



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

BOARD OF COMMISSIONERS

**January 06, 2020
7:00 PM**

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

Special accommodations for the disabled who attend public meetings can be made by contacting the Clerk to the Board 24 hours in advance at 252-338-6363, Ext. 100.

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners
BOC - Regular Meeting
January 06, 2020
7:00 PM
Historic Courtroom, Courthouse Complex**

Call to Order

ITEM 6:00 PM Closed Session - Economic Development

ITEM 7:00 PM Reconvene Board of Commissioners

Invocation & Pledge of Allegiance

Pastor Joe Brock - Harmony Baptist Church

ITEM 1. Public Comments

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman's discretion due to scheduling and other issues.

ITEM 2. Conflict of Interest Disclosure Statement

ITEM 3. Consideration of Agenda (For discussion and possible action)

ITEM 4. Presentations (For discussion and possible action)

- A. Sheriff's Office - Lt. Brandon Henderson
- B. FY 2018-2019 Audit Presentation - Greg Adams
- C. Employee Recognition - Ken Bowman

Recess to South Camden Water & Sewer District Board of Directors Meeting

Reconvene Board of Commissioners

ITEM 5. Public Hearings

- A. Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC - Dan Porter

ITEM 6. Old Business (For discussion and possible action)

- A. Camden Plantation, Inc. Land Sale Agreement - Ken Bowman

ITEM 7. New Business (For discussion and possible action)

- A. Resolution 2020-01-01 - Ken Bowman
- B. Tax Report - Lisa Anderson
- C. Recombination Survey - Dan Porter
- D. Personnel Policy - Ken Bowman

ITEM 8. Consent Agenda

- A. BOC Meeting Minutes - December 2, 2019
- B. DMV Monthly Report
- C. Vehicle Refunds Over \$100.00
- D. Pickups, Releases & Refunds
- E. Surplus Property - Maintenance
- F. Surplus Property - Sheriff's Office

ITEM 9. County Manager's Report

ITEM 10. Commissioners' Reports

ITEM 11. Information, Reports & Minutes From Other Agencies

- A. Library Report
- B. Register of Deeds Report
- C. Community Services Block Grant

ITEM 12. Other Matters (For discussion and possible action)

ITEM 13. Adjourn



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.A
Meeting Date: January 06, 2020
Submitted By: Kevin Jones,
Sheriff
Prepared by: Karen Davis

Item Title **Sheriff's Office - Lt. Brandon Henderson**

Attachments:

Summary:

The Sheriff's Office will present the following:

- ~ Commendation Award and Lifesaving Award - Deputy Luke Marcum
- ~ Lifesaving Awards - Deputy Richard Durham, Deputy Darryl Smith, Deputy Garrett Winslow, Deputy Kate Hayden and Deputy Scott Wentz
- ~ 20 Years of Service Award - Chief Deputy Rodney Meads
- ~ 2019 Employee of the Year Award - Brandon Blount



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.B
Meeting Date: January 06, 2020
Submitted By: Stephanie Jackson, HR Director
Finance
Prepared by: Karen Davis

Item Title **Fy 2018-2019**

Attachments:

Summary:

Greg Adams with Thompson, Price, Scott & Adams will present the FY 18-19 audit. The full audit is available for public inspection at the Camden County Finance Office.



**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Presentations

Item Number: 4.C
Meeting Date: January 06, 2020
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **Employee Recognition - Ken Bowman**

Attachments:

Summary:

Mr. Bowman will introduce the new HR/Risk Management Specialist for Camden County, Sandi Powers.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.A
Meeting Date: January 06, 2020

Submitted By: Dan Porter, Planning Director
 Planning & Zoning
 Prepared by: Karen Davis

Item Title **Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC**

Attachments: Agenda Summary Sheet Ordinance 2019-12-01
 Krainiak (DOC)
 Krainiak Rezoning Findings (DOCX)
 Supporting documents (PDF)
 2019-12-01 - Ordinance Amending the Official
 Zoning Map - Krainiak
 (DOC)

See attached agenda summary, Planning Board recommendation and supporting documentation.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: January 6, 2019
Attachments: Ordinance/Findings/Planning Board
 Recommendation
Submitted By: Planning Department

ITEM TITLE: Public Hearing Ordinance 2019-12-01; Rezoning Application (UDO 2019-10-24) for RKRAIN LLC (Robert Krainiak)

SUMMARY:

Robert Krainiak (RKRAIN LLC (owner)) and Sean Robey (agent for applicant) met with Planning Staff to rezone approximately 25 acres (lots 9-28 and a portion of lot 29) of Camden Business Park located off U.S. 158 from Highway Commercial (HC) to Village Residential (VR). Neighborhood meeting held October 21, 2019 at the Camden Library. The application for rezoning was heard by the Camden County Planning Board at their November 20, 2019 meeting and after discussion with applicant and staff, Planning Board made the following motions: **(All motions passed on a 6-0 vote)**

1. Motion made to approve Consistency Statement as follows:
 - The proposed zoning change is inconsistent with the **2005** CAMA Land Use Plan in that the CAMA Future Land Use Maps has property identified as Industrial; also
 - The proposed zoning change is inconsistent and consistent with Comprehensive Plan (Adopted 2012);

Inconsistent as Future Land Use Map shows the property designated as Mixed Use Employment which based on the description (see Attachment A) prohibits residential development.

Consistent as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.

2. Motion made to recommend approval of proposed rezoning application (UDO 2019-10-24) to rezone properties from Highway Commercial (HC) to Village Residential as rezoning request is consistent with the Comprehensive Plan (Adopted 2012) as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the U.S. 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.

3. Motion made Motion to amend Comprehensive Plan Future Land Use Map for the 24 acres from Mixed-Use Employment to Village Mixed Use.

RECOMMENDATION:

- Hold Public Hearing
- Amend Agenda for Consideration

1. Motion for **Consistency Statement** as follows:

- The proposed zoning change is inconsistent with the **2005** CAMA Land Use Plan in that the CAMA Future Land Use Maps has property identified as Industrial; also
- The proposed zoning change is inconsistent and consistent with Comprehensive Plan (Adopted 2012);

Inconsistent as Future Land Use Map shows the property designated as Mixed Use Employment which based on the description (see Attachment A) prohibits residential development.

Consistent as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.

2. **Motion for approval.**

Motion to approve Ordinance 2019-12-01/rezoning application (UDO 2019-10-24) to rezone properties from Highway Commercial (HC) to Village Residential as rezoning request is consistent with the Comprehensive Plan (Adopted 2012) as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the U.S. 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.

3. **Motion for denial.**

Motion to deny Ordinance 2019-12-01/rezoning application (UDO 2019-10-24) to rezone properties from Highway Commercial (HC) to Village Residential as;

- Comprehensive Plan Future Land Use Map shows the property designated as Mixed Use Employment; or
- CAMA Land Use Plan Future Land Use Maps has property identified as Industrial.

STAFF REPORT

**UDO 2019-10-24
Zoning Map Amendment**

PROJECT INFORMATION

File Reference: UDO 2019-10-24
Project Name; N/A
PIN: See attached list
Applicant: Robert Krainiak
Address: 105 Havenwood Dr.
 Camden, NC
Phone: (252) 599-7185
Email:
Agent for Applicant: Eastern Carolina
 Engineering, Sean
 Robey
Address:
Phone: (252) 335-1888
Email:
Current Owner of Record: Applicant
Meeting Dates:
 10/21/2019 **Neighborhood**
 11/20/2019 **Planning Board**

Application Received: 10/15/2019
By: Dave Parks, Permit Officer
Application Fee paid: \$800.00 Check #34759
Completeness of Application: Application is generally complete
Documents received upon filing of application or otherwise included:
A. Rezoning Application
B. Deed's
C. GIS Aerial, Current zoning, Comprehensive Plan Future Land Use, CAMA Future Land Use and Suitability Map, and Floodplain Maps
D. Letter from County on capacity/availability of Water and Sewer
E. Zoning Comparison HC and VR
F. Summary of Neighborhood Meeting

REQUEST: Rezone approximately 25 acres (Lots 9-28 and a portion of 29 in Camden Business Park) from Highway Commercial (HC) to Village Residential (VR).

From: Highway Commercial (HC) – Article 151.3.5.6 (Purpose Statement)

The Highway Commercial district is applied to lots along the County’s major roadways (e.g., US 158, US 17, NC 34, and NC 343) and is intended for automobile-oriented commercial development as well as large

Attachment: Krainiak Rezoning Findings (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

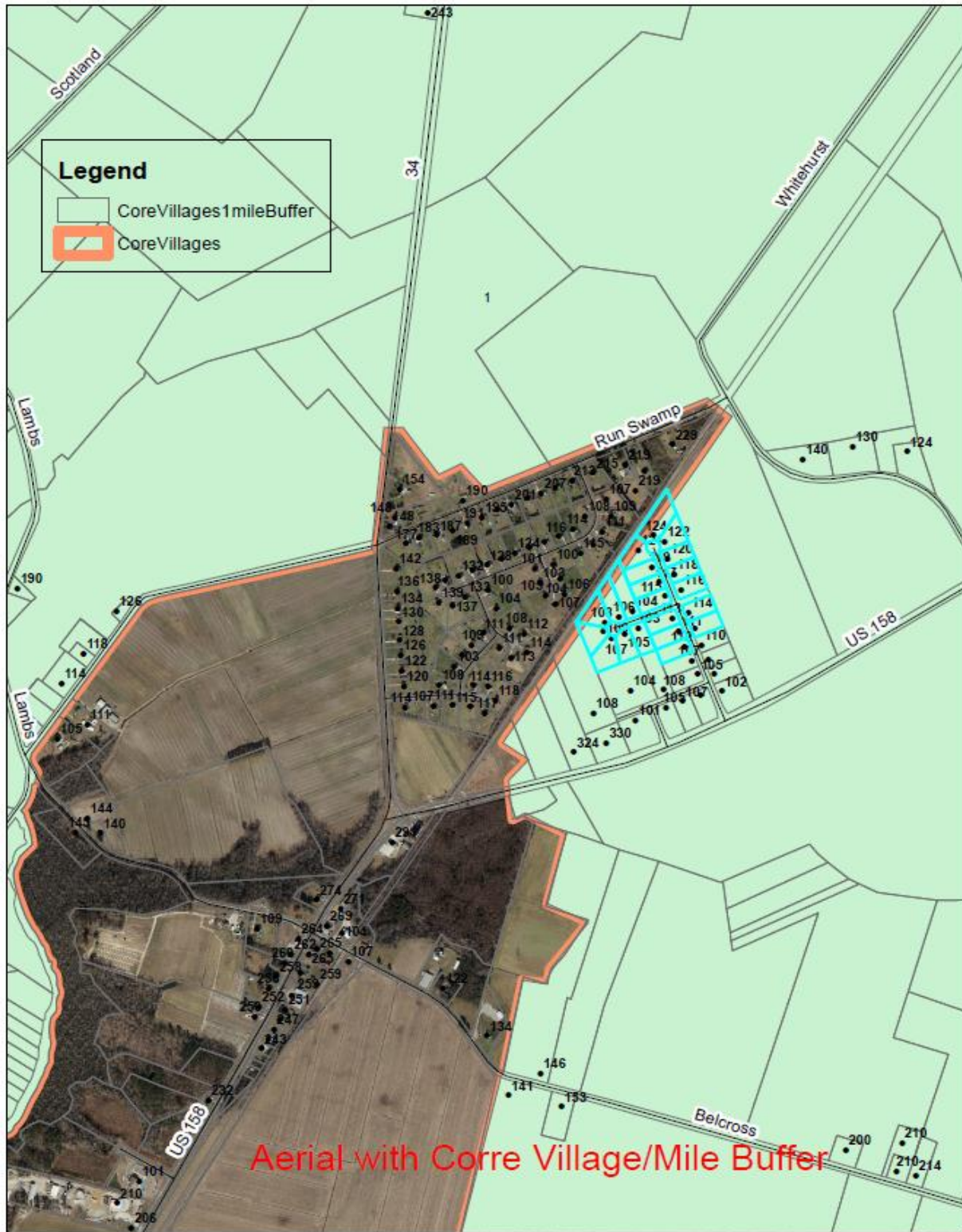
floorplate commercial uses and uses that require or generate truck traffic. The district also accommodates agricultural and institutional uses as well as higher density residential uses with a special use permit. New development in the HC district is grouped and configured to ensure regular lateral vehicular and pedestrian access along major transportation routes as a means of establishing a well-connected transportation system. New development is configured to maintain high visual quality along the major roadway, or is fully screened from view. Sufficient spacing and screening is included along lot lines shared with adjacent residential zoning districts to ensure compatibility. New commercial and multi-family developments in the district are subject to the design standards in Article 151.5: Development Standards.

To: Village Residential (VR) – Article 151.3.5.6 (Purpose Statement)

The Village Residential (VR) district is established to accommodate a wide range of residential and institutional use types at modest densities on lots within and adjacent to designated village centers. The district allows duplexes, live/work units, single-family attached, and single-family detached dwellings, but does not allow mobile homes, manufactured homes, or conservation subdivisions. As a means of creating compact, functional neighborhoods, the district also allows a wide variety of institutional uses, including community centers, day care, schools, assisted living, religious institutions, parks, and utilities. Lots served by public sewer may have reduced minimum lot sizes and building height is measured from the base flood elevation. District regulations are intended to support the County's investment in infrastructure by encouraging the development of compact, vibrant neighborhoods with a variety of house sizes and types that are located in close proximity to complementary institutional uses. Low density development comprised of uniform building types or styles is discouraged.

PROJECT LOCATION:

Vicinity Map: Courthouse Township



Attachment: Krainiak Rezoning Findings (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

SITE DATA

Lot size: Lots 9 – 28 and a portion of lot 29 approximately 25 acres in Camden Business Park.

Flood Zone: X

Zoning District(s): Highway Commercial (HC)

Existing Land Uses: Camden Business Park (33 lots) – Lot 33 is only developed. Remaining 32 lots are vacant.

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Rural Residential (RR)	Light Industrial (LI)	Highway Commercial (HC)	Highway Commercial (HC)
Use & size	Camden Crossing Subdivision	Farmland	Farmland	Commercial Building/County Office's

Proposed Use(s): Residential.

Description/History of property: Camden Business was recorded in June 2008 consisting of 33 commercial lots. Lot 33 was only lot developed as a strip mall, currently occupied by Camden County Library and a Martial Arts Studio. Remaining lots went into foreclosure (except lots 7-10) and most of the remaining lots were purchased by Mr. Robert Krainiak. Waterlines exists.

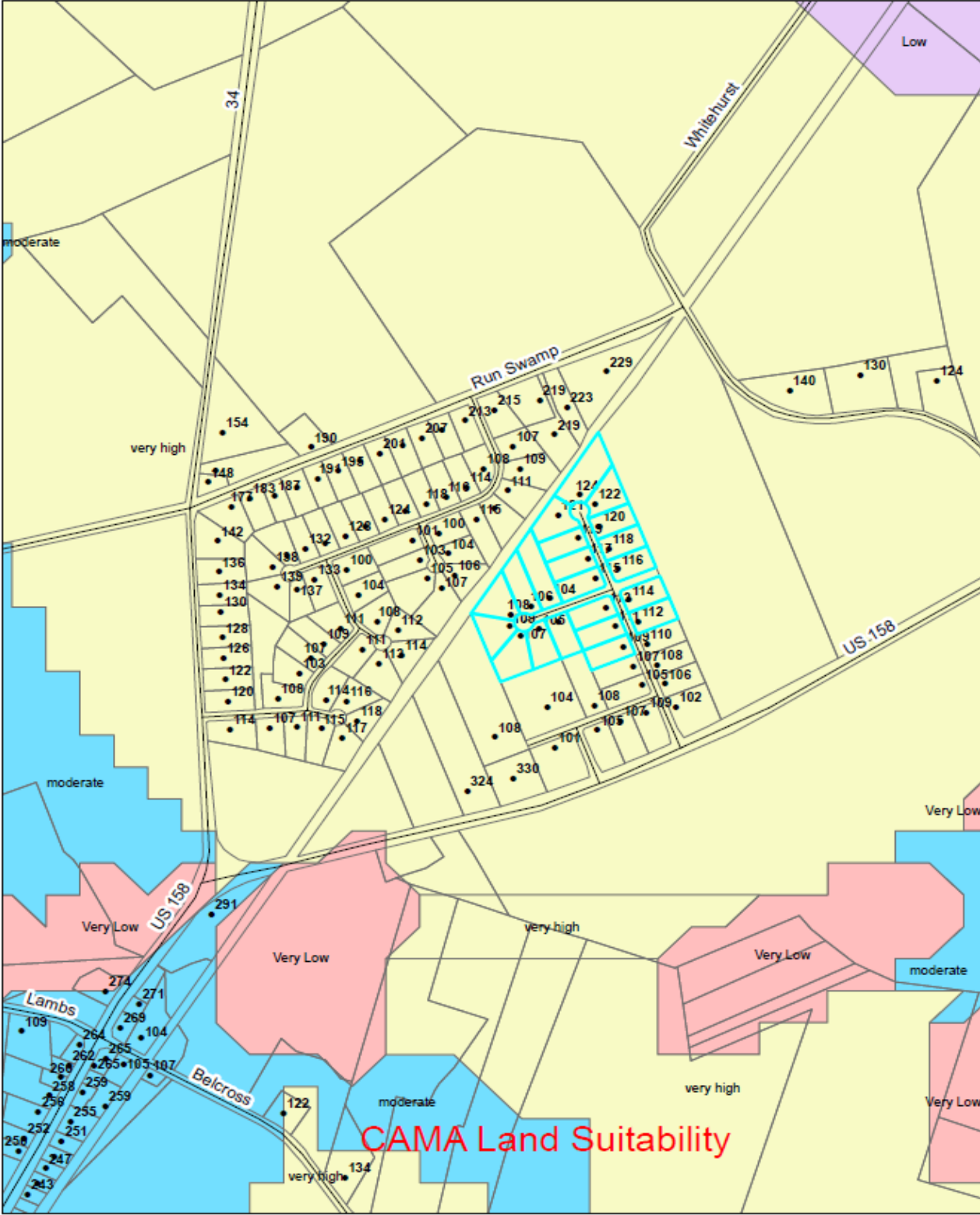
ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches:

Distance & description of nearest outfall: Property seems to drain east to the railroad tracks then west out to Sawyer's Creek. Distance approximately 1 mile.

Attachment: Krainiak Rezoning Findings (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

CAMA Land Suitability:



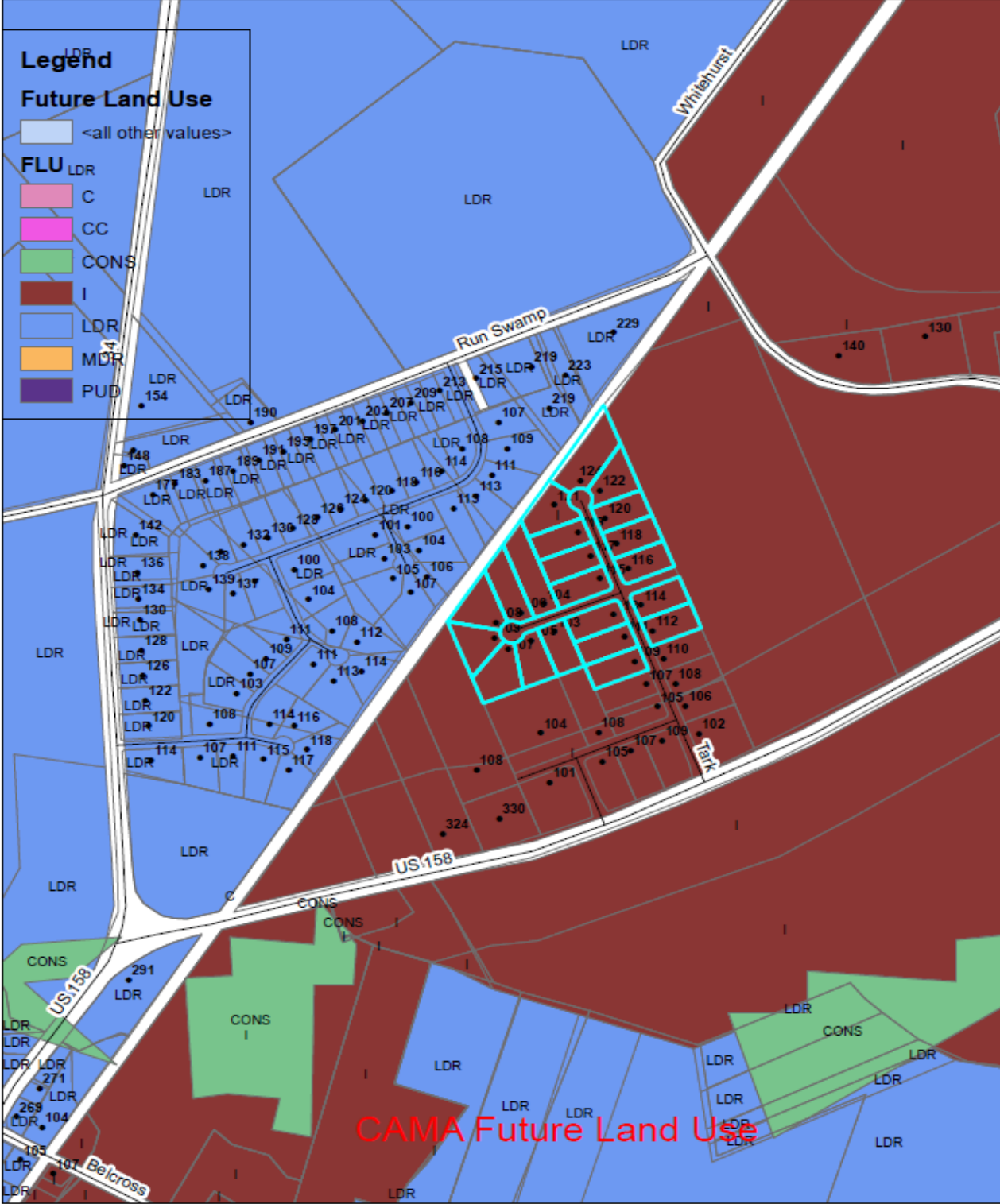
Attachment: Krainiak Rezoning Findings (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

Comprehensive Plan Future Land Use Map



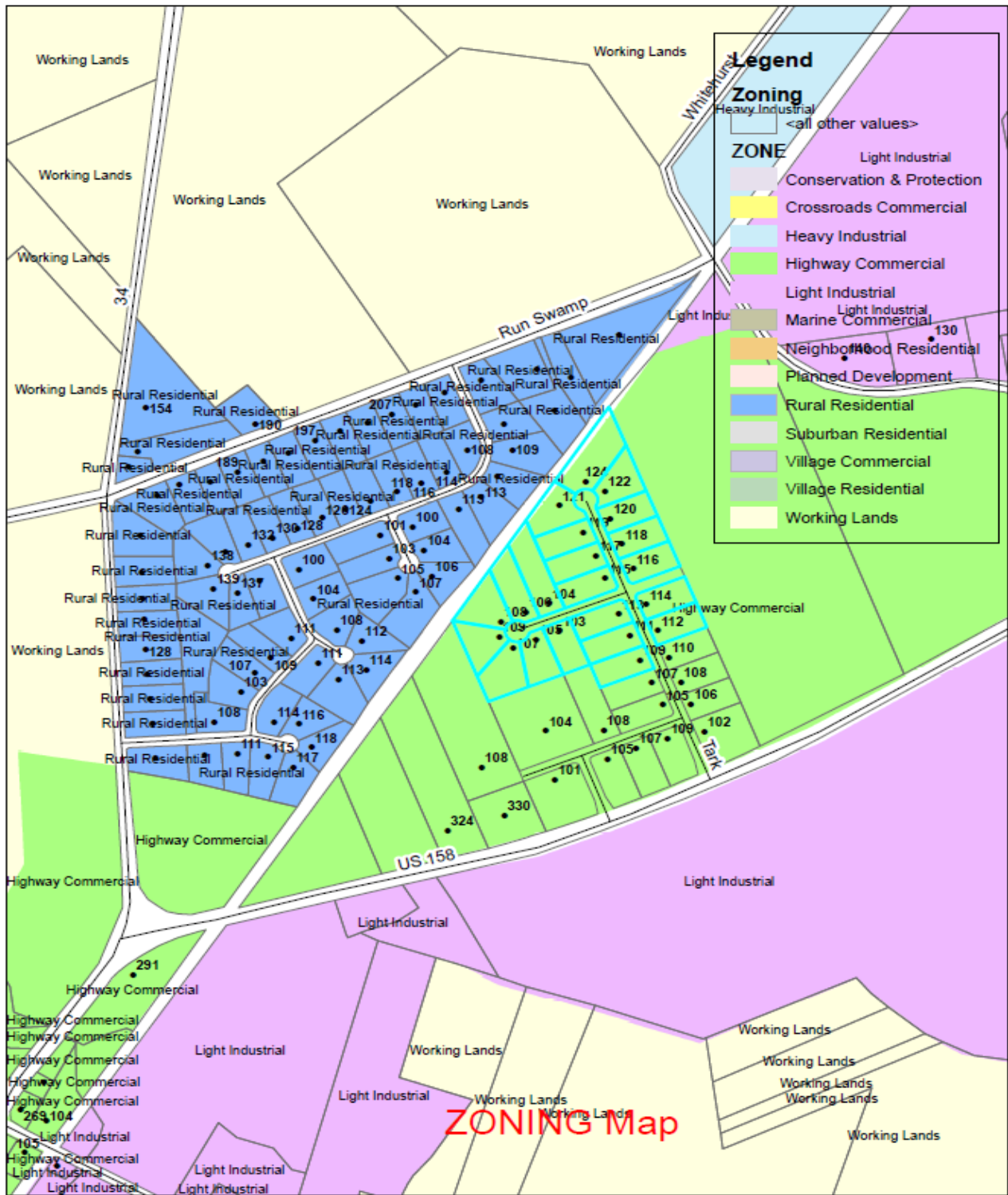
Attachment: Krainiak Rezoning Findings (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

CAMA Future Land Use Map



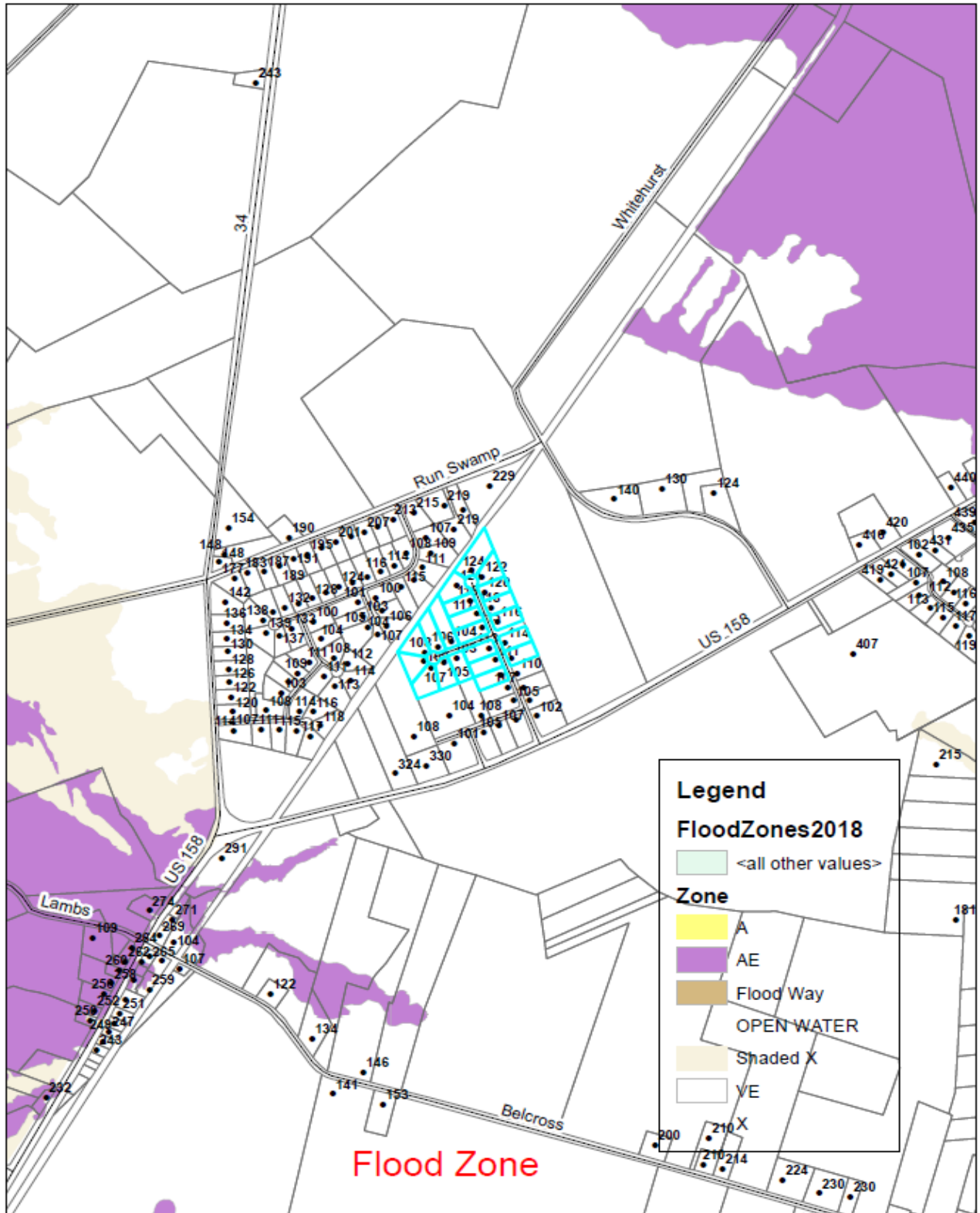
Attachment: Krainiak Rezoning Findings (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

Zoning Map:



Attachment: Krainiak Rezoning Findings (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

Floodplain Map



Attachment: Krainiak Rezoning Findings (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

INFRASTRUCTURE & COMMUNITY FACILITIES

- Water** Waterlines exist within the development.
- Sewer** Sewer lines located adjacent to property along U.S 158.
- Fire District** South Camden.
- Schools** Proposed zoning will have an impact on Schools.
- Traffic** Traffic Impact Analysis required at development stage.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent Inconsistent

The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on **April 4, 2005**.

The proposed zoning change is inconsistent in that the Future Land Use Maps has property identified as Industrial.

2035 Comprehensive Plan

Consistent Inconsistent

The proposed zoning change is inconsistent and consistent with Comprehensive Plan (Adopted 2012).

Inconsistent as Future Land Use Map shows the property designated as Mixed Use Employment which based on the description (see Attachment A) prohibits residential development.

Consistent in that based on the Vision Statement new development will be focused within targeted core areas, the Camden Village Core Action Strategies promotes the 158 corridor for new mixed use and higher density development, and Priority Action item 5 promotes updating UDO based on key amendments listed. **UDO update approved on February 4, 2019.** (see Attachment B).

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Other Plans officially adopted by the Board of Commissioners: N/A

Attachment: Krainiak Rezoning Findings (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No

Will the proposed zoning change enhance the public health, safety or welfare?

Reasoning: The proposed zoning change will enhance the public health, safety, or welfare as it will allow for higher density residential uses to support commercial uses nearby, with the availability of water and sewer. Sewer runs along U.S. 158.

Yes No

Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?

Reasoning: The range of uses in the new Village Residential zoning district allows for limited commercial along with a higher density residential development where water and sewer are available. Attached is letter from Camden Water & Sewer stating that water and sewer is available.

The 2035 Comprehensive Plan overall strategy is to focus commercial growth in and around the village centers and higher density residential thus maintaining the rural character of the lands away from the villages.

For proposals to re-zone to non-residential districts along major arterial roads:

Yes No

Is this an expansion of an adjacent zoning district of the same classification? New Zoning Classification

Reasoning:

What extraordinary showing of public need or demand is met by this application?

Reasoning:

Attachment: Krainiak Rezoning Findings (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?

Yes No

Reasoning: In staffs opinion, the uses in the requested zoning classification will not cause serious noise, odors, light, activity, or unusual disturbances.

Does the request impact any CAMA Areas of Environmental Concern?

Yes No

Reasoning: Property is outside any CAMA Areas of Environmental Concern.

Does the county need more land in the zoning class requested?

Yes No

Reasoning: This is a new zoning classification to allow for higher development in locations in and around village centers.

Is there other land in the county that would be more appropriate for the proposed uses?

Yes No

Reasoning: Based on the Village Residential (VR) Purpose Statement listed in the UDO, this and other areas are appropriate for the proposed uses.

Attachment: Krainiak Rezoning Findings (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

Yes No **Will not exceed the county’s ability to provide public facilities:**

The proposed zoning uses will have an impact on all public facilities, how much and what facilities will be determined at the development of the property.

Schools –

Fire and Rescue –

Law Enforcement –

Parks & Recreation –

Traffic Circulation or Parking –

Other County Facilities –

Yes No **Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?**

If Yes (regarding small scale spot rezoning) – Applicants Reasoning:

	Personal Benefits/Impact	Community Benefits/Impact
With rezoning		
Without rezoning		

STAFF COMMENTARY:

Planning Staff makes the following recommendations for either approval or denial:

Consistency Statement:

- The proposed zoning change is inconsistent with the **2005** CAMA Land Use Plan in that the CAMA Future Land Use Maps has property identified as Industrial; also
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Inconsistent as Future Land Use Map shows the property designated as Mixed Use Employment which based on the description (see Attachment A) prohibits residential development.

Consistent as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.

Application:

Motion for approval: Recommend approval of proposed rezoning application (UDO 2019-10-24) to rezone properties from Highway Commercial (HC) to Village Residential as rezoning request is consistent with the Comprehensive Plan (Adopted 2012) as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the U.S. 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.

Motion for denial: Recommend denial of Rezoning Application (UDO 2019-10-24) to rezone property from Highway Commercial (HC) to Village Residential (VR) as rezoning request is inconsistent with the CAMA Land Use Plan in that the CAMA Future Land Use Maps has property identified as Industrial.

If recommendation is for approval need the following motion:

Motion to amend Comprehensive Plan Future Land Use Map for the 24 acres from Mixed-Use Employment to Village Mixed Use.

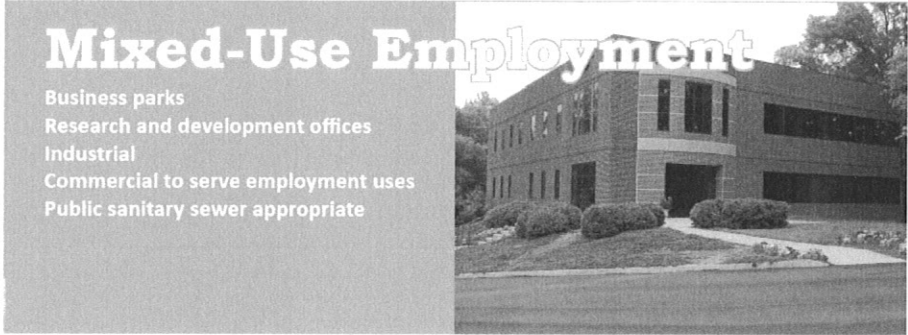
At their November 20, 2019 meeting, the Planning Board after discussion with staff and applicant made the following motions:

1. Motion made to approve Consistency Statement as follows:
 - The proposed zoning change is inconsistent with the **2005** CAMA Land Use Plan in that the CAMA Future Land Use Maps has property identified as Industrial; also
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2. Motion made to recommend approval of proposed rezoning application (UDO 2019-10-24) to rezone properties from Highway Commercial (HC) to Village Residential as rezoning request is consistent with the Comprehensive Plan (Adopted 2012) as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the U.S. 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.
3. Motion made Motion to amend Comprehensive Plan Future Land Use Map for the 24 acres from Mixed-Use Employment to Village Mixed Use.



Description

Mixed-use employment areas are located primarily along the US 17 corridor north of South Mills core village area, including the new Eco-Industrial Park near the Virginia border, and the area including Camden Business Park and surrounding areas on US 158 in Courthouse/Camden township.

Intent

These areas include a wide range of business, light industrial, office, research and development, and related ancillary uses, such as restaurants and small-scale retail and convenience shopping. They generally take on the appearance of an office development, yet with warehousing capabilities. Mixed-Use Employment centers may take the form of a "campus" in the integration and coordination of uses and quality and character of the development. These areas are prime locations with good access to major road networks and should be reserved for high-return employment generating uses such as office buildings or light manufacturing or warehousing operations. Heavy or light industrial uses are appropriate zoning designations for this development.

Policies

- ❖ The extension of public utilities within mixed-use employment areas is appropriate.
- ❖ As feasible, mixed-use employment areas should be designed in a master planned fashion that consolidates driveway access from major roadways, provides shared parking for establishments, and provides safe pedestrian access between parking areas and employment uses.
- ❖ To the extent possible, developments should maintain a wooded corridor along major roadways to maintain the rural aesthetic of the county.
- ❖ Off-premise signage height should be limited to reflect the rural character and provide easy orientation to employment destinations.
- ❖ Stormwater management best practices should be used when designing developments to minimize flows and maintain water quality. Detention ponds and swales should be designed to be aesthetically pleasing, and to serve as landscaped features and/or public water features.



Appropriate Specific Uses

- ❖ Business parks / research and development offices
- ❖ Light industrial
- ❖ Heavy industrial
- ❖ Employment and locally serving retail establishments, such as convenience restaurants



PART 2: PLAN SUMMARY

COMMUNITY VISION

Camden County stands at a pivotal point in the county's history. Opportunities lie ahead and the county is preparing to become a successful rural community of the 21st century -- a county with new energy and a new vision.



This new vision is encapsulated in the county's community vision statement. It describes the kind of community that residents, business owners, and leaders want Camden County to be in the future. It describes the hopes and aspirations for the community and provides a concise description of what Camden County will strive to be by the year 2035. The vision statement was developed from community input generated at the Envision Camden County Public Workshop.

* Vision Statement

Camden County will realize its goal to be a community with **"new energy and a new vision"** by embracing and **capitalizing on its assets** - abundant natural resources, a unique rural setting, and a high quality workforce and educational system. Emphasis will be placed on providing a **good quality of life for residents** in a manner that is **fiscally efficient** and that **preserves rural community assets**.

* New development will be focused within **targeted core areas** to breathe new life into established county villages and to efficiently use existing and planned infrastructure and public resources. **New housing choices** will be made available to serve families, young professionals, and retirees. **Rural areas will maintain prominence** in the county, and will continue to serve agricultural and forestry production and low density residential development.

New employment development will broaden the county's tax base and will be developed within strategic locations to **maximize use of public infrastructure**. Commercial and employment development will provide new goods and services and **valuable employment opportunities** to established residents. New industries will be low impact and will be designed to **protect critical natural resources**. The county will offer opportunities for residents and visitors to explore the natural wonder of Camden County by providing **new hospitality and recreational amenities**.



Action Strategy #8: Develop Design Guidelines for South Mills Village Development

Consider development of Village Style Design Guidelines for South Mills to provide guidance to developers on the characteristics that the county would like to see in new developments. Topics to be addressed could include street network and block formation, recommendations for public spaces, how new developments are sited within the existing development context, building height, and preferred land uses. These guidelines would not regulate new development but would instead assist developers with understanding preferred design features for new development.

**** Camden Village Core Action Strategies***

The Camden Core Village Area will be redeveloped to serve as the commercial and governmental “heart” of the community. The US 158 Corridor will be the focus for new mixed use, higher density development, and a public gathering space. The following action strategies work to achieve this vision for Camden:

Action Strategy #1: Pursue Development of a Master Plan for the US 158 Corridor

This plan should identify particular areas for development, and preferred densities and development models that are appropriate with existing site conditions, existing and planned infrastructure, access to road network, environmental conditions, and development interests. The plan should address both the current 158 corridor and the preferred 158 Alternative being planned by NC DOTs as part of its Strategic Highway Corridor initiative.

Action Strategy #2: Establish a Plan to Provide Needed Public Sewer Service on US 158

The county should work with the South Camden Water and Sewer District to develop a formal plan for providing sanitary sewer service to properties along US 158, particularly in targeted development areas as denoted on the Future Land Use map.

Action Strategy #3: Promote Targeted Commercial Development per the Future Land Use Plan

Promote the development of new commercial and office establishments on US 158 through focused economic development efforts.

Shiloh Village Core Action Strategies

The Shiloh Core Village Area will continue to be developed as the southern crossroads community in Camden. It will continue to serve as a rural hub for small scale commercial development to serve neighboring residences. Development should continue to be developed at a scale that does not require public wastewater service.



of improvement. CIPs do not designate funding for county operational expenses; that is handled through the county budget. Camden County's CIP is updated annually. To formalize implementation of this plan, the 2013 CIP should identify new infrastructure priorities from those discussed in this plan and incorporate those priorities in the CIP. These infrastructure investments include:

- ✧ South Mills streetscape improvements
- ✧ Boating access and infrastructure improvements for Gateways to the Wild (#1, #2, #3)

Entity Responsible for Initiating Action:

Camden County Board of County Commissioners



PRIORITY #5: DEVELOP ACTION PLAN FOR UPDATING UDO

The Camden County Unified Development Ordinance (UDO) sets out the development regulations that proposed developments must comply with. This UDO contains zoning districts and related development standards that are applicable to properties throughout the county. These districts and standards can be refined to better achieve the future land use set out in this plan and guide development to occur at a scale and intensity that is appropriate for a village context. Key amendments to be made include:

- ✧ ✧ Developing higher density and mixed use zoning classifications for application in the core village areas of Camden and South Mills
- ✧ Developing a Rural Roadway Corridor overlay that would protect rural scenic views along the county's main roads
- ✧ Evaluating potential impacts on Dismal Swamp State Park from proximate development and modifying development regulations necessary to protect the park from noise, glare/lighting, and other impacts
- ✧ Development incentives for higher intensity, mixed-use developments in core village areas
- ✧ Evaluate UDO to ensure that recreational outfitters are permitted by-right
- ✧ Standards for bicycle and pedestrian facilities in new developments
- ✧ Updating open space provisions to include in-lieu fee for projects occurring outside of targeted development areas
- ✧ Voluntary Agricultural Districts
- ✧ Conservation Subdivisions a requirement in General Use zoning district



Zoning Map Amendment Application

OFFICIAL USE ONLY:

UDO Number: 2019-10-24
 Date Filed: 10/15/19
 Amount Paid: \$800.00
 Received By: CP

Contact Information

Pd. CLK 34759

APPLICANT		PROPERTY OWNER	
Name:	<u>Robert A. Krainiak</u>	Name:	<u>RKrain, LLC</u>
Address:	<u>105 Havenwood Dr</u> <u>Camden, NC 27921</u>	Address:	<u>105 Havenwood Dr</u> <u>Camden, NC 27921</u>
Telephone:	<u>252-599-7185</u>	Telephone:	<u>252-599-7185</u>
Fax:	<u></u>	Fax:	<u></u>
Email:	<u>krainiak@embarqmail.com</u>	Email:	<u>krainiak@embarqmail.com</u>
LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:		<u>Managing Member/Registered Agent</u>	

Property Information

Physical Street Address: Lots 9 Thru 28 of Camden Business Park and a portion of LOT 29
 Location: Tark Drive, Courthouse Township
 Parcel ID Number(s): Multiple - Camden Business Park
 Total Parcel(s) Acreage: Approx. ~~24~~ 25 Ac
 Existing Land Use of Property: Vacant

Request

Current Zoning of Property: HC – Highway Commercial
 Proposed Zoning District: VR – Village Residential
 Total Acreage for Rezoning: 24 Ac Are you rezoning the entire parcel(s): Yes No
 Metes and Bounds Description Provided: Yes No
 Community Meeting, if applicable: Date Held: 10/21/19; Location: CAMDEN LIBRARY

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

Robert A. Krainiak
 Property Owner(s)/Applicant

10/11/19
 Date

Note: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.

Attachment: Supporting documents (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

Zoning Change Application Questions

The UDO requires the Board to consider principal issues when considering an application for a zoning change. Please respond to each issue in the space provided below or on a separate sheet.

(A) How will the proposed zoning change enhance the public health, safety, or welfare?

The proposed re-zoning will allow for single family homes to be constructed on existing vacant unused land. The construction of the homes will provide opportunities for existing families in the community to upgrade to newer construction. These new homes will add consumers to the courthouse area population, which will help attract future businesses. New homes will add additional tax base and consumer dollars to the existing county economy.

(B) Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?

VR zoning district permitted uses are centered on residential usage. The current zoning of highway commercial, while appropriate for the lands adjacent to US158, are not likely to see development extend more than 600 to 1000' off the roadway. The property requested to be zoned VR is located approximately 1400' off the right-of-way of US 158. This property has been zoned HC and has been available for development for more than 10 years. There has been no interest in the development of this property as commercial. We believe this is an ideal location for VR type zoning that will support the HC usage of the US 158 frontage property.

(C) For proposals to re-zone to non-residential districts along major arterial roads:

(1) Is this an expansion of an adjacent zoning district of the same classification?

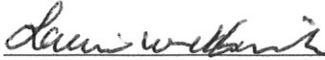
(2) What extraordinary showing of public need or demand is met by this application?

Camden County, NC
Planning Department

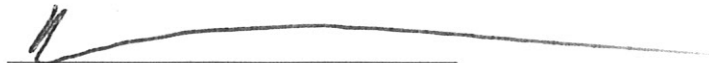
RE: Rezoning Lot10, 112 Tark Drive and Lot 9, 114 Tark Drive , Camden ,NC

Date 10/09/2019

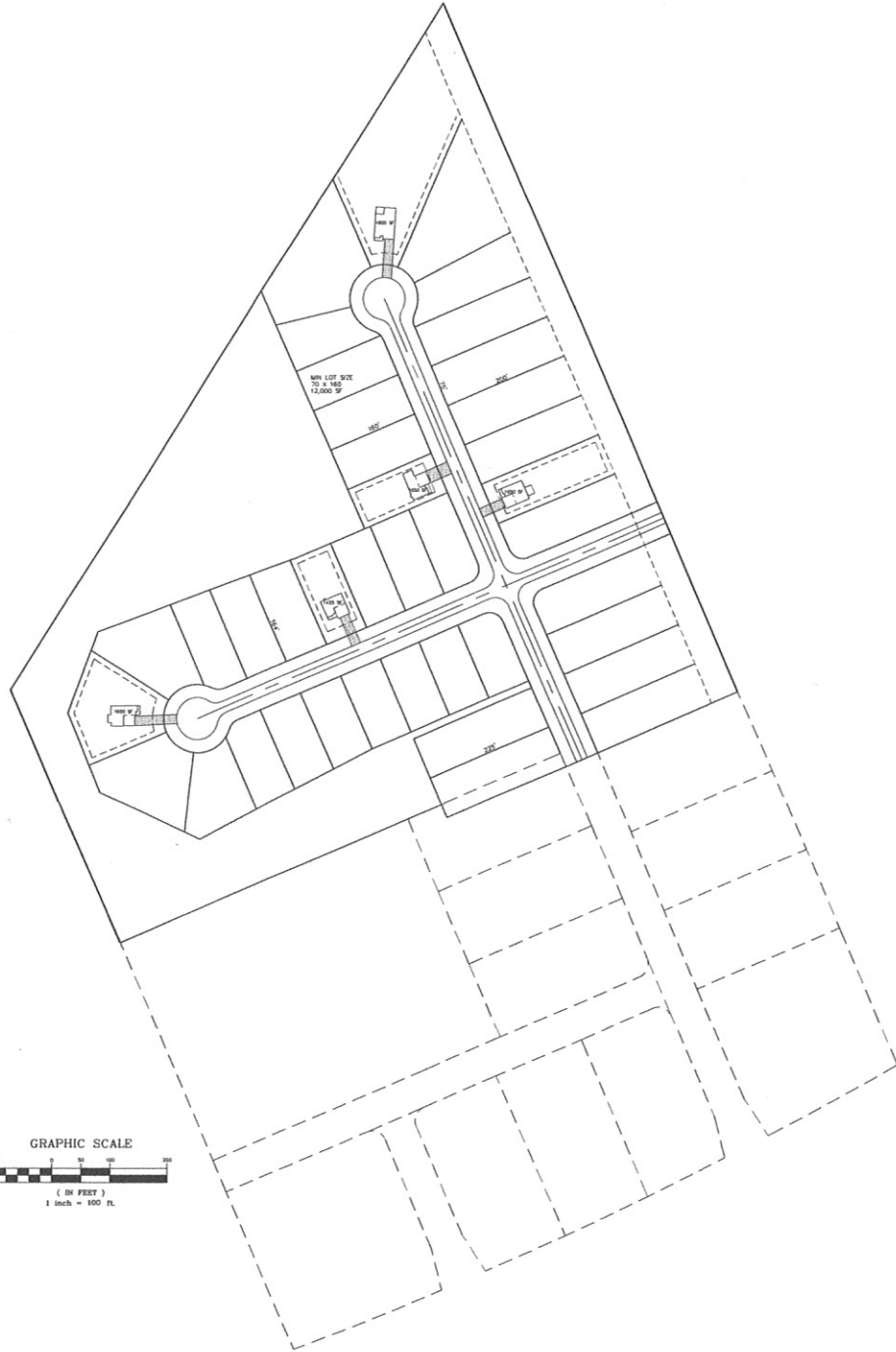
We hereby authorize Robert A Krainiak to act as our agent in the rezoning from a Highway Commercial to Village Residential for the above mentioned lots.



Laurie W Krainiak



Peter Randolph Krainiak



Attachment: Supporting documents (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

Camden County Public Works
Water & Sewer Department
330 US Hwy 158 East
Camden, NC 27921

Re: Camden Business Park

Attn: David Credle

Mr. Credle

I am in the process of re zoning the back lots of the business park from Highway Commercial to Village residential. At this time I would need 39 water taps and 39 sewer taps. See attached preliminary show lots we are requesting this for use.

If you have any questions, please contact me at 252-599-7185

Sincerely,



Robert A Krainiak
RKRAIN LLC

Date: 10/9/2019

BOARD OF COMMISSIONERS

G. TOM WHITE
Chairman

CLAYTON D. RIGGS
Vice Chairman

GARRY W. MEIGGS
RANDY KRAINIAK
ROSS B. MUNRO



**CAMDEN
COUNTY**

NORTH CAROLINA • USA

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KENNETH BOWMAN
County Manager

KAREN M. DAVIS
Clerk to the Board

JOHN S. MORRISON
County Attorney

10/15/19

Robert A. Krainiak
RKRAIN LLC.

Re: Camden Business Park

Mr. Krainiak,
South Camden Water & Sewer has water and sewer capacity to serve the proposed 39 lots in the Camden Business Park. Please feel free to call if you have any questions.

