MISCELLANEOUS EXPENSES EXPENDITURE ACCOUNTS

Eileen A. Gote

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

2/16, 2017
[Signature]

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

November 28, 2016

FROM: Lorie Sutton, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2015-2016

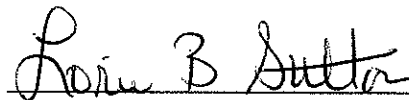
1. It is requested that the budget for the Aging Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558680-526200	Senior Center - Department Supplies	\$ 1,200.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035868-408900	Senior Center - Misc Revenue	\$ 1,200.00	

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

To budget funds received from Four County Electric Care Trust to purchase space heaters and sewing machines for Garland Senior Center. The space heaters will be given to people in need for this winter and the sewing machines will be used in the sewing room for classes and for seniors to use at leisure.

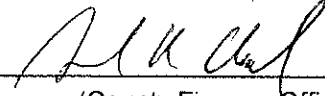


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/22, 2016

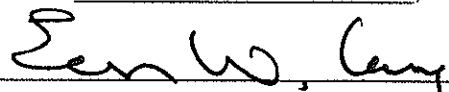


(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

, 20



(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

November 28, 2016

FROM: Lorie Sutton, Director of Aging

Date

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 Aging Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558670-524100	HR - Materials	\$ 270.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035867-408400	HR - Project Income	\$ 270.00	

2. Reason(s) for the above request is/are as follows:
To budget consumer contributions made to the Home Repairs Program.

Lorie B Sutton

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/22, 2016

[Signature]

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

[Signature]

(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

December 22, 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 Sheriff's Department be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243100-554000	Capital outlay vehicle	21,826.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034310-408900	Misc revenue insurance settlement	21,826.00	

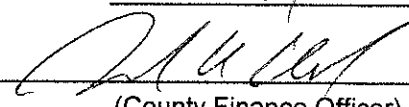
2. Reason(s) for the above request is/are as follows:
 To budget funds to replace vehicle that was wrecked and replace damaged equipment.



 (Signature of Department Head)

ENDORSEMENT


1. Forwarded, recommending approval/disapproval.

_____, 2016


 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____


 (County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

December 22, 2016

MEMO:

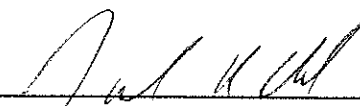
FROM: David K. Clack, Finance Officer
 TO: Sampson County Board of Commissioners
 VIA: County Manager & Finance Officer
 SUBJECT: Budget Amendment for fiscal year 2016-2017

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

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11141600-555000	Capital outlay other	27,741.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
110399900-409800	Fund balance approp encumbrances	27,741.00	

2. Reason(s) for the above request is/are as follows:
 To bring forward funds that were obligated in the prior fiscal year to pay for security equipment at the courthouse.



 (Signature of Department Head)

ENDORSEMENT
 1. Forwarded, recommending approval/disapproval. 12/22, 2016

 (County Finance Officer)

ENDORSEMENT
 1. Forwarded, recommending approval/disapproval. _____, 20____

 (County Manager & Budget Officer)

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

COUNTY OF SAMPSON
BUDGET AMENDMENT

29 November 2016

MEMO

TO: Sampson County Board of Commissioners

FROM: Ray Jordan, CVB Chairman

VIA: County Manager and Finance Officer

SUBJECT: Budget Amendment for Fiscal Year: 2016-2017

It is requested that the budget for the **Sampson County Convention & Visitors Bureau** be amended as follows:

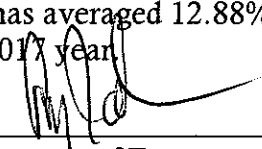
EXPENDITURE

<u>Code Number (ORG-OBJ)</u>	<u>Description</u>	<u>INCREASE</u>	<u>DECREASE</u>
84761800-537000	Advertising	\$10,000.00	

REVENUE

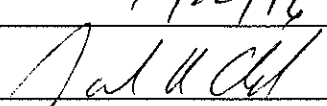
<u>Code Number (ORG-OBJ)</u>	<u>Description</u>	<u>INCREASE</u>	<u>DECREASE</u>
84036180-427000	Local Occupancy Tax 3%	\$10,000.00	

Reason(s) for the above request is/are as follows: Occupancy Tax Collections has averaged 12.88% above budget amount. This will allow for receipt of additional funds for fiscal 2016-2017 year.



