



CAMDENCOUNTY

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**BOARD
OF
COMMISSIONERS**

July 7, 2014

6:00 PM Closed Session

7:00 PM - Regular Meeting

**Historic Courtroom
Courthouse Complex**

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.

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners Regular Meeting
July 7, 2014
6:00 P.M. - Closed Session
7:00 P.M. - Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina**

6:00 P.M. **Call to Order** - Chairman Garry Meiggs

Closed Session

Pursuant to G.S. 143-318.11(a)(3) - Consultation with Attorney to discuss potential litigation.

7:00 P.M. **Call to Order** - Chairman Garry Meiggs

Welcome

Invocation & Pledge of Allegiance – Commissioner Clayton Riggs

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. **Consideration of Agenda (For discussion and possible action)**

ITEM 3 **Presentations**

- A. Employee Lapel Pins – Stephanie Jackson (Pg. 1)
- B. East Albemarle Regional Library – Gwen Westcott (Pg. 2)
- C. Senior Issues Update – Gwen Westcott (Pg. 3)
- D. Next Generation 911 – Lt. Tobie McPherson (Pg. 4)

ITEM 4. **Old Business (For discussion and possible action)**

- A. Remote Participation Policy (Pg. 5-47)

ITEM 5. New Business (For discussion and possible action)

- A. Monthly Tax Report – May 2014 (Pg. 48-55)
- B. NCACC Voting Delegate Form (Pg. 56-57)
- C. NCDC/Medical Park Insurance (Pg. 58-63)

ITEM 6. Board Appointments (For discussion and possible action)

- A. Tourism Development Authority - Reappointments (Pg. 64)
- B. Planning Board – Appointments (Pg. 65)
- C. Board of Adjustments - Appointments (Pg. 66)

ITEM 7. Consent Agenda (All items listed below are routine and will be approved by one motion. Separate discussion of an item(s) will be held by request of a member of the Board.)

- A. Draft Minutes –
 - Feb 17th, 2014... (Pg. 67-88)
 - March 17th, 2014... (Pg. 89-115)
 - June 9th, 2014... (Pg. 116-118)
- B. School Budget Amendments (Pg. 119-141)
- C. Tax Refunds, Pickups, & Releases (Pg. 142-143)
- D. Tax Authorization to Collect (March and August Renewals) (Pg. 144-146)
- E. Set Public Hearing – Special Use Permit Preliminary Plat Joyce Landing – 18 Lots Major Subdivision (UDO 2013-05-03) (Pg. 147-162)

ITEM 8. Commissioner's Report (For discussion and possible action)

ITEM 9. County Manager's Report (For discussion and possible action)

ITEM 10. Information, Reports & Minutes From Other Agencies

- A. Albemarle Commission - 2014-06-24 Board Packet (Pg. 163-190)
- B. Register of Deeds – 2014-05 Account Balance Report (Pg. 191-192)
- C. NC County Tax Collection Report (Pg. 193-195)
- D. Library - Statistical Reports (Pg. 196-197)
- E. Sheriff's – May 2014 Monthly News (Pg. -198)
- F. ECBH Finance Committee mtg 6-24-14 (Pg. 199-213)

ITEM 11. Other Matters (For discussion and possible action)

ITEM 12. Adjourn

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

Item Number: 3.A

Presentation

Meeting Date: July 7, 2014

Attachments:

Submitted By: Stephanie Jackson, HR Specialist

ITEM TITLE: Employee Lapel Pins

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Lapel Pins are to be issued to employees who meet the certain years of service (i.e. 5, 10, 15, 20, 25 & 30+ years)

RECOMMENDATION:

To issue pins to:

Miles Gregory	30+
Sylvia Holley	30+
Clarann Mansfield	30+
Shana Trafton	5

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

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

Item Number: 3.B.

Presentation

Meeting Date: July 7, 2014

Attachments: None

Submitted By: Michael Renshaw, County Manager

ITEM TITLE: East Albemarle Regional Library Update/Report

SUMMARY:

Mrs. Gwen Westcott, appointed member of the East Albemarle Regional Library (EARL) Board, will be providing an update and report on matters related to EARL.

RECOMMENDATION:

None. Information and report only.

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

Item Number: 3.C.

Presentation

Meeting Date: July 7, 2014
Attachments: None
Submitted By: Michael Renshaw, County Manager

ITEM TITLE: Senior Issues Report/Update

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____

VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Mrs. Gwen Westcott, appointed member of the Senior Tar Heel association, will be providing an update and report concerning senior citizen issues within the State and Camden County.

RECOMMENDATION:

None. Information and report only.

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

Item Number: 3.D.

Presentation

Meeting Date: July 7, 2014
Attachments: None
Submitted By: Michael Renshaw, County Manager

ITEM TITLE: Next Generation 9-1-1 Briefing

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____

VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Lt. Tobie McPherson, director of the Pasquotank-Camden-Elizabeth City Central Communications/911 Center, has requested to provide the Board of Commissioners a presentation concerning Next Generation 9-1-1 services.

RECOMMENDATION:

None. Informational report only.

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

Item Number: 4.A.

Old Business

Meeting Date: July 7, 2014
Attachments: 6 (41 Pages)
Submitted By: Michael Renshaw, County Manager

ITEM TITLE: Remote Participation in Board Meetings

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

On September 3, 2013 the Board of Commissioners adopted resolution 2013-09-01 establishing a local government Board Meeting Remote Participation Policy. The policy was drafted in collaboration with the County Attorney and various representatives of the UNC School of Government.

It was requested that the County Manager place the policy matter on the June 2, 2014 Board agenda for discussion. Specifically, the question had arisen as to the number of Board meetings at which a Commissioner could attend remotely under the policy, as the policy was silent in this regard. Following discussion during the June 2nd Board meeting, the County Manager was directed to research how other jurisdictions addressed remote participation in general, and specifically to investigate whether a definitive annual limit could be established concerning a Commissioner's use of remote participation.

The County Manager conducted online research and was unable to find relevant policy documents concerning remote participation within the State of North Carolina. The Manager did however locate examples of remote participation policies within the State of Massachusetts which are included in this report. The Manager has used these Massachusetts policy examples as the basis for the below recommendation to revise the existing resolution 2013-09-01.

RECOMMENDATION:

6 of 213

Revise Resolution 2013-09-01 (Remote Participation in Board Meetings) to include, under Section 3 Permissible and Non-Permissible Stipulations, the language:

“Individual commissioners may participate remotely in no more than six (6) scheduled Board meetings in any given fiscal year.”

“Individual commissioners who wish to participate remotely shall provide notice to the Chairman, or in the absence of the Chairman the person chairing the meeting, notice of such intent no less than 48 hours prior to the scheduled meeting time.”

Resolution No. 2014-07-01**A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS
ESTABLISHING A GOVERNMENT BOARD MEETING REMOTE PARTICIPATION
POLICY**

WHEREAS, the University of North Carolina School of Government stands as the headquarters for local government education and information in North Carolina, and;

WHEREAS, Professor Freyda Bluestein is the leading expert in Public Law & Government in North Carolina, and;

WHEREAS, Professor Freyda Bluestein publication 'Remote Participation in Local Government Board Meetings' in the August 2013 edition of the Local Government Law Bulletin states "There are... legal considerations that a local government should address if it decides to allow remote participation."

WHEREAS, this resolution shall preempt and replace Resolution No. 2013-09-01 previously adopted by the Camden County Board of Commissioners in open meeting on September 3, 2013, and;

WHEREAS, with the correct technology, members of the Camden County Board of Commissioners may now participate remotely in Board of Commissioners meetings provided the following:

1. **Acceptable Means of Remote Participation**
 - a. Telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another
2. **Reasons for Remote Participation**
 - a. All Board members must agree to the reasoning for a Board Members request for remote participation
3. **Permissible & Non-permissible Stipulations**
 - a. Remote participation is only permissible when a quorum is present
 - b. Remote participation is *not* permissible in a quasi-judicial hearing
 - c. Remote participation is *not* permissible during those meetings that would preserve confidentiality, such as attorney client communications or personnel matters
 - d. Individual Board Members may participate remotely in no more than six (6) scheduled Board meetings in any given fiscal year
 - e. Individual Board Members who wish to participate remotely shall provide written notification to the Chairman, or in the absence of the Chairman the

person chairing the meeting, of such intent no less than 48 hours prior to the scheduled meeting time

4. Voting

- a. Remote participants must voice their vote of 'aye' or 'nay' immediately following those voiced in unison by the present Board members, so that they are properly heard, and recorded by the clerk
- b. Remote participants fall under the same voting rules & procedures as they would were they present

THEREFORE, be it resolved, that Camden County now allows members of the Camden County Board of Commissioners to participate in Board meetings remotely, per the aforementioned policy.

ADOPTED this 7th day of July, 2014.

Garry Meiggs- Chairman

ATTEST:

Angela Wooten- Clerk

(SEAL)

North Carolina General Statutes § 128-39.1 Leaves of absence for State officials for military or naval service

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(a) Any elective or appointive State official may obtain leave of absence from the official's duties when the official enters active duty in the Armed Forces of the United States or the North Carolina National Guard as a result of being voluntarily or involuntarily activated, drafted, or otherwise called to duty. The official shall receive no salary during the period of leave. No vacancy is created by a State official obtaining a leave of absence under this section.

(b) If the official will be on active duty for a period of at least 30 days, a leave of absence may be obtained, and a temporary replacement for the official may be appointed in the following manner:

(1) If the official is not a member of the General Assembly:

a. Leave of absence shall be obtained by filing a copy of the official's active duty orders with the Office of the Governor.

b. G.S. 128-39 shall provide the procedure for selecting a temporary replacement official.

(2) If the official is a member of the General Assembly:

a. Leave of absence shall be obtained by filing a copy of the official's active duty orders with the clerk of the house of the General Assembly of which the official is a member.

b. The Governor shall select a person to serve as the temporary replacement representative or senator. If the appropriate party executive committee recommends an eligible person within 14 days of the occurrence of the vacancy, the appointment shall be made under the same procedure as provided by G.S. 163-11. If a recommendation is not made on a timely basis, the Governor may appoint any person who is both:

1. A resident of the legislative district represented by the legislator being temporarily replaced.

2. A member of the same political party as the legislator being temporarily replaced.

In any case, the person appointed must be eligible to serve under Section 6 of Article II of the North Carolina Constitution if a senator or Section 7 of Article II of the North Carolina Constitution if a representative.

(c) If the official will be on active duty for a period of less than 30 days, a temporary replacement official shall not be appointed, even if a leave of absence is obtained.

(d) The Governor shall appoint the temporary replacement to begin service on the date specified in writing by the official being temporarily replaced as the date the official will enter active military service, or as soon as practicable thereafter. A temporary replacement official shall have all the authority, duties, perquisites, and emoluments of the official temporarily replaced.

(e) The term of the temporary replacement official appointed under this section shall terminate as soon as any of the following occurs:

(1) On the third day after the last day of active duty status of the official who is temporarily replaced.

(2) The clerk of the appropriate house of the General Assembly receives written notice from the official who is temporarily replaced that the official is ready and able to resume the duties of his or her office.

(3) The term of office of the official who is temporarily replaced expires. (2007-432, s. 2; 2011-183, s. 98.)

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Last modified: March 23, 2014

North Carolina General Statutes § 128-39 Leaves of absence for State officials for protracted illness or other reason

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Any elective or appointive State official may obtain leave of absence from the official's duties for protracted illness or other reason satisfactory to the Governor, for such period as the Governor may designate. The leave shall be obtained only upon application by the official and with the consent of the Governor. The official shall receive no salary during

the period of leave unless the leave of absence is granted by reason of protracted illness, in which event the granting of a leave of absence shall not deprive the official of the benefits of cumulative sick leave to which the official may be entitled under rules and regulations adopted pursuant to G.S. 143-37 or to which he may otherwise be entitled by law. The period of leave may be extended upon application to and with the approval of the Governor if the reason for the original leave still exists, and it may be shortened if the reason shall unexpectedly terminate: Provided, that no leave or extension thereof shall operate to extend the term of office of any official beyond the period for which the official was elected or appointed. If, by reason of the length of the period of absence or the nature of the duties of the official, the Governor deems it necessary, the Governor may appoint any citizen of the State, without regard to residence or district, as a temporary replacement for the period of the official's leave of absence. This appointee shall have all the authority, duties, perquisites, and emoluments of the official temporarily replaced. The appointee shall possess all the qualifications required by law for holding the office for which the temporary replacement official is appointed. (1941, c. 121, s. 1; 2007-432, s. 1.)

Sections: [Previous](#) [128-37.1](#) [128-38](#) [128-38.1](#) [128-38.2](#) [128-38.3](#) [128-38.4](#) [128-38.4A](#) [128-38.5](#) [128-38.6](#) [128-38.10](#) [128-39](#) [128-39.1](#) [128-40](#) [128-41](#) [128-42](#) [Next](#)

Speak with a Lawyer in North Carolina

Remote Participation in Local Government Board Meetings

Frayda S. Bluestein

An important vote is on the agenda for a city council meeting tonight. One council member is stuck in Chicago. May she call in and participate in the meeting and the vote by cell phone? Can a board member be considered to be “present” if she is not physically at the meeting? Governing boards of public entities increasingly face these questions as technology provides an ever-increasing array of options for electronic communication. Some North Carolina local governments currently allow members to “call in” to meetings, but no state statute specifically authorizes this.

A local government board action is valid only if taken in a legal meeting.¹ A meeting is legal if the applicable notice requirements have been met and a quorum is present.² This bulletin analyzes whether a board member can be considered to be present for purposes of a quorum if he or she participates remotely by phone, video, or other method. It also considers whether a local government has statutory authority to allow remote participation under a local policy. It concludes that until the North Carolina legislature or courts explicitly address these questions, city and county governing boards may be vulnerable to a legal challenge if a member who participates electronically casts a deciding vote or is necessary to establish a quorum.

Legal risk can be avoided if remote participation is allowed only when the member’s presence is not necessary to constitute a quorum, where the matter involves discussion only, or where the remote participant’s vote is not the deciding vote. Assuming remote participation is legal in some or all situations, the question of whether members of a particular board may participate remotely is a matter for the board to decide—an individual board member does not have an automatic right to participate if he or she is not physically present. This bulletin concludes with some practical suggestions for issues that might be addressed in a locally adopted remote participation policy.

The author is Associate Dean for Faculty Development and Professor of Public Law and Government at the School of Government. The author gratefully acknowledges research assistance provided by Christopher Tyner, School of Government Legal Research Associate.

1. *Kistler v. Bd. of Educ. Randolph Cnty.*, 233 N.C. 400, 64 S.E. 2d 403 (1951); *O’Neal v. Wake Cnty.*, 196 N.C. 184, 145 S.E. 28 (1928).

2. *Iredell Cnty. Bd. of Educ. v. Dickson*, 235 N.C. 359, 70 S.E.2d 14 (1952).

Statutory Provisions Governing Presence at Meetings

When analyzing the scope of local government authority, one typically looks for an affirmative grant of authority. The absence of a prohibition is not enough to indicate that a particular action will be legal.³ There are no statutes that specifically authorize remote participation in meetings.⁴ State statutes do, however, grant broad authority for city and county governing boards to adopt their own rules of procedure for meetings.⁵ Cities may adopt local rules “not inconsistent with the city charter, general law, or generally accepted principles of parliamentary procedure,”⁶ and county procedures must be “in keeping with the size and nature of the board and in the spirit of generally accepted principles of parliamentary procedure.”⁷ These provisions provide broad authority for boards to manage the conduct of their meetings. A local rule adopted under this authority could allow remote participation and delineate the circumstances and procedures governing such participation. Indeed, several North Carolina local governments and numerous state boards currently allow members to participate by phone.⁸

It may be argued, however, that the matter of whether a person must be physically present in order to be counted toward a quorum, to vote, and to be considered present for all other legal purposes is not a proper subject for a rule of procedure that is within the board’s discretion to adopt. This specific question has not been addressed in the North Carolina statutes or case law.

The quorum statutes that apply to city and county governing boards set out the number of members that must be present for a legally valid meeting to take place.⁹ Nothing in these statutes specifically says that members must be *physically* present to count toward a quorum. The voting statute for cities,¹⁰ however, does specifically mention physical presence. It provides that a person who fails to vote, has not been excused from voting, and yet remains “physically present” is counted as voting “yes.” This could be read to reflect a legislative intent that physical presence

3. *Lanvale Props., LLC v. Cnty. of Cabarrus*, 336 N.C. 142, 150, 731 S.E.2d 800, 807 (2012); *Jefferson Standard Life Ins. Co. v Guilford Cnty.*, 225 N.C. 293, 34 S.E. 2d 430 (1945).

4. In 2008, the General Assembly enacted local legislation authorizing the Hyde County Board of Commissioners to conduct business using “simultaneous communication” (defined as a conference telephone call or other electronic means). S.L. 2008-111. It might be argued that the enactment of this law implies that such authority does not otherwise exist for counties or other local governments. Language in the act itself suggests that the legislature anticipated the possibility of this argument and took steps to prevent it. Section 3.2 of the act says, “Nothing in this act shall be construed to affect the validity of actions related to electronic meetings of any other public body.” This language appears to convey the legislature’s intent that the act does not imply a lack of authority for other units of government, but simply sets out the procedures for and limitations on the use of simultaneous communication for Hyde County.

5. Sections 160A-71(c), 153A-41 of the North Carolina General Statutes (hereinafter G.S.).

6. G.S. 160A-71(c).

7. G.S. 153A-41.

8. Although it might be assumed that state agencies have more flexibility in structuring their meeting procedures than do local governments, the law is otherwise. State agencies are dependent upon enabling statutes and are limited to those powers expressly granted by the constitution or legislature and those implied by those powers expressly granted. *See High Rock Lake Partners, LLC v. N.C. Dep’t of Transp. (DOT)*, 366 N.C. 315, 319, 735 S.E.2d 300, 303 (2012) (citations, internal quotation marks omitted) (“The DOT possesses only those powers expressly granted to it by our legislature or those which exist by necessary implication in a statutory grant of authority. . . . [T]he responsibility for determining the limits of statutory grants of authority to an administrative agency is a judicial function for the courts to perform. . . . In making this determination we apply the enabling legislation practically so that the agency’s powers include all those the General Assembly intended the agency to exercise.”).

9. G.S. 160A-74, 153A-43.

10. G.S. 160A-75.

is required. The provision is capable of being applied, however, to a member who participates from a remote location, since the crux of the provision is that a person must be excused from the meeting or excused from voting in order to avoid being counted as voting. A remote participant, if considered to be present for purposes of a quorum, could be excused from voting or from the meeting (by terminating the electronic connection) in order to avoid being counted as voting “yes” under the statute. Since there is no other provision in the city or county statutes that specifically requires physical presence, it is an open question as to whether a remote participant may be counted for quorum purposes.

If a person participating electronically is not necessary to establish a quorum—that is, if the number of members physically present is sufficient to establish a quorum—such participation creates no risk to the validity of the meeting. If the remote participant is necessary to establish a quorum, however, or if he or she casts a deciding vote, the action taken in the meeting may be subject to challenge. In that case, it will be up to a court to resolve the issue of whether such participation is valid in North Carolina.

Cases Addressing Electronic Participation

Cases in other states have held that a local governing board member can be considered “present” when participating electronically from a remote location. A Maryland case, for example, found that a requirement for physical presence was satisfied by a board member’s participation by telephone, holding, “we believe the term ‘present’ and ‘convene’ can encompass participation through the use of technology.”¹¹ The Maryland court relied on *Freedom Oil Co. v. Illinois Pollution Control Board*,¹² in which an Illinois appellate court found that a state agency had authority to conduct a meeting at which two out of six members participated by phone. Relying on an Illinois Attorney General’s opinion, as well as on other cases, the court found that the board’s conduct of a special meeting by telephone conference “[fell] within the Board’s specific authority to conduct meetings” and that it did not violate the state’s open meetings law.¹³

Would a North Carolina court recognize the possibility of including remote participants when determining a quorum? At least one North Carolina appellate decision supports the notion that local government authority should be interpreted in light of changes in technology. In *BellSouth Telecommunications, Inc. v. City of Laurinburg*,¹⁴ the North Carolina Court of Appeals held that the statutory authority for cities to operate cable systems included authority to operate a fiber optic network. The court reasoned that the legislature intended local

11. *Tuzeer v. Yim, LLC*, 29 A.3d 1019, 1034 (Md. Ct. Spec. App. 2011) (citing *Freedom Oil Co. v. Ill. Pollution Control Bd.*, 655 N.E.2d 1184, 1191 (Ill. App. Ct. 1995)), *cert. denied*, 35 A.3d 489 (Md. 2012) (phone participation by zoning board member did not violate open meetings law).

12. 655 N.E.2d 1184 (Ill. App. Ct. 1995).

13. *Id.* at 1189. Although this case involved a state agency, the court noted that such agencies do not have inherent authority, so the question addressed by the holding is analogous to the question of whether electronic participation is within the scope of a local government’s authority to conduct meetings (see *supra* note 8). While the *Freedom Oil* case acknowledges other cases holding that physical presence is required, those cases involved alleged violations of open meetings laws when electronic meetings were held without public notice or access. These cases are not relevant to the issue of whether such participation is lawful when conducted as part of a properly noticed meeting, with public access, under the North Carolina open meetings law, which explicitly recognizes electronic meetings.

14. 168 N.C. App. 75, 606 S.E.2d 721, *discretionary review denied*, 359 N.C. 629 (2005).

government activity to “grow in reasonable stride with technological advancements.”¹⁵ Advances in technology have improved the quality and convenience of remote participation. Indeed, many citizens regularly watch board meetings in the comfort of their own homes via live streaming to televisions and computers. As noted below, the open meetings law has for decades included procedures for conducting and providing access to electronic meetings, and the city and county quorum statutes do not create an explicit requirement for physical presence.

Until the matter is resolved by legislation or court ruling, however, boards must make their own judgments, in consultation with their attorneys, as to whether the risk of a challenge is worth the inclusion of members who cannot attend a meeting. Because there is broad authority for establishing local procedures, the risk of challenge can be minimized if electronic participation is allowed only when the number of physically present members is sufficient to establish a quorum.

Rules for Appointed Boards

This discussion has, so far, focused on city and county governing boards, since there are specific statutes that govern their quorum and voting requirements. But local governing boards, in turn, create many appointed boards, whose purposes and procedures are established in local ordinances and resolutions. These boards are rarely subject to specific statutory requirements.¹⁶ Local governments are free to establish the procedures for these boards, and these procedures could include provisions for remote participation. As noted below, special consideration should be given to the use of electronic participation in boards that function as quasi-judicial decision-makers.

North Carolina Open Meetings Law and Electronic Participation

Compliance with the state open meetings law¹⁷ is an essential component of a lawful meeting. This law requires public bodies to provide notice of and access to “official meetings.”¹⁸ Under the statute, an “official meeting” occurs when a majority of a public body meets, assembles, or gathers together at any time or place to conduct the business of the public body. “Official meeting” also specifically includes “the simultaneous communication by conference telephone or other electronic means.”¹⁹

The statute’s mention of a conference call or other electronic means of gathering is sometimes interpreted as a source of authority for electronic participation in local government and other public board meetings. After all, if a board is considered to be in an official meeting when its members gather together electronically, perhaps a partially electronic meeting is also considered an official meeting, which is authorized under the open meetings law. This interpretation is not universally accepted. Indeed, the language is open to several interpretations.

15. *Id.* at 86–87, 606 S.E.2d at 728.

16. An important exception is local boards of adjustment, which carry out specific quasi-judicial functions and are governed by statutory provisions affecting voting and conflicts of interest. *See* G.S. 160A-388; 153A-345.

17. G.S. Chapter 143, Article 33C.

18. *See* G.S. 143-318.10(a) (“each official meeting of a public body shall be open to the public, and any person is entitled to attend such a meeting”).

19. G.S. 143-318.10(d).

The open meetings law is designed to make sure that the public has access whenever a majority of the members of a public body—enough to make a binding decision—gather together on public business. It would be easy to circumvent the statute if members could simply call, email, or video conference and do their work outside of the public eye. So the statutes include such electronic gatherings within the definition of “official meeting.” But does the inclusion of electronic meetings *authorize* these types of meetings for all public agencies, or does it simply make clear that (1) if these types of meetings occur and notice is not given, they are illegal, and (2) if these types of meetings are otherwise authorized, public notice and access must be provided?

The statute clearly implies that at least some types of public bodies may lawfully conduct electronic meetings. If all the statute did was to include electronic meetings in the definition of an official meeting, it could be viewed as prohibitive—designed to make clear that members of public bodies can’t avoid the requirements of the statute by meeting electronically. But the law also includes procedures for conducting electronic meetings, requiring notice and a location at which the public may listen to a meeting conducted electronically.²⁰ There would be no reason to include these provisions if no public bodies have or could ever have authority to conduct a valid electronic meeting.

School of Government faculty members who are familiar with the act’s history have long advised that the language regarding electronic and telephone conferencing was included because some public bodies, primarily some state boards, were already conducting meetings by telephone. The provisions were apparently designed to make sure that there was a guarantee of public access to such meetings. While the law does recognize the possibility of electronic meetings, the open meetings law itself neither creates nor restricts the authority of particular types of public bodies to conduct electronic meetings. It simply describes the types of meetings to which the public has access and prescribes procedures for providing access whenever electronic means are used.

It is important to note that the open meetings law provisions relate to meetings of a majority of a given board. Nothing in this law—or in any other statutory provision relating to public bodies—directly addresses the validity of electronic participation by individual members of a public body in a properly noticed meeting. Nonetheless, the recognition of and rules for electronic meetings in the open meetings law suggest that electronic participation by members of a board will not violate the open meetings law, so long as procedures for providing access are met.²¹

Board Discretion to Allow Electronic Participation

Assuming that remote participation in a board meeting is legal or does not pose a risk of legal challenge, does a local government board member have a right to participate remotely? The answer is “no.” There is no legal basis for asserting such a right. As noted above, a governing board has authority to establish the rules for its meetings. It is up to the board to decide, by majority vote, whether or not to allow such participation and, if so, under what circumstances and subject to what rules.

20. G.S. 143-318.13(a).

21. See *Tuzeer v. Yim, LLC*, 29 A.3d 1019 (Md. Ct. Spec. App. 2011), *cert. denied*, 35 A.3d 489 (Md. 2012) (phone participation by zoning board member did not violate open meetings law).

Local Policies for Remote Participation

There are both practical and legal considerations that a local government should address if it decides to allow remote participation. For example, local policies should specify when remote participation will be allowed and how the process will be managed when it occurs.

When developing local policies, a governing board should consider the purposes of meetings and the laws that govern them. Most of the legal requirements are designed to provide public access to every aspect of the deliberative and decision-making process, except when it takes place in closed session. Meetings are also for the benefit of the members of the public body themselves. The decision-making process involves interaction among the members, as well as member interaction with the public. A state remote participation policy that was reviewed for this bulletin stated that its purpose was to promote full participation of board members while ensuring access and transparency for the public.²² A balance of these considerations is a useful goal when developing procedures for remote participation.²³

Technological Considerations

Technology provides many choices for audio and video access so that remote participants can be seen and heard at the meeting's physical location. But not every jurisdiction will have that technology in place, along with the staff resources to manage and maintain it. It may require added expense and more than the usual advance planning to make sure everything works at the meeting. This may be even more challenging for emergency meetings in which electronic participation may be important due to the short notice involved. Even with a decent phone connection, a remote participant may not be able to observe the other board members or the public. This may be a technical and legal issue for quasi-judicial hearings, as discussed in more detail below. Two-way video is a possible solution, as it can improve the experience for both the board members and the public, but it is heavily dependent on high-quality video systems and adequate Internet connectivity transmission speeds (i.e., broadband) in order to minimize delays and content loss.

Guidelines promulgated by the Massachusetts Attorney General's Office specify which remote participation methods may be used during a public body's meetings:

Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Accommodations must be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications. Text messaging, instant messaging, email and web chat without audio are *not* acceptable methods of remote participation.²⁴

Technical glitches can become distracting, can disrupt the flow of a meeting, and may create legal issues about whether and at what specific times a person is considered to be present. Local

22. MASS. ATTORNEY GEN.'S REGULATIONS, 940 CMR 29.10, *Remote Participation*, www.mass.gov/ago/government-resources/open-meeting-law/940-cmr-2900.html#Remote.

23. Attorney General of Massachusetts, *Attorney General's Open Meeting Law Guide*, "May a Member of the Public Body Participate Remotely?" www.mass.gov/ago/government-resources/open-meeting-law/attorney-generals-open-meeting-law-guide.html#Remote. These guidelines provide a good example of matters that may be addressed in a remote participation policy.

24. *See id.*, "What Are the Acceptable Means of Remote Participation?"

governments that allow remote participation should create and test internal procedures so that the necessary arrangements are reliably in place for remote participation when it occurs.

When to Allow Remote Participation

Reasons for Remote Participation

A review of remote participation policies and rules currently in use (mostly from other states) reveals that the decision about when remote participation should be allowed involves core policy and board relation issues. A board member who regularly misses board meetings may be viewed as simply not placing sufficient priority on board service.²⁵ To promote regular attendance, policies typically allow remote participation only in specific circumstances when a member is unable to attend. Examples include illness or disability of the member or a close relative, military service, unexpected lack of child care, family emergency, and work or public service obligations that require the member to be away. Policies may also include a statement that remote participation will not be allowed solely for the convenience of the board member or merely to avoid attending one or more particular meetings.

Permissible Only When a Quorum Is Present

Some policies allow remote participation only when enough members are physically present to constitute a quorum. This eliminates the legal issue, discussed above, regarding whether a remote participant can be considered to be present for purposes of establishing a quorum. It also, in effect, places a limit on how many people can participate remotely at a single meeting. This promotes ease of interaction among board members and potentially reduces technological challenges that might arise if more than a few members are connected electronically from separate locations. Some policies explicitly limit the number of members who can participate remotely in a particular meeting.

Permissible Only for Certain Kinds of Meetings

A policy might designate specific kinds of meetings at which remote participation is or is not permitted. Two types of meetings involve unique challenges for remote participation: quasi-judicial hearings and closed sessions.

Quasi-Judicial hearings. Local elected and appointed boards sometimes have responsibility for making decisions and conducting procedures in a quasi-judicial capacity. This occurs, for example, in a personnel grievance or termination hearing and in several types of land use proceedings, such as consideration of conditional or special use permits or variances. Quasi-judicial proceedings place the board in the role of a judge, hearing evidence and applying a legal standard found in an ordinance or statute. North Carolina courts have held that the basic elements of due process must be met in a quasi-judicial hearing, such as sworn testimony, an opportunity for the parties to be heard, and a neutral decision-maker.²⁶ Board members must at such hearings observe and evaluate the evidence and testimony, and the parties must have an opportunity to be heard. The board must decide the matter on the evidence presented and cannot rely on *ex*

25. Although there is no authority under North Carolina law for a city or county governing board to sanction or remove a board member for too many absences, rules for optional appointed boards could include sanctions, including removal, for failure to attend. See Frayda Bluestein, "Unexcused Absences," *Coates' Canons: NC Local Government Law Blog* (UNC School of Government, Jan. 24, 2013), <http://canons.sog.unc.edu/?p=6975>.

26. *Humble Oil & Ref. Co. v. Bd. of Aldermen*, 284 N.C. 458, 470, 202 S.E.2d 129, 137 (1974).

parte communications. Both the board and the applicant or petitioner have important roles in meeting these requirements, which include being able to observe evidence and demeanor and engage in cross-examination. Remote participation by one or more members of a quasi-judicial body raises special concerns in light of these requirements. Even though members who are physically present may receive or send information during the meeting using mobile electronic devices, remote participation may make it more difficult to monitor their communications for compliance with the standards that apply to quasi-judicial proceedings.

Given the additional legal and technical requirements that may apply to quasi-judicial hearings, a governing body might want to implement a policy prohibiting remote participation in these types of meetings. If a board's policy does allow remote participation, however, it should include minimum requirements for ensuring that both remote participants and the other parties involved can participate in and observe the proceedings as necessary to meet the applicable level of due process.

Closed sessions. The open meetings law provides several reasons for public bodies to meet in closed session.²⁷ For some—but not all—of these situations, remote participation can present challenges. If the purpose of the meeting is to preserve confidentiality (such as for attorney-client communications²⁸ or personnel matters²⁹), for instance, remote participation may raise concerns about whether information is being improperly shared.

Of course, even individuals who are physically present might be difficult to monitor given how easy it is to communicate with others electronically using mobile devices. Furthermore, although many board members may assume that it is illegal to share information from closed session meetings, the open meetings law does not explicitly prohibit it. Indeed, a person who is physically present at a meeting who communicates electronically (for example, by text message) with someone outside the meeting is not necessarily violating the law. A legal issue arises only with respect to communications involving specific types of information or records that are confidential under a specific legal provision.³⁰

A local policy might prohibit remote participation in all closed sessions, or it might bar it only in those dealing with confidential information. In cases where remote participation is allowed, procedures might be developed to ensure, to the extent possible, that the non-present member is alone and can be seen and heard by all the members participating.

Procedures for Remote Participation

Approval Process

As noted above, local policies may allow remote participation only for specified reasons. Policies may also require that a person must request approval to participate remotely in advance, for example, by filing a request with the clerk at least twenty-four or forty-eight hours in advance of the meeting, with exceptions, perhaps, for emergency meetings. The policy should delineate whether the board or some designee of the board must approve the request.

It is important to consider the potential for abuse and manipulation should the board not have objective bases and procedures in place for approving or disallowing remote participation.

27. See G.S. 143-318.11.

28. G.S. 143-318.11(a)(3).

29. G.S. 143-318.11(a)(6).

30. See Frayda Bluestein, "What Happens in Closed Session, Stays in Closed Session . . . Or Does It?" *Coates' Canons: NC Local Government Blog* (UNC School of Government, Dec. 9, 2009), <http://canons.sog.unc.edu/?p=1463>.

Even without the added dimension of remote participation, board majorities can schedule meetings or agenda items, knowing when particular members will or will not be able to attend. The potential for manipulation increases if the same majorities have complete discretion in deciding whether individual members are allowed to participate remotely. This is of special concern if remote participants are allowed to vote, a matter discussed below.

Discouraging Excessive Absences

A local policy might limit the number of times an individual board member may participate remotely. Even if there is no authority to sanction members for excessive absences (as is the case for governing board members),³¹ the board has discretion to disallow remote participation in cases where board members are abusing the privilege. Board majorities must exercise this authority carefully to avoid manipulation of the process for political advantage.

Voting and Written Ballots

A local policy should address the question of whether remote participants may vote and, if so, what procedures will be used to record and verify their votes. If a remote participant is considered to be present, the presumption is that he or she would be entitled to vote. Indeed, under the voting statute for city governing boards, a person is presumed to vote “yes” if he or she is present by remote means and has not been excused from voting. For these reasons, it would be important to have specific means for determining whether a person is still participating when a vote comes up. Policies can provide for a person to explicitly notify the board when the remote participant is leaving the meeting or rejoining the meeting by terminating or restarting the electronic connection. A policy could also state that a person is not considered present if the connection is lost unintentionally, due to technical problems.

A voice vote by telephone, which can be heard and recorded, could satisfy the basic voting requirements, unless votes are being taken by written ballot. It is possible that a fax, email, or text could be considered a written ballot, if the notion of an electronic signature (generally now accepted as binding in other circumstances) is accepted in this context. The obvious concern would be whether the remote participant in fact did the voting, but a person participating by electronic means could verify the action or, if there is video, could be observed doing it.

Minutes to Reflect Remote Participation

Minutes of meetings at which remote participation occurs should reflect which members are physically present and which are not. They should also reflect when members are excused from voting or are excused to leave or rejoin the meeting, just as they would for members who are physically present.

Majority of Board in a Remote Location

In most cases, the need for remote participation arises when a majority of the board meets in its regular location and one or two members are unable to physically attend. It is possible to imagine, however, a situation where a majority of a board is away, perhaps together attending training or a meeting, and a need for a meeting arises. Consider a five-member board, with three members who are out of town. An issue arises, and the mayor calls a special meeting to take place in city hall, with the three absent members participating by conference telephone call. For cities, there is no legal requirement regarding where meetings take place, but the notice of the meeting

31. *See supra* note 25.

must identify its location. If the city follows the procedures for providing visual and audio transmission at city hall under G.S. 143-318.13(a), it would appear that a notice stating that the meeting will take place at city hall would be valid, even if a majority of the board is participating from another location. It might be prudent to also provide notice of the location at which the three members are located, if they are all in the same place.

Under state law, a county board of commissioners must hold its meetings within the county, except in certain specified cases.³² In the absence of any specific authority to the contrary, it is best to assume that a majority of the board must be physically present in the county to comply with this requirement. Although it is technically possible for citizens to attend a meeting in the county at which a majority of the board is participating and can be seen and heard by electronic transmission, this approach might not be viewed as being compliant with the in-county meeting requirement.

Conclusion

Is remote participation more trouble than it is worth? That is up to local boards to decide. Despite some uncertainty about the legality, for quorum and voting purposes, of remote participation, it is clear that there are and will continue to be times when both the board's and the public's interests are best served by accommodating one or more board members' need to participate from another location. Indeed, a remote participant seems not so different from those who are present, when you consider the extent to which technology permeates meetings. Citizens participate remotely through video streaming, and members and attendees increasingly access electronic devices during meetings. Local policies addressing the legal and practical aspects of remote participation for elected and appointed boards can balance the needs of the boards and the needs of citizens, while incorporating available technology to accommodate these interests.

This bulletin has emphasized the two biggest legal risks in allowing remote participation: the possibility of a challenge to (1) the presence of a quorum and (2) the validity of a vote cast remotely, especially if the remote participant casts the deciding vote. The first risk can be avoided by adopting a local policy that requires a quorum to be physically present. The second risk may not be one that can be avoided by local policy. As noted above, a person who participates in a meeting remotely and is considered to be present has a right to participate fully, including in voting. It may not be possible to know in advance whether the remote participant will be the deciding vote, and it would open the process to unacceptable manipulation if remote participation rights were determined based on the expected outcome of a particular vote. So this risk is one that board members may have to consider and balance against the value of full participation in deciding whether to allow remote participation.