Sincerely,

David Credle
Public Works Manager
Camden County

Attachment: Supporting documents (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

**Camden County, North Carolina
Principal Use Table, District Comparison**

5.A.c

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited		HC	VR
Agricultural				
AGRICULTURE/HORTICULTURE				
<i>All Agriculture/ Horticulture Uses</i>	P			
ANIMAL HUSBANDRY				
<i>Animal Husbandry Uses (excluding stockyards and slaughterhouses)</i>				
<i>Stockyard/Slaughterhouse</i>				
AGRICULTURAL SUPPORT				
<i>Agricultural Research Facility</i>	P			
<i>Agri-Education/ Agri-Entertainment</i>	S			
<i>Distribution Hub for Agriculture Products</i>	P			
<i>Equestrian Facility</i>	S			
<i>Farm Machinery Sales, Rental, or Service</i>	S			
<i>Farmers Market</i>	P			
<i>Roadside Market</i>	P			
Residential				
HOUSEHOLD LIVING USES				
<i>Bungalow Court</i>				P
<i>Duplex</i>				P
<i>Live/Work Dwelling</i>				P
<i>Manufactured Home</i>				
<i>Manufactured Home or Mobile Home Park</i>				
<i>Mobile Home</i>				
<i>Multi-Family</i>	S			
<i>Pocket Neighborhood</i>				P
<i>Quadraplex</i>	P			
<i>Single-Family Attached</i>	S			S
<i>Single-Family Detached</i>				P
<i>Triplex</i>	P			
<i>Upper Story Residential</i>	P			
GROUP LIVING				
<i>Dormitory</i>	S			
<i>Family Care Home</i>				P
<i>Group Home</i>	S			
<i>Rooming House</i>	S			

Attachment: Supporting documents (2594 : Ordinance 2019-12-01 Rezoning Application for RKRRAIN LLC)

**Camden County, North Carolina
Principal Use Table, District Comparison**

5.A.c

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited		HC	VR
Institutional				
COMMUNITY SERVICES				
<i>Community Center</i>	P		P	S
<i>Cultural Facility</i>			S	S
<i>Library</i>	P			
<i>Museum</i>	P			
<i>Senior Center</i>	P		P	P
<i>Youth Club Facility</i>	P		P	S
DAY CARE				
<i>Adult Day Care Center</i>			P	S
<i>Child Care Center</i>			P	P
EDUCATIONAL FACILITIES				
<i>Major</i>			S	
<i>Moderate</i>			P	S
<i>Minor</i>			P	P
GOVERNMENT FACILITIES				
<i>Government Office</i>			P	
<i>Government Maintenance, Storage, or Distribution Facility</i>			P	
HEALTH CARE FACILITIES				
<i>Drug or Alcohol Treatment Facility</i>			S	
<i>Hospital</i>			S	
<i>Medical Treatment Facility</i>			P	S
INSTITUTIONS				
<i>Assisted Living Facility</i>			S	S
<i>Club or Lodge</i>			P	S
<i>Halfway House</i>			S	
<i>Nursing Home</i>			S	
<i>Psychiatric Treatment Facility</i>			S	
<i>Religious Institution</i>			P	S
PARKS AND OPEN AREAS				
<i>Cemetery</i>			S	S
<i>Community Garden</i>				P
<i>Park, Public or Private</i>			P	P

Attachment: Supporting documents (2594 : Ordinance 2019-12-01 Rezoning Application for RKRRAIN LLC)

**Camden County, North Carolina
Principal Use Table, District Comparison**

5.A.c

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited		HC	VR
PUBLIC SAFETY				
<i>Police, Fire, or EMS Facility</i>	P		P	S
<i>Correctional Facility</i>				
<i>Security Training Facility</i>				
TRANSPORTATION				
<i>Airport</i>				
<i>Helicopter Landing Facility</i>	S			
<i>Passenger Terminal, Surface Transportation</i>	S			
UTILITIES				
<i>Utility, Major</i>	P		P	S
<i>Utility, Minor</i>	P		P	P
Commercial				
ADULT AND SEXUALLY-ORIENTED BUSINESSES				
<i>All Adult and Sexually-Oriented Businesses</i>				
ANIMAL CARE				
<i>Major</i>			P	
<i>Minor</i>			P	
EATING ESTABLISHMENTS				
<i>Restaurant, Major</i>			P	
<i>Restaurant, Minor</i>			P	
<i>Bar, Nightclub, or Dance Hall</i>			S	
OFFICES				
<i>Major</i>			S	
<i>Minor</i>			P	
PARKING, COMMERCIAL				
<i>All</i>			P	
PERSONAL SERVICES				
<i>Major</i>			P	
<i>Minor</i>			P	
RECREATION/ENTERTAINMENT, INDOOR				
<i>Major</i>			P	
<i>Minor</i>			P	

Attachment: Supporting documents (2594 : Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC)

**Camden County, North Carolina
Principal Use Table, District Comparison**

5.A.c

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited		HC	VR
RECREATION/ENTERTAINMENT, OUTDOOR				
<i>Major</i>			S	
<i>Minor</i>			P	
<i>Firing Range</i>				
<i>Water-Related Uses</i>				
RETAIL SALES				
<i>Flea Market</i>			S	
<i>Grocery Store</i>			P	
<i>Major</i>			P	
<i>Minor</i>			P	
STORAGE, COMMERCIAL				
<i>Major</i>			P	
<i>Minor</i>			P	
TELECOMMUNICATIONS				
<i>Antenna Collocation (on a Building)</i>			P	P
<i>Antenna Collocation (on a Tower)</i>			P	P
<i>Small Wireless Facility</i>			P	P
<i>Telecommunications Tower, Freestanding</i>			S	
<i>Telecommunications Tower, Stealth</i>			P	P
VEHICLE ESTABLISHMENT				
<i>Major</i>			P	
<i>Minor</i>			P	
VISITOR ACCOMMODATIONS				
<i>Bed and Breakfast</i>				S
<i>Campground</i>			S	
<i>Hotel or Motel</i>			S	
Industrial				
EXTRACTIVE INDUSTRY				
<i>All</i>				
INDUSTRIAL SERVICES				
<i>Contractor Service</i>			P	
<i>Crabshedding</i>				
<i>Fuel Oil or Bottled Gas Distributor</i>				
<i>General Industrial Service and Repair</i>			S	
<i>Heavy Equipment Sales, Rental, or Service</i>			P	
<i>Research and Development</i>			P	

Attachment: Supporting documents (2594 : Ordinance 2019-12-01 Rezoning Application for RKRRAIN LLC)

**Camden County, North Carolina
Principal Use Table, District Comparison**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited		HC	VR
MANUFACTURING AND PRODUCTION				
<i>Manufacturing, Heavy</i>				
<i>Manufacturing, Light</i>			P	
POWER GENERATION				
<i>Solar Array</i>			S	S
<i>Wind Energy Conversion Facility</i>			S	
WAREHOUSE AND FREIGHT MOVEMENT				
<i>All</i>			P	
WASTE-RELATED SERVICES				
<i>Incinerator</i>				
<i>Land Application of Sludge/Septage</i>				
<i>Landfill</i>				
<i>Public Convenience Center or Transfer Station</i>			P	
<i>Recycling Center</i>			P	
<i>Salvage or Junkyard</i>				
<i>Waste Composting Facility</i>				
WHOLESALE SALES				
<i>Major</i>			P	
<i>Minor</i>			P	

Attachment: Supporting documents (2594 : Ordinance 2019-12-01 Rezoning Application for RKRRAIN LLC)

10/22/19 – MINUTES FROM PUBLIC HEARING

On October 21, 2019 a public hearing for re-zoning of 24.5 acres of property owned by Robert Krainiak in Camden Business Park was held at the Camden County Library at 6 PM. The requested re-zoning is to change from HC – Highway Commercial to VR – Village Residential.

Besides the applicant and staff, there were 7 people in attendance.

Attendees:

Travis Freeman
111 Woodland Way
Camden, NC 27921

Sally & Jay Aydlett
1716 Bay Drive
Kill Devil Hills, NC 27948

Nathan Lilly
130 Sand Hills Road
Camden, NC 27921

Ida Scott
223 Run Swamp Road
Camden, NC 27921

Sally & Tom Sawyer
219 Run Swamp Road
Camden, NC 27921

The meeting commenced at 6 PM.

Mr. Dave Parks introduced the proposed rezoning and introduced Sean Robey as the engineer for the applicant. Mr. Robey explained the nature of the re-zoning request and touched on the following points:

- Mr. Robey provided a plan layout of the proposed project.
- The request involved rezoning 20 lots in the existing HC subdivision from HC to VR.
- The purpose for the request was to re-purposed commercially zoned lots to residential lots.
- The reason for the re-purpose is because there is no market nor interest by anyone in acquiring the commercial lots for development.
- The new layout as proposed would reflect 38 single family residential lots of village residential district with a minimum lot size of 12,000 sf and an average lot size of 16,500 sf.
- The expected house size would be 1450 sf to 1800 sf.
- The new lots would be on county sewer and county water.
- The new layout would follow the existing roads and waterline already constructed.
- Acknowledgement from Camden County was received for providing sewer service for 39 lots.

MINUTES FROM PUBLIC HEARING
ROBERT KRAINIAK REZONING
October 22, 2019
Page 2

Mrs. Aydlett asked several questions about zoning in general and the permitted uses within the VR district. Mr. Parks provided a permitted use list to Mrs. Aydlett.

Mr. Freeman indicated that he was not opposed to single family residential usage, but was against multi-family or apartments.

Mr. Freeman & Mr. Lilly discussed home owners associations and their experience with them. Questions were asked about who would maintain the open space in this subdivision. Mr. Robey stated that it would ultimately be turned over to an HOA. Mr. Parks stated that there are now conditions in the UDO that help guarantee HOA successes.

Ordinance No. 2019-12-01

**An Ordinance
Amending the Camden County
Zoning Map
Camden County, North Carolina**

Article I: Purpose

The purpose of this Ordinance is to amend the Zoning Map of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 20, 1993, and subsequently amended.

Article II. Amendment to Zoning Map

The Official Zoning Map of Camden County, North Carolina, which was adopted on December 20, 1993, and subsequently amended, is hereby amended as follows:

The properties currently shown in the Camden County Tax Assessor's Office as PIN's 02-8945-00-09-6923, 02-8946-00-00-4274, 02-8945-00-09-4898, 02-8946-00-00-3266, 02-8945-00-09-3830, 02-8946-00-00-2144, 02-8945-00-09-9853, 02-8945-00-09-2926, 02-8945-00-09-8967, 02-8946-00-10-2095, 02-8946-00-00-8019, 02-8946-00-10-1220, 02-8946-00-00-7149, 02-8946-00-10-0450, 02-8946-00-00-6481, 02-8946-00-10-05334, 02-89446-00-00-65342 are hereby re-zoned from Highway Commercial (HC) to Village Residential.

Article III. Penalty

1. Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was

sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.

- 3. This Ordinance may also be enforced by any appropriate equitable action.
- 4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- 5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

Article IV. Severability

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

Article V. Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this day of , 2019.

County of Camden

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

(SEAL)



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Old Business

Item Number: 6.A
Meeting Date: January 06, 2020
Submitted By: Ken Bowman,
 Administration
 Prepared by: Karen Davis

Item Title **Camden Plantation**

Attachments: Agenda Summary_Camden Plantation (DOCX)
 Public Notice Daily Advance Camden County (DOC)
 Camden Purchase Agreement for Commercial
 Property 10-29-19 signed
 by buyer (PDF)

Summary:

Public Hearing was held on December 2, 2019. The Board voted to place this item on the January 6, 2020 agenda. Summary, supporting documentation and recommendation attached.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Meeting Date: January 6, 2020

Attachments: Land Sale Agreement and Map

Submitted By: Ken Bowman, County Manager

ITEM TITLE:

Land Sale Agreement

SUMMARY:

The applicant's stated purpose for the project is to construct an economically viable, residential and commercial mixed-use development to serve Camden County, North Carolina, along the U.S. Route 17 corridor that satisfies all municipal development requirements for Smart Growth and contributes to the tax base of the County.

As proposed, Camden Plantation will be developed in four phases involving the construction of approximately 1,750 new residential units, associated roads and utilities infrastructure, a commercial center with a minimum of 160,000 square feet of retail/commercial/office space, an 18-hole golf course, and other recreational amenities (tennis, swimming, trail and park system). Anticipated services to be provided include a grocery store and complimentary retail business, medical/dental offices, and general office space. The project will impact a total of 4,562 linear feet of waters of the United States and 28.90 acres of non-tidal wetlands, including the permanent loss of 27.96 acres of palustrine forested (PFO) wetlands and the conversion of 0.94 acres of PFO wetlands to palustrine emergent (PEM) wetlands.

A number of alternatives were identified and evaluated by the applicant during the pre-application process including consideration of other properties, as well as the adjustment of onsite configurations resulting in the avoidance of an additional 4.43 acres of permanent impacts to wetlands.

The applicant proposes to offset the permanent impacts to approximately 27.96 acres of palustrine forested wetlands (PFO) and conversion impacts to approximately 0.94 acres of PFO to palustrine emergent wetlands (PEM) through the purchase of non-tidal wetland credits from an approved mitigation bank at a ratio of 2:1 for PFO, and 1:1 for conversion from PFO to PEM. Additionally, the applicant proposes to preserve in perpetuity the remaining 17.24 acres of PFO wetlands on the property through the recordation of deed instruments.

In light of the fact that Camden Plantation has been turned down by the Army Corps of Engineers to mitigate approximately 28 acres, as mentioned above, they are approaching the County in order to purchase up to 15 acres for the development of the commercial / retail segment of this planned development. If approved the master plan will have to be modified and resubmitted for approval.

RECOMMENDATION:

Pursuant to direction from the Camden County Commissioners, staff has negotiated an agreement by and between Camden County, North Carolina ("Seller") and Camden Plantation Properties, Inc. or assigns ("Buyer") to purchase up to 15 acres of county owned property at the intersection of US 17 and McPherson road for the amount of \$10,000 per acre.

The Board of Commissioners has determined the fair market value of the property is twenty thousand dollars (\$20,000) per acre. The proposed consideration to be received by the County is ten thousand dollars (\$10,000) per acre up to one hundred fifty thousand dollars (\$150,000) cash, plus additional consideration in the form of infrastructure improvement.

The infrastructure improvement is development of a road between the subject property and the remainder the county's property to the east. The improvement is estimated to exceed \$150,000 and will substantially increase the value of the surrounding county owned property. Improvement will commence within 1 year after the later of (i) the date of Closing or (ii) the date upon which Buyer receives all necessary approvals for development of the Property as provided for by law, and shall thereafter diligently pursue completion of such road.

Recommend: Approval

FAX COVER SHEET

County of Camden
P.O. Box 190
117 North 343
Camden, NC 27921
252-338-1919 (Voice)
252-333-1603 (FAX)

SEND TO:

FROM: Dan Porter/Planning Department
Director

The Daily Advance

FAX NO: 252-335-1968

Date: 11/19/2019

URGENT _____

Reply ASAP _____

Please Comment _____

Review _____

RE: Account #2100210

Number of Pages: 2

Please publish the following Public Notice in the Friday, November 22, 2019 edition of the Daily Advance.

Any questions, please call Dan Porter at 338-1919 ext. 263.

1. Pursuant to NC General Statute 158-7.1(d) notice is hereby given Camden County intends to convey the following described property in fee simple to Camden Plantation Properties as the result of a privately negotiated sale for the purposes of aiding and encouraging a commercial enterprise within Camden County:

“Up to 15 acres of County owned property located at the intersection of McPherson Road and U.S. Highway 17 North.

Prior to final determination of this conveyance, the Camden County Board of Commissioners will conduct a public hearing in the Historic Camden County Courthouse to receive public comments, at 10:00 A.M., during the regularly scheduled Board of Commissioners meeting on Monday, December 2, 2019.

The Board of Commissioners has determined the fair market value of the property is twenty thousand dollars (\$20,000) per acre. The proposed consideration to be received by the County is ten thousand dollars (\$10,000) per acre up to one hundred fifty thousand

Attachment: Public Notice Daily Advance Camden County (2596 : Camden Plantation, Inc. Land Sale Agreement - Ken Bowman)

dollars (\$150,000) cash, plus additional consideration in the form of infrastructure improvement.

The infrastructure improvement is development of a road between the subject property and the remainder the county's property to the east. The improvement is estimated to exceed \$150,000 and will substantially increase the value of the surrounding county owned property. Improvement will commence within 1 year after the later of (i) the date of Closing or (ii) the date upon which Buyer receives all necessary approvals for development of the Property as provided for by law, and shall thereafter diligently pursue completion of such road.

It is currently the intention of the Board of Commissioners to approve this conveyance on the terms stated herein.

LAND SALE AGREEMENT

THIS AGREEMENT (the "**Agreement**") is made as of October 29, 2019, by and between Camden County, North Carolina ("**Seller**") and Camden Plantation Properties, Inc. or assigns ("**Buyer**").

In consideration of Ten Thousand and 00/100 Dollars (\$10,000.00) (the "**Deposit**"), to be paid by Buyer to Seller within two business days after full execution, approval, and delivery of this Agreement (the "**Effective Date**"), the parties agree as follows:

1. **Purchase.** Seller shall sell and Buyer shall purchase up to 15 acres of the land owned by Seller located in Camden County, North Carolina (the "**Locality**") and described on Exhibit A. (the "**Property**"). The exact configuration and legal description for the Property shall be determined prior to Closing. The Property shall include all easements, rights of way, appurtenances, and privileges associated with the Property; any permits, approvals, and prepaid fees associated with the Property; and all of Seller's rights, if any, in any plats, plans, and surveys related to each Section.
2. **Purchase Price.** The purchase price of the Property (the "**Purchase Price**") shall be Ten Thousand and 00/100 Dollars (\$10,000.00), per acre, payable (less the Deposit and any applicable prorations) at Closing.
3. **Closing And Prorations.** Closing on the Property ("**Closing**") shall be held within forty five (45) days after Buyer gives notice to Seller that the subdivision plat for the Property is ready for recordation and all conditions are satisfied (the "**Closing Date**"). Closing shall be at Buyer's attorney's office or as mutually agreed by the parties. All real estate taxes and other items of income or expense for the Property shall be prorated as of the Closing Date. Seller shall pay all costs of preparing the Deed, any grantor's tax, its own attorney's fees, any roll-back or similar taxes for the Property relating to any period prior to Closing, and other costs normally paid by the seller in similar transactions. Buyer shall pay all other costs and taxes for recording the Deed, any mortgage securing any loan, its own attorney's fees and other costs and expenses normally paid by the buyer in similar transactions. Possession shall be delivered at Closing.
4. **Deposit.** Seller shall hold the Deposit in a federally insured account pending Closing. The Deposit shall be applied to the Purchase Price at Closing. If Buyer terminates this Agreement due to a contingency or Seller's default, the Deposit shall be immediately paid to Buyer. If Seller terminates this Agreement due to Buyer's default, the Deposit shall be retained by Seller.
5. **Conditions to Closing.** Buyer's obligations are contingent on the conditions below. Buyer may waive any condition. If any condition is not satisfied by Closing or any other indicated date, Buyer may delay Closing until the condition is satisfied or terminate this Agreement.

- a. **Title.** Buyer shall have received a commitment (the "***Title Commitment***") from a title company of Buyer's choice, insuring good and marketable title to the Property to the limits selected by Buyer, at standard rates, free of all exceptions, except for (A) the lien for real estate taxes not yet due and payable, and (B) other title matters approved in writing by Buyer (the "***Permitted Exceptions***"). The Title Commitment shall establish to Buyer's reasonable satisfaction the legal description and acreage of the Property, not contain an exception to survey, and include such endorsements as Buyer deems appropriate, including access to public road. All conditions under the Title Commitment shall have been satisfied and the Title Commitment shall be in full effect for the applicable Section at each Closing. Buyer shall order the Title Commitment within thirty days after execution of this Agreement and delivery of all items by Seller and shall use reasonable efforts to satisfy the Title Commitment requirements.
- b. **Due Diligence.** For a period of **180** days after the Effective Date (the "***Due Diligence Period***"), Buyer may conduct a due diligence study of the Property (the "***Due Diligence Study***") which may include investigation and testing of such matters as Buyer deems material to the value of the Property and its suitability for Buyer's intended use(s), including without limitation, soil borings, wetlands delineations, environmental tests and reports and other analyses and tests which Buyer deems appropriate. Buyer and its agents and contractors may enter the Property at any time prior to Closing to inspect the Property and conduct tests. All third-party reports and results of due diligence study as it relates to the physical condition and title to the Property will be made available to the seller upon written request. Buyer may terminate this Agreement by giving Seller notice prior to the end of the Due Diligence Period if Buyer is not satisfied, in its sole discretion, with the results of the Due Diligence Study.
- c. **Condemnation.** Seller shall not have received any notice of a pending or contemplated condemnation affecting any of the Property. If prior to Closing, any of the Property is condemned or proposed to be condemned, Seller shall promptly notify Buyer, and Buyer may (i) close and receive the condemnation proceeds, or (ii) close with an equitable reduction in the Purchase Price, or (iii) terminate this Agreement.
- d. **Governmental issues.** No moratoria shall be in effect which would materially affect the development of the Property or construction of intended improvements on the Property, and no agreement with the Locality for restrictions, cash proffers, or other payments shall apply to the Property, except as approved in writing by Buyer.
- e. **Representations, warranties, and obligations.** All of the representations and warranties of Seller in this Agreement shall be true and correct in all material respects, and Seller shall have

fully and timely performed all of Seller's obligations under this Agreement up to the date of each Closing.

- f. **Wetlands.** Buyer shall have received an acceptable wetlands determination and approval of any wetlands impacts for the Property, subject only to terms and conditions approved in writing by Buyer.
- g. **Utilities.** Public Water utilities for the development, construction, and occupancy of the Property shall be available at the Property in sufficient capacities to serve the Property as it is to be developed for its intended use.
- h. **Subdivision.** Buyer shall have obtained an approved subdivision plat for the Property, and all required approvals from the Locality and any other required authority, and satisfaction of all conditions or contingencies for the immediate recordation of the subdivision plat, subject only to terms and conditions approved in writing by Buyer.
- i. **Approvals.** This Agreement shall have been approved by all necessary authorities for Seller to be able to properly convey the Property.
- j. **Development of Property.** Buyer shall have received all approvals necessary to develop the Property in the manner intended by Buyer, subject only to terms and conditions acceptable to Buyer and Seller. Such approvals shall include, without limitation, approval of any master plan, construction plans, subdivision plats, conceptual plans and any other plans necessary to develop the Property as intended.
- k. **Development of Adjacent Property.** Buyer shall have received all approvals necessary to develop the property owned by Buyer in the development known as Camden Plantation located near the Property (the "Buyer's Property") in the manner intended by Buyer, subject only to terms and conditions acceptable to Buyer and Seller. Such approvals shall include, without limitation, approval of a revised master plan, construction plans, subdivision plats, conceptual plans and any other plans necessary to develop the Buyer's Property as intended.
- l. **Modification and Extension of Development Agreement.** The Development Agreement filed in Camden County with the Recorder of Deeds in Book 292, Page 624 has been extended and modified to acknowledge the addition of portions of the Property and the revised master plan, among other things, with such extension and modification subject only to terms and conditions acceptable to Buyer and Seller.

6. **Seller's Obligations.** In addition to its other obligations, Seller shall do the following:

- a. Seller shall deliver to Buyer within five business days after request, at no cost to Buyer, copies of all documents and

information relating to the Property which Buyer requests, to the extent in the possession of or reasonably available to Seller.

- b. Seller shall provide Buyer everything required by the Title Company to issue a title policy at each Closing subject only to the Permitted Exceptions.
- c. At Closing, Seller shall deliver to Buyer a properly executed General Warranty Deed with English Covenants of Title conveying good and marketable title to the Property, subject only to the Permitted Exceptions.
- d. Seller shall use its best efforts to cause all conditions of Closing within its control to be promptly satisfied, including cooperating in filing any applications or requests for approval in connection with Buyer's Due Diligence Study and other conditions of Closing.

7. Seller's Representations. Seller represents and warrants to Buyer as follows:

- a. Seller is the owner of good and marketable title to the Property, subject only to utility easements and other matters that do not adversely and materially affect the use and development of the Property for its intended purpose.
- b. The Property is not subject to a property owners or similar association or to a special tax district other than the South Mills Volunteer Fire District Tax.
- c. No roll-back or similar taxes will be payable in connection with the Property relating to any period in which Seller owned the Property.
- d. Seller is not aware of and has received no notice of any violation of any environmental law in connection with the Property. To the best of Seller's knowledge, the Property has not been used to generate, manufacture, refine, transport, treat, store, handle, dispose, transfer, produce or process any hazardous substance.
- e. Seller is not a "foreign person," as defined in Section 1445 of the Internal Revenue Code of 1986, as amended.
- f. No proffers, impact fees, tap fees, or other similar fees or amounts are currently payable in connection with the Property.

8. Risk Of Loss. Seller shall bear all risk of loss to the Property until Closing.

9. Commissions. Neither party has dealt with any agent or broker in bringing about this Agreement. Each party shall indemnify and hold the other harmless from all claims of other agents or brokers resulting from its having worked through such other agents or brokers.

10. Default. Buyer shall not be in default unless it fails to perform within ten days (for a monetary matter) or thirty days (for a nonmonetary matter) after notice. If Buyer fails to close in breach of this Agreement, Seller's sole remedy shall be to receive the Deposit as liquidated damages, the parties agreeing that damages in such an event would be difficult, if not impossible, to ascertain and that the Deposit represents a reasonable liquidation of such potential damages.

11. Notice. All notices under this Agreement, including change of address, shall be in writing and shall be deemed given (i) when hand delivered, (ii) one business day after being delivered to a nationally recognized overnight delivery service for next business day delivery, (iii) three business days after being deposited in the United States Mail, postage prepaid via first class mail, or (iv) one business day after being sent by email (unless sender receives a notice of non-delivery during that time period) or upon confirmed receipt, whichever is earlier, and in all events addressed as follows:

If to Seller:

Camden County, North Carolina

 ATTN: _____

Email: _____

If to Buyer:

Camden Plantation Properties, Inc.
 544 Newtown Rd, Ste 128
 Virginia Beach, VA 23462
 Attn: General Counsel

Email: LegalNotices@BoydHomes.com

The parties may, at any time, change their notice address by giving notice to all other parties. In addition to the above, any written notice given in any manner shall be effective, if not already deemed effective, when actually received.

12. Assignment. Buyer may assign any of its rights under this Agreement to any entity(ies) under common control with Buyer. This Agreement shall be binding upon, and benefit, the successors and assigns of the parties. No person not a party to this Agreement, other than a permitted successor or assign, shall be entitled to the benefit of any provision of this Agreement.

13. Announcement. Seller shall not make any announcement or statement about this Agreement or transaction without Buyer's approval.

14. Interpretation. This Agreement shall be interpreted and enforced under North Carolina law. The headings in this Agreement are for convenience only and are not a part of the agreement of the parties, nor shall they be used to interpret this Agreement. In this Agreement, the singular includes the plural, the plural includes the singular, and the use of any gender includes any other gender. The term "person" includes both natural persons, entities, and governmental agencies, departments, and other entities. If any part of this Agreement is unenforceable, the remainder shall be construed and enforced as if the unenforceable part had not been in this Agreement. The provisions of this Agreement may not be

modified or waived, except by a written instrument, signed by the parties. This Agreement shall survive Closing.

15. Holidays, Etc. If any deadline under this Agreement falls on a nonbusiness day, the deadline shall be extended to the next business day.

16. Entire Agreement. This Agreement is a complete agreement of the parties concerning the subject matter of this Agreement, merging and replacing all prior negotiations, offers, representations, warranties and agreements. No course of dealing between the parties, no usage of trade, and no external evidence shall be used to supplement or modify this Agreement. All exhibits attached to or referenced in this Agreement shall be incorporated into this Agreement as fully as if contained in the body of this Agreement.

17. Execution. This Agreement may be offered and accepted by facsimile. Electronic signatures shall have the same effect as, and be considered, original signatures for purposes of this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute a single agreement.

18. Additional Provisions.

- a. Buyer shall commence development of the drive lane between the Property and the remainder of the property owned by Seller to the east substantially as shown on Exhibit A within 1 year after the later of (i) the date of Closing or (ii) the date upon which Buyer receives all necessary approvals for development of the Property, and shall thereafter diligently pursue completion of such drive lane.
- b. Buyer shall diligently pursue all approvals related to the development of the Property.

This offer shall expire, if not accepted and returned to Buyer by 5:00 p.m. EST on November 20, 2019.

Seller:

Camden County, North Carolina


By _____
Date

By _____
Date

By _____
Date

Buyer:

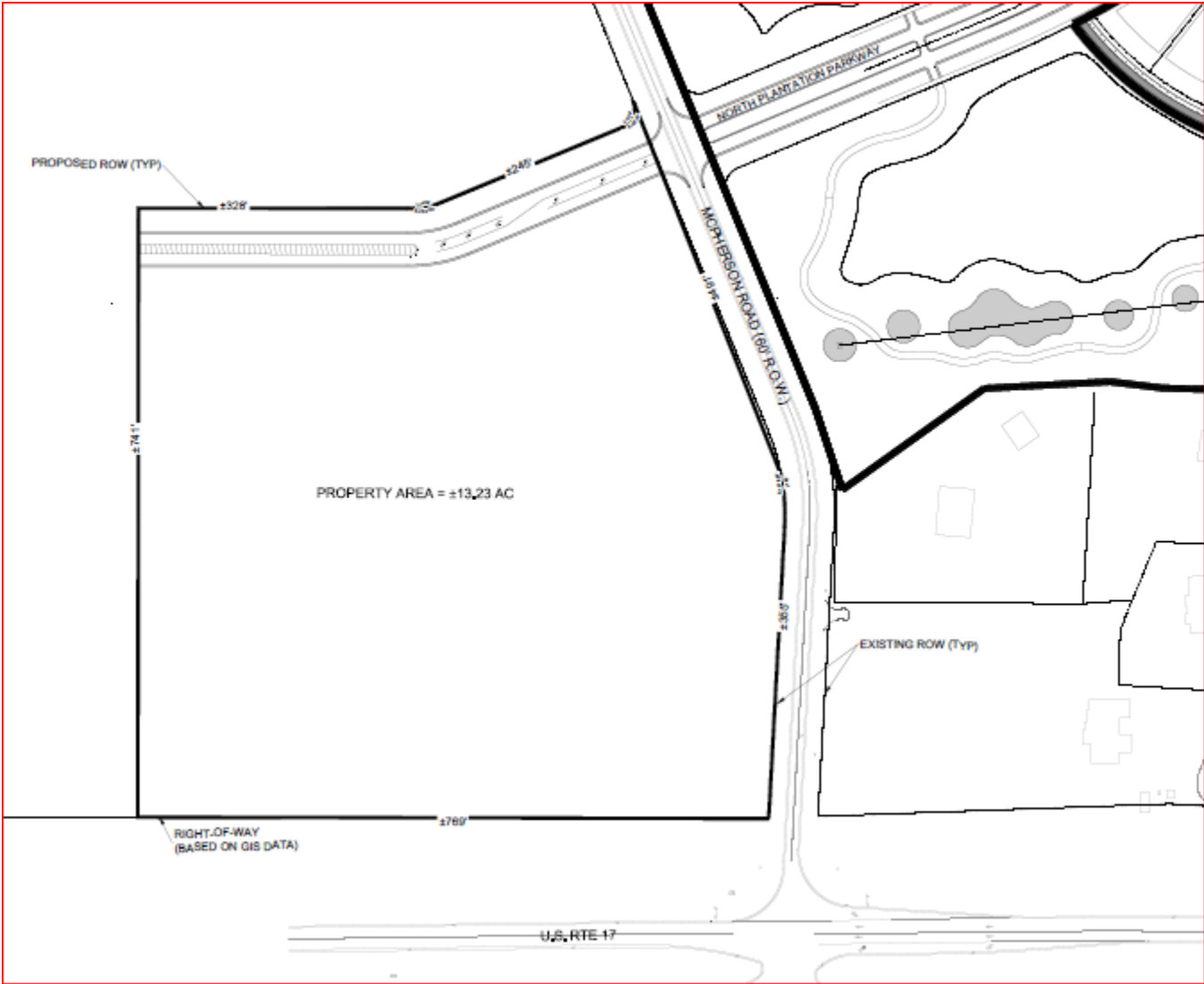
Camden Plantation Properties, Inc.

By  _____ 10/29/19
David S. Rudiger, President

Attachment: Camden Purchase Agreement for Commercial Property 10-29-19 signed by buyer (2596 : Camden Plantation, Inc. Land Sale

Exhibit A

A portion of the land located in Camden County, North Carolina, owned by Camden County, North Carolina known as GPIN 017071006768430000 approximately located in the area shown below as "Property Area = +/- 13.23 AC".



Attachment: Camden Purchase Agreement for Commercial Property 10-29-19 signed by buyer (2596 : Camden Plantation, Inc. Land Sale



CAMDEN COUNTY
NORTH CAROLINA • USA

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 7.A
Meeting Date: January 06, 2020
Submitted By: Ken Bowman,
 Administration
 Prepared by: Karen Davis

Item Title **Resolution 2020-01-01**

Attachments: LWV Resolution Request (DOCX)
 ResolutionLWV100 years.docx (NCACC) (DOCX)

Summary:

See attached letter of request from the League of Women Voters of North Carolina and Resolution Celebrating the 100th Anniversary of the passage of the Nineteenth Amendment to the Constitution of the United States and founding of the League of Women Voters.

Recommendation:

Adopt resolution.



August 23, 2019

Dear Commissioner,

Thank you for your service to the people of your county, the state and yes, our nation. The League of Women Voters, a non-partisan organization that includes women and men, founded in February, 1920, has as its mission "Empowering Voters. Defending Democracy". We strongly advocated then and now for full participation in the voting process and educating voters on the issues.

This year marks the one hundredth anniversary of the passage of the 19th Amendment to the US Constitution giving women the vote. As you are aware, it had to be ratified by two-thirds of the states and this was not accomplished until August 18, 1920, when Tennessee cast its vote of support. Tennessee was the last of 36 states to ratify and had it not been for a young East Tennessee lawyer member of the House of Representatives, who after receiving a letter from his widowed mother imploring him to vote for suffrage, changed his vote on the third reading of the bill, the 19th amendment would not have been ratified at that time. This is but one historic example of the importance of one vote; one elected official who dared to be courageous and do that which is just and right.

Leagues across the country, along with numerous other organizations, will be commemorating this 100th anniversary throughout 2020. The League of Women Voters of North Carolina invites you to be a part of this most important commemoration specifically through the passage of the attached resolution. We believe this action will raise awareness of the importance of voting and increase understanding that the vote did not come easily to many. Your action will also provide the opportunity to enhance civic education as well as reminding all of us of the privilege we enjoy from living in a Democracy.

Your vote on the resolution may occur at a time of your choosing. We suggest that it be done in early 2020. If possible, please let me know when the vote will take place or if you need additional information as soon as possible. We will urge League members and friends in your surrounding area to be there at the time of your board's vote.

Thank you for your consideration of our request to pass this important resolution.

Yours truly,

Mary Klenz, 100th Anniversary Committee
lwvklenzm@gmail.com; 704-968-0664

Committee: Jo Nicholas, President, LWVNC, Willie Taylor, Vicki Boyer, Dorsey Harris

Attachment: LWV Resolution Request (2597 : Resolution 2020-01-01 - Ken Bowman)



**RESOLUTION 2020-01-01
CELEBRATING THE 100TH ANNIVERSARY OF THE PASSAGE OF THE
NINETEENTH AMENDMENT TO THE CONSTITUTION OF THE UNITED STATES AND
FOUNDING OF THE LEAGUE OF WOMEN VOTERS**

WHEREAS, an organized movement to enfranchise women began in July, 1848, at a convention in Seneca Falls, NY;

WHEREAS, through the efforts of brave and courageous women referred to as suffragists who sacrificed family, their personal life and their financial resources for over seventy years to gain equal rights for women, especially the right to vote;

WHEREAS, women and men, black and white, supported the woman's suffrage movement for women to gain the constitutional right of having a voice in making the laws that govern them;

WHEREAS, the woman's suffrage movement led to the passage of the 19th Amendment to the Constitution of the United States in 1919; with ratification by the states by the summer of 1920;

WHEREAS, the National Woman's Suffrage Association dissolved in 1920 to create the League of Women Voters of the US to register voters and educate all voters;

WHEREAS, the League of Women Voters of North Carolina was launched on October 7, 1920, on the steps of the Guilford County Courthouse by Gertrude Weil, a politically active and tireless young woman from Goldsboro, NC;

WHEREAS, more than 120,000 women were registered to vote in North Carolina by 1920;

WHEREAS, women today constitute a majority vote in our state and the US and are running for office in higher numbers and more active in the election process than ever before in history;

BE IT RESOLVED that the 100th anniversary of women gaining the right to vote and the founding of the League of Women Voters in the United States and in North Carolina is recognized for the impact these historic accomplishments have on citizen engagement and the civic life of the community, the state and the nation.

*The Constitution of the United State of America, Amendment XIX
Women's Suffrage*

The right of the citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex. Congress shall have the power to enforce this article by appropriate legislation.

Adopted this, the _____ day of _____ 2020 by the Camden County Board of Commissioners.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board of Commissioners



CAMDEN COUNTY
NORTH CAROLINA • USA

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 7.B
Meeting Date: January 06, 2020
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson

Item Title **October Monthly Report**

Attachments: 20191230114830796.pdf (PDF)

Summary: October Monthly Report

Recommendation: Review and approve

**MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE
CAMDEN COUNTY BOARD OF COMMISSIONERS**

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2018	111,248.56	2,915.07
2017	36,666.94	2,859.42
2016	16,286.89	1,980.82
2015	11,017.70	964.80
2014	12,079.39	1,228.71
2013	8,208.35	4,851.16
2012	6,524.06	7,735.89
2011	4,769.87	6,437.32
2010	4,244.84	4,642.02
2009	3,978.27	4,513.59

Attachment: 20191230114830796.pdf (2602 : Tax Report - Lisa Anderson)

TOTAL REAL PROPERTY TAX UNCOLLECTED	215,024.87
TOTAL PERSONAL PROPERTY UNCOLLECTED	38,128.80
TEN YEAR PERCENTAGE COLLECTION RATE	99.65%
COLLECTION FOR 2019 vs. 2018	22,817.60 vs. 11,026.06

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2018	98.48%
2017	99.44%
2016	99.73%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: 20191230114830796.pdf (2602 : Tax Report - Lisa Anderson)

EFFORTS AT COLLECTION IN THE LAST 30 DAYSENDING October **2019****BY TAX ADMINISTRATOR**63 NUMBER DELINQUENCY NOTICES SENT19 FOLLOWUP REQUESTS FOR PAYMENT SENT4 NUMBER OF WAGE GARNISHMENTS ISSUED9 NUMBER OF BANK GARNISHMENTS ISSUED10 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR
COLLECTION (I.D. AND STATUS)2 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS0 NUMBER OF JUDGMENTS FILED

Attachment "A"
Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	8,080.29	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-17-4778.0000	5,094.04	2	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-45-2682.0000	4,392.64	10	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-6797.0000	4,116.62	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8935-02-66-7093.0000	3,817.05	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	02-8934-01-29-4617.0000	3,106.99	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8899-00-16-2671.2425	2,821.67	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8934-01-18-8282.0000	2,746.15	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	03-9809-00-23-8838.0000	2,470.25	1	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	02-8945-00-53-1518.0000	2,359.83	1	GARY D. & BETH A. LOYD	CAMDEN	115 LISTER DR
R	02-8935-01-08-8786.0000	2,268.66	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	02-8945-00-41-2060.0000	2,213.09	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	03-8962-00-67-1021.0000	2,182.86	2	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7080-00-62-1977.0000	2,062.78	9	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	01-7090-00-64-4058.0000	2,056.11	1	GODFREY RIDDICK	SOUTH MILLS	131 LILLY RD
R	03-8943-04-93-8214.0000	2,052.32	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	02-8934-01-18-8072.0000	2,042.88	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	01-7988-00-91-0179.0001	2,028.10	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	171 NECK RD
R	03-8952-00-95-8737.0000	1,993.94	1	AUDREY TILLET	SHILOH	165 IVY NECK RD
R	02-8944-00-36-1417.0000	1,927.24	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	MCKIMMEY RD
R	02-8944-00-99-1027.0000	1,841.50	1	JOHNNIE MERCER HEIRS	CAMDEN	195 BUNKER HILL RD
R	01-7999-00-32-3510.0000	1,827.31	1	LEAH BARCO	SOUTH MILLS	1298 343 HWY N
R	01-7998-01-09-7155.0000	1,824.74	1	CORNELIUS P & GLORIA E PAXTON	SOUTH MILLS	374 COUNTRY CLUB RD
R	02-8943-01-17-1673.0000	1,807.18	1	MILDRED A. HAVRILLA	CAMDEN	165 BUNKER HILL RD
R	01-7999-00-12-8596.0000	1,760.33	1	MOSES MITCHELL HEIRS	SOUTH MILLS	352 SANDY HOOK RD
R	03-8965-00-37-4242.0000	1,751.87	1	DORA EVANS FORBES	SHILOH	343 HWY S
R	03-8972-00-44-8500.0000	1,709.78	1	ABODE OF CAMDEN INC.	SHILOH	431 158 US W
R	02-8923-00-19-3774.0010	1,636.85	2	WILLIAM CONOVER	CAMDEN	442 TROTMAN RD
R	03-8954-00-97-9503.0000	1,549.86	1	ANNIE EVANS HEIRS	SHILOH	257 A OLD SWAMP RD
R	01-7999-00-62-3898.0000	1,545.38	1	MICHAEL ASKEW	SOUTH MILLS	

12/30/19 11:09:30

Delinquencies Top-30 Unpaid

Attachment "B"
Pearl

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	8,080.29	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	4,392.64	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7080-00-62-1977.0000	10	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8943-04-93-8214.0000	10	2,052.32	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	2,028.10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	10	1,993.94	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,827.31	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,760.33	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1958.0000	10	1,000.71	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	976.47	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	767.56	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRILFIN RD
R	03-9809-00-24-6322.0000	10	627.21	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	588.25	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	585.99	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-8980-00-61-1968.0000	10	281.80	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	248.84	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-45-1097.0000	10	202.10	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	154.57	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	140.15	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8980-00-84-0931.0000	9	220.38	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	01-7998-01-08-6797.0000	8	4,116.62	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8962-00-04-9097.0000	8	2,182.86	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	8	940.48	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	8	710.94	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	8	593.58	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	8	541.44	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	8	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8965-00-37-4242.0000	7	1,751.87	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7091-00-64-6569.0000	7	1,190.03	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	03-8962-00-55-5300.0000	7	427.31	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD

12/30/19 11:09:31

Delinquencies Top-30 Oldest

Attachment "A"
Personal
1

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,252.98	10	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	751.18	9	JEFFREY EDWIN DAVIS	CAMDEN	158 US W
P	0001046	712.40	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	680.34	8	LESLIE ETHERIDGE JR	CAMDEN	158 US W
P	0001072	587.82	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001827	483.28	7	KAREN BUNDY	CAMDEN	158 US W
P	0001104	469.71	2	MICHAEL & MICHELLE STONE	CAMDEN	RIDGE ROAD
P	0002194	431.34	4	DAVID LEE HALL JR	SHILOH	SANDY HOOK RD S
P	0000295	412.03	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	7	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	366.10	7	STEVE WILLIAMS	CAMDEN	158 HWY W
P	0000297	349.77	2	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000466	314.96	1	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	294.16	3	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001694	288.99	7	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000772	288.86	4	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002924	272.82	1	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRL
P	0001693	261.90	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	248.38	10	JAMI ELIZABETH VANHORN	CAMDEN	612 MAIN ST
P	0001952	238.91	7	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000905	232.45	1	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0002442	200.37	2	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001546	177.59	1	GEORGE ROWLAND	CAMDEN	158 US W
P	0001673	177.05	10	THOMAS PHILLIP WINSLOW	CAMDEN	431 HWY W
P	0002194	144.96	1	AARON MICHAEL WHITE	CAMDEN	158 HWY W
P	0001976	137.83	1	ANA ALICIA MARTINEZ LOPEZ	SHILOH	849 SANDY HOOK RD S
P	0001150	136.45	2	WILLIAM MICHAEL STONE	CAMDEN	110 AARON DR
P	0001408	129.96	1	SHELLY MARIE AMMON	CAMDEN	130 MILL DAM RD S
P	0000248	128.38	10	ROBERT H. OWENS	SOUTH MILLS	612 MAIN STREET
P	0001689	125.28	2	MICHAEL WAYNE MYERS	CAMDEN	A STREET
					SOUTH MILLS	107 ROBIN DR

12/30/19 11:10:09

Delinquencies Top-30 Unpaid

Attachment "B"

Personal

1

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	2,252.98	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	10	751.18	JEFFREY EDWIN DAVIS	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001046	10	712.40	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	680.34	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	587.82	PAM BUNDY	SHILOH	105 AARON DR
P	0001693	10	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	10	248.38	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001673	10	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000248	10	128.38	ROBERT H. OWENS	CAMDEN	A STREET
P	0000316	10	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	9	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001639	8	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	7	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	7	366.10	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	7	288.99	THOMAS B THOMAS HEIRS	CAMDEN	158 HWY W
P	0001952	7	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000772	6	288.86	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002194	4	431.34	DAVID LEE HALL JR	SHILOH	849 SANDY HOOK RD S
P	0000905	4	232.45	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0000295	3	412.03	HENDERSON AUDIOMETRICS, INC.	CAMDEN	158 HWY E
P	0000466	3	314.96	LAMES OF CAMDEN	CAMDEN	HWY 158 W
P	0000846	3	294.16	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	3	121.17	MARK SANDERS OVERMAN	SHAMBORO	116 GARRINGTON ISLAND
P	0002921	3	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	3	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002079	3	106.35	OCTAVIUS BANKS III	SOUTH MILLS	262 OLD SWAMP RD
P	0001104	2	469.71	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000297	2	349.77	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0002442	2	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001976	2	137.83	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR

Delinquencies Top-30 Oldest

12/30/19 11:10:10



CAMDEN COUNTY
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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number:	7.C
Meeting Date:	January 06, 2020
Submitted By:	Dan Porter, Planning Director Planning & Zoning Prepared by: Karen Davis
Item Title	Recombination Survey
Attachments:	Agenda Summary Sheet Recombination Survey (DOC) Proposed Recombination (PDF) Recombination Email (PDF)

See attached summary, supporting documentation and staff recommendation.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: January 6, 2019

Attachments: Recombination Plat/Email SCWSD David Credle

Submitted By: Planning Department

Item Title: Recombination Survey

Summary:

Attached is a proposed recombination survey on land belonging to Eric Wood and Camden County (Well Site) located on Country Club Road. The survey shifts the well site 25' to the West allowing a 45' access to his property. All costs involved were to be incurred by Mr. Wood who also agreed to farm the county lot which freed up any maintenance by the County. The issue was brought up to SCWSD (David Credle) and the County Manager (see attached email) for their approval in which was given in the email by SCWSD as long as the County Manager gave his approval.

During the preparation of the Deeds, a question was brought up by Mr. Woods' attorney as to whether the Board of Commissioners needed to approve survey or not. At the time all concerned were in the opinion that the survey did not require the Board's approval as it was just a shift in property lines with no acreage lost or gained.

Recommendation:

Motion to approve recombination survey with condition that all costs will be incurred by Mr. Wood.

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN

I, _____ REVIEW OFFICER OF CAMDEN COUNTY,
CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS
ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____ DATE _____

I, JASON A. MIZELLE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY
SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION;
DEED DESCRIPTION RECORDED AS SHOWN HEREON; THAT THE
BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM
INFORMATION FOUND IN THE REFERENCES SHOWN HEREON; THAT THE
RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS
PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

(F)(11)d. - THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE
RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR
OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.

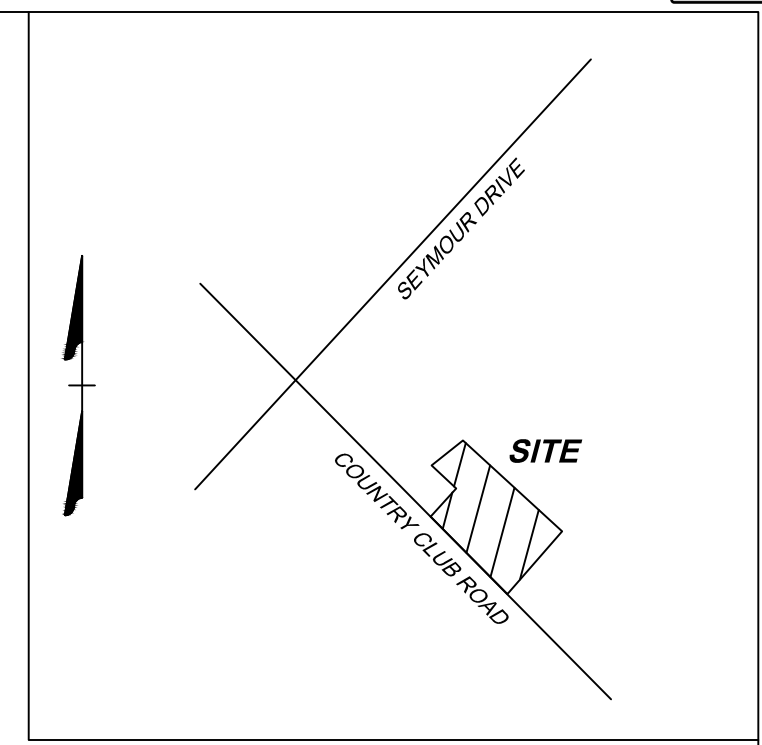
WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL
THIS 11TH DAY OF NOVEMBER, 2019.