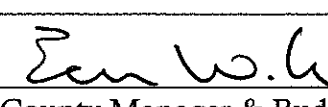
Signature of Department Head

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. Date: 12/22/16


(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. Date: _____


(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

22-Dec-16

FROM: Sheriff Jimmy Thornton

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 SHERIFF'S Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-539500	TRAINING	1,500.00	
11243100-531100	TRAVEL	2,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-402603	FEDERAL ASSET FUNDS (NARC)	3,500.00	

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

To budget funds to send employees to the National Interdiction Conference and Training. Training is essential in staying current with legal changes and drug trafficking trends.

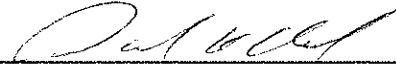


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/22, 2016



(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____



(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

22-Dec-16

FROM: Sheriff Jimmy Thornton

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 SHERIFF'S Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-512205	OVERTIME SALARIES - US DEPT JUS	16,591.00	
11243100-518100	FICA	1,029.00	
11243100-518120	MEDICARE - FICA	241.00	
11243100-518278	LAW ENFORCEMENT RETIREMENT	1,187.00	
11243100-518900	401-K SUPPLEMENTAL	830.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-402603	FEDERAL ASSET FUNDS (NARC)	19,878.00	

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

To budget funds to pay down accumulated comp time for Special Investigations Division agents to prevent excess time off, which would impact narcotics investigations effectiveness. Paying down the comp time will allow person to continue to work, without mandatory time off.

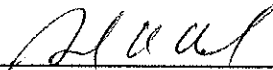


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

12/22, 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 5th day of December, 2016, passed the following resolution:

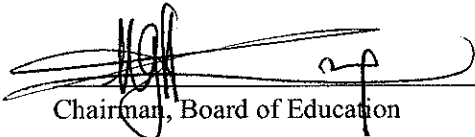
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

SEE ATTACHED LISTING

Total appropriation in current budget	\$329,500.00
Total increase/decrease of amendment	\$138,178.00
Total appropriation in amended budget	\$467,678.00

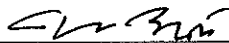
Passed by majority vote of the Clinton City Board of Education on the 5th day of December 2016.

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>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
4.4111.000.000.000.00	Prior Year Appropriation	\$88,178.00	
4.4910.000.000.000.00	Prior Year Appropriation	\$50,000.00	

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: STATE

Budget Amendment: 2

The Clinton City Board of Education at a meeting on the 5th day of December, 2016, passed the following resolution:

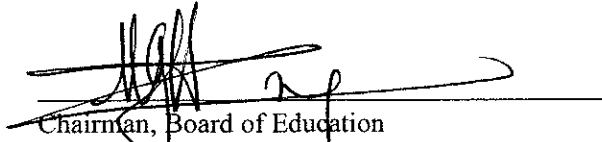
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

SEE ATTACHED LISTING

Total appropriation in current budget	\$18,822,651.66
Total increase/decrease of amendment	\$23,964.00
Total appropriation in amended budget	\$18,846,615.66