32. G.S. 153A-40.

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Town of Ipswich
Remote Participation Policy

Adopted on: April 22, 2014 Adopted By: Board of Selectmen

Purpose:

The Office of the Attorney General amended the *Open Meeting Law* regulations at 940 CMR 29.00 to allow members of public bodies, in limited circumstances, to participate remotely in meetings. While all members of Town Boards should try to attend meetings in person, the new regulations seek to promote greater participation in government meetings by allowing members to participate remotely when certain circumstances prevent them from being physically present.

The intent of this policy is to establish clear guidelines on the practice of remote participation by Town Boards under the *Open Meeting Law, M.G.L. c30A, §§ 18-25*.

Enabling Authority:

A municipality may adopt a policy that prohibits or further restricts the use of remote participation by public bodies within its jurisdiction.

Applicability:

In accordance with 940 CMR 29.10(2)(a), the Board of Selectmen, on [DATE OF ADOPTION], voted to authorize the adoption of 940 CMR 29.10 so that remote participation is permitted in the Town of Ipswich. In accordance with 940 CMR 29.10(3), the Board of Selectmen may revoke its adoption of 940 CMR 29.10 by simple majority vote at any time.

This policy and 940 CMR 29.10 shall apply to all Town boards, committees, commissions, sub-committees and working groups (“Town Boards”) regardless of whether such Town Boards are appointed or elected. Where the Remote Participation Policy is more stringent than 940 CMR 29.10, the Policy shall control.

Minimum Requirements for Remote Participation:

No member of a Town Board shall participate in a meeting remotely unless the following requirements are met:

- (a) Members of the Town Board who wish to participate remotely must complete Authorization to Utilize Remote Participation Form in advance of the meeting;
- (b) Members of the Town Board who participate remotely and all persons present at the meeting locations shall be clearly audible to each other;
- (c) A quorum of the Town Board, including the chair or the person authorized to chair the meeting, shall be physically present at the meeting locations in accordance with *M.G.L. c.30A, §20(d)*;
- (d) Members of the Town Board who participate remotely should have access to the same materials being used at the meeting location;
- (e) Members of the Town Boards who participate remotely may vote and shall not be deemed absent for the purposes of *M.G.L. c.39, §23D(a)*.

Permissible Reasons for Remote Participation:

It is the express desire of the Board of Selectmen that remote participation in meetings be an infrequent event. Chairs of Town Boards are encouraged to interpret these rules in a strict fashion and to continue to induce all members to attend meetings in person as a general rule, due to the inherent benefits of physical presence in a meeting.

A member of a Town Board shall be permitted to participate remotely in a meeting if the person chairing the meeting determines that one or more of the following factors make the member's physical attendance unreasonably difficult yet still leaves that member able to actively participate in the meeting:

- (a) Personal illness;
- (b) Personal disability;
- (c) Emergency;
- (d) Military service; or
- (e) Significant geographic distance.

Members of a Town Board shall not be permitted to participate remotely from his or her place of business or other locations if the person chairing the meeting determines that travel from that location to the meeting locations is reasonably possible.

Any determination by the person chairing the meetings to allow or not allow remote participation shall be final and shall not be appealable.

Technology:

- (a) The following media are acceptable methods for remote participation.
 - i. Telephone, internet, or satellite-enabled audio or video conferencing;
 - ii. Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.
- (b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
- (c) The focus of the chair should always be on maintaining the flow of the meeting. If the chair determines that technical difficulties are inhibiting the progress of the meeting, the chair may elect to terminate the participation of the remote member. If technical difficulties arise resulting in the loss of connection with the remote participant, that participant's attendance shall be terminated. The meeting should not be interrupted while any attempt to restore the connection is made. If a remote participant is disconnected from the meeting, that fact and the time of the disconnection shall be noted in the meeting minutes.
- (d) Each individual Town Board that anticipates using remote participation shall determine which of the acceptable methods may be used by its members.

Procedures for Remote Participation:

- (a) Any member of a Town Board who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the person chairing the meeting of his or her desire to do so by completing the Authorization to Utilize Remote Participation Form (appendix A).
- (b) If the person chairing the meeting approves the request for remote participation he or she shall make any necessary arrangements with IT personnel to ensure that the required equipment is available. If the required equipment is not available from the IT Department or another source, then the person chairing the meeting shall deny the request for remote participation.

- (c) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation. This information shall be recorded into the minutes.
- (d) All votes taken during any meeting shall be by roll call vote.
- (e) Remote participants shall preserve the confidentiality of executive session. Certain media, such as speakerphone, can inadvertently be heard by people not party to the executive session discussion. The remote participant shall state at the start of any executive session that no other person is present and/or able to hear the discussion at the meeting location unless the presence of that person is approved by a simple majority vote of the Town Board.
- (f) The member of a Town Board requesting to participate remotely shall be responsible for any out-of-pocket costs associated with such participation. The Town shall not be responsible for the reimbursement of such costs.
- (g) Members participating remotely are cautioned that the same obligations of consideration apply as in any physical meeting. Remote participants should direct all their attention to the meeting, and should make their decisions based upon the same information as is available to all the other participants in the meeting. The remote participant shall also state at the beginning of any meeting that no other person is in proximity and could exert undue influence on the participant, in either executive or public session, and shall inform the chair if that situation changes.



TOWN OF NANTUCKET
BOARD OF SELECTMEN

POLICY FOR REMOTE PARTICIPATION AT MEETINGS*

Effective date: 07/11/2012

Adopted: 07/11/2012

Applicability: All Boards, Committees, Commissions, Work Groups of the Town that are subject to the provisions of the Open Meeting Law, with the exception of the Board of Selectmen, Historic District Commission, and Planning Board from remote participation in open session.

I. Purpose.

This policy is implemented to allow for remote participation at meetings subject to the Open Meeting Law for those individuals who are not able to attend for specific, identified reasons.

II. Policy.

The Board of Selectmen by adopting this policy authorizes individuals serving on its appointed and elected Boards, Committees, Commissions and Work Groups that are subject to the Open Meeting Law to participate remotely at meetings for the following permissible reasons:

- a) personal illness;
- b) personal disability;
- c) emergency;
- d) military service; or,
- e) geographic distance.

Individual board/committee/commission/work group members may participate remotely up to three (3) times per fiscal year in executive session meetings.

III. Procedure.

1) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his/her request.

2) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10 for his/her remote participation. This information shall also be recorded in the meeting minutes.

3) A member participating remotely for an executive session shall state at the start of the session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority of the public body.

4) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

5) A quorum of the public body, including the individual chairing the meeting shall be physically present at the meeting location. Members who participate remotely shall not be deemed to be absent.

6) The acceptable means of remote participation is: conference telephone, internet, or satellite-enabled audio or video conferencing; or, any other technology that is available that enables the remote participant and all persons present to be clearly audible to one another. The chair or in the chair's absence, the person authorized to chair the meeting shall make this determination.

7) If video technology is used, the remote participant shall be clearly visible to all persons present at the meeting location.

The Board of Selectmen may revoke Remote Participation at any time under 940 CMR 29.10(3).

V. Violations

Violations of the Open Meeting Law are reportable through the Open Meeting Law division of the Attorney General's office. If the Attorney General determines, after an investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.

**Pursuant to MGL c. 30A, s. 20(d); 940 CMR 29.00 attach*

THE COMMONWEALTH OF MASSACHUSETTS
OPEN MEETING LAW, G.L. c. 30A, §§ 18-25¹

* * *

Chapter 28 of the Acts of 2009, sections 17–20, repealed the existing state Open Meeting Law, G.L. c. 30A, §§ 11A, 11A-1/2, county Open Meeting Law, G.L. c. 34, §9F, 9G, and municipal Open Meeting Law, G.L. c. 39, §§ 23A, 23B, and 23C, and replaced them with a single Open Meeting Law covering all public bodies, G.L. c. 30A, §§ 18-25, enforced by the Attorney General.

* * *

Section 18: [DEFINITIONS]

As used in this section and sections 19 to 25, inclusive, the following words shall, unless the context clearly requires otherwise, have the following meanings:

“Deliberation”, an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction; provided, however, that “deliberation” shall not include the distribution of a meeting agenda, scheduling information or distribution of other procedural meeting or the distribution of reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.

“Emergency”, a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

“Executive session”, any part of a meeting of a public body closed to the public for deliberation of certain matters.

“Intentional violation”, an act or omission by a public body or a member thereof, in knowing violation of the open meeting law.

“Meeting”, a deliberation by a public body with respect to any matter within the body’s jurisdiction; provided, however, “meeting” shall not include:

- (a) an on-site inspection of a project or program, so long as the members do not deliberate;
- (b) attendance by a quorum of a public body at a public or private gathering, including a conference or training program or a media, social or other event, so long as the members do not deliberate;
- (c) attendance by a quorum of a public body at a meeting of another public body that has complied with the notice requirements of the open meeting law, so long as the visiting members communicate only by open participation in the meeting on those matters under discussion by the host body and do not deliberate;
- (d) a meeting of a quasi-judicial board or commission held for the sole purpose of making a decision required in an adjudicatory proceeding brought before it; or

¹ NOTICE: This is NOT the official version of the Massachusetts General Law (MGL). While reasonable efforts have been made to ensure the accuracy and currency of the data provided, do not rely on this information without first checking an official edition of the MGL.

(e) a session of a town meeting convened under section 9 of chapter 39 which would include the attendance by a quorum of a public body at any such session.

“Minutes”, the written report of a meeting created by a public body required by subsection (a) of section 22 and section 5A of chapter 66.

“Open meeting law”, sections 18 to 25, inclusive.

“Post notice”, to display conspicuously the written announcement of a meeting either in hard copy or electronic format.

“Preliminary screening”, the initial stage of screening applicants conducted by a committee or subcommittee of a public body solely for the purpose of providing to the public body a list of those applicants qualified for further consideration or interview.

“Public body”, a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise constituted, established to serve a public purpose; provided, however, that the governing board of a local housing, redevelopment or other similar authority shall be deemed a local public body; provided, further, that the governing board or body of any other authority established by the general court to serve a public purpose in the commonwealth or any part thereof shall be deemed a state public body; provided, further, that “public body” shall not include the general court or the committees or recess commissions thereof, bodies of the judicial branch or bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer and shall not include the board of bank incorporation or the policyholders protective board; and provided further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body.

“Quorum”, a simple majority of the members of the public body, unless otherwise provided in a general or special law, executive order or other authorizing provision.

Section 19. Division of Open Government; Open Meeting Law Training; Open Meeting Law Advisory Commission; Annual Report

(a) There shall be in the department of the attorney general a division of open government under the direction of a director of open government. The attorney general shall designate an assistant attorney general as the director of the open government division. The director may appoint and remove, subject to the approval of the attorney general, such expert, clerical and other assistants as the work of the division may require. The division shall perform the duties imposed upon the attorney general by the open meeting law, which may include participating, appearing and intervening in any administrative and judicial proceedings pertaining to the enforcement of the open meeting law. For the purpose of such participation, appearance, intervention and training authorized by this chapter the attorney general may expend such funds as may be appropriated therefor.

(b) The attorney general shall create and distribute educational materials and provide training to public bodies in order to foster awareness and compliance with the open meeting law. Open meeting law training may include, but shall not be limited to, instruction in:

- (1) the general background of the legal requirements for the open meeting law;
- (2) applicability of sections 18 to 25, inclusive, to governmental bodies;

- (3) the role of the attorney general in enforcing the open meeting law; and
- (4) penalties and other consequences for failure to comply with this chapter.

(c) There shall be an open meeting law advisory commission. The commission shall consist of 5 members, 2 of whom shall be the chairmen of the joint committee on state administration and regulatory oversight; 1 of whom shall be the president of the Massachusetts Municipal Association or his designee; 1 of whom shall be the president of the Massachusetts Newspaper Publishers Association or his designee; and 1 of whom shall be the attorney general or his designee.

The commission shall review issues relative to the open meeting law and shall submit to the attorney general recommendations for changes to the regulations, trainings, and educational initiatives relative to the open meeting law as it deems necessary and appropriate.

(d) The attorney general shall, not later than January 31, file annually with the commission a report providing information on the enforcement of the open meeting law during the preceding calendar year. The report shall include, but not be limited to:

- (1) the number of open meeting law complaints received by the attorney general;
- (2) the number of hearings convened as the result of open meeting law complaints by the attorney general;
- (3) a summary of the determinations of violations made by the attorney general;
- (4) a summary of the orders issued as the result of the determination of an open meeting law violation by the attorney general;
- (5) an accounting of the fines obtained by the attorney general as the result of open meeting law enforcement actions;
- (6) the number of actions filed in superior court seeking relief from an order of the attorney general; and
- (7) any additional information relevant to the administration and enforcement of the open meeting law that the attorney general deems appropriate.

Section 20. Meetings of a Public Body to be Open to the Public; Notice of Meeting; Remote Participation; Recording and Transmission of Meeting; Removal of Persons for Disruption of Proceedings

(a) Except as provided in section 21, all meetings of a public body shall be open to the public.

(b) Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting.

(c) For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.

For meetings of a regional or district public body, notice shall be filed and posted in each city or town within the region or district in the manner prescribed for local public bodies. For meetings of a

regional school district, the secretary of the regional school district committee shall be considered to be its clerk and shall file notice with the clerk of each city or town within such district and shall post the notice in the manner prescribed for local public bodies. For meetings of a county public body, notice shall be filed in the office of the county commissioners and a copy of the notice shall be publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for the purpose.

For meetings of a state public body, notice shall be filed with the attorney general by posting on a website in accordance with procedures established for this purpose and a duplicate copy of the notice shall be filed with the regulations division of the state secretary's office.

The attorney general shall have the authority to prescribe or approve alternative methods of notice where the attorney general determines such alternative will afford more effective notice to the public.

(d) The attorney general may by regulation or letter ruling, authorize remote participation by members of a public body not present at the meeting location; provided, however, that the absent members and all persons present at the meeting location are clearly audible to each other; and provided, further, that a quorum of the body, including the chair, are present at the meeting location. Such authorized members may vote and shall not be deemed absent for the purposes of section 23D of chapter 39.

(e) After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting the chair shall inform other attendees of any such recordings.

(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

(g) Within 2 weeks of qualification for office, all persons serving on a public body shall certify, on a form prescribed by the attorney general, the receipt of a copy of the open meeting law, regulations promulgated pursuant to section 25 and a copy of the educational materials prepared by the attorney general explaining the open meeting law and its application pursuant to section 19. Unless otherwise directed or approved by the attorney general, the appointing authority, city or town clerk or the executive director or other appropriate administrator of a state or regional body, or their designees, shall obtain such certification from each person upon entering service and shall retain it subject to the applicable records retention schedule where the body maintains its official records. The certification shall be evidence that the member of a public body has read and understands the requirements of the open meeting law and the consequences of violating it.

Section 21. Executive Sessions

(a) A public body may meet in executive session only for the following purposes:

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights:

- i. to be present at such executive session during deliberations which involve that individual;
- ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session;
- iii. to speak on his own behalf; and
- iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense.

The rights of an individual set forth in this paragraph are in addition to the rights that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual.

2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;

3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;

4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;

5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;

6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;

7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;

8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;

9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:

- (i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
- (ii) no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session; or

10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a

license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

(b) A public body may meet in closed session for 1 or more of the purposes enumerated in subsection (a) provided that:

1. the body has first convened in an open session pursuant to section 21;
2. a majority of members of the body have voted to go into executive session and the vote of each member is recorded by roll call and entered into the minutes;
3. before the executive session, the chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;
4. the chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session; and
5. accurate records of the executive session shall be maintained pursuant to section 23.

Section 22. Meeting Minutes; Records

(a) A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes.

(b) No vote taken at an open session shall be by secret ballot. Any vote taken at an executive session shall be recorded by roll call and entered into the minutes.

(c) Minutes of all open sessions shall be created and approved in a timely manner. The minutes of an open session, if they exist and whether approved or in draft form, shall be made available upon request by any person within 10 days.

(d) Documents and other exhibits, such as photographs, recordings or maps, used by the body at an open or executive session shall, along with the minutes, be part of the official record of the session.

(e) The minutes of any open session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, shall be public records in their entirety and not exempt from disclosure pursuant to any of the exemptions under clause Twenty-sixth of section 7 of chapter 4. Notwithstanding this paragraph, the following materials shall be exempt from disclosure to the public as personnel information: (1) materials used in a performance evaluation of an individual bearing on his professional competence, provided they were not created by the members of the body for the purposes of the evaluation; and (2) materials used in deliberations about employment or appointment of individuals, including applications and supporting materials; provided, however, that any resume submitted by an applicant shall not be exempt.

(f) The minutes of any executive session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, may be withheld from

disclosure to the public in their entirety under subclause (a) of clause Twenty-sixth of section 7 of chapter 4, as long as publication may defeat the lawful purposes of the executive session, but no longer; provided, however, that the executive session was held in compliance with section 21.

When the purpose for which a valid executive session was held has been served, the minutes, preparatory materials and documents and exhibits of the session shall be disclosed unless the attorney-client privilege or 1 or more of the exemptions under said clause Twenty-sixth of said section 7 of said chapter 4 apply to withhold these records, or any portion thereof, from disclosure.

For purposes of this subsection, if an executive session is held pursuant to clause (2) or (3) of subsections (a) of section 21, then the minutes, preparatory materials and documents and exhibits used at the session may be withheld from disclosure to the public in their entirety, unless and until such time as a litigating, negotiating or bargaining position is no longer jeopardized by such disclosure, at which time they shall be disclosed unless the attorney-client privilege or 1 or more of the exemptions under said clause Twenty-sixth of said section 7 of said chapter 4 apply to withhold these records, or any portion thereof, from disclosure.

(g)(1) The public body, or its chair or designee, shall, at reasonable intervals, review the minutes of executive sessions to determine if the provisions of this subsection warrant continued non-disclosure. Such determination shall be announced at the body's next meeting and such announcement shall be included in the minutes of that meeting.

(2) Upon request by any person to inspect or copy the minutes of an executive session or any portion thereof, the body shall respond to the request within 10 days following receipt and shall release any such minutes not covered by an exemption under subsection (f); provided, however, that if the body has not performed a review pursuant to paragraph (1), the public body shall perform the review and release the non-exempt minutes, or any portion thereof, not later than the body's next meeting or 30 days, whichever first occurs. A public body shall not assess a fee for the time spent in its review.

Section 23. Enforcement of Open Meeting Law; Complaints; Hearings; Civil Actions

(a) Subject to appropriation, the attorney general shall interpret and enforce the open meeting law.

(b) At least 30 days prior to the filing of a complaint with the attorney general, the complainant shall file a written complaint with the public body, setting forth the circumstances which constitute the alleged violation and giving the body an opportunity to remedy the alleged violation; provided, however, that such complaint shall be filed within 30 days of the date of the alleged violation. The public body shall, within 14 business days of receipt of a complaint, send a copy of the complaint to the attorney general and notify the attorney general of any remedial action taken. Any remedial action taken by the public body in response to a complaint under this subsection shall not be admissible as evidence against the public body that a violation occurred in any later administrative or judicial proceeding relating to such alleged violation. The attorney general may authorize an extension of time to the public body for the purpose of taking remedial action upon the written request of the public body and a showing of good cause to grant the extension.

(c) Upon the receipt of a complaint by any person, the attorney general shall determine, in a timely manner, whether there has been a violation of the open meeting law. The attorney general may, and before imposing any civil penalty on a public body shall, hold a hearing on any such complaint. Following

a determination that a violation has occurred, the attorney general shall determine whether the public body, 1 or more of the members, or both, are responsible and whether the violation was intentional or unintentional. Upon the finding of a violation, the attorney general may issue an order to:

- (1) compel immediate and future compliance with the open meeting law;
- (2) compel attendance at a training session authorized by the attorney general;
- (3) nullify in whole or in part any action taken at the meeting;
- (4) impose a civil penalty upon the public body of not more than \$1,000 for each intentional violation;

violation;

- (5) reinstate an employee without loss of compensation, seniority, tenure or other benefits;
- (6) compel that minutes, records or other materials be made public; or
- (7) prescribe other appropriate action.

(d) A public body or any member of a body aggrieved by any order issued pursuant to this section may, notwithstanding any general or special law to the contrary, obtain judicial review of the order only through an action in superior court seeking relief in the nature of certiorari; provided, however, that notwithstanding section 4 of chapter 249, any such action shall be commenced in superior court within 21 days of receipt of the order. Any order issued under this section shall be stayed pending judicial review; provided, however, that if the order nullifies an action of the public body, the body shall not implement such action pending judicial review.

(e) If any public body or member thereof shall fail to comply with the requirements set forth in any order issued by the attorney general, or shall fail to pay any civil penalty imposed within 21 days of the date of issuance of such order or within 30 days following the decision of the superior court if judicial review of such order has been timely sought, the attorney general may file an action to compel compliance. Such action shall be filed in Suffolk superior court with respect to state public bodies and, with respect to all other public bodies, in the superior court in any county in which the public body acts or meets. If such body or member has not timely sought judicial review of the order, such order shall not be open to review in an action to compel compliance.

(f) As an alternative to the procedure in subsection (b), the attorney general or 3 or more registered voters may initiate a civil action to enforce the open meeting law.

Any action under this subsection shall be filed in Suffolk superior court with respect to state public bodies and, with respect to all other public bodies, in the superior court in any county in which the public body acts or meets.

In any action filed pursuant to this subsection, in addition to all other remedies available to the superior court, in law or in equity, the court shall have all of the remedies set forth in subsection (c).

In any action filed under this subsection, the order of notice on the complaint shall be returnable not later than 10 days after the filing and the complaint shall be heard and determined on the return day or on such day as the court shall fix, having regard to the speediest possible determination of the cause consistent with the rights of the parties; provided, however, that orders may be issued at any time on or after the filing of the complaint without notice when such order is necessary to fulfill the purposes of the open meeting law. In the hearing of any action under this subsection, the burden shall be on the respondent to show by a preponderance of the evidence that the action complained of in such complaint was in accordance with and authorized by the open meeting law; provided, however, that no

civil penalty may be imposed on an individual absent proof that the action complained of violated the open meeting law.

(g) It shall be a defense to the imposition of a penalty that the public body, after full disclosure, acted in good faith compliance with the advice of the public body's legal counsel.

(h) Payment of civil penalties under this section paid to or received by the attorney general shall be paid into the general fund of the commonwealth.

Section 24. Investigation by Attorney General of Violations of Open Meeting Law

(a) Whenever the attorney general has reasonable cause to believe that a person, including any public body and any other state, regional, county, municipal or other governmental official or entity, has violated the open meeting law, the attorney general may conduct an investigation to ascertain whether in fact such person has violated the open meeting law. Upon notification of an investigation, any person, public body or any other state, regional, county, municipal or other governmental official or entity who is the subject of an investigation, shall make all information necessary to conduct such investigation available to the attorney general. In the event that the person, public body or any other state, regional, county, municipal or other governmental official or entity being investigated does not voluntarily provide relevant information to the attorney general within 30 days of receiving notice of the investigation, the attorney general may: (1) take testimony under oath concerning such alleged violation of the open meeting law; (2) examine or cause to be examined any documentary material of whatever nature relevant to such alleged violation of the open meeting law; and (3) require attendance during such examination of documentary material of any person having knowledge of the documentary material and take testimony under oath or acknowledgment in respect of any such documentary material. Such testimony and examination shall take place in the county where such person resides or has a place of business or, if the parties consent or such person is a nonresident or has no place of business within the commonwealth, in Suffolk county.

(b) Notice of the time, place and cause of such taking of testimony, examination or attendance shall be given by the attorney general at least 10 days prior to the date of such taking of testimony or examination.

(c) Service of any such notice may be made by: (1) delivering a duly-executed copy to the person to be served or to a partner or to any officer or agent authorized by appointment or by law to receive service of process on behalf of such person; (2) delivering a duly-executed copy to the principal place of business in the commonwealth of the person to be served; or (3) mailing by registered or certified mail a duly-executed copy addressed to the person to be served at the principal place of business in the commonwealth or, if said person has no place of business in the commonwealth, to his principal office or place of business.

(d) Each such notice shall: (1) state the time and place for the taking of testimony or the examination and the name and address of each person to be examined, if known and, if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs; (2) state the statute and section thereof, the alleged violation of which is under investigation and the general subject matter of the investigation; (3) describe the class or classes of documentary material to be produced thereunder with reasonable specificity, so as fairly to indicate the material

demanded; (4) prescribe a return date within which the documentary material is to be produced; and (5) identify the members of the attorney general's staff to whom such documentary material is to be made available for inspection and copying.

(e) No such notice shall contain any requirement which would be unreasonable or improper if contained in a subpoena duces tecum issued by a court of the commonwealth or require the disclosure of any documentary material which would be privileged, or which for any other reason would not be required by a subpoena duces tecum issued by a court of the commonwealth.

(f) Any documentary material or other information produced by any person pursuant to this section shall not, unless otherwise ordered by a court of the commonwealth for good cause shown, be disclosed to any person other than the authorized agent or representative of the attorney general, unless with the consent of the person producing the same; provided, however, that such material or information may be disclosed by the attorney general in court pleadings or other papers filed in court.

(g) At any time prior to the date specified in the notice, or within 21 days after the notice has been served, whichever period is shorter, the court may, upon motion for good cause shown, extend such reporting date or modify or set aside such demand or grant a protective order in accordance with the standards set forth in Rule 26(c) of the Massachusetts Rules of Civil Procedure. The motion may be filed in the superior court of the county in which the person served resides or has his usual place of business or in Suffolk county. This section shall not be applicable to any criminal proceeding nor shall information obtained under the authority of this section be admissible in evidence in any criminal prosecution for substantially identical transactions.

Section 25. Regulations; Letter Rulings; Advisory Opinions

(a) The attorney general shall have the authority to promulgate rules and regulations to carry out enforcement of the open meeting law.

(b) The attorney general shall have the authority to interpret the open meeting law and to issue written letter rulings or advisory opinions according to rules established under this section.



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Martha Coakley**[Home](#) [Government Resources](#) [Open Meeting Law](#) [Attorney General's Regulations](#)**940 CMR 29.00: Open Meetings**

Open Meetings

[29.01 Purpose, Scope and Other General Provisions](#)[29.02 Definitions](#)[29.03 Notice Posting Requirements](#)[29.04 Certification](#)[29.05 Complaints](#)[29.06 Investigation](#)[29.07 Resolution](#)[29.08 Advisory Opinions](#)[29.09 Other Enforcement Actions](#)[29.10 Remote Participation](#)**29.01: Purpose, Scope and Other General Provisions**

(1) **Authority** . The Attorney General promulgates 940 CMR 29.00, relating to the Open Meeting Law, pursuant to M.G.L. c. 30A, sec. 25 (a) and (b).

(2) **Purpose** . The purpose of 940 CMR 29.00 is to interpret, enforce and effectuate the purposes of the Open Meeting Law, M.G.L. c. 30A, sec. 18-25.

(3) **Severability** . If any provision of 940 CMR 29.00 or the application of such provision to any person, public body, or circumstances shall be held invalid, the validity of the remainder of 940 CMR 29.00 and the applicability of such provision to other persons, public bodies, or circumstances shall not be affected thereby

(4) **Mailing** . All complaints, notices (except meeting notices) and other materials that must be sent to another party shall be sent by one of the following means: first class mail, email, hand delivery, or by any other means at least as expeditious as first class mail.

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As used in 940 CMR 29.00, the following terms shall, unless the context clearly requires otherwise, have the following meanings:

Commission means the Open Meeting Law Advisory Commission, as defined by G.L. c. 30A, sec. 19(c).

District Public Body means a public body with jurisdiction that extends to two or more municipalities.

Emergency means a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

Intentional Violation means an act or omission by a public body or a member thereof, in knowing violation of M.G.L. c. 30A, sec. 18-25. Evidence of an intentional violation of M.G.L. c. 30A, sec. 18-25 shall include, but not be limited to, that the public body or public body member (a) acted with specific intent to violate the law; (b) acted with deliberate ignorance of the law's requirements; or (c) was previously informed by receipt of a decision from a court of competent jurisdiction or advised by the Attorney General, pursuant to 940 CMR 29.07 or 940 CMR 29.08, that the conduct violates M.G.L. c. 30A, sec. 18-25. Where a public body or public body member has made a good faith attempt at compliance with the law, but was reasonably mistaken about its requirements or, after full disclosure, acted in good faith compliance with the advice of the public body's legal counsel, such conduct will not be considered an intentional violation of M.G.L. c. 30A, sec. 18-25.

Person means all individuals and entities, including governmental officials and employees. **Person** does not include public bodies.

Post notice means to place a written announcement of a meeting on a bulletin board, electronic display, website, cable television channel, newspaper or in a loose-leaf binder in a manner conspicuously visible to the public, including persons with disabilities, at all hours, in accordance with 940 CMR 29.03.

Public body has the identical meaning as set forth in M.G.L. c. 30A, sec. 18, that is, a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise constituted, established to serve a public purpose; provided, however,

that the governing board of a local housing, redevelopment or similar authority shall be deemed a local public body; provided, further, that the governing board or body of any other authority established by the general court to serve a public purpose in the commonwealth or any part thereof shall be deemed a state public body; provided, further, that "public body" shall not include the general court or the committees or recess commissions thereof, bodies of the judicial branch or bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer and shall not include the board of bank incorporation or the policyholders protective board; and provided, further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body.

Qualification for Office means the election or appointment of a person to a public body and the taking of the oath of office, where required, and shall include qualification for a second or any subsequent term of office. Where no term of office for a member of a public body is specified, the member shall be deemed to be qualified for office on a biannual basis on January 1st of a calendar year beginning on January 1, 2011. Where a member's term of office began prior to July 1, 2010, and will not expire until after July 1, 2011, the member shall be deemed to have qualified for office on January 1, 2011.

Remote Participation means participation by a member of a public body during a meeting of that public body where the member is not physically present at the meeting location.

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29.03: Notice Posting Requirements

(1) Requirements Applicable to All Public Bodies

(a) Except in an emergency, public bodies shall file meeting notices sufficiently in advance of a public meeting to permit posting of the notice at least 48 hours in advance of the public meeting, excluding Saturdays, Sundays and legal holidays, in accordance with M.G.L. c. 30A, sec. 20. In an emergency, the notice shall be posted as soon as reasonably possible prior to such meeting

(b) Meeting notices shall be printed or displayed in a legible, easily understandable format and shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. The list of topics shall have sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting. The date and time that the notice is posted shall be conspicuously recorded thereon or therewith.

(c) Notices posted under an alternative posting method authorized by 940 CMR 29.03(2)-(5) shall include the same content as required by 940 CMR 29.03(1)(b). If such an alternative posting method is adopted, the municipal clerk, in the case of a municipality, or the body, in all other cases, shall file with the Attorney General written notice of adoption of the alternative method, including the website address where applicable, and any change thereto, and the most current notice posting method on file with the Attorney General shall be consistently used

(2) Requirements Specific to Local Public Bodies

(a) The municipal clerk, or other person designated by agreement with the municipal clerk, shall post notice of the meeting in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located... Such notice shall be accessible to the public in the municipal clerk's office. If such notice is not conspicuously visible to the public during hours when the clerk's office is closed, such notice shall also be made available through an alternative method prescribed or approved by the Attorney General under 940 CMR 29.03(2)

(b) A description of such alternative method, sufficient to allow members of the public to obtain notice through such method, shall be posted in a manner conspicuously visible to the public at all hours on or adjacent to the main and handicapped accessible entrances to the municipal building in which the clerk's office is located.

(b) For local public bodies, the Attorney General has determined, pursuant to M.G.L. c. 30A, sec. 20(c), that the following alternative methods will provide more effective notice to the public:

- a. Public bodies may post notice of meetings on the municipal website;
- b. Public bodies may post notice of meetings on cable television, AND, post notice or provide cable television access in an alternate municipal building (e.g., police or fire station) where the notice is accessible at all hours;
- c. Public bodies may post notice of meetings in a newspaper of general circulation in the municipality, AND, post notice or a copy of the newspaper containing the meeting notice at an alternate municipal building (e.g., police or fire station) where the notice is accessible at all hours;
- d. Public bodies may place a computer monitor or electronic or physical bulletin board displaying meeting notices on or in a door, window, or near the entrance of the municipal building in which the clerk's office is located in such a manner as to be visible to the public from outside the building, or;
- e. Public bodies may provide an audio recording of meeting notices, available to the public by telephone at all hours.

(3) Requirements Specific to Regional or District Public Bodies.

(a) Notice shall be filed and posted in each city and town within the region or district in the manner prescribed for local public bodies in that city or town.

(b) As an alternative method of notice, a regional or district public body may post a meeting notice on the regional or district public body's website. A copy of the notice shall be filed and kept by the chair of the public body or the chair's designee.

(4) Requirements Specific to Regional School Districts.

(a) The secretary of the regional school district committee shall be considered to be its clerk. The clerk of the regional school district shall file notice with the municipal clerk of each city and town within such district and each such municipal clerk shall post the notice in the manner prescribed for local public bodies in that city or town.

(b) As an alternative method of notice, a regional school district committee may post a meeting notice on the regional school district's website. A copy of the notice shall be filed and kept by the secretary of the regional school district committee or the secretary's designee.

(5) Requirements Specific to County Public Bodies.

(a) Notice shall be filed and posted in the office of the county commissioners and a copy of the notice shall be publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for this purpose.

(b) As an alternative method of notice, a county public body may post a meeting on the county public body's website. A copy of the notice shall be filed and kept by the chair of the county public body or the chair's designee.

(6) Requirements Specific to State Public Bodies. Notice shall be posted on a website in accordance with procedures established by the Attorney General in consultation with the Information Technology Division of the Executive Office for Administration and Finance for the purpose of providing the public with effective notice. A copy of each notice shall also be sent by first class or electronic mail to the Secretary of State's Regulations Division. The chair of each state public body shall notify the Attorney General in writing of its Internet notice posting location and any change thereto. The public body shall consistently use the most current notice posting method on file with the Attorney General.

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29.04: Certification

(1) For local public bodies, a document including M.G.L. c. 30A, sec. 18-25; a document including 940 CMR 29.00; and educational materials prepared by the Attorney General explaining M.G.L. c. 30A, sec. 18-25, and its application, shall be delivered by the municipal clerk to each member of a public body, whether elected or appointed, upon taking the oath of office, if required, and in every case before entering into performance of the office. Within two weeks after receipt of such materials, the member shall certify, on the form prescribed by the Attorney General, receipt of such materials. The municipal clerk shall maintain the signed certification for each such person, indicating the date the person received the materials.

(2) For regional, district, county or state public bodies, a document including M.G.L. c. 30A, sec. 18-25; a document including 940 CMR 29.00; and educational materials prepared by the Attorney General explaining M.G.L. c. 30A, sec. 18-25, and its application, shall be delivered by the appointing authority, executive director or other appropriate administrator or their designees, to each member of a public body, whether elected or appointed, upon taking the oath of office, if required, and in every case before entering into the performance of the office. Within two weeks after receipt of such materials, the member shall certify, on the form prescribed by the Attorney General, receipt of such materials. The appointing authority, executive director or other appropriate administrator, or their designees, shall maintain the signed certification for each such person, indicating the date the person received the materials.

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29.05: Complaints

(1) All complaints shall be in writing, using the form approved by the Attorney General and available on the Attorney General's website. A public body need not, and the Attorney General will not, investigate or address anonymous complaints.

(2) Public bodies, or the municipal clerk in the case of a local public body, should provide any person, on request, with an Open Meeting Law complaint form. If a paper copy is unavailable, then the public body should direct the requesting party to the Attorney General's website, where an electronic copy of the form will be available for downloading and printing.

(3) For local public bodies, the complainant shall file the complaint with the chair of the public body, who shall disseminate copies of the complaint to the members of the public body. The complainant shall also file a copy of the complaint with the municipal clerk, who shall keep such filings in an orderly fashion for public review on request during regular business hours. For all other public bodies, the complainant shall file the complaint with the chair of the relevant public body, or if there is no chair, then with the public body. The complaint shall be filed within 30 days of the alleged violation of M.G.L. c. 30A, sec. 18-25, or if the alleged violation of M.G.L. c. 30A, sec. 18-25, could not reasonably have been known at the time it occurred, then within 30 days of the date it should reasonably have been discovered.

(4) The public body shall review timely complaints to ascertain the time, date, place and circumstances which constitute the alleged violation. If the public body needs additional information to resolve the complaint, then the chair may

request it from the complainant within seven business days of receiving the complaint. The complainant shall respond within 10 business days after he or she receives the request. The public body will then have an additional 10 business days after receiving the complainant's response to review the complaint and take any remedial action pursuant to 940 CMR 29.05(5).

(5) Within 14 business days after receiving the complaint, unless an extension has been granted by the Attorney General as provided in 940 CMR 29.05(5)(a) and (b), the public body shall review the complaint's allegations; take remedial action, if appropriate; and send to the Attorney General a copy of the complaint and a description of any remedial action taken. The public body shall simultaneously notify the complainant that it has sent such materials to the Attorney General and shall provide the complainant with a copy of the description of any remedial action taken.

(a) Any remedial action taken by the public body in response to a complaint under 940 CMR 29.05(5) shall not be admissible as evidence that a violation occurred in any later administrative or judicial proceeding against the public body relating to the alleged violation.

(b) If the public body requires additional time to resolve the complaint, it may obtain an extension from the Attorney General by submitting a written request within 14 business days after receiving the complaint. The Attorney General will grant an extension if the request demonstrates good cause. Good cause will generally be found if, for example, the public body cannot meet within the 14 business day period to consider proposed remedial action. The Attorney General shall notify the complainant of any extension and the reason for it.

(6) If at least 30 days have passed after the complaint was filed with the public body, and if the complainant is unsatisfied with the public body's resolution of the complaint, the complainant may file a complaint with the Attorney General. When filing a complaint with the Attorney General, the complainant shall include a copy of the original complaint along with any other materials the complainant believes are relevant. The Attorney General may decline to investigate complaints filed with the Attorney General more than 90 days after the alleged violation of M.G.L. c. 30A, sec. 18-25, unless an extension was granted to the public body or the complainant demonstrates good cause for the delay.

(7) The Attorney General shall acknowledge receipt of all complaints and will resolve them within a reasonable period of time, generally 90 days. If additional time is necessary to resolve a particular complaint, the Attorney General will notify the complainant and the public body.