JASON A. MIZELLE, PLS L-4917

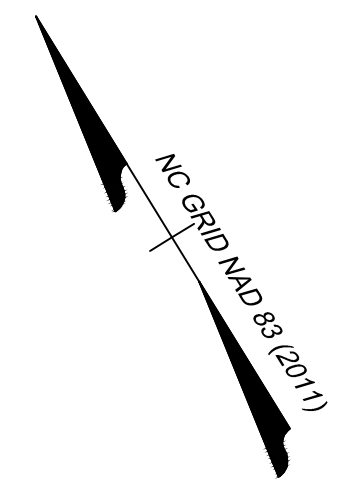


Preliminary

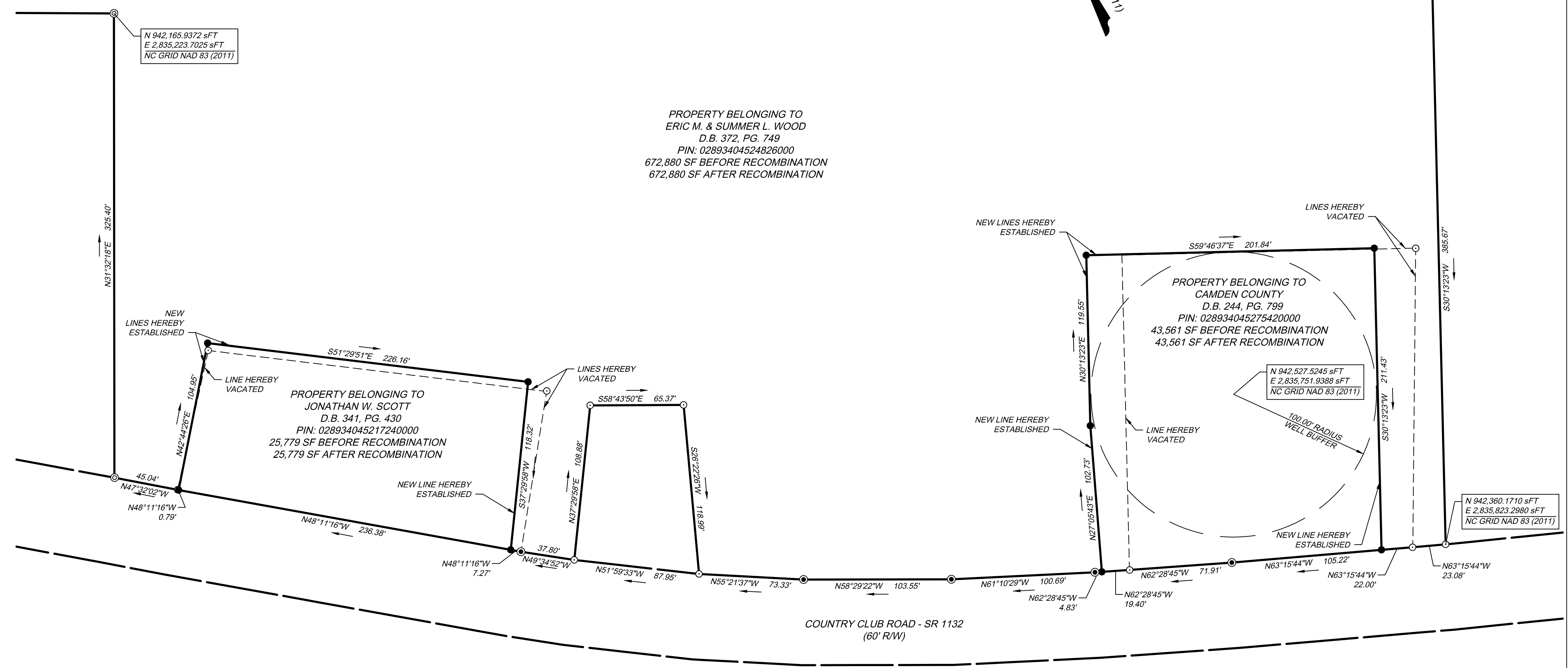
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VICINITY MAP
(NOT TO SCALE)

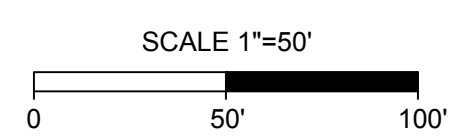


PROPERTY BELONGING TO
ERIC M. & SUMMER L. WOOD
D.B. 372, PG. 749
PIN: 02893404524826000
672,880 SF BEFORE RECOMBINATION
672,880 SF AFTER RECOMBINATION



LEGEND

- IRON REBAR
- SET IRON ROD
- ⊙ CALCULATED POINT
- PROPERTY BOUNDARY
- - - - ADJOINING PROPERTY LINES
- NEW LOT LINES
- RIGHT OF WAY LINES
- - - - LINES BEING VACATED
- WELL BUFFER



RECOMBINATION PLAT
**ERIC M. & SUMMER L. WOOD,
 JONATHAN W. SCOTT & CAMDEN COUNTY**
 PROPERTIES AS DESCRIBED IN D.B. 372, PG. 749; D.B. 341, PG. 430 & D.B. 244, PG. 799
 COURTHOUSE TOWNSHIP CAMDEN COUNTY NORTH CAROLINA

TIMMONS GROUP
 1805 West City Drive, Unit E, Elizabeth City, NC 27909
 TEL 252.621.5030 www.timmons.com
 North Carolina License Number C-1652

FILE NO: 44440	SCALE: 1" = 50'	DRAFTED: JAM	DATE: November 11, 2019	CHECKED: JAM
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S:\109\44440 - Eric Wood - Country Club Rd 2-Lot Minor - Camden, NCDWG\44440V_Recomb.dwg | Plotted on 11/11/2019 10:40 AM | by Jason Mizelle

Attachment: Proposed Recombination (2603 : Recombination Survey)

Karen Davis

From: David Credle <dcredle@camdencountync.gov>
Sent: Wednesday, October 30, 2019 3:28 PM
To: 'Dan Porter'; 'Ken Bowman'
Cc: 'Dave Parks'
Subject: RE: [External] Country Club Road

I'm ok with the shift if Ken is but can afford to lose any square feet.
 Thanks

David Credle
 Public Works Manager
 Camden County
 P.O. Box 190, 330 E. Hwy 158
 Camden, NC 27921
 Phone: 338-6363 x 313
 Cell: 252-207-6874
 dcredle@camdencountync.gov

From: Dan Porter [mailto:dporter@camdencountync.gov]
Sent: Wednesday, October 30, 2019 8:50 AM
To: Ken Bowman; Credle, David
Cc: Dave Parks
Subject: FW: [External] Country Club Road

Ken – is the county ok with approving this minor plat that will shift the well site 25 feet?

Dan B. Porter, Planning Director
 Camden County
 Camden, NC 27921
 Ph: 252 338 1919 Ext. 263
 Fax: 252 333 1603
 Email: dporter@camdencountync.gov
dbp0124@hotmail.com

*DISCLAIMER: Pursuant to the Freedom of Information Privacy Acts (FOIPA) and North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail messages(s) sent in response to it may be considered public record and as such subject to request and review by anyone.

From: Dave Parks [mailto:dparks@camdencountync.gov]
Sent: Wednesday, October 30, 2019 8:41 AM
To: Dan Porter
Subject: FW: [External] Country Club Road

Dan,

Attached is the proposed shift of the property lines of the well site (approximately 25' to the north) on Country Club Road that would allow a 45' flag arm for access to the back of property. The last I heard from David and Ken is that

there was no problem with it as long as Mr. Wood pays for all (i.e. recombination survey and new deed). Can you check with Ken and David to see if this is still good?

Sincerely,

Dave Parks, CFM
Permit Officer

From: Jason Mizelle [mailto:Jason.Mizelle@timmons.com]
Sent: Tuesday, October 29, 2019 4:56 PM
To: 'dparks (dparks@camdencountync.gov)'
Subject: [External] Country Club Road

Dave

I've been messing with the lot configurations for Eric Wood on his parcel on Country Club Road. He's asked me to look at a slight shift in the well site (25') to ensure a 45' access through that eastern side of the property to the residual. We've also looked at a 50' access on the west side to give that residual the best access for continuation of farming operations. I'm showing the ultimate layout with the (2) Minor Lots and a future Family Lot. I've got two questions that I need your help with.

- 1) Will the County consider a shift in the well site?
- 2) Any chance the Family lot would be allowed to utilize the +/- 30 foot strip (37' frontage @ the ROW) for access? It's otherwise unusable property.

Mull it over and give me a shout over the next couple of days so we can try and figure out what direction this thing wants to go.

Thanks

Jason A. Mizelle, PLS
Senior Project Manager

TIMMONS GROUP | www.timmons.com
1805 West City Drive, Unit E | Elizabeth City, NC 27909
Direct: 252-621-5028 | Fax: 252.562.6974
Mobile: 252-619-8344 | Email: Jason.mizelle@timmons.com
Your Vision Achieved Through Ours

To send me files greater than 20MB [click here](#).

Attachment: Recombination Email (2603 : Recombination Survey)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 7.D
Meeting Date: January 06, 2020
Submitted By: Ken Bowman,
 Administration
 Prepared by: Karen Davis

Item Title **Personnel Policy - Ken Bowman**

Attachments: Personnel Policy mods (DOCX)
 Personnel Policy121515 (DOCX)

Summary:

The Personnel Policy is currently in the review stages and should be ready for the Board to review and approve on June 1, 2020. However, since the Board adopted the new Step and Grade pay plan effective January 1, 2020 for Camden County employees, some modifications needed to be made. The current plan is attached for your reference and the recommended changes have been extracted for your consideration.

Recommendation:

Approve the changes as presented by the County Manager.

ARTICLE III. PERFORMANCE EVALUATION PROGRAM

Section 1. Objective

The primary objective of Camden County's pay for performance and performance appraisal program is to encourage a high level of employee performance and recognize County employees who exceed pre-established standards utilizing an objective evaluation system. As such, the system will reward performance for those who exceed those standards or perform at an exceptional level in serving the citizens of Camden County. All classified positions of the County are governed by this program except elected officials, executive employees appointed by the County Board of Commissioners, employees of independent boards and commissions, competitive service employees, ~~and~~ temporary and seasonal part-time employees.

Section 2. Authority

This procedure shall be approved by the County Commissioners of Camden County.

Section 3. Direction

The County Manager, under the direction of the Board of Commissioners of Camden County, is responsible for implementation of a performance evaluation system.

Section 4. Definitions

ANNUAL REVIEW PERIOD: The annual period of performance of an employee covered by these procedures ~~begins with the employee's date of hire, or appointment to his or her current position and ends during the~~ will occur annually at the end of the calendar year ~~period established for employee evaluations.~~

PERFORMANCE INCREASE: An annual increase in salary based on an employee exceeding performance standards. Salary increases will be based on a uniform percentage established by the County.

PERFORMANCE FACTOR: A key job responsibility - linked to the County department's goals and or mission statement.

PERFORMANCE GOAL: A projected result - measured in terms of quality, quantity, and timeliness.

~~**PERFORMANCE INCREASE PROGRAM:** Provides recognition and reward for performance that consistently exceeds standards in the form of a salary adjustment to an employee's base pay.~~

PROBATIONARY EMPLOYEE: An employee assigned to a permanent position (full-time) who has not completed an approved probationary period of employment with the County in that particular position. This period is six (6) months ~~for standard employees, nine (9) months for Social Services, twelve (12) months for Sheriff and Department Heads~~ unless extended.

RATER: An employee having direct authority over the employee rated, herein referred to as "Rater" or "Supervisor." The rater is designated as a Department Director, Departmental Supervisor, Executive/Administrative Official, or the County Manager.

REGULAR EMPLOYEE: Full-time employee who has successfully completed the probationary period in a permanent position.

Section 5. Policy

- a. Employees' performance is formally evaluated annually for their current position. All employees in Camden County will be evaluated in conjunction with a schedule which coincides with preparation of the County's annual budget.
- ~~b. Eligible employees who have been promoted/transferred/demoted will be placed in Step 2 of the grade assigned to their position. and are in a probationary status may receive a performance increase upon completion of their probationary period. Note that if an employees' pay falls below the minimum of their assigned pay grade, their salary will be adjusted to the minimum of the grade, when, and if salary ranges are adjusted (normally the beginning of the pay period closest to July 1st of each year). However, upon completion of their probationary period, if a performance increase is to be awarded, the employee will receive the difference between the recommended performance amount and the range adjustment amount received.~~
- c. Employees who receive an overall rating of Below Standards will be provided an opportunity to improve their performance, but shall be placed on probationary status in accordance with County policy.

All employees covered by this policy are evaluated by comparing performance with established performance factors and defined performance levels.

ARTICLE IV. THE PAY PLAN

Section 1. Definition

The pay plan includes the Salary Schedule and the Assignment of Classes to Salary Grades and ~~Ranges Steps~~ adopted by the Board of County Commissioners. ~~The salary schedule may consist of a Hiring, Minimum, Midpoint, and Maximum rates of pay or a series of pay steps for each job classification approved by the Board of County Commissioners.~~ Salary increases within the ~~pay range steps~~ shall be based on criteria established by the County Manager and approved by the Board of County Commissioners.

Section 2. Administration and Maintenance

The County Manager shall be responsible for the administration and maintenance of the pay plan. All ~~new hired~~ employees covered by the pay plan shall ~~be paid at a rate within start at the salary range step 1 or 2~~ established for the respective position classification, except for employees in trainee status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan.

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in public employment in the area,

changes in the cost of living, the financial conditions of the County, and other factors. To this end, from time to time the County Manager, assisted by the Human Resources Director, shall make comparative studies of all factors affecting the level of salary ranges and may make minor adjustments in the allocation of positions to salary grades. When major adjustments encompassing numerous positions are needed, or when a general adjustment is needed to the pay plan, the County Manager shall recommend such changes in salary ranges as appear to be warranted to the Board. The Board shall adopt the Salary Schedule and assignment of Job Classes to Salary Grades, including any minor adjustments made by the County Manager during the previous budget year, annually as part of the budget process.

The County Manager may approve in-range adjustments to employee salaries ~~not to exceed ten percent~~ when necessary to accommodate inequities, special performance or achievements, or other issues.

Section 3. Starting Salaries

All persons employed in ~~positions the~~ approved ~~in the~~ position classification plan ~~normally shall be employed start in~~ ~~at the Hiring Rate step 1 or 2~~ for the classification in which they are employed; however, on the recommendation of the department head, with the approval of the County Manager, employee salaries may be approved above the Hiring Rate. Reasons for hiring above the Hiring Rate include exceptional education and experience qualifications of the applicant, a shortage of qualified applicants, and/or the refusal of qualified applicants to accept employment at the Hiring Rate. Department Heads shall consider internal equity of other employees in the department when making a recommendation for employment above the Hiring Rate.

Elected officials, i.e. the Sheriff and Register of Deeds, shall be paid upon initial election or appointment, at the entry rate of pay for the position. ~~This will start at Step 1 of the assigned position. because there is no appointing authority to make decisions concerning their qualifications for placement above the hiring rate.~~

Section 5. Probationary Pay Increases

Upon successful completion of the probationary period & meeting standards on their annual performance evaluation, employees are eligible to move to the next step in their current grade on their anniversary date of hire, promotion, transfer or demotion.

~~Employees hired into the Hiring Rate or step 1 of the pay range shall receive a salary increase within the salary range of 5% upon successful completion of the probationary period. Employees hired above the hiring rate or step 1 may also be considered for an increase when removed from probationary status, based upon performance level.~~

Section 6. Pay Range Increases

~~Upward movement within the established salary range for an employee is not automatic but rather based upon specific criteria prepared by the County Manager with assistance from the Human Resources Director and approved by the Board.~~

Promotions. When an employee is promoted to a position with a higher salary grade, the employee's salary shall be advanced to ~~the Hiring Rate the minimum step~~ (step 2) of the new ~~position grade~~, ~~or the next step in the promotional grade~~ closest to current salary if employee is making more than step 2, ~~or to a salary which provides an increase of 5% over the employee's salary before the promotion, provided, however,~~

~~that the new salary may not exceed the Maximum rate of the new salary range. The purpose of the~~

- b) the nature and magnitude of the change in jobs;
- c) budget availability;
- d) ~~consistency with similar situations in the past;~~

Section 16. Travel Expenses. – See Finance Policy on Travel

~~All County employees shall be reimbursed for actual travel expenses while on county business at the following rates. Employees must submit a completed expense voucher accompanied by actual receipts before receiving reimbursement for travel expenses.~~

- ~~1. **Subsistence Allowance** – Receipts for meals must accompany all expense vouchers for reimbursement. Tips shall be reimbursed at actual cost.~~
- ~~2. **Mileage Allowance** – The actual amount allowed by the Internal Revenue Service. The effective date of any increase will be as soon as practical after notification is received from the Internal Revenue Service.~~
- ~~3. **Motel** – Actual reasonable expenses as approved by the department head. Receipts for motel expenses must accompany expense vouchers.~~
- ~~4. **Registration Fees** – Actual registration fees as documented by proper receipts.~~
- ~~5. **Parking Fees** – Actual parking fees as documented by proper receipts.~~
- ~~6. **Air Travel** – Actual air travel expenses as approved in advance by the department head.~~

Section 17. Salary Increases Due to Completion of Required Certifications

Employees may be required to obtain or maintain licenses, certifications or registrations as required by law, rule regulation, occupation boards or the duties of their position. Upon successful completion of these certifications, all utility workers and building inspectors will be awarded ~~a one-time lump sum 2% payment 2% increase in salary~~ (limited to one per fiscal year). ~~This will be effective the first month after completion upon formal written documentation being submitted to the Personnel Officer and approval by the County Manager.~~ Employees who fail to obtain or maintain any license, certification or registration required by law, rules, or provision as required by the duties of the position may result in disciplinary action up to and including termination.

Section 18. Cost of Living Increase

~~Employees who have not completed their probationary period are not eligible for Cost of Living increases (COLA) effective July 1, 2006.~~

PERSONNEL POLICY
For
CAMDEN COUNTY EMPLOYEES
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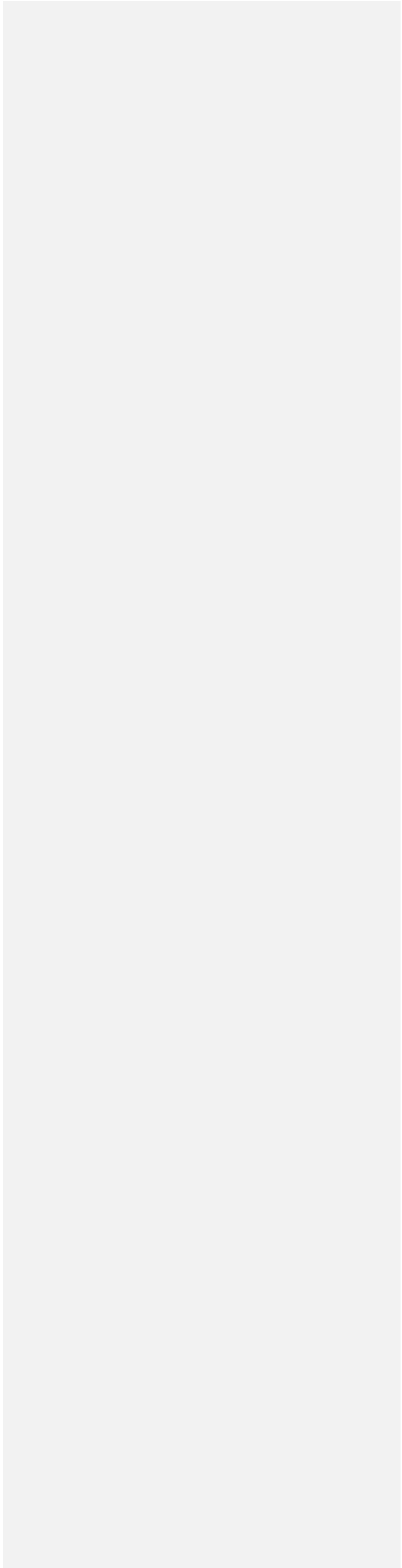
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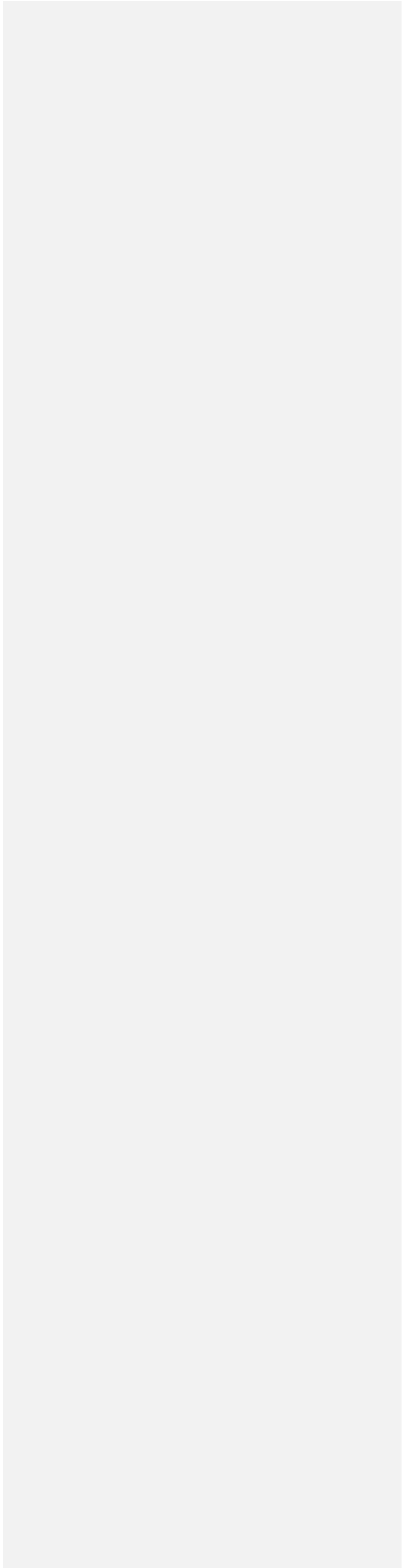
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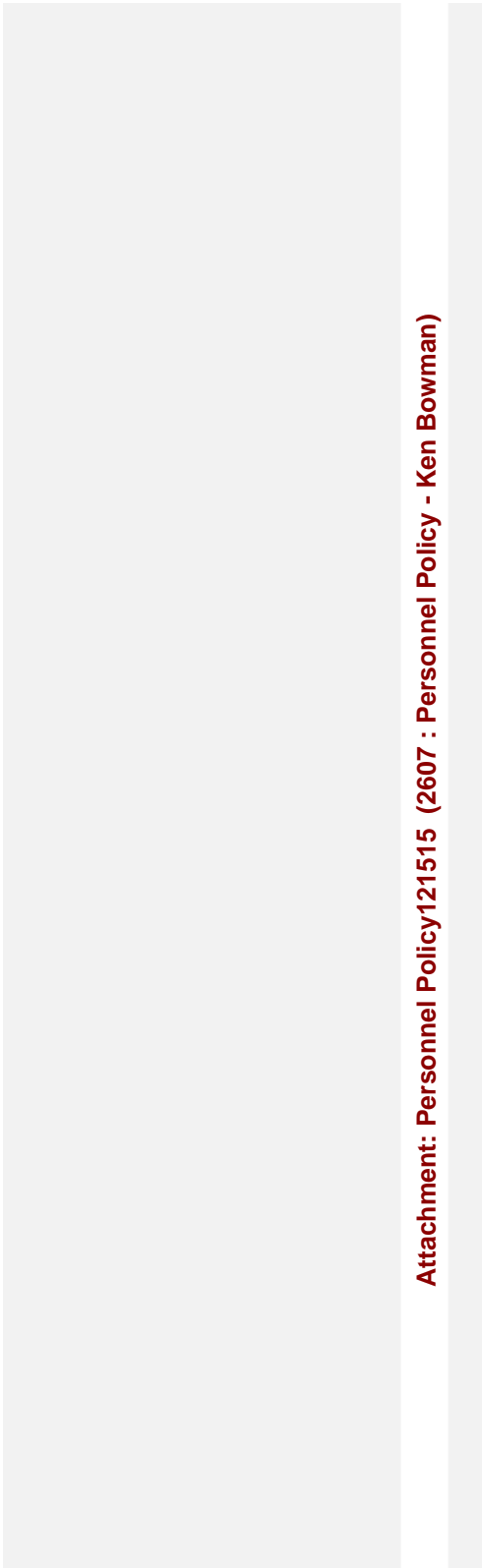
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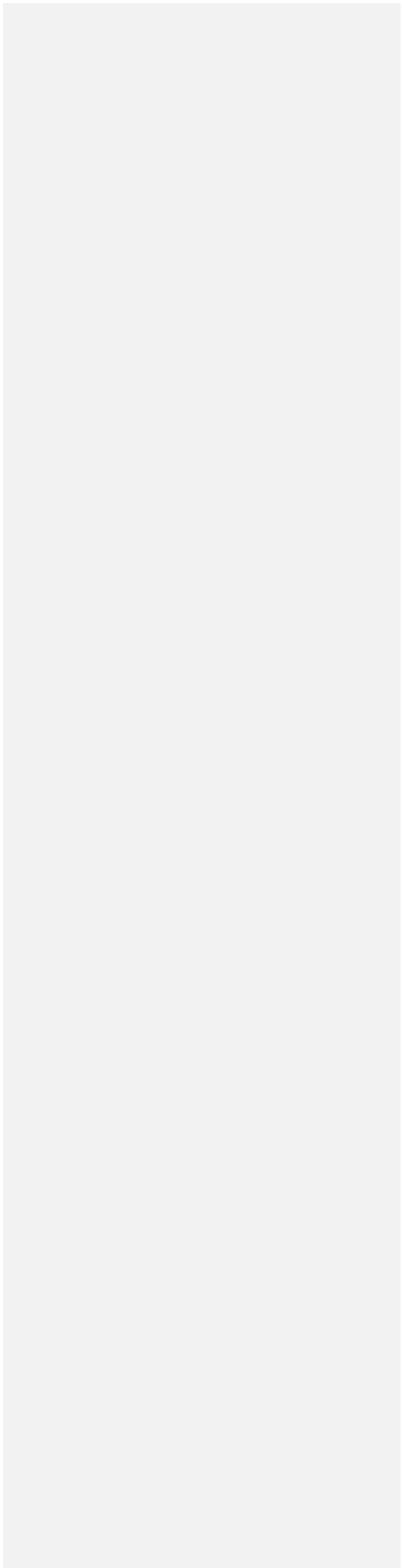


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ARTICLE I. GENERAL PROVISIONS

Section 1. Purpose of the Policy

It is the purpose of this policy and the rules and regulations set forth to establish a fair and uniform system of personnel administration for all employees of the County under the supervision of the County Manager, elected officials, Elections Board, and Social Services Board. These aforementioned entities are the official appointing authorities covered by this personnel policy. State requirements will supersede these policies for positions subject to the State Personnel Act whenever there is a conflict. This policy is established under authority of G.S. 153A, Article 5 and G.S. 126 of the General Statutes of North Carolina.

Section 2. Merit Principles

All appointments and personnel actions shall be made on the basis of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and salary grade. No applicant for County employment or employee shall be deprived of employment opportunities or otherwise be adversely affected as an employee because of an individual's race, color, religion, sex, national origin, political affiliation, qualified disability, or age.

Section 3. Responsibilities of the County Board of Commissioners

The County Board of Commissioners shall be responsible for establishing and approving human resources policies, the position classification and pay plan, and it may change the policies and benefits as necessary. The Board also shall make and confirm appointments when so specified by the general statutes.

Section 4. Responsibilities of the County Manager

The County Manager shall be responsible to the County Board of Commissioners for the administration and technical direction of the human resources program. The County Manager shall appoint, suspend, and remove County officers and employees except those elected by the people or whose appointment is otherwise provided for by law. The County Manager shall make appointments, dismissals and suspensions in accordance with the state statutes and other policies and procedures spelled out in other Articles in this Policy.

The County Manager shall:

- a) recommend rules and revisions to the personnel system to the County Board of Commissioners for consideration;
- b) make changes as necessary to maintain an up to date and accurate position classification plan;
- c) recommend necessary revisions to the pay plan;
- d) determine which employees shall be subject to the overtime provisions of FLSA;
- f) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- g) perform such other duties as may be assigned by the County Board of Commissioners not inconsistent with this Policy; and
- h) appoint an employee to the role of Human Resources Director or serve in that role for the County.

Section 5. Responsibilities of the Human Resources Director

The responsibilities of the Human Resources Director are to make recommendations to the County Manager on the following:

- a) recommend rules and revisions to the personnel system to the County Manager for consideration;
- b) recommend changes as necessary to maintain an up to date and accurate position classification plan;
- c) recommend necessary revisions to the pay plan;
- d) recommend which employees shall be subject to the overtime provisions of FLSA;
- e) maintain a roster of all persons in the County service
- f) establish and maintain a list of authorized positions in the County service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, any changes in class title and status, position number and other such data as may be desirable or useful;
- g) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- h) develop and coordinate training and educational programs for County employees;
- i) investigate periodically the operation and effect of the personnel provisions of this policy; and
- j) perform such other duties as may be assigned by the County Manager not inconsistent with this Policy.

In the event there is no Human Resources Office, these duties will be assumed by the County Manager or his/her designee.

Section 6. Application of Policies, Plan, Rules, and Regulations

This personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all County employees. The County Manager, County Attorney, elected officials, Clerk to the Board of Commissioners, Tax Administrator, Finance Officer, appointed members of the County Board and advisory boards and commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

Section 7. Departmental Rules and Regulations

Due to the particular personnel and operational requirements of the various departments of the County, each department is authorized to establish supplemental rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to the approval of the County Manager or designee, and shall not in any way conflict with the provisions of this Policy, but shall be considered as a supplement to this Chapter. The Sheriff or Register of Deeds may utilize this Personnel Policy for use in his/her department at his/her discretion. If the Sheriff or Register of Deeds declines to utilize all or any part of this Personnel Policy for his/her department, then none of this Personnel Policy shall apply to that department and the County Commissioners shall not be bound by this Policy and shall not be required (except as required by the General Statutes) to provide any funding,

assistance, staffing, or other resource to the Sheriff or Register of Deeds declining to abide by all or any part of this Personnel Policy.

Section 8. Definitions

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Adverse Action. An involuntary demotion, reduction in pay, suspension, reduction in force, or separation from employment.

Anniversary Date. The employee's most recent date of employment with the county service in a permanent position.

Appointing Authority. Any County board or official with the legal authority to make hiring decisions.

Classification. A title of a single or group of positions which are sufficiently similar to require the same set of knowledge, skills, abilities, education and experience qualifications.

Department. (Webster's 2003) A field of activity.

Full-time employee. An employee who is in a position for which an average work week equals at least 40 hours, and continuous employment of at least 12 months, is required by the County

Part-time employee. An employee who is in a position for which an average work week of at least 20 hours and less than 40 hours and continuous employment of at least 12 months is required by the County.

Permanent position. A position authorized for the budget year for a full twelve months and budgeted for twenty or more hours per week. All County positions are subject to budget review and approval each year by the Board of Commissioners and all employees' work and conduct must meet County standards. Therefore, reference to "permanent " positions or employment should not be construed as a contract or right to perpetual funding or employment.

Probationary employee. An employee appointed to a full or part-time regular position who has not yet successfully completed the designated probationary period of six months. Persons in trainee or work against appointments are a probationary employee for the full duration of their appointment in that status.

Regular employee. An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Temporary employee. An employee appointed to a position for which either the average work week required by the County over the course of a year is less than 20 hours, or continuous employment required by the County is less than 12 months.

Trainee. An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements for the position. During the duration of a trainee appointment, the employee is on probationary status.

Unit. (Webster 2003) A single person or group especially as a part of a whole.

Work Against Appointment. In departments whose employees are subject to the State Personnel Act, the appointing authority may appoint an employee in a work against situation. When qualified applicants are unavailable

and there is no trainee provision for the classification of the vacancy, the appointing authority may appoint an employee below the level of the regular classification in a "work against" appointment. This appointment is for the purpose of allowing the employee to gain the qualifications needed for the full class through on the job experience. A work against appointment may not be made when applicants are available who meet the training and experience requirements for the full class in the position being recruited. During the duration of the work against appointment, the employee is on probationary status.

ARTICLE II. POSITION CLASSIFICATION PLAN

Section 1. Adoption of Classification Plan

The County will establish and maintain a Position Classification Plan. The County Board of Commissioners has responsibility for adopting the position classification plan that assigns all County positions to position classifications. This position classification plan shall include all classes of positions in the County. For each position there shall be a written position or class description which will include the following:

- a. a position summary which explains the nature of the work responsibilities of the position;
- b. the essential duties and responsibilities;
- c. position requirements such as the knowledge, skills, and abilities necessary for performance of the work;
- d. a statement of the education, experience and training required, and desired (if different) for recruitment;
- e. specialized requirements such as licensures, certifications, or registrations; and
- f. physical requirements and working conditions in compliance with the Americans with Disabilities Act.

Section 2. Allocation of Positions

The County Manager, in consultation with the appropriate Department Manager, shall approve the allocation of each position covered by the position classification plan to its appropriate class. The Departments of Social Services will process classifications through the County Manager within the parameters established by the Office of State Personnel.

Section 3. Maintenance of Classification Plan

The County Manager or designee shall be responsible for the administration and maintenance of the position classification plan to ensure that position classifications accurately reflect the essential duties and responsibilities, required knowledge, skills, and abilities, and other requirements. Department Managers shall be responsible for notifying the County Manager or designee of substantive changes in the nature of the duties, responsibilities, working conditions, or other factors affecting the classification of any existing position in their department.

The County Manager or designee shall review and analyze changes in position classifications and determine whether the change in the nature or level of duties and responsibilities warrants a revision or reassignment of the position classification, establishing a new position classification to which the position is assigned, or take other appropriate action.

The County Manager or designee shall determine whether changes in a position classification warrants a review of the job evaluation points assigned to a position classification and if so, whether that change results in a change in the position classifications assigned grade in the compensation plan.

The County Managers office shall maintain all official position descriptions for all County positions and position descriptions for all positions subject to the State Personnel Act. Positions subject to the State Personnel Act are classified by the Office of State Personnel.

Section 4. Classification of New Positions

The County Manager or his designee shall be responsible for analyzing and assigning new positions to existing position classifications or to a new position classification, and evaluating the new position classification for placement in the County's Compensation Plan. In the case of employees under the State Personnel Act, the County will coordinate with the State Personnel Director or their representative to ensure proper classification.

Section 5. Amendments of Position Classification Plan

The Board of Commissioners shall approve amendments to the position classification plan by adding, changing, or deleting positions or classes of positions and salary grades based on internal analysis and market comparisons within the authorized budget allocation, based upon the County Manager's recommendations.

Section 6. Administration

The Camden County Board of Commissioners authorizes the County Manager to implement the Position Classification Plan upon approval by the Board of Commissioners.

ARTICLE III. PERFORMANCE EVALUATION PROGRAM

Section 1. Objective

The primary objective of Camden County's pay for performance and performance appraisal program is to encourage a high level of employee performance and recognize County employees who exceed pre-established standards utilizing an objective evaluation system. As such, the system will reward performance for those who exceed those standards or perform at an exceptional level in serving the citizens of Camden County. All classified positions of the County are governed by this program except elected officials, executive employees appointed by the County Board of Commissioners, employees of independent boards and commissions, competitive service employees, ~~and~~ temporary and **seasonal** part-time employees.

Section 2. Authority

This procedure shall be approved by the County Commissioners of Camden County.

Section 3. Direction

The County Manager, under the direction of the Board of Commissioners of Camden County, is responsible for implementation of a performance evaluation system.

Section 4. Definitions

ANNUAL REVIEW PERIOD: The annual period of performance of an employee covered by these procedures ~~begins with the employee's date of hire, or appointment to his or her current position and ends during the~~ will occur annually at the end of the calendar year period established for employee evaluations.

PERFORMANCE INCREASE: An annual increase in salary based on an employee exceeding performance standards. Salary increases will be based on a uniform percentage established by the County.

PERFORMANCE FACTOR: A key job responsibility - linked to the County department's goals and or mission statement.

PERFORMANCE GOAL: A projected result - measured in terms of quality, quantity, and timeliness.

~~**PERFORMANCE INCREASE PROGRAM:** Provides recognition and reward for performance that consistently exceeds standards in the form of a salary adjustment to an employee's base pay.~~

PROBATIONARY EMPLOYEE: An employee assigned to a permanent position (full-time) who has not completed an approved probationary period of employment with the County in that particular position. This period is six (6) months for standard employees, nine (9) months for Social Services, twelve (12) months for Sheriff and Department Heads unless extended.

RATER: An employee having direct authority over the employee rated, herein referred to as "Rater" or "Supervisor." The rater is designated as a Department Director, Departmental Supervisor, Executive/Administrative Official, or the County Manager.

REGULAR EMPLOYEE: Full-time employee who has successfully completed the probationary period in a permanent position.

Section 5. Policy

- a. Employees' performance is formally evaluated annually for their current position. All employees in Camden County will be evaluated in conjunction with a schedule which coincides with preparation of the County's annual budget.
- b. Eligible employees who have been promoted/transferred/demoted will be placed in Step 2 of the grad assigned to their position. ~~and are in a probationary status may receive a performance increase upon completion of their probationary period. Note that if an employees' pay falls below the minimum of their assigned pay grade, their salary will be adjusted to the minimum of the grade, when, and if salary ranges are adjusted (normally the beginning of the pay period closest to July 1st of each year). However, upon completion of their probationary period, if a performance increase is to be awarded, the employee will receive the difference between the recommended performance amount and the range adjustment amount received.~~
- c. Employees who receive an overall rating of Below Standards will be provided an opportunity to improve their performance, but shall be placed on probationary status in accordance with County policy.

All employees covered by this policy are evaluated by comparing performance with established performance factors and defined performance levels.

Section 6. Performance Factors

Employees in exempt and non-exempt positions are evaluated on the basis of standardized performance factors designed to measure significant dimensions of their positions as outlined in the County's adopted Performance and Management Evaluation System.

All performance factors are defined on the Performance Appraisal Form developed for each approved County job classification.

Section 7. Establishing Performance Goals

It is recommended that goals be established for employees in exempt and non-exempt positions. Employees develop their performance goals and discuss them with their supervisor to ensure conformity with unit objectives and the County's goals for that particular office or department. Mutually agreed upon goals are submitted to the reviewer by the employee to ensure consistency with office/division/or departmental objectives. For probationary employees, the employee's supervisor develops the employee's initial goals.

Section 8. Rating Employee's Performance

An employee's performance is rated on the degree to which the employee demonstrates behaviors described within each pre-established performance factor and, where applicable, on the basis of attainment of performance goals. For each performance factor, the rater selects the level, which most closely describes the employee's performance. The five (5) levels of performance used in ratings are:

- a. **Exceptional Performance:** Employee consistently performs above the established performance standard for the element. In addition, the employee regularly makes positive contributions to the work unit that demonstrates creativity and initiative. Employee has complete understanding of all the requirements of the position and how they relate to the goals of the organization, the mission of the department and the needs of other departments.
- b. **Exceeds Standards:** Employee usually performs above the established performance standard for the element. Employee performs effectively and makes contributions to the work unit that are above the established standards. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses the job knowledge, skills and abilities required to successfully complete all assigned tasks efficiently and effectively.
- c. **Meets Standards:** Employee maintains performance level in accordance with the established standard for the element and performs job duties at or near full proficiency. Employee's work is completed accurately and on time and the employee works well with associates and the public.
- d. **Needs Improvement:** Employee is not meeting some of the performance standards for some of the elements. Counseling may be necessary. Employee may need further training. Employee may be lacking some of the required knowledge, skills, and abilities required to perform some tasks to established standards.
- e. **Below Standards:** Employee not meeting the performance standards established for the elements required of this position. Corrective measures are necessary. Employee needs additional training. Employee lacks the required knowledge, skills and abilities and is unable to perform the tasks required of the position.

Section 9. Frequency of Ratings

An employee's performance is formally evaluated at the end of the Annual Review Period with the following exceptions.

- a. **Probationary Ratings:** A probationary employee's performance is evaluated prior to the completion of the approved probationary period. Probationary ratings are to be submitted to the County Manager, or his designee, no later than fifteen (15) calendar days prior to the close of the employee's probationary period. Should an employee's performance improve or deteriorate significantly any time prior to the close of a probationary period, the preliminary performance evaluation may be modified.
- b. **Extended Probationary Ratings:** Should a probationary employee's overall performance be less than Meets Standards and the employee is not terminated, the reviewer may request, to the County Manager, or his designee, in writing, that the employee's probationary period be extended not to exceed ninety(90) additional days. The employee's performance should be evaluated and submitted to the County Manager, or his designee, prior to the completion of this extended probationary period.
- ~~c. **Transfer/Termination of Rater:** A performance evaluation is submitted on an employee at the time of transfer, promotion, or termination of the rater for reasons other than termination for cause, provided an employee performance evaluation has not been completed within ninety (90) days. This process facilitates the new supervisor's ability to rate the employee's entire evaluation period.~~
- d. **Diminished Performance:** If at any time during the review period an employee's performance diminishes and falls Below Standards, the employee should be counseled to determine the cause and a specific corrective action plan should be developed. If improvement is not achieved within thirty (30) days, the employee's performance should be evaluated and the employee placed on probation, not to exceed ninety (90) days. If the employee's performance has not reached at least a Needs Improvement overall rating, the employee will be terminated. Documentation to support this action must be attached by the evaluator. The employee may be terminated at any time during the probationary period.

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Reviewers are responsible for ensuring all documents are forwarded to the County Manager, or his designee, according to the time requirements outlined in this policy.

Section 10. Administration of Performance Appraisal

Annual Fund Allocation Process

- a. The County Manager, working with the County Commissioners, shall annually review performance of the Pay for Performance Program.

Section 11. Employee Evaluation Administrative Process

The County Manager or his designee will distribute performance appraisal forms for the Departments unable to access them from the County's internal computer networks.

- a. **Establishing Standards, Goals and Objectives**
Employees will review the standardized performance factors established for their positions. Department Heads and Supervisors (raters) meet with employees to review the performance appraisal system, discuss job requirements and standards that are applicable to the position, and, if feasible, jointly establish goals and objectives for the coming year.
Employees and reviewers sign the performance appraisal form to signify this process was accomplished.

- b. Monitoring Performance

To measure progress toward the accomplishment of established performance goals and the performance of job requirements, Department Heads and Supervisors should maintain accurate and specific documentation of employee performance.

Department Heads and Supervisors should provide feedback to their employees on a regular basis regarding performance.

Before the end of the Annual Review Period, the Human Resource Office will send reminders or will distribute evaluation forms and any other information and documents to facilitate the performance evaluation process.

ARTICLE IV. THE PAY PLAN

Section 1. Definition

The pay plan includes the Salary Schedule and the Assignment of Classes to Salary Grades and Ranges Steps adopted by the Board of County Commissioners. The salary schedule may consist of a Hiring, Minimum, Midpoint, and Maximum rates of pay or a series of pay steps for each job classification approved by the Board of County Commissioners. Salary increases within the pay-range-steps shall be based on criteria established by the County Manager and approved by the Board of County Commissioners.

Section 2. Administration and Maintenance

The County Manager shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be paid at a rate within the salary-range step 1 or 2 established for the respective position classification, except for employees in trainee status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan.

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in public employment in the area, changes in the cost of living, the financial conditions of the County, and other factors. To this end, from time to time the County Manager, assisted by the Human Resources Director, shall make comparative studies of all factors affecting the level of salary ranges and may make minor adjustments in the allocation of positions to salary grades. When major adjustments encompassing numerous positions are needed, or when a general adjustment is needed to the pay plan, the County Manager shall recommend such changes in salary ranges as appear to be warranted to the Board. The Board shall adopt the Salary Schedule and assignment of Job Classes to Salary Grades, including any minor adjustments made by the County Manager during the previous budget year, annually as part of the budget process.

The County Manager may approve in-range adjustments to employee salaries not to exceed ten percent when necessary to accommodate inequities, special performance or achievements, or other issues.

Section 3. Starting Salaries

All persons employed in positions approved in the position classification plan normally shall be employed at the Hiring Rate step 1 or 2 for the classification in which they are employed; however, on the recommendation of the department head, with the approval of the County Manager, employee salaries may be approved above the Hiring Rate. Reasons for hiring above the Hiring Rate include exceptional education and experience qualifications of the applicant, a shortage of qualified applicants, and/or the refusal of qualified applicants to accept employment at the Hiring Rate. Department Heads shall consider internal equity of other employees in the department when making a recommendation for employment above the Hiring Rate.

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Elected officials, i.e. the Sheriff and Register of Deeds, shall be paid upon initial election or appointment, at the entry rate of pay for the position because there is no appointing authority to make decisions concerning their qualifications for placement above the hiring rate.

Section 4. Trainee Designation and Provisions

Applicants being considered for employment or County employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the County Manager to a "trainee" status or under the State Personnel Act job classes as a "work against." In such cases, a plan for training and meeting the minimum qualification for the job classification, including a time schedule, must be prepared by the supervisor. An employee shall remain at the trainee or "work against" salary level until the Department Head certifies that the employee is qualified to assume full responsibilities of the position and the County Manager approves the certifications. The Department Head shall review the progress of each employee in a trainee or "work against" status every six months or more frequently as necessary to determine when the employee is qualified to assume full responsibilities of the position. "Trainee" salaries may be one to three grades below the Hiring rate established for the position for which the person is being trained. Assignment three grades below is appropriate when the traineeship is expected to last two years. Assignment two grades below is appropriate for more than six months but less than two years. (Note: Positions subject to the State Personnel Act may be assigned no more than two grades below as for trainee purposes.) The actual assignment should be reviewed and approved by the Human Resources Director. A new employee designated as "trainee" or in a "work against" appointment shall be in a probationary status until requirements for the full job class are met.

If the training is not successfully completed as planned, the employee shall be transferred, demoted, or dismissed. If the training is successfully completed, the employee shall be paid at least at the Hiring rate established for the job class.

Section 5. Probationary Pay Increases

Upon successful completion of the probationary period & meeting standards on their annual performance evaluation, employees are eligible to move to the next step in their current grade on their anniversary date of hire, promotion, transfer or demotion.

~~Employees hired into the Hiring Rate or step 1 of the pay range shall receive a salary increase within the salary range of 5% upon successful completion of the probationary period. Employees hired above the hiring rate or step 1 may also be considered for an increase when removed from probationary status, based upon performance level.~~

Section 6. Pay Range Increases

~~Upward movement within the established salary range for an employee is not automatic but rather based upon specific criteria prepared by the County Manager with assistance from the Human Resources Director and approved by the Board.~~

Section 7. Performance Pay Bonus

If the County implements a performance pay system, employees who are at the maximum of the salary range for their position classification will be eligible to be considered for a performance (merit) bonus at their regular performance evaluation time. Performance (merit) bonuses shall be awarded based upon the performance of the employee as described in the performance evaluation and shall be the same percentage of annual salary as employees within the salary range with the same performance level. Performance (merit) bonuses do not become part of base pay and shall be awarded in a lump sum payment. Employees above the maximum of the range are not eligible for this increase.

Section 8. Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

Promotions. When an employee is promoted to a position with a higher salary grade, the employee's salary shall be advanced to the Hiring Rate (step 2) of the new position, ~~or the next step in the promotional grade closest to current salary if employee is making more than step 2 or to a salary which provides an increase of 5% over the employee's salary before the promotion, provided~~, however, that the new salary may not exceed the Maximum rate of the new salary range. The purpose of the promotional pay increase is to recognize and compensate the employee for assuming increased responsibility. The amount of the salary adjustment should be based on:

- a) the employee's related education, training, and experience;
- b) the nature and magnitude of the change in jobs;
- c) budget availability;
- d) consistency with similar situations in the past;
- e) internal equity within the work unit; and
- f) other relevant issues.

Cost of living (or market adjustment), probationary increases for a previous job, and other in-range increases cannot take the place of a promotional increase. The position of the employee's adjusted salary within the new salary range shall not exceed the position of the employee's salary in the current range.

Demotions. When an employee is demoted to a position for which qualified, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job when the demotion is not the result of discipline. If the current salary is within the new range, the employee's salary may be retained at the previous rate, if appropriate, as determined by the County Manager. Consideration should be given to whether the employee is receiving the same pay for decreased workload or responsibility level and action should be appropriate to this consideration along with internal equity consideration of the pay rate of other employees in the same classification. If the demotion is the result of disciplinary action, the salary shall be decreased 5%, but may be no greater than the maximum of the new range.

Transfers. The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary grade shall not be changed by the reassignment.

Reclassifications. An employee whose position is reclassified to a class having a higher salary range shall receive ~~a pay increase of 5% or~~ an increase to the Minimum Rate (or step 2) of the new pay range, whichever is higher. If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Section 9. Salary Effect of Salary Range Revisions

When a class of positions is assigned to a higher salary range as a result of labor market conditions, employees in that class shall receive a 5% increase for each salary grade increase, if such increases do not exceed the midpoint of the new range. The employee shall receive a minimum of 5% for the range revision, even if such increases takes the employee above the midpoint of the new range. When a class of positions is assigned to a lower salary range,

the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum established for the new class, the salary of that employee shall be maintained at that level until such time as the employee's salary range is increased above the employee's current salary.

Section 10. Transition to a New Salary Plan

The following principles shall govern the transition to a new salary plan:

- 1) No employee shall receive a salary reduction as a result of the transition to a new salary plan.
- 2) All employees being paid at a rate lower than the Minimum rate (~~step-3~~) established for their respective classes shall have their salaries raised to the new Minimum for their classes. The only exception will be those employees in probationary status and currently being paid at the Hiring Rate (step 1), a trainee rate, or in a "work against" status. These employees will remain in their same relative pay status in the new salary grade assigned.
- 3) All employees being paid at a rate above the Minimum (~~step-3~~) and below the Maximum are considered as being paid at a competitive rate for the job class and may receive any approved salary plan implementation increases as authorized by the Board.
- 4) All employees being paid at a rate above the Maximum rate established for their respective classes shall be maintained at that salary level with no increase in base pay until such time as the employees' salary range is increased above the employees' current salary.

Section 11. Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of the next pay period, or at such specific date as may be provided by procedures approved by the County Manager.

Section 12. Overtime Pay Provisions

Employees of the County can be requested and may be required to work overtime hours as necessitated by the needs of the County and determined by the supervisor. Overtime work requires the prior approval of the employee's department head or supervisor.

To the extent that local government jurisdictions are so required, the County will comply with the Fair Labor Standards Act (FLSA). The County Manager shall determine which jobs are "Non Exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Nonexempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day period or alternative FLSA approved full time schedule). Employees in law enforcement job classes may earn overtime based on a 28-day time period. Hours worked beyond the FLSA established limit will be compensated in time or pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes.

Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work period for nonexempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be given in the form of compensatory time off or paid in accordance with the FLSA.

Compensatory time off may be granted whenever feasible and determined by the County Manager, based on recommendations from the Department Head. Accumulation of more than forty hours of compensatory time is

discouraged and must have the approval of the County Manager. Nonexempt employees separating from employment shall be paid for their compensatory time balances.

In emergency situations, where employees are required to work long and continuous hours, the County Manager may approve compensation at time and one half (1 ½) for those hours worked and/or grant time off with pay for rest and recuperation to ensure safe working conditions.

Employees in positions determined to be "exempt" from the FLSA (as Executive, Administrative, or Professional staff) will not receive pay for hours worked in excess of their normal work periods. These employees may be granted compensatory leave by their supervisor where the convenience of the department allows and in accordance with procedures established by the County Manager. Such compensatory time is not guaranteed to be taken and ends without compensation upon separation from the organization.

Section 13. On-Call and Call-Back Compensation

The County provides compensation for employees who are required to be available for after hour on-call coverage. Compensation for time spent while on-call and for time spent when actually called back to work shall be determined according to the following:

- 1) On-call (standby) time consists of scheduled non-work hours in excess of the standard work period when an employee is required to be available to be called back to work on a regularly scheduled or emergency basis. Call-back time consists of actual time spent when called back to work to handle a scheduled or emergency situation. An employee is required by FLSA to be paid for on-call time if he or she must remain near an established telephone or otherwise substantially restrict personal activities in order to be ready to respond when called. The County chooses to compensate employees at a rate less than regular pay for the inconvenience of on-call pay when a pager is used and time is not substantially restricted.
- 2) On-call standby schedules must be approved by the Department Head, but are limited to funds available budgeted for this purpose. The Human Resources Office shall maintain a list of employees who are approved for on-call compensation arrangements.
- 3) Non-exempt employees will be guaranteed a minimum payment of two hours of wages for being called back to work outside of normal working hours when not on stand-by. "Call-back" provisions do not apply to previously scheduled overtime work (scheduled one or more days in advance).
- 4) Non-exempt employees required to be on "stand-by" duty will be paid for five *hours* of work for each week (approximately 128 hours, excluding work time) of stand-by time they serve. Stand-by compensation for less than one full week shall be determined by the ratio of .04 hours of pay per one hour of stand-by time. Hours actually worked while on stand-by are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week.

Section 14. Payroll Schedule and Deductions

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon the request of the employee on determination by the County Manager as to capability of payroll equipment and appropriateness of the deduction.

Section 15. Hourly Rate of Pay for full-time, part- time and Temporary Employees and for Work Weeks with Varying Hours

Employees working in a part-time or temporary capacity with the same duties as full-time employees will work at a rate in the same salary range as the full-time employees. The hourly rate for employees working other than 40 hours per week, such as employees working 37.5 hours per week and law enforcement officers working an average 42 hours per week, will be determined by dividing the average number of hours scheduled per year into the annual salary established for the position.