Passed by majority vote of the Clinton City Board of Education on the 5th day of December 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>
1.5110.029.142.000.000.00	BEHAVIORAL SUPPORT	\$57,825.00	
1.5200.069.411.000.000.00	AT-RISK STUDENT SERV		\$56,779.00
1.6400.073.343.000.000.00	SCHOOL CONNECTIVITY	\$25,440.00	
1.5120.014.411.000.000.00	CAREER AND TECH ED.	\$1,434.00	
1.5110.003.162.000.000.00	NON-INSTRUCTIONAL SUP	\$3,359.00	
1.5110.015.462.000.000.00	SCHOOL TECHNOLOGY FUND	\$1,009.00	
1.5110.001.121.000.000.00	CLASSROOM TEACHER		\$2,846.00
1.5110.003.162.000.000.00	NON-INSTRUCTIONAL SUPPORT		\$244.00
1.5120.013.121.000.000.00	CAREER AND TECHNICAL ED		\$377.00
1.5120.014.411.000.000.00	CAREER AND TECHNICAL ED		\$16.00
1.5110.024.121.000.000.00	DISADVANTAGED STUDENTS		\$83.00
1.5110.027.142.000.000.00	TEACHER ASSISTANTS		\$259.00
1.5260.034.411.000.000.00	AIG		\$52.00
1.6550.056.165.000.000.00	TRANSPORTATION		\$103.00
1.5110.061.411.000.000.00	CLASSROOM MATERIALS		\$31.00
1.5200.069.411.000.000.00	SCHOOL CONNECTIVITY		\$220.00
1.5210.032.411.000.000.00	INSTRUCTIONAL SUPPLIES		\$2000.00
1.5210.032.461.000.000.00	FURNITURE AND EQUIPMENT		\$2093.00

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4

Meeting Date: January 9, 2017	<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: Consideration of Tax Appeals

DEPARTMENT(s): Board of Commissioners

PUBLIC HEARING: No

CONTACT PERSON: Edwin W. Causey, County Manager
Jim Johnson, Tax Administrator

PURPOSE: To consider taxpayer appeals of penalties assessed for failure to timely list business personal property

ATTACHMENTS: Appeal Requests and Tax Billings

BACKGROUND: Assessments and billings have been issued as a result of business personal property compliance reviews. The following individuals have requested an adjustment of the penalties applied to their accounts, pursuant to North Carolina General Statutes, for failure to timely list their business personal property. The Board has previously voted to require the appeal to be made in person (or by a designated representative).

Hobbs, Thomas and John (Tax \$2,967.36 + Penalty \$1,047.08 = \$4,014.44)

Royal, James Marcus (Tax \$3,837.09+ Penalty \$1,423.95= \$5,261.04)

Tart, Charles H. Jr. (Tax \$3,894.28 + Penalty \$1,131.00= \$5,025.28)

Tart, Charles H. III (Tax \$5,542.38+ Penalty \$1,637.30 = \$7,179.68)

Tires, Inc. (Tax \$4,780.04 + Penalty \$988.90= \$5,768.94)

RECOMMENDED ACTION OR MOTION: Allow each citizen opportunity to request adjustment and consider each appeal individually

Date: 12-1-2016

Thomas + John Hobbs
2011 Fleet Cooper Rd
Clinton NC 28328

Account # 187152

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

John K. Hobbs
Signature

385-6545

BILL PREFIX	TOWNSHIP	PARCEL/ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX	
15	08	50717		PERSONAL ONLY	331942	F14 F14 F14	4014.44	
DISCOVERY BILL FOR TAX YEARS 2016 THRU 2017 TAXES ARE DUE TO BE PAID BY JAN. 5, 2017.					T O HOBBS, THOMAS DALE JR HOBBS, JOHN K 2011 FLEET COOPER RD CLINTON, NC 28328			
ACCOUNT NUMBER: 150808		ASSESSED VALUE		TAXES LEVIED		RATE		
DISCOUNT & INTEREST Discount for prompt payment: Current year, July, August 2%. September, October, November, December, Par; Interest January 2%, 1/4% per month thereafter. Advertising of unpaid taxes in April.		REAL		F14 COMARIEFD	282.14	.085	SAMPSON COUNTY TAX NOTICE (SEE BACK)	
		DEFERRED		601 CNTY TAX	2685.20	.830		
		NET REAL						
		PERSONAL EXEMPTIONS	331942					
		TOTAL TAXABLE	331942					
DATE PAID				LATE LIST PENALTY	1047.08			
AMOUNT PAID				CURRENT YEAR TAX	2967.38			
				PRIOR YEAR AMOUNT	.00			
				PAY THIS AMOUNT	4014.44			
RETURN THIS NOTICE WITH PAYMENT								

Date: 12/19/16

James Marcus Royal
13295 Hobkton Hwy
Newton Grove NC 28366

Account # 191132

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

James M Royal phone # 910-385-6873
Signature 6871

Please sign and return by December 21st, 2016 to
get put on the agenda for the January 9th 2017 meeting