(8) If a complaint appears untimely, is not in the proper form, or is missing information, the Attorney General shall return the complaint to the complainant within 14 business days of its receipt, noting its deficiencies. The complainant shall then have 14 business days to correct the deficiencies and resubmit the complaint to the Attorney General. If the deficiencies are not corrected, no further action on the complaint will be taken by the Attorney General.

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29.06: Investigation

Whenever the Attorney General has reasonable cause to believe that a violation of M.G.L. c. 30A, sec. 18-25, has occurred that has not been adequately remedied, then the Attorney General may conduct an investigation.

(1) The Attorney General shall notify the public body or person that is the subject of a complaint and an investigation of the existence of the investigation within a reasonable period of time. The Attorney General shall also notify the public body or person of the nature of the alleged violation.

(2) Upon notice of the investigation, the subject of the investigation shall provide the Attorney General with all information relevant to the investigation. The subject may also submit a memorandum or other writing to the Attorney General, addressing the allegations being investigated.

If the subject of the investigation fails to voluntarily provide the necessary or relevant information within 30 days of receiving notice of the investigation, the Attorney General may issue subpoenas to obtain the information in accordance with M.G.L. c. 30A, sec. 24, to:

- (a) Take testimony under oath;
- (b) Examine or cause to be examined any documentary material; or
- (c) Require attendance during such examination of documentary material by any person having knowledge of the documentary material and take testimony under oath or acknowledgment in respect of any such documentary material.

Any documentary material or other information produced by any person pursuant to 940 CMR 29.06 shall not, unless otherwise ordered by a court of the Commonwealth for good cause shown, be disclosed without that person's consent by the Attorney General to any person other than the Attorney General's authorized agent or representative. However, the Attorney General may disclose the material in court pleadings or other papers filed in court; or, to the extent necessary, in an administrative hearing or other action taken to conduct or resolve the investigation pursuant to 940 CMR 29.00.

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29.07: Resolution

(1) No Violation. If the Attorney General determines, after investigation, that the M.G.L. c. 30A, sec. 18-25, has not been violated, the Attorney General shall terminate the investigation and notify, in writing, the subject of the investigation and any complainant

(2) Violation Resolved Without Hearing. If the Attorney General determines after investigation that M.G.L. c. 30A, sec. 18-25, has been violated, the Attorney General may resolve the investigation without a hearing. The Attorney General shall determine whether the relevant public body, one or more of its members, or both, were responsible, and whether the violation was intentional or unintentional. The Attorney General will notify, in writing, any complainant of the investigation's resolution. Upon finding a violation of M.G.L. c. 30A, sec. 18-25, the Attorney General may take one of the following actions:

(a) Informal action. The Attorney General may resolve the investigation with a telephone call, letter or other appropriate form of communication that explains the violation and clarifies the subject's obligations under M.G.L. c. 30A, sec. 18-25, providing the subject with a reasonable period of time to comply with any outstanding obligations.

(b) Formal order. The Attorney General may resolve the investigation with a formal order. The order may require:

1. Immediate and future compliance with M.G.L. c. 30A, sec. 18-25;
2. Attendance at a training session authorized by the Attorney General;
3. That minutes, records or other materials be made public; or
4. Other appropriate action.

Orders shall be available on the Attorney General's website.

(3) Violation Resolved After Hearing. The Attorney General may conduct a hearing where the Attorney General deems appropriate. The hearing shall be conducted pursuant to 801 CMR 1.00 et seq., as modified by any regulations issued by the Attorney General. At the conclusion of the hearing, the Attorney General shall determine whether a violation of M.G.L. c. 30A, sec. 18-25, occurred, whether the public body, one or more of its members, or both, were responsible, and whether the violation was intentional or unintentional. The Attorney General will notify, in writing, any complainant of the investigation's resolution. Upon a finding that a violation occurred, the Attorney General may order:

- (a) Immediate and future compliance with M.G.L. c. 30A, sec. 18-25;
- (b) Attendance at a training session authorized by the Attorney General;
- (c) Nullification of any action taken at the relevant meeting, in whole or in part;
- (d) Imposition of a fine upon the public body of not more than \$1,000 for each intentional violation;
- (e) That an employee be reinstated without loss of compensation, seniority, tenure or other benefits;
- (f) That minutes, records or other materials be made public; or
- (g) Other appropriate action.

Orders issued following a hearing shall be available on the Attorney General's website.

(4) A public body or any member of a body aggrieved by any order issued by the Attorney General under 940 CMR 29.07 may obtain judicial review of the order through an action in Superior Court seeking relief in the nature of certiorari. Any such action must be commenced in Superior Court within 21 days of receipt of the order.

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29.08: Advisory Opinions

The Attorney General may issue advisory opinions on request or at his or her own initiative to provide guidance to public bodies and the public on changes to M.G.L. c. 30A, sec. 18-25, court decisions interpreting M.G.L. c. 30A, sec. 18-25, or other developments concerning M.G.L. c. 30A, sec. 18-25.

- (1) The Attorney General shall ordinarily make a draft advisory opinion available for comment on the Attorney General's website at least 60 days prior to the planned issuance of the opinion. Notice of the posting shall be provided to the Commission.
- (2) Comments on the draft advisory opinion shall be submitted, in writing, to the Attorney General at least 30 days prior to the planned issuance of the opinion.
- (3) Action taken by a public body in good faith compliance with an advisory opinion, provided that the circumstances are not materially different, shall not constitute an intentional violation of the M.G.L. c. 30A, sec. 18-25.

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29.09: Other Enforcement Actions

Nothing in 940 CMR 29.06 or 29.07 shall limit the Attorney General's authority to file a civil action to enforce M.G.L. c. 30A, sec 18-25 M.G.L. c. 30A, sec. 18-25 pursuant to M.G.L. c. 30A, sec. 23(f).

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29.10: Remote Participation

(1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating these regulations, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

(a) Local Public Bodies. The Chief Executive Officer, as defined in M.G.L. c. 4, sec. 7, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.

(b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(d) County Public Bodies. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of all county public bodies in that county.

(e) State Public Bodies. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(f) Retirement Boards. A retirement board created pursuant to M.G.L. c. 32, sec. 20 or M.G.L. c. 34B, § 19 must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec 20(d);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, sec. 23D.

(5) Permissible Reasons for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

(a) Personal illness;

(b) Personal disability;

(c) Emergency;

(d) Military service; or

(e) Geographic distance.

(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

(i) telephone, internet, or satellite enabled audio or video conferencing;

(ii) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22.

(8) Further Restriction by Adopting Authority. These regulations do not prohibit any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) from enacting policies, laws, rules or regulations that prohibit or further restrict the use of remote participation by public bodies within that person or entity's jurisdiction, provided those policies, laws, rules or regulations do not violate state or federal law.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.

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REMOTE PARTICIPATION POLICY
Town of Georgetown, Ma.

Issue date:
Type of policy: New () Amendment ()
Effective date: September 10, 2012
Amendment date:
Level: Department () Division () Town Wide (x)

Policy Statement

This policy statement sets forth the requirements for remote participation at public meetings.

References

N o n e

Special Terms

N o n e

Policy Description

PURPOSE STATEMENT

The Office of the Attorney General amended the *Open Meeting Law* regulations at 940 CMR 29.00 to allow members of public bodies, in limited circumstances, to participate remotely in meetings. While all members of Town Boards and Committees should try to attend meetings in person, the new regulations seek to promote greater participation in government meetings by allowing members to participate remotely when certain specific circumstances prevent them from being physically present.

The intent of this policy is to establish clear guidelines on the practice of remote participation by Town Boards and Committees under the *Open Meeting Law, M.G.L. c.30A, §§18-25*.

ENABLING AUTHORITY- 940 CMR 29.10(8)

A municipality may adopt a policy that prohibits or further restricts the use of remote participation by public bodies within its jurisdiction.

ADOPTION OF REMOTE PARTICIPATION

In accordance with 940 CMR 29.10(2)(a), the Board of Selectmen, hereby adopt 940 CMR 29.10 so that remote participation is permitted in the Town.(adopted November 21, 2011 by the Board of Selectmen) In accordance with 940 CMR 29.10(3), the Board of Selectmen may revoke its adoption of 940 CMR 29.10 by simple majority vote at any time.

This policy and 940 CMR 29.10 shall apply to all Town boards, committees, commissions, sub-committees and working groups regardless of whether such public bodies are appointed or elected. Where the Remote Participation Policy is more stringent than 940 CMR 29.10, the Policy shall control. This policy may be emended by the Board of Selectmen at any time in accordance with 940 CMR 29.10.

REMOTE PARTICIPATION POLICY

Town of Georgetown, Ma.

MINIMUM REQUIREMENTS FOR REMOTE PARTICIPATION

Members of the public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other.

A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c.30A, §20(d).

Members of the public body who participate remotely must have access to the same materials being used at the meeting location.

Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, §23D.

PERMISSIBLE REASONS FOR REMOTE PARTICIPATION

It is the express intent of the Board of Selectmen that remote participation in meetings be an infrequent event, for both individual board members and Town Boards and Committees as a whole. Chairs of public bodies are encouraged to interpret these rules in a strict fashion and to continue to induce all members to attend meetings in person as a general rule, due to the

inherent benefits of physical presence in a meeting.

A Board or Committee member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to extenuating circumstances such as: personal illness or disability; a family or other emergency; military service; significant geographic distance (due to personal employment or business with public body.)

The determination by the person chairing the meeting to allow or not to allow remote participation shall be final and shall not be appealable. Factors in making this determination may include, but shall not be limited to, the specific challenges faced by the board or committee member to attend all or part of the meeting; the relative importance of the items on the agenda to be discussed or decided upon; the ability of the board or committee to provide access to meeting materials.

ACCEPTABLE METHODS OF REMOTE PARTICIPATION

- (i) Telephone, internet, or satellite enabled audio or video conferencing.
- (ii) Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible and, if possible clearly visible to all persons present at the meeting location.
- (iii) The focus of the chair should always be on maintaining the flow of the meeting. If the chair determines that technical difficulties are inhibiting the progress of the meeting, the chair may elect to terminate the participation of the remote member. If technical difficulties arise as a result of utilizing remote participation the Chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with remote participant's ability to hear or be heard clearly by all persons at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred and subsequent reconnection if achieved shall be noted in the meeting minutes. If a public hearing occurs after disconnection, the member shall be noted as absent.

REMOTE PARTICIPATION POLICY
Town of Georgetown, Ma.

Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive communications.

PROCEDURES FOR REMOTE PARTICIPATION

Any member of a public body who wishes to participate remotely shall, at least 48 hours or as soon as reasonably possible prior to the meeting, notify the chair or person chairing the meeting of his or her desire to do so and the reason for and facts supporting his or her request.

1. Prior to the meeting the Chair shall make every effort to ensure the equipment is available and functioning properly. If the required equipment is not available then the Chair shall deny the request for remote participation.
2. At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940CMR 29.10(5) for his or her remote participation. This information shall also be recorded in the meeting minutes.
3. All votes taken during any meeting in which a member participates remotely shall be by roll call vote.
4. Remote participants shall preserve the confidentiality of the executive session. The remote participant shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by simple majority vote of the public body, and that the session is not being remotely recorded by any device.
5. The Town shall not be responsible for the reimbursement of any out-of-pocket costs associated with the remote participation of Board or Committee members.
6. Members participating remotely are cautioned that the same obligations of consideration apply as in any physical meeting. Remote participants should direct all their attention to the meeting, and should make their decisions based upon the same information as is available to all other participants at the meeting.

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

Item Number: 5.A.
New Business:
Meeting Date: July 7, 2014
Attachments: 2 (7 pages)
Submitted By: Tax Department
ITEM TITLE: May Monthly Reports

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:
May Monthly Reports

RECOMMENDATION:

Review & 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>
2013	248,372.30	40,162.98
2012	74,884.09	16,763.78
2011	36,229.06	13,061.49
2010	25,761.32	6,639.82
2009	11,575.18	6,382.33
2008	8,636.13	6,515.24
2007	7,537.10	10,355.23
2006	2,472.55	14,558.88
2005	1,881.13	26,696.59
2004	1,100.17	12,169.27

TOTAL REAL PROPERTY TAX UNCOLLECTED	418,449.03
TOTAL PERSONAL PROPERTY UNCOLLECTED	153,305.61
TEN YEAR PERCENTAGE COLLECTION RATE	99.15%
COLLECTION FOR 2014 vs. 2013	22,967.35 vs. 70,286.56

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2013	95.85%
2012	98.71%
2011	99.30%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

EFFORTS AT COLLECTION IN THE LAST 30 DAYS**ENDING May 2014
BY TAX ADMINISTRATOR**

7 NUMBER DELINQUENCY NOTICES SENT

226 FOLLOWUP REQUESTS FOR PAYMENT SENT

9 NUMBER OF WAGE GARNISHMENTS ISSUED

14 NUMBER OF BANK GARNISHMENTS ISSUED

17 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

2 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY

0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR
COLLECTION (I.D. AND STATUS)

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

Attachment "A"
Real

1

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7080-00-17-0129.0000	17,013.11	1	CAMDEN SQUARE ASSOCIATES	SOUTH MILLS	
R	03-8971-00-12-0477.0000	15,133.66	4	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	01-7979-00-61-7358.0000	11,017.82	3	POTOMAC TIMBER INVESTMENTS #17	SOUTH MILLS	HORSESHOE RD
R	02-8933-02-76-2934.0000	9,472.61	2	EFFIE PAULINE CREEKMORE	CAMDEN	258 158 US E
R	01-7989-00-01-1714.0000	8,446.62	7	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	6,858.43	7	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	6,304.37	10	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7081-00-20-6045.0000	5,366.13	1	BRIAN K. & DEBORAH A. MALCOLM	SOUTH MILLS	176 CULPEPPER RD
R	01-7998-01-08-8621.0000	5,361.33	1	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	02-8945-00-54-1099.0000	4,714.74	7	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8972-00-12-0137.0000	4,568.58	4	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	263 BELCROSS RD
R	03-8973-00-51-8423.0000	4,558.06	4	BRITTON OVERTON	SHILOH	103 WESLEY RD
R	03-8953-04-81-9832.0000	4,284.93	2	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	02-8936-00-21-4428.0000	4,259.69	2	CAROLYN MCDANIEL	CAMDEN	SCOTLAND RD
R	02-8944-00-31-2148.0000	4,210.91	2	CARL HARRINGTON	CAMDEN	150 SAND HILLS RD
R	01-7989-03-30-8984.0000	3,969.13	4	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	03-8972-00-41-2060.0000	3,919.03	4	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	02-8934-03-20-9727.0000	3,443.65	7	JAMES D. FORBES II	SHILOH	127 ALDER BRANCH RD
R	03-8934-03-20-9727.0000	3,295.39	7	RUTH ANN BURGESS ET AL	CAMDEN	158 CHANTILLY RD
R	02-8936-00-08-7291.0000	3,253.88	4	JAMES E. RHODES	SHILOH	111 CATALAN DR
R	02-8936-00-00-8926.0000	3,176.48	6	ODELL TRAFTON	CAMDEN	215 SCOTLAND RD
R	01-7080-00-62-1977.0000	3,069.01	7	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8962-00-55-2255.0000	3,066.95	3	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD
R	03-8961-00-58-4506.0000	3,037.23	1	WARREN DEAN RIGGS	SHILOH	110 DRIFTWOOD DR
R	01-7979-00-94-6193.0000	2,947.11	3	HERSEY LYN BARBER	SOUTH MILLS	214 HORSESHOE RD
R	02-8944-00-51-7111.0000	2,904.04	3	FLOYD & JUNE T. ETHERIDGE	CAMDEN	119 BELLETS BRIDGE RD
R	03-8952-01-49-1090.0000	2,894.40	4	DRACHWA INC & SIMSON BAAI, LLC	SHILOH	343 HWY S
R	01-7999-00-02-7813.0000	2,880.10	4	DINA TERESA NANNEY	SOUTH MILLS	112 PINE RIDGE DR
R	03-8899-00-37-3258.0000	2,850.18	2	LARRY WELDON	SHILOH	HIBISCUS RD
R	02-8934-03-20-7985.0000	2,801.11	1	RUTH ANN BURGESS ETAL	CAMDEN	CHANTILLY RD

06/02/14 07:59:50

Delinquencies Top-30 Unpaid

Attachment "B"
Real

1

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
R	03-8898-00-45-2682.0000	10	6,858.43	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-2737.0000	10	6,304.37	ADREY TILLET	SHILOH	171 NECK RD
R	01-7983-00-12-8137.0000	10	4,714.74	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-8943-04-93-8214.0000	10	2,109.43	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7090-00-60-5052.0000	10	1,008.86	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	10	635.72	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-7809-00-45-1097.0000	10	265.74	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	01-7090-00-95-5262.0000	10	244.80	JOHN F. SAWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	03-8980-00-61-1968.0000	10	191.29	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-7998-00-17-2462.0000	10	128.04	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7998-01-08-8621.0000	9	5,361.33	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 NC N
R	02-8936-00-32-3510.0000	9	1,737.85	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	02-8945-00-24-7426.0000	9	570.31	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	02-8936-00-41-2060.0000	8	3,919.03	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	02-8936-00-00-8926.0000	8	3,176.48	ODELL TRAFTON	CAMDEN	215 SCOTLAND RD
R	01-7998-00-12-8596.0000	8	1,440.11	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	8	994.00	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8898-00-37-0046.0000	8	142.92	ELIZABETH LONG	SHILOH	HIBISCUS
R	01-7989-00-01-1714.0000	7	8,446.62	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8972-00-56-9710.1000	7	3,443.65	JAMES D. FORBES II	SHILOH	127 ALDER BRANCH RD
R	01-7080-00-62-1977.0000	7	3,069.01	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8934-04-71-8470.0000	7	2,399.92	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	01-7988-00-91-0179.0001	7	1,610.12	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	02-8935-01-19-4055.0000	7	1,042.59	ANDERSON CARTWRIGHT SR.	CAMDEN	
R	01-7988-00-14-1370.0000	7	729.69	ISAAC COSTON	SOUTH MILLS	271 SLEEY HOLLOW RD
R	02-8935-03-40-3652.1000	7	684.74	HOWARD DAVENPORT	SOUTH MILLS	NORTH SLIDE RD
R	03-8966-00-50-0273.0000	7	666.82	DATSEY WILLIAMS	CAMDEN	117 GUMBERRY RD
R	01-7998-00-57-2800.1000	7	427.45	TINA RENEE LEARY	SHILOH	RAYMONS CREEK RD
R	02-8934-03-20-7985.0000	6	2,801.11	RUTH ANN BURGESS ETAL	SOUTH MILLS	111 LINTON RD
R	01-7080-00-52-4413.1000	6	2,254.44	DARYL & KIMBERLY JOHNSON	CAMDEN	CHANILLY RD
R		6			SOUTH MILLS	172 KEETER BARN RD

06/02/14 07:59:51

Delinquencies Top-30 Oldest

Attachment "A"
Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0000640	2,795.06	1	AMERICAN TOWER CORP	CAMDEN	158 HWY
P	0001709	1,305.72	5	JOHN MATTHEW CARTE	CAMDEN	431 158 US W
P	0000738	1,153.67	3	LESLIE ETHERIDGE JR	SHILOH	133 EDGEWATER DR
P	0001046	1,042.68	9	THIEN VAN NGUYEN	SHILOH	105 AARON DR
P	0001072	848.92	9	PAM BUNDY	SHILOH	864 SANDY HOOK RD
P	0000659	769.47	3	RICKY'S WELDING, INC.	HERTFORD	MIC MAC TRAIL
P	0001538	743.15	6	JEFFREY EDWIN DAVIS	CAMDEN	330 158 HWY E
P	0001739	655.07	3	COAST TO COAST POWDER COATING	SHILOH	103 EDGEWATER DR
P	0000952	602.20	9	HUNG PHI LE	CAMDEN	431 158 US W
P	0001542	578.67	3	GEORGE ROWLAND	SHILOH	255 SAILBOAT ROAD
P	0001893	518.36	3	DUNG LE TRAN	CAMDEN	431 158 US W
P	0001827	483.28	2	KAREN BUNDY	CAMDEN	107 SMALL DRIVE
P	0000352	443.65	8	ROBERT F. NERNEY	ELIZABETH CITY	229 SAILBOAT RD
P	0000846	428.70	2	TOAN TRINH	SHILOH	101 ROBIN CT W
P	0001230	411.11	2	JAMES NYE	CAMDEN	390 158 HWY W
P	0001116	409.86	2	AL JORDAN	CAMDEN	363 # 15
P	0000248	351.04	9	ROBERT H. OWENS	CAMDEN	211 FLYING TIGER RD
P	0001905	340.08	3	AAAR CORPORATION ETAL	SOUTH MILLS	257 SAILBOAT RD
P	0001227	322.05	2	THUAN NGOC TRAN	SHILOH	150 158 HWY W
P	0000295	292.68	8	GARY STEWART ELKINS	CAMDEN	330 158 HWY E
P	0000256	272.77	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	1097 343 HWY N
P	0001672	270.00	7	JAMES E. NASH	SOUTH MILLS	290 158 HWY
P	0001693	268.26	4	DAVE SILVA	CAMDEN	158 HWY W
P	0000543	261.90	5	ALLIANCE NISSAN	CAMDEN	143
P	0001952	256.03	3	TRACK 1 OF CAMDEN	CAMDEN	143 158 US W
P	0001107	238.91	2	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 FONDEROSA RD
P	0000421	236.19	7	HARRIS UNDERGROUND UTILITIES	CAMDEN	109 LAMB 'S RD
P	0000421	227.73	3	CLARENCE MUNDEN	CAMDEN	
P	0000010	220.89	7	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0001220	219.05	9	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD

Delinquencies Top-30 Unpaid

Attachment "B"
Personal

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
P	0000738	10	1,153.67	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	848.52	PAM BUNDY	SHILOH	105 AARON DR
P	0000956	10	602.20	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0000248	10	351.04	ROBERT H. OWENS	CAMDEN	363 # 15
P	0000053	10	141.73	BOBBY W. CARSON	ELIZABETH CITY	1805 RIVERSHORE DRIVE
P	0000699	10	129.90	TRIEU M. VO	SHILOH	223 SAILBOAT RD
P	0001046	9	1,042.68	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001220	9	219.05	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD
P	0000837	9	139.42	DUC MINH LE		
P	0000316	9	122.12	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0000352	8	443.65	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001227	8	322.05	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0001127	8	217.72	JAMI ELIZABETH VANHORN	SHILOH	617 MAIN ST
P	0000256	8	270.00	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001107	7	236.19	HARRIS UNDERGROUND UTILITIES	CAMDEN	109 LAMB'S RD
P	0000910	7	220.89	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0001538	6	743.15	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001545	6	160.66	LOUIS RUGGERI	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001540	6	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	5	1,305.72	JOHN MATTHEW CARTE	CAMDEN	158 HWY
P	0001672	5	268.26	DAVE SILVA	CAMDEN	158 HWY
P	0001693	5	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	5	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001827	4	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001250	4	185.18	MICHELE LEE TAYLOR	CAMDEN	108 BINGHAM RD
P	0000659	3	769.47	RICKY'S WELDING INC.	SOUTH MILLS	864 SANDY HOOK RD
P	0001739	3	655.07	COAST TO COAST POWDER COATING	SHILOH	330 158 HWY E
P	0001546	3	578.67	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001883	3	518.36	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0000846	3	428.70	TOAN TRINH	SHILOH	229 SAILBOAT RD

06/02/14 08:01:38

Delinquencies Top-30 Oldest

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

Item Number: 5.B.

New Business

Meeting Date: July 7, 2014
Attachments: 1 (1 Pages)
Submitted By: Michael Renshaw, County Manager

ITEM TITLE: NCACC Designation of Voting Delegate, NCACC Annual Conference

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

In advance of the 2014 North Carolina Association of County Commissioners (NCACC) Annual Conference scheduled for August 14-17, the County Manager's Office received the attached "Designation of Voting Delegate" form.

The NCACC is requesting that each member county designate a voting delegate and return the form by August 1, 2014.

RECOMMENDATION:

Discuss and designate a Commissioner who is registered to attend the conference as the 2014 voting delegate to the NCACC Annual Conference.



Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 107th Annual Conference of the North Carolina Association of County Commissioners to be held in Buncombe County, N.C., on August 14-17, 2014.

Signed: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

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

Please return this form to Sheila Sammons by: **Friday, August 1, 2014:**

NCACC
 215 N. Dawson St.
 Raleigh, NC 27603
 Fax: (919) 719-1172
sheila.sammons@ncacc.org
 (p) (919) 715-4365

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

Item Number: 5.C

New Business

Meeting Date: July 7, 2014
Attachments: 1 (4 Pages)
Submitted By: Michael Renshaw, County Manager

ITEM TITLE: Former NCDC & Camden Medical
Park Joint Property Insurance Agreement

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

On June 26, 2014 the County Manager and County Attorney hosted a joint meeting with the Pasquotank County Manager, Pasquotank County Attorney, and East Carolina Behavioral Health (ECBH) legal counsel.

One purpose of the meeting was to discuss the attached Joint Insurance Agreement to provide property and liability insurance for the former Northeast Community Development Center (NCDC) day care facility as well as obtaining joint insurance on the three buildings which comprise the Camden Medical Park. As has been discussed previously Camden County, Pasquotank County, and ECBH own jointly, as tenants in common a one-third (1/3) undivided interest in the real property together with improvements consisting of valuable buildings.

With regards to the Camden Medical Park, historically each of the three entities has held separate insurance policies on the buildings that they have occupied. Due to the nature of the one-third undivided ownership interest, it is recommended that one insurance policy binder be obtained that will provide coverage for all three buildings and that the insurance premium cost be divided equally among the three parties.

Following the closure of the former NCDC day care facility on Gumberry Road in August 2013, the Camden County Attorney made contact with a representative of the non-profit and was advised that NCDC carried property and liability insurance. Repeated requests by the County Attorney to obtain proof of such coverage from representatives of the non-profit have gone unanswered. In order to reduce exposure to the three joint tenants in common of the former NCDC day care facility and to protect this valuable asset from potential loss, it is recommended that property and liability insurance also be obtained for this building and that the premium cost be likewise divided equally among the three parties.

The County Manager has obtained an insurance premium quotation from the North Carolina Association of County Commissioners (NCACC) Risk Management Office for property and liability coverage for the real and improved property of the Camden Medical Park and former NCDC day care facility. The annual cost of this coverage will be \$4,668. Per Section 3 of the proposed Agreement, Camden County shall pay for the premium on an annual basis and submit a copy of the invoice to Pasquotank County and ECBH, who shall each agree to reimburse Camden County one-third (1/3) of that cost. The total fiscal impact to Camden County in FY14/15 shall be \$1,556 minus premium credit applied by NCACC Risk Management for the current policy coverage at the Health Department.

RECOMMENDATION:

The County Manager recommends that the Camden Board of Commissioners approve the Joint Insurance Agreement and authorize the County Manager to execute the document. The respective boards of both Pasquotank County and ECBH will similarly be meeting shortly to consider execution of this Agreement.

Insurance Agreement

This Insurance Agreement is made this the ____ day of July, 2014, by and among Camden County, Pasquotank County (bodies politic and political subdivisions of the State of North Carolina) and East Carolina Behavioral Health (a mental health authority of the State of North Carolina).

Recitals

1. The parties hereto own jointly, as tenants in common (a one-third (1/3) undivided interest each), two tracts situate in Camden County, North Carolina, known as the Camden Medical Park, and the NCDC child care center.

2. Both tracts consist of real property together with improvements thereon consisting of valuable buildings.

3. The improvements to the property require general hazard and liability insurance.

4. The risk pool to which all three entities belong, has advised, it would be more expeditious to have one entity apply for the subject insurance and pay premiums rather than three separate applications. Further, the parties were advised that an agreement amongst the three should be entered into to address the payment of premiums and the distribution of insurance proceeds in the event a hazard occurred and payment was made by the insurer.

5. All three parties are desirous of obtaining insurance expeditiously and in accord with the above recited advice.

6. This agreement is entered into pursuant to the authority given under **Article 20 Interlocal Co-Operation, N.C.G.S. §160A-460 et seq.**

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL COVENANTS EXPRESSED HEREIN, IT IS AGREED BY THE PARTIES AS FOLLOWS:

Section One Designation of Agent

The Camden County Manager is hereby authorized to apply for general liability and hazard insurance on the above described premises in an amount, which in the discretion of said manager, is appropriate to provide for the improvements situate on property well known to the parties as the Camden Medical Park and the NCDC daycare

center. The parties agree to be bound by the decision of the Camden County Manager and specifically authorize him to apply for the insurance.

Section Two
Title to the Policy

The insurance policy shall be issued in the name of Camden County, who shall appear as the sole beneficiary.

Section Three
Premiums

Camden County shall pay for the premium, annually, and submit a copy of the insurance invoice to ECBH and Pasquotank County, who shall each promptly reimburse Camden County one-third (1/3) of that cost.

Section Four
Ownership

Despite Camden County appearing as the sole beneficiary, in the event of injury, destruction, or damage to the subject property, for which there is insurance coverage, all monies paid by insurance shall be the equal property of the three parties to this agreement.

Section Five
Use of Premiums

The proceeds of any insurance payment shall be used to repair the damage caused by an insured hazard. However, provided if property is destroyed in its entirety or damaged to such an extent that repair is not feasible, and then the payment shall be divided equally amongst the parties. Each party shall still be responsible to pay its share of any demolition and removal cost, which resulted from fire, wind, water, or any other hazard.

Section Six
Compliance with N.C.G.S. §160A-464
Provisions of the Agreement

1. The purpose of this agreement has been previously stated.
2. This agreement shall endure so long as the parties jointly own the subject property and improvements situate thereon prudently require insurance.

- 3. There is no joint agency.
- 4. There are no additional personnel necessary.
- 5. There is no financing required.
- 6. The ownership of insurance proceeds and the expense thereof have previously been addressed.
- 7. This agreement may only be amended in a written document signed by all parties.
- 8. This agreement may be terminated only if the ownership interest of a party ceases or there is no longer an improvement on the property prudently requiring insurance.

Executed in triplicate originals this the ____ day of July, 2014.

Camden County

By: _____
Michael R. Renshaw, County Manager

Pasquotank County

By: _____
Rodney Bunch, County Manager

East Carolina Behavioral Health

By: _____
Lisa Wainwright, Director

PRE-AUDIT CERTIFICATION

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

COUNTY OF CAMDEN

By: _____
Finance Officer

[SEAL]

PRE-AUDIT CERTIFICATION

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

COUNTY OF PASQUOTANK

By: _____
Finance Officer

[SEAL]

PRE-AUDIT CERTIFICATION

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

EAST CAROLINA BEHAVIORAL HEALTH

By: _____
Finance Officer

[SEAL]

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

Item Number: 6.A.

Board Appointments (Tourism Development Authority)

Meeting Date: July 7, 2014
Attachments: None
Submitted By: Donna Stewart, TDA Chair

ITEM TITLE: Tourism Development Authority
Board Appointments

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Donna Stewart, Chairwoman of the Tourism Development Authority (TDA), has advised of the need to re-appoint five members of the TDA to serve a term of two years.

RECOMMENDATION:

In consultation with Chairwoman Stewart, the County Manager recommends that the Board of Commissioners re-appoint the following individuals to the Tourism Development Authority to serve two year terms:

- Donna Stewart as TDA Chairwoman
- Parks Superintendent Joy Greenwood (until her permanent replacement is named)
- Mrs. Charlotte Underwood
- Mrs. Janet Inge
- Commissioner Randy Krainiak (until end of term of office)

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

Item Number: **6.B.**

Meeting Date: **July 7, 2014**

Attachments:

Submitted By: **Dan Porter, Planning Director**

ITEM TITLE: **Planning Board Appointments**

SUMMARY:

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

151.445

(A) (1) There shall be a planning board consisting of seven members appointed by the board of commissioners, one of whom shall be an at-large member.

(2) The board of commissioners will make every attempt to appoint at least two members from each of the county's three townships (south mills, courthouse and Shiloh), and the remaining member shall be designated as an at-large appointee and shall reside within the county.

(b) Planning board members shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. Terms shall be on a yearly basis (July 1 through June 30). Vacancies shall be filled by the board of commissioners for the unexpired terms only.

(c) Members may be appointed to a maximum of two successive terms or may continue to serve at the pleasure of the board of commissioners

Ray Albertson and David Bundy's terms expire June 30, 2014. Mr. Bundy does not desire to be reappointed, Mr. Albertson does. Mr. Rick McCall has submitted a volunteer form to serve on the Planning Board.

RECOMMENDATION:

Reappoint Ray Albertson and appoint Rick McCall to serve until 2017.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 6.C.

Meeting Date: July 7, 2014

Attachments:

Submitted By: Dan Porter, Planning Director

ITEM TITLE: Board of Adjustment Appointments

SUMMARY:

151.460

“There shall be a Board of Adjustment consisting of five regular members and two alternates, all appointed by the Board of Commissioners. One regular member shall reside in each of the county's three townships (South Mills, Courthouse and Shiloh). The remaining regular member shall be designated as an at-large appointee. The at-large appointee and both alternates shall reside within the county.”

All of the members’ terms have expired. We have contacted each one and they all would like to be reappointed with the following exceptions.

- Janice Hall is no longer living in Camden
- Roger Lambertson has indicated a desire to leave the Board but is willing to serve until a replacement is named.

We do not currently have any volunteers for this Board, but do need to make the following reappointments, and name of the alternates as a regular member.

The Board only meets when there is an issue at hand and has not met since September 2012.

RECOMMENDATION:

Roger Lambertson	December 31, 2016	Courthouse
	December 31, 2015	Shiloh
William McPherson	December 31, 2016	Courthouse
Bradley Smith- vChair	December 31, 2016	Courthouse
Don Lee Keaton	December 31, 2015	South Mills
Frank Eason –(Alternate)	December 31, 2015	South Mills
Ron Price (Alternate)	December 31, 2016	Shiloh

MOTION MADE

BY:

S. Duckwall _____

G. Meiggs _____

M. McLain _____

R. Krainiak _____

C. Riggs _____

NO MOTION _____

VOTE:

S. Duckwall _____

G. Meiggs _____

M. McLain _____

R. Krainiak _____

C. Riggs _____

ABSENT _____

RECUSED _____

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

Item Number: 7.A.

CONSENT AGENDA

Meeting Date: July 7, 2014
Attachments: 3 (51 Pages)
Submitted By: Amy Barnett, Asst. Clerk to Board

ITEM TITLE: Draft Minutes

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

February 17, 2014 Regular Meeting Draft Minutes
 March 17, 2014 Regular Meeting Draft Minutes
 June 9, 2014 Budget Hearing Draft Minutes

RECOMMENDATION:

For Review and Possible Approval

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – February 17, 2014

1

**Camden County Board of Commissioners
Regular Meeting
February 17, 2014
7:00 P.M. - Regular Meeting
Closed Session Following
Historic Courtroom, Courthouse Complex
Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on February 17, 2014 in the Upstairs Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

Chairman Garry Meiggs, Vice Chairman Michael McLain,
Commissioners Sandra Duckwall and Randy Krainiak;
Commissioner Clayton Riggs was present via Remote Participation (telephone).

Also attending were County Manager Michael Renshaw, Clerk to the Board Ashley Honaker, and County Attorney John Morrison.

Present for purposes of making a presentation(s) or providing supporting information for agenda items were the following persons:

Name Town of Residence:	Title:	Purpose / Representing:	Agenda Section:
Kim Carven Shiloh, NC		Public Comments Regarding MediaCom	Public Comments Item # 1
Paul Pullaski, Camden, NC		Public Comments Regarding MediaCom	Public Comments Item # 1
Dan Stuhr	Director of Operations	MediaCom	Presentations Item # 3.A.
Danielle Barco	Extension Agent	NC Cooperative Extension Service	Presentations Item # 3.B.
Dave Parks	Zoning Officer	Camden County Planning Department	Public Hearings Item # 4.A.
Charles & Teresa Harris Chesapeake, VA	Adjacent Land Owners	Speak in opposition to rezoning request of Britton J. Overton	Public Hearings Item # 4.A.
Lisa Anderson	Tax Administrator	Monthly Tax Report for the month of December 2013	New Business Amended Item # 5.A.

Regular Session, 7:00 P.M.

Chairman Garry Meiggs called to order the February 17, 2014 meeting of the Camden County Board of Commissioners at 7:00 PM.

Invocation and Pledge of Allegiance

Commissioner Randy Krainiak gave the invocation and led those present in the Pledge of Allegiance.

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2

37 **Public Comments**

38

39 Kim Carven (Wesley Road, Shiloh, NC) came before the Board to express the following
40 concerns:

- 41 • MediaCom issues
- 42 • Has bundled services
- 43 • Service started out good, but quality quickly deteriorated
- 44 • Representative of MediaCom set appointment for technician to come out and
45 troubleshoot, but no one showed up
- 46 • Representative said lines needed to be marked
- 47 • Ms. Carven was told she needed a pedestal due to minimum distances
- 48 • Ms. Carven has dealt with several managers and supervisors on this issue for over
49 a year in an attempt to get service up to an acceptable level
- 50 • Many technicians have worked on this, and said many things, yet nothing
51 corrective has been accomplished
- 52 • Finally got the pedestal installed
- 53 • Line has not been buried, is still over Wesley Road and people are driving over
54 the line
- 55 • Her bill has gone up from \$131.00 to \$141.00 per month
- 56 • Service is working much better now, just wants line buried

57

58 Paul Pullaski (Robert Street, Camden NC) came before the Board to express the
59 following concerns:

- 60 • Also has issues with MediaCom
- 61 • Moved here in 2012 from NY
- 62 • Have had Time Warner in the past up in NY, and never had as many problems as
63 have had with MediaCom in the 15 months since they have been here.
- 64 • Have on many occasions tried to watch cable, and no cable.
- 65 • Called call center, they reset the box, which locked the set up, and they ended up
66 with no cable
- 67 • Couple months ago, received new box from Edenton office
- 68 • Worked fine for a few months, but now back to the same problems, browsing
69 channels, set locked up
- 70 • Has no internet, and when internet works, if gets phone call, gets knocked off
71 internet.
- 72 • Has had many technicians out
- 73 • Doesn't know what else to do except to come before BOC and inform of
74 problems

75

76

77 **Consideration of Agenda**

78

79 Chairman Garry Meiggs asked if there were any changes to the agenda. County Manager
80 Renshaw asked to amend the agenda to *remove* New Business Item # 5.A., Northeast
81 Community Development Corporation Update, and renumber New Business Item # 5.B.,
82 Monthly Tax Report, to Item # 5.A. Manager Renshaw also asked the Board for a Closed
83 Session for the purpose of consultation with attorney regarding potential litigation, to be
84 held at the end of but just prior to adjournment of the meeting. Closed Session to be Item
85 # 9.A.