Section 16. Travel Expenses. – See Finance Policy on Travel

~~All County employees shall be reimbursed for actual travel expenses while on county business at the following rates. Employees must submit a completed expense voucher accompanied by actual receipts before receiving reimbursement for travel expenses.~~

- ~~1. **Subsistence Allowance** – Receipts for meals must accompany all expense vouchers for reimbursement. Tips shall be reimbursed at actual cost.~~
- ~~2. **Mileage Allowance** – The actual amount allowed by the Internal Revenue Service. The effective date of any increase will be as soon as practical after notification is received from the Internal Revenue Service.~~
- ~~3. **Motel** – Actual reasonable expenses as approved by the department head. Receipts for motel expenses must accompany expense vouchers.~~
- ~~4. **Registration Fees** – Actual registration fees as documented by proper receipts.~~
- ~~5. **Parking Fees** – Actual parking fees as documented by proper receipts.~~
- ~~6. **Air Travel** – Actual air travel expenses as approved in advance by the department head.~~

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Section 17. Salary Increases Due to Completion of Required Certifications

Employees may be required to obtain or maintain licenses, certifications or registrations as required by law, rule regulation, occupation boards or the duties of their position. Upon successful completion of these certifications, all utility workers and building inspectors will be awarded a one-time lump sum 2% payment 2% increase in salary (limited to one increase per fiscal year). ~~This will be effective the first month after completion upon formal written documentation being submitted to the Personnel Officer and approval by the County Manager.~~ Employees who fail to obtain or maintain any license, certification or registration required by law, rules, or provision as required by the duties of the position may result in disciplinary action up to and including termination.

Section 18. Cost of Living Raises

Employees who have not completed their probationary period are not eligible for Cost of Living increases (COLA) effective July 1, 2006.

ARTICLE V. RECRUITMENT AND EMPLOYMENT

Section 1. Equal Employment Opportunity Policy

It is the policy of the County to foster, maintain and promote equal employment opportunity. The County shall select

employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to race, color, religion, sex, national origin, political affiliation, qualified disability, marital status, or age. Applicants with disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of duties.

Section 2. Implementation of Equal Employment Opportunity Policy

All personnel responsible for recruitment and employment will continue to review regularly the implementation of this policy and relevant practices to assure that equal employment opportunity based on reasonable, job-related job requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of race, color, religion, sex, national origin, political affiliation, qualified disability, marital status, or age. Notices with regard to equal employment matters shall be posted in conspicuous places on County premises in places where notices are customarily posted.

Section 3. Recruitment, Selection and Appointment

Recruitment Sources. When position vacancies occur, the Human Resources Director shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be published in local and/or other media as necessary to inform the community and create a quality and diverse pool of applicants. In addition, notice of vacancies shall be posted at designated conspicuous sites within departments. Individuals shall be recruited from a geographic area as wide as necessary and for a period of time sufficient to ensure that well-qualified applicants are obtained for County service. The North Carolina Employment Security Commission shall normally be used as a recruitment source. In rare situations because of emergency conditions, high turnover, etc., the County may hire or promote without advertising jobs, upon approval of the County Manager.

Job Advertisements. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment. All persons expressing interest in employment with the County shall be given the opportunity to file an application for employment for positions which are currently being recruited.

~~**Applicant Interest Card.** Persons interested in employment with the County may complete an applicant interest card concerning all of the positions for which they wish to apply. These cards will be maintained for a period of six months. When a vacancy occurs in positions of interest, the card will be sent, notifying the person and requesting that the person complete an application before the designated deadline.~~

Application Reserve File. Applications shall be kept in an inactive reserve file for a period of two years, in accordance with Equal Employment Opportunity Commission guidelines.

Selection. Department heads, with the assistance of the Human Resources Director, shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position. All selection devices administered by the County shall be valid measures of job performance.

Appointment. Before any commitment is made to an applicant either internal or external, the Appointing Authority shall make recommendations to the Human Resources Director including the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Human Resources Director and Department Head shall recommend approval of appointments and the starting salary for all applicants to the

Appointing Authority. All employment offers should be confirmed in writing. The Personnel Action Form, the original application for employment, a copy of the employment offer letter, and any additional supporting documents pertaining to the selected candidate should be submitted to the County Manager's office prior to the beginning date of employment. The documents will become part of the new employees personnel file.

Section 4. Probationary Period

A newly hired employee appointed to a regular position shall serve a probationary period. All newly hired employees shall serve a six-month probationary period, except that department of social services employees shall serve a nine-month probationary period, and sworn law enforcement personnel and department heads shall serve a twelve-month probationary period. Employees in trainee or "work against" appointments will have specific time frames established for their probationary period.

During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. Before the end of the probationary period, the supervisor shall determine whether or not the employee is performing satisfactory work and meeting job expectations. The employee's progress (accomplishments, strengths, and areas for improvement) will be discussed with the employee and a summary of this discussion should be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. Probationary periods may be extended for a maximum of three additional months. Therefore, the maximum probationary period for law enforcement officers and department heads is fifteen months, department of social services employees is twelve months and for other County employees is nine months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this Policy. (Section Approved June 4, 2012)

Section 5. Promotion

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. It is the County's policy to create career opportunities for its employees whenever possible. Therefore, when a current employee applying for a vacant position is best suited of all applicants, that applicant shall be promoted to that position. The County will balance three goals in the employment process: 1) the benefits to employees and the organization of promotion from within; 2) providing equal employment opportunity and a diversified workforce to the community; and 3) obtaining the best possible employee who will provide the most productivity in that position. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Candidates shall apply for promotions using the same application process as external candidates.

Section 6. Demotion

Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. Demotions may be voluntary or involuntary. An employee whose work or conduct in the current position is unsatisfactory may be involuntarily demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such demotion shall follow the disciplinary procedures outlined in this chapter. Demoted employees may appeal this decision based on the Grievance Process outlined in this Personnel Policy.

An employee may request a voluntary demotion when a vacant position is available. Employees may request voluntary demotions in order to accept a position with less complex duties and reduced responsibilities, to change career paths, or for other reasons. A voluntary demotion is not a disciplinary action and is made without using the above-reference disciplinary procedures.

Section 7. Transfer

Transfer is the movement of an employee from one position to a position in a class in the same salary range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee shall apply for the transfer using the usual application process. The Department Head wishing to transfer an employee to a different department or classification shall make a recommendation to the County Manager. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this policy.

ARTICLE VI. CONDITIONS OF EMPLOYMENT

Section 1. Work Schedule

Department heads shall establish work schedules, with the approval of the County Manager, which meet the operational needs of the department in the most cost effective manner possible.

The Sheriff and Register of Deeds shall be exempt from the provisions of this Section, except that they may not work any employee more than allowed under the terms and conditions of the salaries and benefits provided for under the County budget ordinance.

Section 2. Political Activity

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States. However, no employee shall:

- a) Engage in any political or partisan activity while on duty;
- b) Use official authority of influence for the purpose of interfering with or affecting the result of a nomination or an election for office;
- c) Be required as a duty of employment or as condition for employment, promotion or tenure of office to contribute funds for political or partisan purposes;
- d) Coerce or compel contributions from another employee of the County for political or partisan purposes;
- e) Use any supplies or equipment of the County for political or partisan purposes; or
- f) Be a candidate for nomination or election to the office of Camden County Commissioner.

Any violation of this section shall be deemed improper conduct and shall subject the employee to disciplinary action under this policy.

Section 3. Expectation of Ethical Conduct

The proper operation of County government requires that public officials and employees be independent, impartial, and responsible to the people; that governmental decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the

integrity of its government.

As stewards of public resources and holders of the public trust, County employees are expected to uphold the highest standards of ethical conduct while fulfilling their job duties and responsibilities.

Section 4. Outside Employment

The work of the County shall have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commission and all self-employment must be reported in advance to the employee's supervisor, who in turn will report it to the County Manager. The County Manager will review such employment for possible conflict of interest and then approve or disapprove the secondary employment. Documentation of the approval of outside employment will be placed in the employee's personnel file.

Examples of conflicts of interest in outside employment include but are not limited to:

- a) employment with organizations or in capacities that are regulated by the employee or employee's department; or
- b) employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's County duties.

Section 5. Dual Employment

A full or part-time employee of the County may simultaneously hold another position with the County if the temporary position is in a different department or agency and substantially different capacity and occupational area from that of the full or part-time position. The work must also be performed on an occasional or sporadic basis. Any other situation requires weighted average pay scales and/or overtime pay. However, the work of the full or part-time position shall take precedence over the temporary position, and such work will not count toward the calculation of overtime for pay or time off.

Section 6. Employment of Relatives

The County prohibits the hiring and employment of immediate family in permanent positions within the same work department. The County also prohibits the employment of any person into a permanent position who is the spouse, sibling, child or parent of individuals holding the following positions: County Board of Commissioners Member, County Manager, Assistant County Manager, Human Resources Director, Clerk to the Board, Finance Officer, or County Attorney. Otherwise, the County will consider employing family members or related persons in the service of the County, provided that such employment does not:

- 1) result in a relative supervising relatives;
- 2) result in a relative auditing the work of a relative;
- 3) create a conflict of interest with either relative and the County; or
- 4) create the potential or perception of favoritism.

This clause shall not be retroactive concerning any relative currently working for the County or anyone who has filed for election at the time of adoption.

Pursuant to G.S. 153A-103, the Board of Commissioners may approve for employment by the Sheriff or Register of Deeds a relative by (a) blood, (b) marriage, (c) nearer kinship than first cousin, or a person who has been convicted of a crime involving moral turpitude if the Commissioners make a written finding of fact that such employment was requested by the Sheriff or

Register of Deeds and the reasons set forth by the Sheriff or Register of Deeds that he/she feels that employing this person would be in the best interests of the County and should not follow the hiring policies set forth in this Policy.

Section 7. Harassment

Harassment on the basis of race, color, religion, gender, national origin, age or disability constitutes discrimination. The County opposes harassment by supervisors and co-workers in any form. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of his or her relatives, friends, or associates.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she may have a complaint of harassment may follow the Grievance Procedure described in this Policy or may file the complaint directly with the County Manager, Human Resources Director, or any department head who will advise the Human Resources Director of the complaint. The Human Resources Director will insure that an investigation is conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees witnessing harassment shall also report such conduct to an appropriate County official.

Section 8. Use of County Time, Equipment, Supplies, and Vehicles

County supplies and equipment are to be used exclusively for the County's business. During working hours, an employee shall only conduct County business. Use of County time, supplies, or equipment for personal or other purposes not related to the employee's County duties and responsibilities is prohibited and subjects the employee to disciplinary action, up to and including dismissal.

~~County Vehicles (see Travel Policy approved 08/05/19) may be used for any authorized travel. The requesting party must obey all laws of the jurisdiction in which the vehicle is being operated. The vehicle will be used in conducting County business only. If use outside County boundaries is authorized by the County Manager (i.e. County training, Conferences, etc.) a de minimis amount of personal use, such as driving the vehicle to and from dinner, may be allowed. Non-County employees may accompany County employees if they have a business interest in the travel. Spouses and children of County employees may accompany them in County vehicles as approved by the County Manager if space is available and the trip is strictly for official County business.~~

~~A requesting party may use his/her personal vehicle for travel within a 50 miles radius of the County facilities and be reimbursed only if one of the following conditions is met:~~

- ~~1. No County vehicle is available.~~
- ~~2. The requesting party needs a specially equipped vehicle.~~

~~A requesting party may use his/her personal vehicle for long distance travel and be reimbursed as long as approved by the County Manager.~~

~~All employees, who use County vehicles, are required to follow applicable motor vehicle and safety requirements. Violation or misuse of County vehicles also subjects the employee to disciplinary action, up to and including dismissal.~~

Section 9. Acceptance of Gifts and Favors

No official or employee of the County shall accept any gift, favor, or thing of value that may tend to influence such employee in the discharge of the employee's duties, or grant in the discharge of duty an improper favor, service, or thing of value.

Section 10. Safety

Safety is the responsibility of both the County and employees. It is the policy of the County to establish a safe work environment for employees. The County shall establish a safety program including policies and procedures regarding safety practices and precautions and training in safety methods. Department Heads and supervisors are responsible for insuring the safe work procedures of all employees and providing necessary safety training programs. Employees shall follow the safety policies and procedures and attend safety training programs. Employees who violate such policies and procedures shall be subject to disciplinary action up to and including dismissal.

Additional detailed procedures regarding safety, worker's compensation, injury, and infection control may be established by the County Manager.

Section 11. Immigration Law Requirements

All employees are required to furnish proof of citizenship or other required documents indicating a legal right to work in the United States. Copies of the completed I-9 form shall be a permanent part of their personnel file.

Section 12. Substance Abuse

The County is firmly committed to maintaining a drug and alcohol free work environment in order to insure the safety and welfare of the general public and all County employees and to insure an efficient and effective work force. The County also seeks to aid employees experiencing substance abuse problems by offering rehabilitation opportunities. ~~The County Manager has the authority to establish, administer, and enforce substance abuse processes and procedures within the County.~~ The County will adhere to the Drug & Alcohol Testing Policy approved 1/3/2012.

Section 13. Use of Technology Resources

Technology resources belonging to the County including, but not limited to pagers, radios, towers, Internet service, all computer equipment and software, email, and any network resources are owned by the County and are in place to enable the County to provide services in a timely and efficient manner. This is the primary function of these resources and any activity that interferes or is contrary to this purpose is prohibited. Any violation of the Technology Resource Policy as approved by the County Manager represents grounds for dismissal.

Section 14. Use of Tobacco Products

Except as otherwise provided by law, no employee may smoke or otherwise use tobacco products in any county owned, leased, rented, occupied, or otherwise controlled building, facility, property, equipment or vehicle. The County Manager shall designate suitable areas outside of county buildings for smoking or use of tobacco products. Violation of this policy represents grounds for dismissal.

Section 15. Dress Code

Employees of Camden County create an image to the community, visitors and citizens and are expected to come to work well-groomed and dressed in the professional manner appropriate to the activities of their position.

Employees required to wear a uniform must be in complete uniform at all times while on duty as directed by the Department head. The Department head shall outline the condition of the uniform expected of the employees within that department, but uniforms should, at a minimum, be clean, pressed and not bearing holes, tears, or significant fraying or discoloration.

The wearing of shorts, t-shirts, and tank tops is prohibited. Employees whose job duties include frequent outside activity may wear shorts if approved by the Department head. Shorts must be no shorter than two inches above the knee and must be hemmed. Work jeans and bareback dresses are not appropriate for employees regularly assigned to work in County office buildings or facilities. Wearing any article of clothing or any accessory item that was received by gift or reduced cost from a firm that advertises any commercial activity is prohibited. Extreme forms of dress or grooming are prohibited.

Beards, sideburns and moustaches should be neatly trimmed and not excessively long. The Department head may adopt regulations that prohibit any long head, or facial hair constituting a safety or occupational hazard.

If, in the opinion of the Department or supervisor, the employee's appearance or personal hygiene is in violation of this Section, the Department head may require the employee to alter his/her appearance to come into compliance with this Section and the Department head may provide that any time away from the job to come into compliance with this Section shall be taken as vacation leave.

Section 16. Driver's License

Any employee performing work that requires the operation of a County vehicle must hold a valid driver's license as a condition of continued employment with the County. In those cases where an employee's driver's license is expired, suspended or revoked, the employee shall immediately notify his/her Department head of such expiration, suspension or revocation. If an employee fails to immediately notify his/her Department head, then the employee is subject to disciplinary action.

Any judicial or administrative proceeding that results in a revocation, suspension or limitation of an employee's driver's license shall be cause for immediate termination, provided that the County Manager may consider and approve a demotion or transfer to another position within the County that does not require the operation of a motor vehicle in conducting County business. However, the County manager is not required to make such a demotion or transfer and shall retain the authority to terminate the employee or take any lesser disciplinary action. Operation of a motor vehicle that results in a judicial or administrative proceeding involving the revocation, suspension or limitation of an employee's driver's license shall immediately terminate that employee's right to operate a motor vehicle in the conduct of County business.

ARTICLE VII. EMPLOYEE BENEFITS

Section 1. Eligibility

All part-time and full-time employees of the County are eligible for employee benefits as provided for in this Article which are subject to change at the County's discretion. Temporary employees are eligible only for workers' compensation and social security. **Sheriff and Register of Deeds will be subject to this article.**

Section 2. Group Health and Hospitalization Insurance

The County provides group health and hospitalization insurance programs for full-time and ~~part-time~~ employees.

Employees who are scheduled to work 40 hours or more per week on a continuous year-round basis may, if they so desire, purchase available group health and hospitalization insurance through the County for themselves or for themselves and qualified dependents. Subject to funds available, the County shall pay the employee share of group health and hospitalization insurance for full-time employees. Information concerning cost and benefits shall be available to all employees from the Human Resources Office.

Employees who were hired prior to January 7, 2013 and retire with twenty or more years of service with Camden County may receive paid health insurance from the County until age 65. When the employee begins coverage under Medicare or reaches the age of 65, County-provided health and hospitalization insurance shall cease.

Upon Retirement, Employees who are hired on or after January 8, 2013 will receive no health or dental insurance paid by the County, but will be eligible to receive COBRA.

Section 3. Group Life Insurance

The County provides paid life insurance to its employees. Information on costs, coverage, and benefits are available from the Human Resources Director.

Section 4. Other Optional Group Insurance Plans

The County may make other group insurance plans available to employees upon authorization of the County Manager or County Commissioners.

Section 5. Retirement

Each employee who is expected to work for the County more than 1,000 hours annually shall join the North Carolina Local Governmental Employees' Retirement System when eligible as a condition of employment.

Employees contribute, through payroll deduction, six per cent of their gross salary to the system. The County contributes an actuarially determined percentage of the gross payroll each month to the system.

Provisions of this system are further outlined in the North Carolina Local Government Employees' Retirement System handbook available from the Human Resource Office.

Section 6. Supplemental Retirement Benefits

The County allows employees to defer a portion of their income before taxes into a 401-K tax deferment plan.

The County provides contributions of 5% to a 401-K plan for certified law enforcement personnel as required by the state, and an amount to be determined by the County Commissioners to other full and part-time employees.

The County also pays a monthly separation allowance to retired law enforcement officers as required by General Statutes.

Section 7. Social Security

The County, to the extent of its lawful authority and power, has extended Social Security benefits for its eligible employees and eligible groups and classes of such employees.

Section 8. Workers' Compensation

All employees of the County (full-time, part-time, and temporary) are covered by the North Carolina Workers' Compensation Act and are required to report all injuries arising out of and in the course of employment to their immediate supervisors at the time of the injury in order that appropriate action may be taken.

Responsibility for claiming compensation under the Workers' Compensation Act is on the injured employee and the supervisor and such claims must be filed by the employee with the North Carolina Industrial Commission within two years from date of injury. The Human Resources Director or designee will coordinate the filing of such claims.

Section 9. Unemployment Compensation

County employees are covered by unemployment insurance. County employees who are terminated due to a reduction in force or released from County service may apply for benefits through the local Employment Security Commission office, where a determination of eligibility will be made.

Section 10. Tuition Assistance Program

Full-time employees who have completed initial probation may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the County service. Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed eligible expenses up to a total of five hundred dollars (\$500) per fiscal year subject to availability of funds budgeted for this purpose in the current fiscal year. Satisfactory completion of the courses will be required for reimbursement. Requests for tuition assistance shall be submitted to the Human Resources Office prior to course registration and are subject to the review and approval of Department Head and County Manager, subject to availability of funds.

Section 11. Credit Union

Membership in the Local Government Employees' Credit Union is open to all County employees for various loan services, checking, and savings accounts. Membership in the State Employees' Credit Union is open to all employees under the State Personnel Act and their family members for various loan services, checking, and savings accounts.

ARTICLE VIII. HOLIDAYS AND LEAVES OF ABSENCE

Section 1. Policy

The policy of the County is to provide vacation leave, sick leave, and holiday leave to all full-time and part-time employees in a regular position with County.

Leave balances should accrue with each payroll at a pro-rated amount when employees work or are on a paid leave status. Leave balances should be printed on payroll checks or provided to employees with each paycheck, including net accrued sick leave, vacation, holiday leave, and compensatory leave.

Section 2. Holidays

The policy of the County is to follow the holiday schedule as published by the State of North Carolina each year. The

schedule for the calendar year will be published by December 1 of the previous calendar year for distribution to County employees.

An employee must work, use vacation, sick or compensatory leave the day before and the day after in order to receive holiday pay with the exception of law enforcement.

The number of holiday hours earned by employees shall be determined in accordance with the formula set forth in Section 15 of this article but not to exceed 8 hours of holiday pay for employees and 8.4 hours for law enforcement officers.

Departments which have staff working during holidays may designate which days of the week are to be observed using the actual legal holidays when appropriate.

Section 3. Holidays: Effect on Other Types of Leave

Regular holidays which occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

Section 4. Holidays: Compensation When Work is Required

Essential regular full time public works employees required to perform work on regularly scheduled holidays will be paid eight (8) hours of holiday pay on top of their base pay for hours actually worked on a holiday and essential regular full time law enforcement officers will be paid eight point four (8.4) hours of holiday pay on top of their base pay.

Section 5. Vacation Leave

Vacation leave may be used for rest and relaxation, school appointments, medical appointments, and other personal needs. Any compensatory time earned by nonexempt employees must be used prior to using vacation time.

Section 6. Vacation Leave: Use by Probationary Employees

Employees serving a probationary period following initial employment may accumulate vacation leave but shall not be permitted to take vacation leave during the probationary period, with the exception of leave without pay approved during interview process. Employees shall be allowed to take accumulated vacation leave after six months of service.

Section 7. Vacation Leave: Accrual Rate

Each full and part-time employee of the County shall earn vacation at the following schedule, prorated by the regular number of hours in the workweek:

Years of Service	Hours Granted	Hours Granted Days Granted	
	Each Month	Each Year	Each Year
Less than 2 years	7 hrs. 50 min.	94	11 3/4
2 but less than 5 years	9 hrs. 10 min.	110	13 3/4
5 but less than 10 years	11 hrs. 10 min.	134	16 3/4
10 but less than 15 years	13 hrs. 10 min.	158	19 3/4
15 but less than 20 years	15 hrs. 10 min.	182	22 3/4
20 years or more	17 hrs. 10 min.	206	25 3/4

Section 8. Vacation Leave: Maximum Accumulation

Vacation leave may be accumulated without any applicable maximum until December 31 of each year. Effective the last payroll in the calendar year, any employee with more than 30 days (240 hours) of accumulated leave shall have the excess accumulation removed so that only 30 days (240 hours) are carried forward to January 1 of the next calendar year. Any excess vacation leave as of December 31 may be transferred to an employee's sick leave account.

Because the number of hours in employee work weeks vary, the number of hours in 30 days varies. See Section 15 of this Article for formula to calculate the number of hours in 30 days.

Employees are cautioned not to retain excess accumulated vacation leave until late in the year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.

New employees may be credited up to five days of earned vacation leave upon date of hire if the immediate previous employer is a city or county and if the immediate previous employer provides written verification to the county manager that the employee an equal number or more days of vacation leave remaining on the date of termination.

Section 9. Vacation Leave: Manner of Taking

Earned vacation leave may be taken when requested 24 hours in advance at those times designated by the Department Head which will least obstruct normal operations of the County. Under Emergency Circumstances a Department Head at his/her discretion may authorize leave requests without 24 hour notice. Department heads are responsible for insuring that approved vacation leave does not hinder the effectiveness of service delivery. Vacation leave will be taken in quarter hour units.

Section 10. Vacation Leave: Payment upon Separation

An employee who has successfully completed the probationary period will normally be paid for accumulated annual leave upon separation subject to the 30-day maximum, provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation. Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the County Manager when deemed to be in the best interest of the County.

Employees who are involuntarily separated shall receive payment for accumulated annual leave subject to the 30-day maximum.

Section 11. Vacation Leave: Payment upon Death

The estate of an employee who dies while employed by the County shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximums established in Section 8 of this Article.

Section 12. Sick Leave

Sick leave with pay is not a right which an employee may demand, but a privilege granted for the benefit of an employee when sick.

Sick leave may be granted to an employee absent from work for any of the following reasons: sickness, bodily injury,

required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is ill, but may not be used to care for healthy children when the regular care giver is sick.

Sick leave may also be used for death in the employee's immediate family, but may not exceed three days for any one occurrence, except by special permission of the Department or County Manager.

Sick leave may also be used to supplement Workers' Compensation Disability Leave ~~both~~ during the waiting period before Workers' Compensation benefits begin.

"Immediate family" shall be defined as spouse, parent, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or not later than two hours after the beginning of the scheduled workday. Failure to do so appropriately may result in disciplinary action.

In order to facilitate the recruitment of qualified persons with appropriate public sector experience, the County Manager may authorize the carry-over of all or a portion of the unused sick leave that has been certified as accumulated during employment with a past state or local government employer.

Section 13. Sick Leave: Accrual Rate and Accumulation

Sick leave shall accrue at a rate of one day per month of service or twelve days per year. Sick leave for full-time and part-time employees working other than the basic work schedule shall be prorated as described in this Article. Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the County, except as stated for employees retiring or terminated due to reduction in force.

Section 14. Sick Leave: Medical Certification

The employee's supervisor or Department Head may require a physician's certificate stating the nature of the employee or immediate family member's illness and the employee's capacity to resume duties, for each occasion on which an employee uses sick leave or whenever the supervisor observes a "pattern of absenteeism." The employee may be required to submit to such medical examination or inquiry as the Department Head deems desirable. The Department Head shall be responsible for the application of this provision to the end that:

- 1) Employees shall not be on duty when they might endanger their health or the health of other employees; and
- 2) There will be no abuse of leave privileges.

When an employee goes on sick leave he/she must notify his/her Department Head or supervisor immediately. Notification should be within 30 minutes after the beginning of the scheduled work day. Failure to do so may result in denial of such leave pay. The employee should also let the supervisor know when he/she expects to return to work. An employee who is on sick leave for a period of three days or longer shall be required to provide a note from a

medical doctor.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action.

Section 15. Leave Pro-Rated

Holiday, annual, and sick leave earned by full-time and part-time employees with fewer or more hours than the basic work week shall be determined by the following formula:

- 1) The number of hours worked by such employees shall be divided by the number of hours in the basic work week (usually 40 hours).
- 2) The proportion obtained in step 1 shall be multiplied by the number of hours of leave earned annually by employees working the basic work week.
- 3) The number of hours in step 2 divided by 12 shall be the number of hours of leave earned monthly by the employees concerned.

Section 16. Leave Without Pay

A full or part-time employee may be granted a leave of absence without pay for a period of up to six months by the County Manager. The leave shall be used for reasons of personal disability after both sick leave and desired amount of annual leave have been exhausted, sickness or disability of immediate family members, continuation of education, special work that will permit the County to benefit by the experience gained or the work performed, or for other reasons deemed justified by the County Manager.

The employee shall apply in writing to the Department Head for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the County Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the Department Head shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, shall be considered a resignation.

New hired employees are eligible to use leave without pay if approved during the interview process.

Section 17. Family Medical Leave

The County will grant up to 12 weeks of family and medical leave during any 12-month period beginning on the date leave is first used to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees must have regular status and must have been employed at least twelve months and worked at least 1,250 hours during the previous twelve months. The leave may be paid (coordinated with the County's Vacation and Sick Leave policies), unpaid, or a combination of paid and unpaid. Additional time away from the job beyond the 12-week period may be approved in accordance with the County's Leave Without Pay policy. Employees may be required to exhaust eligible paid leave before going on a leave without pay status.

FMLA leave may be taken for the following reasons:

- (1) to care for the employee's child after birth or placement for adoption or foster care;
- (2) to care for the employee's spouse, child or parent who has a serious health condition; or
- (3) for a serious health condition that makes the employee unable to perform the employee's job.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long term health condition which results in a period of incapacity for more than three days would be considered a serious health condition.

If a husband and wife both work for the County and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee may then use paid vacation for the remainder of the 12-week period.

The request for the use of leave must be made in writing by the employee and approved by the department head or County Manager. The County may also designate qualified leave as FMLA Leave by notifying the employee of such action.

An employee who takes leave under this policy will return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.

In order to qualify for leave under this law, the County requires medical certification. This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

This certification should be furnished at least 30 days prior to the needed leave unless the employee's or family member's condition is a sudden one. The certification should be furnished as soon as possible (no longer than 15 days from the date of the employee's request). The certification and request must be made to the department head and filed with the Human Resources Director.

The employee is expected to return to work at the end of the time frame stated in the medical certification, unless he/she has requested additional time in writing under the County's Leave without Pay policy. **If an employee is out due to a personal illness, than a return to work not is necessary.**

Section 18. Family Medical Leave and Leave without Pay: Retention and Continuation of Benefits

When an employee is on leave under FMLA, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the County will require the reimbursement of the amount paid for the employee's health insurance premiums during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit.

An employee shall retain all unused vacation and sick leave while on Leave Without Pay. An employee ceases to earn leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under

the County's Group insurance plans at his or her own expense, subject to any regulation adopted by the County Commissioners and the regulations of the insurance carrier.

Section 19. Workers' Compensation Leave

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave or vacation during the first waiting period. If the injury results in additional time away from work, the employee will be placed on worker's compensation leave and receive the worker's compensation weekly after the required waiting period. The employee may elect to take sick or vacation during the required waiting period, or may elect to go on worker's compensation leave with no pay for the required waiting period. Once an employee begins drawing worker's compensation pay, the employee will not be allowed to receive pay for vacation or sick leave in addition to worker's compensation payments. Life insurance and health benefits already provided by Camden County to an employee will continue to be provided during the period of worker's compensation leave. Upon reinstatement, an employee's salary will be computed on the basis of the last salary earned plus any increment or other salary increase to which the employee would have been entitled during the disability covered by worker's compensation.

Section 20. Military Leave

Regular employees who are members of an Armed Forces Reserve organization or National Guard shall be granted ten workdays per year for military leave without pay. On rare occasions due to annual training being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For this purpose only, an employee shall be granted an additional ten days of military leave during the same calendar year. If the compensation received while on military leave is less than the salary that would have been earned during this same period as a County employee, the employee shall receive partial compensation equal to the difference in the base salary earned during this same period as a County employee. The effect will be to maintain the employee's salary at the normal level during this period. If such duty is required beyond these ten workdays, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status, and the provisions of that leave shall apply. While taking military leave without pay or with partial pay, the employee's leave credits and other benefits shall continue to accrue as if the employee physically remained with the County during this period. Employees who are eligible for military leave have all job rights specified by the Vietnam Veterans Readjustment Act, including members of the National Guard or a reserve unit. Employees who volunteer for additional duty may use vacation, compensatory time or leave without pay. If there is a compensatory balance, it should be used first for nonexempt employees.

Section 21. Reinstatement Following Military Service.

An employee called to extended active duty with the United States military forces, who does not volunteer for service beyond the period for which called, shall be reinstated with full benefits provided the employee:

- 1) Applies for reinstatement within ninety days after the release from military service; and
- 2) Is able to perform the duties of the former position or similar position; or
- 3) Is unable to perform the duties of the former position or a similar position due to disability sustained as a result of military service, but is able to perform the duties of another position in the service of the County. In this case the employee shall be employed in such other position as will provide the nearest approximation of the seniority, status, and pay which the employee otherwise would have been provided, if available.

Section 22. Civil Leave

- (A) A County employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the County any witness fees awarded by that court for court appearances in connection with official duties. Employees must turn over to the County any travel allowance awarded by that court for court appearances when traveling in a county vehicle or transportation wholly or partially provided at county expense. While on civil leave, benefits and leave shall accrue as though on regular duty.
- (B) With the discretionary approval of their respective Department Head or direct supervisor, volunteers involved in fire or rescue organizations may be allowed to take appropriate time to respond to emergency calls, but shall return to work as quickly as possible. Use of County vehicles is prohibited in responding to such calls unless circumstances surrounding the response would make it reasonable to do so. All Volunteer Fire/Rescue Civil Leave responses should be thoroughly documented on a Camden County Civil Leave Form. One copy should be submitted to the individual's Department Head and one copy should be submitted to the Safety Committee within 24 hours of the Civil Leave."
- (C) All instances of Civil Leave as defined in Subsections A and B should be accurately annotated as such on individual time sheets.

Section 23. Parental School Leave

A County employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to four hours of unpaid leave annually to involve him or herself in school activities of his or her child(ren). This leave is subject to the three following conditions:

- 1) The leave must be taken at a time mutually agreed upon by the employee and the County;
- 2) The County may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and
- 3) The County may require written verification from the child's school that the employee was involved at the school during the leave time.

Paid leave (vacation time) taken by an employee to attend to school activities of his or her child shall count toward the fulfillment of this provision by the County.

Section 24. Adverse Weather Conditions

County offices and departments shall remain open for the full scheduled work day unless authorization for early closing or other deviation is received from the County Manager or his designate. Employees scheduled to work during an authorized official closing will be given full credit for all their work hours scheduled but missed during the period covered by the authorized official closing or other deviation. Employees who leave work before an official early closing time, as well as those employees who report to work late or who do not report to work at all, will be required to use earned vacation for this unauthorized missed time. Also, any employee who has leave time approved prior to the issuance of an authorized early closing or other deviation will be required to honor the approved leave time.

The County Manager or his designate may authorize the closing or deviation for all or part of the County offices. Any closing or deviation shall be applicable uniformly to all County offices unless otherwise specified in the announcement from the County Manager or his designate. The County Manager or his designate may authorize closings or deviations different for one office or department than for other offices or departments. Depending on the nature of the

adverse weather, the County Manager may designate certain County employee's essential and request that they report to work as directed. Those employees will be issued compensatory time at a rate of hour for hour. Modified work schedules do not apply to public safety employees, i.e. Sheriff's Department.

Section 25 – Shared Leave

Voluntary Shared Leave

A. PURPOSE

There are occurrences brought about by serious and prolonged medical conditions that cause employees to exhaust all available leave, and therefore, be placed on leave without pay. Such employees forced to go on leave without pay could be without income during one of the most critical points in their lives. It is recognized that fellow employees may wish to voluntarily donate some of their accumulated vacation leave so as to provide assistance to other Camden County employees. This program intends to provide an opportunity for employees to assist another affected by a medical condition that requires absence from work for a prolonged period of time resulting in possible loss of income due to lack of accumulated leave.

B. POLICY

In cases of prolonged medical condition, an employee may apply or be nominated to become a recipient of leave transferred from the vacation leave accounts of unrelated employees working for Camden County or from the sick or vacation account of an immediate family member who works for Camden County. For purposes of this program, medical condition means the medical condition of an employee or their spouse, parents, children or other dependents, including step and in-law relationships that is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least twenty (20) consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition within the last twelve months, the County may make an exception to the 20-day period.

C. GENERAL GUIDELINES

1. Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one personal basis.
2. This Policy does not apply to employees on worker's compensation leave.
3. Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave must sign a release form and cannot receive remuneration for leave donated. All donations must be done on a voluntary basis. Solicitation on the part of Department Heads or supervisors is prohibited. No employee shall directly or indirectly intimidate, threaten or coerce any other employee for the purpose of interfering with any right an employee may have in donating, receiving or using annual leave under this program. Such action by any employee will result in disciplinary action up to and including dismissal on the basis of personal conduct.
4. The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for the purpose of receiving shared leave, the employee must sign a release to allow the status to be known.
5. A committee composed of the Personnel Technician, the Department Head of the recipient employee, and one other randomly selected Department Head will make the final decision concerning eligibility to participate in the program. Participation in this program shall be based on the applicant's and donor's past compliance with leave rules.

D. ELIGIBILITY 7 APPLICATION

1. Applicant must be a regular, full or part-time employee who has completed his/her applicable introductory period.
2. AT the time of the request, applicant must have exhausted all sick, annual and compensatory leave; all leave balances must be zero.
3. Application should include name, social security number, department name, position title and a doctor's statement describing the medical condition and estimated length of time needed to participate in the program.
4. Applicant shall apply to the Department Head who shall forward the application to the Personnel Technician. After randomly selecting a third member for the review committee, the three-member committee will meet to review the merits of the request as well as the employee's past leave history and will make a decision concerning the applicant's eligibility to participate in the program. An employee may not file a grievance nor an employee appeal if his/her request to receive or to donate leave is denied.

E. RECIPIENT GUIDELINES

1. Participation in this program is limited to 1,040 hours (prorated if part-time), either continuously or, if for the same condition, on a recurring basis. The County Manager may, however, grant employee continuation in the program, month by month, for a maximum of 2,080 hours if the employee would otherwise have been granted leave without pay.
2. Subject to the maximum of 1,040 hours, the number of hours leave n employee can receive is limited to the projected recovery or treatment period. All donated leave will be credited to the recipient's sick leave account.
3. At the expiration of the medical condition any unused leave in the recipient's donated leave account shall be treated as follows:
 - a. The recipient's sick leave account balance shall be limited to a total of forty (40) hours.
 - b. Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated.
4. If a recipient separates due to resignation, death or retirement from Camden County, his/her participation in the program will end. Donated leave shall be returned to the donor(s) on a pro rata basis.

F. DONOR GUIDELINES

1. A non-family member donor may contribute only vacation leave to another employee.
2. A family member who is a County employee may contribute vacation or sick leave to another immediate family member who is a County employee. Immediate family is defined as spouse, parents, children, brother, sister, grandparents and grandchildren, great grandparents and great grandchildren. Also included are the step, half and in-law relationships.
3. The minimum amount to be donated is four (4) hours.
4. An employee family member donating sick leave to a qualified family under this program may donate up to a

maximum of 1,040 hours but may not reduce their own sick leave balance below forty (40) hours.

5. The maximum amount of vacation leave allowed to be donated by one individual can be no more than the amount he/she could earn in one year; however, the amount donated may not reduce the donor's vacation leave balance below one-half of the amount he/she could earn in one year.

6. All donations must be in writing and must be signed by the donating employee. The employee receiving the leave must be named and the amount and type of leave donated must be specified.

7. Once a donation is made it cannot be retracted by the donor.

ARTICLE IX. SEPARATION AND REINSTATEMENT

Section 1. Types of Separations

All separations of employees from positions in the service of the County shall be designated as one of the following types and shall be accomplished in the manner indicated: Resignation, reduction in force, disability, voluntary retirement, dismissal, or death.

Section 2. Resignation

An employee may resign by submitting the reasons for resignation and the effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requirement is two weeks. Failure to provide minimum notice shall result in forfeit of payment for accumulated annual leave unless the notice is waived upon recommendation of the Department Head Human Resource Director and approval by the County Manager.

Three consecutive days of absence without contacting the immediate supervisor or Department Head is considered to be a voluntary resignation.

Sick leave will only be approved during the final two weeks of a notice with a physician's certification of comparable documentation.

Section 3. Reduction in Force.

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's performance, organizational needs, and seniority in determining those employees to be retained. Employees who are separated because of a reduction in force shall be given at least two weeks' notice of the anticipated action. No regular employee shall be separated while there are temporary, emergency or probationary employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the temporary or probationary employee.

Section 4. Disability

An employee who cannot perform the required duties because of a physical or mental impairment may be separated for disability. Action may be initiated by the employee or the County. In all cases, such action must be accompanied by medical evidence acceptable to the Department Head Human Resource Director and County Manager. The County may require an examination, at the County's expense, performed by a physician of the County's choice.

Section 5. Voluntary Retirement

An employee who meets the conditions set forth under the provision of the North Carolina Local Government Employee's Retirement System may elect to retire and receive all benefits earned under the retirement plan.

Section 6. Death

Separation shall be effective as of the date of death. All compensation due shall be paid to the estate of the employee.

Section 7. Dismissal

An employee may be dismissed in accordance with the provisions and procedures of Article X.

Section 8. Reinstatement

An employee who is separated because of reduction in force may be reinstated within one year of the date of separation, upon recommendation of the supervisor and approval of the Human Resource Director and the County Manager. An employee who is reinstated in this manner shall be re-credited with his or her previously accrued sick leave.

Section 9. Rehiring

An employee who resigns while in good standing may be rehired with the approval of the appointing authority, and shall be regarded as a new employee, subject to all of the provisions of rules and regulations of this Chapter. However, the employee shall be credited with his or her previously accrued sick leave if he or she is rehired within five years. An employee in good standing who is separated due to a reduction in force shall be given the first opportunity to be rehired in the same or a similar position.

ARTICLE X. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT

Section 1. Disciplinary Action for Unsatisfactory Job Performance

A regular employee may be placed on disciplinary suspension (without pay), demoted, or dismissed for unsatisfactory job performance, if after following the procedure outlined below, the employee's job performance is still deemed to be unsatisfactory. All cases of disciplinary suspension, demotion, or dismissal must be approved by the Human Resource Director and the County Manager or hiring authority prior to giving final notice to the employee.

Section 2. Unsatisfactory Job Performance Defined

Unsatisfactory job performance includes any aspects of the employee's job which are not performed as required to meet the standards set by the supervisor. Examples of unsatisfactory job performance include, but are not limited to, the following:

- 1) Demonstrated inefficiency, negligence, or incompetence in the performance of duties;
- 2) Careless, negligent or improper use of County property or equipment;
- 3) Discourteous treatment of the public or other employees;
- 4) Absence without approved leave;

- 5) Repeated improper use of leave privileges;
- 6) Habitual pattern of failure to report for duty at the assigned time and place;
- 7) Failure to complete work within time frames established in work plan or work standards; or
- 8) Failure to meet work standards over a period of time.
- 9) Failure to maintain credentials and certifications required for a position.

Section 3. Communication and Warning Procedures Preceding Disciplinary Action for Unsatisfactory Job Performance

When an employee's job performance is unsatisfactory, or when incidents or inappropriate actions warrant, the supervisor should meet with the employee as soon as possible to discuss specific performance problems. A brief summary of performance based issues should be noted in the employee's file with a written warning from the supervisor before disciplinary action resulting in dismissal is taken by the County Manager or appointing authority. A copy of all warnings should be sent to the Human Resources Office to be included in the employee's personnel file and the disciplinary warning issued will become part of the employee's personnel file and will remain active for twelve (12) months unless extended in writing or unless a second warning occurs during the twelve (12) month timeframe. In each case, the supervisor should record the dates of discussions with the employee, the performance deficiencies discussed, the corrective actions recommended, and the time limits set. If the employee's performance continues to be unsatisfactory, then the supervisor should use the following disciplinary steps:

- 1) A final written warning from the supervisor serving notice upon the employee that corrected performance must take place immediately in order to avoid suspension, demotion, or dismissal.
- 2) If performance does not improve, a written recommendation should be sent to the Department Head, Human Resource Director, and County Manager or Hiring Authority for disciplinary action such as suspension, demotion, or dismissal.

Suspensions should not normally exceed three days for nonexempt employees. For exempt employees, suspensions should normally be for one week to retain the exempt status of the employee.

Section 4. Disciplinary Action for Detrimental Personal Conduct

With the approval of the Department Head, Human Resource Director, and County Manager or Hiring Authority, an employee may be placed on disciplinary suspension (without pay), demoted, or dismissed without prior warning for causes relating to personal conduct detrimental to County service in order to 1) avoid undue disruption of work; 2) to protect the safety of persons or property; or 3) for other serious reasons. Disciplinary suspension should not normally exceed three days for nonexempt employees and should be one full week for exempt employees as prescribed by the FLSA.

Section 5. Detrimental Personal Conduct Defined

Detrimental personal conduct includes behavior of such a serious detrimental nature that the functioning of the County may be or has been impaired; the safety of persons or property may be or have been threatened; or the laws of the government may be or have been violated. Examples of detrimental personal conduct include, but are not limited to,

the following:

- 1) Fraud or theft;
- 2) Commission of a felony or the entry of a plea of nolo contendere thereto;
- 3) Falsification of records for personal profit, to grant special privileges, or to obtain employment;
- 4) Willful misuse or gross negligence in the handling of County funds;
- 5) Willful or wanton damage or destruction to property;
- 6) Willful or wanton acts that endanger the lives and property of others;
- 7) Possession of unauthorized firearms or other lethal weapons on the job;
- 8) Brutality in the performance of duties;
- 9) Reporting to work under the influence of alcohol or drugs or partaking of such while on duty. Prescribed medication may be taken within the limits set by a physician as long as medically necessary;
- 10) Engaging in incompatible employment or servicing a conflicting interest;
- 11) Request or acceptance of gifts in exchange for favors or influence;
- 12) Engaging in political activity prohibited by this policy; or
- 13) Stated refusal to perform assigned duties or flagrant violation of work rules and regulations.

Section 6. Pre-Dismissal Conference.

Before dismissal action is taken, whether for failure in personal conduct or failure in performance of duties, the County Manager or Hiring authority, the Human Resource Director or a Department Head will conduct a pre-dismissal conference. At this conference, the employee may present any response to the proposed dismissal to the County Manager or Hiring Authority, Human Resource Director or Department Head. The County Manager or Hiring Authority, Human Resource Director or Department Head will consider the employee's response, if any, to the proposed dismissal, and will, within three working days following the pre-dismissal conference, notify the employee in writing of the final decision. If the employee is dismissed, the notice shall contain a statement of the reasons for the action and the employee's appeal rights under the County's grievance procedure.

Section 7. Non-Disciplinary Suspension

During the investigation, hearing, or trial of an employee on any criminal charge, or during an investigation related to alleged detrimental personal conduct, or during the course of any civil action involving an employee, when suspension would, in the opinion of the supervisor, be in the best interest of the County, the Department Head, with the approval of the Human Resource Director and the County Manager or Hiring Authority, may suspend the employee for the duration of the proceedings as a non-disciplinary action. In such cases, the County may:

- 1) Temporarily relieve the employee of all duties and responsibilities and place the employee on paid or unpaid leave for the duration of the suspension, or

- 2) Assign the employee new duties and responsibilities and allow the employee to receive such compensation as is in keeping with the new duties and responsibilities.

If the employee is reinstated following the suspension such employee shall not lose any benefits to which otherwise employee would have been entitled had the suspension not occurred. If the employee is terminated following suspension, the employee shall not be eligible for any pay from the date of suspension; provided, however, all other benefits with the exception of accrued annual leave and sick leave shall be maintained during the period of suspension.

ARTICLE XI. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL

Section 1. Policy

It is the policy of the County to provide a just and prompt procedure for the presentation, consideration, and disposition of employee grievances. The purpose of this article is to outline the procedure and to assure all employees that a response to their complaints and grievances will be prompt and fair.

Employees utilizing the grievance procedure shall not be subjected to retaliation or any form of harassment from supervisors or employees for exercising their rights under the grievance procedure. Supervisors or other employees who violate this policy shall be subject to disciplinary action up to and including dismissal.

Section 2. Grievance Defined

A grievance is a claim or complaint by an employee based upon an event or condition, which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions.

Section 3. Purposes of the Grievance Procedure

The purposes of the grievance procedure include, but are not limited to:

- 1) Providing employees with a procedure by which their complaints can be considered promptly, fairly, and without reprisal;
- 2) Encouraging employees to express themselves about the conditions of work which affect them as employees;
- 3) Promoting better understanding of policies, practices, and procedures which affect employees;
- 4) Increasing employees' confidence that personnel actions taken are in accordance with established, fair, and uniform policies and procedures; and
- 5) Increasing the sense of responsibility exercised by supervisors in dealing with their employees.
- 6) Encouraging conflicts to be resolved between employees and supervisors who must maintain an effective future working relationship, and therefore, encouraging conflicts to be resolved at the lowest level possible in the chain of command; and
- 7) Creating a work environment free of continuing conflicts, disagreements, and negative feelings about the

County or its leaders, thus freeing up employee motivation, productivity, and creativity.

Section 4. Procedure

When an employee or group of employees has a grievance, the following successive steps are to be taken unless otherwise provided. The number of calendar days indicated for each step should be considered the maximum, unless otherwise provided, and every effort should be made to expedite the process. However, the time limits set forth may be extended by mutual consent. The last step initiated by an employee shall be considered to be the step at which the grievance is resolved. A decision to rescind a disciplinary suspension, demotion or dismissal must be approved by the Appointing Authority before the decision becomes effective.

Informal Resolution. Prior to the submission of a formal grievance, the employee and supervisor should meet to discuss the problem and seek to resolve it informally. Either the employee or the supervisor may involve the Human Resources Office as a resource to help resolve the grievance. Mediation may be used at any step in the process and is encouraged. Mediation is the neutral facilitation of the conflict between or among parties where the facilitator helps the parties find a mutually agreeable outcome.

Step 1. If no resolution to the grievance is reached informally, the employee who wishes to pursue a grievance shall present the grievance to the supervisor in writing. The written grievance must be received by the supervisor within fifteen calendar days of the event or within fifteen calendar days of learning of the event or condition. The supervisor shall respond to the grievance within five calendar days after receipt of the grievance. The supervisor should, and is encouraged to, consult with any employee of the County in order to reach a correct, impartial, fair and equitable determination or decision concerning the grievance. Any employee consulted by the supervisor is required to cooperate to the fullest extent possible.

The response from each supervisory level for each step in the formal grievance process shall be in writing and signed and dated by the supervisor. In addition, the employee shall sign a copy to acknowledge receipt thereof. The responder at each step shall send copies of the grievance and response to the Human Resources Director.

Step 2. If the grievance is not resolved to the satisfaction of the employee by the supervisor, the employee may appeal, in writing, to the Department Head within five calendar days after receipt of the response from Step 1. The Department Head shall respond to the appeal, stating the determination of decision within five calendar days after receipt of the appeal.

Step 3.

- (For general County employees only) If the grievance is not resolved to the satisfaction of the employee by the Department Head, the employee may appeal, in writing, to the County Manager within five calendar days after receipt of the response from Step 2. The County Manager shall address the appeal, and in the Manager's discretion may meet with the employee to discuss the grievance will but in any event shall make a decision on the grievance within ten calendar days of the appeal.
- (For employees only in the Social Services Department) If the grievance is not resolved to the satisfaction of the employee by the Department Head, the employee may appeal the decision to the North Carolina Office of Administrative Hearings (OAH) within thirty calendar days of the receipt of the Department Head's decision. The findings of the OAH will be forwarded to the State Personnel Commission. The decision of the State Personnel Commission shall be advisory only and the Department Head shall have the final decision. Discrimination cases may be appealed directly to the OAH.

Step 4. If the grievance is not resolved to their satisfaction, the employee may appeal in writing, to Human Resources requesting their grievance to be referred to the Board of Commissioners. This process should be utilized especially in cases where the employee's grievance concerns actions or alleged actions of the County Manager. The appeal shall be heard at the next regularly scheduled meeting of the Board of Commissioners if practical, but in no event more than 15 days after notice of appeal is received by Human Resources. In such cases the Special Grievance Committee's report shall be final.

Special Note: The Sheriff and Register of Deeds, as Elected Officials shall carry out the responsibilities above assigned to the County Manager in their respective departments. Further, any such decision by the Sheriff or Register of Deeds shall be final and employees of those departments shall have no further administrative remedy.

Once the employee has exhausted all administrative remedies contained herein the employee may utilize the North Carolina General Court of Justice to such extent is allowed by law.

Section 5. Role of the Human Resources Director

Throughout the grievance procedure, the roles of the Human Resources Director shall be as follows:

1. To advise parties (including employee, supervisors, and County Manager) of their rights and responsibilities under this policy, including interpreting the grievance and other policies for consistency of application;
2. To be a clearinghouse for information and decisions in the matter including maintaining files of all grievance documents.
3. To give notices to parties concerning timetables of the process, etc.;
4. To assist employees and supervisors in drafting statements; and
5. To facilitate the resolution of conflicts in the procedures or of the grievance at any step in the process; and
6. To help locate mediation or other resources as needed.