Thank you
Cami Cooper
910-592-8146 Ext 224

BILL PREFIX	TOWNSHIP	PARCEL/ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX
16	11	40598		PERSONAL ONLY	441111	F18 F18 F18	5261.04
DISCOVERY BILL FOR TAX YEARS 2015 THRU 2011 TAXES ARE DUE TO BE PAID BY JANUARY 5, 2017.					T O ROYAL, JAMES MARCUS 13295 HOBBS HWY NEWTON GROVE, NC 28366		
ACCOUNT NUMBER		ASSESSED VALUE		TAXES LEVIED		RATE	
191132		REAL DEFERRED NET REAL PERSONAL EXEMPTIONS		F18 NEWGROFD GO1 CNTY TAX		.065 .830	
DISCOUNT & INTEREST Discount for prompt payment: Current year, July, August 2%. September, October, November, December, Par; interest January 2%, 1/4% per month thereafter. Advertising of unpaid taxes in April.		441111		LATE LIST PENALTY CURRENT YEAR TAX		1423.95 3937.09	
DATE PAID		441111		PRIOR YEAR AMOUNT		.00	
AMOUNT PAID		TOTAL TAXABLE		PAY THIS AMOUNT		5261.04	
SAMPSON COUNTY TAX NOTICE (SEE BACK)							RETURN THIS NOTICE WITH PAYMENT

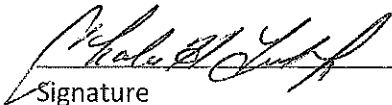
Date: 12/20/16

Charles Hooper Tart Jr
238 Harper House Rd
Newton Grove NC 28366

Account # 1873 97

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

 phone # 910-263-0809
Signature

Please sign this and return if you want to go to the Board of Commissioners meeting in January 9th 2017 to be considered for adjustment of penalty.

I thank you
Carol Coose
910-592-8146 EXT 224

I need this returned by December 21st

BILL PREFIX	TOWNSHIP	PARCEL/ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX
10	1	0711		PERSONAL ONLY	443392	F 2 F10 F10	5025.28
PROPERTY BILL FOR TAX YEARS 2016 THRU 2011 TAX MUST BE PAID BY JAN. 5, 2017,					T O TART, CHARLES HOOPER JR. 238 HARPER HOUSE RD NEMTON GROVE, NC 28366		
ACCOUNT NUMBER	ASSESSED VALUE		TAXES LEVIED		RATE		SAMPSON COUNTY TAX NOTICE (SEE BACK) RETURN THIS NOTICE WITH PAYMENT
107297	REAL		F10 NEWGROFD	254.84	.065		
DISCOUNT & INTEREST Discount for prompt payment: Current year, July, August 2%. September, October, November, December, Par; Interest January 2%, 1/4% per month thereafter. Advertising of unpaid taxes in April.	DEFERRED		901 CNTY TAX	3609.42	.630		
	NET REAL						
	PERSONAL EXEMPTIONS	443392					
	TOTAL TAXABLE	443392	LATE LIST PENALTY	1131.00			
			CURRENT YEAR TAX	3694.28			
DATE PAID			PRIOR YEAR AMOUNT	.00			
AMOUNT PAID			PAY THIS AMOUNT	5025.28			

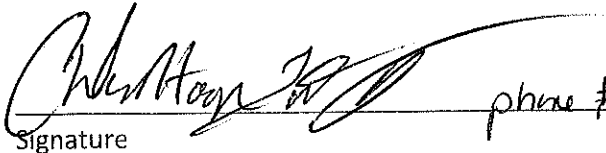
Date: 12-13-16

Charles H. Tart, III
569 Waterford Rd
Newton Grove NC 28376

Account # 192028

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.


Signature phone # 910-237-2605

Please sign this and return if you want to go to the Board of Commissioners meeting on January 9th, 2017 to be considered for an adjustment in penalty.