86

87 Vice Chairman Michael McLain made a motion to approve the agenda as amended. The
88 motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain,
89 Commissioners Randy Krainiak, Sandra Duckwall and Clayton Riggs voting aye; no
90 Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

91

92

93

94

95

96 **Presentations**

97

98 ***Item # 3.A.***99 ***MediaCom Update by Director of Operations, Dan Stuhr***

100

101 Manager Renshaw introduced Mr. Stuhr and made the following comments prior to Mr.
 102 Stuhr's presentation:

- 103 • The board has heard from 2 residents this evening having problems with
- 104 Mediacom over the last year
- 105 • Mr. Stuhr is new to the area, having been in this area for about 6-7 months as
- 106 Director of Area Operations
- 107 • Mr. Stuhr has been instrumental in assisting the Manager's Office with customer
- 108 issues and complaints
- 109 • Want to commend Mr. Stuhr on his efforts
- 110 • Mr. Stuhr has been asked to come before the Board to give an update on some of
- 111 the issues that he has seen and to give a summary update on the actions being
- 112 taken to correct the issues
- 113

114 Mr. Dan Stuhr, Director of Area Operations, MediaCom:

- 115 • Came to this area Mid to late Summer 2013
- 116 • Was senior manager of a call center in West Point, Iowa prior to coming here
- 117 • Has been with MediaCom 12 years
- 118 • MediaCom has made a commitment to NC
- 119 • Brought in additional resources and system technicians to help
- 120 • Has hired new network supervisor to oversee the backbone of the system
- 121 • Has hired 2 new system technicians in the last month who will work strictly on
- 122 preventative maintenance to prevent issues from affecting customers
- 123 • Working toward improving and expanding the services for the future
- 124 • Performing post call survey (satisfaction survey) to get input from customers
- 125 regarding (1) is the service working, (2) were you satisfied with the technician,
- 126 (3) how much effort did it take on your part to get a technician to help you, and
- 127 (4) would you recommend MediaCom to others.
- 128 • Data from the survey is used as an improvement plan for the service and system
- 129 technicians. Mr. Stuhr gets this data every morning from the previous days
- 130 appointments.
- 131 • Some of the things that will be looked at over the next few months include:
- 132 Dedicate resources to make improvements, add additional services in the next 6 to
- 133 12 months, transition from analog to digital, offer on demand services, offer
- 134 additional HD channels. No specific timeframe on these.
- 135 • Manager Renshaw has contact information for Mr. Stuhr. Mr. Stuhr welcomes
- 136 any comments and concerns from the public.
- 137 • Mission is to continue to make improvements every day
- 138

139 Commissioner Duckwall thanked Mr. Stuhr for his presentation. Commissioner
 140 Duckwall referenced the two persons who spoke regarding their MediaCom related
 141 problems, and asked Mr. Stuhr how he will handle their problems. Mr. Stuhr responded
 142 that the line will be buried as soon as weather permits. Also regarding the issue with Mr.
 143 Pullaski's cable box which is stuck on a channel, MediaCom will work with him to
 144 correct the issue.

145

146 Vice Chairman Michael McLain asked Mr. Stuhr about the possibility of extending
 147 service to Sandy Hook Road, which has in the past and may still be outside the service
 148 area of MediaCom. Commissioner McLain asked Mr. Stuhr to review that area.

149

150 Vice Chairman Michael McLain also asked Mr. Stuhr to check on the County's Cable
 151 Access Channel, Channel 18, to make sure that it is in proper working order.

152

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153 Mr. Stuhr responded that the Cable Access Channel has been changed from an analog
154 signal to an IP based signal about a month and a half to two months ago. The change has
155 improved the operation of that channel.
156

157 Vice Chairman Michael McLain added that he would like to have contact information
158 from Mr. Stuhr to include email address. Mr. Stuhr replied that he would provide that
159 information.
160

161 County Manager Michael Renshaw indicated he had that information and would forward
162 it on to the Board members.
163

164 Chairman Garry Meiggs suggested to Mr. Stuhr the inclusion of a basic channel listing
165 guide for new customers. Mr. Stuhr indicated that the information was available in the
166 past in printed format, but with the advent of internet based programming guides, printed
167 guides were no longer provided, customers could go online to get those.
168

169 At this time, Chairman Garry Meiggs asked if there were any further questions or
170 comments for Mr. Stuhr, hearing none, he thanked Mr. Stuhr for his presentation.
171

172 ***Item # 3.B.***

173 ***Danielle Barco – ½ Gallon Challenge***

174

175 Danielle Barco, Extension Agent with the Camden County Cooperative Extension
176 Service gave a brief presentation on a new program that the Extension Service is
177 sponsoring:

- 178 • NC Cooperative Extensions in Camden and Currituck have teamed up to create
179 this challenge
- 180 • 12 week health challenge, \$5 participation fee, prizes available
- 181 • Challenge begins end of March 2014
- 182 • Recommended to drink 64 ounces of water daily
- 183 • Drinking more water means drinking less sugary drinks
- 184 • Water is better for you, zero calories, zero sugars
- 185 • Website: [http://camden.ces.ncsu.edu/2014/04/join-our-first-ever-half-gallon-](http://camden.ces.ncsu.edu/2014/04/join-our-first-ever-half-gallon-challenge-today/)
186 [challenge-today/](http://camden.ces.ncsu.edu/2014/04/join-our-first-ever-half-gallon-challenge-today/)
- 187 • Information is also on Cooperative Extension's social media sites: Facebook and
188 Twitter
- 189 • Applications for this program are available online and at the Cooperative
190 Extension Office in Camden and Currituck.
- 191 • For more information contact Danielle Barco at 252-331-7630
192

193 After Ms. Barco's presentation, Commissioner Krainiak suggested that Ms. Barco might
194 say a few words about the upcoming 4H Livestock Show and Sale. Ms. Barco provided
195 the following information:

- 196 • 4H Livestock Show and Sale is an annual event, huge for our area
- 197 • Still accepting registrations, youth can register to show animals up until February
198 28, 2014
- 199 • Will be tagging animals first week in March
- 200 • Show is April 29-30, 2014
- 201 • Livestock judging contest, which youth participate in
- 202 • Special awards show, in which special needs children get to show a lamb or a goat
- 203 • Goat and Lamb show is on Tuesday evening
- 204 • Hog and Steer show is on Wednesday
- 205 • Sale is Wednesday evening at 6:45 PM
206

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207 Commissioner Sandra Duckwall asked Ms. Barco to also briefly speak about the Camden
208 High School Robotics Team which Cooperative Extension is helping out with. Ms.
209 Barco provided the following information:

- 210 • Awesome Science 4H Club – Leader is Mr. Brian Lannon of the Camden
211 Cooperative Extension Service
- 212 • Club members (high school students) created robots and competed on the state
213 level with their robots
- 214 • Robotics Team went to the semi-finals on the state level
- 215 • The team placed 7th in the state

216

217 At this time, Chairman Garry Meiggs asked if there were any further questions or
218 comments for Ms. Barco. Hearing none, he thanked her for her presentation.

219

220

221 **Old Business**

222

223 None.

224

225

226 **Public Hearings**

227

228 ***Item # 4.A.***

229 ***Ordinance No. 2014-02-01, Rezoning Application (UDO 2013-12-12) for Britton J.***
230 ***Overton***

231

232 Commissioner Sandra Duckwall made a motion to go into public hearing for the purpose
233 of hearing public comments regarding Ordinance No. 2014-02-01, Rezoning Application
234 (UDO 2013-12-12) for Britton J. Overton. The motion passed 5-0 with Chairman Garry
235 Meiggs, Vice Chairman Michael McLain, Commissioners Randy Krainiak, Sandra
236 Duckwall and Clayton Riggs voting aye; no Commissioner voting no; no Commissioner
237 absent; and no Commissioner not voting.

238

239 Dave Parks described this agenda item:

- 240 • Mr. Britton J. Overton, present at meeting, has requested to rezone the front 10
241 acres of his family property
- 242 • Property location is adjacent to (but not including) 152 Alder Branch Road
- 243 • Request is to rezone from General Use District (GUD) to Mixed Village
244 Residential (R-1)
- 245 • Mr. Parks briefly went over what was submitted to the Board in the packet for this
246 request:
 - 247 ○ Maps
 - 248 ▪ Zoning
 - 249 ▪ Aerial
 - 250 ▪ CAMA and Future Land Use Map
 - 251 ▪ Flood Plain
 - 252 ▪ County Wide Zoning / Percent of Zoning Districts Map
 - 253 ○ Table of Permissible Use comparison between GUD and R-1
 - 254 ○ List of questions staff looks at when evaluating rezoning requests:
 - 255 ▪ Related to the CAMA Land Use Plan and the recently adopted
256 Comprehensive Plan
- 257 • Front portion of the property is outside the 100 year flood zone, back portion is
258 within the 100 year flood zone
- 259 • In the 2008-2009 aerial photographs, there is an existing singlewide on the
260 property
 - 261 ○ Current ordinance states that as long as the use continues, it is legal,
262 however if use ceases for a period of 6 months, it is no longer a legal non-
263 conforming use and must be brought up to current code
 - 264 ○ 6 month period lapsed and the singlewide was removed
 - 265 ○ Current zoning does not allow singlewide mobile homes
- 266 • R-1 District is the smallest geographically represented district in the county,
267 having only about 800 acres in the R-1 classification

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- 268 • R-1 zoned properties are scattered throughout the county and consist mainly of
269 mobile home parks and certain areas in the county where singlewide mobile
270 homes can be placed
- 271 • Planning Board heard this application at its regular meeting on January 16, 2014
272 ○ Planning Board made 2 motions:
- 273 ▪ Consistency Statement: “The applicant’s request is inconsistent
274 with the CAMA Land Use Plan and it was determined to be Spot
275 Zoning with the only benefit being that of the applicant and not
276 part of an overall zoning plan for the county”.
- 277 • Consistency statement was approved on a 5-0 vote of the
278 Planning Board on January 16, 2014.
- 279 ▪ Recommendation: “Denial of Rezoning Application (UDO 2013-
280 12-12), Britton J. Overton”
- 281 • Motion of Denial was approved on a 5-0 vote of the
282 Planning Board on January 16, 2014.
- 283 • Mr. Overton is present tonight

284
285 Chairman Garry Meiggs asked if there were any questions from the Board for Mr. Parks.

286
287 Vice Chairman Michael McLain asked for clarification regarding the recommendations
288 made by the Planning Board.

289
290 Mr. Parks replied that the Planning Board voted to recommend denial of the request
291 because it is spot zoning. He went on to say that while spot zoning is not illegal in NC, it
292 is frowned upon by most municipalities throughout the state.

293
294 Commissioner Riggs questioned why the applicant was looking to rezone 10 acres
295 instead of just the 1 acre that was the home site, where the singlewide had been, and
296 where there is an existing septic tank. Commissioner Riggs also questioned why Mr.
297 Overton couldn’t also have done a parent to child exempt subdivision for the 1 acre.

298
299 Mr. Parks replied that when he goes over the rezoning applications with applicants, being
300 that the fee for rezoning is \$650 for the first 10 acres, Mr. Overton opted to attempt to
301 rezone 10 acres to address the spot zoning issue by requesting for a larger portion of land
302 than 1 acre. Mr. Parks added that any parent to child subdivision would not change the
303 uses allowed on the property.

304
305 County Attorney John Morrison asked regarding expansion of uses when property is
306 rezoned. Mr. Morrison pointed out that zoning is a political decision, rather than a legal
307 one in that no one is sworn, the decision is not made under oath, etc. Boards of
308 Governance have extremely wide latitude in either allowing or denying rezoning
309 requests, the only barrier being any Constitutionally protected area... with that exception,
310 Boards can vote to allow or deny rezoning for any reason they deem fit.

311
312 Mr. Morrison pointed out the possibility of a situation arising out of rezoning whereby a
313 Board votes to rezone a piece of property, then 6 months down the line a developer
314 acquires / plans to acquire the property and comes before the Board with a controversial
315 development in the plans, which according to the uses defined by the zoning which it was
316 rezoned to, would allow that development. At that point, the Governing Board is
317 obligated to follow their laws as outlined in the Unified Development Ordinance which
318 would state that as long as the developer meets all the requirements, and as long as the
319 property is situated in a zoning classification wherein the proposed use is allowed, then
320 the Governing Board is obligated to allow it regardless of how controversial or unpopular
321 it may be.

322
323 Mr. Morrison stated that it is always a good question to ask “If the property is rezoned,
324 will the permissible uses be expanded or restricted?”

325

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326 Mr. Parks replied to this stating that the permissible uses would be both expanded and
327 restricted in that uses in the General Use District does allow some commercial uses which
328 would not be allowed in the R-1 District, the only exception being home occupations.
329 Housing options in the R-1 District allows mobile homes which are not allowed in the
330 General Use District. Mr. Parks further stated that the Table of Permissible Uses
331 Comparison shows a side by side view of what is / is not allowed between the zoning
332 districts (current vs. requested).

333

334 Mr. Parks added that he is in agreement with Mr. Morrison's observation that once a
335 property is rezoned, if a developer comes in and wants to place a development on that
336 property, as long as they meet the requirements, it is hard to deny it.

337

338 Mr. Morrison stated that his point was to say that the Board should always ask the
339 question "What could potentially be placed on the property under the requested zoning
340 that cannot be placed on the property under its current zoning".

341

342 Mr. Parks replied to this by stating that the property is currently zoned General Use
343 District that allows some commercial uses, as well as modular and stick built housing.
344 The requested zoning, R-1, does not allow commercial uses (except for home
345 occupations), and would allow housing types of singlewide, doublewide, triplewide,
346 modular, and stick built housing. Mr. Parks added that a lot of uses are lost when a
347 property is rezoned from General Use to R-1, even though the housing options are
348 expanded to include mobile homes (single, double, triple wide).

349

350 Mr. Morrison further asked if the R-1 district would allow mobile home parks. Mr. Parks
351 responded that it would not allow mobile home parks, that such parks would be a
352 development and would require a special use permit and be subject to all the
353 requirements thereto.

354

355 Mr. Morrison asked what the reasoning was behind the Planning Board's
356 recommendation of denial. Mr. Parks responded that staff had recommended denial of
357 the request as it was spot zoning, the only benefit being that of the property owner and
358 not of the county. Also it was inconsistent with the CAMA Land Use Plan.

359

360 Mr. Morrison observed that were the Board of Commissioners to approve the rezoning,
361 they would have to present findings to support their decision. Mr. Parks reiterated that
362 the recommendation from the Planning Board was based on the CAMA Land Use Plan
363 and the Future Land Use Maps which both show that the zoning classification of R-1 is
364 inconsistent with the plans for that area.

365

366 Mr. Parks added that the Camden Comprehensive Plan states that the county will provide
367 adequate housing from low end, from affordable housing up to luxury type housing. This
368 is the reason why the map showing the percentages of each zoning district was included
369 in the Board packet. There are only approximately 800 acres in the county that are zoned
370 R-1. It is up to the Board to decide if that is enough zoning in that classification, and if
371 not, then where would be appropriate property to designate as R-1 as far as the overall
372 zoning plan is concerned.

373

374 County Attorney John Morrison advised the Board that if they decide to approve this
375 rezoning request, and if their findings determine that it is inconsistent with the established
376 plans of the county, then the Board is required by law to explain why they are deviating
377 from the plans.

378

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379 Commissioner Krainiak inquired regarding the prior legal non-conforming use of a
380 singlewide mobile home on the property. The singlewide was in place and shown on the
381 aerial pictures from 2008-2009. Commissioner Krainiak asked if the property was zoned
382 for mobile home use in the past. Mr. Parks replied that mobile homes put in place, at
383 least as far back as when he started working for the county, at that time required a
384 conditional use permit in order to be placed on the property. Conditional use permits had
385 to be approved by the Board of Adjustments prior to a mobile home being placed on a
386 property. Whether or not this particular property had a conditional use permit to allow
387 them placement of a mobile home, Mr. Parks indicated he did not know, however he did
388 state that at the time it was put in place, it was legal to do so. Based on the changes to the
389 zoning ordinances and table of permissible uses, as long as the use continued, it was
390 classified as a legal non-conforming use. As long as the use continued, it was legal.
391 Once the use ceases, the owners have 6 months to re-establish that use in order to
392 maintain the legal non-conforming use status. If that time lapses, the property must be
393 brought up to current code, which does not allow mobile homes.

394
395 Commissioner Krainiak asked if the property owner was notified that the property was
396 going to revert to current code, and that they were about to lose their legal non-
397 conforming status. Mr. Parks replied that there is nothing that requires the Planning
398 Department to notify owners of this. Mr. Parks added that when the zoning changes were
399 about to take place, the Planning Department advertised details in the Daily Advance,
400 posted properties, and placed information on the county website stating what the changes
401 were and how they may affect property owners. Property owners were not notified
402 individually, rather the aforementioned media resources were utilized.

403
404 Commissioner Krainiak voiced his opinion that it might have been a good idea to notify
405 property owners individually back at the time that the zoning changes took place, and that
406 he believes that a family should be able to utilize their property for the purpose that they
407 intended, and place what he termed a starter home on the property knowing that down the
408 line it may be replaced with a larger home as the economy improves.

409
410 At this time, Chairman Garry Meiggs opened the floor to public comment on this issue.
411

412 Teresa Harris, 2329 Ardmore Ave, Chesapeake VA, 23324

- 413 • Objects to the rezoning request
- 414 • Has property in front of the property where Mr. Overton wants to place a mobile
415 home
- 416 • Feels that allowing mobile homes on the property would deteriorate the value of
417 the land
- 418 • Referred to mobile homes in the area that are in a state of disrepair and are
419 considered eye sores
- 420 • Worries that if mobile homes were to be allowed on the property, that at some
421 point, it may become an eye sore
- 422 • Worries that if the property is rezoned that more than 1 mobile home may
423 eventually be placed on the property
- 424 • Worries that mobile homes and the lots they sit on may not be maintained, grass
425 levels, etc.
- 426 • Wants to keep the area a nice area with nice looking homes, not trailers
- 427 • Has children who may at some point in the future want to build a home on the
428 property that they own, property which is being farmed currently.
- 429 • Feels that houses, not trailers, would bring more people into the area, more
430 income and more taxes into the area.

431

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9

432 At this time, Chairman Garry Meiggs asked if there were any further comments from the
433 public. Manager Renshaw asked the applicant if he would like to speak. Mr. Overton
434 declined to make any comments.

435

436 Hearing no further comments, Chairman Meiggs entertained a motion to come out of
437 public hearings.

438

439 Commissioner Clayton Riggs made a motion to come out of public hearing. The motion
440 passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain,
441 Commissioners Randy Krainiak, Sandra Duckwall and Clayton Riggs voting aye; no
442 Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

443

444

445 **New Business**

446

447 ***Item 5.A.***

448 ***Monthly Tax Report - December 2013, Tax Administrator Lisa Anderson***

449

450 Tax Administrator Lisa Anderson gave the Monthly Tax Report, for the month ending
451 December 31, 2013. Ms. Anderson went over the following data:

452

**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>
2012	122,342.38	31,056.47
2011	56,229.69	14,129.56
2010	33,789.43	7,147.27
2009	15,057.38	6,667.55
2008	11,669.67	6,707.85
2007	8,509.35	10,511.36
2006	2,868.43	14,653.98
2005	2,179.23	26,981.05
2004	1,111.91	12,249.59
	TOTAL REAL PROPERTY TAX UNCOLLECTED	254,716.85
	TOTAL PERSONAL PROPERTY UNCOLLECTED	141,317.02
	TEN YEAR PERCENTAGE COLLECTION RATE	99.39%
	COLLECTION FOR 2013 vs. 2012	21,452.70 VS. 13,988.01

453

454

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2012	97.84%
2011	99.00%
2010	99.45%

455

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THIRTY LARGEST UNPAID ACCOUNTS

Real Estate:

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8923-00-19-3774.0000	21,188.99	1	HALSTED VENTURE PARTNERS, LLC	CAMDEN	431 158 US W
R	03-8971-00-12-0477.0000	9,876.52	3	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	01-7979-00-61-7358.0000	8,242.50	2	POTOMAC TIMBER INVESTMENTS #17	SOUTH MILLS	HORSESHOE RD
R	01-7989-00-01-1714.0000	7,239.96	6	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8953-03-12-3791.0000	7,058.25	4	KIMBERLEE SAWYER	SHILOH	113 GLEN DR
R	03-8899-00-45-2682.0000	6,806.74	1	EFFIE PAULINE CREEKMORE	CAMDEN	258 158 US E
R	03-8952-00-95-8737.0000	6,120.64	6	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7989-03-30-8984.0000	5,204.61	5	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7998-01-08-8621.0000	4,509.02	4	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	01-7089-00-49-5646.0000	3,895.52	1	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	01-7989-00-12-0137.0000	3,884.87	1	JANICE L CALDWELL	SOUTH MILLS	199 CULPEPPER RD
R	03-8962-00-56-7217.0000	3,765.62	6	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8945-00-54-1099.0000	3,438.36	3	JAMES E RHODES	CAMDEN	253 WICKHAM RD
R	03-8962-00-55-2255.0000	3,433.15	1	TONYA HUGHES HARRIS	SHILOH	263 BELCROSS RD
R	02-8945-00-41-2060.0000	3,385.04	6	GERTIE LEE & JONOLA T ROUNTRIE	CAMDEN	453 NECK RD
R	03-8953-04-81-9832.0000	3,323.63	1	VERNON L. & EDITH W. SYLVESTER	SHILOH	113 TROTMAN RD
R	03-8972-00-56-9710.1000	2,951.70	6	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	02-8936-00-00-8926.0000	2,734.32	5	MAIDIA S. CECIL HEIRS	SHILOH	117 OTTERS PL
R	01-7979-00-94-6193.0000	2,640.43	3	CARL HARRINGTON	CAMDEN	215 SCOTLAND RD
R	01-7080-00-62-1977.0000	2,630.58	6	ODELL TRAFONT	SOUTH MILLS	127 ALDER BRANCH RD
R	02-8972-00-51-8423.0000	2,589.92	1	HERSEY LYN BARBER	SOUTH MILLS	214 HORSESHOE RD
R	02-8933-03-42-2055.0000	2,464.79	2	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8990-00-08-7291.0000	2,442.06	2	BRITTON OVERTON	SHILOH	103 WESLEY RD
R	03-9809-00-23-8838.0000	2,417.47	2	JOYCE G MOORE	CAMDEN	144 GUMBERY RD
R	02-8936-00-21-4428.0000	2,200.76	1	JAMES E RHODES	SHILOH	111 CATALAN DR
R	02-8943-01-26-3088.0000	2,194.56	1	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	03-8952-01-49-1090.0000	2,170.80	3	CAROLYN MCDANIEL	CAMDEN	SCOTLAND RD
R	02-8944-00-21-8404.0000	2,111.46	1	SEVEN FINANCIAL MANAGEMENT	CAMDEN	101 RIVER RD
R	02-8934-04-71-8470.0000	2,017.02	6	DRACHMA, INC & SIMSON BAAI, LLC	SHILOH	343 HWY S
R				CARL HARRINGTON	CAMDEN	SAND HILLS RD
R				JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD

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Delinquencies Top-30 Unpaid

Personal Property:

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	00017099	1,127.52	4	JOHN MATTHEW CARTE	CAMDEN	158 HWY
P	00007338	1,099.91	4	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001046	981.60	2	THOM VAN NGUYEN	SHILOH	233 EDGEWATER DR
P	0001072	774.40	8	PAM BUNDY	SHILOH	105 AARON DR
P	0000559	769.47	2	RICKY'S WELDING, INC.	SHILOH	864 SANDY HOOK RD
P	0001538	665.27	5	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001739	655.07	2	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0000956	602.20	8	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0000352	443.65	7	ROBERT F. WERNEY	ELIZABETH CITY	107 SUSEWATER DR
P	0001546	427.63	2	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001230	411.11	1	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001116	409.86	2	AL JORDAN	CAMDEN	390 158 HWY W
P	0001827	396.25	1	KAREN BUNDY	CAMDEN	431 158 US W
P	0001883	363.41	2	DUNG LE TRAN	SHILOH	228 SAILBOAT ROAD
P	0000295	346.45	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001905	340.08	2	AAR CORPORATION ETAL	SOUTH MILLS	211 FLYING TIGER RD
P	0000248	326.38	8	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001227	322.05	7	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0000846	294.05	1	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001595	292.68	1	GARY STEWART ELKINS	CAMDEN	150 158 HWY W
P	0000256	270.00	6	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001672	268.26	3	DAVE SILVA	CAMDEN	390 158 HWY
P	0001693	261.90	4	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001638	256.05	3	ERIC JASON WOODARD	SOUTH MILLS	MAIN LOT 12 ST
P	0001952	238.91	1	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001107	236.19	6	HARRIS UNDERGROUND UTILITIES	CAMDEN	109 LAMB'S RD
P	0000421	227.73	2	CLARENCE MUNDEN	CAMDEN	
P	0000020	220.89	6	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0001224	219.95	8	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD
P	0001673	211.59	4	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W

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Delinquencies Top-30 Unpaid

THIRTY OLDEST UNPAID ACCOUNTS

Real Estate:

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	03-8899-00-45-2682.0000	9	6,120.64	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	9	6,094.37	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7989-00-12-0137.0000	9	3,884.87	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8962-00-56-7217.0000	9	3,765.62	TONYA HUGHES HARRIS	SHILOH	253 WICKHAM RD
R	01-8943-04-93-8214.0000	9	1,848.36	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7090-00-60-5052.0000	9	926.12	JOY GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	9	566.99	MICHAEL OBER	CAMDEN	IVY NECK RD
R	03-9809-00-45-1097.0000	9	242.63	JOHN P. SAWYER HEIRS	SHILOH	CENTERPOINT RD
R	01-7090-00-95-5262.0000	9	215.04	WILLIAMSBURG VACATION	SOUTH MILL	OLD SWAMP RD
R	03-8980-00-61-1968.0000	9	173.82	TODD ALLEN RIGGS	SHILOH	CAMDEN POINT RD
R	03-8909-00-17-2462.0000	9	111.51	LEAH BARCO	SHILOH	LITTLE CREEK RD
R	01-7998-01-08-8621.0000	8	4,509.02	LEAH BARCO	SOUTH MILLS	1289 343 NC N
R	01-7999-00-32-3510.0000	8	1,542.92	BERNICE PUGH	SOUTH MILLS	195 BUNKER HILL RD
R	02-8936-00-24-7426.0000	8	507.86	LASELLE ETHERIDGE SR.	CAMDEN	113 BOURBON ST
R	02-8945-00-41-2060.0000	7	3,385.04	ODELL TRAFONT	CAMDEN	168 BUSHELL RD
R	02-8936-00-00-8926.0000	7	2,734.32	MAIDIA S. CECIL HEIRS	CAMDEN	215 SCOTLAND RD
R	01-7989-00-12-8596.0000	7	1,251.84	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	7	859.60	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8965-00-62-8349.0000	7	814.85	JAMES R. WILLIAMS	SHILOH	SANDY HOOK RD
R	03-8899-00-07-8529.0000	7	298.08	PAUL ALLAIRE	SHILOH	SNAPDRAGON
R	03-8899-00-37-0046.0000	7	124.32	ELIZABETH LONG	SHILOH	HIBISCUS
R	01-7989-00-01-1714.0000	6	7,239.96	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-7989-03-30-8984.0000	6	5,204.61	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	03-8972-00-56-9710.1000	6	2,951.70	JAMES D. FORBES II	SHILOH	127 ALDER BRANCH RD
R	01-7080-00-62-1977.0000	6	2,630.58	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8934-04-71-8470.0000	6	2,017.02	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	01-7988-00-91-0179.0001	6	1,302.14	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	02-8935-01-19-4055.0000	6	866.77	ANDERSON CARTWRIGHT SR.	CAMDEN	
R	01-7988-00-14-1370.0000	6	613.05	ISAAC COSTON	SOUTH MILLS	271 SLEEPY HOLLOW RD
R	02-8935-03-40-3652.1000	6	586.92	HOWARD DAVENPORT	CAMDEN	NORTH SIDE RD

01/02/14 07:55:43

Delinquencies Top-30 Oldest

Personal Property

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0000738	9	1,099.91	LESLIE ETHERIDGE JR	CAMDEN	158 HWY
P	0001072	9	774.40	PAM BUNDY	SHILOH	105 AARON DR
P	0000956	9	602.20	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0000248	9	326.38	ROBERT H. OWENS	CAMDEN	363 # 15
P	0000053	9	141.73	BOBBY W. CARSON	ELIZABETH CITY	1805 RIVERSHORE DRIVE
P	0000699	9	129.90	TRIEU M.	SHILOH	223 SAILBOAT RD
P	0001046	8	981.60	THOM VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001220	8	219.05	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD
P	0000837	8	139.42	DUK MINH LE	CAMDEN	
P	0000316	8	122.12	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0000352	7	443.65	ROBERT F. WERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001227	7	187.72	JAMI ELIZABETH VANHORN	SHILOH	257 SAILBOAT RD
P	0001106	7	187.72	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000256	7	270.00	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001107	6	236.19	HARRIS UNDERGROUND UTILITIES	CAMDEN	109 LAMB'S RD
P	0000010	6	220.89	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0001672	6	268.26	DAVE SILVA	CAMDEN	158 HWY
P	0001693	4	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY
P	0001827	3	396.25	KAREN BUNDY	CAMDEN	158 HWY W
P	0001638	3	256.05	ERIC JASON WOODARD	CAMDEN	431 158 US W
P	0001250	3	125.95	MICHELE LEE TAYLOR	SOUTH MILLS	MAIN LOT 12 ST
P	0000659	2	769.47	RICKY'S WELDING, INC.	SHILOH	864 BINGHAM RD
P	0001739	2	655.07	COAST TO COAST POWDER COATING	SHILOH	864 SANDY HOOK RD
P	0001546	2	427.63	GEORGE ROWLAND	CAMDEN	330 158 HWY E
P	0001116	2	409.86	AL JORDAN	CAMDEN	431 158 US W

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Delinquencies Top-30 Oldest

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CAMDEN COUNTY BOARD OF COMMISSIONERS
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458

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING December 2013

BY TAX ADMINISTRATOR

<u>245</u>	NUMBER DELINQUENCY NOTICES SENT
<u>14</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>5</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>2</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>28</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>3</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>0</u>	NUMBER OF JUDGEMENTS FILED

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At the point where Ms. Anderson went over the 30 largest unpaid accounts, County Attorney John Morrison made note that as of this moment the "Attachment A" was incorrect as the largest unpaid account had since paid their outstanding tax balance through 2013 at the approximate sum of \$34,000. Tax Department has received the monies collected through the attorney's assistance in this matter. Mr. Morrison went on to thank Ms. Anderson and the Tax Department for working with his office to address the delinquent accounts.

Vice Chairman Michael McLain thanked Ms. Anderson for including the top 30 unpaid and oldest personal property taxes in addition to the top 30 real estate accounts.

Chairman Garry Meiggs asked if there were any comments or questions for Ms. Anderson, hearing none, he entertained a motion to accept the Monthly Tax Report for the month of December 2013.

Vice Chairman Michael McLain made a motion to approve the monthly tax report. The motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Randy Krainiak, Sandra Duckwall, and Clayton Riggs voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

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Chairman Garry Meiggs made the following comment regarding the Public Hearing held for Ordinance No. 2014-02-01 Rezoning Application (UDO 2013-12-12) for Britton J. Overton: "In the past, when ever there is a controversy or comments concerning a public hearing, this Board's position has always been to table that concern until it's next meeting." The consensus of the Board was to table Mr. Overton's rezoning request until the Board's next regular meeting.

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Board Appointments

Item 6. A.

Regional Aging Advisory Council (RAC) Appointment

Manager Renshaw described this agenda item:

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- Director of the Area Agency on Aging, Ms. Alverico contacted Manager's Office regarding a vacancy on the Regional Aging Advisory Council (RAC)
- Needed to be a Camden resident
- No specific experience needed
- Shana Trafton, Senior Center Director, has volunteered to fill the vacancy
- Staff recommends Ms. Trafton to serve on this council

CAMDEN COUNTY BOARD OF COMMISSIONERS
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502 Vice Chairman Michael McLain made a motion to appoint Shana Trafton to the Regional
503 Aging Advisory Council (RAC). The motion passed 5-0 with Chairman Garry Meiggs,
504 Vice Chairman Michael McLain, Commissioners Randy Krainiak, Sandra Duckwall, and
505 Clayton Riggs voting aye; no Commissioner voting no; no Commissioner absent; and no
506 Commissioner not voting.
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509 **Consent Agenda**

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511 Commissioner Sandra Duckwall made a motion to approve the consent agenda as
512 presented. The motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael
513 McLain, Commissioners Randy Krainiak, Sandra Duckwall, and Clayton Riggs voting
514 aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not
515 voting.
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518 ***Consent Agenda***

519 ***Item 7. A. - Draft Minutes - December 2, 2013 and January 6, 2014***

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522 ***Consent Agenda***

523 ***Item 6. B. - Tax Collection Report***

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Tax Collection Report
January 2014

Day	Amount	Amount	Name of Account	Deposits
2	58,305.35			58,305.35
	55,355.01	7,948.70		63,303.71
3	26,106.22			26,106.22
	38,422.59	29,401.16	\$0.52 - Refund	67,823.75
6	29,206.50	41,538.72		
	26,004.13		\$3.52 - Refund	96,749.35
7	23,105.40			23,105.40
8	19,336.70			19,336.70
9	15,894.71		\$94.51 - Refund	15,894.71
10	4,691.19		\$333.35 - Refund	4,691.19
13	2,280.56		\$0.13 - Refund	
	5,541.86			5,541.86
14	4,264.75		\$1,177.09 - Refund/ \$0.80 - Over	4,264.75
15	4,047.12		\$0.76 - Refund	4,047.12
16	3,167.30			3,167.30
17	6,864.91		\$57.87 - Refund/\$1.80-short /\$9.99 -Over	6,864.91
21	10,385.99		\$5.00 - Over	10,385.99
22	344.39			344.39
23	6,206.82		\$0.60 - Refund / \$0.50 - Over	6,206.82
24	8,518.57			8,518.57
27	7,722.05		\$4.11 - Refund	7,722.05
28	745.63		\$3.71 - Refund	
	7,276.15		\$1.00 - short	7,276.15
30	2,467.10			2,467.10
31	765.30			
	13,265.44		\$0.36 - over	13,265.44
	124.00			124.00
	\$380,415.74	\$78,888.58		\$455,512.83
	\$459,304.32			\$459,304.32
	-\$3,065.01	Refund		
	-\$16.65	Over		
	\$2.80	Shortage		
	\$0.00	Adjustment		
	\$456,225.46			

Submitted by: _____ Date : _____

525
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Approved by: _____ Date: _____

CAMDEN COUNTY BOARD OF COMMISSIONERS
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527 **Consent Agenda**
 528 **Item 6. C - Tax Refunds, Pickups, & Releases**

	<u>Name</u>	<u>Amount</u>	<u>Type</u>	<u>Reason</u>	<u>No.</u>
530	Gladys Lister	\$133.61	Refund	Parcel should have	16559
531				been deleted in 2007	
532					
533	Gladys Lister	\$133.85	Refund	Parcel should have	16558
534				been deleted in 2007	
535	Gladys Lister	\$141.61	Refund	Parcel should have	16557
536				been deleted in 2007	
537	Gladys Lister	\$141.61	Refund	Parcel should have	16556
538				been deleted in 2007	
539	Gladys Lister	\$132.48	Refund	Parcel should have	16555
540				been deleted in 2007	
541	Gladys Lister	\$141.63	Refund	Parcel should have	16554
542				been deleted in 2007	
543	Gladys Lister	\$136.12	Refund	Parcel should have	16553
544				been deleted in 2007	
545	Gladys Lister	\$136.12	Refund	Parcel should have	16552
546				been deleted in 2007	
547	Gladys Lister	\$141.33	Refund	Parcel should have	16551
548				been deleted in 2007	
549	Gladys Lister	\$141.33	Refund	Parcel should have	16550
550				been deleted in 2007	
551	Derek W. Agnew	\$100.25	Release	Military Exempt	16543
552	Lutisher Lynett Moore	\$112.44	Release	Military Exempt	16541

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 555 **Consent Agenda**
 556 **Item 6. D - Tax Authorization to Collect (April 2014 Renewals)**

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 558 **STATE OF NORTH CAROLINA**
 559 **COUNTY OF CAMDEN**
 560 **TO:** The Tax Administrator of Camden County (April Renewals) Due 05/15/14 (NEW SYSTEM)

561
 562 You are hereby authorized, empowered, and commanded to collect the taxes set forth in
 563 the tax records filed in the office of the Tax Administrator and in the tax receipts herewith
 564 delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are
 565 hereby declared to be a first lien upon personal property of the respective taxpayers in the County
 566 of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you
 567 to levy on and sell personal property of such taxpayers for and on account thereof, in accordance
 568 with the law.

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
571 13,707.53	572 13,407.62	573 9,631.90	574 36,747.05

575 Witness my hand and official seal this 17TH day of February, 2014.

576
 577
 578 _____
 579 Chairman, Camden County Board of Commissioners

580 Attest:

581
 582
 583 _____
 584 Assistant Clerk to the Board of Commissioners of Camden County

585
 586 This is to certify that I have received the tax receipts and duplicates for collection in the
 587 amounts as listed herein.