The Human Resources Director shall also determine whether or not additional time shall be allowed to either side in unusual circumstances if the parties cannot agree upon extensions when needed or indicated.

Section 6. Grievance and Adverse Action Appeal Procedure for Discrimination

When an employee, former employee, or applicant believes that any employment action discriminates illegally (i.e. is based on age, sex, race, color, national origin, religion, creed, political affiliation, or disability) he or she has the right to appeal such action using the grievance procedure outlined in this policy. While such persons are encouraged to use the grievance procedure, they shall have the right to appeal directly to the Human Resource Director and the County Manager. An employee or applicant should appeal an alleged act of discrimination within thirty calendar days of the alleged discriminatory action, but may appeal for up to six months following the action.

ARTICLE XII. PERSONNEL RECORDS AND REPORTS

Section 1. Public Information

In compliance with GS 153A-98, the following information with respect to each County employee is a matter of public record: name; age; date of original employment or appointment to the service; current position title; current salary; date and amount of the most recent increase or decrease in salary; date of the most recent promotion, demotion, transfer, suspension, separation, or other change in position classification; and the office to which the employee is currently assigned. Any person may have access to this information for the purpose of inspection, examination, and copying, during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the County may adopt. The Human Resource Director, or his/her designate, shall be the sole employee who shall receive requests under this Section and who shall provide any information as required.

The person requesting information under this Section shall make such request in writing to the Human Resource Director and shall provide his name and the purpose for such request. The Human Resource Director shall provide that information to the employee about whom the request is made along with one copy of any document given the

person making the request.

Section 2. Access to Confidential Records

All information contained in a County employee's personnel file, other than the information mentioned above is confidential and shall be open to inspection only in the following instances:

- 1) The employee or his/her duly authorized agent may examine all portions of his/her personnel file except letters of reference solicited prior to employment, and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to the patient.
- 2) A licensed physician designated in writing by the employee may examine the employee's medical record.
- 3) A County employee having supervisory authority over the employee may examine all material in the employee's personnel file.
- 4) By order of a court of competent jurisdiction, any person may examine all material in the employee's personnel file.
- 5) An official of an agency of the State or Federal Government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the County Manager to be necessary and essential to the pursuit of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee, or for the purpose of assisting in an investigation of the employee's tax liability.

However, the official having custody of the personnel records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.

- 6) An employee may sign a written release to be placed in his/her personnel file that permits the record custodian to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.
- 7) The County Manager, with the concurrence of the County Board, may inform any person of the employment, non-employment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of a County employee, and the reasons for that action. Before releasing that information, the County Manager shall determine that the release is essential to maintaining the level and quality of County services. The written determination shall be retained in the County Manager's office, is a record for public inspection, and shall become a part of the employee's personnel file.

The County Board shall establish procedures for all personnel files containing information other than the public information mentioned above whereby an employee who objects to material may seek to have the material removed from the file or may place in the file a statement relating to the material.

Section 3. Personnel Actions

The Human Resources Director, with the approval of the County Manager, will prescribe necessary forms and reports for all personnel actions and will retain records necessary for the proper administration of the personnel system. The official personnel files are those which are maintained by the Human Resources Office. These files shall contain documents such as employment applications and related materials, records of personnel actions, documentation of employee warnings, disciplinary actions, performance evaluations, retirement and insurance records, letters of

recommendation, and other personnel-related documents. Any documents not contained in these files or maintained as designated by the Human Resources Director are not an official part of the personnel file.

Section 4. Records of Former Employees

The provisions for access to records apply to former employees as they apply to present employees.

Section 5. Remedies of Employees Objecting to Material in File

An employee who objects to material in his/her file may place a statement in the file relating to the material considered to be inaccurate or misleading. The employee may seek removal of such material in accordance with established grievance procedures.

Section 6. Penalties for Permitting Access to Confidential Records

Section 153A-98 of the General Statutes provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount consistent with the General Statutes.

Section 7. Examining and/or Copying Confidential Material without Authorization

Section 153A-98 of the General Statutes of North Carolina provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined consistent with the General Statutes.

Section 8. Destruction of Records Regulated

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with GS 121.5 (b), without the consent of the State Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever, alters, defaces, mutilates or destroys it will be guilty of a misdemeanor and upon conviction will be fined in an amount provided in Chapter 132.3 of the General Statutes.

ARTICLE XIII. IMPLEMENTATION OF POLICIES

Section 1. Conflicting Policies Repealed

All policies, ordinances, or resolutions that conflict with the provisions of these policies are hereby repealed.

Section 2. Separability

If any provision of these policies or any rule, regulation, or order thereunder of the application of such provision to any person or circumstances is held invalid, the remainder of these policies and the application of such remaining provisions of these policies of such rules, regulations, or orders to persons or circumstances other than those held invalid will not be affected thereby.

Section 3. Effective Date

These policies shall become effective on July 2, 2001.

Electronic Communications Policy

BY VIRTUE OF THIS POLICY, ALL SYSTEM USERS ACKNOWLEDGE THE PUBLIC NATURE OF ELECTRONIC COMMUNICATIONS AND UNDERSTAND THAT THE COUNTY HAS THE RIGHT TO INSPECT AND REVIEW SUCH COMMUNICATIONS.

Section 1. Purpose

This policy covers the use of all technology resources belonging to the County of Camden. It includes, but is not limited to pagers, radios, all computer systems of any size and function and their attached peripherals, phones, cellular phones, faxes, voice mail systems. E-mail systems, network resources and Internet resources (Communications Systems). The County provides technology resources to enable County employees to provide timely and efficient services. This is the primary function of these resources and any activity or action that interferes with this purpose is prohibited. Failure to adhere to this policy places the County and the individual at risk for legal and financial liabilities, potential embarrassment and other consequences.

Section 2. Administration

Each Department Head shall become thoroughly familiar with the requirements set forth in this policy and to administer this policy consistently within the department and with other departments. The Department Head shall explain this policy within that department and see that it is fully implemented. It is the Department Head's responsibility to ensure their department's users abide by the requirements and guidelines set forth in this and any related documents. Department Heads and Systems Administrator (Finance Director or his designee) has the authority to inspect the contents of any equipment, files, or mail in the normal course of their supervisory responsibilities. Reasons for review include, but are not limited to investigation of network slowdown; system hardware or software problems including software license compliance, general system failure, litigation or potential litigation; reasonable suspicion of a crime or violation of policy; or a need to perform work or provide a service when an employee is not available. All communication system users acknowledge their consent that the County may, at its discretion, inspect, use or disclose any electronic communications and/or data without further notice for any legitimate business, legal or discretionary purpose. The County may utilize monitoring software to administer this policy.

Section 3. Public Nature of Electronic Communication

Electronic communication is a public record like any other public document. Users must understand that any communications created, received or backed up on the County system may be construed to be public documents and thus may be subject to legal requests for public disclosure. This includes communications that users might think of incorrectly, as personal and private. Electronic communications may be searched for evidence in any legal proceeding.

Section 4. E-mail/Internet

Use of the Communications Systems by employees for personal use must be restricted to occasional use that does not interfere with the conduct of County business. Personal use should be limited to personal time (breaks after

hours) and personal use of the Internet and e-mail on County time must be kept to a minimum. Supervisors are expected to monitor the extent of personal use of these assets during regular working hours.

Any business or personal use of the Internet or e-mail by a County employee shall clearly and accurately identify the employee. Anonymous or pseudonymous use is prohibited.

E-mail is considered an official form of communication between departments and between employees. Computer users are required to check for the receipt of e-mail messages each working day.

The following uses of the County's Communications Systems are strictly prohibited:

Use of the Communications Systems to send chain letters.

Use of the Communications Systems to knowingly send copies of documents in violation of copyright laws.

Use of the Communications Systems to compromise the integrity of the County and its business in any way.

Use of the Communications Systems to send messages containing offensive, abusive, discriminatory, threatening, harassing, or other language inappropriate for the operation of the County.

Use of the Communications Systems to send messages that violate any policy of the County including the County's Policy Against Harassment, Such messages include, but are not limited to, messages that contain sexual implications, racial slurs, or other comment that offensively addresses someone's age, gender, sexual orientation, religious or political beliefs, national origin or disability.

Use of the Communications Systems for the advertisement of personal business.

Intentionally viewing, downloading and/or transmitting materials (other than that required for police business) that involve the use of obscene language, images jokes, sexually explicit materials or messages that abuse or belittle any person, group or classification of individuals is strictly prohibited.

Use of the Communication System to distribute personnel information unless it is an authorized Human Resource function that includes but is not limited to salary, performance reviews, complaints, grievances, misconduct, disciplinary information, medical records or related information.

Installation of software without prior authorization from the Systems Administrator.

Employees shall not permit unauthorized persons to use the County's electronic Communication System

Use of the Internet to purchase equipment or supplies with the submission of a County credit card number is strictly prohibited. Purchases made by purchase orders must have prior approval by Department Head.

Installation of Software by third-party software vendors unless authorized by the Systems Administrator.

Section 5. Security

All electronic communications are the property of the County, are subject to monitoring and therefore not considered private. The County will disclose any electronic mail message as required by appropriate law or regulation. The County shall promptly access electronic communication data:

When a user leaves the employ of the County for any reason. User's mail will be accessed for the purpose of saving those messages that pertain to County business, These files may be subject to transfer to another user if necessary to conduct County business. The employee's County e-mail service will be discontinued.

When necessary to investigate a possible violation of a County policy or a breach of the security of the Communications Systems.

In the event there is reasonable suspicion a user has committed or is committing any crime.

Section 6. Telephones

The telephone system is intended primarily to accomplish the work of the County. Providing services to internal and external customers is always the first priority. Personal use should be limited in accordance with the provisions of Internet and e-mail use.

The County will deem personal use excessive if it prevents the employee from handling customer inquiries, complaints and requests for service in a timely manner or if it interferes with employees accomplishing their job responsibilities. All personal toll calls are to be reimbursed to the County.

Section 7. Printers, Copiers, and Faxes

Photocopy machines, printers and fax machines shall be used for the transaction of County business. Any personal use must be pre-approved by the Department Head. Unauthorized copying of copyrighted material is strictly prohibited.

Section 8. Violations

It is the user's responsibility to read and abide by topics set forth in this document. If any employee violates any of the provisions of this policy, or a supervisor or department head who knowingly permits a violation of this policy, the employee, supervisor or Department Head will be subject to disciplinary action up to and including dismissal, as provided in the Personnel Policy.

Drug and Alcohol Testing Policy

Section 1. Purpose and Scope of Policy

- A. The purpose of this policy is to maintain a drug- and alcohol-free workplace and to provide procedures for conducting screenings of job applicants and employees for the use of illegal drugs and the improper use of prescription drugs.
- B. Employees with substance-abuse problems are encouraged to voluntarily seek help from the employee assistance program. However, employees who fail drug or alcohol tests may be disciplined, up to and including termination.
- C. All testing will be conducted in a manner that will protect the rights of employees and applicants subject to testing. Therefore, the County of Camden will take all necessary steps to safeguard the dignity and self-esteem of those being tested, and will ensure adherence to all procedures pertaining to the implementation of this Policy. The County of Camden will adhere strictly to all standards of confidentiality and assure all employees that testing records and results will be released only to those authorized to receive such information.

- D. Participation in a counseling, treatment, or rehabilitation program for drug and/or alcohol use or abuse will not be grounds for discharge provided the employee voluntarily enters such a program prior to being identified as a drug user/abuser or alcohol abuser by means such as tests, and before the employee becomes suspected under circumstances satisfactory to the County of Camden of being a drug user/abuser or alcohol abuser.
- E. This policy shall not apply to applicants and appointees to county boards and commissions, elected officers, i.e. the Sheriff, Register of Deeds, and Clerk of Court or their employees. It shall apply to appointed officers such as the County Manager, County Attorney, tax administrator, and clerk to the board.

Section 2. Drug and Alcohol Tests Required by the United States Department of Transportation

This section covers all employees who must hold a commercial driver's license as a job requirement and all employees who perform other safety-sensitive functions as defined by the U.S. Department of Transportation (DOT) regulations.

- A. **Pre-placement.** Before a covered employee initially performs safety-sensitive functions for the County of Camden, he or she must undergo testing for drugs. Covered applicants for employment or current covered employees transferring into position that requires testing must pass a pre-placement drug test.
- B. **Post-Accident.** Post-accident testing must be conducted on any driver or any other safety-sensitive employee not in the vehicle (e.g., maintenance personnel) whose performance could have contributed to the accident. A determination whether to test covered employees who were not in the vehicle but who may have contributed to the accident will be made based on the best information available at the time of the decision. The Federal Highway Administration mandates that tests must be conducted in the event of a fatality or if the driver receives a citation under state or local law for a moving traffic violation arising from the accident. Federal Transit Administration mandates testing in the event of a fatality or in the event that a driver receives a citation and an individual suffers a bodily injury an immediately receives medical treatment away from the accident scene or if one of the vehicles in the accident is disabled to the extent that it must be towed.
- C. **Reasonable Suspicion.** A test will be conducted when there is reason to believe that the employee has used a prohibited drug or has misused alcohol as defined in this Policy. Reasonable-suspicion testing is authorized only if the required observations are made by a trained supervisor or official of the locality where the covered employee is on duty.
- D. **Random Testing.** Employees designated as safety sensitive, as defined by the DOT guidelines will be tested on an unannounced basis throughout the year. Computer-based, random numbers generated and matched with the employee's identification number will determine who is tested.
- E. **Return to Duty.** An employee who has a positive breath alcohol test of 0.04 or greater will not be allowed to return to duty in the performance of a safety-sensitive function until he or she has been evaluated by a substance abuse professional and until he or she tests negative-less than 0.02-on a return-to-duty alcohol test.
- F. **Follow-up.** Once allowed to return to duty, an employee who has been determined by the evaluating substance abuse professional to be in need of assistance in resolving problems associated with misuse of drugs and/or alcohol must submit to a minimum of six follow-up tests within the first twelve months following rehabilitation. Follow-up testing may be extended for up to sixty months following return to duty as prescribed by the evaluating substance abuse professional.

Section 3. Drug and Alcohol Abuse and Testing Policy for all Employees

- A. The unlawful manufacture, distribution, dispensation, possession, purchase, or use of drugs by employees is prohibited and constitutes grounds for immediate termination.
- B. The manufacture, distribution, dispensation, possession, storage, purchase or use of alcohol by employees while at the workplace is prohibited and constitutes grounds for immediate termination.
- C. Employees who are terminated as a result of a violation of this Policy shall be referred to the employee assistance program for evaluation and further counseling or treatment by a substance abuse professional.
- D. An employee who tests positive for alcohol and is not terminated will receive a five-day suspension without pay, one hundred-eighty-day performance probation, and a mandatory referral to a substance abuse professional. The employee shall be evaluated by the substance abuse professional and follow any rehabilitation program prescribed. The employee shall be subject to all other return to subject to all other return-to-work provisions as outlined in this Policy. Refusal to comply with the rehabilitation program prescribed by the substance abuse professional will result in termination. However, before proceeding with disciplinary action, the employee's department head must assure that the facts of the case are reviewed by the human resources department. A second such occurrence of a positive alcohol test within five years of the first occurrence will result in termination.
- E. No safety-sensitive employee shall use alcohol within four hours before going on duty or operating, or having physical control of, a commercial motor vehicle or transit service vehicle.
- F. No employee shall report for duty or remain on duty in a safety-sensitive function while having an alcohol concentration or 0.04 or greater. An employee reports to work and whose breath alcohol test indicates a 0.04 or greater level of alcohol in the employee's system shall be considered to have a positive alcohol test and shall be disciplined as outlined in this Policy.
- G. When there is reasonable suspicion (see Section 8, Definitions) that an employee on duty has alcohol or drugs in his or her system, the employee will be tested. If the employee tests positive and management concludes that alcohol or drug consumption occurred on the job, the employee will be terminated. If the employee tests positive and department management concludes that alcohol or drug consumption occurred while not on the job, the employee shall receive appropriated discipline as outlined in this Policy.
- H. A reasonable-suspicion or post-accident alcohol test shall be administered no later than eight hours following the determination of reasonable suspicion or following the accident. If the test is not administered within two hours, the supervisor must document the reason(s) the alcohol test was not promptly administered. If the alcohol test is not administered within eight hours following the determination of reasonable suspicion or following the accident, the supervisor shall cease attempts to administer the test and must document the reason(s) for not administering the test. In the event an alcohol test is not conducted with the eight-hour time frame, the following should occur:
1. No employee shall be allowed to remain on duty until an alcohol test is administered and the employee's alcohol concentration measures less than 0.02, or
 2. Twenty-four hours have elapsed following the determination of reasonable suspicion. No employee may refuse to submit to an alcohol test as required by the regulations.
- I. A written record shall be made of the observations leading to a reasonable-suspicion drug or alcohol test and signed by the supervisor or departmental designee who made the observations within twenty-four hours of the observed behavior or before the results of the controlled-substances test are released, whichever is earlier.
- J. A post-accident drug test shall be administered within thirty-two hours following the accident. If the drug test is not administered within thirty-two hours, the supervisor shall cease attempts to administer a drug test and must document the reason(s) for not administering the test. No employee may refuse to submit to a drug test required by the regulations. No safety-sensitive employee involved in an accident that requires an alcohol test shall consume any alcohol for eight hours following the accident or until a post-accident alcohol test is performed, whichever comes first.

- K. An employee who is tested (exclusive of the return-to-duty test) and found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform or continue to perform his or her job functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four hours following administration of the test. The employee shall be removed from duty without pay for this twenty-four hour period and shall receive a notation in his or her performance appraisal about the requirement of reporting to work without the presence of alcohol in his or her system.
- L. Employees assigned to positions that are determined to be safety sensitive will be randomly tested for alcohol and drugs. Selected employees will be transported to the designated testing location. Random testing for drugs and alcohol shall be conducted at the rate mandated by DOT or city policy.
- M. A drug and alcohol test will be included as part of the promotion/demotion/transfer/selection process for employees determined to be final candidates for positions requiring a commercial driver's license for positions requiring a physical examination and for positions that are safety sensitive.
- N. An employee who tests positive for alcohol must submit to a return-to-duty breath alcohol test before resuming the performance of safety-sensitive functions following a disciplinary suspension. The return-to-duty alcohol test must indicate an alcohol concentration of less than 0.02. A return-to-duty breath alcohol test result of 0.04 or greater will be considered as the second positive alcohol test within a five-year period and will result in termination.
- O. An employee who refuses to submit to, or fails to follow through with, a drug or alcohol test when testing is required by this Policy will be terminated. However, before proceeding with disciplinary action, the employee's department head must assure that the facts of the case are reviewed by the human resources department.
- P. If an employee alleges that, because of medical reasons, he or she is unable to provide a sufficient amount of breath to permit a valid breath test, the breath alcohol technician shall instruct the employee a second time to attempt to provide an adequate amount of breath. If the employee continues to allege an inability to provide an adequate amount of breath for the test, the department shall be notified that the employee has refused to be tested. The employee will be directed to obtain, as soon as practicable after the attempted provision of breath, an evaluation from a licensed physician acceptable to the County of Camden addressing the employee's medical ability to provide the adequate amount of breath. If there is not a medical reason acceptable to management for the employee's inability to provide the breath, the employee will be considered to have refused to submit to the alcohol test and will be disciplined according to the guidelines established by this Policy.
- Q. An employee who does not pass the drug or alcohol test and is terminated will not be considered for re-employment for a two-year period following the date of the test and then will be considered only when (a) he or she provides documentary proof of successful completion of a drug and/or alcohol abuse treatment or rehabilitation program and (b) he or she passes a pre-placement drug and/or alcohol test.
- R. An employee shall inform his or her supervisor if, prior to beginning work or while he or she is on duty, that he or she has used or intends to use any prescription drug, over-the-counter drugs, or other substance that might impair his or her ability to satisfactorily perform duties. Employees are responsible for a thorough understanding of the effects and potential side effects of medications or other chemical substances taken. Failure to notify the supervisor under these circumstances may result in disciplinary action up to and including termination depending on the severity of the resulting incident. The human resources department will be consulted prior to such discipline being imposed.
- S. The medical review officer will review the findings of a drug test with the employee before a final determination is made that the employee did not pass the drug test. The purpose of this review is to ensure that the findings of a positive test are not based on factors other than the use of the drug for which the positive result is found.
- T. Employees returning to the workforce following completion of a drug and/or alcohol rehabilitation program will be tested on an unannounced and periodic basis for drugs and/or alcohol during the sixty

months following their return to work. Those employees covered by DOT guidelines must submit to a minimum for six follow-up tests within the first twelve months following rehabilitation. A follow-up breath alcohol test result of 0.04 or greater will result in termination. A follow-up breath alcohol test result of 0.02-0.039 will result in a five-day suspension without pay. A second such occurrence of a follow-up breath alcohol test result of 0.02-0.039 within the prescribed sixty-month period will result in termination.

- U. If an employee is convicted of a violation of a criminal drug statute and such violation occurred while the employee was on duty, the employee must notify his or her department head of the conviction within five days after such conviction. (NOTE: This is a requirement of the Drug-Free Workplace Act.) Failure to comply with this requirement will result in termination.

Section 4. Applicant Testing

- A. Applicants determined to be final candidates for commercial driver's license positions will be required to submit to a drug screening. The drug screen shall be performed within forty-eight hours from the time the conditional job offer is made.
- B. Applicants determined to be final candidates for positions requiring a commercial driver's license or positions designated as safety-sensitive by DOT guidelines will also be required to submit to an alcohol screening. The applicant must have a breath alcohol test result of less than 0.04 to be considered for employment.
- C. Applicants for temporary positions requiring a commercial driver's license, or positions designated as safety-sensitive by DOT guidelines, will be required to submit to a drug and alcohol screening.
- D. It is strongly recommended that applicants for temporary positions designated as safety sensitive be required to submit to a drug screen.
- E. Candidates for other temporary positions should be required to submit to a drug screen if the department determines that the nature of the job and the length of the assignment justifies a test.
- F. An applicant will have four hours to provide an acceptable urine specimen. An applicant who refuses to submit to, or fails to follow through with, the drug test as required, will not be considered for employment for a two-year period.
- G. An applicant who does not pass the drug test as required will not be considered for employment for a two-year period following the date of the test and then will be considered only when (1) such applicant provides documentary proof that he or she has successfully completed a drug and/or alcohol abuse or rehabilitation program and (2) such applicant passes a pre-placement drug and/or alcohol test.
- H. Any applicant covered by the provisions of the DOT alcohol-and drug-testing guidelines whose breath alcohol test result indicates an alcohol concentration of 0.02-0.039 will not be considered for employment for a two-year period following administration of the test.
- I. Applicants having completed a drug or alcohol rehabilitation program within two years prior to their employment with the County of Camden will be required to certify that they have successfully completed the program before they can be hired. If hired, these employees will be tested on an unannounced and periodic basis for drugs and/or alcohol during the sixty months following their hire.

Section 5. Compliance with Law

- A. Information regarding the testing and referral of employees and applicants under this Policy will be treated as confidential in accordance with the requirements of North Carolina law governing the privacy of employee personnel records.
- B. Searches and seizures are to be conducted in a legal manner. The County of Camden reserves the right to conduct searches or inspections of property assigned to an employee whenever a department head or his or her designee determines that the search is reasonable under all the circumstances.

Section 6. Supervisory Responsibilities

Every supervisor shall

- A. Consistently apply this Policy to all employees under his or her supervision. A supervisor who fails to apply this Policy when he or she believes, or reasonably should believe, that an employee under his or her supervision has committed a violation will be disciplined.
- B. Initiate the process for having an employee drug or alcohol tested if there is reasonable suspicion that an employee under his or her supervision, when such employee is on duty, has an illegal drug or alcohol in his or her system or is using any legal drug in a manner other than it was intended.
- C. Insure that employees he or she supervises are aware of the requirements and consequences of this Policy.
- D. Follow the procedure established by the department head for assuring that an employee who is to be tested for alcohol or other drugs is transported to the designated test site, and that those employees for whom there is reasonable suspicion of substance abuse or who have had a breath alcohol test result of 0.02 or greater are transported home-either by personal family/friends or by arranged transportation.

Section 7. Employee Responsibilities

Every employee shall

- A. Abide by this Policy as a condition of employment.
- B. Comply with all applicable laws regulating the manufacture, distribution, dispensation, use or possession of illegal drugs, alcohol, or prescription drugs.
- C. Assure that his or her ability to perform his or her job duties is not negatively affected due to use of a drug or alcohol when scheduled to report to work or when on "on call" status. Should any employee be requested to report to work for a safety-sensitive job earlier than his or her normal or previously assigned time, it is the employee's responsibility to advise his or her supervisor of an inability to perform his or her job duties or that he or she has consumed alcohol within the last four hours prior to reporting for duty. If the employee had received prior notice that he or she might be called back into work, the employee shall be considered AWOL if he or she is unable to report to duty. An employee may be subject to other disciplinary action due to inability to report for duty.
- D. Submit immediately to a drug or alcohol test when requested by his or her supervisor.
- E. Notify his or her department head, if convicted of a violation of a criminal drug statute and such violation occurred while the employee was on duty, within five days after such conviction, as required by the Drug-Free Workplace Act.

Section 8. Definitions

Accident means an occurrence involving a commercial motor vehicle operating on a public road that results in a fatality; bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle.

Alcohol test means a test for the presence of alcohol in the body as determined through the use of a breath alcohol test, evidential breathalyzer test, or blood screening.

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with responsibility to determine violations of federal or state criminal drug statutes.

Criminal drug statute means a criminal statute relating to the manufacture, distribution, dispensation, use or possession of any drug.

Drug means a controlled substance as listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812) or Chapter 90, Section 87(5) of the North Carolina General Statutes or a metabolite thereof.

Drug test and drug screening means a test, including providing the necessary sample of body fluid by the employee to be tested, for the presence of any of the following drugs or drug metabolites in the urine or blood of an employee

- a. Amphetamines
- b. Barbiturates
- c. Benzodiazepines
- d. Cannabinoids
- e. Cocaine
- f. Methaqualone
- g. Opiates
- h. Phencyclidine
- i. Propoxyphene
- j. Other drugs that may be determined to reduce work efficiency

Medical review officer is a North Carolina-licensed physician with specific training in the area of substance abuse. The medical review officer not only has knowledge of substance-abuse disorders, but also has been trained to interpret and evaluate laboratory test results in conjunction with an employee's medical history. The medical review officer verifies a positive drug test result by reviewing a laboratory report and an employee's unique medical history to determine whether the result was caused by the use of prohibited drugs or by an employee's medical condition.

On call means being subject to a call to report immediately to work for the County of Camden.

On duty means when an employee is at the workplace, performing job duties, on call, or during any other period of time for which he or she is entitled to receive pay from the County of Camden.

Other substance means any substance that has the potential to impair appreciably the mental or physical function or a person who does not have an unusual or extraordinary reaction to such substance.

Positive, with respect to the results of a drug test, means a laboratory finding of the presence of a drug or a drug metabolite in the urine or blood of an employee at the levels identified by the Substance Abuse and Mental Health Services Administration (SAMHSA), or for drugs not subject to SAMHSA guidelines, at the levels identified by the County of Camden; all positive tests will be confirmed using a different technology than was used for the first test, such as the gas chromatography/mass spectrometry (GC/MS) process.

Positive, with respect to the results of an alcohol test, means the presence of alcohol in the employee's system at the 0.04 level or greater.

Negative, with respect to the result of a drug test, means a test result that does not show the presence of drugs at a level specified to be a positive test.

Negative, with respect to the results of an alcohol test, means a test that indicates a breath alcohol concentration of less than 0.02.

Qualified negative, with respect to the results of a drug test, means a test in which the lab result is consistent with legal drug use.

Canceled, with respect to the results of a drug test, means a test result in which the medical review officer finds insufficient information or inconsistent procedures with which to make a determination.

Random testing is testing conducted on an employee assigned to a safety-sensitive position and is chosen by a method that provides an equal probability that any employee from a group of employees will be selected.

Reasonable suspicion exists when a supervisor, who has received the required training in detecting the signs and symptoms of probable drug and/or alcohol use, can substantiate specific contemporaneous,

articulable observations concerning appearance, behavior, speech, or body odor or other physical indicators or probable drug or alcohol use. By way of example and not limitation, any one or a combination of the following may constitute reasonable suspicion:

- a. Slurred speech
- b. The odor of marijuana or alcohol about the person
- c. Inability to walk a straight line
- d. An accident resulting in damage to property or personal injury
- e. Physical altercation
- f. Verbal altercation
- g. Behavior that is so unusual that it warrants summoning a supervisor or anyone else in authority (i.e. confusion, disorientation, lack of coordination, marked personality changes, irrational behavior)
- h. Possession of drugs
- i. Verifiable information obtained from other employees based on their observations
- j. Arrests, citations, and deferred prosecutions associated with drugs or alcohol

Unannounced follow-up testing is testing conducted on an employee on a periodic, unannounced basis, following his or her return to work from an approved drug or alcohol rehabilitation program.

Pre-placement testing is testing conducted on a current county employee prior to his or her being promoted, transferred, or demoted into a safety-sensitive position.

Safety-sensitive position means:

A position will be designated safety sensitive only where the County of Camden has a compelling need, on the basis of safety concerns, to ascertain on-the-job impairment on the part of employees who hold the position. Such a compelling need may arise where the duties of a position create, or are accompanied by such a great risk of injury to other persons or to property of such magnitude that even a momentary lapse of attention, judgment, or dexterity could have disastrous consequences.

Examples of these positions include:

- a. Positions (full or part time) requiring the use of weapons (or potential use of weapons) or the operation of vehicles, machinery, or equipment as a primary task (does not include routine office equipment).
- b. Positions requiring the handling of hazardous materials, the mishandling of which may place the employee, fellow employees, or the general public at risk of serious injury, or the nature of which would create a security risk in the workplace.
- c. Positions including but not limited to Public Works employees and county employees who routinely drive county vehicles or other activities which involve either public safety or safety concerns for others.
- d. Other positions as determined on a case-by-case basis.

The following includes activities defined as safety sensitive by the Federal Highway Administration or Federal Transit Administration portions or the DOT guidelines:

- a. Driving.
- b. Inspecting, servicing, or conditioning any commercial motor vehicle.
- c. Waiting to be dispatched at a carrier or shipper plant, terminal, facility, or other public property.
- d. Performing all other functions in or upon any commercial motor vehicle except resting in a sleeper berth.
- e. Loading or unloading a vehicle, supervising or assisting in the loading or unloading of a vehicle, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded.
- f. Performing driver requirements relating to accidents.
- g. Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- h. Operating a revenue service vehicle, including when not in revenue service.

- i. Operating a nonrevenue service vehicle when required to be operated by a holder of a commercial driver's license.
- j. Controlling dispatch or movement of a revenue service vehicle.
- k. Maintaining a revenue service vehicle or equipment used in revenue service.
- l. Carrying a firearm for security reasons.

Determination as to which positions are safety sensitive will be based on DOT guidelines or the recommendation of the department head and approval by the personnel department.

Supervisor, in general, means any employee who has the authority to direct the job activities of one or more other employees. With respect to a particular employee, the term means such employee's immediate supervisor and all persons having indirect supervisory authority over such employee.

Pass a drug test means that the result of a drug test is negative. The test either

- a. Showed no evidence or insufficient evidence of a prohibited drug or drug metabolite, or
- b. Showed evidence of a prohibited drug or drug metabolite but there was a legitimate medical explanation for the result as determined by a certified medical review officer.

Pass an alcohol test is a negative alcohol test. The test showed no evidence or insufficient evidence of a prohibited level of alcohol.

Workplace means the location or facility where an employee may be expected to perform any task related to the requirements of his or her job. This includes break rooms and restrooms, outdoor worksites, the County of Camden's vehicles or personal vehicles (while personal vehicle is being used for the County of Camden business), computer work stations, conference rooms, hallways, private offices, open/partitioned work areas, public contact/customer service/medical services areas, and parking lots.

Substance abuse professional means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addition counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of both drug- and alcohol- related disorders.

Commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle

- a. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- b. Has a gross vehicle weight rating of 26,001 or more pounds; or
- c. Is designed to transport 16 or more passengers, including the driver; or
- d. Is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and that requires the motor vehicle to be placarded under the Hazardous Materials Regulations.

Confirmation test for alcohol means a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. Confirmation test for controlled substances means a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screen test and that uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GM/MS) is the only authorized confirmation method for the five SAMHSA drugs.

Refuse to submit means that an employee (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, (3) refuses to sign the breath alcohol confirmation test certification, or (4) engages in conduct that clearly obstructs the testing process. An employee subject to the post-accident before a required test is administered or fails to remain readily available for testing may be deemed to have refused to submit to testing.

Use of County Owned Vehicles Policy

Section 1. Background and Purpose

It is the policy of Camden County to provide employee access to county-owned vehicles. This policy works in conjunction with the Camden County Personnel Policy, Article VI. Conditions of Employment, Section 8. Use of County Time, Equipment, Supplies and Vehicles as found on the county's website at: www.camdencountync.gov on the Human Resources page.

It is the policy of Camden County to utilize the county vehicles to provide safe transportation and decrease costs and expenses related to travel for county purposes. Priority for vehicle usage will be out of town workshops and local meetings, in respective order. If any employee chooses not to use a county vehicle when it is available, travel will not be reimbursed.

This policy establishes a clear directive on when vehicles are to be utilized by staff and the procedure which will be used in this process.

Section 2. Scope

This policy covers all county employees, whether or not they are probationary, permanent, or temporary employees of the county.

Section 3. Policy

This policy and procedure shall be followed for all county owned vehicles.

County vehicles are not personal vehicles and are not for personal use. County vehicles should be viewed as belonging to the citizens of Camden County and are assigned solely for purposes consistent with providing services to those citizens.

Section 4. Assignment of County Vehicles

The assignment of County vehicles to employees is based upon job description. Department Heads who have County vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function.

Sheriff Staff

Sheriff staff shall be assigned individual vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Because these positions require twenty-four (24) hour coverage, staff is allowed to drive their vehicles home at night in case of emergency situations. Use of these vehicles is addressed by their operating procedure (Policy # 2.10).

Public Works Staff

Public Works staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings with the exception of the Public Works Manager.

Building Inspections Staff

Building Inspections staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Soil and Water Staff

Soil and Water Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Social Services Staff

Social Services Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Senior Center Staff

Senior Center Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

General Staff

All other staff have access to a pool of vehicles for incidental travel and for meetings and trainings as well as overnight travel. These vehicles must be reserved and signed out for use.

Section 5. Procedure for Procuring Use of Pool Vehicles

Vehicle usage will be scheduled as far in advance as possible. Scheduling will include approximate time of occupancy.

All pool vehicles will be signed out through the Permit Planning Clerk located in the Planning Department. A requesting party may ask for special consideration to use his/her personal vehicle for travel for long distance travel and be reimbursed if approved by the County Manager.

A clip board with the mileage log is kept for each vehicle and must be maintained in the vehicle when in use. The clip board, along with the key & gas card for the vehicle, shall be returned to the Permit Planning Clerk in the Planning Department at the end of each use. Beginning and ending mileage along with purpose shall be documented. Employee will be responsible for returning the clip board, key & gas card at the end of the trip.

A notation must be made on the log regarding the program that should be charged for the travel being provided.

Smoking is not permitted in agency vehicles.

All trash must be removed from the vehicle after usage.

Texting while driving is prohibited. Employees should wait until they are in a safe place to pull off of the road to text. Utilize best professional judgment when making or receiving calls.

It is the responsibility of the employee using the vehicle to check the fuel level at the end of their usage. If the fuel registers less than $\frac{3}{4}$ full per tank, employee will be responsible for securing fuel for the vehicle.

Using the fuel card for personal use will result in disciplinary action leading up to or including termination.

Please inform the Maintenance Department if vehicle needs servicing (i.e. oil change, inspection, tires) and let them also know if the vehicle needs washing and vacuuming.

Situations may occur in which the County Manager or his/her designee assigns a vehicle to someone other than an employee who had previously requested a vehicle. This will be done on a case by case situation.

Section 6. Maintenance and Upkeep of Vehicles

Maintenance department keeps a maintenance log for all General and Senior Center Vehicles. Each vehicle has reminder dates on the dash that show when the vehicle is due an oil change or inspection. Assigned vehicles to individuals in a department are responsible for maintaining their own maintenance logs and maintenance on the vehicles.

If a pool vehicle has other issues that may appear, the driver of the pool vehicle must personally contact the Maintenance Department regarding the issue that needs to be addressed. They are also to place a note on the individual travel log assigned to the vehicle for record keeping.

Section 7. Fuel Maintenance

It is the responsibility of each driver to make sure the fuel gauge is checked after use of the vehicle. If the vehicle fuel gauge registers at $\frac{3}{4}$ tank or below, the driver is responsible for making sure the vehicle is filled up, using the fuel card issued to that car.

Section 8. Authorization to Drive & Driving Record

All employees will have a Motor Vehicle Background Check completed prior to employment.

Employees who operate county vehicles must have a valid motor vehicle license issued by the state of their current residence and be considered an insurable risk by the county's automobile liability insurance carrier.

On at least an annual basis, the county will request a copy of all employees driver's license and may obtain from the Department of Motor Vehicles, or authorized vendor for DMV records, the driving record of every driver of county vehicles to determine his/her ability to drive safely.

Employees driving county vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

Employees who incur parking or other fines in county vehicles will generally be personally responsible for payment of such fines unless the payment of such fines by the county is approved by the County Manager.

Employees who are issued citations for any offense while using a county vehicle must notify their supervisor and the Department Head immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action.

An employee who is assigned a county vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a county vehicle, must notify his or her supervisor and Department Head immediately when practicable; but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action.

Any motor vehicle accident while operating a county vehicle must be reported to your Supervisor and the Human Resources office immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever is later.

All accidents can be reviewed by the Safety Committee (recommendations submitted to the County Manager). Such review may result in a recommendation to the department head for disciplinary action of the employee, if such accident was a result of a violation of the county's safety policy.

A violation of an applicable traffic parking regulation, ordinance, and law may be grounds for loss of County vehicle privileges.

For employees whose job responsibilities require that they possess an active, valid driver's license, a suspension or revocation of the motor vehicle license may result in termination from employment.

Section 9. General Rules Defining Appropriate Use of County Owned Vehicles

Except as otherwise noted, use of county-owned vehicles is restricted to official county business. Official county business is defined as travel to and from any function, event or location that is visited as part of the employee's official duties.

The county vehicle may be used during non-duty hours on overnight assignments away from the employee's workplace or residence when other forms of transportation are not available. Use is limited to the immediate vicinity of the assignment area with department approval.

The employee may use the county vehicle for necessary personal business when the following conditions exist:

- The employee is in route between locations visited for official county business or when in route between home and the workplace; and;
- The use is "de minimus" in time and value. Personal use is bound to the limits of reasonableness and to public responsibility.

County vehicles should be driven over the most economically, direct route taking into account exceptions due to safety needs, road conditions and traffic considerations.

Section 10. General Rules Governing Use of County Owned Vehicles

County vehicles should be driven only by County employees. However, nonemployees may drive County vehicles, under the direct approval of the County Manager.

Passengers in County vehicles must be county employees or others whose presence is justified by official county business (non-county employees must fill out a form in order to be in the vehicle). No hitchhikers may be passengers in any county vehicle. Any special circumstances requiring deviation from this policy must be requested by written justification and receive advance written authority from the County Manager.

All areas of county-owned vehicles, inside and out, are open to inspection at all times by County Authority, including the employee's supervisor, Department Head, the Human Resources Director, the County Manager or a designee of the County Manager. Random inspections shall be conducted by these authorized personnel who may also be assisted by Law Enforcement. No expectation of privacy exists except for items expressly permitted.

Vehicles should contain only those items designed for use with the vehicle, items installed by the county or items assigned by the county for transportation on the vehicle. Personal items in county vehicles shall be prohibited except for items of clothing, items of general purpose used such as purses, wallets, cell phones, and office related items. County is not responsible for the loss of personal items employee had with them while operating a county vehicle.

Vehicles shall not contain items such as weapons; alcohol for consumption, non-prescribed drugs, obscene materials and other items whose possession would be deemed "Gross Personal Misconduct."

Employees are expected to keep County vehicles clean, and to report any malfunction or damage to Maintenance immediately.

Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.

Seatbelts, shoulder harnesses and other appropriate restraint systems must be used by both the driver and passengers of County vehicles. Failure to do so constitutes a misuse of a County vehicle.

Employees may not operate County vehicles under the influence of alcohol, illegal drugs, or prescription drugs or other medications, such as over the counter medications that may interfere with effective and safe operation.

No employee may use a County vehicle for out of state use without advanced approval of the Department Head and the County Manager.

Employees shall not alter or change any operational aspect of a County vehicle. Any such alterations or changes must be approved by the Department Head.

Animals may not be transported in a County vehicle, with the exception of service animals accompanying official passengers or animals transported by Animal Control personnel and canines to assist Law Enforcement (i.e. drug dogs, etc.). Exceptions may be made for the safety of the animal or the general public.

County vehicles may be equipped with a GPS monitoring device. This device provides data on the physical location of the vehicle as a function of time. Any employee who tampers with the device, who attempts to prevent the device from functioning properly, or who attempts to affect the accuracy of the information collected, will be subject to disciplinary action, up to and including termination. The employee responsible for the County vehicle is equally accountable for preventing others from tampering with the device.

Section 11. Misuse of County Vehicles and Policy Violations

Failure to comply with any and all provisions of this policy, as specified above, or misuse of a vehicle may result in:

- Denial to the employee for further use of vehicles;
- Reimbursement by the employee to the County for any resultant damage or cost; and/or
- Disciplinary action, up to and including termination.

Section 12. Special Circumstances

This policy is intended to provide a basic framework governing the use of County vehicles, and as such, cannot contain procedures governing every situation that might arise. Employees seeking clarification of or an exemption from the provisions of this policy should contact Human Resources who will provide such clarification and with County Manager approval may authorize exceptions to the policy under mitigating circumstances.

Additional clarification may be procured through the office of the County Manager and/or the County Attorney.

Forms: Certain forms may be used to track the use of vehicles.

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CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	8.A
Meeting Date:	January 06, 2020
Submitted By:	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
Item Title	BOC Meeting Minutes - December 2, 2019
Attachments:	bocminutes_120219 (DOCX)

**Camden County Board of Commissioners
December 2, 2019
Organizational Meeting – 10:00 AM
Historic Courtroom
Camden, North Carolina**

MINUTES

The Organizational Meeting of the Camden County Board of Commissioners was held on December 2, 2019 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

The meeting was called to order by Chairman Tom White at 10:00 AM. Also Present: Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Randy Krainiak and Ross Munro.

INVOCATION & PLEDGE OF ALLEGIANCE

Colonel Rodney Meads, Chief Deputy and Chaplain of the Camden County Sheriff’s Office gave the invocation and the Board led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

None.

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

Clerk to the Board Karen Davis read the Conflict of Interest Disclosure Statement.

County Attorney John Morrison brought to the Board’s attention the following:

- Commissioner Garry Meiggs serves on the Board of Directors of Albemarle Electric Corporation and due to an item on the agenda that involves Albemarle Electric Corporation, Commissioner Meiggs has requested to be recused from discussion or action on that item.

Motion to allow Commissioner Meiggs to be recused from the item on the agenda that pertains to Albemarle Electric Corporation.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Krainiak, Riggs, Munro

- Commissioner Randy Krainiak has requested to be recused from New Business 12.E. due to the interest of his brother pertaining to that item.

Motion to allow Commissioner Krainiak to be recused from the item on the agenda that pertains to setting the Public Hearing for Ordinance 2019-12-01 Rezoning Application.

RESULT:	PASSED [4-0]
MOVER:	Ross Munro, Commissioner
AYES:	White, Riggs, Munro, Meiggs

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)

ITEM 3. CONSIDERATION OF THE AGENDA

Motion to approve the agenda as presented.

RESULT:	PASSED [3-0]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Riggs, Munro
RECUSED:	Meiggs, Krainiak

Commissioners Meiggs and Krainiak did not vote on the agenda due to the previously stated conflicts of interest.

ITEM 4. ELECTION OF CHAIRMAN TO THE BOARD

County Attorney John Morrison opened the floor for nominations of Chairman to the Board of Commissioners.

Commissioner Ross Munro nominated Tom White to continue to serve as Chairman to the Board. No other nominations were offered.

Motion that Chairman White be appointed to continue to serve as Chairman to the Board. Tom White was appointed by acclamation to continue to serve as Chairman to the Board.

Chairman White expressed his appreciation to the Board for the opportunity to serve over the past year and the opportunity to continue to serve.

ITEM 5. ELECTION OF CHAIRMAN TO THE BOARD

Chairman Tom White opened the floor for nominations of Vice Chairman to the Board of Commissioners.

Motion to reappoint Clayton Riggs as Vice Chairman to the Board of Commissioners.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	White, Riggs, Munro, Meiggs, Krainiak

ITEM 6. APPROVAL OF BONDS

A. Bond Approval - County Manager Ken Bowman presented the bonds for approval.

- Board of Commissioners
- Finance Officer – County of Camden
- Finance Officer – South Mills Fire Commission
- Finance Officer – South Camden Water & Fire District
- Finance Officer Courthouse/Shiloh fire Commission
- Finance Officer – Joyce Creek Drainage District
- Finance Officer – Camden Tourism Development Authority
- Register of Deeds – County of Camden
- Sheriff – County of Camden
- Tax Assessor & Collector – County of Camden

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)

Motion to approve the bonds as presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Ross Munro, Commissioner
AYES: White, Riggs, Munro, Meiggs, Krainiak

ITEM 7. 2020 BOARD OF COMMISSIONERS MEETING CALENDAR

A. Resolution Adopting Regular Meeting Schedule – Ken Bowman

Resolution No. 2019-12-01
A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS ADOPTING A NEW REGULAR MEETINGS SCHEDULE OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS BEGINNING JANUARY 1, 2020
Whereas, N.C.G.S. 153A-40 authorizes the Camden County Board of Commissioners to adopt a resolution fixing the dates, time and place of its regular meetings and further requires a copy of such a resolution, after its adoption, to be posted on the courthouse bulletin board and a summary of it to be published at least ten (10) days before the first meeting to which the resolution is to apply; and
Whereas, N.C.G.S. 143-318.12 requires the new meeting schedule to be filed with the Clerk to the Board of County Commissioners for at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and to post the schedule of regular meetings to the County's Web Site; and
Whereas, the Camden County Board of Commissioners wishes to adopt a new schedule of its regular Board meetings to be on the first Monday of the month. When the first Monday falls on an observed holiday, the meeting will take place on the Tuesday following the holiday.
Now, Therefore, Be It Resolved, that the Camden County Board of Commissioners hereby adopts a new schedule of its regular Board meetings beginning January 1, 2020 after the Board has complied with the provisions of N.C.G.S. 153A-40 and N.C.G.S. 143-318.12 for posting and publishing this Resolution and the additional posting as provided herein.
Be It Further Resolved, the regular meetings of the Camden County Board of Commissioners will continue to be held on Mondays at 7:00 p.m. in the Commissioners' Meeting Room on the second floor of the Camden County Courthouse located at 117 N. Hwy 343, Camden, North Carolina.
Be It Further Resolved, an additional meeting of the Camden County Board of Commissioners may be called in months where business necessitates a second meeting and other special meetings including Public Hearings may be called as allowed in the provisions of N.C.G.S. 153A-40 and N.C.G.S. 143-318.12.
Adopted this 2nd day of December, 2019.
Tom White, Chairman
Camden County Board of Commissioners
ATTEST:
Karen M. Davis, NCCCO
Clerk to the Board of Commissioners

Table with 2 columns: MEETING DATE / TIME and AGENDA ITEMS DEADLINE. Rows include dates from Monday, January 6, 2020 to Tuesday, December 1, 2020.

All regular meetings are held in the Historic Classroom located at 117 North 343 Camden County, North Carolina

Motion to adopt Resolution 2019-12-01 approving the 2020 Regular Meeting Schedule of the Camden County Board of Commissioners.

RESULT: PASSED [UNANIMOUS]
MOVER: Clayton Riggs, Vice Chairman
AYES: White, Riggs, Munro, Meiggs, Krainiak

ITEM 8. 2020 STATE HOLIDAY SCHEDULE

Table with 2 columns: Holiday Name and Date. Includes New Year's Day (Jan 1, 2020), Martin Luther King, Jr. Birthday (Jan 20, 2020), Good Friday (Apr 10, 2020), Memorial Day (May 25, 2020), Independence Day (July 3, 2020), Labor Day (September 7, 2020), Veterans Day (November 11, 2020), Thanksgiving (November 26-27, 2020).

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)

Christmas

December 24-25 & 28, 2020

Motion to approve the 2020 State Holiday Schedule as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Randy Krainiak, Commissioner
AYES:	White, Riggs, Munro, Meiggs, Krainiak

ITEM 9. PRESENTATIONS

A. NC Cooperative Extension

Extension Director Cameron Lowe introduced Camden's new 4-H Extension Agent, Tyrone Dillard. Mr. Dillard briefly addressed the Board and expressed his excitement in beginning his work with the youth in Camden.

B. Sheriff's Office

Brandon Blount presented Certificates of Appreciation to the following:

- Kevin Winters of Performance Chevrolet
- Charlie Cartwright & Wilton McPherson of Camden Auto
- Steve Hallett of F&H Design
- Sergeant Steven Anderson of Nags Head Police Department
- Eddie Cartwright & Jimmy Bohn of Cartwright's Service Center (unable to attend)

C. Camden TDA Photo Contest

Donna Stewart recognized the winners of the Camden Tourism Development Authority Photo Contest. There were 98 submissions from 20 different individuals in four categories: Waterviews, Wildlife, Architecture and Citizens at Work. Contest judges were Ken Ferguson, Amanda Madeira, Amy Gibbons and Ross Munro. Winning photos will be displayed in County office buildings.

2019 Camden TDA Photo Contest ~ Ribbon Winners – updated 11.27.19

Waterviews:
 1st Place: Rebecca Farmer ~ Image #32 (Sunset on the Pond)
 2nd Place: Ryan Roasa ~ Image #3
 3rd Place: Ryan Roasa ~ Image #2
 Honorable Mention: Sylvia McFadden ~ Image #13

Wildlife:
 1st Place: Donna Rose ~ Image #6 (Softshell Crabs)
 2nd Place: Melissa Miller ~ Image #1
 3rd Place: Donna Rose ~ Image #11
 Honorable Mention: Cheryl Mansfield ~ Image #30 (Otter Surprise!)

Architecture:
 1st Place: Ryan Roasa ~ Image #7 (Treasure Point)
 2nd Place: Kimi Mills ~ Image #6 (FNL Hideout)
 3rd Place: Kimi Mills ~ Image #14 (The Silos)
 Honorable Mention: Laurie Andrews ~ Image #2 (Barns)

Citizens at Work:
 1st Place: Cheryl Mansfield ~ Image #13 (Last Haul of the Day)
 2nd Place: Ashley Jennings ~ Image #8 (Serve & Protect) – (Camden employee-Register of Deeds office)
 3rd Place: Cheryl Mansfield ~ Image #10 (Harvest Sunrise)
 Honorable Mention: Brooke Sherman ~ Image #2 (Friday Night Lights)

County Manager's Award:
 2nd Place Waterviews winner: Ryan Roasa ~ Image #3- Treasure Point/pier

County Commissioners Award:
 1st Place Architecture winner: Ryan Roasa ~ Image #7 - Treasure Point/trail

ITEM 10. PUBLIC HEARING

A. Camden Plantation, Inc. Land Sale Agreement

Motion to open Public Hearing for Camden Plantation Land Sale Agreement.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	White, Riggs, Munro, Meiggs, Krainiak

County Manager Ken Bowman presented the following on the Camden Plantation Land Sale Agreement:

The applicant’s stated purpose for the project is to construct an economically viable, residential and commercial mixed-use development to serve Camden County, North Carolina, along the U.S. Route 17 corridor that satisfies all municipal development requirements for Smart Growth and contributes to the tax base of the County.