Thank you
Carrie Cooper
910-592-8146 Ext 224

BILL PREFIX	TOWNSHIP	PARCEL/ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX
		631215		PERSONAL UNLT	631215	F18 F18 F18	7179.68
DISCOVERY BILL FOR TAX YEARS 2014 THRU 2011 TAXES ARE DUE TO BE PAID BY JAN. 5, 2017.					T O TART, CHARLES H III (TRIPP) 569 WATER SHED RD NEWTON GROVE, NC 28966		
ACCOUNT NUMBER	ASSESSED VALUE		TAXES LEVIED				
1720723	REAL		F18 NEWGROVD	409.01	.065	SAMPSON COUNTY TAX NOTICE (SEE BACK)	
DISCOUNT & INTEREST Discount for prompt pay- ment: Current year, July, August 2%. September, October, November, Dec- ember, Par; Interest Janu- ary 2%, 3/4% per month thereafter. Advertising of unpaid taxes in April.	DEFERRED		001 CNTY TAX	5133.17	.800		
	MLT REAL	631215					
	PERSONAL						
	EXEMPTIONS						
	TOTAL TAXABLE	631215	LATE LIST PENALTY	1637.30			
			CURRENT YEAR TAX	5542.36			
DATE PAID			PRIOR YEAR AMOUNT	.00			
AMOUNT PAID			PAY THIS AMOUNT	7179.68			

RETURN THIS NOTICE WITH PAYMENT

Date: 12/16/2016

TIRES INC. of CLINTON
317 S.E. BLVD.
CLINTON, N.C. 28328

Account # ~~40902~~ 108546

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

Mich R. Selb, Pres.
Signature

PERFECTION BUSINESS FORMS & SYSTEMS - CULLMAN, AL

BILL PREFIX	TOWNSHIP	PARCEL/ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX
15	12	40902		PERSONAL ONLY	348132	002 002 002	5768.94
DISCOVERY BILL FOR TAX YEARS 2016 THRU 2017 TAXES ARE DUE TO BE PAID BY JAN. 31, 2017.					T O TIRES INC OF CLINTON 317 SE BLVD CLINTON, NC 28328		
ACCOUNT NUMBER		ASSESSED VALUE		TAXES LEVIED		RATE	
108544							
DISCOUNT & INTEREST Discount for prompt payment: Current year, July, August 2%. September, October, November, December, Par; Interest January 2%, 3% per month thereafter. Advertising of unpaid taxes in April.		REAL DEFERRED NET REAL PERSONAL EXEMPTIONS TOTAL TAXABLE		002 CLINTON 001 CNTY TAX 001 CLINTONSD LATE LIST PENALTY CURRENT YEAR TAX PRIOR YEAR AMOUNT PAY THIS AMOUNT		1392.53 2982.72 504.79 988.90 4780.04 .00 5768.94	
		348132					
		348132					
		.400					
		.830					
.145							
DATE PAID							
AMOUNT PAID							
						SAMPSON COUNTY TAX NOTICE (SEE BACK)	
RETURN THIS NOTICE WITH PAYMENT							

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 5

Meeting Date: January 9, 2017

<input checked="" type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/ Zoning
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

INFORMATION ONLY

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

- a. Nash County - Notice of Intent to Disengage from Eastpointe LME
- b. Notice of Sampson County Board of Health's Adoption of 2015 Rabies Compendium Post Exposure Management Control Measures for Dogs and Cats

**RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS
OF NASH COUNTY, NORTH CAROLINA, TO DISENGAGE
NASH COUNTY FROM EASTPOINTE LME/MCO
AND TO REALIGN WITH
TRILLIUM HEALTH RESOURCES LME/MCO**

WHEREAS, Nash County is presently affiliated with the Eastpointe LME/MCO for the coordination of state-funded and Medicaid behavioral healthcare services for eligible residents of Nash County; and

WHEREAS, the Nash County Board of Commissioners desires to prepare for the future consolidation of behavioral healthcare services under Medicaid Reform and best serve the citizens of Nash County; and

WHEREAS, Section 122C-115(a3) of the North Carolina General Statutes provides that, with the approval of the Secretary of the North Carolina Department of Health and Human Services, a county may disengage from an LME/MCO and realign with another LME/MCO for the provision of state-funded and Medicaid behavioral healthcare services; and

WHEREAS, Trillium Health Resources (“Trillium”) has a proven track record of successful operations and coordination of behavioral healthcare services for eligible members; and