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 589
 590 _____
 591 Tax Administrator of Camden County

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – February 17, 2014

- 595 **Consent Agenda**
- 596 **Item 6. E - Indirect Cost Audit Contract FY 2013-2014**
- 597
- 598 Recommendation: Review & Approve County Manager signing contract.
- 599



February 10, 2014

Ms. Clarann Mansfield
 Finance Officer
 Camden County
 PO Box 190
 Camden, NC 27921

Dear Clarann:

On August 1, 2011, Camden County entered into a contract with MGT of America, Inc. for preparation of the FY 11 cost allocation plan for \$2,300. The contract indicates on page 1 that the county has the "option to prepare plans under the same terms for the fiscal years ending June 30, 2012 and June 30, 2013."

After the successful completion of the FY 11 and FY 12 plans, it is MGT's hope that the county would like to exercise the option for FY 13 at this time. If acceptance of this letter is sufficient, please print two copies, sign and date below on both originals, scan one and email to me, and mail one back to me. If you need some other form of documentation, please let me know.

I look forward to working with you again.

Sincerely,

A handwritten signature in cursive script that reads "Dianne Mazo Jones".

Dianne Mazo Jones
 State Manager – Cost Plans
 MGT of America, Inc.

Camden County would like to exercise the option to extend the contract dated August 1, 2011 to include preparation of the FY 13 cost allocation plan.

Accepted: _____

MGT of America, Inc. by Senior Partner, Brad Burgess:

A handwritten signature in cursive script, likely belonging to Brad Burgess.

7900 Hardwick Drive Raleigh, NC 27615 (919) 522-3940 FAX: (919) 882-9031

PROVIDING PROFESSIONAL SERVICES TO GOVERNMENT

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CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – February 17, 2014

15

604 **Consent Agenda**605 **Item 6. F - Annual Audit Contract FY 2013-2014**

606

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Recommendation: Review & Approve County Manager signing contract.

608

LGC-205 (Rev. 2013)

CONTRACT TO AUDIT ACCOUNTSOf Camden County
Governmental UnitOn this 5th day of February, 2014, Thompson, Price, Scott, Adams & Co., P.A.
Auditor4024 Oleander Drive, Suite 3 Wilmington, NC 28403
Mailing Address

, hereinafter referred to as

the Auditor, and Board of Commissioners of Camden County
Governing Board Governmental Unit

to as the Governmental Unit, agree as follows:

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit for the period beginning July 1, 2013, and ending June 30, 2014. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate discretely presented component units, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).
3. This contract contemplates an unqualified opinion being rendered. If financial statements are not prepared in accordance with GAAP, or the statements fail to include all disclosures required by GAAP, please provide an explanation for that departure from GAAP in an attachment.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards*, the Auditor shall provide an explanation as to why in an attachment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2014. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] The process for

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CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – February 17, 2014

16

Contract to Audit Accounts (cont.) Camden County

(Name of Governmental Unit)

invoice approval has changed. All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent through the portal at: <http://nctreasurer.slgfd.leapfile.net>. Subject line should read "Invoice - only". The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor for them to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] If needed will be billed separately at standard rates

Audit \$24,500.00

Preparation of the annual financial statements \$1,000.00

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. **The 75% cap for interim invoice approval for this audit contract is \$19,125.00**

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included), by municipal bond rating services, to fulfill secondary market disclosure requirements of the Securities and Exchange Commission, and other lawful purposes of the Governmental Unit, without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.
- The LGC's process for submitting contracts, audit reports and Invoices are subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
- In addition, if the OSA designates certain programs to be audited as major programs, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.
14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net>. **No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.**

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CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – February 17, 2014

Contract to Audit Accounts (cont.) Camden County
(Name of Governmental Unit)

- 16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item 17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
- 17. Special provisions should be limited. Please list any special provisions in an attachment.
- 18. A separate contract should not be made for each division to be audited or report to be submitted. A separate contract must be executed for each component unit which is a local government and for which a separate audit report is issued.
- 19. The contract must be executed, pre-audited, physically signed by all parties and submitted in PDF format including Governmental Unit and Auditor signatures to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of September 4, 2013. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
- 20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
- 21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
- 22. The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void.
- 23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16.)
- 24. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:
 Firm Thompson, Price, Scott, Adams & Co., P.A.
 By Gregory S. Adams, C.P.A.
 (Please type or print name)

 (Signature of authorized audit firm representative)
 Email Address of Audit Firm:
greg@wilmingtontpsa.com
 Date 02/05/2014

Governmental Unit Signatures:
 By Garry Meiggs, Board Chairman
 (Please type or print name and title)

 (Signature of Mayor/Chairperson of governing board)
 Date _____

Date Governing Body Approved Audit Contract - G.S. 159-34(a)
 Date _____

Unit Signatures (continued):
 By _____
 (Chair of Audit Committee- please type or print name)

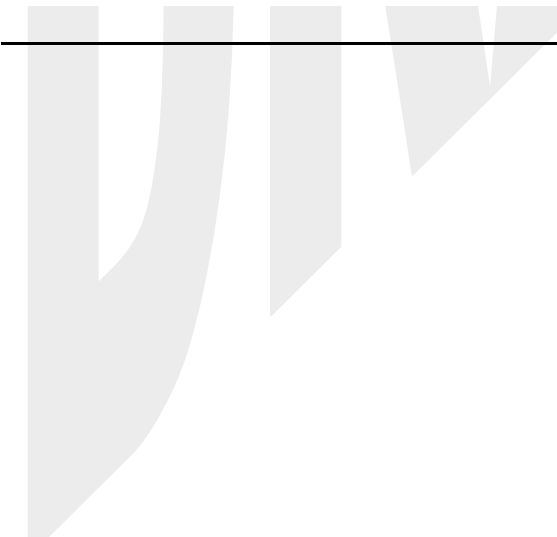
 (Signature of Audit Committee Chairperson)
 Date _____
 (If Governmental Unit has no audit committee, this section should be marked "N/A.")

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

Clarann Mansfield, Finance Officer
 Governmental Unit Finance Officer (Please type or print name)

 (Signature)
 Email Address of Finance Officer
cmansfield@camdencountync.gov
 Date _____
 (Preaudit Certificate must be dated.)

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617 *Consent Agenda*
 618 *Item 6. G - Second Amendment to Contract for Services of County Manager*
 619

NORTH CAROLINA
 CAMDEN COUNTY

**SECOND AMENDMENT TO CONTRACT
 FOR SERVICES OF COUNTY MANAGER**

This Agreement is made and entered into by and between Camden County, a body politic and political subdivision of the State of North Carolina, hereinafter referred to as "County", and Michael R. Renshaw, hereinafter referred to as "Manager".

RECITALS

1. Manager is currently employed by County pursuant to a contract under date of October 26, 2011, which was amended by a subsequent written agreement under date of April 1, 2013.
2. County continues to be highly satisfied with the services of Manager and is desirous of retaining Manager's services into the future as being in the best interest of the citizens of Camden County.
3. Moreover, County continues to be mindful of increased competition within local government for employees of manager's capability, work ethic, and integrity.
4. Manager is also very satisfied with his employment history with County and desires to provide for additional stability for his future and is, therefore, desirous of entering into this agreement.

NOW, THEREFORE, for and in consideration of the following, it is agreed between the parties, the employment contract of October 26, 2011, as amended April 1, 2013, shall be amended in the following regards and no others:

**SECTION ONE
 TERM**

Manager's contract of employment, which commenced on December 5, 2011, is currently scheduled to terminate on December 4, 2014. Section One of the original contract is now amended to provide termination on December 4, 2017, an extension of three additional years over the original contract.

620
 621

SECTION THREE
COMPENSATION

Manager’s current salary, which reflects the aforementioned amendment, is currently \$92,150.00. Effective immediately, that salary shall be increased by the sum of 7.5% for the duration of this amended contract. Provided, however, nothing herein shall be construed so as to prohibit Manager being eligible for an additional increase in salary should the Board of Commissioners, in its sole discretion, deem it appropriate to do so as being in the best interest of County government.

This Second Amendment is executed in duplicate originals with each party retaining a fully executed document on this the ____ day of February, 2014.

MANAGER:

CAMDEN COUNTY

MICHAEL R. RENSHAW

BY:

GARRY MEIGGS
CHAIRMAN OF THE
BOARD OF COMMISSIONERS

ATTEST:

CLERK TO THE
BOARD OF COMMISSIONERS

[SEAL]

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623

PRE-AUDIT CERTIFICATION

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

COUNTY OF CAMDEN

By:

Finance Officer

[SEAL]

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631 ***Consent Agenda***

632 ***Item 6. H - Declaration of Surplus Property***

633

634 Declare the following as surplus property:

635

636 2003 Ford Crown Vic Vin #2FAFP71W13X202178, Mileage 178,000.

637 From Department: Sheriff's Office

638

639

640 **Commissioner's Report**

641

642 Vice Chairman Michael McLain mentioned the following items of interest:

- 643 • Thanked the Board for his appointment to the Regional Transportation Advisory
- 644 Board
- 645 ○ Has been receiving numerous comments regarding the proposed tolls on
- 646 Knotts Island

647

648 Commissioner Randy Krainiak mentioned the following items of interest:

- 649 • Mentioned Atlantic City trip, organized by the Camden County Senior Center
- 650 Director, Shana Trafton.
- 651 ○ Four days, three nights
- 652 ○ Application for trip is available on Camden Website
- 653 ○ For more information, contact Shana Trafton at 252-338-1919 ext. 248.

654

655

656 **County Manager's Report**

657

658 County Manager Michael Renshaw had the following items to report:

- 659 • Remind the Board, and also invite the public - on Thursday, March 20, 2014,
- 660 from 12PM - 4PM in the afternoon, there will be a Board retreat and work session
- 661 to be held at the Camden County Library Community Room.
- 662 • Pleased to announce that there will be a re-dedication ceremony for the
- 663 Monument Marker for Brigadier General Isaac Gregory on Saturday, March 22,
- 664 2014 at 11 AM. Ceremony will be held in the rear portion of the Camden County
- 665 High School Parking Lot. The public is invited and encouraged to attend.
- 666 • We were just informed that there is a vacancy on the Economic Improvement
- 667 Council, due to a resignation. Would like to confer with the Board regarding a
- 668 replacement, and also will have the Clerk to the Board post the vacancy to the
- 669 website.

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CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – February 17, 2014

21

673 **Information from Board and Staff**

674

675 The following items were provided to the Board for their information, and a copy of these
676 items is maintained in the Clerk's office.

677

678 A. Register of Deeds Account Balance Report

679 B. Sheriff's Monthly Report

680 C. Public Library Collection Report

681 D. Central Depository Fund Report

682

683

684 **Closed Session**

685

686 At this time, Chairman Garry Meiggs called for a motion to go into closed session.

687

688 Vice Chairman Michael McLain made a motion to go into closed session for the purpose
689 as stated above. The motion passed 4-0 with Chairman Garry Meiggs, Vice Chairman
690 Michael McLain, Commissioners Randy Krainiak and Sandra Duckwall voting aye; no
691 Commissioner voting no; no Commissioner absent; and Commissioner Clayton Riggs not
692 voting due to Camden County's policy regarding remote participation in closed session.

693

694 The Board entered closed session for the purpose of consultation with County Attorney
695 John Morrison regarding potential litigation.

696

697 Vice Chairman Michael McLain made a motion to come out of closed session for the
698 purpose as stated above. The motion passed 4-0 with Chairman Garry Meiggs, Vice
699 Chairman Michael McLain, Commissioners Randy Krainiak and Sandra Duckwall voting
700 aye; no Commissioner voting no; no Commissioner absent; and Commissioner Clayton
701 Riggs not voting due to Camden County's policy regarding remote participation in closed
702 session.

703

704 **Meeting Adjourned**

705

706 By acclamation of Chairman Garry Meiggs, the meeting was adjourned.

707

708 [It is hereby noted that this set of minutes was prepared by the Assistant Clerk to the
709 Board, Amy Barnett, who was not in attendance at this particular meeting. Having
710 reviewed the appropriate video record and Board Packet with Agenda, and having made
711 findings that items therein and reported herein were in fact on the agenda for February
712 17, 2014, these minutes are hereby submitted. Adjournment time is not known due to the
713 aforementioned video not being time-stamped, and a closed session - not on video -
714 occurring at the end of but prior to adjournment of the meeting, therefore length of video
715 cannot be used as a guide for adjournment time of this meeting.]

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Chairman Garry Meiggs

Camden County Board of Commissioners

ATTEST:

Amy Barnett

Assistant Clerk to the Board

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 17, 2014

1

**Camden County Board of Commissioners
Regular Meeting
March 17, 2014
7:00 P.M. - Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on March 17, 2014 in the Upstairs Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

Chairman Garry Meiggs, Vice Chairman Michael McLain,
Commissioners Sandra Duckwall and Randy Krainiak;
Commissioner Clayton Riggs was present via Remote Participation (telephone).

Also attending were County Manager Michael Renshaw, and Clerk to the Board Ashley Honaker.

Present for purposes of making a presentation(s) or providing supporting information for agenda items were the following persons:

Name	Title:	Purpose / Representing:	Agenda Section:
Josh Bass	President	Currituck Chamber of Commerce	Presentations Item#3.A.
Gwenn Wescott		Senior Tarheel Legislation	Presentations Item#3.B.
Cameron Lowe	Interim Extension Director, Camden Co.	Cooperative Extension Report to the People	Presentations Item#3.C.
Danielle Barco	Extension Agent	Cooperative Extension Report to the People & Dyno-Bots Robotics Team	Presentations Item#3.C. & E.
Brandon Morrisette	Team Captain	Dyno-Bots Robotics Team	Presentations Item#3.E.
Brian Lannon	Volunteer	Dyno-Bots Robotics Team	Presentations#3.E.
Dave Parks	Zoning Officer	Ordinance 2014-02-01 Rezoning Application for Britton J. Overton	Old Business Item#4.A.
Lisa Anderson	Tax Administrator	Monthly Tax Report for the month of December 2013	New Business Amended Item # 5.A.

Regular Session, 7:00 P.M.

Chairman Garry Meiggs called to order the March 17, 2014 meeting of the Camden County Board of Commissioners at 7:00 PM.

Invocation and Pledge of Allegiance

Vice Chairman Michael McLain gave the invocation and led those present in the Pledge of Allegiance.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 17, 2014

2

36 **Public Comments**

37

38 None

39

40

41 **Consideration of Agenda**

42

43 Chairman Garry Meiggs asked if there were any changes to the agenda. County Manager
44 Michael Renshaw asked to amend the agenda to *remove* New Business Items # 5.B., One
45 Mill Park Resolution Execution of Public Beach & Estuarine Access Grant Contract, and
46 # 5.C. One Mill Park CAMA Permit Consultant Services, and renumber New Business
47 Items # 5.D., Innovation Reward Program, to # 5.B, and # 5.E. Monthly Tax Report to
48 #5.C.

49

50 Commissioner Sandra Duckwall made a motion to amend the agenda as suggested by the
51 County Manager and approve the agenda as amended. The motion passed 5-0 with
52 Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Randy
53 Krainiak, Sandra Duckwall and Clayton Riggs voting aye; no Commissioner voting no;
54 no Commissioner absent; and no Commissioner not voting.

55

56

57 **Presentations**

58

59 ***Item # 3.A.***

60 ***Josh Bass Currituck Chamber of Commerce President:***

- 61 • Coming before Board to discuss possibility of Camden County becoming a
- 62 member of the Currituck County Chamber of Commerce
- 63 • There are a lot of similarities between Camden and Currituck with regard to
- 64 economic makeup, 20 miles of beach notwithstanding
- 65 • Currituck Chamber has several Camden members, and one of the Currituck
- 66 Chamber Board members is from Camden
- 67 • Members of the Currituck Chamber span the entire area, from Edenton to the
- 68 Outer Banks
- 69 • Want to look at areas of economic cooperation between Camden and Currituck
- 70 • Would like help and advice on how to reach out to Camden businesses
- 71 • Believe would be beneficial to both counties
- 72 • May be able to help open up tourism markets from Currituck to Camden County

73

74 At this time, Chairman Garry Meiggs asked if there were any questions for Mr. Bass.

75

76 Vice Chairman Michael McLain asked Mr. Bass how would it help and benefit the
77 citizens and businesses of Camden were Camden to join the Currituck Chamber.

78

79 Mr. Bass responded that there are many mutually shared interests between both counties
80 and that occasionally the Currituck Chamber goes to Raleigh to speak with state and
81 federal legislators on issues and if there were any issues that Camden County wants the
82 Chamber to speak about on their behalf, the Chamber can do that, as it is one of the
83 business advocacy benefits that all Chamber members share. One of the specific issues
84 Mr. Bass mentioned having spoken about with legislators is the OLF that both Camden
85 and Currituck oppose. Mr. Bass went on to say that the Chamber could also help
86 Camden in attracting business and industry to the area.

87

88 Vice Chairman Michael McLain voice a concern that since Camden is a member of the
89 Elizabeth City Chamber of Commerce, he doesn't want them to view this as a competing
90 proposition.

91

92

93 Mr. Bass responded saying that there are many businesses that are members of both
 94 Chambers, and that typically businesses join Chambers located in the markets where they
 95 do business. For example if a company did business in both Elizabeth City and Currituck
 96 then they might be members of both Chambers. Mr. Bass went on to say that for local
 97 government it is slightly different in that instead of being markets where business is done,
 98 it would be locations wherein Camden County has interests.

99

100 Commissioner Randy Krainiak asked what were the dues for the Currituck Chamber of
 101 Commerce. Mr. Bass replied that the dues were \$250 annually with a one-time joining
 102 fee of \$25.

103

104 At this time, Chairman Garry Meiggs asked if there were any further questions for Mr.
 105 Bass, hearing none, he thanked Mr. Bass for his presentation.

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Item # 3.B.

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Gwenn Wescott – Senior Tarheel Legislation

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- Representing both the Senior Tarheel Legislation & the Area Agency on Aging
 - Ms. Wescott is this area’s Senior Tarheel Legislator and also Area Representative in the Area Agency on Aging, and represents this area’s interests at meetings held in Raleigh annually
 - 16 regions in whole state, Camden is in region R
- Area Agency on Aging:
 - Established in 1965
 - 10 Counties participating in Agency
 - Generally meet 3 times a year
 - Programs that agency is most interested in are the Block Grants
 - Covers meals on wheels, transportation, etc.
 - Camden has the lowest level of volunteers, yet the highest participation for meals
 - Believes that Block Grants should be used with careful consideration
- Will be going to Raleigh mid-March to represent both agencies
 - Will be one of the Officers for this area
 - On 2 committees: Public Relations & Crime and Security
- Advocated the practice of “doing more with what you have, and not asking for more”
- Mentioned Senior Games to be held in Chowan later in April
 - Not just games, includes things like photography, literary works, hand work, art, basically any talent, etc.
 - Age for participation has changed, instead of 62 (as it has been in the past), participants can be 55+.
- Spoke about programs relating to the following:
 - “Scam Jams” - How to handle “scammers”
 - People with Dementia and Alzheimer’s
 - Elder Abuse
- Thanked the Board for letting her represent Camden County on these important issues

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142

Chairman Garry Meiggs thanked Ms. Wescott for her presentation

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146 **Item # 3.C.**147 **Cooperative Extension Report to the People**

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149 Cameron Lowe, Interim Camden County Extension Director

150

• Annual Report to the People

151

- On May 8, 2014, will be Celebrating 100 Year Anniversary of the Smith-Lever Act which President Woodrow Wilson signed into law on May 8, 1914, which created Cooperative Extension Services across the nation.

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- Purpose of the Cooperative Extension Service remains the same now as it was then: To diffuse practical information developed by land grant universities to the public

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- Land Grant Universities in NC are NC A&T, and NCSU
- Provides non-biased research based information to the public

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- Highlights of work done in 2013 include:

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- “Camden CES: Extending Knowledge and Changing lives...” -
Showed picture slideshow depicting the following:

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- Provided the Board with a packet which includes the statistics and data relating to activities

- Agricultural Programming – focused on ensuring profitable and sustainable farming systems in a safe food system

- On Farm Tests
- Farm Medic Training
 - Paid off with the successful rescue of the 5 individuals who were trapped in a grain bin last year

- Variety Trials
- Pesticide Licensing
- Farm Visits
- DMV Farmer Forum
- Producer Meetings

- Cooperative Efforts included the Northeast Ag Expo – data from this is in board packet

- NE Ag Expo is a premier event highlighted in cooperative extension across the state, held as an example of how extension programming should work
- Booklet containing scientific information relating to tests and studies done at the event is available for anyone involved in farming

- Danielle Barco, Family and Consumer Science Programming

- Seniors Health Insurance Information Program (SHIIP)
 - Ms. Barco educates seniors regarding Medicare and prescription drug benefits
 - Ms. Barco has served over 260 citizens within the scope of this program, and one such individual actually saw a cost savings of close to \$5,000 annually

- 206 ▪ Expanded Foods and Nutrition Education Program
- 207 • Nutrition and financial education for the low income
- 208 population of Camden County
- 209 ▪ 4H and Youth Development Program
- 210 • Offers youth the opportunity to develop and enhance
- 211 leadership skills
- 212 • Supports schools through supplemental activities focusing
- 213 on the sciences of engineering, technology, and math
- 214 • Youth participated in contests and educational activities at
- 215 the County, District, State, and even National level
- 216 ○ JCPC funding moved from the Camden Cooperative Extension Service's
- 217 administration to the Sheriff's Department administration.
- 218 ○ Camden County Cooperative Extension Service is very proud of the
- 219 history and heritage of their service to the people of Camden County, and
- 220 remain committed to the mission of Cooperative Extension which exists to
- 221 bring those resources of the universities to the public, and also to the
- 222 farms, families, and 4H.
- 223 ○ In 2014, Camden County Cooperative Extension Service will continue
- 224 agricultural programming such as pesticide training, variety tests, on-farm
- 225 testing, NE Ag Expo, Farm Medics Trainings, etc.
- 226 ○ New for this year is leadership and community development – will be
- 227 working with some departments on topics like time management, effective
- 228 communication, etc.
- 229 ○ Will continue to recruit volunteers for 4H and other programs
- 230 ○ Will continue to offer programs for youth to extend their skills and
- 231 education
- 232 ○ Will continue to educate and promote healthy lifestyles
- 233 • Connect with Camden Extension online:
- 234 ○ www.camden.ces.ncsu.edu
- 235 ○ Facebook: NCCoopExtCamden
- 236 ○ Twitter: @CamdenExtension

237

238 Commissioner McLain asked Ms. Lowe to speak about the upcoming 4H Livestock

239 Show and Sale.

240

241 Ms. Lowe provided the following information regarding the aforementioned event:

- 242 • Albemarle Area Livestock Show and Sale
- 243 • Dates are April 29 and 30, 2014 (last Tuesday and Wednesday in April)
- 244 • Held at the Livestock Barn in Elizabeth City, NC
- 245 • Danielle Barco added that the times / schedule of events are:
- 246 ○ Tuesday
- 247 ▪ 6AM – Weighing
- 248 ▪ 11:30 AM – Livestock Judging Contest
- 249 ▪ Special youth show immediately following
- 250 ▪ Between 3 - 4 PM Goats and Lambs
- 251 ○ Wednesday
- 252 ▪ 8AM Hog Show
- 253 ▪ Steer Show immediately following
- 254 ▪ Livestock Sale at 6:45 PM

255

256 Ms. Lowe added that on May 19-20 there will be a centennial celebration in Raleigh to

257 celebrate 100 years of Cooperative Extension Service. There will be a proclamation in

258 Downtown Raleigh, then a celebration.

259

260 At this time, Chairman Garry Meiggs asked if there were any other questions or

261 comments for Ms. Lowe, hearing none, he thanked her for her presentation.

265 **Item # 3.D.**

266 **NCACC Legislative Update Video**

267

268 County Manager Michael Renshaw briefly described this agenda item. This is a 5 minute
 269 video from the NC Association of County Commissioners that they asked for County
 270 Commissioners to view. The video dealt with lottery fund allocation advocacy to NC
 271 school systems and how important it is for County Boards of Commissioners to be
 272 involved in this effort. The video also touched on the upcoming County Assembly Day
 273 to be held in Raleigh for County Commissioners across the state.
 274

275

276 **Item # 3.E.**

277 **Dyno-Bots Robotics Team**

278

279 While the team captain Brandon Morrisette set up the robot for show, Danielle Barco of
 280 the Camden County Cooperative Extension Service gave a brief introduction, thanking
 281 the volunteers without whose help programs like this would not be possible:

- 282 • Commended Brian Lannon and his wife Dr. Darlene Lannon on all their hard
 283 work and dedication to the youth involved in the Robotics Team and other science
 284 club efforts
- 285 • Also thanked Ms. Debbie Hill, the parents of the science club, and Mr. Inglesaw
 286 (a science teacher at Camden H.S.)
 287

288 Brandon Morrisette, team captain of Team 6425, the Dyno-Bots gave a brief introduction
 289 and demonstration of the robot that won them 9th place out of 30 teams from across the
 290 state during the state competition last year. This year there has been even more interest
 291 from other youth. The team went to the regional qualifier this year in Greensboro and
 292 won 1st place. The Dyno-Bots were also the winners of the Rockwell-Collins Innovate
 293 award for having the most innovative and sleek designed robot. Two weeks later the
 294 team attended the State Championships, where they made it as far as the semi-finals. Mr.
 295 Morrisette stated that he has every confidence that the team will make it even further next
 296 year, but that he would not be able to attend with them as he is a graduating senior this
 297 year.
 298

299 After the demonstration, Brian Lannon mentioned that the students came up with the
 300 design, built, and tested the robot, and that the robotics kit they started with did not come
 301 with any instructions, they did all the design themselves.
 302

303 Chairman Garry Meiggs thanked Mr. Morrisette for his impressive demonstration.
 304

305

306 **Old Business**

307

308 **Item # 4.A.**

309 **Ordinance 2014-02-01 Rezoning Application (UDO 2013-12-12) for Britton J. Overton**

310

311 County Manager Michael Renshaw gave a brief introduction to this agenda item and
 312 reminded the Board that a public hearing on this rezoning request was held at the last
 313 regular meeting of the Board of Commissioners, on February 17, 2014.
 314

315 Manager Renshaw then yielded the floor to Mr. Dave Parks who opened the discussion
 316 on this matter.
 317
 318

CAMDEN COUNTY BOARD OF COMMISSIONERS
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7

319 Dave Parks, Zoning Officer, Camden County Planning Department provided the
320 following information:

- 321 • Public hearing was held on 2-17-14
- 322 • Regardless of whether the Board's motion tonight is for approval or denial, there
323 are 2 motions that are required:
- 324 ○ Statement relating to plan consistency, whether or not the request is
325 consistent with the plans of Camden County
- 326 ■ If the Board votes to approve, the statement would indicate that the
327 rezoning is consistent with policy 10 of the CAMA Land Use Plan
328 which states that the County shall provide a range of affordable
329 housing options
- 330 ■ If the Board votes to deny, the statement would indicate that the
331 rezoning is not consistent with the CAMA Land Use Plan as it is
332 spot zoning and is not part of an overall zoning plan.
- 333 ○ Motion for approval or denial of the ordinance itself
- 334 • Planning Board met on February 19, 2014 and voted unanimously to recommend
335 denial of this rezoning because it was not consistent with the CAMA Land Use
336 Plan and it is considered spot zoning
- 337 • Mr. Overton is present tonight

338

339 Manager Renshaw noted that recommended language to use for the motions with regard
340 to consistency statement is included in the board packet on the agenda item summary
341 sheet.

342

343 Vice Chairman Michael McLain made a motion that the requested zoning is inconsistent
344 with the CAMA Land Use Plan as it is spot zoning and is not part of an overall zoning
345 plan. The motion was approved 5-0 with Chairman Garry Meiggs, Vice Chairman
346 Michael McLain, Commissioners Randy Krainiak, Sandra Duckwall, and Clayton Riggs
347 voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner
348 not voting.

349

350 Commissioner Sandra Duckwall made a motion to deny Ordinance 2014-04-01 Rezoning
351 Application (UDO 2013-12-12) for Britton J. Overton. The motion was approved 5-0
352 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Randy
353 Krainiak, Sandra Duckwall, and Clayton Riggs voting aye; no Commissioner voting no;
354 no Commissioner absent; and no Commissioner not voting.

355

356 After the vote was taken, Commissioner Riggs asked Mr. Parks why Mr. Overton
357 couldn't simply use the parent to child exemption on 1 acre of the property for placement
358 of his desired singlewide. Mr. Parks explained that the parent to child exemption only
359 exempts from the requirements of sub-division of the property, it does not change the
360 allowed uses on the property and since the property is in a General Use zone, singlewides
361 are not allowed.

362

363

364 **New Business**

365

366 ***Item # 5.A.***

367 ***VFD Contract Agreement***

368

369 County Manager Michael Renshaw described this agenda item:

- 370 • Emergency Management Director Christy Saunders has drafted a Mutual Aid
371 Agreement which, if the Board approves, will be between the County of Camden
372 and the City of Chesapeake with regard to emergency services, fire protection
373 services, in the event of a disaster that might require large numbers of assets.
- 374 • Manager Renshaw and Director Saunders both feel this Mutual Aid Agreement
375 would be beneficial to the County
- 376 • This topic was previously discussed, back in 2006, however no action was taken
377 at that time
- 378 • Director Saunders has spoken with both Fire Chiefs and their Boards
- 379 • If the Board of Commissioners were to approve this Mutual Aid Agreement, it
380 would require addendums to the existing Fire Protection Services Contract with
381 both volunteer fire departments.

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- 382 • Both the amendments and the proposed Mutual Aid Agreement are in the Board
383 Packet
384 • Both Fire Department Chiefs, Chief Banks (South Mills) and Chief Jennings
385 (South Camden/Shiloh) are in support of the necessary amendments to the
386 existing FPS contracts
387 • Both Fire Chiefs are in support of the Mutual Aid Agreement
388 • Staff is recommending approval of this agreement
389

390 At this time, Chairman Garry Meiggs asked if there were any questions for Manager
391 Renshaw concerning this agenda item. Hearing none, he called for a motion.
392

393 Vice Chairman Michael McLain made a motion to approve the Mutual Aid Agreement
394 between Camden County and the City of Chesapeake, and to approve the addendums to
395 the existing Fire Protection Services Contracts for the South Mills and South
396 Camden/Shiloh Volunteer Fire Departments. The motion was approved 5-0 with
397 Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Randy
398 Kraniak, Sandra Duckwall, and Clayton Riggs voting aye; no Commissioner voting no;
399 no Commissioner absent; and no Commissioner not voting.
400

401

402 ***Item # 5.B.***

403 ***Innovation Reward Program***

404

405 County Manager Michael Renshaw described this agenda item:

- 406 • This is a program that will reward employees who submit beneficial suggestions
407 to the County.
408 • Rewards employees who submit creative and innovative suggestions that
409 ultimately save the County money, streamline processes, improve delivery of
410 services, etc.
411 • Employees would submit their suggestions to a review committee who then
412 would review the suggestions and make a determination as to feasibility of
413 implementation, cost savings to the County, then the committee would forward
414 that to the Management team which would be made up of the County Manager,
415 Finance Officer, and a few department heads having the experience in the area
416 which the suggestion addresses
417 • If the suggestion was determined to be a cost saving measure and were to be
418 approved, then the employee would receive either a cash benefit or vacation
419 benefit in the form of vacation hours
420 • A table showing the proposed benefit to the employee is included in the board
421 packet
422 • Mentioned a case study whereupon the city of Aurora Colorado implemented a
423 similar program and over the course of 15 years saw a gross savings of over five
424 million dollars
425 • Believes this will make Camden County Government a better organization and
426 will reward employees for suggestions that lead to the County being:
427 ○ More effective
428 ○ More efficient
429 ○ Saving money
430 ○ Improve employee morale
431

432 At this time Chairman Garry Meiggs asked if there were any questions for Manager
433 Renshaw.
434

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9

435 Commissioner Sandra Duckwall asked what the process was in the selection of the
436 Management Team, and how frequently the members would change. Manager Renshaw
437 replied that there were several examples that he looked at, and in particular the Town of
438 Wake Forest NC. Using the Town of Wake Forest as a model, a lot of elements were
439 used in the drafting of this program. Where the Management Team is concerned, the
440 model used has an initial Management Team, then department heads and those who have
441 expertise in the area of the suggestion. The membership of the team can rotate quarterly
442 or yearly. As a pilot program, it would be a good idea to be able to look and see how it
443 was operating.

444
445 Manager Renshaw also mentioned that Department Heads would not be eligible to
446 participate in this program, just the 'line-level' staff.

447
448 Commissioner Randy Krainiak voiced the opinion that finding ways to save money in the
449 respective positions is a part of every employees job. Manager Renshaw stated that while
450 he agrees with this, there does need to be a way to incentivize it so that employees are
451 excited about making suggestions that might save the County money. Manager Renshaw
452 added that the aforementioned case study regarding the City of Aurora, Colorado, the
453 cost to the City for implementing their program was only about 6% of the overall savings
454 of \$5,000,000.

455
456 Commissioner Sandra Duckwall stated that she is in favor of this program as the County
457 stands to gain far more than the employee would receive in an incentive. As an example,
458 she mentioned the first level of rewards wherein if the County saved between \$1,000 to
459 \$2,499 then the employee would have a choice of either 6 hours of vacation time or \$125.
460 The County would see a net savings of between \$875 to \$2,374 if the employee chose the
461 cash option.

462
463 Vice Chairman Michael McLain mentioned that it would also be great to be able to take
464 some of the ideas gathered through this program to the NC Association of County
465 Commissioners to share with them. Manager Renshaw agreed.

466
467 At this time, Chairman Garry Meiggs asked if there were any further comments or
468 questions relating to this agenda item. Hearing none, he entertained a motion.

469
470 Commissioner Sandra Duckwall made a motion to approve the establishment of an
471 Innovation Reward Program, to be effective July 1, 2014. The motion was approved 4-1
472 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Sandra
473 Duckwall, and Clayton Riggs voting aye; Commissioner Randy Krainiak voting no; no
474 Commissioner absent; and no Commissioner not voting.

475
476
477

478 **Item # 5.C.**
 479 **Monthly Tax Report**

480
 481 Camden County Tax Administrator, Lisa Anderson, gave the Monthly Tax Report for the
 482 months of January and February 2014. Ms. Anderson went over the information
 483 contained in the reports incorporated herein below:
 484

485 **MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE**
 486 **CAMDEN COUNTY BOARD OF COMMISSIONERS**
 487 **(Month of January 2014)**
 488 **OUTSTANDING TAX DELINQUENCIES BY YEAR**
 489

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2013	510,650.43	69,801.14
2012	115,204.26	25,506.96
2011	53,983.83	13,813.66
2010	33,002.65	6,980.98
2009	14,718.47	6,646.19
2008	11,080.05	6,707.85
2007	8,148.03	10,511.36
2006	2,816.85	14,653.98
2005	2,179.23	26,981.05
2004	1,111.91	12,249.59

TOTAL REAL PROPERTY TAX UNCOLLECTED	752,895.71
TOTAL PERSONAL PROPERTY UNCOLLECTED	193,852.76
TEN YEAR PERCENTAGE COLLECTION RATE	98.62%

COLLECTION FOR 2014 VS. 2013 422,407.93 VS. 423,593.67

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2013	91.66%
2012	98.02%
2011	99.04%

490

CAMDEN COUNTY BOARD OF COMMISSIONERS
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491
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493

THIRTY LARGEST UNPAID ACCOUNTS

Real Estate

Table with 7 columns: Roll, Parcel Number, Unpaid Amount, YrsDlq, Taxpayer Name, City, Property Address. Lists 30 largest unpaid real estate accounts.

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498

02/12/14 10:02:32 Delinquencies Top-30 Unpaid

Personal Property

Table with 7 columns: Roll, Parcel Number, Unpaid Amount, YrsDlq, Taxpayer Name, City, Property Address. Lists 30 largest unpaid personal property accounts.

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02/12/14 10:03:13 Delinquencies Top-30 Unpaid

THIRTY OLDEST UNPAID ACCOUNTS

Real Estate

Table with 7 columns: Roll, Parcel Number, YrsDlq, Unpaid Amount, Taxpayer Name, City, Property Address. Lists 30 oldest unpaid real estate accounts.

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508
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510

02/12/14 10:02:33 Delinquencies Top-30 Oldest

Personal Property

Table with 7 columns: Roll, Parcel Number, YrsDlq, Unpaid Amount, Taxpayer Name, City, Property Address. Lists 30 oldest unpaid personal property accounts.