As proposed, Camden Plantation will be developed in four phases involving the construction of approximately 1,750 new residential units, associated roads and utilities infrastructure, a commercial center with a minimum of 160,000 square feet of retail/commercial/office space, an 18-hole golf course, and other recreational amenities (tennis, swimming, trail and park system). Anticipated services to be provided include a grocery store and complimentary retail business, medical/dental offices, and general office space. The project will impact a total of 4,562 linear feet of waters of the United States and 28.90 acres of non-tidal wetlands, including the permanent loss of 27.96 acres of palustrine forested (PFO) wetlands and the conversion of 0.94 acres of PFO wetlands to palustrine emergent (PEM) wetlands.

A number of alternatives were identified and evaluated by the applicant during the pre-application process including consideration of other properties, as well as the adjustment of onsite configurations resulting in the avoidance of an additional 4.43 acres of permanent impacts to wetlands.

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)

The applicant proposes to offset the permanent impacts to approximately 27.96 acres of palustrine forested wetlands (PFO) and conversion impacts to approximately 0.94 acres of PFO to palustrine emergent wetlands (PEM) through the purchase of non-tidal wetland credits from an approved mitigation bank at a ratio of 2:1 for PFO, and 1:1 for conversion from PFO to PEM. Additionally, the applicant proposes to preserve in perpetuity the remaining 17.24 acres of PFO wetlands on the property through the recordation of deed instruments.

In light of the fact that Camden Plantation has been turned down by the Army Corps of Engineers to mitigate approximately 28 acres, as mentioned above, they are approaching the County in order to purchase up to 15 acres for the development of the commercial / retail segment of this planned development. If approved the master plan will have to be modified and resubmitted for approval.

Pursuant to direction from the Camden County Commissioners, staff has negotiated an agreement by and between Camden County, North Carolina ("Seller") and Camden Plantation Properties, Inc. or assigns ("Buyer") to purchase up to 15 acres of county owned property at the intersection of US 17 and McPherson road for the amount of \$10,000 per acre.

The Board of Commissioners has determined the fair market value of the property is twenty thousand dollars (\$20,000) per acre. The proposed consideration to be received by the County is ten thousand dollars (\$10,000) per acre up to one hundred fifty thousand dollars (\$150,000) cash, plus additional consideration in the form of infrastructure improvement.

The infrastructure improvement is development of a road between the subject property and the remainder the county's property to the east. The improvement is estimated to exceed \$150,000 and will substantially increase the value of the surrounding county owned property. Improvement will commence within 1 year after the later of (i) the date of Closing or (ii) the date upon which Buyer receives all necessary approvals for development of the Property as provided for by law, and shall thereafter diligently pursue completion of such road.

Chairman White opened the floor for public comments.

Mr. Bill Stafford of 102 Lake Drive, South Mills, addressed the Board and spoke in opposition to the land sale agreement. Mr. Stafford's property is adjacent to Camden Plantation. His concerns included the following:

- The lack of protection of the residential area from noise and light pollution.
- The lack of communication from Board members in regard to Mr. Stafford's previous concerns of this matter.
- The potential for the buildout of apartments in the event of a golf course closure.
- The developer should not be dictating the terms of the agreement to the County.
- The lack of representation for local property owners at a 2017 Department of Transportation meeting of stakeholders in regard to the US 17 / I-87 Project.
- How the fair market value of the property was determined.
- The reason for the private sale versus solicitation of bids from the public.
- Camden Commerce Park would be a more suitable location for this project.
- County seems to be attempting to bring life to a stalled project.
- Developer is currently being sued million for wrongful deathful in an apartment complex according to *The Virginian Pilot*.

Mrs. Vickie Stafford of 102 Lake Drive, South Mills, addressed the Board and spoke in opposition to the land sale agreement. Her concerns included the following:

- How the development will affect the Dismal Swamp Welcome Center and the beautification of the surrounding area.
- Developer has not fulfilled commitments made concerning placement of sidewalks, etc.
- Does not feel the Board is taking into consideration the concerns of the citizens regarding this matter.

There being no further comments from the public, Chairman White called for a motion to close the Public Hearing.

Motion to close the Public Hearing.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Riggs, Munro, Meiggs, Krainiak

A motion was made by Ross Munro, and decided by the consensus of the Board, to place the Camden Plantation, Inc. Land Sale Agreement on the agenda for the January 6, 2019 meeting of the Board of Commissioners.

ITEM 11. OLD BUSINESS

A. Library Lease – Ken Bowman

The Library Lease is being re-submitted for review and approval. The lease is identical to the previous one that was approved by the Board of Commissioners effective October 1, 2019 except for the following modification: Section 3 which addressed Options to Renew addressed the tenant’s right (Camden County) to renew for a successive term (the current term is 2 years). In this lease such renewal right no longer exists. The County Attorney has discussed this with Mr. William Brumsey, Wilport’s Attorney, and this is the agreement they decided would work for both parties. Staff recommends approval.

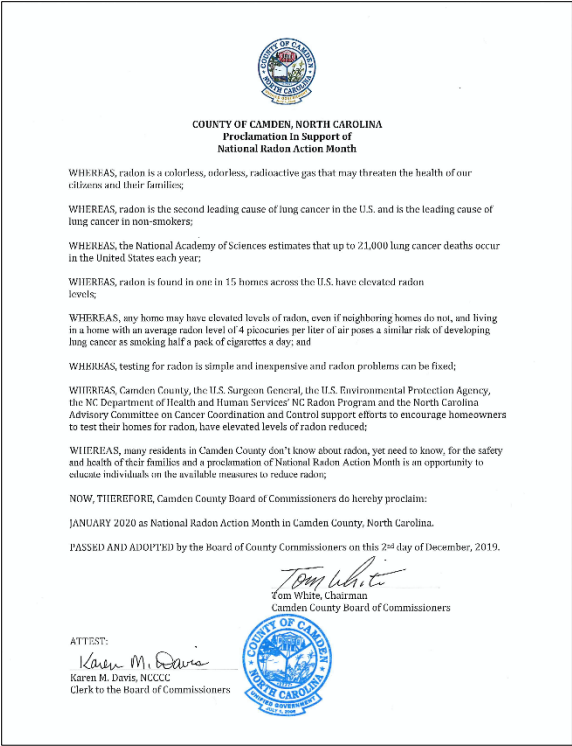
Motion to approve the revised library lease as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	White, Riggs, Munro, Meiggs, Krainiak

ITEM 12. NEW BUSINESS

A. Proclamation Recognizing Radon Action Month January 2020 – Ken Bowman

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)



Motion to adopt Proclamation recognizing January 2020 as Radon Action Month.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro, Commissioner
AYES:	White, Riggs, Munro, Meiggs, Krainiak

B. NC Governor’s Highway Safety Program Traffic Grant – Sheriff Jones

Sheriff Jones presented the following information on the NC Governor’s Highway Safety Program Traffic Grant and requested that the Sheriff’s Office be approved to apply for the grant which, upon being awarded, would provide the Sheriff’s Office with a Traffic Deputy.

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)

Camden County Sheriff's Office
P. O. Box 57 117 North NC 343
Camden, North Carolina 27921

J. Kevin Jones, Sheriff Voice: (252) 338-5046
Fax: (252) 338-4300
24 Hours:(252) 331-7445

Office Memorandum

To: Sheriff J. Kevin Jones
From: Sergeant Vincent B. Dunn and Deputy L. Marcum
Subject: NC Governor's Highway Safety Program- Traffic Grant
Date: _____

Introduction: Need for Traffic Enforcement Deputy

(1) Reduction of Collisions:
Camden County NC has approximately 310 square miles with a population of 10,710 according to the 2018 Census Bureau. Camden County statistically has a lower fatality rate from collisions compared to other counties in the state of North Carolina. Camden County is also one of the fastest growing counties in the state of North Carolina. The more Camden County grows, the higher the fatality rate will increase. In my professional opinion, I believe it would be wise to prepare for an increase in fatality related collisions with the anticipated growth rate of Camden County. With a Traffic Enforcement Deputy, your goal is to maintain safety for traveling motorists. This is done by enforcing motor vehicle law. This task is not accomplished solely based on the number of citations issued but by being proactive and not allowing motorists to freely break the motor vehicle laws in the county of Camden. Research has proven that effective enforcement of motor vehicle laws reduces crashes and severity of crashes.

(2) Crime Prevention:
Conducting vehicle stops for motor vehicle law violations give the deputy an opportunity to look past the stop in attempt to prevent crime or continuing criminal activity. They are likely to apprehend offenders during traffic stops as criminals are mobile. Mere presence also leads to other drivers being safer.

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Integrity, Transparency, Professionalism

Camden County Sheriff's Office
P. O. Box 57 117 North NC 343
Camden, North Carolina 27921

J. Kevin Jones, Sheriff Voice: (252) 338-5046
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24 Hours:(252) 331-7445

Example 1:
Timothy McVeigh was stopped for not having a license plate on his vehicle by a State Patrol Officer in Oklahoma. McVeigh had a loaded firearm hidden under his driver's seat. Three days later, the FBI came to visit with him in jail with his connection of the death of 168 people in the Oklahoma City bombing. He was put to death on June 11, 2001. This is one example of the benefits of having proactive traffic officers. They have the great opportunity of preventing crime before it occurs.
Later McVeigh stated that the Oklahoma bombing was his first terrorist act however he was on his way to commit additional terrorist activity.
It is also commonly understood, that high visible traffic enforcement also reduces property crimes at businesses along the highways where traffic enforcement is occurring.

Solution:
North Carolina Governor's Highway Safety Program (NCGHSP) offers grants funded by the National Highway Traffic Safety Administration (NHTSA).
The Governor's Highway Safety Program helps fund the efforts of law enforcement agencies, local governments, community organizations, schools and nonprofits to reduce traffic crashes in North Carolina.
These programs are funded on a federal fiscal year basis (Oct. 1 through Sept. 31). Grant applications are accepted from January 1st to January 31st.

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Integrity, Transparency, Professionalism

Camden County Sheriff's Office
P. O. Box 57 117 North NC 343
Camden, North Carolina 27921

J. Kevin Jones, Sheriff Voice: (252) 338-5046
Fax: (252) 338-4300
24 Hours:(252) 331-7445

Details:
Primary Goal: Traffic Enforcement Deputy
The primary goal of a Traffic Enforcement Deputy is to primarily work traffic. This is to include vehicle stops, investigate motor vehicle collisions and traffic safety education. NCGHSP recognizes that a deputy in a funded position may need to answer an occasional call for service that is serious in nature however does not want the funded position to fulfill the primary roles of a Patrol Deputy. After the fourth year, the Sheriff may keep the position as a Traffic Enforcement Deputy or reassign their role as the Sheriff sees fit.
Financing: Grant Position
To create a new deputy position, there are yearly cost to include salary, insurance, FICA, Retirement, 401K, workman's compensation and unemployment. The average starting salary in Camden County for a NC certified deputy is \$35,000.00. Based on that average salary, Camden County pays \$794.00 for insurance, \$2678.00 for FICA, \$3395.00 for retirement, \$1750.00 for 401K, \$1750.00 for workman's compensation and \$350.00 for unemployment for a total of \$52,837.00. This is a recurring cost annually to Camden County.
NCGHSP has a four year program where they will finance 85% of a new deputy's salary and recurring cost to maintain the position for the first year. The county agrees to pay a total of 15% for the first year. Second year, NCGHSP will pay 70% and the county pay 30%. Third year, NCGHSP will pay 50% and the county pay 50%. The fourth year, the county agrees to pay 100% of the cost. It is then suggested that the county agree to maintain that position after the fourth year to prevent employees from being laid off.
In addition to salary, NCGHSP will fully fund and cover 100% of all needed equipment and training that a Traffic Enforcement Deputy may need to include but not limited to the following:

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Integrity, Transparency, Professionalism

Camden County Sheriff's Office
P. O. Box 57 117 North NC 343
Camden, North Carolina 27921

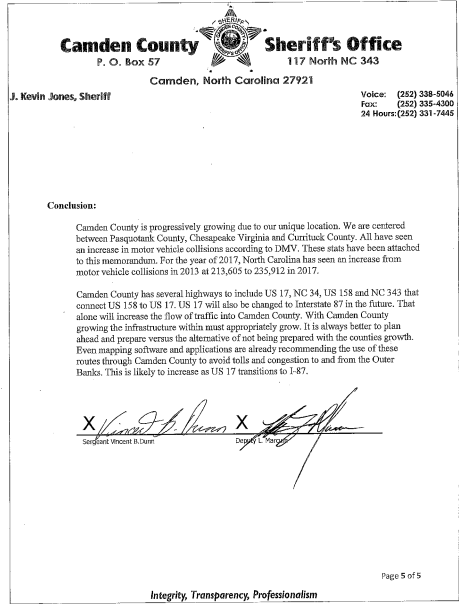
J. Kevin Jones, Sheriff Voice: (252) 338-5046
Fax: (252) 338-4300
24 Hours:(252) 331-7445

Training: NCGHSP will fund 100% of any cost that may arise from sending a deputy to traffic related training. For example, a deputy may need to be certified on the operation of Radar, Intox and Standard Field Sobriety Testing. These are only a few examples. Majority of this training is held at community colleges or approved locations at no cost to the agency. NCGHSP will cover traveling expenses that may arise from the training. NCGHSP will cover all traffic related training within the first year of the approved grant. After the first year, Camden County will be financially responsible for any additional training.
Uniform: NCGHSP will fund 100% of the initial cost to outfit a new deputy for uniforms. Attached to this memorandum is a spread sheet itemizing each needed piece of equipment and its value.
Patrol vehicle and equipment: NCGHSP will fund 100% of the initial cost to outfit a new deputy with a patrol vehicle. NCGHSP will fund 100% of the initial cost of all the equipment needed for a successful Traffic Enforcement Deputy. Attached to this memorandum is a spread sheet itemizing each needed piece of equipment and its value.

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Integrity, Transparency, Professionalism

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)



Motion to approve the application by the Sheriff’s Office for the NC Governor’s Highway Safety Program Traffic Grant for one traffic deputy position and the County will pay the required percentages during the tenure of the grant as outlined in the information presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: White, Riggs, Munro, Meiggs, Krainiak

C. Camden Solar Special Use Permit Extension Request – Dan Porter

The Special Use Permit (UDO 2017-10-01) for Camden Solar was approved by the Board of Commissioners on January 8, 2017. In accordance with Article 151.2.3.22 (I) a Special Use Permit shall expire and become null and void two years after the date of issuance if; 1) the authorized use has not commenced; 2) no substantial construction activity has taken place or; 3) Construction activities have started but the value of all construction activity after two years is less than five per cent of the estimated total cost of construction. In accordance with Article 151.2.3.22(I.3) of the Unified Development Ordinance (Attached) BayWa R.E. Development, LLC, current project owner of Camden Solar is requesting a one year extension of the Special Use Permit (UDO 2017-10-01) to January 8, 2021.

Based on a letter from Dominion Energy and the completion of electrical upgrades adjacent to the property, staff feels that in accordance with Article 151.2, Section 2.3.22 Special Use Permit of the Unified Development Ordinance, that the applicant has proceeded towards completion of construction in good faith and with due diligence.

Staff recommends approval of a one-year extension of Special Use Permit (UDO 2017-10-01) for Camden Solar, LLC to expire January 8, 2021.

Motion to approve a one-year extension of Special Use Permit (UDO 2017-10-01) for Camden Solar, LLC to expire January 8, 2021.

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)



RESULT:	PASSED [UNANIMOUS]
MOVER:	Randy Krainiak, Commissioner
AYES:	White, Riggs, Munro, Meiggs, Krainiak

D. Commerce Park Electric Service – Ken Bowman

At the time the Commerce Park was initially developed the electrical service was installed into the property and transformer cabinets set in the median of the entrance road. The sale and development of the property by WAO garage at the end of Opportunity Dr. requires that we now install electrical service to the end of that road, and Albemarle Electric requires that the service be looped back up the road to provide redundancy.

It is important to note that this service is not an incentive to an individual business. This service will have service transformers located at a few locations on each side of the road in order to provide for connections of future businesses in the park.

The cost for this installation is \$82,125.18. The anticipated funding source is Fund Balance Reserves. Staff recommends approval.

 <p style="text-align: center;">Albemarle Electric Membership Corporation</p> <p style="text-align: center;">Post Office Box 69 Hertford, North Carolina 27944-0069 Telephone 252-426-5735 Toll Free 1-800-215-9915 Fax 252-426-8270</p> <p style="text-align: center;"></p> <p>CONTRACT FOR INSTALLATION OF UNDERGROUND PRIMARY ELECTRIC FACILITIES</p> <p>THIS AGREEMENT, made this the <u>2nd</u> day of <u>December, 2019</u> by and between ALBEMARLE ELECTRIC MEMBERSHIP CORPORATION (hereinafter referred to as Albemarle EMC) located in Perquimans County, Hertford, North Carolina and Camden County, North Carolina, (hereinafter referred to as the Member);</p> <p style="text-align: center;">WITNESSETH:</p> <p>THAT WHEREAS the Member is the owner of land in Camden County, North Carolina; described in the deed recorded in Plat Book 3, Page 126 in the Office of the Register of Deeds of <u>Camden County, North Carolina</u>; and</p> <p>WHEREAS the Member has requested that Albemarle EMC install underground primary electric facilities within the above described property along such pathways as shall be designated by the Member and approved by Albemarle EMC; and</p> <p>WHEREAS installation of underground primary electric facilities will require trenching of the land within said pathways; and</p> <p>WHEREAS Albemarle EMC is prepared to install such underground primary electric facilities, but has requested the disclosure by the Member of all underground obstructions in the aforesaid pathways; and</p> <p>WHEREAS Albemarle EMC and the Member wish to set down the terms of their agreement regarding the installation of said underground primary electric facilities.</p> <p style="text-align: center;">1</p>	<p>NOW, THEREFORE, it is agreed between Albemarle EMC and the Member that:</p> <ol style="list-style-type: none"> 1. The Member along with the Cooperative, will choose pathways for the installation of the underground primary electric facilities to be installed by Albemarle EMC and will provide a sketch of the property referred to above clearly indicating the pathways upon said property and upon approval of said pathways by Albemarle EMC, Albemarle EMC will install underground primary electric facilities within said pathways. 2. The Member shall pay to Albemarle EMC the cost of installation according to a schedule of costs adopted by the board of directors of Albemarle EMC prior to installation of the underground primary electric facilities. <u>We don't normally pay until the work is complete</u> 3. <u>The Member shall be responsible and liable for all damage which occurs to underground obstructions resulting from the failure of the Member to expose such underground obstructions and shall hold Albemarle EMC harmless for the same.</u> Initial <u> </u> 4. If the Member shall pave by concrete, asphalt or otherwise any roadway or sidewalk before the aforesaid underground primary electric facilities are installed, the Member shall place within the pathway an appropriately sized PVC pipe at least 36 inches in depth under the roadway or sidewalk with the ends of said pipe being clearly marked. Albemarle EMC will trench to those designated end points. 5. If the trenching to install the underground primary electric facilities requires Albemarle EMC to cross a prepared area of ground (for example, a lawn or yard) of the Member, the Member shall bear the sole responsibility for and expense of restoring the ground to its former condition. 6. If overhead primary electric facilities are being replaced by underground primary electric facilities at the request of the Member or if an existing underground primary electric facility is being piped for any reason, the Member hereby releases Albemarle EMC from all liability for damages to existing concrete or paved sidewalks, roadways and/or driveways resulting from the installation of the aforesaid underground primary electric facilities and/or piping, and will hold Albemarle EMC harmless for the same. <p style="text-align: center;">2</p>
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Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)

<p>7. This agreement shall remain in effect for all underground installations in the subdivision of the Member:</p> <p>IN WITNESS WHEREOF, Albemarle EMC and the Member have executed this agreement.</p> <p>ALBEMARLE ELECTRIC MEMBERSHIP CORPORATION</p> <p>By: _____</p> <p>MEMBER SIGNATURE</p> <p>By: _____</p> <p>March, 2016</p> <p style="text-align: center;">3</p>	<p style="text-align: center;">2019-20-BA012 CAMDEN COUNTY BUDGET AMENDMENT</p> <p>BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.</p> <p>Section 1. To amend the General Fund as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ACCT NUMBER</th> <th style="text-align: left;">DESCRIPTION OF ACCT</th> <th style="text-align: right;">AMOUNT INCREASE</th> <th style="text-align: right;">DECREASE</th> </tr> </thead> <tbody> <tr> <td colspan="4">Revenues</td> </tr> <tr> <td>10399400-439900</td> <td>Fund Balance Appropriated</td> <td style="text-align: right;">\$82,000</td> <td></td> </tr> <tr> <td colspan="4">Expenses</td> </tr> <tr> <td>104940-545000</td> <td>Contracted Services</td> <td></td> <td style="text-align: right;">\$82,000</td> </tr> </tbody> </table> <p>This Budget Amendment is made to appropriate funds for the extension of electricity within the Commerce Park.</p> <p>This will result in no change to the Contingency of the General Fund. Balance in Contingency \$40,000.00</p> <p>Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 2nd day of December, 2019.</p> <p style="text-align: center;">_____ Clerk to Board of Commissioners Chairman, Board of Commissioners</p>	ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	DECREASE	Revenues				10399400-439900	Fund Balance Appropriated	\$82,000		Expenses				104940-545000	Contracted Services		\$82,000
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	DECREASE																		
Revenues																					
10399400-439900	Fund Balance Appropriated	\$82,000																			
Expenses																					
104940-545000	Contracted Services		\$82,000																		

Motion to authorize the County Manager to execute the contract with Albemarle Electric to install electrical service along Opportunity Drive in Camden Commerce Park and to approve the associated Budget Amendment.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Riggs, Munro, Krainiak
RECUSED:	Meiggs

E. Set Public Hearing – Ordinance 2019-12-01 Rezoning Application – Dan Porter

Robert Krainiak (RKRAIN, LLC (owner) and Sean Robey (agent for applicant) met with Planning Staff to rezone approximately 25 acres (lots 9-28 and a portion of lot 29) of Camden Business Park located off U.S. 158 from Highway Commercial (HC) to Village Residential (VR). Neighborhood meeting was held October 21, 2019 at the Camden Library. The application for rezoning was heard by the Camden County Planning Board at their November 20, 2019 meeting and after discussion with applicant and staff, Planning Board made the following motions: (All motions passed on a 6-0 vote.)

1. Motion made to approve Consistency Statement as follows:

The proposed zoning change is inconsistent with the **2005** CAMA Land Use Plan in that the CAMA Future Land Use Maps has property identified as Industrial; also

The proposed zoning change is inconsistent and consistent with Comprehensive Plan (Adopted 2012);

Inconsistent as Future Land Use Map shows the property designated as Mixed Use Employment which based on the description (see Attachment A) prohibits residential development.

Consistent as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the 158 corridor for new mixed use and higher density

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)

development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.

- 2. Motion made to recommend approval of proposed rezoning application (UDO 2019-10-24) to rezone properties from Highway Commercial (HC) to Village Residential as rezoning request is consistent with the Comprehensive Plan (Adopted 2012) as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the U.S. 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.
- 3. Motion made Motion to amend Comprehensive Plan Future Land Use Map for the 24 acres from Mixed-Use Employment to Village Mixed Use.

Recommendation: Set Public Hearing for January 6, 2020.

Motion to set the Public Hearing for Ordinance 2019-12-01 Rezoning Application for January 6, 2020.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Riggs, Munro, Meiggs
RECUSED:	Krainiak

ITEM 13. BOARD APPOINTMENTS

- A. Senior Advisory Board

Motion to approve the reappointment of Sandra Duckwall to the Senior Advisory Board.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	White, Riggs, Munro, Meiggs, Krainiak

ITEM 14. CONSENT AGENDA

- A. BOC Meeting Minutes – November 4, 2019
- B. DMV Monthly Report

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN
TO: The Tax Administrator of Camden County January Renewals Due 2/15/20


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

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
21,688.62	22,364.92	13,115.89	57,139.43

Witness my hand and official seal this 4th day of December 2019

Thomas H. Co
Chairman, Camden County Board of Commissioners

Attest:
Karen M. Davis
Clerk to the Board of Commissioners of Camden County



This is to certify that I have received the tax receipts and duplicates for collection in the amounts as listed herein.

Alex S. Anderson
The Administrator of Camden County

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)

C. Refunds Over \$100

ACR Tax System 11/27/19 15:52:42 REFUNDS OVER \$100.00 CAMDEN COUNTY Page 1

Refunds to be Issued by Finance Office

Refund#	Refund To:	Reference:	Docnum/Transaction Info:
1,173.44	APPELLATED MORTGAGE 100 N. CHURCH STREET ROCKY MOUNT, NC 27852	2019 R 01-7999-00-35-4138.0000 20191031 1 248121 overpayment 120296-2019	
372.54	ANNE MARIE BUCHHELD 113 E. ROCKY CT. SOUTH MILLS, NC 27976	2019 R 01-7997-00-09-1120.0000 20191107 99 248501 OVERPAYMENT OVERPAYMENT R116453	
251.70	BROOKETT & BROOKETT 2885 CANTON HWY SOTICE & NC 27958	2019 R 02-8944-00-38-2497.0000 20191107 99 248514 OVERPAYMENT OVERPAYMENT-CR	
205.20	BUTTS OSCAR E 111 MORGAN DRIVE CAMDEN, NC 27921	2017 R 02-8934-00-08-3259.0000 20191107 99 248543 R104257/2017	
194.65	BUTTS OSCAR E 111 MORGAN DRIVE CAMDEN, NC 27921	2016 R 02-8934-00-08-3259.0000 20191107 99 248544 R97038/2016	
194.65	BUTTS OSCAR E 111 MORGAN DRIVE CAMDEN, NC 27921	2015 R 02-8934-00-08-3259.0000 20191107 99 248545 R89874/2015	
756.61	E. H. SMALL, NC ATTORNEY 807 S MAIN ST ELIZABETH CITY, NC 27909	2019 R 01-7998-00-53-4439.0000 20191107 99 248502 DEBORAH OWENS-CLARK	
294.63	LOUHY DEAN T 287 OLD FARM ROAD SOUTH MILLS, NC 27976	2019 R 01-7999-00-64-7227.0000 20191024 1 247531 OVERPAYMENT-SCHEM CLOSING	
1,967.69	REGENCY TITLE & ESCROW, LLC 272 LINDSEY PARKWAY VA 23432	2019 R 01-7080-00-06-4139.0000 20191022 1 247479 OVERPAYMENT R-137807-2019	
215.37	WALFORD LITCHFIELD 705 FORBMAN HONEY ROAD ELIZABETH CITY, NC 27909	2019 R 01-8071-00-12-0876.0000 20191107 99 248538 R122090/19	
5,630.48	Total Refunds		

Submitted by Lisa S. Anderson Date 11-12-19
Lisa S. Anderson, Tax Administrator, Camden County

Approved by G. Tom White Date 12-4-19
G. Tom White, Chairman Camden County Board of Commissioners

D. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00
North Carolina Vehicle Tax System

NCVTS Pending Refund report

October, 19 Refunds Over \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund	Bill #	Plate	Status	Transaction	Refund Description	Refund	Create Date	Authorization Date	Tax	Levy	Change	Interest	Total
MOORE, ROBERT THOMAS	MOORE, ROBERT THOMAS		103 N POINTE RD	SOUTH MILLS, NC 27976	Provision	0031950051	V0X5150	AUTHORIZED	114458878	Refund Generated due to provision on Bill #0031950051-2019-2019-0000-00	1943	10/14/2019	10/17/2019 2:28:56 PM	1	Tax	(\$150.40)	\$0.00	(\$150.40)
POND, JUSTIN RANDALL	POND, JUSTIN RANDALL		105 LONG PINE RD	SOUTH MILLS, NC 27976	Adjustment >=\$100	0050194476	FF79462	AUTHORIZED	114838484	Refund Generated due to adjustment on Bill #0050194476-2019-2019-0000-00	1643	10/17/2019	10/18/2019 11:20:45 AM	1	Tax	(\$155.94)	(\$6.86)	(\$162.80)
PRASLER, BRITANNY ANN	PRASLER, BRITANNY ANN	HICKMAN, SAMUEL JACOB	158 PIER LINDG	SOUTH MILLS, NC 27976	Adjustment >=\$100	0050015998	HEA6783	AUTHORIZED	114690040	Refund Generated due to adjustment on Bill #0050015998-2019-2019-0000-00	1843	10/18/2019	10/29/2019 11:24:33 AM	1	Tax	(\$110.59)	\$0.00	(\$110.59)

Submitted by Lisa S. Anderson Date 11-12-19
Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 12-4-19
G. Tom White, Chairman Camden County Board of Commissioners

E. Surplus Property Request

Surplus Property Request

Requested by: Sheriff J. Kevin Jones 11/21/19

Department: Sheriff's Office (LESO Property)

Item: 1990 John Deere tractor 2555

Disposal Method: Individuals

Suggested Value: \$5,000.00

Reason for surplus: Doesn't work, water getting in oil

Manager Approval: [Signature]

Disposal Method: Gov Depts

Value: _____

Comments: _____

Board Approval: [Signature]

Approved/Issued: [Signature]

Date: 12-2-19

Final Disposition Date: _____


Method: _____

Amount: _____

Purchased by: _____

Item Description: _____

F. Resolution 2019-12-02 Opposing Reclassification of Jurisdictional Waters



**Resolution No. 2019-12-02
Opposing Reclassification of Jurisdictional Waters**

WHEREAS, in January of 2019, the NC Marine Fisheries Commission (MFC) and the NC Wildlife Resources Commission (WRC) formed a joint committee for the purpose of determining boundaries defining inland and coastal waters; and

WHEREAS, the joint committee had its last meeting in May of 2019, after having disagreements between the agencies on the "salinity value" to determine boundaries; and

WHEREAS, in August of 2019, the WRC business meeting was held with little direct notice to the MFC or to the NC Department of Environmental Quality (NCDEQ). At this meeting the WRC decided to move forward with the proposed boundaries based on the arbitrary "2.6 ppt salinity value"; and

WHEREAS, in 2017 the MFC conducted a review of rules pertaining to delineation (15A NCAC 03Q .0200 et seq) and determined there was no basis to adjust jurisdictional boundaries; and


WHEREAS, the proposed Reclassification of Jurisdictional Waters would be a loss of approximately 144,984 square acres or 226.5 sq. miles of coastal and commercial fishing waters. Thus, creating even more confusion and regulations to the already over regulated NC commercial fishing industry; and


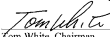
WHEREAS, the MFC would be required by law, to perform a comprehensive financial analysis to modify jurisdictional boundaries, which would include a review of all existing rules and a detailed mapping effort expected to take over a year to complete with added costs to the taxpayers of North Carolina; and

WHEREAS, fisheries management plans of important commercial and recreational species under MFC authority follow a criterion initially to establish coastal and joint waters but not inland waters. Thus, a complete review of all MFC rules would have to be completed at NC taxpayer expense.

THEREFORE, BE IT RESOLVED, that the Camden County Board of Commissioners strongly opposes the Reclassification of Jurisdictional Waters as prescribed by the NC Wildlife Resources Commission. Under such research we have not found where a Salinity Value is a determination of boundary lines between coastal and inland waterways.

Adopted this 2nd day of December, 2019.

ATTEST:

Karen M. Davis, NCCCU
Clerk to the Board of Commissioners



Tom White, Chairman
Camden County Board of Commissioners

G. State Acquisition Relocation Fund Program (SARF)

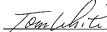
**CAMDEN COUNTY STATE ACQUISITION RELOCATION FUND (SARF) PROGRAM
Resolution Approving Program Ordinance/Resolution/Policy**

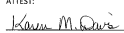
WHEREAS, Camden County wishes to carry out its State Acquisition Relocation Fund (SARF) Program in accordance with established state and federal administrative guidelines.


NOW, THEREFORE, the Camden County Board of Commissioners hereby collectively adopts the following ordinance, resolution, and policy, and resolves that they be utilized during the administration of the Camden County State Acquisition Relocation Fund (SARF) Program:

1. Project Budget Ordinance
2. Financial Management Resolution
3. Relocation Assistance Policy

Adopted this 2nd day of December, 2019.


Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis, Clerk to the Board



SARF P.00 12/019

**CAMDEN COUNTY STATE ACQUISITION RELOCATION FUND (SARF) PROGRAM
Project Budget Ordinance**

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

Section 1. The program authorized is the Camden County State Acquisition Relocation Fund (SARF) Program described in the work statement contained in the Memorandum of Agreement (DRAS369-004) between Camden County and the North Carolina Division of Emergency Management. This program is more familiarly known as the Camden County SARF Program.

Section 2. Camden County staff is hereby directed to proceed with the grant program within the terms of the grant document(s), the rules and regulations of the North Carolina Division of Emergency Management, and the budget contained herein.

Section 3. The following revenues and resources are anticipated to be available to complete the program activities:

Camden County State Acquisition Relocation Fund (SARF) Program

State	\$302,500.00
Total	\$302,500.00

Section 4. The following amounts are appropriated for the program activities:

Camden County State Acquisition Relocation Fund (SARF) Program

Program Budget	\$302,500.00
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Section 5. The Grant Finance Officer is hereby directed to maintain within the Grant Program Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Division of Emergency Management required by the Memorandum of Agreement and federal and state regulations.

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

Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each program element in Section 4 and on the total grant revenues received or claimed.

SARF P.01 Page 1 of 2 12/019

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)


Section 8. The Grant Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant program in every budget submission made to this Board.

Section 9. Copies of this grant program ordinance shall be made available to the Grant Finance Officer for direction in carrying out this program.

Adopted this 2nd day of December, 2019.

Tom White
Tom White, Chairman
Camden County Board of Commissioners

ATTEST:
Karen M. Davis
Karen M. Davis, Clerk to the Board



SARF P.01 Page 2 of 2 1/2019

CAMDEN COUNTY STATE ACQUISITION RELOCATION FUND (SARF) PROGRAM
Financial Management Resolution

WHEREAS, Camden County has received a State Acquisition Relocation Fund (SARF) Program grant in the amount of \$302,500.00;

WHEREAS, the North Carolina Administrative Code regulations require that Camden County designate a Grant Finance Officer and a depository for SARF Program funds;


NOW, THEREFORE, Camden County hereby resolves the following:

- (1) Stephanie Jackson, Interim Finance Officer, will serve as Grant Finance Officer, and will be responsible for financial management of the program according to the requirements of the North Carolina Administrative Code and North Carolina General Statute requirements.
- (2) Bank of America is hereby designated as the official depository for revenues budgeted for the SARF Program.

Adopted this 2nd day of December, 2019.

Tom White
Tom White, Chairman
Camden County Board of Commissioners

ATTEST:
Karen M. Davis
Karen M. Davis, Clerk to the Board



SARF P.02 1/2019

CAMDEN COUNTY STATE ACQUISITION RELOCATION FUND (SARF) PROGRAM
Relocation Assistance Policy

WHEREAS, Camden County has received Hazard Mitigation Grant Program (HMGP) funds from the North Carolina Division of Emergency Management to be used for the acquisition of residential property damaged during Hurricane Matthew in October 2016; and,

WHEREAS, relocation assistance to displaced households is an approved activity under the terms of the HMGP grant agreement between the County and the North Carolina Division of Emergency Management; and,

WHEREAS, the County has also received award of State Acquisition Relocation Fund (SARF) Program funds from the North Carolina Division of Emergency Management to be used to provide supplementary relocation assistance to displaced homeowners; and,

WHEREAS, the County requires a formal policy establishing guidelines for the provision of SARF relocation benefits;

NOW, THEREFORE, BE IT RESOLVED:

Camden County hereby adopts the following Relocation Assistance Policy, to be used during implementation of the SARF Program for Hurricane Matthew:

A. HOMEOWNER RELOCATION ASSISTANCE

Eligibility. A residential owner-occupied household who occupied the dwelling unit as a primary residence at the time of the event (Hurricane Matthew, October 2016); whose dwelling unit was located in a regulated Special Flood Hazard Area (SFHA); and whose dwelling unit was approved for acquisition under HMGP DR-4285, DRA-2017 or DRA-2018 program.

Replacement Property. Comparable replacement dwelling must:

- Meet HUD requirements for comparable decent, safe, and sanitary dwellings.
 - A comparable replacement home is:
 - Decent, safe, and sanitary.
 - Functionally equivalent to the participant's displacement dwelling.
 - Available for purchase.
 - Affordable. (i.e., having a monthly housing payment equal to or less than 30% of the participant's income).
 - Reasonably accessible to the participant's place of employment.
 - Generally as well located with respect to public and commercial facilities, such as schools and shopping, as the displacement dwelling.
 - Not subject to unreasonable adverse environmental conditions.

SARF P.03 1/2019

- Available to all persons regardless of race, color, religion, sex, or national origin.
- Decent, safe, and sanitary housing meets local housing and occupancy requirements, and
 - Is structurally sound, weather tight, and in good repair.
 - Contains a safe, adequate electrical wiring system.
 - Has adequate living space for the occupants.
 - Has a kitchen with a sink, hot and cold running water, and connections for a stove and refrigerator.
 - Has a separate, complete bathroom with hot and cold running water and sewage system.
 - Has heating as required by climatic conditions.
 - Has an unobstructed exit to safe, open space at ground level.
 - Is free of any barriers that would preclude reasonable use of the unit, if occupant has a physical disability.
- Be located outside of floodplain areas as shown on the current Flood Insurance Rate Map (FIRM) (i.e., 100- and 500-year Floodplain).
 - If not possible, the County will certify that no appropriate housing or housing sites are available outside of the floodplain, and will seek approval by NCEM.
- Qualify as "real property." Modular units are acceptable if they are permanently affixed to real property. Manufactured homes will not be considered real property for the purpose of this program.
- Relocation must be within the State of North Carolina.

Terms and Limits of Assistance. The terms of SARF-funded replacement housing assistance shall be as outlined in the Camden County SARF Program Memorandum of Agreement (DRAS369-004):

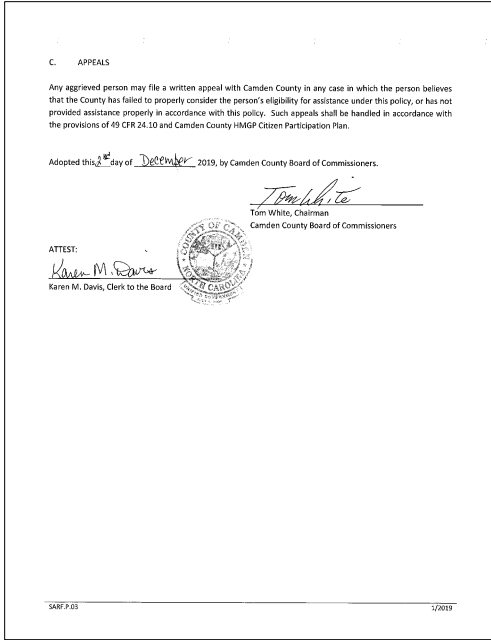
- **Replacement Housing Assistance:** Eligible homeowners may be offered a gap payment in an amount up to but not exceeding \$50,000, which amount is the lesser of the difference in acquisition cost of the displacement dwelling and a comparable replacement dwelling (described above); OR the difference of acquisition cost of the displacement dwelling and the actual replacement dwelling selected by the displaced homeowner. Actual replacement dwelling must also meet the definition of a comparable replacement dwelling as described herein.
- **Relocation Moving Expense Assistance:** Eligible homeowners may be provided with up to but not exceeding \$5,000 in moving expense assistance, based upon the most current Federal Highway Administration, Flood Residential Moving Cost Schedule for North Carolina, further based upon the number of rooms of furniture in the displacement dwelling.

B. BASIC RIGHTS OF DISPLACED PERSONS

Camden County shall not require any displaced person to accept a dwelling provided by the County under these procedures (unless the County and the displaced person have entered into a contract to do so) in lieu of any relocation payment for which the person may otherwise be eligible.

SARF P.03 1/2019

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)



Motion to approve the Consent Agenda as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Riggs, Munro, Meiggs, Krainiak

ITEM 15. COUNTY MANAGER’S REPORT

County Manager Ken Bowman included the following in his report:

- The Senior Center will be closed December 24th-26th and January 1st. The Center will be open on December 23rd & December 27th but meals will not be delivered or served. The exercise room and offices will remain open on all other days except those mentioned above.
- Commissioner Munro was the first patient at the newly-opened Chesapeake Regional Healthcare. Grand opening and ribbon cutting will take place in January 2020.
- County Manager will conduct mid-year budget reviews with department heads this week.
- The South Mills VFD Christmas Parade is Saturday, December 7th at 11:00 AM.
- The Extension Director interviews are scheduled for December 10th.
- The Albemarle Soil & Water Conservation District Supervisors will meet on Thursday, December 12th at the South Mills Ruritan Club at 7:00 PM.
- The annual employee Christmas luncheon will be December 18th in the Senior Center. County Offices will be closed from 12:00 to 2:00 PM.
- Christmas Tree Lighting December 2nd at 5:30 PM on the Courthouse lawn.
- Next Board of Commissioners Meeting – January 6, 2020 at 7 PM.
- Merry Christmas!

ITEM 16. COMMISSIONERS’ REPORTS

None.

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)

ITEM 17. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following was provided for information purposes:

- A. Library Report
- B. Register of Deeds Report

South Camden Water & Sewer District Board of Directors

Chairman White recessed the meeting of the Board of Commissioners and called to order the South Camden Water & Sewer District Board of Directors Meeting.

Public Comments – None

Consideration of the Agenda

Motion to approve the agenda as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Krainiak, Meiggs, Riggs, Munro

New Business

- A. Monthly Report – David Credle

*South Camden Water & Sewer Board
Monthly Work Order Statistics Report
Period: October 2019*

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	97	97	100%	0
Sewer/Collection	2	2	100%	0

Locates:

- Water Line: 257
- Sewer Line: 10
- Water & Sewer, same ticket: 5
- Hydrant flow test: 0

Public Works Director Notes/Comments: Ten work orders have been checked for accuracy.
 Water treated at the water treatment plant in October: 12,807,320 gallons
 Daily average water usage for October: 413,139 gallons
 Current treatment capacity at the water treatment plant: 720,000 gallons per day

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)

SOUTH CAMDEN WATER & SEWER BOARD									
MONTHLY WATER STATISTICS REPORT									
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water/Distribution	Sewer/Collection	Water Locates	Sewer Locates	Water/Sewer Locate	Hydrant Flow Test
2018									
Oct	71	100%	0%	68	3	75	17	13	12
Nov	77	100%	0%	76	1	124	7	48	7
Dec	121	100%	0%	120	1	134	6	12	7
2019									
Jan	99	100%	0%	99	0	125	4	15	0
Feb	63	100%	0%	63	0	180	11	1	9
March	104	100%	0%	103	1	153	8	4	27
April	106	100%	0%	104	2	99	10	44	13
May	87	100%	0%	85	2	126	8	12	11
June	75	100%	0%	75	0	58	9	6	9
July	112	100%	0%	109	3	63	5	0	57
August	104	100%	0%	102	2	131	21	1	27
Sept	82	100%	0%	80	2	131	20	4	0
Oct	99	100%	0%	97	2	257	10	5	0

Motion to approve the monthly report as presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: White, Riggs, Munro, Meiggs, Krainiak

There being no further matters for discussion Chairman White called for a motion to adjourn.

Motion to adjourn the South Camden Water & Sewer District Board of Directors.

RESULT: PASSED [UNANIMOUS]
MOVER: Clayton Riggs, Vice Chairman
AYES: White, Krainiak, Meiggs, Riggs, Munro

Chairman White reconvened the Board of Commissioners.

Closed Session

Motion to go into Closed Session to discuss personnel.

RESULT: PASSED [UNANIMOUS]
MOVER: Clayton Riggs, Vice Chairman
AYES: White, Krainiak, Meiggs, Riggs, Munro

Motion to come out of Closed Session.

RESULT: PASSED [UNANIMOUS]
MOVER: Randy Krainiak, Commissioner
AYES: White, Krainiak, Meiggs, Riggs, Munro

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)

ITEM 18. OTHER MATTERS

Commissioner Board Appointments – Commissioner Krainiak requested to step down from the Senior Advisory Board due to a scheduling conflict. Commissioner Ross Munro agreed to fill the vacancy created by Commissioner Krainiak.

Motion to appoint Commissioner Ross Munro to the Senior Advisory Board.

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: White, Riggs, Munro, Meiggs, Krainiak

There being no further matters for discussion Chairman White adjourned the meeting at 11:41 AM.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis, NCCCC
Clerk to the Board of Commissioners

Attachment: bocminutes_120219 (2592 : BOC Meeting Minutes - December 2, 2019)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.B
Meeting Date: January 06, 2020
Submitted By: Karen Davis, Clerk to the Board
Taxes
Prepared by: Teri Smith

Item Title **DMV Monthly Report**

Attachments: DMV Monthly Report Feb 20 (PDF)

Summary: DMV Monthly Report February, 2020 Renewals Due 3/15/20

Recommendation: **Review and Approve**

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County February Renewals Due 3/15/20

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

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
20,870.78	17,678.25	12,984.25	51,533.28

Witness my hand and official seal this _____ day of _____

Chairman, Camden County Board of Commissioners

Attest:

Clerk to the Board of Commissioners of Camden County

This is to certify that I have received the tax receipts and duplicates for collection in the amounts as listed herein.