WHEREAS, Trillium Health Resources operates and provides mental and behavioral health services for eligible members in twenty-four (24) counties in eastern North Carolina, and

WHEREAS, Nash County is not contiguous to any of the existing Trillium member counties, Nash County requests a waiver from this requirement; and

WHEREAS, the Nash County Board of Commissioners desires that Nash County no longer be affiliated with Eastpointe and instead desires that Nash County be affiliated with Trillium Health Resources for the coordination of behavioral healthcare services for eligible Nash County residents.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Nash County Board of Commissioners, pursuant to N.C. Gen. Stat. § 122C-115(a3), and subject to the approval of the Secretary of the North Carolina Department of Health and Human Services, and effective on the Effective Date as defined below, disengages Nash County from the Eastpointe LME/MCO and realigns Nash County with Trillium.
2. The Nash County Board of Commissioners respectfully requests that Trillium:

- i. Pass a Board resolution consenting to the addition of Nash County to Trillium's contracts with the North Carolina Department of Health and Human Services, Division of Medical Assistance ("DMA") and Division of Mental Health, Developmental Disabilities, and Substance Abuse Services ("DMH"); and
 - ii. Work with the Nash County Manager and the North Carolina Department of Health and Human Services to develop a process by which Nash County is disengaged from Eastpointe and aligned with Trillium Health Resources. Such a process should satisfy the objectives set forth in N.C. Gen. Stat. § 122C-115(a3), including subsections (1) through (5).
3. The Nash County Board of Commissioners respectfully requests that the Secretary of the Department of Health and Human Services:
 - i. Direct DMA and DMH to work with Trillium and the Nash County Manager to develop the realignment process described in paragraph 2(b) above;
 - ii. Approve the amendment of Trillium Health Resources' contracts with DMA and DMH to add Nash County to the Trillium service area and that the effective date of this realignment shall be no later than the first day of the month following ninety (90) days after the approval of this realignment process by the Secretary (the "Effective Date");
 - iii. Ensure that the portion of Eastpointe's state fund balance, Medicaid savings, and Medicaid risk reserve commensurate with Nash County, and any portion of Eastpointe's fund balance comprised of funds contributed by Nash County, be transferred to Trillium on or before the Effective Date; and
 - iv. Direct Eastpointe to fully cooperate and appropriately coordinate with Trillium Health Resources to smoothly and efficiently transition consumers from Eastpointe to Trillium. Such cooperation and coordination shall include, but not be limited to, the timely provision of consumer records, provider contracts, financial data, and other records, documents, reports, and/or information relating to Nash County consumers and/or the providers serving Nash County consumers as requested by Trillium.

This 22nd day of November 2016.

NASH COUNTY BOARD OF COMMISSIONERS

By: Fred Belfield, Jr.
Fred Belfield, Jr., Chairman

ATTEST:

Janice Evans
Janice Evans, Clerk to the Board
(SEAL)



VIA Electronic Delivery

November 28, 2016

Richard O. Brajer, Secretary
NC Department of Health and Human Services
2001 Mail Service Center
Raleigh, NC 27699-2001

Dear Rick:

Attached please find a resolution passed by the Trillium Health Resources Governing Board on this date indicating the Board's approval to accept Nash County into the Trillium Health Resources service area. This resolution is a companion to the resolution passed by the Nash County Board of Commissioners on November 22, 2016 indicating their intent to withdraw from the Eastpointe LME/MCO and request to join Trillium. Trillium Health Resources respectfully requests your approval of this realignment request.

Trillium Health Resources management and Nash County management will work together to assure that all of the requirements outlined in statute are met in this realignment process, including most importantly assuring that the provision of services is not disrupted for Nash County residents. Management of Trillium will also work closely with DHHS leadership to address matters such as contract amendments, rate setting and realignment of consumer eligibility data.

Trillium is pleased that Nash County has chosen to align with us and we look forward to providing high quality services and supports for individuals with intellectual and developmental disabilities and behavioral health needs in Nash County. Trillium is prepared to finalize Nash County's joining Trillium effective the first day of the month that occurs ninety days following your approval of the realignment request.