511
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514

02/12/14 10:03:14 Delinquencies Top-30 Oldest

515
 516
 517
 518

EFFORTS AT COLLECTION IN THE LAST 30 DAYS
ENDING January, 2014
BY TAX ADMINISTRATOR

<u>249</u>	NUMBER DELINQUENCY NOTICES SENT
<u>99</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>18</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>0</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>12</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>12</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS (Executions Paid-4)
<u>0</u>	NUMBER OF JUDGEMENTS FILED (Judgments Released-7)

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MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE
CAMDEN COUNTY BOARD OF COMMISSIONERS
(Month of February 2014)
OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2013	401,516.86	62,137.56
2012	97,198.71	21,227.46
2011	43,476.53	13,654.62
2010	27,625.46	6,793.42
2009	11,993.50	6,632.75
2008	8,832.11	6,693.57
2007	7,537.10	10,499.97
2006	2,472.55	14,653.98
2005	1,881.13	26,942.11
2004	1,100.17	12,217.18
TOTAL REAL PROPERTY TAX UNCOLLECTED		603,634.12
TOTAL PERSONAL PROPERTY UNCOLLECTED		181,452.62
TEN YEAR PERCENTAGE COLLECTION RATE		98.84%

COLLECTION FOR 2014 VS. 2013 115,803.48 VS. 141,869.10

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2013	93.34%
2012	98.33%
2011	99.19%

526

CAMDEN COUNTY BOARD OF COMMISSIONERS
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527
528
529

THIRTY LARGEST UNPAID ACCOUNTS

Real Estate

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7080-00-17-0129.0000	20,926.86	2	CAMDEN SQUARE ASSOCIATES	SOUTH MILLS	
R	03-8971-00-12-0477.0000	15,489.55	4	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	01-7979-00-61-7358.0000	11,017.82	3	POTOMAC TIMBER INVESTMENTS #17	SOUTH MILLS	HORSESHOE RD
R	02-8935-02-76-2934.0000	9,472.61	2	EFFIE PAULINE CREEKMORE	CAMDEN	258 158 US E
R	01-7989-00-01-1714.0000	8,446.62	7	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-17-4778.0000	6,878.63	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-45-2682.0000	6,858.43	7	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	6,304.37	10	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7081-00-20-6045.0000	5,513.29	1	BRIAN K. & DEBORAH A. MALCOLM	SOUTH MILLS	176 CULPEPPER RD
R	01-7998-01-08-8621.0000	5,361.33	1	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	02-8934-01-18-6001.0000	4,917.62	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	02-8943-01-26-3088.0000	4,811.94	1	SEVEN FINANCIAL MANAGEMENT	CAMDEN	101 RIVER RD
R	01-7989-00-12-1037.0000	4,763.05	7	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8944-00-31-2148.0000	4,647.18	1	CARL HARRINGTON	CAMDEN	150 SAND HILLS RD
R	02-8945-00-54-1099.0000	4,568.58	4	GERTIE LEE & JONOLA T ROUNDTREE	CAMDEN	263 BELCROSS RD
R	02-8936-00-21-4428.0000	4,558.06	2	BRITTON OVERTON	SHILOH	103 WESLEY RD
R	02-8936-00-21-4428.0000	4,434.47	2	CAROLYN MCDANIEL	CAMDEN	SCOTLAND RD
R	03-8953-04-81-9832.0000	4,284.93	2	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	01-7989-03-30-8984.0000	4,135.02	5	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	02-8945-00-41-2060.0000	3,919.03	7	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	03-8973-00-29-2185.0000	3,693.42	1	FRANKLIN D. SPRUIELL	SHILOH	110 RIDDLER CT
R	02-8935-02-76-5639.0000	3,558.84	1	SHELLA RIGGS EDWARDS	CAMDEN	255 158 HWY E
R	02-8935-03-42-2055.0000	3,539.80	1	JOYCE G. MOORE	CAMDEN	144 GOMBERRY RD
R	02-8944-00-87-4715.0000	3,510.25	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	175 MCKIMMEY RD
R	03-8972-00-56-9710.1000	3,443.65	7	JAMES D. FORBES II	SHILOH	127 ALDER BRANCH RD
R	03-8909-00-23-8838.0000	3,436.29	3	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	01-8909-00-13-4823.0000	3,429.34	1	JOHN E. MERRITT	SOUTH MILLS	255 SAILBOAT CREEK CT
R	02-8934-03-20-9727.0000	3,295.39	1	LAM VAN NGO & DUONG T. TRUONG	CAMDEN	158 CHANTILLY RD
R	03-8990-00-08-7291.0000	3,253.88	4	JAMES E RHODES	SHILOH	111 CATALAN DR
R	03-8962-00-55-2255.0000	3,201.13	4	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD

03/03/14 08:46:28

Delinquencies Top-30 Unpaid

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Personal Property

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0000640	2,795.06	1	AMERICAN TOWER CORP		
P	0001709	1,305.72	5	JOHN MATTHEW CARTE	CAMDEN	158 HWY
P	0000738	1,153.67	3	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001046	1,042.68	9	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	848.92	3	PAM BUNDY	SHILOH	105 AARON DR
P	0000659	769.47	3	RICKY'S WELDING, INC.	SHILOH	330 SANDY HOOK RD
P	0001538	743.15	6	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001739	655.07	3	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0000564	602.20	9	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0001546	578.67	3	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001883	518.36	3	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001827	483.28	2	KAREN BUNDY	CAMDEN	431 158 US W
P	0000352	443.65	8	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0000846	411.11	2	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001230	409.86	3	JAMES C. JORDAN	SOUTH MILLS	101 ROBIN CT W
P	0001116	351.04	9	AL JORDAN	CAMDEN	390 158 HWY W
P	0000248	351.04	9	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001905	340.08	3	AAR CORPORATION ETAL	SOUTH MILLS	211 FLYING TIGER RD
P	0001227	322.05	8	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0001957	322.68	2	GARY STEWART ELKINS	CAMDEN	150 158 HWY W
P	0000295	272.77	7	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000256	270.00	7	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001672	268.26	4	DAVE SILVA	CAMDEN	390 158 HWY
P	0001693	261.90	5	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0000593	256.03	3	TRACK 1 OF CAMDEN	CAMDEN	143 158 US W
P	0000397	254.35	3	JOHN R. MERRITT	CAMDEN	
P	0001952	238.91	2	SANDY BOTTOM MATERIALS,INC	SOUTH MILLS	319 PONDEROSA RD
P	0001107	236.19	7	HARRIS UNDERGROUND UTILITIES	CAMDEN	109 LAMB'S RD
P	0000421	227.73	3	CLARENCE MUNDEN	CAMDEN	
P	0001694	225.27	2	THOMAS B. THOMAS	CAMDEN	150 158 HWY W

03/03/14 08:40:12

Delinquencies Top-30 Unpaid

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THIRTY OLDEST UNPAID ACCOUNTS

Real Estate

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	03-8899-00-45-2682.0000	10	6,858.43	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	10	6,304.37	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7989-00-12-0137.0000	10	4,763.05	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8934-01-17-4778.0000	10	2,109.43	L F JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7090-00-60-5052.0000	10	2,088.22	JOE GRIFFIN HEIRS	SOUTH MILLS	107 HARTON RD
R	02-8955-00-13-7846.0000	10	635.72	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-9809-00-45-1097.0000	10	265.74	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	01-7090-00-95-5262.0000	10	244.80	JOHN F. SAWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	03-8945-00-41-2060.0000	10	191.29	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-17-2462.0000	10	129.69	TODD ALLEN RIGGS	CAMDEN	LITTLE CREEK RD
R	01-7998-01-08-8621.0000	9	5,361.33	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 NC N
R	01-7999-00-32-3510.0000	9	1,737.85	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	02-8936-00-24-7426.0000	9	570.31	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	02-8945-00-41-2060.0000	8	3,919.03	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	02-8936-00-00-8926.0000	8	1,175.48	ODELL TRAPTON	CAMDEN	277 SCOTLAND RD
R	01-7999-00-12-8596.0000	8	1,440.11	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	8	994.00	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8899-00-37-0046.0000	8	142.92	ELIZABETH LONG	SHILOH	HIBISCUS
R	01-7989-00-01-1714.0000	7	8,446.62	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8972-00-56-9710.1000	7	3,443.65	ROBERT F. NERNEY	SHILOH	127 ALDER BRANCH RD
R	01-7080-00-62-1977.0000	7	5,069.01	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8934-04-71-8470.0000	7	2,424.07	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	01-7988-00-91-0179.0001	7	1,610.12	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	02-8935-01-19-4055.0000	7	1,042.59	ANDERSON CARTWRIGHT SR.	CAMDEN	271 SLEEPY HOLLOW RD
R	01-7988-00-14-1370.0000	7	129.69	ISAAC COSTON	SOUTH MILLS	NORTH SIDE RD
R	02-8935-03-40-3652.1000	7	684.74	HOWARD DAVENPORT	SHILOH	117 EDGEWATER RD
R	03-8962-00-50-0273.0000	7	666.82	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7998-00-57-2800.1000	7	427.45	TINA RENEE LEARY	SOUTH MILLS	111 LINTON RD
R	01-7989-03-30-8984.0000	6	4,135.02	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	02-8934-03-20-7985.0000	6	2,825.27	RUTH ANN BURGESS ETAL	CAMDEN	CHANTILLY RD

03/03/14 08:46:29

Delinquencies Top-30 Oldest

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Personal Property

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0000738	10	1,153.67	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	848.92	PAM BUNDY	SHILOH	105 AARON DR
P	0000956	10	602.20	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0000248	10	351.04	ROBERT H. OWENS	CAMDEN	363 # 15
P	0000053	10	141.73	BOBBY W. CARSON	ELIZABETH CITY	1805 RIVERSHORE DRIVE
P	0001046	9	1,042.68	THIEN VAN NGUYEN	SHILOH	223 SAILBOAT RD
P	0001220	9	219.05	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD
P	0000837	9	139.42	DUC MINH LE		
P	0000316	9	122.12	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0000352	8	443.65	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001227	8	322.05	THUAN NGOC TRAN	SHILOH	277 SCOTLAND RD
P	0001106	8	217.72	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000256	7	270.00	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001107	7	236.19	HARRIS UNDERGROUND UTILITIES	CAMDEN	109 LAMB'S RD
P	0000316	5	220.89	SERINT NEXTEL CORPORATION	OVERLAND PARK	
P	0001538	6	743.15	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001673	6	211.59	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001545	6	160.66	LOUIS RUGGERI	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001540	6	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	6	1,305.72	JOHN MATTHEW CARTE	CAMDEN	158 HWY
P	0001672	5	268.26	DAVE SILVA	CAMDEN	158 HWY
P	0001693	5	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001827	4	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001210	4	185.18	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0000659	3	769.47	RICKY'S WELDING, INC.	SHILOH	864 SANDY HOOK RD
P	0001739	3	655.07	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0001546	3	578.67	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001883	3	518.36	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0000846	3	428.70	TOAN TRINH	SHILOH	229 SAILBOAT RD

03/03/14 08:40:13

Delinquencies Top-30 Oldest

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EFFORTS AT COLLECTION IN THE LAST 30 DAYS
ENDING February, 2014
BY TAX ADMINISTRATOR

<u>986</u>	NUMBER DELINQUENCY NOTICES SENT
<u>199</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>11</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>5</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>20</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>31</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS (Executions Paid-4)
<u>0</u>	NUMBER OF JUDGEMENTS FILED (Judgments Released-7)

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559560
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Consent Agenda

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Item # 6.A.

573

Draft Minutes, February 3, 2014

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CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 17, 2014

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2013-14-BA023
 CAMDEN COUNTY BUDGET AMENDMENT

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, 2014

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
104300-574000	Capital Outlay	\$ 95,000.00	
106180-574000	Capital Outlay	\$ 70,000.00	
105100-535510	Gun Fees/Permits	\$ 4,000.00	
106210-502000	Salaries	\$ 22,352.00	
106210-503000	Part Time Salaries		\$ 22,352.00
Revenues:			
10399400-439900	Fund Balance Appropriated	\$165,000.00	
10340510-435510	Gun Fees/Permits	\$ 4,000.00	

This will result in a decrease of \$0.00 in the Contingency of the General Fund.

Balance in Contingency \$56,247.00.

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 17th day of March, 2014.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

2013-14-BA024
 CAMDEN COUNTY BUDGET AMENDMENT

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, 2014

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
106050-537500	SHIP Expense	\$1,739.00	
Revenues:			
10360400-434837	SHIP Grant	\$1,739.00	
Grant RO17268514			

This will result in a decrease of \$0.00 in the Contingency of the General Fund.

Balance in Contingency \$56,247.00.

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 17th day of March, 2014.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 17, 2014

19

729 **Item # 6.D.**730 **Tax Refunds, Pickups, & Releases**

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Name	Amount	Type	Reason	No.
Carmen A./Edward L. Walker	\$ 101.15	Refund	Lost or Stolen Plates	16578
Rebecca H. Williams	\$ 251.31	Adjustment	Roll back taxes	16614
Vernon & Edith Sylvester	\$ 503.05	Adjustment	Correction of assessment Only 50% complete	16600
Vernon & Edith Sylvester	\$ 503.05	Adjustment	Correction of assessment Only 50% complete	16601
Vernon & Edith Sylvester	\$ 503.05	Adjustment	Correction of assessment Only 50% complete	16602
Teresa Gail Brickhouse	\$ 109.51	Release	Release to Pasquotank	16617
Crystal Ann Bopp	\$ 108.87	Refund	Military Exempt	16586 / 209342
Crystal Ann Bopp	\$ 111.72	Refund	Military Exempt	16585 / 209341
Crystal Ann Bopp	\$ 115.32	Refund	Military Exempt	16584 / 209339
Crystal Ann Bopp	\$ 133.11	Refund	Military Exempt	16583 / 209337
Crystal Ann Bopp	\$ 135.16	Refund	Military Exempt	16582 / 209336
Crystal Ann Bopp	\$ 149.28	Refund	Military Exempt	16581 / 209334
Yvonne Banks	\$ 141.33	Refund	2012 R 02-8945-00-53-0556.0000 Parcel recombined in 2007	209069
Yvonne Banks	\$ 141.33	Refund	2012 R 02-8945-00-43-9480.0000 2007 parcel recomb s/b deleted	209071
Yvonne Banks	\$ 136.12	Refund	2011 R 02-8945-00-53-0556.0000 2007 recombined parcel s/b del	209073
Yvonne Banks	\$ 136.12	Refund	2011 R 02-8945-00-43-9480.0000 2007 recomb s/b deleted	209076
Yvonne Banks	\$ 141.63	Refund	2010 R 02-8945-00-53-0556.0000 2007 parcel recomb s/b deleted	209078
Yvonne Banks	\$ 141.63	Refund	2010 R 02-8945-00-43-9480.0000 2007 recombined s/b deleted	209081
Yvonne Banks	\$ 141.61	Refund	2009 R 02-8945-00-53-0556.0000 2007 parcel recomb s/b delete	209098
Yvonne Banks	\$ 141.61	Refund	2009 R 02-8945-00-43-9480.0000 2007 parcel recomb s/b deleted	209101
Yvonne Banks	\$ 133.85	Refund	2008 R 02-8945-00-53-0556.0000 2007 parcel recomb s/b deleted	209107
Yvonne Banks	\$ 133.61	Refund	2008 R 02-8945-00-43-9480.0000 2007 parcel recomb s/b deleted	209109
Louise Robert Aguirre	\$ 133.51	Refund	Adjustment on bill #0010392371- 2013-2013-0000-00	DMV Trans# 4963270

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CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 17, 2014

737 **Item # 6.E.**
 738 **Tax Authorization to Collect**
 739 **New System: May 2014**
 740 **Old System: November 2013**

741 STATE OF NORTH CAROLINA
 742
 743 COUNTY OF CAMDEN
 744

745
 746 TO: The Tax Administrator of Camden County (May Renewals) Due 06/15/14 (NEW
 747 SYSTEM)
 748

749 You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax
 750 records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to
 751 you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby
 752 declared to be a first lien upon personal property of the respective taxpayers in the County of
 753 Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to
 754 levy on and sell personal property of such taxpayers for and on account thereof, in accordance with
 755 the law.
 756

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
15,242.06	16,258.56	9,140.32	40,640.94

760
 761 Witness my hand and official seal this 17th day of March, 2014.
 762

763
 764 _____
 765 Chairman, Camden County Board of Commissioners
 766

767 Attest:
 768
 769 _____
 770 Clerk to the Board of Commissioners of Camden County
 771

772 This is to certify that I have received the tax receipts and duplicates for collection in the
 773 amounts as listed herein.
 774

775
 776 _____
 777 Tax Administrator of Camden County
 778

780 STATE OF NORTH CAROLINA
 781
 782 COUNTY OF CAMDEN
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784 TO: The Tax Administrator of Camden County (November Renewals) Due 03/01/14 (OLD
 785 SYSTEM)
 786

787 You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax
 788 records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to
 789 you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby
 790 declared to be a first lien upon personal property of the respective taxpayers in the County of
 791 Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to
 792 levy on and sell personal property of such taxpayers for and on account thereof, in accordance with
 793 the law.
 794

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
145.95	233.94	65.61	445.50

799 Witness my hand and official seal this 17th day of March, 2014.
 800

801
 802 _____
 803 Chairman, Camden County Board of Commissioners
 804

805 Attest:
 806
 807 _____
 808 Clerk to the Board of Commissioners of Camden County
 809

810 This is to certify that I have received the tax receipts and duplicates for collection in the
 811 amounts as listed herein.
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 814 _____
 815 Tax Administrator of Camden County
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CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 17, 2014

- 818 **Item # 6.F.**
- 819 **Results of Sale of Surplus Property on GovDeals**
- 820
- 821 2003 Ford Crown Vic: 2FAFP71W13X202178
- 822 Final Bid: \$1,690.00
- 823 If top bidder should refuse purchase, allow sale to next high bidder.
- 824

- 825
- 826 **Item # 6.G.**
- 827 **School Budget Amendments**
- 828

Budget Amendment



Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13th day of February, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount
Decrease		Increase
5100	Regular Curricular Services	9,000.00
6100	Regular Support & Dev Services	7,182.00
6500	Operation Support Services	11,149.00
6900	Policy, Leadership & Pub Rel.	7,149.00
8100	Pymts to Other Govt Units/Trans	2,182.00
Explanation:		
	Total Appropriation in Current Budget	\$ 2,061,036.00
	Amount of Increase/Decrease of Above Amendment	.00
	Total Appropriation in Current Amended Budget	\$ 2,061,036.00

Passed by majority vote of the Board of Education of Camden County on the 13 th day of February, 2014  Chairman, Board of Education  Secretary, Board of Education	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__. _____ Chairman, Board of County Commissioners _____ Clerk, Board of County Commissioners
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BUDGET AMENDMENT
 February 13, 2014

2. Local Current Expense Fund

A. We have reviewed this area of the budget and find that we must transfer funds to cover the cost of the swimming lessons for Kindergarten students. We request your approval of the following amendment.

<u>Classroom Support</u>		
5110.842.311	Contracted Services	\$ + <u>4,000.00</u>
Total – Classroom Support		\$ + 4,000.00

B. We have reviewed this area of the budget and find that we must transfer funds to cover the cost of insurance and dues for the school system. We request your approval of the following amendment.

<u>Office of The Superintendent</u>		
6940.865.361	Membership Dues & Fees	\$ + 2,602.00
6940.865.372	Vehicle Liability Insurance	+ 447.00
6940.865.373	Property Insurance	+ <u>4,100.00</u>
Total – Office of The Superintendent		\$ + 7,149.00

C. We must transfer funds from this program area to cover the costs in the Classroom Support program as well as the Office of the Superintendent program area. We request your approval of the following amendment.

6580.885.113	Salary – Director/Supervisor	\$ - <u>11,149.00</u>
Total – Auxiliary Services		\$ - 11,149.00

D. We have reviewed this area of the budget and find that we must transfer funds to cover employer paid benefits. We request your approval of the following amendment.

<u>Other Employee Benefits</u>		
5110.910.233	Emp Unempl Ins. Costs	\$ + 5,000.00
6110.910.232	Emp Worker's Comp. Ins. Costs	- <u>7,182.00</u>
Total – Other Employee Benefits		\$ - 2,182.00

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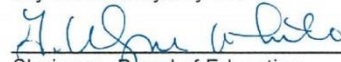
CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 17, 2014

BUDGET AMENDMENT
 Local Current Expense Fund
 February 13, 2014, Page 2

E. We have reviewed this area of the budget and find that we must transfer funds to cover the transfer of funds needed to cover the Child Nutrition Program. We request your approval of the following amendment.

<u>Child Nutrition Transfer Funds</u>			
8100.990.715	Transfer to Child Nutrition	\$	+ 2182.00
Total – Staff Development		\$	+ 2,182.00

Passed by majority vote of the Board of Education of Camden County on the 13th day of February 2014.


 Chairman, Board of Education


 Secretary, Board of Education

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Budget Amendment



Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13th day of February, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Curricular Services	10,532.00	
5800	School Based Support Services	3,683.00	
6100	Regular Support & Dev Services		10,500.00
7200	Nurition Services		3,715.00
Explanation:			
Total Appropriation in Current Budget		\$ 1,431,768.00	
Amount of Increase/Decrease of Above Amendment			+ .00
Total Appropriation in Current Amended Budget		\$ 1,431,768.00	

Passed by majority vote of the Board of Education of Camden County on the 13 th day of February 2014.  Chairman, Board of Education  Secretary, Board of Education	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20____. _____ Chairman, Board of County Commissioners _____ Clerk, Board of County Commissioners
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BUDGET AMENDMENT
 February 13, 2014

8. Other Local Current Expense Fund

A. We have reviewed this program area and find that we must transfer funds to cover the cost of stipends and benefit needs. We request your approval of the following.

<u>Carol M. White PEP Grant</u>			
5113.332.192	Add'l Responsibility Stipend	\$	+ 10,500.00
6113.332.152	Salary - Technician		- 10,500.00
Total – Carol M. White PEP Grant		\$	+ .00

B. We have reviewed this program area and find that we must transfer funds within the program. We request your approval of the following.

<u>School Technology</u>			
5110.905.461	Pur of Non-Cap Equipment	\$	+ 32.00
5810.905.418	Computer Software & Supplies		+ 3,683.00
7200.905.418	Computer Software & Supplies		- 3,715.00
Total – School Technology		\$	+ .00

Passed by majority vote of the Board of Education of Camden County on the 13th day of February 2014.


 Chairman, Board of Education


 Secretary, Board of Education

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Commissioner’s Report

Vice Chairman Michael McLain reported the following:

- Regarding the Regional Transportation Planning Advisory Committee:
 - A listing of all of the DOT projects is in the information section of the Board packet
 - This listing is useful information for when citizens ask about the status of any project
 - The Regional Transportation Planning Advisory Committee took no action at their last meeting regarding proposed tolls on the ferries. They will take that back up at their May or June meeting.
 - Regarding SPCA: They have raised enough funds to be able to qualify for a USDA loan to remodel their existing facility on Pitts Chapel Road in Elizabeth City, NC.
 - Construction for this remodel will commence fairly soon
 - Will be a great improvement over the existing facility
 - Regarding Albemarle Commission:
 - There is a revolving loan fund for small business loans available from Albemarle Commission
 - Must apply and be denied at a bank before one can apply
 - Extended thanks to the Camden High School Drama Club and all the volunteers that made the recent Mystery Dinner Theater a successful fundraiser for the Camden County Educational Foundation
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County Manager's Report

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County Manager Michael Renshaw had the following to report:

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Chairman Garry Meiggs asked for clarification regarding the 8" main along 343, specifically whether or not there was in fact an obstruction in the main. Manager Renshaw replied that another draw down test was performed at the Burnt Mills pump station and the results of that test indicated that there was not any significant obstruction. The results of the Burnt Mills station resulted in the engineers removing one of the pumps from the McBride Street station and sending it to the manufacturer for testing to see if the problem is with the pump. They suspected there may be some air in the lines that could be causing that pump to pump harder. Manager Renshaw hopes to have an answer sometime next week.

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Vice Chairman Michael McLain asked about the DOT side of this project. Manager Renshaw replied that he has a call in to McGill & Associates and was told that the Visitor Center (the DOT side of this project - the sewer project up at the Visitor Center), at the end of December there was another draw down test on the pump at that location. There were some issues with the impeller size on the blades inside the pump, it was actually pumping too much flow. That pump was pulled at the end of December and sent back to the manufacturer to have the impeller size reduced so that it would not push as much flow. Manager Renshaw said he was told that the pump was back in place as of mid-January. He said he has another call in to McGill & Associates to find out what the delay is.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 17, 2014

26

923 Commissioner Randy Krainiak voiced a concern regarding the DOT road projects in the
924 Courthouse area. Commissioner Krainiak asked Manager Renshaw if there was anything
925 that could be done to encourage the DOT to clean up the roadway in areas where they
926 have finished, or met certain milestones where they can clean things up. Manager
927 Renshaw replied that he has been asked that question by others also, and that he has sent
928 an email to DOT on this, and has asked for a timeline for when improvements such as
929 this might be accomplished.

930

931 Manager Renshaw then offered the following reminders:

- 932 • On Saturday, March 22, 2014 at 11AM, there will be a re-dedication ceremony
933 for the monument marker for Brigadier General Isaac Gregory
- 934 ○ Will be held in the rear parking lot of the Camden County High School
 - 935 ○ Open to the public
 - 936 ○ Senator Bill Cook and Representative Bob Steinburg will be in attendance
- 937 • On Thursday, March 20, 2014 there will be a Board Retreat beginning at Noon in
938 the Community Room of the Library.
- 939 ○ Open to the public
 - 940 ○ Will be going over objectives, priorities, and goals for the upcoming fiscal
941 year, 2014-2015
 - 942 ▪ Financial
 - 943 ▪ CIP
 - 944 ▪ Etc.
 - 945 ○ Beginning at 2PM there will be a series of 3 work sessions
 - 946 ▪ Dan Porter, Director of Planning, will give a presentation on the
947 Drainage manual
 - 948 ▪ Charlie Bauman, Economic Developer, will give an economic
949 update presentation, including a presentation regarding an
950 economic incentive policy for the Boards consideration and review
 - 951 ▪ Tim White, Parks and Recreation Director, will give a presentation
952 on some adult programming

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955 **Information from Board and Staff**

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957 The following items were provided to the Board for their information, and a copy of these
958 items is maintained in the Clerk's office.

959

- 960 A. March 2014 Sales Tax Report
- 961 B. ECBH Financial Report
- 962 C. March 2014 Library Report
- 963 D. SPCA Minutes
- 964 E. Central Depository Fund Report
- 965 F. NCDOT Active Projects Located in Division One
- 966 G. NCACC Annual Stewardship Report
- 967 H. Revolving Loan Fund Policy - Albemarle Commission

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CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 17, 2014

27

971 **Meeting Adjourned**

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973 By acclamation of Chairman Garry Meiggs, the meeting was adjourned at 8:35 PM.

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975 [It is hereby noted that this set of minutes was prepared by the Assistant Clerk to the
976 Board, Amy Barnett, who was not in attendance at this particular meeting. Having
977 reviewed the appropriate video record and Board Packet with Agenda, and having made
978 findings that items therein and reported herein were in fact on the agenda for March 17,
979 2014, these minutes are hereby submitted.]

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Chairman Garry Meiggs

Camden County Board of Commissioners

986 ATTEST:

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990 Amy Barnett

991 Assistant Clerk to the Board

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Special Meeting - Budget Hearing – June 9, 2014

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**Camden County Board of Commissioners
 Budget Hearing
 June 9, 2014, 7:00 P.M.
 Historic Courtroom, Courthouse Complex
 Camden, North Carolina**

MINUTES

A special meeting of the Camden County Board of Commissioners was held on June 9, 2014 in the Upstairs Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

Chairman Garry Meiggs, Vice Chairman Michael McLain,
 Commissioners Sandra Duckwall and Randy Krainiak;

Commissioner Clayton Riggs was not present.

Also attending were County Manager Michael Renshaw, and Assistant Clerk to the Board Amy Barnett.

Public Hearing 7:00 P.M.

Chairman Garry Meiggs called to order the June 9, 2014 special meeting of the Camden County Board of Commissioners at 7:00 PM.

Chairman Garry Meiggs called for a motion to go into public hearing.

Vice Chairman Michael McLain made a motion to go into public hearing for the purpose of receiving public input regarding the proposed FY2014-15 Camden County Budget. The motion was approved 4-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Randy Krainiak, and Sandra Duckwall voting aye; no Commissioner voting no; Commissioner Clayton Riggs absent; and no Commissioner not voting.

Chairman Garry Meiggs asked if there were any public comments regarding the proposed FY2014-15 Camden County Budget. Hearing none, he yielded the floor to County Manager Michael Renshaw.

Manager Renshaw gave a brief overview of the FY2014-15 Camden County Budget:

- No new taxes or tax increases; the ad-velorum tax rate is the same as it has been, which is .59 cents per \$100 of valuation.
- Fire tax remains .01 per \$100 of valuation.
- In the Joyce Creek, what was a tax is now a fee, and the same amount of revenues will be collected.
- The General Fund, the operating budget of the County, is proposed at \$11,322,134.00
 - Represents about a 3.6% decrease in expenditures vs. the FY13-14 approved budget (not final budget)
 - Includes a 2% Cost of Living Adjustment for all staff, effective July 1, 2014
 - Includes Longevity pay
 - County maintains its 401K contributions at the current level of 5%
- Health Insurance:
 - Medcost, the county's health insurance carrier, initially proposed a 19% increase in the cost of health insurance for Camden employees
 - In an effort to reduce the increase in cost, several wellness initiatives have been put in place which have had the effect of reducing the increase from 19% down to 12%.

- 59 • Special Appropriations
- 60 ○ Camden County Board of Education
- 61 ▪ School Current Expense
- 62 • FY13-14, the Camden County Board of Education
- 63 requested about \$1,703,000.
- 64 • For FY14-15, they are requesting \$2,012,565.
- 65 • The majority of the increase is related to the Child
- 66 Nutrition Program.
- 67 • The draft budget funds the School Current Expense at
- 68 exactly what they have requested
- 69 • Recommends opening a dialogue on the increasing costs
- 70 relating to Child Nutrition at the next joint meeting with the
- 71 Board of Education
- 72 ▪ School Capital Outlay Expense
- 73 • Essentially no net increase
- 74 • FY13-14 funded at \$150,00 with a \$30,000 request for
- 75 increase
- 76 • FY14-15 contribution from the County is slated for
- 77 \$298,783
- 78 ○ Pasquotank/Camden Emergency Medical Service
- 79 ▪ FY13-14, the Board appropriated \$98,000
- 80 ▪ FY14-15, is projected at \$263,496
- 81 • Represents a 165% increase
- 82 • Increase is due to budget shortfalls and decreases in call
- 83 volumes
- 84 • Concerns have been voiced at the monthly EMS Advisory
- 85 Committee meeting
- 86 ○ College of the Albemarle
- 87 ▪ Camden Contribution is set at \$40,000
- 88 ○ All other special appropriations remain the same as they have been.
- 89 • Camden Finance Officer compiled a 5 year comparison of the General Fund to
- 90 show what the budget has done over the past 5 years.
- 91 ○ Projecting a 3.6% decrease in General Fund expenditures for FY2014-15
- 92 as compared to FY2013-14 approved budget
- 93 • Several Departments have submitted position requests, these are included and
- 94 recommended in the budget
- 95 ○ Sheriff's Department requesting a new full time position
- 96 ○ Social Services requesting a new full time position
- 97 ○ Public Works requesting a new part time position
- 98 ○ Board of Elections requesting a new part time position
- 99

100 Manager Renshaw added that on June 16, 2014, when the budget goes before the Board
101 of Commissioners for formal adoption, that the proposed Fee Schedule would be
102 included for consideration. There are no significant increases to the fee schedule.
103 Watershed fees are included in the fee schedule.

104
105 Chairman Garry Meiggs asked if there were any questions for Manager Renshaw.
106 Hearing none, he called for a motion to come out of Public Hearing.

107
108 Vice Chairman Michael McLain made a motion to come out of public hearing. The
109 motion was approved 4-0 with Chairman Garry Meiggs, Vice Chairman Michael
110 McLain, Commissioners Randy Krainiak, and Sandra Duckwall voting aye; no
111 Commissioner voting no; Commissioner Clayton Riggs absent; and no Commissioner not
112 voting.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Special Meeting - Budget Hearing – June 9, 2014

3

113 **Meeting Adjourned**

114

115 By acclamation of Chairman Garry Meiggs, the meeting was adjourned at 7:15 PM.

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Chairman Garry Meiggs
Camden County Board of Commissioners

123

124 ATTEST:

125

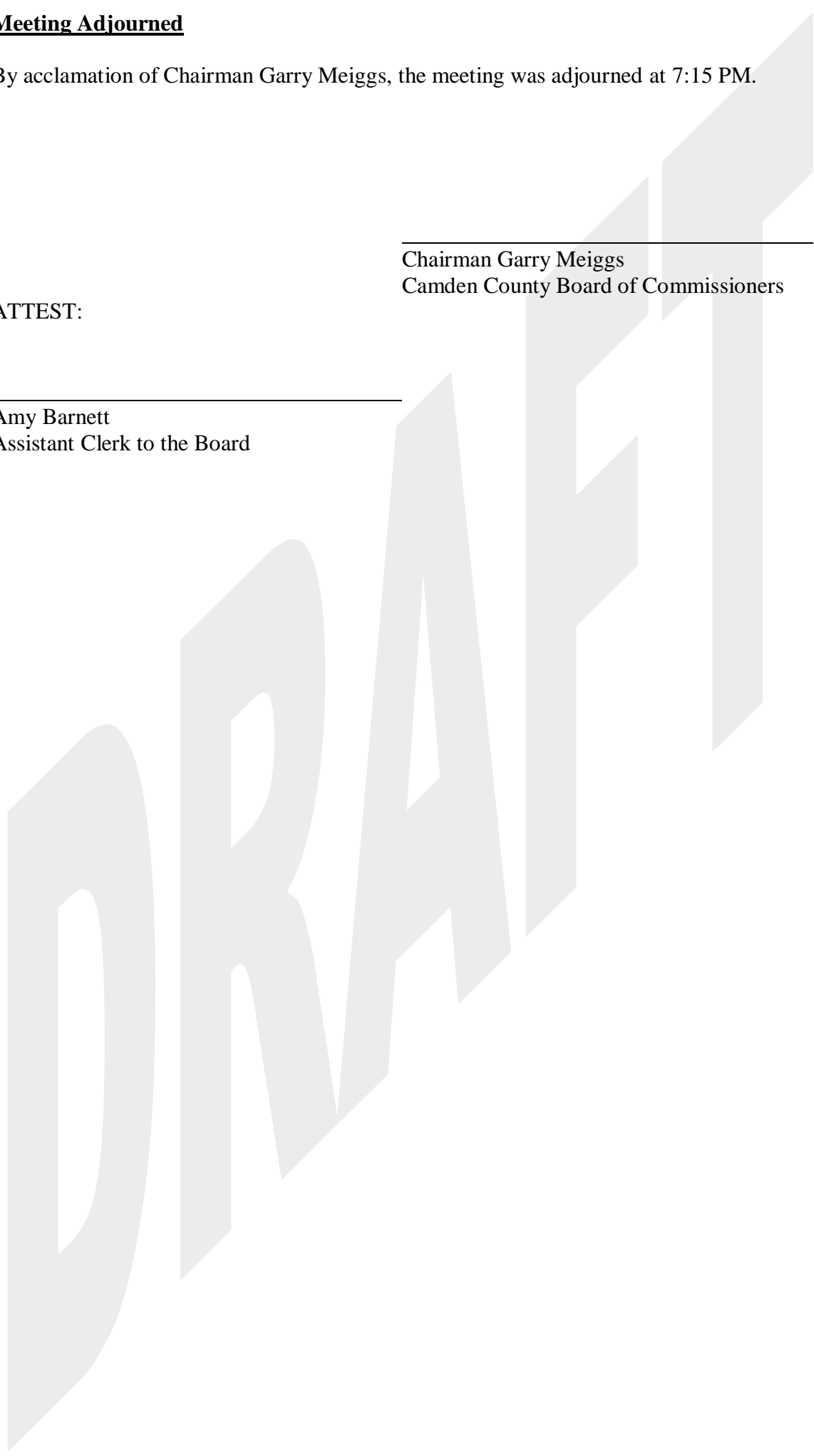
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127

128

Amy Barnett
Assistant Clerk to the Board

129



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

Item Number: 7.B.

Consent Agenda

Meeting Date: July 7, 2014
Attachments: 7 (22 Pages)
Submitted By: Camden County Board of Education

ITEM TITLE: School Budget Amendments

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

RECOMMENDATION:

Budget Amendment

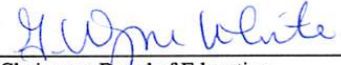

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 12th day of June, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects	327,560.00	
9200	Category II Projects		3,564.00
Explanation:			
	Total Appropriation in Current Budget	\$	411,114.00
	Amount of Increase / (Decrease) of Above Amendment		+323,996.00
	Total Appropriation in Current Amended Budget	\$	735,110.00

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 12th day of June 2014.</p> <p></p> <p>Chairman, Board of Education</p> <p></p> <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 2____.</p> <p>_____</p> <p>Chairman, Board of County Commissioners</p> <p>_____</p> <p>Clerk, Board of County Commissioners</p>
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BUDGET AMENDMENT
June 12, 2014

4. Capital Outlay Fund

- A. We have received the lottery funds we requested to pay for the fees associated with an approved project to expand the GPS kitchen as well as transfer funds to cover the expenses for CIS roof beam repairs. We request your approval of the following amendment.

Category I Projects

9111.077.529	Roof/Gutter Rep & Replace	\$ - 863.00
9112.077.529	Painting/Floor Covering	- 5,748.00
9113.077.529	Paving/Fencing Projects	- 4,754.00
9115.077.529	Storage Building	- 1,800.00
9117.077.541	Replacement of A/C Units	- 702.00
9124.077.529	Misc Cont & Other Chgs – CIS	+ 27,750.00
9131.077.529	Door & Lock Upgrades	- 3,558.00
9133.076.526	Architect Fees	<u>+ 317,235.00</u>

Total – Category I Projects	\$ + 327,560.00
	=====

- B. We have reviewed these projects and find that we must transfer funds to cover the expenses for CIS roof beam repairs. We request your approval of the following amendment.

Category II Projects

9203.077.541	Intercom System	\$ - 1,075.00
9204.077.541	Pur of Security System	- 823.00
9210.077.541	Furnitur & Equipment	- 1,642.00
9219.077.541	Pur of Equipment – Café Steamer	<u>- 24.00</u>

Total – Category II Projects	\$ - 3,564.00
	=====

4.4910.000	Fund Balance Appropriated	\$ - 5,511.00
4.4450	Interest on Investments	\$ - 1,250.00
4.3460.076	Revenue – Lottery Funds	\$ - 317,235.00

BUDGET AMENDMENT
Capital Outlay Fund
June 12, 2014, Page 2

Passed by majority vote of the Board of
Education of Camden County on the 12th
day of June, 2014.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 12th day of June, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Program		581.00
5300	Alternative Learning Program		68.00
5800	School Based Support Services	8.00	
6300	Alternative Support Services	71.00	
6500	Operational Support Services		24,996.00
6600	Financial & HR Services	284.00	
7100	Community Support Services	282.00	
8100	Pmts to Other Gov't Units/Txf	25,000.00	
Explanation:			
	Total Appropriation in Current Budget	\$ 2,062,036.00	
	Amount of Increase/Decrease of Above Amendment		.00
	Total Appropriation in Current Amended Budget	\$ 2,062,036.00	

Passed by majority vote of the Board of Education of Camden County on the 12th day of June, 2014



 Chairman, Board of Education



 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.

 Chairman, Board of County Commissioners

 Clerk, Board of County Commissioners

BUDGET AMENDMENT
June 12, 2014

2. Local Current Expense Fund

- A. We have reviewed this area of the budget and find that we must transfer funds from this program to cover the transfer of funds from Operation of Plant to Child Nutrition to cover expenses. We request your approval of this amendment.