Ann S. Anderson
Tax Administrator of Camden County

Attachment: DMV Monthly Report Feb 20 (2589 : DMV Monthly Report)



CAMDEN COUNTY
NORTH CAROLINA • USA

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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number: 8.C
Meeting Date: January 06, 2020

Submitted By: Teri Smith,
Taxes
Prepared by: Teri Smith

Item Title **Vehicle Refunds Over \$100.00**

Attachments: November Refunds Over \$100.00 (PDF)

Summary: Vehicle Refunds Over \$100.00 for November, 2019

Recommendation: **Review and Approve**

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

NOVEMBER REFUNDS OVER \$100.00



Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
FRAZIER, DAMON ALLEN	FRAZIER, AMY PIERCE		344 WICKHAM RD	SHILOH, NC 27974	Proration	0047793880	DMS4647	AUTHORIZED	116336108	Refund Generated due to proration on Bill #0047793880-2018-2018-0000-00	Tag Surrender	11/19/2019	11/21/2019 9:15:38 AM	1843	Tax	(\$228.77)	\$0.00	(\$228.77)
														3	Tax	(\$3.09)	\$0.00	(\$3.09)
																	Refund	\$231.86

Submitted by Lisa S. Anderson Date 12-11-19
Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
G. Tom White, Chairman Camden County Board of Commissioners



**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number: 8.D
Meeting Date: January 06, 2020
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis
Item Title **Pickups, Releases & Refunds**
Attachments: Pickups, Releases & Refunds (PDF)

NAME	REASON	NO.
Oscar E. Butts	Acreage adjustment per plat. \$1,026.00	Pick-up/22436 R-118890-19 R-111541-18 R-104257-17 R-97035-16 R-89874-15
Sean Cillian Doran	Roll back taxes \$637.76	Pick-up/22442 R-97369-16 R-104482-17 R-111769-18 R-119121-19
Glen Edward Needham II	Value adjustment attick unfinished. \$153.02	Pick-up/22456 R-122282-19
Glen Edward Needham II	Value correction over garage. \$171.66	Pick-up/22457 R-122282-19
Lorraine P. Mizelle	Acreage correction. \$303.49	Pick-up/22454 R-117561-19
Calvin Mercer	Corrected listing of personal property. \$156.65	Pick-up/22458 R-117520-19
Cleveland Walston, LE	Foreclosure and Judgment fees. \$121.28	Pick-up/22460 R-113419-18
Damon Allen Frazier	Turned in plates. \$231.86	Pick-up/22464 47793880
Savannah & Scarlet Cutrell	Corrected listing of personal property. \$433.70	Pick-up/22466 R-116698-19
A. Gregory Buckley	Roll back taxes. \$1,948.00	Pick-up/22473 R-99315-16 R-106554-17 R-113838-18 R-121207-19
Justin Flynn Hatfield	Military exempt \$101.78	Pick-up/22476 49212345

Attachment: Pickups, Releases & Refunds (2604 : Pickups, Releases & Refunds)



CAMDEN COUNTY

NORTH CAROLINA • USA

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	8.E
Meeting Date:	January 06, 2020
Submitted By:	Amy Barnett, Planning Clerk Public Works Prepared by: Karen Davis
Item Title	Surplus Property - Maintenance
Attachments:	Surplus Property - Maintenance (PDF)



Surplus Property Request

Requested by: Tommy McDaniel
 Sell Dispose

Department: maintenance

Item: 2002 Ford Ranger

Disposal Method: Gov Deals

Suggested Value: \$ 300

Reason for surplus: Bad knock in motor
Sounds like rod knock

Manager Approval [Signature]
Disposal Method: Gov Deals
Value: \$300.
Comments:

Board Approval
 Approved Denied Date:
Comments:

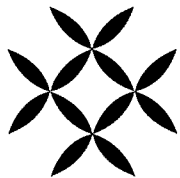
Final Disposition Date:
Method:
Amount:
Purchased by:

Item Description

Attachment: Surplus Property - Maintenance (2595 : Surplus Property - Maintenance)



Attachment: Surplus Property - Maintenance (2595 : Surplus Property - Maintenance)



CAMDEN COUNTY

Surplus Property Request

Requested by:

Tommy McDaniel

Sell Dispose

Department:

Maintenance

Item:

Heat Pump

Disposal Method:

Gov deals

Suggested Value:

\$ 25

Reason for surplus:

too costly to put in use

Manager Approval

[Signature]

Disposal Method:

Gov Deals

Value:

\$25.-

Comments:

Board Approval

Approved Denied

Date:

Comments:

Final Disposition Date:

Method:

Amount:

Purchased by:

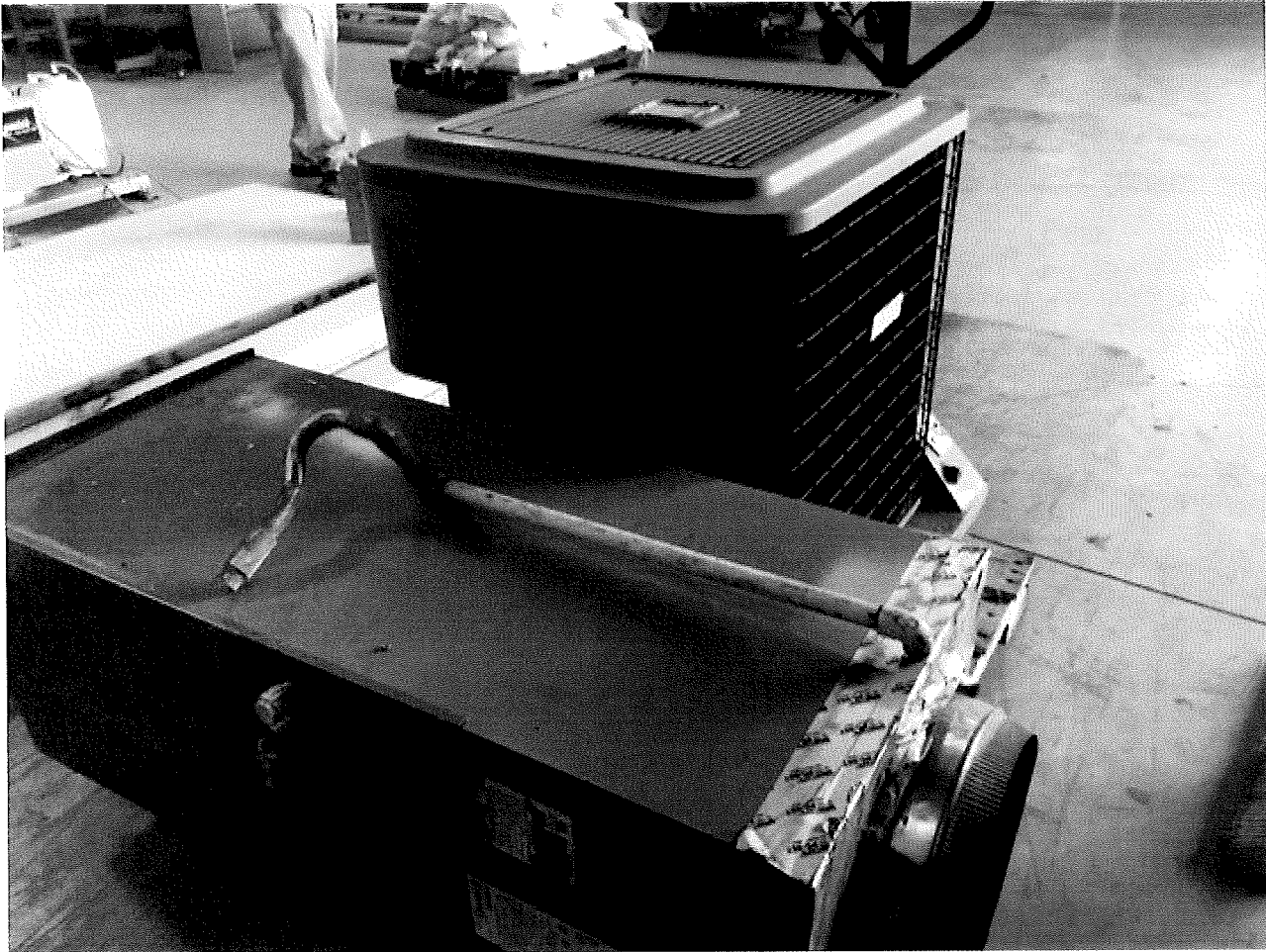
Item Description

Used heat pump from old extension office was working when disconnected
Soft Sound 1000+

Attachment: Surplus Property - Maintenance (2595 : Surplus Property - Maintenance)

Tommy McDaniel

From: Tommy McDaniel <tommymc4@icloud.com>
Sent: Thursday, December 5, 2019 10:04 AM
To: tmcdaniel@camdencountync.gov
Subject: [External] A/c



Sent from my iPhone

Attachment: Surplus Property - Maintenance (2595 : Surplus Property - Maintenance)



CAMDEN COUNTY

NORTH CAROLINA • USA


Boundless Opportunities.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	8.F
Meeting Date:	January 06, 2020
Submitted By:	Kevin Jones, Sheriff Prepared by: Karen Davis
Item Title	Surplus Property - Sheriff's Office
Attachments:	Surplus Property - Sheriff's Office (PDF)

Surplus Property Request

Requested by: Sheriff Jones 
 Sell Dispose

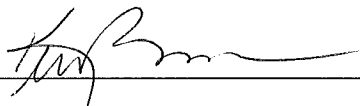
Department: Sheriff's Office LESO PROPERTY

Item: 2006 Chevy truck

Disposal Method: Gov Deals

Suggested Value: \$2,500.00

Reason for surplus: High repairs

Manager Approval 
Disposal Method:
Value: \$1500. —
Comments:

Board Approval
Approved/Denied:
Date:

Final Disposition Date:
Method:
Amount:
Purchased by:

Item Description

Attachment: Surplus Property - Sheriff's Office (2601 : Surplus Property - Sheriff's Office)



CAMDEN COUNTY
NORTH CAROLINA • USA

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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

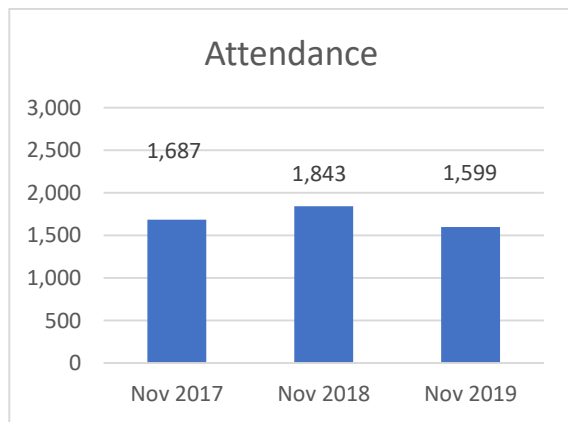
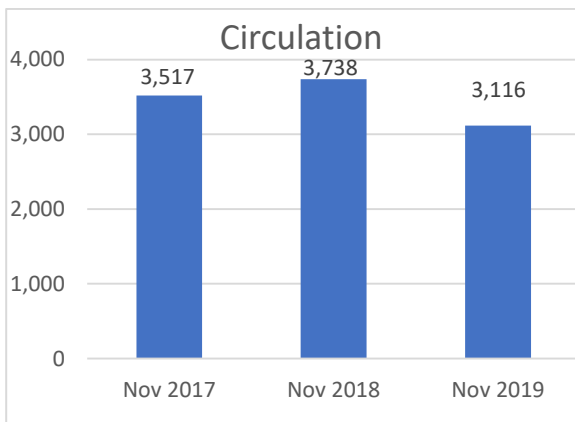
Information, Reports & Minutes From Other Agencies

Item Number:	11.A	
Meeting Date:	January 06, 2020	
Submitted By:	Kim Perry, Library Prepared by: Kim Perry	
Item Title	Library Report 11/19	
Attachments:	19-11	(DOCX)

Camden County Public Library November 2019 Statistics

Visitor Count	1,599
Materials Check Outs & Renewals	3,116
Computer/ Wireless Use	521/475
Questions Answered	321
Children’s Programs/Attendance	16/188
Adult Programs/Attendance	3/19
Outreach Programs/Attendance	1/15
Meeting Room Usage/Attendance	10/115
Days/Hours Open	21/184
# Items in Collection	18,755
Library Card Holders	2,559

Comparison by Year 2017-2019



Attachment: 19-11 (2599 : Library Report)



**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: January 06, 2020
Submitted By: Tammie Krauss, Register of Deeds
Register of Deeds
Prepared by: Karen Davis
Item Title **Register of Deeds Report**
Attachments: Register of Deeds Report (PDF)

Camden County Register of Deeds: Tammie Krauss
November 2019 Daily Deposit

DATE	NC CHILDRI TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMEN	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
11/01/19	\$ -	\$ -	\$ 127.40	\$ 132.60	\$ 2.27	\$ 12.91	\$ 24.80	\$ 111.02	\$ 411.00
11/04/19	\$ -	\$ -			\$ 3.03	\$ 18.45	\$ 24.80	\$ 155.72	\$ 202.00
11/05/19	\$ -	\$ -			\$ 3.23	\$ 20.37	\$ 18.60	\$ 172.80	\$ 215.00
11/06/19	\$ 5.00	\$ 30.00	\$ 107.80	\$ 112.20	\$ 6.15	\$ 32.35	\$ 55.80	\$ 280.70	\$ 630.00
11/07/19			\$ -	\$ -	\$ 2.91	\$ 18.30	\$ 18.60	\$ 154.19	\$ 194.00
11/08/19	\$ -	\$ -			\$ 5.06	\$ 31.02	\$ 37.20	\$ 263.72	\$ 337.00
11/12/19					\$ 2.50	\$ 15.08	\$ 18.60	\$ 130.42	\$ 166.60
11/13/19	\$ 5.00	\$ 30.00	\$ 681.59	\$ 709.41	\$ 4.83	\$ 25.54	\$ 37.20	\$ 219.43	\$ 1,713.00
11/14/19			\$ 690.90	\$ 719.10	\$ 6.13	\$ 36.78	\$ 55.80	\$ 310.29	\$ 1,819.00
11/15/19			\$ 660.52	\$ 687.48	\$ 3.74	\$ 22.54	\$ 31.00	\$ 192.32	\$ 1,597.60
11/18/19	\$ 10.00	\$ 60.00	\$ 261.66	\$ 272.34	\$ 12.27	\$ 69.79	\$ 49.60	\$ 615.74	\$ 1,351.40
11/19/19			\$ 214.62	\$ 223.38	\$ 2.78	\$ 17.41	\$ 18.60	\$ 146.21	\$ 623.00
11/20/19	\$ 5.00	\$ 30.00			\$ 2.32	\$ 11.58	\$ 6.20	\$ 98.90	\$ 154.00
11/21/19			\$ 489.02	\$ 508.98	\$ 5.35	\$ 31.16	\$ 49.60	\$ 269.89	\$ 1,354.00
11/22/19	\$ 5.00	\$ 30.00	\$ 710.50	\$ 739.50	\$ 2.40	\$ 10.41	\$ 18.60	\$ 93.59	\$ 1,610.00
11/25/19	\$ -	\$ -	\$ 191.59	\$ 199.41	\$ 3.76	\$ 23.71	\$ 24.80	\$ 197.73	\$ 641.00
11/26/19			\$ 196.00	\$ 204.00	\$ 6.33	\$ 37.43	\$ 62.00	\$ 316.24	\$ 822.00
11/27/19	\$ 5.00	\$ 30.00	\$ 249.90	\$ 260.10	\$ 2.55	\$ 12.53	\$ 12.40	\$ 107.52	\$ 680.00
									\$ -
									\$ -
									\$ -
									0.00
									0.00
									\$ -
TOTAL	\$ 35.00	\$ 210.00	\$ 4,581.50	\$ 4,768.50	\$ 77.61	\$ 447.36	\$ 564.20	\$ 3,836.43	\$ 14,520.60

Attachment: Register of Deeds Report (2606 : Register of Deeds Report)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC

Date Range From Friday, November 01, 2019 to Saturday, November 30, 2019

Name	Amount
NC Children's Trust Fund	\$35.00
NC Domestic Violence Fund	\$210.00
State Revenue Stamp	\$4,581.50
County Revenue Stamp	\$4,768.50
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$77.61
ROD Automation Fund	\$447.36
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$564.20
ROD General Fund	\$3,836.43
Total Distribution For Period	\$14,520.60
Cash Total	\$572.00
Check Total	\$13,521.60
Pay Account Total	\$427.00
ACH Total	\$0.00
Escrow Account Tota	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$14,520.60



Board of Commissioners

AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.C
Meeting Date: January 06, 2020
Submitted By: Karen Davis, Clerk to the Board
 Administration
 Prepared by: Karen Davis

Item Title **Community Services Block Grant**

Attachments: CSBG 2020 Application Pt1 (1) (PDF)
 CSBG 2020 Application Pt2 (1) (PDF)

The North Carolina Administrative Code requires that each CSBG grant recipient submit its Community Anti-Poverty Plan (grant application) to each County Commissioner Board that it serves. Please review the plan and provide any comments regarding the plan to the Clerk for submittal to the Office of Economic Opportunity.

North Carolina Department of Health and Human Services
Division of Social Services



Community Services Block Grant Program

Fiscal Year 2020-21 Application for Funding
Project Period July 1, 2020 – June 30, 2021

Application Due Date: February 14, 2020

Agency Information			
Agency:	Economic Improvement Council, INC		
Federal I.D.	560857026		
DUNS Number:	081423030		
Administrative Office Address:	712 Virginia Road. Edenton, North Carolina 27932		
Mailing Address (include the 4-digit zip code extension):	Post Office Box 549 Edenton, North Carolina 27932		
Telephone Number:	252-482-4458		
Fax Number:	252-482-8227		
Proposed Funding:	CSBG: \$ 285,027	Additional Resources: \$ 10,045,496.00	Agency Total Budget: \$ 10,330,523.00
Application Period:	Beginning: July 1, 2020	Ending: June 30, 2021	
Board Chairperson:	Robert Williams		
Board Chairperson's Address: (where communications should be sent)	119 US Highway 158 Business West Gatesville, NC 27938		
Board Chairperson's Term of Office (enter beginning and end dates):	08/2019- 09/2024		
Executive Director:	Dr. Landon B. Mason		
Executive Director Email Address:	Dr.Landon.Mason@eicca.org		
Agency Fiscal Officer:	Robin Hunter		
Fiscal Officer Email Address:	robin.hunter@eicca.org		
CSBG Program Director:	Interim- Lillian Dance		
CSBG Program Director Email Address:	lillian.dance@eicca.org		
Counties Served with CSBG funds:	Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrell and Washington		
Agency Operational Fiscal Year:	July through June		

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

Proposed Funding

CSBG: Enter the proposed amount of CSBG funds allocated for FY 2019. **\$285,027**

Additional Resources: Enter the amount of other resources the agency expects to receive during the 2020 program year. If an exact figure is not known at this time, the best possible estimate. **10,045,496.00**

Agency Total Budget: Enter the sum of CSBG and Additional Resources for the period of July 1, 2020 - June 30, 2021. **10,330,523.00**

Board of Directors' Membership Roster

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

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. Jakema Spencer	Hyde	Certified Nursing Assistant	05/2019	0	02/2024
2. Preciosa Diaz	Chowan	Head Start Policy Council	11/2017	0	10/2019
3. Shelia Gregory	Currituck	Currituck County Community	06/2012	1	05/2022
4. Jessica Davenport	Dare	Dare County Community	06/2012	1	06/2022
5. Fred Yates	Perquimans	Perquimans County Community	09/2015	0	09/2020
6. Wanda Harvey	Beaufort	Beaufort County Community	11/2017	0	08/2022

Public Elected Officials

1. Brenda Lassiter	Perquimans	County Commissioners	09/2017	0	07/2020
2. Robert Williams	Gates	County Commissioners	09/2012	2	08/2019
3. Nina Griswell	Tyrrell	County Commissioners	11/2015	0	11/2020
4. Jerry McCrary	Martin	County Commissioners	9/2018	0	09/2020
5. William Sawyer	Camden	County Commissioners	05/2015	0	07/2022

Representatives of Private Organizations

1. Pearl Sutton	Pasquotank	Pasquotank County Community	7/2019	0	07/2021
2. Melvin Norman	Washington	Washington County Community	03/2013	1	07/2018
3. Thomas Wood	Chowan	Chowan County Community	11/2015	0	11/2020
4. Linda Layden White	Perquimans	Perquimans County Community	01/2017	0	01/2021

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

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Linda White	125 Howell's Lane Hertford, North Carolina 27944	lwhite@ecps.k12.nc.us
Preciosa Diaz	2884 Little Gem Circle Winterville, NC 28590	Diamonddiaz63@gmail.com
Melvin Norman	743 Marriner Road Roper, NC 27970	normanm23@mchsi.com
Shelia Gregory	108 South Gregory Road Shawboro, NC 27973	sheila_gregory@ncsu.edu
William Sawyer	533 N. Trotman Road Camden, NC 27921	5sawyers@wildblue.net
Robert Williams	119 US Highway 158 Business W. Gatesville, NC 27938	robertewilliams46@hotmail.com
Jessica Davenport	P.O. Box 669 Manteo, NC 27954	davenportj@dcdss.org
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	fred@intilport.com
Nina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@tyrrellcounty.net
Thomas Wood	105 West King St. Edenton, NC 27932	thomas@godwinandgodwin.net
Jerry McCrary	P.O. Box 98 Pamele, NC 27861	mayorjerrym@gmail.com
Wanda Harvey	1303 Nicholson Street Washington, NC 27889	cnellrae@gmail.com
Pearl Sutton	1222 Soundneck Road Elizabeth City, NC 27909	pearljos71@gmail.com
Glorius Elliott	342 Sandy Ridge Road Edenton, NC 27932	joy@hughes.net
Jerry M. McCrary	P.O. Box 98 Pamele, NC 27861	mayorjerrym@gmail.com

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Linda White	125 Howell's Lane Hertford, North Carolina 27944	lwhite@ecps.k12.nc.us
Preciosa Diaz	2884 Little Gem Circle Winterville, NC 28590	Diamonddiaz63@gmail.com
Melvin Norman	743 Marriner Road Roper, NC 27970	normanm23@mchsi.com
Shelia Gregory	108 South Gregory Road Shawboro, NC 27973	sheila_gregory@ncsu.edu
William Sawyer	533 N. Trotman Road Camden, NC 27921	5sawyers@wildblue.net
Brenda Lassiter	725 Sandy Cross Road Belvidere, NC 27919	blassiter@pcs.k12.nc.us
Robert Williams	119 US Highway 158 Business W. Gatesville, NC 27938	robertewilliams46@hotmail.com
Jessica Davenport	P.O. Box 669 Manteo, NC 27954	davenportj@dcdss.org
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	fred@intilport.com
Nina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@tyrrellcounty.net
Thomas Wood	105 West King St. Edenton, NC 27932	thomas@godwinandgodwin.net
Jerry McCrary	P.O. Box 98 Pamele, NC 27861	mayorjerrym@gmail.com
Wanda Harvey	1303 Nicholson Street Washington, NC 27889	cnellrae@gmail.com
Jakeema Spencer	P.O. Box 25 Engelhard, NC 27824	sjakeema@yahoo.com
Pearl Sutton	1222 Soundneck Road Elizabeth City, NC 27909	pearljos@gmail.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			
Robert Williams	President	Public	Gates
William Sawyer	Vice-President	Public	Camden
Nina Griswell	Secretary	Public	Tyrrell
Nina Griswell	Treasurer	Public	Tyrrell
Committee Name: Executive Committee			
Robert Williams	Chairperson	Public	Gates
Melvin Norman		Private	Washington
Nina Griswell		Public	Tyrrell
William Sawyer		Public	Camden
Committee Name: Personnel Committee			
Fred Yates	Chairperson	Poor	Perquimans
Shelia Gregory		Poor	Currituck
Thomas Wood		Private	Chowan
Committee Name: Planning/Evaluation Committee			
Jessica Davenport	Chairperson	Poor	Dare
Jerry McCrary		Public	Martin
Pearl Sutton		Private	Pasquotank
Committee Name: Audit Committee			
Dr. Linda White	Chairperson	Private	Perquimans
Preciosa Diaz		Policy	Chowan
Wanda Harvey		Poor	Beaufort
Committee Name: Finance			
Nina Griswell	Chairperson	Public	Tyrrell
Jakeema Spencer		Poor	Hyde
Glorius Elliott		Public	Chowan
Committee Name:			
	Chairperson		

*To be completed by agencies serving multiple counties.

Attachment: CSBG 2020 Application Pt1 (1) (2598 : Community Services Block Grant)

Community Service Block Grant Certification of Community Assessment

The Economic Improvement Council, Inc.
(applicant) has conducted a Community Assessment of its service area within the past three (3) years utilizing the following method(s):

(Check one or more of the following methods)

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

The most recent Community Assessment was completed on: 11-25-2019
(date)

The Community Assessment was completed by: Economic Improvement Council, Inc.
(agency or contractor)

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

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

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

Recently the Economic Improvement Council, Inc. conducted a Community Needs Assessment among the 10 counties in which the CSBG Program serves. This was done, door to door, via email, text and phone. Documentation was gathered, viewed and prioritized. Low income individuals in the community and their families were very cooperative in letting their voice be heard by way of questionnaire. As we move forward to address the issues and concerns of the community, we know that the community approves of our efforts as we fight against those barriers that keep individuals and families from living a better quality of life.

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(continue to next page)

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

1. <u>Employment</u>	4. <u>Finances</u>
2. <u>Housing</u>	5. <u>Secondary Education</u>
3. <u>Affordable Child Care</u>	6. <u>Safety</u>

Certification (Original Signature)

Signature of Chairperson/President

Date

Attachment: CSBG 2020 Application Pt1 (1) (2598 : Community Services Block Grant)

Economic Improvement Council, Inc.

PLANNING PROCESS NARRATIVE

Fiscal Year 2020 - 2021

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan:
 - a. **Low-income Community:** The low-income participated in communities and their local County Commissioners meetings to determine the priorities, needs and resources that were available to assist them. The result of the meeting indicated that the Self-Sufficiency Project would be the number one priority for the Community Services Block Grant Program.
 - b. **Agency Staff:** The Community Services Block Grant staff acted as resource providers and facilitators during the planning process. The staff did not influence the low-income families of their decisions. They offered suggestions and provided technical assistance as requested by the target communities and residents.
 - c. **Agency's Board Members:** The Economic Improvement Council Board approved the Anti-Poverty planning process as presented by the Community Services Block Grant Director.

2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:
 - a. Community-based organizations:
 - b. Faith-Based Organizations:
 - c. Private Sector:
 - d. Public Sector:
 - e. Educational Sector:

3. 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 cause.
 - a. The agency's method of identifying poverty causes was through the Census Statistics, County Assessments and the Poor Sectors Representation on the Economic Improvement Council Board. The HHS Poverty Guidelines are also used to determine the enrollment of families into the Family Self-Sufficiency Program.

Identifying poverty vary among different groups and family conditions. The following is a list of poverty causes in our Northeastern area:

- Lack of Education
- Lack of Industrial Development
- High incidence of single family households
- Lack of job training and adequate skill development
- Lack of adequate public and private transportation
- High incidence of job lay off
- Health and Mental condition

1. Lack of cost of living increases

- b. The methods and criteria used to determine priorities and strategies is through an application process which will include; income, employment skills, education, health and resource availability.

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

The activities that EIC has undertaken to advocate and empower low-income individuals to achieve a greater sense of authority over their lives is through the implementation of the Limited Opportunities To Family Self-Sufficiency Project. Family enrollment along with positive guidance will give individuals and families the opportunity to make lifelong decisions in determining their own lives and future. To achieve economic independence and security, families will identify their own strengths and weakness. Case Managers will provide supportive services when needed and suggest ways to handle their future challenges.

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

The Economic Improvement Council plans to maintain a relationship with organizations serving low-income families/individuals. The agency's Board of Directors solicits representation from the community organizations including religious and charitable groups to comprise the private sectors of the Board.

The CSBG Case Managers will work with local churches, schools, teachers, health care, public housing organizations, community based organizations and job training for welfare recipients to help move towards self-sufficiency.

- **State Welfare Form - Continue to have a rapport with Social Services**
- **Public and Private Resources -Attend meeting, send/receive referrals and follow-ups**
- **Religious Organizations - Send notifications to churches and organizations on our agency activities, etc.**
- **Charitable Groups - Volunteer our services when needed.**
- **Community Organizations - Attend meetings and build a rapport and maintain seats on various community boards.**

Economic Improvement Council, Inc.

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

EIC has a satellite office in each of the ten counties. These offices are primarily "One Stop" Centers that provide information and services on all of EIC programs and all other programs in the surrounding area. These satellite offices are shared by other agencies and programs to help fill in the service gaps.

EIC will continue to make referrals to other agencies that will meet the need of our customers. Services that are provided through the satellite offices would include eligibility determination, referrals and follow-ups consultations. The mutual relationships between agencies would help to prevent duplication of services. It will provide an incentive for other public and private agencies to use our offices for their information and referral activities.

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

The mission and philosophy of the Economic Improvement Council is hinged upon assisting families to become self-sufficient. The Self-Sufficiency Program as proposed is designed to support innovative community and neighborhood initiatives geared to remove barriers to self-sufficiency.

The Community Services Block Grant staff will support innovative community and neighborhood based initiatives by providing transportation, promotional advertisement, being in attendance, serving as a volunteer and encouraging community support.

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

In promoting community Food Drives, agency's collaboration with Food Banks, Churches and other organizations such as, the Department of Social Services, local Head Start Programs, Food and Nutrition Programs and the Cooperative Extension Programs help with the conditions of starvation and malnutrition among low-income individuals. EIC Staff and Board Members currently occupy seats on other agency boards that provide nutritional assistance to low -income individuals.

Economic Improvement Council, Inc.

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

EIC will coordinate provision of employment and training activities through the job screening process. The agency will collaborate with other state/local employment agencies such as: Temp Agencies, Regional Job Fairs, Colleges, Universities, and other businesses to provide referrals for employment and training activities.

All agencies will promote the development and implementation to a more unified system of measuring accountability and performances.

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

The Economic Improvement Council has developed a rapport with the county Department of Social Services. EIC will make referrals to families/individuals that are in need of emergency to the energy crisis intervention program. Through consistent coordination with the county Department of Social Services information will be disseminated to other departments.

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

The involvement of youth age is an integral part of the fabric of EIC and the CSBG Programs. EIC plans and coordinates activities regularly with other programs and agencies such as the National Youth Sports Program, local schools, Colleges and Universities. The needs of our youth are varies and generally reflects the needs of the greater community. Several needs have been identified and are listed below:

- Transient Families
- Family Isolation
- Lack of Recreational Facilities
- School Dropout Rate
- Child Abuse and Neglect
- High Delinquency Rate

Economic Improvement Council, Inc.

The Economic Improvement Council involves a multitude of public and private resources to combat the needs for youth.

- Public Schools
- Department of Social Services
- Albemarle Rehabilitation Center
- Albemarle Speech and Hearing
- Private Physicians
- Partnership for Children Centers
- Partnership for Children (Smart Start)

To improve coordination in meeting the above needs, the Council provides expertise and guidance in the development of youth programs and setting f priorities for youth involvement.

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

The method used to inform custodial parents in single-parent families of availability of child support is done during the initial contact assessment. During that process, the Case Managers are made aware of whether they receive child support services or not. If a custodial parent participating in the CSBG Program is not receiving child support the question is asked if they are interested in applying for the support benefits.

August 1, 2019

Community Services Block Grant Family Self-Sufficiency (FSS) (3-year Strategic Plan)

The FSS Program is designed to empower people to take control of their lives by becoming independent and productive members of their community. This goal is achieved by collaborating and coordinating with other public and private agencies that assist families in securing employment, attaining educational/vocational training, budgeting available income, obtaining suitable housing and increasing strong work ethics. The goals of the three-year strategic plan include:

1. Strengthening the financial sustainability of families/individuals
2. Improving living conditions of low-income families
3. Providing supportive services to customers to help them become more self-sufficient and improve their quality of life
4. Providing comprehensive case management to ensure goals and objectives are met
5. Monitoring and assessing the program on a regular basis to ensure goals are met, outcomes are achieved and services are provided

Head Start (4-year Strategic Plan)

Head Start provides children ages 3 – 5 with a comprehensive preschool experience and works with their families in meeting needs.

Program Services

- Early Childhood Development – provides comprehensive classroom experience
- Family Engagement – integrative families involvement
- Transition – smoothly transitions children into the public schools
- Health – provided screenings, medical and dental services
- Nutrition – provides nutritious meals and snacks to children
- Disabilities – provides services to children with disabilities
- Mental Health – addresses the emotional needs of children, staff and families
- Transportation – provides bus transportation in most counties

The goals of the four-year strategic plan include:

1. Classroom staff demonstrating continuous progress in teacher/child interactions in the three domain areas of CLASS; Emotional Support, Classroom Organization and Instructional Support to the required standard excellence
2. Develop and track School Readiness Goals that will assist children in developing the knowledge and skills that will allow each child to transition through development milestones
3. The Family Engagement Service Area will assist in meeting the social services needs of families during the Five-Year Project Period
4. Utilizing Child Plus database software program to track health information and print PIR Reports

August 1, 2019

5. Disabilities Services/Mental Health Services Area will enhance parent participation to aide in service delivery for children with special needs.
6. The Program will have on staff 100% of teachers that possess a Bachelor's Degree in early Childhood Education or related field by the end of the Five-Year Project Period.
7. Security systems will be installed to enhance the Environmental Health and Safety measures at centers during the Five-Year Period
8. Engage parents in Teaching Strategies Gold Online Assessment to promote School Readiness Goals during the Five-Year Project Period
9. The Program will have in place strong fiscal management systems and internal control environments during the Five-Year Project Term
10. Convert slots to serve toddler (2 year olds) during the Five-Year Project Period

Section 8 Housing - (5 year plan)

The Housing Choice Voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disable to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses, mobile homes, and apartments. The participant is free to choose any house that meets the requirements of the program.

A housing subsidy is paid to the landlord directly by us on behalf of the participating family. The amount of the subsidy is determined by the family's income, number of household members, and allowable deduction in combination with the contract rent price and utility cost for the home they select.

Additional programs for Housing Choice Voucher program participants may include Family Self Sufficiency and Homeownership.

Goals:

1. Encourage families to seek housing in areas outside of poverty neighborhoods
2. Expand owner outreach
3. Educate voucher holders on selection of more energy efficient housing
4. Provide and expand referral services to local community resources addressing various needs of low-income housing
5. Continue Family Self-Sufficiency and enrollment

Weatherization

It is the mission of the Weatherization Program to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, and children, by improving the energy efficiency of their homes while ensuring their health and safety. The services offered by the Weatherization Program can reduce the average annual energy costs by \$300 per home. Families with incomes below 200% of the Federal Poverty Level or households with at least one member receiving cash assistance payments under SSI or TANF are eligible for weatherization services.

Typical Services

August 1, 2019

- Performing tune-ups and repairs to heating and cooling systems.
- Improving health and safety conditions by addressing carbon monoxide levels and combustion safety
- Sealing major air leaks
- Installing a smart thermostat
- Insulating floors and attics
- Replacing existing lighting with energy efficient bulbs

Goals

1. Utilize an Energy Assessment Tool to determine the need for energy upgrades to homes
2. Provide education to each eligible client to insure they are knowledgeable of the upgrades that has taken place in their home
3. Focus on energy related health and safety issues present in the home
4. Ensure that all services provided will be done with a spirit of excellence and professionalism

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

Section I: Project Identification				
1. Project Name:	Family Opportunity to Self-Sufficiency			
2. Mission Statement:	It is the Mission of the Economic Improvement Council, Inc. in partnership with the communities to promote the economic, physical and social well-being of its customers by providing high quality services to assist low-income people to become self-sufficient.			
3. Objective Statement:	To enroll 50 low-income families in the Family Self-Sufficiency Program with 5 families moving above the poverty guidelines by June 30, 2020.			
4. Project Period:	July 1, 2019 to June 30, 2020			
5. CSBG Funds Requested for this Project:	July 1, 2020	To	June 30, 2021	\$285,027
6. Total Number Expected to Be Served:	50			
a. Expected Number of New Clients	15			
b. Expected Number of Carryover Clients	35			

3.One-Year Work Program

OEO Form 212 (continued)

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Underemployed	Screen applicants, assessment needs, determine eligibility, and complete enrollment and family contract agreements.	3	1.1,2.3,6.2,6.5	CSBG Case Managers
Unemployed	Screen applicants, assessment needs, determine eligibility, and complete enrollment and family contract agreements.	10	1.1,2.3,6.2,6.5	CSBG Case Managers
Standard Housing	Screen applicants, assessment needs, determine eligibility, and complete enrollment and family contract agreements.	3	2.1,6.2,6.5	CSBG Case Managers

Attachment: CSBG 2020 Application Pt1 (1) (2598 : Community Services Block Grant)

One-Year Work Program
OEO Form 212 -2020-2021 (continued)

Section III: Program Administration and Operations						
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Greet customers and directing them to the CSBG Director or Case Manager. Answer customer questions regarding the CSBG Program. Complete clerical duties such as typing and mailing, Correspondence to customers.	Receptionis	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021	
Conduct intakes, interviews and need assessments for all customers.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021	
Forward discharge letters to customers, provide referrals, support and follow-ups within 30 days of acceptance date	Case Managers Case Manager/AR4CA Administrator	15				
Review applications, approve case management procedures and accept families/individuals for program participation.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021	
Develop and monitor each customer action plans to ensure progress goal completion.	Case Managers Case Manager/AR4CA Administrator	35 (5)	40 (5)	45 (5)	50	
Conduct _ 25_ home visits to customers as needed to provide ongoing support in case development and goal achievement.	Case Managers Case Manager/AR4CA Administrator	7	13 (6)	19 (6)	25 (6)	
Facilitate in office meetings with customers as well as provide case management sessions via phone and email as needed.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021	
Keep daily and weekly progress data to determine success, problems or resources needed for customers. Complete case notes, assessments and other related data entry	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021	
Support 15 customers with employability skills and address needs and 10 in gaining employment.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	5	10 (5)	12 (2)	15 (3)	

Attachment: CSBG 2020 Application Pt1 (1) (2598 : Community Services Block Grant)

a. Assess customer experience and skills in order to tailor job searches	Case Manager	2	4 (2)	6 (2)	8
b. Assist with cover letter creation and resume	Case Manager	2	4 (2)	6 (2)	8
c. Facilitate mock interviews d. Refer customers to job fairs and available positions	Case Manager	3	6 (3)	9 (3)	12 (3)
e. Notify customers about job positions in the newspapers and internet. f. Provide job-related transportation as needed	Case Manager	5	5	5	5
g. Direct financial support (i.e., work clothing, transportation, childcare, etc.) to eliminate employment barriers.	Case Manager	5	5	5	5
Provide educational support to <u>3</u> customers. a. Assist with enrollment in General Educational Development (GED), College/Universities and trade programs.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	2	3 (1)	4 (1)	5 (1)
b. Provide direct financial support to customers for tuition, , transportation to eliminate educational barriers.	Case Manager	1	1	1	1
c. Refer to resources to assist with financial aid, school applications, internship placements, etc	Case Manager	3	8 (5)	13 (5)	15 (2)
Provide direct financial crisis assistance to <u>44</u> customers with rent, utilities (water and electric), childcare and transportation fuel and repair)	CSBG Director Case Manager/AR4CA Administrator/Case Manager	3	8 (5)	13 (5)	15 (2)
Collaborate with the Section 8 Program to ensure families with safe standard housing.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Engage <u>5</u> customers in budget counseling to reduce income/debt ratio.	Case Managers Case Manager/AR4CA Administrator	0	1 (1)	3 (2)	5 (2)
Refer <u>5</u> customers to free Volunteer Income Tax Program (VITA) to save money by receiving free tax preparation by certified staff.	Case Managers Case Manager/AR4CA Administrator	0	0	5	0
Make necessary referrals to appropriate agencies, organizations and support groups to meet family stabilization	Case Managers Case Manager/AR4CA	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021

needs.	Administrator				
Promote computer literacy via participation in local NC Works Offices and local Libraries.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Assess customers progress towards meeting short/long term goals and ultimately rising above the poverty guidelines.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Ensure the correct documentation is obtained during the intake process and properly calculate income.	Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Maintain hard copies of files on each customer.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Maintain accurate records on each customer in the Accountable Results for Community Action (AR4CA) including case notes, financial data and assessments	Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Assess AR4CA performance reports and assess customer records to ensure supporting documents are present to validate outcomes as well as accurate case notes action plan, financial data and assessments.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Complete discharge process on customers when appropriate.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Prepare all reports and proposals required by the funder and submit in a timely matter	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Approve and process requisitions submitted by Case Managers/AR4CA Administrator for customer assistance.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Conduct staff supervision, determining training opportunities, complete performance plans and evaluations	CSBG DIRECTOR	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021

Sweep and mop all floors and perform small plumbing jobs. Vacuum all carpet floors and clean bathrooms. Clean doors, windows and all glass areas and empty trash cans. Replace light bulbs and balance as needed. Install smoke and carbon monoxide detectors where needed. Replace batteries in hallways and conference rooms.	Facility Coordinator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	

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

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

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2019-20 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	50
The number of low-income participant families rising above the poverty level.	5
The number of participant families obtaining employment.	10
The number of participant families who are employed and obtain better employment.	3
The number of jobs with medical benefits obtained.	2
The number of participant families completing education/training programs.	2
The number of participant families securing standard housing.	3
The number of participant families provided emergency assistance.	15
The number of participant families provided employment supports.	20
The number of participant families provided educational supports.	3
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 2019-20 Application for Funding
 One-Year Work Program
 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: Economic Improvement Council, Inc.												
Project Name: Family Opportunity To Self-Sufficiency												
County	Camden	Chowan	Currituck	Dare	Gates	Hyde	Pasquotank	Perquimans	Tyrrell	Washington	Total	
Total Planned	5	5	5	5	4	5	6	5	5	5	50	
Project Name:												
County											Total	
Total Planned												

Economic Improvement Council, Inc.

Monitoring, Assessment and Evaluation Plan – 2020-2021

Attachment

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.
 - a. Board of Directors: The Board of Directors participates in the development, planning, implementation, and evaluation of the Community Services Block Grant program which serves the low-income community. The Board delegates the responsibility of the day-to-day operation of the agency to Executive Director who then assigns authority to the CSBG Director operate and make sure the program is managed effectively. The Board of Directors receives reports periodically to ensure that the goals established are being properly implemented. They also make the necessary adjustments to redirect or modify the program when necessary.
 - b. Low-Income Community: The low-income community receives reports on a regular basis via local community organizations and the CSBG staff. The low-income community will have the opportunity to make suggestions regarding the implementation of the program. They are also given the opportunity to appear before the Board of Directors and express their concerns regarding the administering of the program and its evaluation.
 - c. Program Participants: Through a chain of command, program participants may express their concerns regarding the CSBG Program. Participants may request to meet with the Executive Director or the Board of Directors. The agency will conduct surveys to assess the quality of the program as a means of involving participants and obtaining their opinion regarding CSBG standards and the quality of service being offered.
 - d. Others: Other citizens of community groups may express concerns regarding the implementation of the CSBG Program by contacting the Executive Director. Any citizen not satisfied with the implementation of the program may appeal to the agency's Board of Directors. These individuals can also express their concerns or ask for clarification regarding any and all program implementation standards.

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

The Case Managers provided customers with a Satisfaction Survey Form that was completed for quality services.

Outcome Evaluation: This is achieved by employing the Result Oriented Management and Accountability cycle (ROMA). During this evaluation stage, data will be analyzed and compared to benchmarks that have been set in place. The outcomes will be used to determine the effectiveness of the program, update annual and long-range planning, support agency advocacy, funding, and community partnership activities.

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.

The Board's most recent self-evaluation involved the Board reviewing a CSBG quarterly report and 2018 Year End Report. The following outcomes were presented:

- The number of participants served
- The number of low-income families rising above the poverty level
- The average change in annual income per participant
- The number of participants obtaining employment and/or better employment
- The number of participants obtaining jobs with medical benefits.
- The participant average wage rate
- The number of participants completing education/training programs
- The number of participants securing standard housing
- The number of participants provided emergency assistance

In an effort of eliminating poverty, after the Board has completed self-evaluation, the agency will draw from the strengths of those areas that proved to be effective and eliminate areas that proved to be weak and less effective.

The next time frame evaluation will begin July 1, 2020.

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A**

1. Administrative Support requested for (Name of Grant): N/A		
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	

Attachment: CSBG 2020 Application Pt1 (1) (2598 : Community Services Block Grant)

Part V - Allocation By County

A.	County	(1) Actual	(2) Budgeted	(3) Percent
1	Camden		\$10,802.00	3.79%
2	Chowan		\$29,786.00	10.45%
3	Currituck		\$28,355.00	9.94%
4	Dare		\$39,819.00	13.97%
5	Gates		\$20,523.00	7.20%
6	Hyde		\$11,915.00	4.18%
7	Pasquotank		\$77,529.00	27.20%
8	Perquimans		\$25,568.00	8.97%
9	Tyrrell		\$9,634.00	3.38%
10	Washington		\$31,096.00	10.91%

Part VI - Agency-wide Funding Sources

	Provider	Amount
1	CSBG	\$283,027.00
2	CACFP Head Start 10	\$283,602.00
3	CACFP Head Start 3	\$411,243.00
4	Head Start 10	\$3,196,733.00
5	Head Start 3	\$4,980,017.00
6	FSS HUD	\$44,228.00
7	Section VIII	\$670,735.00
8	Weatherization DOE	\$107,296.00
9	Weatherization LIHEAP	\$238,107.00
10	Weatherization HARRP	\$149,706.00
	Total	\$10,366,696.00

**CONTRACT BUDGET NARRATIVE
STATE OF NORTH CAROLINA DIVISION OF SOCIAL SERVICES
OFFICE OF ECONOMIC OPPORTUNITY
Form 6844N**

Name of Agency: Economic Improvement Council, Inc.

Section A – Salaries and Wages

CSBG Director – 100%, 1 Case Manager/AR4CA Administrator – 100%, 2 Case Managers-100%,

Section B – Fringe Benefits

Director and Case Managers receive fringe Benefits – Disability and Life Insurance; Vision; 86% of Health Insurance, Retirement – 7% of salary. New case manager will be eligible for retirement contributions after one year of service.

Section C – Equipment Purchases

No new equipment purchases

Section D – Communication

The internet is used in 10 counties, which include Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrell and Washington. Postage cost per month is \$21.00. Internet services and phone services are provided by Net Change, Century Link and Surazal at a cost of \$167.00 per month. Cell phones for director and case managers are \$292.00 per month. Advertising is \$25.00 per month

Section E – Space costs

Space costs for 10 locations: Rent is paid monthly in Currituck and Hyde, \$75 each includes utilities (120 of 1400 sq. ft.). Utilities are paid in the following counties Chowan, Dare, Perquimans, and Pasquotank for an average of \$92.00 per month. Building maintenance is \$150.00 per month.

Camden, 117 NC Highway 343 (P.O. Box 276) Camden; Chowan, 712 Virginia Road (P. O. Box 549) Edenton; Currituck, 2793 Caratoke Highway (P. O. Box 189) Currituck; Dare 723 Sir Walter Raleigh St., Manteo; Gates, 252 Highway 37 S (P. O. Box 568) Gatesville; Hyde 1430 Main St. Swanquarter; Pasquotank, 104 W. Ehringhaus St. (P. O. Box 1263) Elizabeth City; Perquimans 200 Winfall Boulevard (P. O. Box 386) Winfall, (Hertford); Tyrrell, 109 L.A. Kesier Dr. (P.O. Box 641) Columbia; Washington, 283 Highway 64 (P.O. Box 541) Plymouth.

Section F – Travel/Employee Development

Employees deliver services to clients in rural areas across 10 counties in northeastern North Carolina.

Travel computations are:

Director 10 counties, 500 miles per month x 12 @.53.5, \$3213

Case Manager /AR4CA Administrator Chowan, Pasquotank and all counties, 500 miles per month x 12 @.53.5, \$3213

Case Manager Dare, Hyde, Tyrrell, Washington 500 miles per month x 12 @ .53.5, \$3212

Case Manager Camden, Currituck, Gates, Perquimans 400 miles per month x 12 @ .53.5, \$2818

2 Staff Development Training Conferences @\$2500 each, \$5000 total

Section G - Supplies and Materials

Office supplies and material – paper, pens, folders, ink

Section H – Contractual Services

AR4CA Subscription-Annual Agreement, \$1,800;

Copier lease agreement- \$2155 per year

Section I - Client Services

Client Education Support - 50 clients @ \$50 each, \$2500
Client Transportation Support- 50 clients @ \$100 each, \$5000.00
Client Utilities-25 clients @ \$300 each, \$7500
Client Rent Support – 25 clients @ \$600 each, \$15,000
Goal of assisting clients with educational supplies, 50 clients @ \$50 each. A goal of transportation for 50 clients @ \$100 each in order to allow customers to commute greater distances from very rural areas to gain employment. Client support for utilities increased to 25 clients @ \$300 per year with a goal of being able to assist more customers. Client rent support increased from assisting 15 clients to 25 clients @\$600 each with a goal of being able to assist more customers.

Section J - N/A

Section K - Other

800.00 Liability Insurance

Section L – Indirect Costs

Indirect Cost Rate -17.21%

Attachment: CSBG 2020 Application Pt1 (1) (2598 : Community Services Block Grant)



ECONOMIC IMPROVEMENT COUNCIL, INC.
ADMINISTRATIVE OFFICE
 712 VIRGINIA ROAD
 P.O. BOX 549
 EDENTON, NORTH CAROLINA 27932
 PHONE (252) 482-4458 FAX (252) 482-0328
 www.eicca.org

Mr. ROBERT WILLIAMS
 PRESIDENT
 BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
 EXECUTIVE DIRECTOR

JOB DESCRIPTION

JOB TITLE: Executive Director
SUPERVISOR: Board of Directors
WORKING HOURS: 8:30am- 5:00pm (Nonnally)
WORKSTATION: Administrative Office

Duties and Responsibilities:

- A. The administration and management of the Economic Improvement Council, Inc. consistent with the policies set forth by the Board of Directors, and guidelines of the various funding sources.
- B. Provide leadership in planning, organization, and administration of programs sponsored by the agency.
- C. Developing and implementing administrative controls and standards for the efficient operation of the agency.
- D. Establish and maintain effective working relationships with existing Federal, State, local and private agencies or institutions.
- E. Install administrative and fiscal controls for the purpose of maintaining a sound fiscal management operation, including the review and approval of budgets for various program accounts and projects.
- F. Employ staff in accordance with policies and procedures of the agency as approved by its Board of Directors and consistent with the guidelines of CSA.
- G. Establish and maintain as effective system of programs and staff evaluation.
- H. Prepare financial and progress reports as may be or may not be required; submit same to the Board, and such other agencies as may be necessary.
- I. Overall evaluation of the effectiveness of the Economic Improvement Council, Inc., and its program efforts to eradicate the causes of poverty through periodic reviews with the staff, visits with area groups, public speeches, forums, etc.

"AN EQUAL OPPORTUNITY EMPLOYER"

Dr. Landon B. Mason Sr.

601 Center Hill Road, Tyner, NC 27980
Home: 252-221-3 196 - Cell: 252-337-5007 - bishoplbmason@me.com

Objective

I am a highly motivated, performance driven, and experienced professional with honorable core values where I can affect positive change in the lives of others.

Core Knowledge and Skills

20 years of management experience, including current role as pastor for a non-profit organization. Provided leadership to transform an under performing non-profit into a thriving and healthy successful entity.

- Public Relations
- Budget Management
- Strategic Planning
- Organizational Skills
- Team Leadership
- Staff Training
- Community Outreach
- Event/ Program Planning
- Results-oriented
- Proactive

Professional Experience

Greater Saunders Grove MBC, Pastor Hertford, NC 1997- Present

- Responsible for the Health and Welfare of 220 members.
- Created ministries to empower and enrich parishioners.
- Lead the church in 110% increase in membership attendance.
- Implemented a plan to increase the church budget to 500%.
- Guided the church in a 1.2 million dollar building program debt free.
- Initiated the hiring, overseeing and compensation of all sub-contractors.
- Recommended various methodologies to promote a more excellent way to carry out ministry.
- Motivate parishioners to carry out their ministry assignments.
- Reorganized and restructured the government of the church to be more fruitful in community partnerships.

E.I.C Head Start Family Service Manager, Edenton, NC 1999-2004

- Responsible for the enrollment of the Head Start Program for 10 Counties.
- Oversaw the daily operation of an assistant and 10 family service workers.
- Implemented creative ways to ensure enrollment was met.
- Initiated monthly meeting with family services workers review program practices and policies.
- Motivated family services workers to connect with families to ensure partnership agreements carried out.
- Authorized by the State of North Carolina to facilitate Child Abuse workshops.

Wendy's International Assistant Manager, Durham, NC 1995-1997

- Responsible for opening training stores to train new employees.
- Responsible for hiring, training and supervising employees.
- Introduced new ways to promote recruiting and retention.
- Reorganized and reduced ways to reduce food cost.

United States Army Staff Sergeant, Fairbanks, AK 1987-1995

- Promoted in the Secondary Zone to the Rank of E-5 and E-6.
- Awarded an Honorable Discharge for 8 years of faithful and dedicated service.

Education

Master of Divinity - GPA 3.8

Virginia Union University Richmond, VA - 2012

Doctor of Ministry - 2005**Master of Pastoral Counseling • 2004**

Andersonville Theological Seminary Camilla, Georgia

Bachelor of Science, Sociology- GPA 3.7

Norfolk State University Norfolk, Virginia - 2000

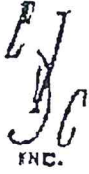
Associates Degree, Criminal Justice

Troy State University Troy, Alabama - 1992

High School Diploma

Surry County High School Surry, VA - 1987

ECONOMIC IMPROVEMENT COUNCIL, INC.
ADMINISTRATIVE OFFICE
 712 VIRGINIA ROAD
 P.O. BOX 549
 EDENTON, NORTH CAROLINA 27932
 PHONE (252) 482-4458 FAX (252) 482-0328
 www.eicca.org



Mr. Robert Williams
 PRESIDENT
 BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
 EXECUTIVE DIRECTOR

Job Description

Job Title: Fiscal Officer
Supervisor: Executive Director
Working Hours: 8:30 am – 5:00pm (Normally)
Work Station: Administrative Office

Duties and Responsibilities:

1. Responsible for the management of the Fiscal Department
2. Must know the fiscal requirements for all programs operated by the agency, Headstart, Community Services Block Grant, Weatherization, and Section 8 Housing as well as State and Governmental regulations such as Uniform Guidance, and fiscal regulations for non-profit organizations.
3. Supervisor the fiscal staff and coordinate their responsibilities.
4. Approve all purchase orders prior to purchasing,
5. Review and initial all time and travel reports.
6. Monitor all program budgets and prepare quarterly and monthly reports required by the funding agencies and the Board of Directors.
7. Review and consolidate quarterly tax reports, both State and Federal.
8. Assist all Program Directors with budget planning and budge management as needed, set up budget code accounts and any other pertinent budget activity that is needed by the programs.
9. Coordinate all property handling and ensure that an inventory of non-expendables is maintained.
10. Coordinate all program audit services and assist auditor at any phase needed.
11. Ensure that all bank statements are reconciled by fiscal staff.
12. Other duties as deemed necessary.

Education and Experience:

Bachelor's Degree in Accounting, Business Administration or related field and at least 3 years' experience in working in a finance or accounting department, preferably in a non-profit organization.