Sincerely,

A handwritten signature in black ink that reads "Denauro Robinson / rj".

Denauro Robinson, Ed.D.

cc: Dave Richard
Jason Vogler, Ph.D.
Zee Lamb, Nash County Manager

RESOLUTION OF THE GOVERNING BOARD
OF TRILLIUM HEALTH RESOURCES


WHEREAS, Nash County, a body politic of the State of North Carolina, is currently affiliated with Eastpointe LME/MCO for the coordination of state-funded and Medicaid behavioral healthcare services for eligible residents of Nash County; and

WHEREAS, on November 22, 2016, the Nash County Board of Commissioners voted to disengage from Eastpointe LME/MCO pursuant to N.C.G.S. §122C-115(a3) and realign with Trillium Health Resources LME/MCO, subject to the approval of the Secretary of the North Carolina Department of Health and Human Services; and

WHEREAS, the Governing Board of Trillium Health Resources fully supports and respects the will of the Nash County Board of Commissioners to disengage from Eastpointe LME/MCO and realign with Trillium Health Resources;

NOW BE IT RESOLVED, that the Governing Board of Trillium Health Resources does, by unanimous vote upon a motion duly made and seconded, hereby authorize Leza Wainwright, CEO of Trillium Health Resources and the members of her executive team to take any and all action necessary to facilitate the realignment of Nash County with Trillium Health Resources, including negotiating the terms and conditions of any and all required agreements and approvals from the Secretary of the North Carolina Department of Health and Human Services, as required by N.C.G.S. §122C-115(a3) and (c1) or as otherwise required by law.

This the 28th day of November, 2016.



Dr. Denauvo Robinson, Chair
Trillium Health Resources Governing Board

SAMPSON COUNTY HEALTH DEPARTMENT


Wanda Robinson
Health Director



360 County Complex Road, Suite 200
Clinton NC 28328

MEMORANDUM

TO: Edwin Causey, County Manager

FROM: Wanda Robinson, Health Director 

DATE: December 21, 2016

SUBJECT: Post Exposure of Dogs and Cats

The Sampson County Board of Health adopted the rule for post exposure management of dogs and cats on October 17, 2016.

Adoption of the 2016 Rabies Compendium post exposure management control measures for dogs and cats as a Board of Health rule provides the legal authority for local health directors to implement the new rabies control measures and aligns North Carolina's control measures with current national recommendations and guidance.

This is being submitted as an informational item for the County Commissioners. If more information is needed, please feel free to contact me.



Public Health
HEALTH AND HUMAN SERVICES

July 25, 2016

To: North Carolina Local Health Directors

From: Carl Williams, DVM, DACVPM, State Public Health Veterinarian
Marilyn Goss Haskell, DVM, MPH, Deputy State Public Health Veterinarian

Subject: **2016 NASPHV Rabies Compendium: Proposed Model Board of Health Rule**

The intent of this memo is to facilitate local health department adoption and implementation of the new national guidance for postexposure management of dogs and cats published March 1, 2016 by the National Association of Public Health Veterinarians (NASPHV) in the Compendium of Animal Rabies Prevention and Control, 2016 (<http://www.nasphv.org/Documents/NASPHVRabiesCompendium.pdf>).

The North Carolina Division of Public Health (DPH) proposed legislation for the 2016 short session of the General Assembly that would have amended G.S.130A-197 to adopt by reference the postexposure management control measures for dogs and cats in the 2016 NASPHV rabies compendium. Unfortunately the legislative proposal was never introduced as a bill during the 2016 short session.

In lieu of an amendment to the statute, and to ensure the force and effect of law in the adoption of the new control measures, we recommend that the local board of health, or the entity that is acting as the board of health, adopt the model Board of Health rule below. Pursuant to G.S. 130A-39, a local board of health may, in its rules, adopt by reference any code, standard, rule or regulation which has been adopted by any agency of this State, another state, any agency of the United States or by a generally recognized association. Copies of any material adopted by reference shall be filed with the rules.