Operation of Plant

6530.802.322...40	Utilities – Natural Gas	\$ - 25,000.00
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Total – Operation of Plant		\$ - 25,000.00
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- B. We have reviewed this area of the budget and find that we must transfer funds within this program to cover the cost of workshop expenses. We request your approval of the following amendment.

At Risk Programs

5330.847.121	Salary - Teacher	\$ - 56.00
5330.847.231	Emp Hosp Ins Costs	- 13.00
6300.847.312	Workshop Expenses	<u>+ 69.00</u>

Total – Classroom Support		\$ + .00
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- C. We have reviewed this area of the budget and find that we must transfer funds in to cover the professional services. We request your approval of the following amendment.

Fiscal Services

6610.875.312	Workshop Expenses	\$ + 181.00
6610.875.319	Other Professional/Tech Services	+ 289.00
6610.875.326	Cont Repair & Maint- Equipment	- 61.00
6610.875.411	Supplies & Materials	<u>- 376.00</u>

Total – Fiscal Services		\$ + 33.00
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- D. We have reviewed this program area and we must transfer funds from this program to the Fiscal Services program area to cover the cost of professional services. We request your approval of the following amendment.

Personnel

6620.895.411	Supplies & Materials	\$ - 56.00
6620.895.418	Comp Software & Supplies	<u>+ 23.00</u>

Total – Personnel		\$ - 33.00
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Budget Amendment
 Local Current Expense Fund
 June 12, 2014, Page 2


- E. We have reviewed this area of the budget and find that we must transfer funds to cover the unemployment costs within this area of the budget. We request your approval of the following amendments.

<u>Additional Pay</u>		
5110.911.184	Longevity Pay	\$ - 581.00
5310.911.221	Emp Retirement Costs	+ 1.00
5810.911.221	Emp Retirement Costs	+ 3.00
5830.911.221	Emp Retirement Costs	+ 3.00
5860.911.221	Emp Retirement Costs	+ 2.00
6300.911.221	Emp Retirement Costs	+ 2.00
6550.911.221	Emp Retirement Costs	+ 2.00
6580.911.221	Emp Retirement Costs	+ 2.00
6610.911.221	Emp Retirement Costs	+ 2.00
6620.911.181	Supplementary Pay	+ 230.00
6620.911.211	Emp Soc Sec Costs	+ 17.00
6620.911.221	Emp Retirement Costs	+ 35.00
7100.911.181	Supplementary Pay	+ 230.00
7100.911.211	Emp Soc Sec Costs	+ 17.00
7100.911.221	Emp Retirement Costs	+ <u>35.00</u>
Total – Additional Pay		\$ + .00

- F. We have reviewed this program area and find that we must transfer funds from other areas to cover a transfer to Child Nutrition. We request your approval of the following amendment.

<u>Transfer to Child Nutrition</u>		
8100.990.715	Transfer to Child Nutrition	\$ + <u>25,000.00</u>
Total – Transfer to Child Nutrition		\$ + 25,000.00

Passed by majority vote of the Board of Education of Camden County on the 8th day of May 2014.


 Chairman, Board of Education


 Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 12th day of June, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Curricular Services		600.00
5200	Special Curricular Services		3,500.00
6100	Regular Support Services	213.00	
6400	Technology Support Services	70.00	
6500	Operation Support Services	7,905.00	
6600	Financial & HR Services	576.00	
6900	Policy, Leadership, Pub Relations	1,454.00	
8100	Pmts to Other Gov't Units/Txf	1,787.00	
Explanation:			
	Total Appropriation in Current Budget	\$ 1,432,461.92	
	Amount of Increase/Decrease of Above Amendment	+7,905.00	
	Total Appropriation in Current Amended Budget	\$ 1,440,366.92	

Passed by majority vote of the Board of Education of Camden County on the 12th day of June 2014.



 Chairman, Board of Education



 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.

 Chairman, Board of County Commissioners

 Clerk, Board of County Commissioners

**BUDGET AMENDMENT
June 12, 2014**

8. Other Local Current Expense Fund

A. We have reviewed this program area and find that we must transfer funds to correct a coding error and cover expenses within the program. We request your approval of the following.

Carol M. White PEP Grant

5113.332.163	Substitute Pay	\$ +	1,100.00
5113.332.211	Emp Soc Sec Costs	+	85.00
5113.332.312	Workshop Expenses	-	1,185.00
5113.332.461	Pur of Non-Cap Equipment	+	14,522.00
5113.332.541	Pur of Equipment	-	16,522.00
6113.332.315	Reproduction Costs	+	213.00
8100.332.392	Indirect Costs	+	<u>1,787.00</u>

Total – Carol M. White PEP Grant	\$ +	.00
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B. We have reviewed this program area and find that we must increase the allotment to cover the expenses associated with the program. We request your approval of the following amendment.

Operation Activity Bus

6550.706.171	Salary – Activity Bus Driver	\$ +	4,500.00
6550.706.175	Salary – Transportation Personnel	+	1,500.00
6550.706.231	Emp Hosp Ins Costs	+	1.00
6550.706.311	Contracted Services	+	1,600.00
6550.706.319	Drug Testing	-	1,200.00
6550.706.331	Contracted Pupil Transportation	+	4.00
6550.706.422	Repair Parts	+	500.00
6550.706.423	Gas/Diesel Fuel	+	2,000.00
6550.706.425	Tires & Tubes	-	<u>1,000.00</u>

Total – Operation of Activity Bus	\$ +	7,905.00
		=====

4890.706 Revenue – Activity Bus	\$ -	7,905.00
		=====

C. We have reviewed this program area and find that we must transfer funds to meet the needs of the program. We request your approval of the following amendment.

Classroom Teacher

5110.841.121	Salary - Teacher	\$ +	3,500.00
5110.841.211	Emp Soc Sec Costs	+	400.00

Budget Amendment
 Other Local Current Expense Fund
 June 12, 2014, Page 2

5110.841.221	Emp Retirement Costs	-	<u>400.00</u>
Total – Classroom Teacher		\$ +	3,500.00

- D. We have reviewed this program area and find that we must transfer funds to meet the needs of the program. We request your approval of the following amendment.

<u>Academically/Intellectually Gifted</u>			
5260.845.121	Salary - Teacher	\$ -	3,500.00
5260.845.162	Substitute Pay	+	91.00
5260.845.211	Emp Soc Sec Costs	-	<u>91.00</u>
Total – Academically/Intellectually Gifted		\$ -	3,500.00

- E. We have reviewed this program area and find that we must transfer funds to meet the needs of the program. We request your approval of the following amendment.

<u>Board of Education</u>			
6910.860.312	Workshop Expenses	\$ +	2,100.00
6910.860.332	Travel	+	200.00
6910.860.411	Instructional Supplies	-	<u>200.00</u>
Total – Board of Education		\$ +	2,100.00

- F. We have reviewed this area of the budget and find that we must transfer funds within to meet the needs of the program. We request your approval of the following amendment.

<u>Computer Tech</u>			
6400.905.418	Computer Software & Supplies	\$ +	70.00
6610.905.462	Pur of Non-Cap Comp Hdwe	+	576.00
6940.905.319	Other Professional/Tech Services	-	<u>646.00</u>
Total – Computer Tech		\$ +	.00

- G. We have reviewed this program area and find that we must transfer funds to meet the needs of the program. We request your approval of the following amendment.

<u>Southern Association</u>			
5110.914.311	Contracted Services	\$ -	<u>2,100.00</u>

Budget Amendment



Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 26th day of June, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Program		698.00
6200	Special Prog Support Services	255.00	
6900	Policy Ldrshp, Public Relations	443.00	
Explanation:			
	Total Appropriation in Current Budget	\$ 2,062,036.00	
	Amount of Increase/Decrease of Above Amendment		.00
	Total Appropriation in Current Amended Budget	\$ 2,062,036.00	

<p>Passed by majority vote of the Board of Education of Camden County on the 26th day of June, 2014</p> <p></p> <p>Chairman, Board of Education</p> <p></p> <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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BUDGET AMENDMENT
June 26, 2014

2. Local Current Expense Fund

- A. We have reviewed this area of the budget and find that we must transfer funds to cover workshop expenses and expenses in the Vocational Ed Support Program. We request your approval of the following amendment.

Staff Development

5110.912.361	Membership Dues & Fees	\$ -	816.00
6940.912.312	Workshop Expenses	+	<u>443.00</u>

Total – Staff Development	\$ -	373.00
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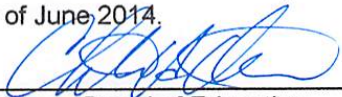
- B. We have reviewed this program area and find that we must transfer funds from other areas to cover expenses for field trips. We request your approval of the following amendment.

Vocational Education Program Support

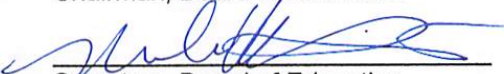
5120.922.332	Travel Reimbursement	\$ -	27.00
5120.922.333	Field Trips	+	939.00
5120.922.411	Instructional Supplies	-	794.00
6120.922.462	Pur of Non-Cap Comp Hdwe	+	255.00

Total – Vocational Education Program Support	\$ +	373.00
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Passed by majority vote of the Board of Education of Camden County on the 26th day of June 2014.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 26th day of June, 2014, passed the following resolution.


Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Program	8,010.24	
5200	Special Instructional Program	23.00	
5300	Alternative Learning Program	20.00	
5400	School Leadership Services	20.00	
5500	Co-Curricular Support Services	694.76	
5800	School Based Support Services	226.00	
6100	Regular Support Services		717.00
6500	Operational Support Services		24,822.00
6600	Financial & HR Services	33.00	
6900	Policy Ldrshp, Public Relations		8,803.00
7100	Community Support Services	315.00	
8100	Pymts to Other Local Gov'ts	25,000.00	


Explanation:

Total Appropriation in Current Budget	\$ 2,062,036.00
Amount of Increase/Decrease of Above Amendment	.00
Total Appropriation in Current Amended Budget	\$ 2,062,036.00

Passed by majority vote of the Board of Education of Camden County on the 26th day of June, 2014



 Chairman, Board of Education



 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.

 Chairman, Board of County Commissioners

 Clerk, Board of County Commissioners

BUDGET AMENDMENT

June 26, 2014

2. Local Current Expense Fund

- A. We have reviewed this area of the budget and find that we must transfer funds from this program to cover the transfer of funds from Operation of Plant to Child Nutrition to cover expenses. We request your approval of this amendment.

Operation of Plant

6530.802.322... 40 Utilities – Natural Gas	\$	-	<u>25,000.00</u>
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Total – Operation of Plant	\$	-	25,000.00
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- B. We have reviewed this area of the budget and find that we must transfer funds within this program to cover the cost of workshop expenses. We request your approval of the following amendment.

Band Program

5110.844.121 Salary - Teacher	\$	+	438.00
5110.844.181 Supplementary Pay		-	694.76
5110.844.221 Emp Retirement Costs		+	64.00
5110.844.326 Repair & Maintenance – Equipment		-	352.00
5110.844.411 Instructional Supplies		+	1,250.00
5110.844.418 Computer Software & Supplies		-	<u>1,400.00</u>

Total – Band Program	\$	-	694.76
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- C. We have reviewed the Athletics program area and find that we must transfer funds to cover the cost of supplements and benefits. We must transfer funds from another program to cover the difference. We request your approval of the following amendment.

Athletics

5500.850.192 Supplements/Athletic Director	\$	+	6,532.92
5500.850.211 Emp Soc Sec Costs		+	490.21
5500.850.221 Emp Retirement Costs		-	2,754.33
5500.850.331 Transportation Costs		-	<u>3,574.04</u>

Total – Athletics	\$	+	694.76
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- D. We have reviewed the School Health area of the budget and must transfer funds to cover the budget. We request your approval of the following amendment.

Budget Amendment
Local Current Expense Fund
June 26, 2014, Page 2

<u>School Health</u>		
5840.855.146	Salary – Nurse	\$ + 1,100.00
5840.855.184	Longevity Pay	- 10.00
5840.855.199	Overtime Pay	- 40.00
5840.855.211	Emp Soc Sec Costs	- 40.00
5840.855.221	Emp Retirement Costs	- 60.00
5840.855.312	Workshop Expenses	- 770.00
5840.855.326	Cont Repair & Maintenance – Equip	+ 30.00
5840.855.332	Travel – Nurse	- 50.00
5840.855.411	Supplies & Materials	- <u>10.00</u>
Total – School Health		\$ + 150.00

- E. We must transfer funds from the Office of The Superintendent budget to cover School Health and to transfer funds within the program to meet the needs of the budget. We request your approval of the following amendment.

<u>Office of the Superintendent</u>		
6940.865.113	Salary – Director of Sec/Elem Ed	\$ - 150.00
6940.865.311	Contracted Services	+ 220.00
6940.865.312	Workshop Expenses	+ 85.00
6940.865.313	Advertising Costs	+ 560.00
6940.865.327	Rentals/Leases	+ 316.00
6940.865.361	Membership Dues & Fees	- 7,344.00
6940.865.372	Vehicle Liability Insurance	+ 403.00
6940.865.422	Repair Parts, Materials & Labor	+ 5,150.00
6940.865.423	Gas/Diesel Fuel	+ 260.00
6940.865.459	Other Food Purchases	+ <u>350.00</u>
Total – Office of the Superintendent		\$ - 150.00

- F. We have reviewed this program area and we must transfer funds to cover the costs within the program. We request your approval of the following amendment.

<u>Other Employee Benefits</u>		
5120.910.233	Emp Unemployment Costs	\$ + 31.00
5260.910.233	Emp Unemployment Costs	+ 23.00
5310.910.233	Emp Unemployment Costs	+ 7.00
5330.910.233	Emp Unemployment Costs	+ 13.00
5400.910.233	Emp Unemployment Costs	+ 20.00
5810.910.233	Emp Unemployment Costs	+ 14.00

Budget Amendment
Local Current Expense Fund
June 26, 2014, Page 3

5830.910.233	Emp Unemployment Costs	+	11.00
5840.910.233	Emp Unemployment Costs	+	51.00
6110.910.232	Emp Workers Comp Ins Costs	-	892.00
6113.910.233	Emp Unemployment Costs	+	175.00
6540.910.233	Emp Unemployment Costs	+	6.00
6550.910.233	Emp Unemployment Costs	+	128.00
6580.910.233	Emp Unemployment Costs	+	44.00
6610.910.233	Emp Unemployment Costs	+	3.00
6620.910.233	Emp Unemployment Costs	+	30.00
6910.910.233	Emp Unemployment Costs	+	19.00
6940.910.233	Emp Unemployment Costs	+	2.00
7100.910.233	Emp Unemployment Costs	+	<u>315.00</u>
Total – Other Employee Benefits		\$ +	.00

- G. We have reviewed this area of the budget and find that we must transfer within this area of the budget to meet the needs of the expenses. We request your approval of the following amendments.

Additional Pay

5110.911.181	Supplementary Pay	\$ +	7,535.00
5110.911.211	Emp Soc Sec Costs	+	486.00
5110.911.221	Emp Retirement Costs	+	713.00
6940.911.181	Supplementary Pay	-	<u>8,734.00</u>
Total – Additional Pay		\$ +	.00

- H. We have reviewed this area of the budget and find that we must transfer funds to cover workshop expenses. We request your approval of the following amendment.

Staff Development

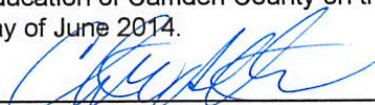
5110.912.312	Workshop Expenses	\$ +	270.00
5110.912.361	Membership Dues & Fees	-	330.00
6940.912.312	Workshop Expenses	+	<u>60.00</u>
Total – Staff Development		\$ +	.00

- I. We have reviewed this program area and find that we must transfer funds from other areas to cover a transfer to Child Nutrition. We request your approval of the following amendment.


Budget Amendment
Local Current Expense Fund
June 26, 2014, Page 4

<u>Transfer to Child Nutrition</u>	
8100.990.715 Transfer to Child Nutrition	\$ + <u>25,000.00</u>
Total – Transfer to Child Nutrition	\$ + 25,000.00

Passed by majority vote of the Board of
Education of Camden County on the 26th
day of June 2014.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment


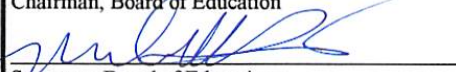
Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 26th day of June, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects	.00	
9200	Category II Projects		.00
Explanation:			
	Total Appropriation in Current Budget	\$	735,110.00
	Amount of Increase / (Decrease) of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget	\$	735,110.00

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 26th day of June 2014.</p>  Chairman, Board of Education	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 2____.</p> _____ Chairman, Board of County Commissioners
 Secretary, Board of Education	_____ Clerk, Board of County Commissioners

BUDGET AMENDMENT

June 26, 2014

4. Capital Outlay Fund

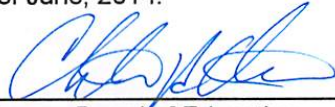
- A. We must make a code correction from architect fees to miscellaneous contractor fees for the GPS Kitchen project to accurately account for expenditures. We request your approval of the following amendment.

Category I Projects

9133.076.526	Architect Fees	\$ - 317,235.00
9133.076.529	Misc Contractor Fees	<u>+ 317,235.00</u>

Total – Category I Projects	\$ +	.00
		=====

Passed by majority vote of the Board of Education of Camden County on the 26th day of June, 2014.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 26th day of June, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Curricular Services	11,152.00	
6400	Technology Support Services		5,594.00
6500	Operation Support Services		11,152.00
6900	Policy, Leadership, Pub Relations	5,519.00	
7200	Nutrition Services	75.00	
Explanation:			
	Total Appropriation in Current Budget	\$ 1,440,366.92	
	Amount of Increase/Decrease of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget	\$ 1,440,366.92	

Passed by majority vote of the Board of Education of Camden County on the 26th day of June 2014.



Chairman, Board of Education



Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

BUDGET AMENDMENT

June 26, 2014

8. Other Local Current Expense Fund

- A. We have reviewed this program area and find that we must transfer funds to cover expenses in the classroom teacher program. We request your approval of the following amendment.

Maintenance of Plant

6580.802.326...50	Cont Repair & Maint – Equip	\$ -	163.00
6580.802.327...50	Rentals/Leases	+	163.00
6580.802.422... 50	General Maintenance	-	<u>11152.00</u>
Total – Maintenance of Plant		\$ -	11,152.00

- B. We have reviewed this program area and find that we must transfer funds to the program to meet the needs. We request your approval of the following amendment.

Classroom Teacher

5110.841.121	Salary - Teacher	\$ +	10,607.00
5110.841.211	Emp Soc Sec Costs	+	<u>545.00</u>
Total – Classroom Teacher		\$ +	11,152.00

- C. We have reviewed this program area and find that we must transfer funds to meet the needs of the program. We request your approval of the following amendment.

Board of Education

6910.860.192	Salary – BOE members	\$ +	1,968.00
6910.860.312	Workshop Expenses	+	3,058.00
6910.860.332	Travel	+	373.00
6910.860.411	Instructional Supplies	+	<u>120.00</u>
Total – Board of Education		\$ +	5,519.00

- D. We have reviewed this area of the budget and find that we must transfer funds within to meet the needs of the program and transfer funds to Board of Education program area. We request your approval of the following amendment.

Computer Tech

6400.905.341	Telephone	\$ -	1,352.00
6400.905.418	Computer Software & Supplies	+	258.00
6940.905.462	Pur of Non-Cap Comp Hdwe	-	4,500.00

Budget Amendment
Other Local Current Expense Fund
June 26, 2014, Page 2

7200.905.319 Other Professional/Tech Services	+ <u>75.00</u>
Total – Computer Tech	\$ - 5,519.00

Passed by majority vote of the Board of Education of Camden County on the 26th day of June, 2014.



Chairman, Board of Education



Secretary, Board of Education

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

Item Number: 7.C.

Consent Agenda

Meeting Date: July 7, 2014
Attachments: 1 (1 Pages)
Submitted By: Lisa Anderson, Tax Administrator

ITEM TITLE: Tax Refunds, Pickups, and Releases

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

RECOMMENDATION:

ACS Tax System
6/18/14 11:49:08

REFUNDS OVER \$100.00
Refunds to be Issued by Finance Office

CAMDEN COUNTY

Page 1

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
344.87	FIRST AMERICAN TITLE 1100 SUPERIOR AVE., SUITE 200 CLEVELAND OH 44114	2013 R 03-8953-03-13-8306.0000 overpayment	20140618 99 211747
100.76	WALKER, GERALDINE (GRANT) 130 STILES LN SOUTH MILLS NC 27976	2012 R 01-7999-00-89-9494.0000 released legal fees	20140618 99 211739
445.63	Total Refunds		

SUBMITTED BY Lisa S. Anderson DATE 6-18-14
Lisa S. Anderson, Tax Administrator Camden County

APPROVED BY _____ DATE _____
Garry Meiggs, Chairman Camden County Board of Comm.

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

Item Number: 7.D.

Consent Agenda

Meeting Date: July 7, 2014
Attachments: 2 (2 Pages)
Submitted By: Lisa Anderson, Tax Administrator

ITEM TITLE: Tax Authorization to Collect

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

RECOMMENDATION:

STATE OF NORTH CAROLINA**COUNTY OF CAMDEN**

TO: The Tax Administrator of Camden County (March Ren.) Due 07/01/14 (OLD SYSTEM)

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
83.95	314.82	68.22	466.99

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.

Tax Administrator of Camden County

STATE OF NORTH CAROLINA**COUNTY OF CAMDEN**

TO: The Tax Administrator of Camden County (August Ren.) Due 09/15/14 (NEW SYSTEM)

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
15,213.73	18,925.69	10,172.10	44,311.52

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.

Tax Administrator of Camden County

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 7.E.

Meeting Date: July 7, 2014

Attachments: Findings of Facts with Planning Board
Recommendations

Submitted By: Planning Department

ITEM TITLE: Set Public Hearing; Special Use Permit
Preliminary Plat Joyce Landing – 18 lots
Major Subdivision (UDO 2013-05-03)

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Board of Commissioners approved Sketch Plan September 16, 2013.

Preliminary Plat Technical Review Committee meeting held June 4, 2014.

Planning Board held a public meeting June 18, 2014 on the Special Use Permit application for Joyce Landing 18 lot major residential subdivision located at/near Sandy Lane and Keeter Barn Road in South Mills Township. After staffs presentation, inputs from adjacent property owner and Engineering Services of Virginia, Inc (Agent for owner) Planning Board recommended approval of the Special Use Permit with the conditions set forth in Staffs findings of facts on a 5-0 vote.

RECOMMENDATION:

Set Public Hearing for August 4, 2014.

STAFF REPORT

UDO 2013-05-03
Special Use Permit – Preliminary Plat
Joyce Landing

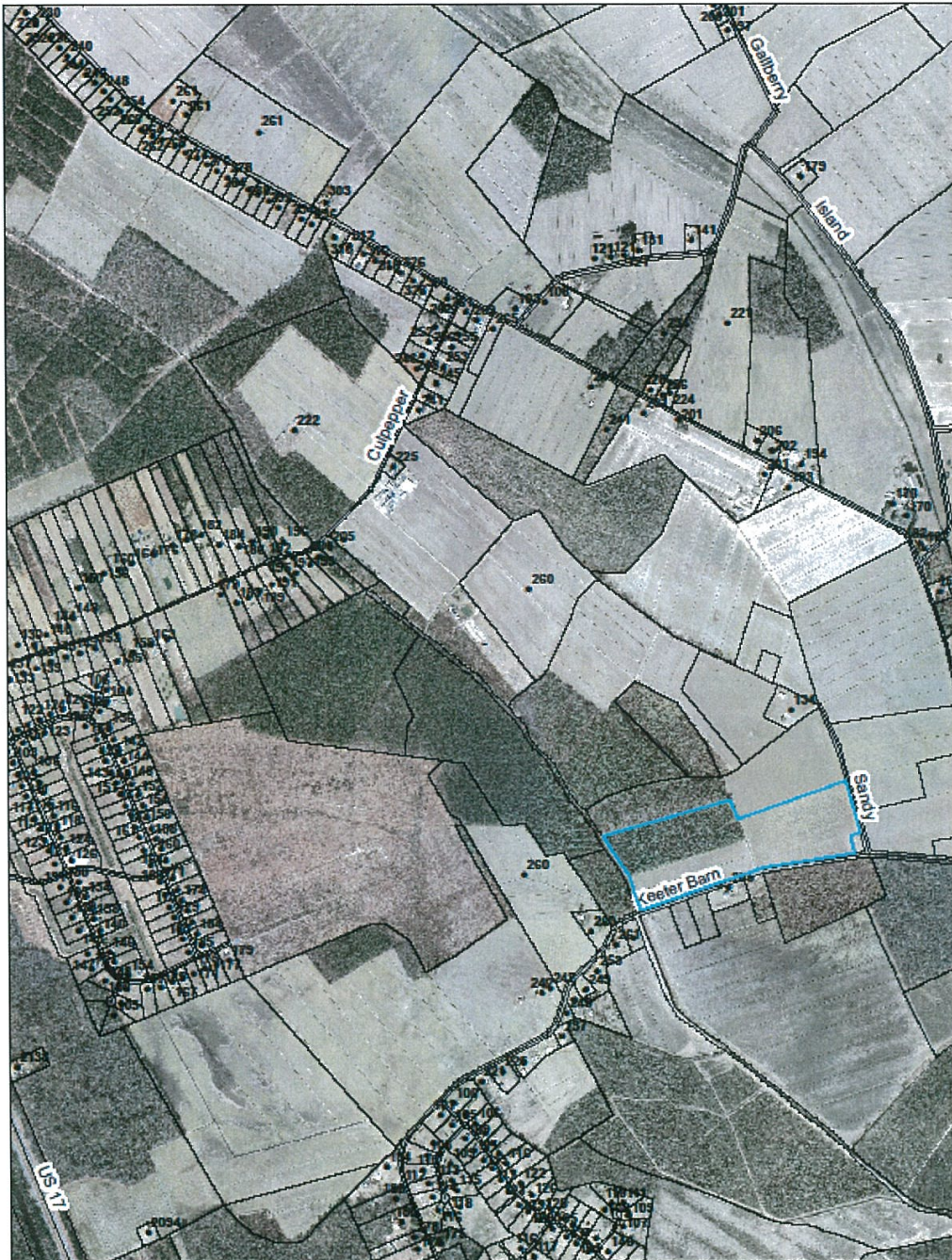
PROJECT INFORMATION

<p>File Reference: UDO 2013-5-03 Project Name; Joyce Landing PIN: 01-7080-00-86-8982 Applicant: Engineering Services Of Virginia, Inc Address: 3351 Stoneshore Rd Virginia Beach, VA 23452 Phone: Email:</p> <p>Principal Agent: Camden Square Associates Address: 524 Winston Salem Ave Virginia Beach, VA 23451 Phone: Email:</p> <p>Current Owner of Record: Camden Square Associates Meeting Dates: TRC – June 4, 2014</p> <p>Planning Board Board of Commissioners</p>	<p>Application Received: 5/21/2014 By: David Parks, Permit Officer</p> <p>Application Fee paid: \$3,600 Check #7482</p> <p>Completeness of Application: Application is generally complete</p> <p>Documents received upon filing of application or otherwise included:</p> <ul style="list-style-type: none"> A. Applicant acting as agent letter B. 10 copies Preliminary Plat Joyce Landing Major Subdivision – 18 lots C. 1 copy of Construction Plans for Green Meadows Major Subdivision D. DENR Erosion and Sedimentation Control Plan No. CAMDE-2014-004 E. DENR Stormwater Permit NO SWG060006 F. ARHS letter on Perc tests G. Drainage approval letter – Greg Johnson H. Signed 404 wetland map.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PROJECT LOCATION:

Street Address: Intersection of Sandy Lane and Keeter Barn Road
Location Description: South Mills Township

Vicinity Map:



REQUEST: Preliminary Plat approval Joyce Landing Major Residential Subdivision – 18 lots

SITE DATA

Lot size: Approximately 43.7 acres.
Flood Zone: X/AE
Zoning District(s): Basic Residential (R3-2)
Existing Land Uses: Farm Land

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Basic Residential (R3-2)	Basic Residential (R3-2)	Basic Residential (R3-2)	Basic Residential (R3-2)
Use & size	House – 4 Acres	House – 4.3 acres	Farm land 45 acres House – 1.5 acres;	McPherson Estates 21 - .9 acres lots

Proposed Use(s): Single Family Dwellings

Description of property:

Property is located off Keeter Barn Road in South Mills Township. There are Army Corps 404 wetlands in the back portion of lots 1-9. Army Corps drainage ditch Cypress Run located west of lot 1. Sketch plan was approved on 9/16/2013. Drainage plan approved by Camden County third party Engineer.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches:

Army Corps ditch Cypress Run located to the west of lot 1.

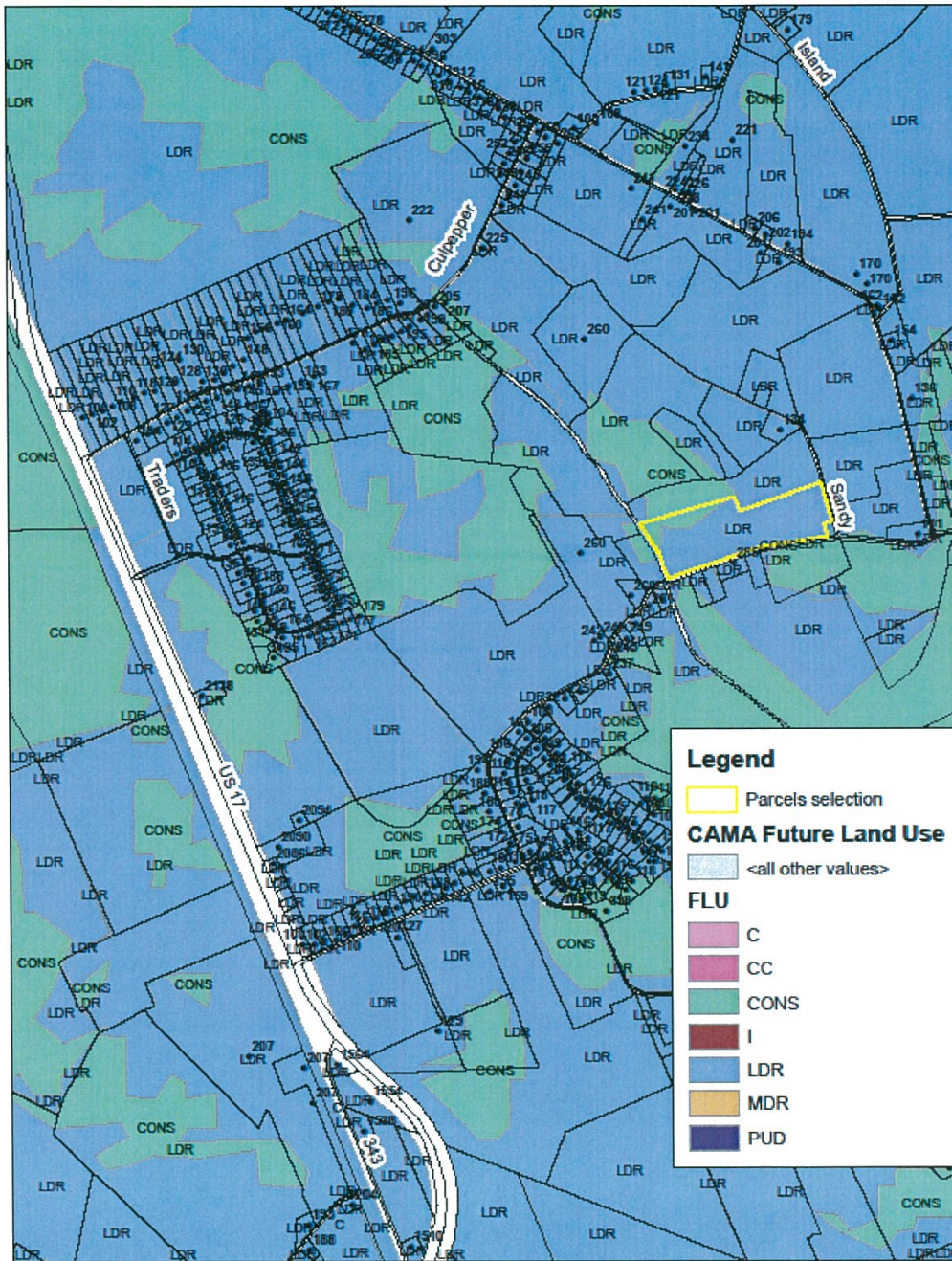
Distance & description of nearest outfall:

Nearest outfall is Cypress Run adjacent to lot 1.

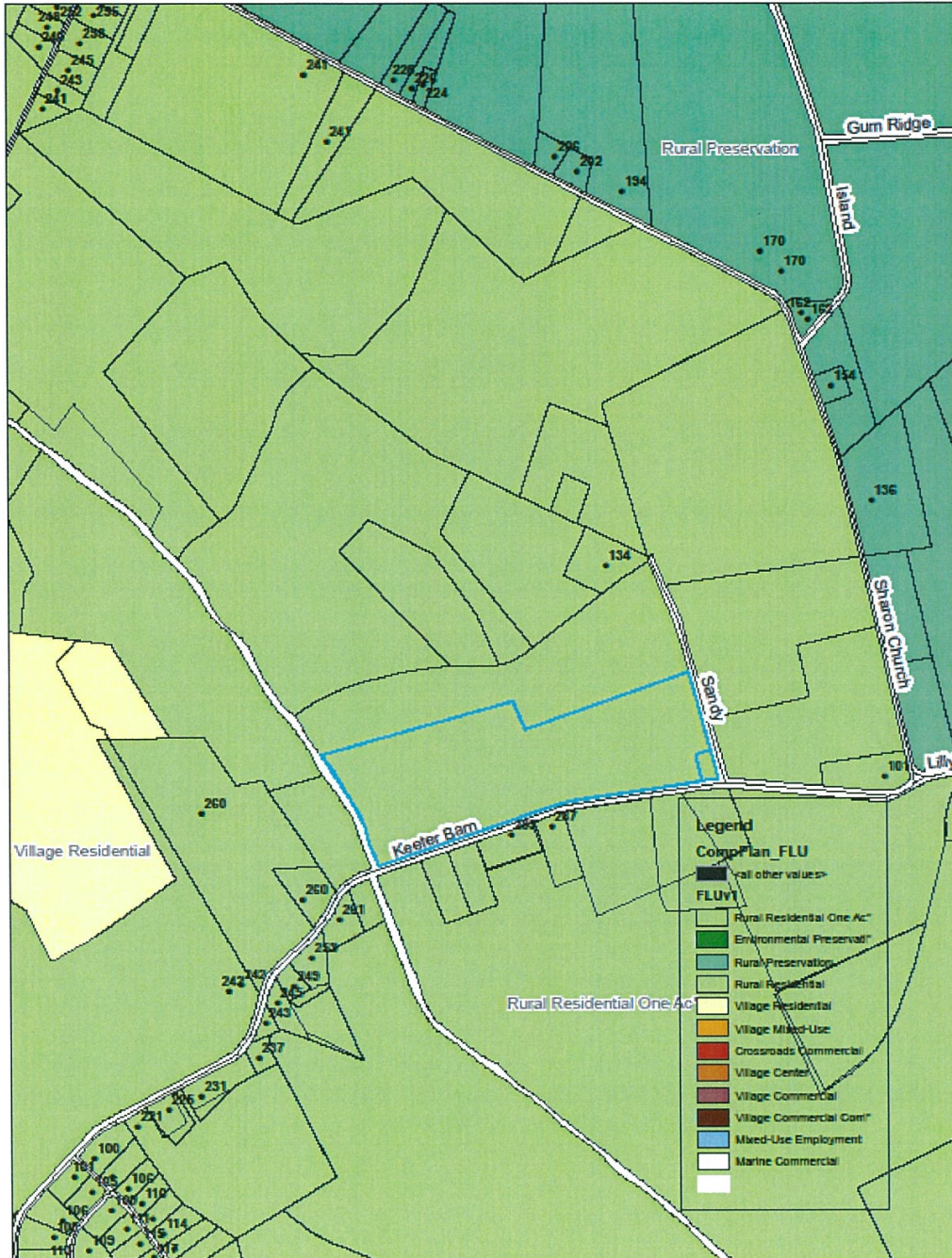
Soils:

Predominant: Tomotley (ToA) Severe: wetness, percs slowly
Other: Roanoke (RoA), Munden (MuA), Altavista (AaA)

CAMA LAND USE MAP



Comprehensive Plan – Future Land Use Map



INFRASTRUCTURE

Water: South Mills Water

Sewer: Septic tank – perc tests attached

Traffic: All lots abut Keeter Barn (some will have shared driveways)

Technical Review Staff at Preliminary Plat

Approve	Approve With Comments	Dis-Approve	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(a) South Mills Water District (See attached)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(b) Albemarle Regional Health Department (See attached letter)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) South Mills Fire Department
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) Sheriff's Office
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(e) South Mills Post Office
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(f) Camden Soil & Water Technician
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(g) Central Communications (911)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(h) Superintendent of Camden County Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(i) Transportation Director of Camden County Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(j) NCDOT - Info as lots abut Keeter Barn Road SR 1225
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(k) Albemarle EMC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(l) Century Link - Info only
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(m) Pasquotank EMS – No response

- **Streets:**
 - A. Are all streets designed to be place under State system?** N/A. All lots abut Keeter Barn Road SR 1225
- **Open Space:**
 - A. Is open space proposed?** Yes. $43.7 \times .05 = 2.19$ acres required. Proposed +/- 2.85
 - B. Recreational Land:** N/A
 - C. Will property owner restrictive covenants be needed?** Yes.
- **Utilities:**
 - A. Does the application include a letter or certificate from the District Health Department regarding septic tanks?** Yes.
 - B. Does the applicant propose the use of public sewage systems?** No. Septic
 - C. Does the applicant propose the use of public water systems?** Yes, with South Mills Water Association.
 - D. Distance from existing public water supply system:** Adjacent to property.
 - E. Is the area within a five-year proposal for the provision of public sewage?** No.
- **Landscaping:**

- A. Is any buffer required?** Yes as indicated on plat.
- B. Will trees be required along dedicated streets UDO Article 151.156?** N/A Trees will be planted in the buffer area.
- **Findings Regarding Additional Requirements:**
- A. Endangering the public health and safety:** The application doesn't appear to endanger the public health and safety.
- B. Injure the value of adjoining or abutting property:** The application does not appear to injure the value of adjoining or abutting property.
- C. Harmony with the area in which it is located:** Proposed use is in Harmony with the area that it is located as there are Single Family Dwellings located adjacent to/near the property.
- D. Conformity with the Plans:**
- 1. Comprehensive Plan**
 - Future Land Use Maps has land identified as Rural Residential with densities up to 1 dwelling unit per acre.
 - 2. CAMA Land Use Plan:**
 - Property located outside Core Village of South Mills.
 - Policy 9 states the county supports greater residential densities in areas that are accessible to water and/or sewer services. Water lines exist adjacent to property.
 - 3. Thoroughfare Plan:** Lots front Keeter Barn Road
 - 4. Other plans officially adopted by the Board of Commissioners:** N/A
- E. Will not exceed the county's ability to provide public facilities:**
- 1. Schools:** Approved. Development will create approximately 8 students (.44 X 18)
 - 2. Fire and Rescue:** Approved.
 - 3. Law Enforcement:** Approved.