“AN EQUAL OPPORTUNITY EMPLOYER”

Packet Pg. 217

Attachment: CSBG 2020 Application Pt1 (1) (2598 : Community Services Block Grant)

Robin Hunter

1133 Acorn Hill Rd. Hobbsville NC 27946 | (252)337.5015 | robin.hunter1986@gmail.com

EDUCATION

Master of Business Administration in Human Resources Management

Strayer University – Chesapeake, VA

Bachelor of Science in Business Administration in Management Accounting

East Carolina University – Greenville, NC

WORK EXPERIENCE

FISCAL OFFICER

April 2019-Present

Economic Improvement Council, Inc. – Edenton, NC

- Responsible for the management of the Fiscal Department
- Supervise the fiscal staff and coordinate the responsibilities of the staff
- Monitor all program budgets and prepare quarterly and monthly reports required by the funding agencies and the Board of Directors
- Assist all Program Directors with budget planning and budget management as needed
- Set budget code accounts and any other pertinent budget activity that is needed by the programs
- Ensure that the agency complies with state and federal standards and regulations
- Review and consolidate quarterly tax reports, both State and Federal
- Coordinate all property handling and ensure that an inventory of non-expendables is maintained
- Conduct periodic financial analysis to identify and resolve issues and variances
- Manage cash controls as well as maintain book keeping up-to-date
- Ensure all expenses are within assigned project budget
- Ensure that financial transactions are properly updated and recorded
- Manage the preparation of balance sheets, income statements and other necessary financial reports
- Approve all purchase orders prior to purchasing
- Check all payables, in relation to their accuracy and coding according to budget allowances
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues, as needed
- Ensure that all bank statements are reconciled accurately and timely
- Coordinate all financial audit services and assist auditor in any phase needed

BUSINESS MANAGER/BOOKKEEPER

August 2014-April 2019

Gates County Public Schools – Gatesville, NC

- Responsible for all accounting procedures in School Nutrition, that includes general ledger, accounts receivable, accounts payable, payroll, inventory and fixed assets
- Prepared and maintained the annual budget and plans expenditures within budgetary limits
- Prepared program budget requests and amendments
- Processed purchase orders and invoices with a high level of accuracy
- Compiled and prepared Federal claims for reimbursement monthly
- Prepared monthly balance sheet, statistical reports for labor hours, trial balance, operational cost, plate cost, appropriations and revenues
- Completed monthly FC1A report and filed with state semi-annually and annually
- Prepared justification for budget requests
- Monitored revenue and expenses
- Tracked revenue and spending by sources
- Responsible for collection of miscellaneous receivables and insufficient fund checks
- Provided supervision and training to managers and employees on reports, accounting and software
- Monitored expenditures of funds
- Conducted monthly bank reconciliations
- Responsible for journal entries and accuracy of certain general ledger accounts

- Responsible for processing employee timesheets and approving payroll
- Reviewed and ensured accuracy of outgoing correspondence, records and reports of program activities
- Monitored compliance to state and federal regulations
- Prepared written directives of application of policy or procedural processes
- Devised and installed work methods to implement rules, regulations, and guidelines
- Maintained contact with vendor and industry representatives, problems with delivery, product, pricing, billing problems and/or adjustments

ACCOUNTING TECHNICIAN

May 2012-August 2014

Coast Guard Finance Center – Chesapeake, VA

- Received, analyzed, and processed a variety of accounting transactions/documents of a routine, unusual or complex nature for a customer base which involves the administration of various funding sources, each with its own accounting requirements, including diverse accounts payable and accounts receivable entries
- Created daily Data Entry batches for TSA/DNDO invoice processing and input invoice information into the system in preparation for the review of the Authorized Certifying Official
- Responsible for downloading IPACS on a daily basis as well as running the GOALS IPAC Transaction Download Report (GOALS DL) to verify that all IPACS have been printed
- Maintained a TSAMASTER LISTING (ML) spreadsheet of IPACS
- Reconciled the TSA Master Listing spreadsheet to the suspense account on a daily basis to identify all pending IPACS
- Verified IPACS are on suspense, proper purchase orders are provided, correct appropriations are applied, and funding is available before processing
- Utilized automated accounting systems for data input and to obtain reports
- Applied a basic knowledge of appropriation law to the transactions/documents
- Examined accounting records to verify accuracy
- Reconciled the data from computer printouts or manual listings to source records and make adjustments as necessary
- Identified and took appropriate actions to clarify and resolve discrepancies
- Responsibility of being a Data Entry Operator (DEO) to create payment schedules and submit the schedules for certification via Secure Payment System (SPS)
- SME (Subject Matter Expert) for leases and utility billings; Received, reviewed and verified lease payments and utilities into the RCM (Recurring Cost Master)
- Developed invoices and handled billing adjustments including quarterly CAM and Real Estate billings, rent increases/decreases, monthly management fees
- Subject Matter Expert (SME) for Treasury Cancel Reissues, resolving returned payments from US Treasury. Contacted travelers and vendors regarding non-receipt of documentation or receipt of erroneous documentation requirement for payment
- Provided timely and professional customer service to internal and external customers
- Processed Vendor Maintenance Requests via the Centralized Vendor Management System

ACCOUNTING TECHNICIAN (Accounting Clerk III)

July 2009-May 2012

US Coast Guard – Elizabeth City, NC

- Coordinated the tracking of over 1,400 MIPRS (Military Interdepartmental Purchase Requests), purchase of inventory, and repair of inventory
- Maintained and updated access database for the MIPRS and made sure a file existed for each outstanding request
- Evaluated documents for accuracy, completeness, and ensured proper signatures
- Served as the main contact person for a variety of complex inquiries related to MIPRS on a daily basis
- Reviewed transactions for documentation of obligation, payment authorization, timely payment, and accurate recording
- Reviewed MIPRS for the parts (inventory) or services to ensure obligations were complete
- Reviewed obligations for validity and coordinated with product lines as well as agencies outside of the Coast Guard
- Received contracts and other similar documents against obligated funds
- Verified and documented that funds were being used in the proper manner
- Audited and resolved cases involving overpayments or underpayments for several period of performances
- Processed OGA and Commercial IPAC (Intra-Governmental Payment & Collection) invoices. Processed over 1,000 for fiscal year 2011
- Processed and verified receipts for payments in order to process invoices
- Performed on average 75 pre-validation requests on a monthly basis for invoices and recommended approval/

disapproval of expenditures

- Researched and compared data contained in a range of financial records in order to identify errors and discrepancies
- Evaluated appropriations for the purpose of keeping accounting system and records up to date
- Worked on WAP audits and prepared necessary documentation for external auditors
- Reviewed undelivered orders (UDO) reports and facilitated productive communication via phone and email requesting proper documentation needed for the review

ACCOUNTING ASSISTANT

May 2008-August 2008

ABC Phones of North Carolina, Inc. – Greenville, NC

- Reported directly to the CFO, Assisted in processing payroll, including data entry for all time and attendance and personnel transactions such as new hire, termination, benefits, deductions, garnishments, etc
- Prepared wages, including adjustments (i.e. sick pay, holiday pay, overtime and bonuses) and settled direct deposit, benefits and garnishments; Assisted in processing commissions
- Ensured that payments (941's) and state withholdings were disbursed timely and accurately
- Generated general journal entries and generated and verified invoices
- Reconciled bank statements and verified balance sheets

SKILLS

- Proficient in Microsoft Word, Excel, and PowerPoint
- Experienced user of various classes of computer software (spreadsheet, database, word processing)
- Experienced user of AMMIS (Aviation Maintenance Management Information System)
- Oracle Financials (Core Accounting System)
- Finance and Procurement Desktop (FPD)
- MarkView (document imaging, processing, and workflows)
- Workflow Imaging Network System (WINS)
- Secure Payment System (SPS)
- Financial Management Service (FMS) Treasury Agency Services
- GOALS
- Federal Government System for Award Management (SAM)
- LINQ (Financials Software)

Economic Improvement Council, Inc.

CSBG

Job Description

Job Title: Case Manager

Supervisor: Community Services Block Grant Director

Working Hours: 8:30 am – 5:00 pm (Normally)

Work Station: EIC Economic Resource Center

Duties and Responsibilities:

1. Be familiar with the community in general and the target poverty areas.
2. Assist in the organization of community groups and County Councils.
3. Recruit prospective program participants' for housing, education, training, and or job placements for the Self-Sufficiency Program.
4. Conduct initial interviews to obtain and compile information from the applicant that will be useful in the evaluation and subsequent placement.
5. Evaluate the applicant's needs that can be met by other agencies and make proper referrals.
6. Evaluate applicant's housing, education, employment and training needs and make appropriate referrals.
7. Provide needed supportive services to clients such as transportation and resume assistance.
8. Assure adequate follow-up of participants' job and housing placements.
9. Maintain close working relationships with all agency programs which include the Head Start, Weatherization and the Section 8 Housing Programs.
10. Provide appropriate counseling to participants when the need arises.
11. Maintain adequate records on each participant on the AR4CA Web.
12. Be familiar with the functions and requirements of each resource in the area.
13. Encourage participants to attend budget counseling, job and housing seminars/training.
14. Monitor and report participant assessments to the Community Services Block Grant Director.
15. Other duties as deemed necessary.

Case Manager pg. 2**Desirable Skills and Qualifications:**

1. Ability to be an advocate for low-income families.
2. Ability to work effectively with low-income families.
3. Ability to organize community groups.
4. Ability to make presentations at public and private meetings.
5. Possess good communication skills.

Education and Experience:

Associate Degree with at least one year experience in working with families, the public, or in a social program.

Economic Improvement Council, Inc.

CSBG

Job Description

Job Title: Case Manager/AR4CA Administrator

Supervisor: Community Services Block Grant Director

Working Hours: 8:30 am – 5:00 pm (Normally)

Work Station: EIC Economic Resource Center

Duties and Responsibilities:

- 1 Be familiar with the community in general and the target poverty areas.
- 2 Assist in the organization of community groups and County Councils.
- 3 Recruit prospective program participants' for housing, education, training, and or job placements for the Self-Sufficiency Program.
- 4 Conduct initial interviews to obtain and compile information from the applicant that will be useful in the evaluation and subsequent placement.
- 5 Evaluate the applicant's needs that can be met by other agencies and make proper referrals.
- 6 Evaluate applicant's housing, education, employment and training needs and make appropriate referrals.
- 7 Provide needed supportive services to clients such as transportation and resume assistance.
- 8 Assure adequate follow-up of participant job and housing placements.
- 9 Maintain close working relationships with all agency programs which include the Head Start, Weatherization and the Section 8 Housing Programs.
- 10 Provide appropriate counseling to participants when the need arises.
- 11 Maintain adequate records on each participant on the AR4CA Web.
- 12 Be familiar with the functions and requirements of each resource in the area.
- 13 Encourage participants to attend budget counseling, job and housing seminars/training.
- 14 Monitor and report participant assessments to the Community Services Block Grant Director.

Case Manager/AR4CA Administrator pg. 2

16. Verify applications for job/housing placements submitted to the AR4CA.
17. Follow-up on past assessments on participants.
18. Discharge participants from the AR4CA.
19. Complete the Year-End Report
20. Report staff progress to the Community Services Block Grant Director on a monthly basis.
21. Other duties as deemed necessary.

Desirable Skills and Qualifications:

1. Ability to be an advocate for low-income families.
2. Ability to work effectively with low-income families.
3. Ability to organize community groups.
4. Ability to make presentations at public and private meetings.
5. Possess computer skills needed to work effectively with databases.

Education and Experience:

Associate Degree with at least one year experience in working with families, the public, a business setting or a social program.

Economic Improvement Council, Inc.

Affirmative Action Plan

February, 2012

Equal Employment Opportunity (EEO) Policy Statement

It shall be the policy of the Economic Improvement Council, Inc. to extend equal employment opportunities to qualified applicants for employment without discrimination because of race, color, sex, national origin, religion, age, equal pay, disability, military status, and/or genetic information. All phases of employment will be administered so as to further the principal of equal employment opportunity. These phases include but are not limited to: recruitment, hiring, intern placement, promotion, transfer, reduction in force, termination, selection for Agency sponsored training, rates of pay, and other forms of compensation, use of facilities, and participating in Agency sponsored activities.

Purpose

The purpose of the Affirmative Action Plan (AAP) of the Economic Improvement Council, Inc. is to define the Equal Employment Opportunity policy, establish responsibilities for the Plan within the Agency and establish reasonable and attainable goals for recruiting, hiring, placing, promoting, training and compensating all employees in an equitable manner.

Dissemination of Affirmative Action Plan

1. Copies of the Affirmative Action Plan will be distributed to appropriate members of management which shall be available to all staff.
2. Program managers and supervisory personnel will be instructed on the Plan content so that the intent of the Plan and individual responsibilities are known, plus to ensure that the Plan is understood.
3. The Agency's EEO policy shall be printed in the Personnel handbook which is available to all employees.
4. Applicable posters regarding Equal Employment Opportunity are posted on employee bulletin boards in the Agency.
5. New employees are informed of the Agency's policy regarding equal employment opportunity during the New Employee Orientation process.
6. The Agency's policy regarding equal employment opportunity is also discussed in the process of orienting and training members of management.

7. The Agency's application for employment form includes the prominent annotation "An Equal Opportunity Employer."
8. Such elements of this plan as will enable employees to know of and avail themselves of its benefits is included.
9. The phrase "Equal Opportunity Employer" shall be used in all advertising. The phrase is listed on the Agency's letterhead and mailing envelopes. Recruiting advertisements are posted on the Agency's website and with the N.C. Employment Security Commission when job vacancies occur.
10. Purchase Orders are printed with the Equal Employment Opportunity tagline.
11. Should the Agency feature any employees in advertisements, both minorities and females will be featured.

Responsibility for Implementation of the Affirmative Action Plan (AAP)

The Economic Improvement Council, Inc. recognizes that the ultimate success of this Plan is largely dependent upon clearly defined areas of responsibility for implementation as well as total commitment of levels of management and employees toward achieving its goals.

- A. **The Executive Director** shall provide leadership and direction in the development, implementation and execution of the AAP. He/She shall:
 1. Assign responsibility for implementation of the AAP.
 2. Annually review the AAP with the Equal Employment Opportunity Officers to ensure their effectiveness.
 3. Monitor the Agency policy statement regarding Equal Employment Opportunities to assure it is current and compliant with the law.
 4. Ensure that the proper EEOC posters are displayed.
 5. Keep management informed of the latest developments in the equal opportunity area.
- B. **The Department Directors, CSBG, Head Start, Section 8 and Weatherization** are the Equal Employment Opportunity Officers and shall administer this Plan. Responsibilities include:
 1. Assisting in identification of problem areas and their solutions.

2. Auditing personnel practices in their departments to ensure that all applicants and employees receive consideration for employment, promotions, training, reduction in force, rehires, pay and all other forms of compensation without discrimination.
3. Monitoring advertising to ensure EEO tagline is included.
4. Investigating complaints concerning equal employment opportunities and report to the Executive Director for resolution and action.

The Plan shall be presented during both employee orientation and management training.

C. **Program managers and other supervisory personnel** responsibilities include:

1. Assisting in identifying problem areas.
2. Assisting in solutions to identified problems.
3. Monitoring hiring practices and ensure every effort is being made to achieve Agency goals.
4. Ensuring that promotions as well as other personnel practices provide equal employment opportunities without discrimination.

Examination of Personnel Policies and Procedures to Employment Practices

Personnel policies and procedures shall be reviewed and analyzed in light of applicable laws and the Agency's Equal Employment Opportunity objectives. The following shall receive specific attention:

- A. Composition of the workforce shall be analyzed to ensure that minority groups are continually given the same employment and promotion opportunities as others.
- B. Total employee selection processes, including application form, interview procedure, referral procedure and final selection process, shall be analyzed. The following actions shall and/or have been taken:
 1. Detailed job descriptions for each job title have been established and reviewed annually to ensure that the Agency identifies actual tasks performed and the importance of specific employee skills and qualifications needed for the job. Special attention shall be given to academic experience and skill requirements to ensure these requirements in themselves do not constitute inadvertent discrimination. Job specifications in all departments and locations shall be from bias and discrimination.
 2. Job descriptions are used by members of management and supervision who are involved in the recruiting, screening, selection, and promotion processes.

3. The Employment Application do not list unnecessary items that may have a disproportionate impact on minorities and females, or calls for the identification of race, sex, or age, religion or disabling condition.
4. Interviewing procedures assure suitability of the applicant for the job in question. Applicant interviews are conducted by Program Managers, Program Directors, the Executive Director (for management positions) and other persons as necessary.
5. Referral procedures used for filling employment requisitions are non-discriminatory. Members of management are aware of the Agency's EEO policy and shall be instructed as to their individual responsibilities.
6. Personnel involved in recruiting, screening, selection, disciplinary and related processes are trained to not have biases in personnel actions.
7. Transfer and promotion practices shall be for equally available to employees. Openings in high-skilled jobs, when available, are filled without discrimination by promotion of highly qualified employees from within the Agency whenever possible.
8. On-the-job training is offered non-discriminately.
9. The Agency has in place a grievance policy contained in the Policy Manual so that problems can be settled as quickly as possible.

Evaluation Procedures

The Agency will continue to evaluate its affirmative actions by:

1. Making its commitment to equal employment opportunity known to area recruitment sources.
2. Keeping management updated on problems and progress.
3. Keeping the Executive Director up to date on progress of meeting the objectives of this Affirmative Action Plan.
4. Continuing to ensure avoidance of discriminatory problems relating to advancement of qualified minority and female employees by auditing Agency's promotions and transfers.
5. Continue ongoing evaluation of position descriptions to assure they accurately reflect position functions.
6. Continue to evaluate the selection process and train personnel involved in the selection process to ensure elimination of bias in all personnel actions.

Internal Auditing System

The EEO Officers will report to the Executive Director annually summarizing progress made in achieving objectives and report any problem areas found to exist. The EEO Officers will monitor records of referral, placements, transfers, promotions, and terminations in their departments to ensure that the Agency's non-discrimination policy is carried out.

Affirmative Action Policies

The Agency's EEOC and Harassment policies ensure employment opportunities without discrimination on the basis of race, color, sex, national origin, religion, age, equal pay, disability, military status, and genetic information. The Economic Improvement Council, Inc. will continue its efforts to provide affirmative action consideration of minorities, females, disabled individuals, military service individuals, and persons not currently in the workforce who have the requisite skills.

Sex Non-discrimination:

1. Jobs, job practices, seniority system, wages, hours, or other conditions of employment, training programs, retirement age, etc. are available equally to males and females.
2. Appropriate physical facilities are available to both sexes.
3. Females with young children are afforded the same employment opportunities as males with young children.

Disabled individuals:

1. The Agency will take affirmative action to employ, advance in employment, and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental disability in employment practices such as recruiting, hiring, placement, promotion, reduction in force, termination, compensation or selection for training provided that they can fulfill the requirements of the job.
2. The Agency will provide reasonable accommodations to qualified disabled employees and applicants based on business necessity, employee safety and health, and financial cost and expenses. The accommodations will necessarily be individualized in most instances so as not to constitute an undue hardship on business operations.
3. Compensation offered for a qualified disabled individual will not be reduced because such individual is receiving other disability income or benefits from other sources.

Family and Medical Leave:

1. The Agency's FMLA policy defines the qualifications and procedures for family and medical leave.

Drug Free Workplace

The Agency's Drug and Alcohol policy sets forth a zero tolerance for the illegal use of controlled substances or drugs, or the misuse of legal drugs, and/or the use of alcohol while on duty. Therefore, the Agency is a drug free workplace. Employees violating the policy will be terminated.

Immigration Reform and Control Act

The Agency will, where applicable, comply with the Immigration Reform and Control Act and will require prospective employees to produce documentation establishing their identity and their authorization or eligibility to work in the United States.



The Daily Reflector - The Daily Advance - The Rocky Mount Telegram
Bertie Ledger - Chowan Herald - Duplin Times - Farmville Enterprise - Perquimans Weekly
Standard Laconic - Tarboro Weekly - Times Leader - Williamston Enterprise
PO Box 1967, Greenville NC 27835
(252) 329-9500

Media of Eastern North Carolina

PAID VIA	
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
<input checked="" type="checkbox"/> Check #	115225
Date Paid	11/12/19

ECONOMIC IMPROVEMENT
PO BOX 549
EDENTON NC 27932

Copy Line:	EIC INTENT TO APPLY
Size:	6.0
Total Price:	\$108.00

Account: 100030

Ticket: 318538

PUBLISHER'S AFFIDAVIT

**NORTH CAROLINA
Pasquotank County**

Tylanda Randolph affirms that he/she is clerk of Daily Advance, a newspaper published daily at Elizabeth City, North Carolina, and that the advertisement, a true copy of which is hereto attached, entitled EIC INTENT TO APPLY was published in said Daily Advance on the following dates:

Please see attached proof.

Wednesday, October 30, 2019

and that the said newspaper in which such notice, paper, document or legal advertisement was published, was at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Chapter 1, Section 597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Chapter 1, Section 597 of the General Statutes of North Carolina.

Tylanda Randolph

Affirmed and subscribed before me this 30th day of October 2019

Aquichia Walker
(Notary Public Signature)

Aquichia Walker
(Notary Public Printed Name)

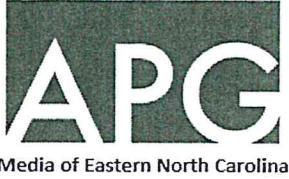
My commission expires 8-21-24



Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

INTENT TO APPLY

The EIC-CSBG Program in Edenton, NC plans to apply for the continuation of funds from the N.C. Department of Health & Human Services in Raleigh, NC in the amount of \$298,926 for the period of July 1, 2020- June 30, 2021. Funds will be used to alleviate the barriers of poverty for low-income families in the following counties: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington, through the provision of comprehensive case management which would include: employment, housing, budget counseling, educational/training, information & referral. For more information contact EIC: 482-4458 ext. 136



The Daily Reflector - The Daily Advance - The Rocky Mount Telegram
Bertie Ledger - Chowan Herald - Duplin Times - Farmville Enterprise - Perquimans Weekly
Standard Laconic - Tarboro Weekly - Times Leader - Williamston Enterprise
PO Box 1967, Greenville NC 27835
(252) 329-9500

PAID VIA	
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
<input checked="" type="checkbox"/> Check #	115225
Date Paid	11/12/19

ECONOMIC IMPROVEMENT
PO BOX 549
EDENTON NC 27932

Copy Line: EIC INTENT TO APPLY
Size: 6.0
Total Price: \$43.80

Account: 100030

Ticket: 318540

PUBLISHER'S AFFIDAVIT

NORTH CAROLINA
Chowan County

Tylanda Randolph affirms that he/she is clerk of Chowan Herald, a newspaper published daily at Edenton, North Carolina, and that the advertisement, a true copy of which is hereto attached, entitled EIC INTENT TO APPLY was published in said Chowan Herald on the following dates:

Please see attached proof.

Wednesday, October 30, 2019

and that the said newspaper in which such notice, paper, document or legal advertisement was published, was at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Chapter 1, Section 597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Chapter 1, Section 597 of the General Statutes of North Carolina.

Tylanda Randolph

Affirmed and subscribed before me this 30th day of October 2019

Aquichia Walker
(Notary Public Signature)

Aquichia Walker
(Notary Public Printed Name)

My commission expires 8-21-24



Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

INTENT TO APPLY

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Media of Eastern North Carolina

The Daily Reflector - The Daily Advance - The Rocky Mount Telegram
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Standard Laconic - Tarboro Weekly - Times Leader - Williamston Enterprise
PO Box 1967, Greenville NC 27835
(252) 329-9500

PAID VIA	
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
<input checked="" type="checkbox"/> Check #	<u>115225</u>
Date Paid	<u>11/12/19</u>

ECONOMIC IMPROVEMENT
PO BOX 549
EDENTON NC 27932

Copy Line:	EIC PUBLIC HEARING
Size:	6.0
Total Price:	\$108.00

Account: 100030

Ticket: 318541

PUBLISHER'S AFFIDAVIT

NORTH CAROLINA
Pasquotank County

Tylanda Randolph affirms that he/she is clerk of Daily Advance, a newspaper published weekly at Elizabeth City, North Carolina, and that the advertisement, a true copy of which is hereto attached, entitled EIC PUBLIC HEARING was published in said Daily Advance on the following dates:

Please see attached proof.

Wednesday, October 30, 2019

and that the said newspaper in which such notice, paper, document or legal advertisement was published, was at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Chapter 1, Section 597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Chapter 1, Section 597 of the General Statutes of North Carolina.

Tylanda Randolph

Affirmed and subscribed before me this 30th day of October 2019

Aquichia Walker
(Notary Public Signature)

Aquichia Walker
(Notary Public Printed Name)

My commission expires 8-21-24

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

PUBLIC HEARINGS ON CSBG PROGRAM

The EIC, Inc. will hold a Public Hearing in each of the following counties: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington on the continuation of funds from the NC Department of Health and Human Services, Office of Economic Opportunity in Raleigh, NC. The hearings will be held the week of November 11-15, 2019 from 10:00 am-2:00 pm. Funds will be used to alleviate the barriers of poverty for low-income families. The 2019 Anti-Poverty Plan and supportive documents may be reviewed by the public at EIC Resource Centers found on the website at eicca.org and the Edenton Administrative Office between 8:30 am -5:00 pm daily. Contact EIC 252-482-4458 Ext. 136.



The Daily Reflector - The Daily Advance - The Rocky Mount Telegram
Bertie Ledger - Chowan Herald - Duplin Times - Farmville Enterprise - Perquimans Weekly
Standard Laconic - Tarboro Weekly - Times Leader - Williamston Enterprise
PO Box 1967, Greenville NC 27835
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Media of Eastern North Carolina

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ECONOMIC IMPROVEMENT
PO BOX 549
EDENTON NC 27932

Copy Line:	EIC PUBLIC HEARING
Size:	6.0
Total Price:	\$43.80

Account: 100030

Ticket: 318542

PUBLISHER'S AFFIDAVIT

NORTH CAROLINA
Chowan County

Tylanda Randolph affirms that he/she is clerk of Chowan Herald, a newspaper published weekly at Edenton, North Carolina, and that the advertisement, a true copy of which is hereto attached, entitled EIC PUBLIC HEARING was published in said Chowan Herald on the following dates:

Please see attached proof.

Wednesday, October 30, 2019

and that the said newspaper in which such notice, paper, document or legal advertisement was published, was at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Chapter 1, Section 597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Chapter 1, Section 597 of the General Statutes of North Carolina.

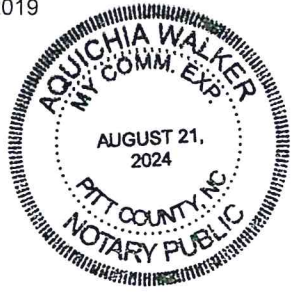
Tylanda Randolph

Affirmed and subscribed before me this 30th day of October 2019

Aquichia Walker
(Notary Public Signature)

Aquichia Walker
(Notary Public Printed Name)

My commission expires 8-21-24



Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

PUBLIC HEARINGS ON CSBG PROGRAM

The EIC, Inc. will hold a Public Hearing in each of the following counties: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington on the continuation of funds from the NC Department of Health and Human Services, Office of Economic Opportunity in Raleigh, NC. The hearings will be held the week of November 11-15, 2019 from 10:00 am-2:00 pm. Funds will be used to alleviate the barriers of poverty for low-income families. The 2019 Anti-Poverty Plan and supportive documents may be reviewed by the public at EIC Resource Centers found on the website at eicca.org and the Edenton Administrative Office between 8:30 am -5:00 pm daily. Contact EIC 252-482-4458 Ext. 136.

**Economic Improvement Council, Inc.
712 Virginia Road
Post Office Box 549
Edenton, NC 27932
(252) 482 - 4458, Ext. 136**

ANTI-POVERTY PLAN SUMMARY
July 1, 2020 - June 30, 2021

**Dr. Landon B. Mason, Executive Director
(252) 482-4458, Ext. 137**

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

1. Executive Summary

Public Hearing on the Initial Plan

Public Hearing requirements 10A NCAC 97B. 0402 (3) is to hold hearings for the initial stages of the planning process.

A. Public Hearing Requirement

The Department of HHS requires the Economic Improvement Council to conduct a public hearing on the Community Services Block Grant Program. A Public Hearing is scheduled for November 11th – through November 15th, 2019. Notices regarding the public hearings are or will be published in the Daily Advance newspaper and the satellite offices.

B. EIC Program Operations

EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs within Region "R" of the State of North Carolina. Counties comprising the Region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington.

C. Community Needs Assessment

The Economic Improvement Council, Inc. is located in the Northeastern section of North Carolina. Its northern boundary joins the State of Virginia. The ten counties are predominately rural with a very high incidence of poverty.

In assessing the needs of the communities during the first year of our three year period, (1) Limited job opportunities and (2) Lack of affordable housing were the two priorities. The FSS Program addresses the needs of the entire family and gives the CSBG staff the opportunity to coordinate and focus on programs with multiple resources; so that customers and community groups can find integrated resources to solve inter-related problems.

D. ROMA Case Management (The CSBG Service)

Also known as "Self-Sufficiency", at a minimum, the following elements is included in a comprehensive/case management program:

- a. A comprehensive assessment of the issues facing the family is conducted.

- b. A written plan toward self-support for each family member is created.
- c. A comprehensive assortment of services is made available as needed to implement the plan for self-support, including the use of available community resources.
- d. A case management strategy is used to track and evaluate progress and the plan is adjusted.

E. Board Structure (Tripartite Board)

The Board of Directors consists of 15 members and is constituted so as to assure that:

- a. One-third of the members of the board are elected public officials, holding office on the date of selection, or their representatives.
 - b. Not less than one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low-income individuals and families in development, planning, implementation, and evaluation of the program to serve low-income communities; and
- F.** The remaining of the members are officials or persons from businesses, industries, the labor force, faith community, law enforcement, educational, or other major groups and interests in the community served.

G. CSBG Program

Purposes and Goals:

To provide industrial, agricultural, recreational and educational services to assist in the general economic well-being, health and welfare of the citizens in the Albemarle area to become more self-sufficient.

I. Goals will be accomplished through:

- i. The strengthening of the community capabilities for planning and coordinating the use of a broad range of Federal, State, and other assistance related to the elimination of poverty.
- ii. The organization of a range of services related to the needs of low-income families and individuals.
- iii. The greater use of innovative and effective community-based approaches of attacking the causes and effects of poverty.
- iv. Maximum participation of residents of the low-income communities.
- v. The broadening of the resources base of programs directed to the elimination of poverty.

II. Funding

The EIC/CSBG funding for the year 2020-2021 is \$285,027.

III. Proposed Project

Self-Sufficiency: This project will provide the opportunity for 50 low-income families to become self-sufficient through the provision of comprehensive support and self-help.

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Agenda

Call to order/Welcome..... Ms. Shaquera Jordan

Purpose..... Ms. Shaquera Jordan

Q & A.....

Adjournment.....

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

- 1. Rachel Bryson
- 2. Alfred Gordon
- 3. Shaquana Jordan
- 4. Aqhas Iru
- 5. ~~Anthony Wood~~
- 6. Antionette S. Wood
- 7. Myrtle Wood
- 8. Simone
- 9. _____
- 10. _____
- 11. _____
- 12. _____

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Economic Improvement Council, Inc.

Community Services Block Grant 2020-2021 Anti-Poverty Plan

Public Hearing- Camden County Minutes

11/14/19

Opening and Welcome

The Gates County public hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Ms. Shaquera Jordan at 12:00pm. Ms. Jordan gave a welcome to all that attended.

Introduction

Ms. Jordan introduced herself to all the attendees, gave her title, what her job duties consisted of, and the benefits the Community Services Block Grant program could have for those enrolled.

Purpose

Shaquera gave the community the purpose of the public hearing which is required by DHHS.

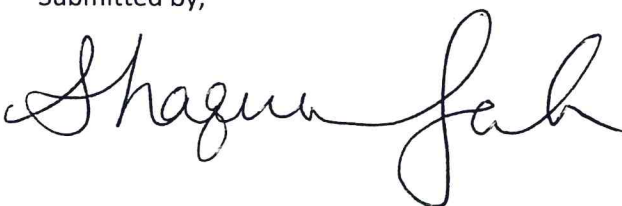
The purpose of the public hearing is to make the public aware that we are re-apply for the funding of the Community Services Block Grant Program, how much we are applying for, and the goals we have set for those enrolled into our program.

- We are applying for funding in the amount of \$298,926.
- We will utilize that funding to enroll 50 families and individuals in the program with the intent to focus on jobs, housing, and overall stability in that individuals household.
- Description of supportive services provided to customers.
- Networking with others to find help customers find employment and gain education.

Questions and Answer Period

No questions were asked so the meeting was adjourned.

Submitted by,



CHOWAN COUNTY PUBLIC HEARING

Edenton Administrative Office

712 Virginia Road

Edenton, NC 27932

10:00 am

Agenda

Welcome/Call Meeting to Order

Mrs. Lillian Dance

Invocation

Guest

Introduction

Purpose of the Meeting

Question and Answer

Adjournment

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

CSBG PUBLIC HEARING
CHOWAN COUNTY EIC OFFICE
EDENTON, NC 27932
TUESDAY, NOVEMBER 12, 2019
10:00 AM

NAME

- 1. Lillian Dance
- 2. Dr. Joe Go
- 3. William Boardman
- 4. Brenda Leigh
- 5. Dawn Ayers
- 6. Ken Buehler
- 7.
- 8.
- 9.
- 10.

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

ECONOMIC IMPROVEMENT COUNCIL, INC
CSBG/FSS 20-2021 ANTI-POVERTY PLAN
PUBLIC HEARING- CHOWAN COUNTY
11-12-2019

OPENING AND WELCOME

The Chowan County Public Hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Mrs. Lillian Dance at 10:00 am

INTRODUCTION

Mrs. Dance stated the purpose of the public hearing which is required by DHHS:

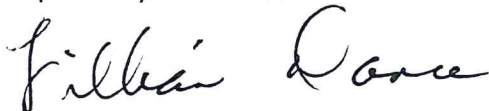
- To make the public aware of the intent to apply for CSBG Funding for the Family Self-Sufficiency Program
- To make the public aware of goals and activities which is to enroll 50 customers over the 10 county region in which our agency serve.
- Amount applying for: \$298,926
- Networking with community resources
- Supportive Services rendered to customers

QUESTION AND ANSWER PERIOD

- What are the qualifications:
 - Customers must be income eligible
 - First come first serve basis

No further discussion the meeting was adjourned.

Respectfully Submitted



Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Agenda

Call to order/Welcome..... Ms. Shaquera Jordan

Purpose..... Ms. Shaquera Jordan

Q & A.....

Adjournment.....

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Community Council

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Ernest Davenport

2. Tanya Cofield

3. Kertu Blount

4. Jaquar Spivey

5. Kia Ahe

6. _____

7. _____

8. _____

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12. _____

Economic Improvement Council, Inc.

Community Services Block Grant 2020-2021 Anti-Poverty Plan

Public Hearing- Currituck County Minutes

11/14/19

Opening and Welcome

The Gates County public hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Ms. Shaquera Jordan at 2:30pm. Ms. Jordan gave a welcome to all that attended.

Introduction

Ms. Jordan introduced herself to all the attendees, gave her title, what her job duties consisted of, and the benefits the Community Services Block Grant program could have for those enrolled.

Purpose

Shaquera gave the community the purpose of the public hearing which is required by DHHS.

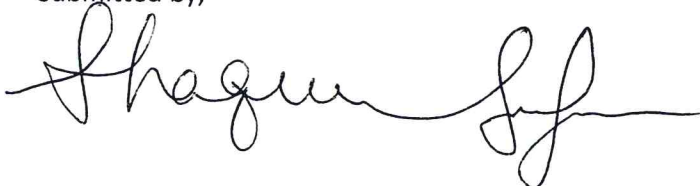
The purpose of the public hearing is to make the public aware that we are re-apply for the funding of the Community Services Block Grant Program, how much we are applying for, and the goals we have set for those enrolled into our program.

- We are applying for funding in the amount of \$298,926.
- We will utilize that funding to enroll 50 families and individuals in the program with the intent to focus on jobs, housing, and overall stability in that individuals household.
- Description of supportive services provided to customers.
- Made public aware that customers are needed in Currituck so they can refer anyone who may benefit from the program

Questions and Answer Period

No questions were asked so the meeting was adjourned.

Submitted by,



Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Agenda

Call to order/Welcome.....Mrs. Wendy Hedgebeth

Purpose.....Mrs. Wendy Hedgebeth

Q & A.....

Adjournment.....

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Economic Improvement Council, Inc.
2020-2021 Anti-Poverty Plan Summary
Dare County Public Hearing
Minutes

Call to order/Welcome

Mrs. Hedgebeth introduced herself and gave her title and what her job consisted of for the CSBG Program. She thanked everyone for taking the time to meet with her.

Purpose

To make the public aware of the intent to apply for the continuation of funding for the July 1, 2020-June 30, 2021 Community Services Block Grant Program/Family Self-Sufficiency Program. The program provides industrial, agricultural, recreational and educational services to assist in the general economic well-being, health and welfare of the citizens in the Albemarle area to become more self-sufficient.

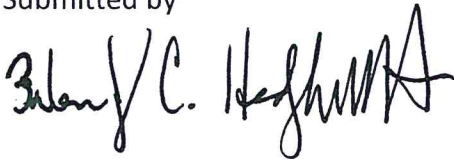
The strengthening of the community capabilities for planning and coordinating the use of a broad range of Federal, State, and other assistance related to the elimination of poverty.

The project will provide the opportunity for 50 low-income families to become self-sufficient through the provision of comprehensive support and self-help.

The EIC/CSBG funding for the year will be \$298,926.

Questions: There were none

Submitted by




Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Ivana Zdravickovska
2. Zibin / C Hedgema
3. Dr. Gra Gra
4. 
5. Takeyia Berry
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Agenda

Call to order/Welcome..... Ms. Shaquera Jordan

Purpose..... Ms. Shaquera Jordan

Q & A.....

Adjournment.....

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Clyde

2. Debra Davis

3. Natasha Lee

4. Alycia Moore

5. Monty Hoggard

6. _____

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11. _____

12. _____

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Economic Improvement Council, INC.

Community Services Block Grant 2020-2021 Anti-Poverty Plan

Public Hearing- Gates County

11/13/19

Opening and Welcome

The Gates County public hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Ms. Shaquera Jordan at 10:00am. Ms. Jordan gave a welcome to all members of the community that attended.

Introduction

Ms. Jordan introduced herself to all the attendees, gave her title, what her job duties consisted of, and the benefits the Community Services Block Grant program could have for those enrolled.

Purpose

Shaquera gave the community the purpose of the public hearing which is required by DHHS.

The purpose of the public hearing is to make the public aware that we are intending the re-apply for the funding of the Community Services Block Grant Program, how much we are applying for, and the goals we have set for our program.

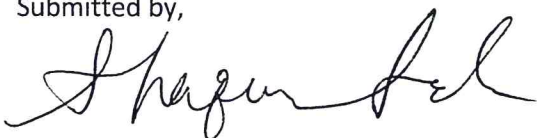
- We are applying for funding in the amount of \$298,926.
- We will utilize that funding to enroll 50 families and individuals in the program with the intent to focus on jobs, housing, and overall stability in that individuals household.
- Ms. Jordan provided Information as to how she sometimes links customers to other agencies in order to gain access to other resources in the community.

Questions and Answer Period

1. What is the age requirement for the program?
 - a. Customer must be 18 years of age.

No further questions therefore the meeting was adjourned.

Submitted by,



Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Agenda

Call to order/Welcome.....Mrs. Wendy Hedgebeth

Purpose.....Mrs. Wendy Hedgebeth

Q & A.....

Adjournment.....

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

U.S. County

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Zelma C. Heggen

2. Marta S Bartell

3. Laura Whitley

4. Linda Johnson

5. Hawra Shaw

6. Kim Dicks

7. Kimberly Gibbs

8. _____

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11. _____

12. _____

Attachment: CSBG 2020 Application P12 (1) (2598 : Community Services Block Grant)

Economic Improvement Council
Community Services Block Grant Program
Public Hearing for Hyde County
Meeting Minutes

Date: November 14, 2019

Time: 2:00 p.m.

Location: Ethel Whitaker Head Start Center

Case Manager for EIC CSBG Program: Wendy C. Hedgebeth

Welcome: Mrs. Hedgebeth, thanked everyone for their presence. She mentioned that she serves families in Washington, Tyrrell, Dare and Hyde Counties.

Ms. Hedgebeth: Mentioned that a brief summary will be given of the 2020-2021 Anti-Poverty Plan for each of the 10 counties being served by the CSBG Case Managers,

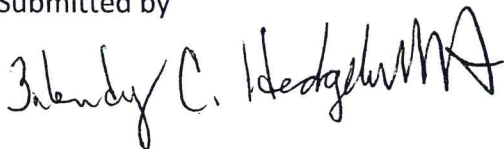
The Community Service Block Grant program is authorized under the Community Block Grant's Act. The purpose and goal of the program was explained in detail. That it is to assist local Community action agencies and other neighborhood-based organizations to reduce poverty and empower low -income families and individual to become fully self-sufficient.

The CSBG program was also discussed during the presentation that the Economic Improvement Council, governed through a tripartite Board described in the Block Grant's Act. Regarding the representatives a third of the board were elected officials; a third is of low-income families, and the final third were from businesses, industry, labor force, faith-based community, law enforcement, education and others. Continued by noting that the board participates in the planning, implementation and the evaluation of the CSBG Program. The CSBG program will be funded for July 1, 2020 through July 2021 in the amount of \$298,926.

Mrs. Wendy C. Hedgebeth inquired if there were any questions. There were none.

Meeting adjourned

Submitted by



PASQUOTANK COUNTY PUBLIC HEARING
Pasquotank County Library
Elizabeth City, NC

2:00 pm

Agenda

Welcome/Call Meeting to Order

Mrs. Lillian Dance

Invocation

Guest

Introduction

Purpose of the Meeting

Question and Answer

Adjournment

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

CSBG PUBLIC HEARING
PASQUOTANK COUNTY LIBRARY
ELIZABETH CITY, NC 27909
TUESDAY, NOVEMBER 12, 2019
2:00 PM

NAME

1. Thelma S. Boone
2. David A. Boone
3. Lillian Dance
4. Pearl Sutton
5. Linda Johnson Spence
6. Shaquera Jordan
7. Myra L. Minor
8. Oliver Lopez
9. Rev. Doris Aramb
10. Martha Brown
11. Joann Cowell

ECONOMIC IMPROVEMENT COUNCIL, INC.

CSBG/FSS 2020-2021 ANTI-POVERTY PLAN

PUBLIC HEARING - PASQUOTANK COUNTY MINUTES

11-12-2019

Opening and Welcome

The Pasquotank County Public Hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Mrs. Lillian Dance at 2:00 pm. Mrs. Dance gave a welcome to all in attendance.

Introduction

Mrs. Dance introduced herself to the attendees and also gave her title and what her job consisted of.

Purpose

Mrs. Dance proceeded to state the purpose of the public hearing which is required by DHHS:

- To make the public aware of the intent to apply for the continuation of funding for the Community Services Block Grant Program Family Self-Sufficiency Program.
- Also to make the public aware of goals and activities which is to enrollment 50 families and individuals in the program with a focus on Jobs and Housing as well as the amount of funding in which we will be applying. That amount of funding we are applying for at this time is \$298,926
- Information referencing to networking with other resources in the community
- EIC board make-up and representation
- And Supportive Services rendered to customers

Question and Answer Period

1. What are the qualifications?
 - a. Customer must first be income eligible.
 - b. First come first serve basis
2. Are there services for persons with a criminal record?
 - a. We do not offer a re-entry program at this time.

Discussion- A discussion on the networking of other resources such as the Department of Social Services and local faith based organizations in regards to publicizing the program.

No further questions the meeting was adjourned.

Respectfully Submitted,

Lillian Dance

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Agenda

Call to order/Welcome..... Ms. Shaquera Jordan

Purpose..... Ms. Shaquera Jordan

Q & A.....

Adjournment.....

Attachment: CSBG 2020 Application P12 (1) (2598 : Community Services Block Grant)

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Ja'Heim Morris

2. Jayla Freeman

3. Shufan

4. Janya Ajid

5. Ushak C. Bhatt

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Economic Improvement Council, INC.

Community Services Block Grant 2020-2021 Anti-Poverty Plan

Public Hearing- Perquimans County Minutes

11/13/19

Opening and Welcome

The Gates County public hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Ms. Shaquera Jordan at 2:00pm. Ms. Jordan gave a welcome to all that attended.

Introduction

Ms. Jordan introduced herself to all the attendees, gave her title, what her job duties consisted of, and the benefits the Community Services Block Grant program could have for those enrolled.

Purpose

Shaquera gave the community the purpose of the public hearing which is required by DHHS.

The purpose of the public hearing is to make the public aware that we are intending the re-apply for the funding of the Community Services Block Grant Program, how much we are applying for, and the goals we have set for our program.

- We are applying for funding in the amount of \$298,926.
- We will utilize that funding to enroll 50 families and individuals in the program with the intent to focus on jobs, housing, and overall stability in that individuals household.
- Description of supportive services provided to customers.

Questions and Answer Period

No questions were asked so the meeting was adjourned.

Submitted by,



Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Agenda

Call to order/Welcome.....Mrs. Wendy Hedgebeth

Purpose.....Mrs. Wendy Hedgebeth

Q & A.....

Adjournment.....

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Tu 11 Council

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Latisha Basnight
2. Kew Simmons
3. Blond C. Hedgkott
4. Megan King
5. Thompson Spencer
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Economic Improvement Council, Inc.

2020-2021 Anti-Poverty Plan

Public Hearing –Tyrrell County

Minutes

Opening and Welcome

The Tyrrell County Public Hearing for the 2020-2021 Anti-Poverty Plan Summary was called to order by Mrs. Wendy C. Hedgebeth at 10:00am. She gave a Welcome and her title for the CSBG Program.

Purpose

- Mrs. Hedgebeth proceeded to state the purpose of the Public Hearing which is required by DHHS:
- EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State on North Carolina. Counties include: Camden, Dare, Currituck, Chowan, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington.
- She mentioned that she has to make the public aware of the goals and activities which they enroll 50 families and individuals in the CSBG Program.
- Information referencing to networking with other resources in the community
- EIC Board make-up and representation
- Supportive Services rendered to customers
- The EIC/CSBG funding for the year 2020-2021 is \$298,926.

Question/Answer

There were none.

Submitted by

Wendy C. Hedgebeth

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Agenda

Call to order/Welcome.....Mrs. Wendy Hedgebeth

Purpose.....Mrs. Wendy Hedgebeth

Q & A.....

Adjournment.....

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Washington County

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Blondy C. Hedgekott

2. Shaquee L. Jones

3. Katie Williams

4. Robbi Norman

5. Zycki Norman

6. Herta Blount

7. Ja Jo

8. _____

9. _____

10. _____

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12. _____

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

Economic Improvement Council
Community Services Block Grant Program
Public Hearing for Washington County
Meeting Minutes

Date: November 12, 2019

Time: 10:00 a.m.

Location: Washington County Library

Case Manager for EIC Block Grant: Wendy C. Hedgebeth

Welcome: Mrs. Hedgebeth, thanked everyone for their presence. She mentioned that she serves Washington, Tyrrell, Dare and Hyde Counties.

Ms. Hedgebeth: Mentioned that a brief summary will be given of the 2020-2021 Anti-Poverty Plan for each of the 10 counties being served by the Case Managers,

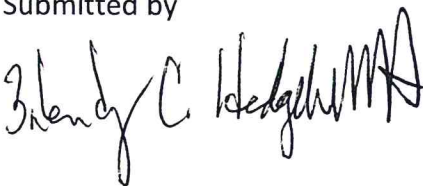
The Community Service Block Grant program is authorized under the Community Block Grant's Act. The purpose and goal of the program was explained in detail. That it is to assist local Community action agencies and other neighborhood-based organizations to reduce poverty and empower low -income families and individual to become fully self-sufficient.

The CSBG program was also discussed during the presentation that the Economic Improvement Council, governed through a tripartite Board described in the Block Grant's Act. Regarding the representatives a third of the board were elected officials; a third is of low-income families, and the final third were from businesses, industry, labor force, faith-based community, law enforcement, education and others. Continued by noting that the board participates in the planning, implementation and the evaluation of the CSBG Program. The CSBG program will be funded for July 1, 2020 through July 2021 in the amount of \$298,926.

Mrs. Wendy C. Hedgebeth concluded the meeting by thanking everyone for coming out the public hearing to hear a brief summary on the Anti-Poverty Plan for 2020-2021.

Meeting adjourned

Submitted by



LOCAL & STATE

RALEIGH
 had separate meetings in Chapel Hill.

The meetings came after Dan Gerlach, who was appointed ECU's interim chancellor in May, resigned on Saturday. The meetings, announced on Sunday, were

RALEIGH
 had gone to a nightclub with several off-duty police officers and was chatting and taking selfies with students. He later apologized, saying he showed poor judgment, and explained

RALEIGH
 intersection of Reade streets while appearing to straddle two east-bound lanes.

The videos came from traffic/street surveillance cameras operated by the

RALEIGH
 PBA of North Carolina spokesman Justin Blackburn said his organization has no information about the videos. "PBA doesn't have any cases assigned to

Letchworth said. Assistant City Attorney Donald K. Phillips sent an email to both firms on Oct. 14 stating they

Lawmakers OK absentee ballot changes

Bill spurred by voter fraud in 2018 congressional race

BY GARY D. ROBERTSON
 The Associated Press

RALEIGH — North Carolina legislators finalized changes on Tuesday to beef up mail-in absentee ballot rules and punishments for violations after a voting fraud investigation of a congressional race led to a new election this year.

The bipartisan measure, which got unanimous support in the Senate and near unanimous backing from the House, now heads to Democratic Gov. Roy Cooper for his expected signature.

Democrats also are in favor of the measure because it permanently restores early in-person voting on the last Saturday before state elections — something Republicans — something Republicans tried to end last year. The bill also would allow some counties to keep using touchscreen-only voting equipment for the March primary. They otherwise had to be out of service by this December and replaced.

Much of the legislation attempts to combat illegal ballot "harvesting," which occurred in the 9th Congressional District campaign, according to evidence collected in a State Board of Elections probe.

Leslie McCrae Dowless, a

political operative working with Republican candidate Mark Harris, gathered hundreds of absentee ballots from Bladen County voters with the help of his assistants, witnesses told state officials.

Dowless' workers testified that they were directed to collect blank or incomplete ballots, forge signatures on them and even fill in votes for local candidates. Dowless and several workers now face criminal charges. The state board ordered a new election. Harris didn't run in the subsequent race, which was won narrowly on Sept. 10 by his successor as the GOP nominee, Dan Bishop.

The consensus legislation keeps a promise to combat such fraud in the future, a key Republican sponsor of the bill said.

"Secure elections are the most fundamental tenet of a democracy, and the policies we enacted today are intended (to) ensure the activity that took place last year can never happen again," said Sen. Ralph Hise, a Mitchell County Republican, in a news release.

INTENT TO APPLY

The EIC-CSBG Program in Edenton, NC, plans to apply for the continuation of funds from the N.C. Department of Health & Human Services in Raleigh, NC in the amount of \$298,926 for the period of July 1, 2020- June 30, 2021. Funds will be used to alleviate the barriers of poverty for low-income families in the following counties: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington, through the provision of comprehensive case management which would include: employment, housing, budget counseling, educational/training, information & referral. For more information contact EIC: 482-4458 ext. 136

THE DAILY ADVANCE

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Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)

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restaurants will be served at line dancing and ballroom. Sunday will conclude

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The Daily Advance

SCHOOL LINE

A5

WEDNESDAY, October 30, 2019

252-335-0352

Edward Jones
MAKING SENSE OF INVESTING

Member SIPC

PUBLIC HEARINGS ON CSBG PROGRAM

The EIC, Inc. will hold a Public Hearing in each of the following counties: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington on the continuation of funds from the NC Department of Health and Human Services, Office of Economic Opportunity in Raleigh, NC. The hearings will be held the week of November 11-15, 2019 from 10:00 am-2:00 pm. Funds will be used to alleviate the barriers of poverty for low-income families. The 2019 Poverty Plan and supportive documents may be reviewed by the public at EIC Resource Centers located on the website at eiccaa.org and the Edenton Administrative Office between 8:30 am -5:00 pm daily. Contact EIC 252-482-4458 Ext. 136.

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

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

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

Agency Name: _____

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO February 15, 2019.

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

Attachment: CSBG 2020 Application Pt2 (1) (2598 : Community Services Block Grant)