**Model Rule for Postexposure Management of Dogs and Cats
Recommended by the NC Division of Public Health**

This model rule for rabies postexposure management of dogs and cats implements and particularizes the authority given to the local health director in G.S. 130A-197 to effectively and efficiently protect the public's health utilizing the most current science. Accordingly, the _____ Board of Health adopts the recommendations and guidelines for rabies postexposure management of dogs and cats specified by the National Association of State Public Health Veterinarians in the 2016 edition of the Compendium of Animal Rabies Prevention and Control (Part I.B.5: Postexposure Management). These provisions of the Compendium shall be the required control measures pursuant to G.S. 130A-197.

Adoption of the 2016 Rabies Compendium postexposure management control measures for dogs and cats as a Board of Health rule would provide the legal authority for local health directors to implement the new rabies control measures and would align North Carolina's control measures with current national recommendations and guidance.

The new control measures would likely result in fewer dogs and cats euthanized, shorter quarantine periods (4 months rather than 6 months) and allow for more 45-day owner (at-home) observations for lapsed animals with appropriate documentation. These changes represent significant emotional and (estimated) financial benefits to animal owners (Table 1). If managed and monitored carefully by local health departments, these control measures will maintain the safety of public health in North Carolina.

Thank you for your time and attention to this important public health issue. If you have any questions please contact the Communicable Disease Branch at 919-733-3419.



Department of Health and Human Services | Division of Public Health
225 N. McDowell St. | 1902 Mail Service Center | Raleigh, NC 27699-1902
919 733 7301 T | 919 733 1020 F

Table 1. 2016 Rabies Compendium Changes for Postexposure Management of Dogs and Cats by Vaccination Status: A Comparison to § 130A-197 and Projected Fiscal Impact to Pet Owners

Rabies Vaccination Status of Dog or Cat	Current G.S. 130A-197 Control measures	2016 Compendium Control measures	2016 Compendium Financial Impact
1. <u>Currently Vaccinated</u>	Provide booster dose of rabies vaccine within five days of exposure (\$25.00)	Immediate veterinary care with rabies booster dose within 96 hours of exposure (\$25.00+). Owner observation 45 days.	Equal to existing standard
2. <u>Unvaccinated (Has never been vaccinated against rabies)</u>	A.) Euthanasia (\$150.00) or B.) Immediate vaccination against rabies and place in six month quarantine (\$25.00 + \$3600.00)	A.) Euthanasia (\$150.00) or B.) Immediate veterinary care with rabies vaccination within 96 hours of exposure and place in four month quarantine (\$25.00+ \$2400.00)	A.) Equal to existing standard B.) \$1200.00 less expensive
3. <u>Overdue with Appropriate Documentation of prior rabies vaccination (at least one prior valid rabies vaccination certificate)</u>	A.) Euthanasia (\$150.00), or B.) Immediate rabies vaccination and place in six month quarantine (\$25.00 + \$3600.00)	A.) NA B.) Immediate veterinary care with rabies booster dose within 96 hours of exposure, keep under owner observation for 45 days (\$25.00+)	A.) ~ \$125.00 less expensive than existing standard (does not include emotional cost of pet loss). B.) \$3600.00 less expensive
4. <u>Overdue with NO Documentation of prior rabies vaccination</u>	A.) Euthanasia (\$150.00), or B.) Immediate vaccination against rabies and place in six month quarantine (\$25.00 + \$3600.00)	A.) Euthanasia (\$150.00), or B.) Immediate veterinary care with rabies vaccination within 96 hours of exposure and place in four month quarantine (\$25.00+ \$2400.00), or C.) Immediate veterinary care and Prospective serologic monitoring (\$420.00) 1) IF evidence of prior vaccination then keep under owner observation for 45 days 2) IF NO evidence of prior vaccination then manage as unvaccinated (category 2. euthanize or 4 month quarantine)	A.) Equal to existing standard B.) \$1200.00 less expensive C.) \$554.00 more expensive includes additional cost for strict quarantine until lab evidence finalized. Note this may obviate the need for either A or B above and, while a new expense, is considerably less expensive than either A or B above

Note: All costs are approximate. Table is not meant to be all inclusive of all recommendations and costs but addresses the common situations with the most fiscal impact.

*Consult Communicable Disease Branch (919-733-3419) for specific guidance. Recommendations may be subject to change.

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.