STAFF COMMENTARY/RECOMMENDATIONS:

Staff recommends approval of the Special Use Permit for Preliminary Plat Joyce Landing Major Subdivision with the following conditions and modifications:

1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
2. The applicant shall complete the development strictly in accordance with the approved Preliminary Plat/Construction drawings and specifications submitted to the Planning Office of Camden County, North Carolina, and contained in the file titled (UDO 2013-05-03).
3. As requested by South Mills Water Association, developer shall install three hydrants as determined by Water Association, along Ketter Barn Road. Modify Construction Drawings to reflect location of hydrants.
4. Indicate on Construction Drawings location of driveways that have shared access.
5. All lots shall be crowned to where the dwelling is located to an elevation at or above the 100 year flood. Those elevations shall be indicated on each lot on the final plat for each phase. No

building permit shall be issued until such elevations are verified by a Surveyor or Engineer licensed to do business in North Carolina.

6. Developer and or Home Owners Association shall provide Camden County certification by a licensed North Carolina Engineer of compliance with approved Drainage Plan for Joyce Landing every five years starting from recording of Final Plat in the Camden County Registry of Deeds.
7. Home Owners Restrictive Covenants shall include the following information:
 - a. All requirements (to include Maintenance and allowable built upon area) listed under NCDENR Stormwater Permit No. SW7131108.
 - b. The re-certification to the County of the approved drainage plan every five years by a licensed N.C. Engineer.
8. Drainage Easement Between lots 10 and 11 shall be changed from Proposed to Dedicated at Final Plat.
9. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.



June 6, 2014

David Parks
Permit Officer- Camden County
117 North 343
Camden, NC 27921

Re: Proposed Joyce Landing Subdivision, Parcel# 0170 8000 8689 8200 00

Mr. Parks:

The proposed 18 lot subdivision listed above located on Keeter Barn Rd. in South Mills has been evaluated by Albemarle Regional Health Services. The lots have been found to be provisionally suitable for septic systems. These lots will require aerial fill, sand lined trench systems, and deep swales along property lines.

If you have any questions, feel free to call me at 252-338-4490.

Thanks.

Kevin Carver
Environmental Health
Albemarle Regional Health Services

Fasototank
Fasototank
Camden
Chowan
Currituck
Edisto
Gates

MAY-27-2014 14:02 From: SOUTH MILLS WATER 2527712380

To: 3331603

Page: 4/6

BOARD OF COMMISSIONERS

GARRY W. MEIGGS
ChairmanP. MICHAEL MCLAIN
Vice ChairmanSANDRA J. DUCKWALL
CLAYTON D. RIGGS
RANDY KRAINIAK

Camden County
SOUTH MILLS WATER

MICHAEL RENSHAW
County ManagerAMY BARNETT
Assistant Clerk to the BoardJOHN S. MORRISON
County Attorney

Date: May 21, 2014

From: Camden County Planning Department
To: Technical Review Staff South Mills Water

RE: Joyce Landing Major Subdivision

Attached is a copy of the Preliminary Plat for Joyce Landing for your review and comments.

After you have reviewed the plans, please complete the section below and provide this memo with your comments at the Technical Review Committee meeting on Wednesday, June 4, 2014 at 10:30 AM in the upstairs courtroom of the Historic Camden County Courthouse. If you are unable to attend please fill out and fax to the Planning Office at 333-1603.

 Approved as is Reviewed with no comments. Approved with the following comments/recommendations:IF they make improvements. Disapproved with the following comments: (Provide factual evidence for denial)

Name: Ronnie Waynell Porter Signature: Ronnie Waynell Porter

Thank you for your prompt attention to this matter. If you have any questions, please call me at (252) 338-1919 ext 263.

Sincerely,

Dan Porter
Planning Director
Camden County

South Mills Water Association, Inc
P.O. BOX 279
South Mills, NC 27976
Ph. 252-771-5620

May 27, 2014

Ref: Joyce Landing Subdivision

Mr. Porter

We furnished a letter stating we would supply water to the subdivision , if they made certain improvements at this time we have not heard anything from them. If they make the improvements we will be glad to approve it.

Thanks



Wayne Raper

MAY-27-2014 14:02 From: SOUTH MILLS WATER 2527712380

To: 3331603

Page: 5/6

South Mills Water Association, Inc
P.O. BOX 279
South Mills, NC 27976
Ph: 252-771-5620

February 26, 2014

Bob Widener
524 Winston Salem Ave
Suite 300
Virginia Beach, VA 23451

Dear: Mr. Widener

The South Mills Water Association Board of Director has approved the Joyce Landing Subdivison. We will be able to serve all 18 lots providing the following conditions are meet. All taps fee must be paid before construction may begin. Camden Square must provide materials and labor for 18 taps and 3 Hydrants along Keeter Barn Road. All taps and hydrant must be installed by a license contractor. Camden Square must pay for a inspector approved by the South Mills Water Association. If you have any question please give me a call.

Thanks

Wayne Raper

Memorandum

To: Dan Porter, Planning Director

From: Greg Johnson, Drainage Engineer

Date: March 30, 2014

Re: Joyce Creek

Submittal Package received March 26, 2014

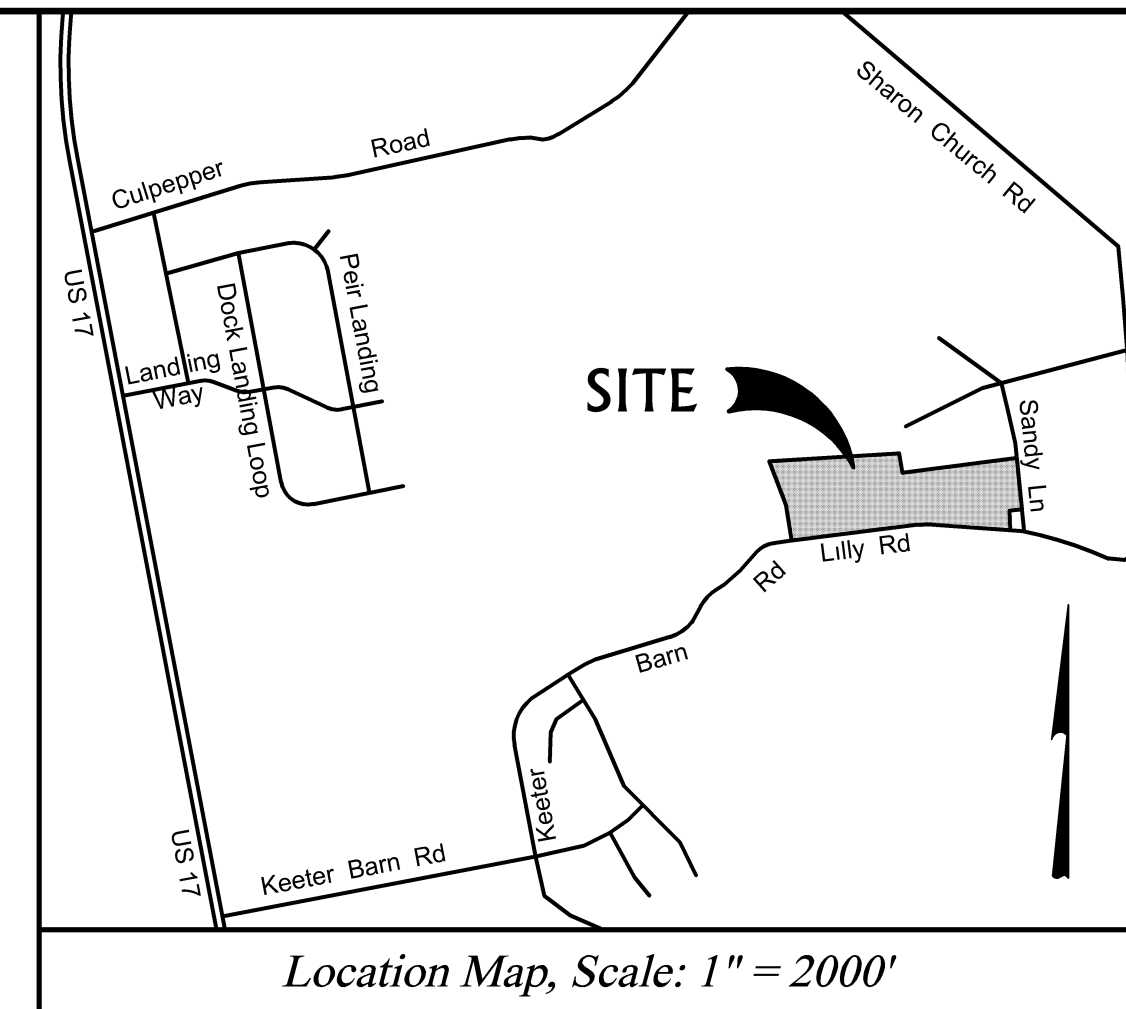


I reviewed the calculations and plans received March 26, 2014 and recommend them for acceptance by the County. The following comments are provided:

1. Stormwater runoff crosses over Keeter Barn Road now on significant storms. The proposed conditions will not change this but, the predicted depth of over flow is less.
2. The overall rate of runoff from the site is less than in the existing state.
3. The design engineer use good judgment in the selection of existing conditions runoff rates and acknowledged that the site's curve numbers are less than those listed in a guide manual.
4. The County needs to ensure that the proposed bio-retention areas are properly maintained and continue to function so storm runoff will be attenuated.
5. Request the design engineer to provide the complete output files for the existing and proposed conditions. These should be put on a cd to facilitate future storage and access.

C. Gregory Johnson, P.E., LID

Preliminary Subdivision Plat of Joyce Landing South Mills Township Camden County, North Carolina



Certificate of Approval.

I hereby certify that all streets shown on this plat are within Camden County, all streets and other improvements shown on this plat have been installed or completed or guaranteed to according to § 151.243 and that the subdivision shown on this plat is in all respects in compliance with the Camden County Unified Development and, therefore, this plat has been approved by the Camden County Planning Board and signed by the Chairperson, Board of Commissioners, subject to its being recorded in the Camden County Registry within ninety (90) days of the date below.

Date _____ Chairperson, Board of Commissioners

Certificate of Ownership and Dedication.

I hereby certify that I am the owner of the property described hereon, which property is located within the subdivision jurisdiction of Camden County, that I hereby freely adopt this plat of subdivision and dedicate to public use all area shown on this plat as streets, alleys, walks, parks, open space and easements, except those specifically indicated as private and that I will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such use is approved by the appropriate public authority in the public interest.

Date _____ Owner

Notary.

I, _____, a notary public of County, North Carolina, do hereby certify that _____ personally appeared before me this date and acknowledged the due execution of the foregoing certificate.

Witness my hand and official seal this _____ day of _____, _____.
My commission expires _____.

Notary Public

Certificate of Survey and Accuracy.

I, Gerard P. Brunick, JR. certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book _____, Page _____, of the county registry (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, Page _____, that the ratio of precision as calculated is _____; that this plat was prepared in accordance with G.S. § 47-30, as amended. Witness my original signature, registration number and seal this day of _____.



Gerard P. Brunick, JR. 1258
Surveyor Registration Number

Engineer Certification of Stormwater Improvements.

In the subdivision entitled Subdivision Construction Plan of Joyce Landing, stormwater drainage improvements have been installed (1) according to plans and specifications prepared by _____, or (2) according to As-Built plans submitted by _____ and approved by the County. Camden County assumes no responsibility for the design, maintenance or the guaranteed performance of the stormwater drainage improvements and their effects.

Registered Land Surveyor/Civil Engineer Date 1/27/2014

Registration Number 040030

Certificate of Review Officer.

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

Health Department Certificate.

This subdivision, entitled Joyce Creek, has been designed for the construction of individual sewage systems and meets the criteria and requirements of the District Health Department based on existing conditions and regulations. The District Health Department reserves the right to require additional improvements to these properties and to limit the number of bedrooms and size of structure based on site conditions upon issuance of the final site improvements permits. This certification does not constitute a warranty and is issued based on this subdivision being serviced.

Date _____ District Health Department

APPROVAL NOTATION:

Open space, drainage facilities, reserved utility open space, and ponds required to be provided by the developer in accordance with Ch. 151 of the code of ordinances shall not be dedicated to the public, except upon written acceptance by the County, but shall remain under the ownership and control of the developer (or his or her successor) or a homeowner's association or similar organization that satisfies the criteria established in § 151.196 of the county's code of ordinances.

PROPERTY OWNERS:

Camden Square Associates of North Carolina, Inc.
524 Winston Salem Avenue
Virginia Beach, VA 23451
Phone: (757) 425-0594
Fax: (757) 425-0395

LEGAL:

Tax Parcels: 017080008689820000
Deed Book: 209, Page 351

CLIENT / DEVELOPER:

Camden Square Associates of North Carolina, Inc.
524 Winston Salem Avenue
Virginia Beach, VA 23451
Phone: (757) 425-0594
Fax: (757) 425-0395

FLOOD ZONE:

- The property shown hereon is located in flood zone AE & X, As shown on the National Flood Insurance Program, Flood Insurance Rate Map for the County of Camden, North Carolina Community Map #370042 7080 C and #370042 7090 J and last dated October 5, 2004. The flood zone shown hereon is scaled from the flood insurance rate map and its location is approximate.
- Use of land within the floodplain is substantially restricted by the Camden County Code.
- The Vertical Datum of this survey is based on North American Vertical Datum of 1988 (NAVD 88), the North Carolina Geodetic Survey Station points used to establish the elevation values shown hereon is "baby".

PROJECT BENCHMARKS:

See Sheet 2.

DATUM NOTE:

VERTICAL DATUM REFERENCE:
National Geodetic Vertical Datum of 1988, NAVD 88.

HORIZONTAL DATUM REFERENCE:
North Carolina Coordinate System of 1983, NAD 1983 (2001 HARN).

Summary :

Parcel Area: 1,907,172 Sq Ft or 43.783 Ac
(29.74 Ac Woodland)

Disturbed Area: 1,161,321 Sq Ft or 26.660 Ac

Lot Total: 18

Lot Size: 2 Ac. (Min)

Maximum Impervious Area: 25,428 sf / lot

Lot Frontage: 125' (Min)

5% Open Space: 2.19 Acres

Zoning: R3-2

Setbacks:

Front: 50'

Side/Rear: 25'

Vehicular: Shared driveways where

power poles do not

conflict

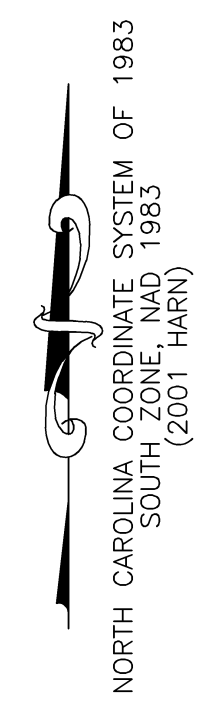
Provided Open Space: 2.85 Acres (Includes Area within 50' Vegetative Buffer)

NOTE:

The Developer shall install all waterlines and related improvements.

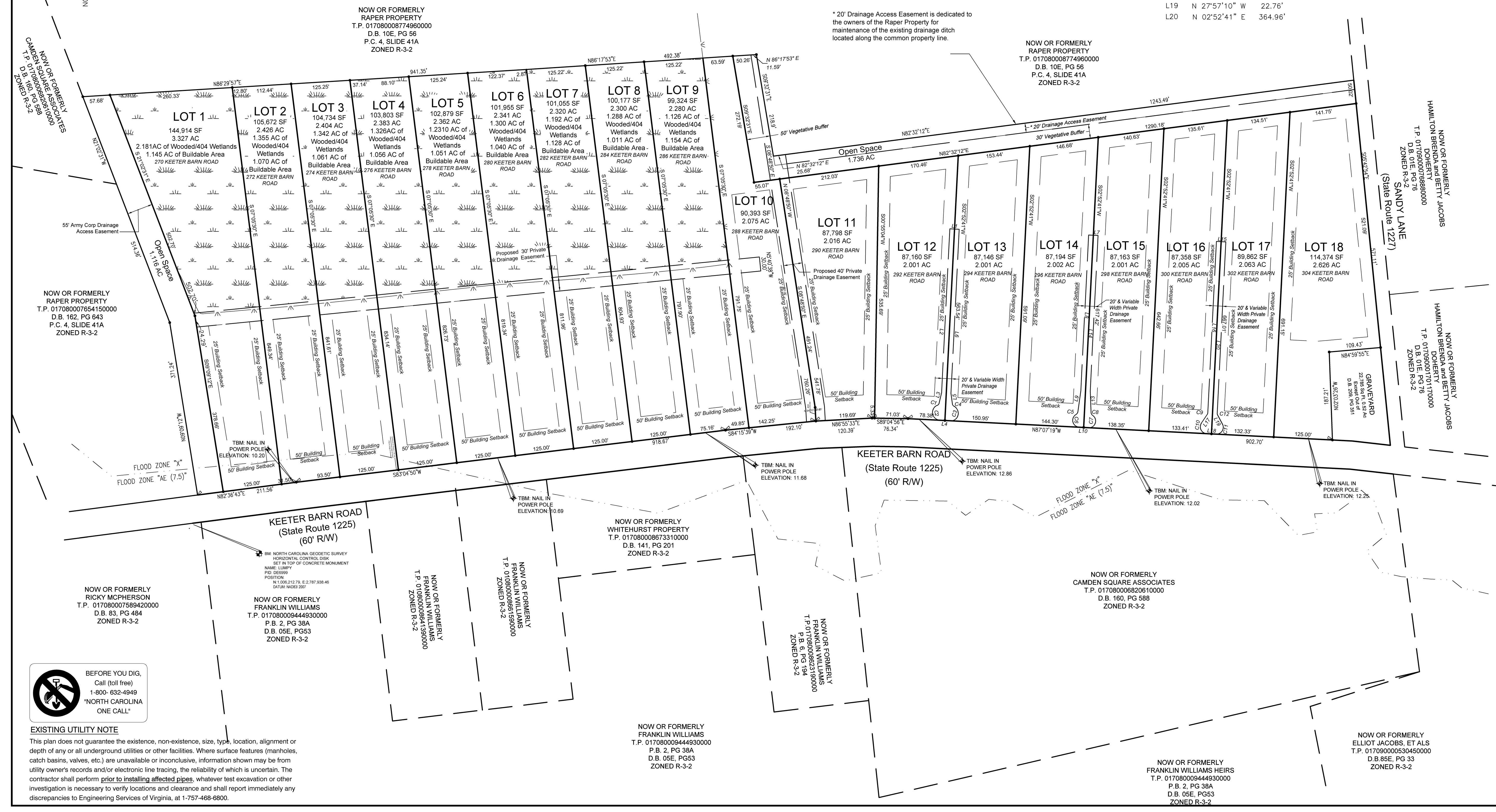
NO.	DATE	REVISIONS																		
engineering services of virginia inc Civil Engineering - Land Surveying 3351 Stoneshore Road, Virginia Beach, VA. 23452 (757) 468-6800 FAX (757) 468-4966 E-mail: email@esiova.com		Sheet																		
Approval Date																			1	
Date	Project	Phase/Task	Drawn By	Checked By	File Name															1
01/27/14	12049	500/408	MGH/JLR	SPR	en12049preliminary sub plat12049 sub plat 01.dwg															1

Denotes Area of Section 404 Jurisdictional Wetlands



CURVE TABLE						
CURVE	DELTA	RADIUS	LENGTH	CHORD	TANGENT	CHD BEARING
C1	57°43'44"	5.00'	5.04'	4.83'	2.76'	N 42°16'45" E
C2	154°15'11"	16.34'	43.98'	31.85'	71.48'	N 05°58'59" W
C3	158°51'33"	16.31'	45.22'	32.06'	87.40'	N 13°58'03" E
C4	57°43'44"	5.00'	5.04'	4.83'	2.76'	N 36°31'23" W
C5	25°43'00"	7.50'	3.37'	3.34'	1.71'	N 20°51'02" E
C6	120°49'56"	14.50'	30.58'	25.22'	25.54'	N 26°42'21" W
C7	120°49'52"	14.50'	30.58'	25.22'	25.54'	S 32°27'45" W
C8	25°46'38"	7.50'	3.37'	3.35'	1.72'	S 15°03'51" E
C9	30°49'51"	5.00'	2.69'	2.66'	1.38'	S 18°17'36" W
C10	120°49'56"	14.50'	30.58'	25.22'	25.54'	N 26°42'21" W
C11	120°49'52"	14.50'	30.58'	25.22'	25.54'	S 32°27'45" W
C12	30°49'51"	5.00'	2.69'	2.66'	1.38'	N 12°32'14" W

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 87°07'19" W	20.00'
L2	S 02°52'41" W	348.77'
L3	S 13°24'53" W	23.73'
L4	S 87°07'55" E	23.73'
L5	N 07°39'31" W	23.73'
L6	N 02°52'41" E	348.77'
L7	N 87°07'19" W	20.00'
L8	S 02°52'41" W	331.35'
L9	S 07°59'32" W	39.61'
L10	S 87°07'19" E	19.84'
L11	N 27°57'10" W	15.27'
L12	S 33°42'32" W	15.24'
L13	N 02°10'32" W	39.91'
L14	N 02°52'41" E	331.02'
L15	N 87°07'19" W	20.00'
L16	S 02°52'41" W	364.96'
L17	S 33°42'32" W	22.76'
L18	S 87°07'19" E	19.84'
L19	N 27°57'10" W	22.76'
L20	N 02°52'41" E	364.96'



* 20' Drainage Access Easement is dedicated to the owners of the Raper Property for maintenance of the existing drainage ditch located along the common property line.

Joyce Landing
South Mills Township
North Carolina
Camden County



Preliminary Subdivision Plat
engineering services of virginia inc
Civil Engineering - Land Surveying
3361 Sully Station, Suite 200
Falls Church, VA 22042
(703) 468-6000 FAX (703) 468-4968
E-mail: email@esiova.com

SCALE:	1"=100'
FILE NAME:	M:\12\049\Preliminary Sub Plat\12049 SubPlat_02.dwg
APPROVAL DATE:	00-00-00
PROJECT:	12049 SHEET
DRAWN:	PAYF
CHECKED:	SPR
DATE:	01/27/14



EXISTING UTILITY NOTE
This plan does not guarantee the existence, non-existence, size, type, location, alignment or depth of any or all underground utilities or other facilities. Where surface features (manholes, catch basins, valves, etc.) are available or inconclusive, information shown may be from utility owner's records and/or electronic line tracing, the reliability of which is uncertain. The contractor shall perform prior to installing affected pipes, whatever test excavation or other investigation is necessary to verify locations and clearance and shall report immediately any discrepancies to Engineering Services of Virginia, at 1-757-468-6800.

NOW OR FORMERLY FRANKLIN WILLIAMS
T.P. 017080009444930000
P.B. 2, PG 38A
D.B. 05E, PG53
ZONED R-3-2

NOW OR FORMERLY CAMDEN SQUARE ASSOCIATES
T.P. 01708000620610000
D.B. 160, PG 588
ZONED R-3-2

NOW OR FORMERLY ELLIOT JACOBS, ET AL S
T.P. 01708000530450000
D.B. 85E, PG 33
ZONED R-3-2



Empowering Change. Building Hope.

**BOARD OF DIRECTORS MEETING
415 East Boulevard, Williamston, NC**

Tuesday, June 24, 2014, 6:40 p.m.

AGENDA

			<u>Page</u>
I.	Call to Order	Janice McKenzie Cole	
II.	Approval of the April 22, 2014 Minutes (Board Action Required)	Janice McKenzie Cole	1-4
III.	Public Comment	Janice McKenzie Cole	
IV.	Public Hearing on Proposed Budget	Janice McKenzie Cole	
V.	Adoption of Agenda	Janice McKenzie Cole	
VI.	Board Comments/Concerns	Board Members	
VII.	Finance Committee Report and May Financials	Duane Holder	5-16
VIII.	Approval of Pay Plan (Board Action Required)	Joy Futrell	17
IX.	Business Financial Plan	Joy Futrell	18-21
X.	Adoption of Budget Ordinance for FY 2014-2015 (Board Action Required)	Joy Futrell	22-25
XI.	Adoption of Budget Revisions Necessary to Close Fiscal Year (Board Action Required)	Joy Futrell	
XII.	Approval of Audit Contract for FY 2013 – 2014 (Board Action Required)	Joy Futrell	
XIII.	Update on Sale of Buildings	Joy Futrell	
XIV.	MCO Consolidation Letter and Memorandum of Intent	Janice McKenzie Cole	
XV.	Revised Policies for Approval (Board Action Required)	Leza Wainwright	26-27
XVI.	The Healing Place Presentation - Introduction of Speakers	Mike Kupecki	
XVII.	CFAC Report	Sandra Buckman	
XVIII.	Chair's Report	Janice McKenzie Cole	
XIX.	Director's Report	Leza Wainwright	
XX.	Adjournment	Janice McKenzie Cole	

1708 E. Arlington Blvd. - Greenville, NC 27858-5872 - 252.695.6400 - Fax 252.752.0331 - www.ecbhme.org

Toll Free ECBH Access to Care Number 1.877.685.2415

BOARD OF DIRECTORS MEETING**April 22, 2014****MINUTES**

The Board of Directors for East Carolina Behavioral Health (ECBH) met Tuesday, April 22, 2014, at 6:40 p.m., at the NC Telecenter, 415 East Boulevard in Williamston, NC.

Board members present: Sandra Buckman, Ameche Burns, Carol Cannon, Janice McKenzie Cole, David Creech, Duane Holder, Ann Holton, Dr. Tom Johnson, Dr. Alex Kehayes, Zack Koonce, Sue Lassiter, Wally Overman, Wayne Petteway, Dr. Denauvo Robinson, Charles Smith, and Garrett Taylor. Larry Barker and Kevin McCord participated in the meeting via teleconference.

Board members absent: Jim Baluss, Chester Deloatch, and Geoff Marett.

Staff Present: Leza Wainwright, Cindy Ehlers, Joy Futrell, Mike Kupecki, Rita Joyner, Melissa Owens, and Julie Brinson.

I. CALL TO ORDER

Judge Janice McKenzie Cole, Board Chair, called the meeting to order and a quorum was declared.

II. APPROVAL OF THE FEBRUARY 25, 2014 MINUTES

Judge Cole called for questions or discussion of the minutes for February 25, 2014. Dr. Robinson made a motion to approve the minutes. Mr. Koonce seconded the motion which passed unanimously.

III. PUBLIC COMMENTS

Pam Gray, parent of a consumer, commented that she had recently had the occasion to use the Mobile Crisis Team and that it had served its purpose. She appreciated having it there when she needed it.

IV. ADOPTION OF AGENDA

Mr. Holder made a motion to adopt the agenda. Mr. Smith seconded the motion which passed unanimously.

V. BOARD COMMENTS/CONCERNS

Mr. Petteway and Dr. Johnson expressed appreciation to ECBH staff for their hard work.

Dr. Kehayes asked questions concerning independent practitioners and services in schools.

VI. FINANCE COMMITTEE REPORT AND MARCH FINANCIALS

Mr. Holder reported that the total fund balance as of March 31st is \$90.5 million with \$16 million restricted. The year-to-date income of \$21 million has been growing steadily, but due to Medicaid rate changes that have occurred as of April 1st, that will begin to decrease.

Mr. Holder explained that IPRS accounts are federal funds and after experiencing a lag due to problems with billing through NC Tracks, some of these funds are starting to work through the system and are being paid. He reported that revenues through March are at 73.17% of the budget and expenditures are at 62.43%.

Mr. Holder stated that one of the goals of the Medicaid waiver was to accumulate savings so that those savings could be reinvested into the expansion of existing services, as well as the creation of new services, and we are starting to see that happen.

VII. BUDGET REVISION III

Ms. Futrell explained that the budget revision is primarily because of the rate change in Medicaid for April 1. The revision is a decrease of \$9,657,158 and will bring the total budget amount to \$217,614,701. Ms. Holton made a motion to approve the budget revision. Mr. Holder seconded the motion which passed unanimously.

VIII. DRAFT BUDGET FOR FY 2014 – 2015

Ms. Futrell reviewed the draft budget for FY 2014 – 2015 and explained that members would receive the final budget by June 1st.

IX. RECOMMENDATIONS FOR CHANGES TO THE PAY PLAN

Ms. Futrell reviewed that a salary study had been done in 2013 and a report was made to the Board in December of that year concerning the findings of that study. In addition, managed care organizations (MCOs) whose salaries were found to be different from ECBH's were contacted to find out more information regarding the difference. It was discovered that for a few positions ECBH required a high school degree with some experience and other MCOs required a bachelor's degree. Ms. Futrell continued by explaining that the salary ranges of our positions are wide to allow opportunity to move within those ranges when needed. In some cases, where the study compared salaries of individuals, the average salary of some of the other MCOs is still within our range. Two positions that will be recommended at the June Board meeting to be changed on the pay plan are MIS Assistant and Credentialing Specialist. It will be recommended that MIS Assistant be moved from pay grade 25 to pay grade 26 and Credentialing Specialist from pay grade 25 to pay grade 27.

X. UPDATE ON SALE OF BUILDINGS

Ms. Futrell reported that a contract has been signed on both the Brices Creek and Pinetree properties in New Bern and that one investor is purchasing both properties. Ms. Futrell stated that Brices Creek is a group home and the investor has an interest that it

remains a group home. The investor was also required to keep the lease for the remaining term of the lease agreement. The property on Cardinal Road is still on the market.

XI. LETTER OF INTENT FOR THE CONSOLIDATION PROCESS

Judge Cole presented a letter of intent that memorializes what had been previously agreed to by the Board regarding the consolidation. The Board had previously taken a vote to proceed with the mandatory merger. Mr. Koonce made a motion to approve the letter of intent. Mr. Smith seconded the motion which passed unanimously.

XII. STATE OF THE ART AWARDS CEREMONY PRESENTATION

Julie Brinson, ECBH Provider Operations Manager, reported on the ECBH State of the Art Awards to recognize exemplary individuals and agencies in Eastern North Carolina. Nominations packets are available online at www.ecbhme.org and nominations are due by June 15, 2014. The Awards Banquet will be held at the Hilton of Greenville in Greenville, NC on August 27, 2014, at 11:00 a.m.

XIII. INVESTING IN EASTERN NORTH CAROLINA PRESENTATION

Cindy Ehlers, ECBH Assistant Director for Clinical Operations, reported on ways that ECBH is looking into or is currently investing in eastern North Carolina. She presented a synopsis of what ECBH is doing around reinvestment with the Medicaid savings including areas of housing, supports, technology, services, prevention, and recovery.

XIV. CFAC REPORT

Ms. Buckman reported that the Consumer and Family Advisory Council (CFAC) had requested information from ECBH on how to do their gaps and needs report. ECBH staff members, Kim Keehn, Dave Peterson, and Benita Hathaway met with the CFAC gaps and needs committee and explained ways that gaps and needs are collected and viewed by ECBH and various agencies in the state.

Ms. Buckman reviewed a list of topics discussed at the March CFAC meeting and reported that Jessica Keith, Special Advisor on Americans with Disabilities Act with DHHS, did training on the DOJ settlement at their April meeting.

Ms. Buckman reported that on a state CFAC conference call, the question was asked as to how CFACs have been involved in the merger efforts. The overall opinion was that CFACs have not been brought to the table during the merger proceedings. She stated that the CFAC to ECBH was charged by Chair Cole to present a set of values that they feel are important to the core work of ECBH. CFAC has been working on that and will present those at the June Board meeting.

XV. CHAIR'S REPORT

Judge Cole reported that Orion Advisory has been retained to help with the consolidation of ECBH, Eastpointe and CoastalCare. Orion is conducting interviews to assess the

culture of the three organizations and how that will impact bringing the three together. ECBH staff, as well as some members of the Board and CFAC will be interviewed. The CEOs have been tasked with developing groups across the three organizations to assess what needs to be done to bring the three organizations together. Those groups are to report back on how long they believe it will take to accomplish what needs to be done and this will be the basis of how the timeline is set to have the consolidation move forward. Work on naming the new organization is underway now and a naming contest is open to everyone. Once that is selected, work will move on to the logo, tagline, etc.

Judge Cole stated that board governance is still a big issue and that it appears that the legislature will not be offering any additional guidance as to what the make-up of the board should be. Based on the current legislation the population will be large enough that we will not be bound by the current prescribed positions. She stated that we will have to craft how we will get representation from 36 counties and that they are committed to the idea that there should be smaller sub-groups that are closer to the actual community, so that the people still feel like they are a part of the decision making. These groups will not be drawn along the current MCO boundary lines.

XVI. DIRECTOR'S REPORT

Ms. Wainwright referenced her written report included in the board packet and brought attention to the upcoming on-site review by Mercer on May 6th and 7th. She also encouraged members of the board to check out the new, much improved ECBH website.

XVII. MCO DATA

Ms. Wainwright presented a PowerPoint presentation entitled *Managing by Data: ECBH Performance and Comparison to other LME/MCOs*. Topics included DHHS standards on Call Center response time, timeliness of authorizations, response to complaints, and claims processing, and care coordination for people with multiple hospital stays. Other important data that is tracked is penetration rate and authorizations approved, hospital and ED utilization, and I/DD Wait List.

XVIII. ADJOURNMENT

With there being no other business the meeting adjourned.

Respectfully submitted,

Rita Joyner
Secretary

Janice McKenzie Cole
Chair

Finance Committee Report

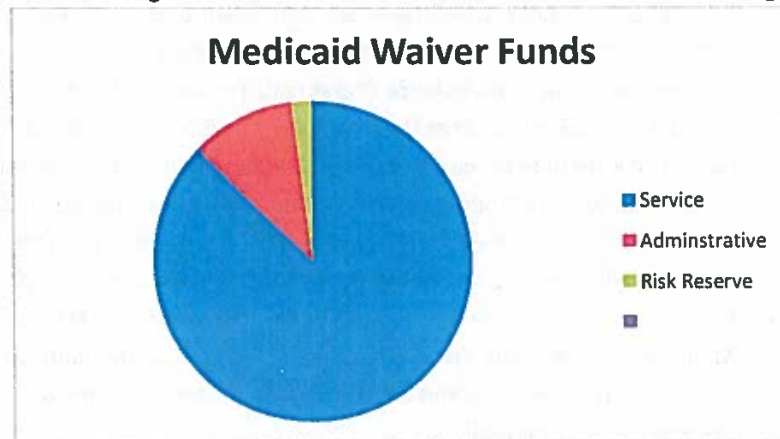
05/31/14 Financials:

Balance Sheet:

- The Medicaid Risk Reserve account balance is \$7,743,382.98 and as a reminder 2% of each of our Medicaid capitation payment is deposited into this account. The account currently represents approximately 5.3% of our annual Medicaid service funding. These funds can only be accessed with approval from DHHS the event our Medicaid service expenditures exceed our available funds.
- Our Medicaid IBNR (Incurred But Not Reported) as of 05/31/14 is \$16,297,550. This means based on our historical paid Medicaid claims, we estimate there is \$16,297,550 in claims which have not been billed to us as of 05/31/14. The IBNR is calculated each month based on our historical paid claims.
- The amount of our fund balance that is restricted is \$16,135,632. The amount includes the \$15 million that the Board approved to restrict at our April meeting for future growth in Medicaid services. The remaining restricted amount of \$1,135,632 reflects funds restricted for purchase of computer equipment (\$1,000,000) and for Pugh Memorial (\$18,602 from AMHC) and we also added the proceeds from the sale of the Clark building in New Bern (\$117,030).
- Our year to date income is \$23,165,812.64. The majority of this savings is Medicaid Service funds. For this fiscal year, we have spent approximately 88% of our service funds earned and we continue to reinvest our savings to increase services in our communities.
- Our total fund balance is \$92,682,648.80 and the total unrestricted as of 05/31/14 is \$67,514,686 which is 30.26% of our budget. (This unrestricted amount includes the year to date income and the unrestricted fund balance.) Having this fund balance puts ECBH at lower financial risk in operating an at risk contract and also allows us to reinvest savings in needed services and best practices in our community. It is also important to note that this total represents less than 4 months of expenditures. With the payment problems that the State has had with NC Tracks and with the new eligibility challenges they are having with NC FAST having these funds in reserve also guarantees our providers that they will receive prompt, timely payment for services delivered, regardless of whether or not ECBH receives timely payment from the State. With our new capitation rates effective April 1, the monthly income will begin to decrease. See more detail on Medicaid in the Medicaid section at the end of this report.

Total Revenues:

- Since we are eleven months into the new fiscal year, the revenues should be at 92%.
 - Account number 4040 is Health Choice funds that are pass through billing so while the revenue is lower than expected the offsetting expense is as well. These funds are not part of our State funding or Medicaid contract.
 - Account numbers 4045 – 4060 are our Medicaid waiver funds. As a reminder we receive these monthly and the payment is based on the number of Medicaid eligibles in our 19 counties. 87.5% of each payment is the service funds, 2% is for the risk reserve and the remaining 10.5% is for administration including care coordination. Each of these is approximately 97% for the year. Below is a pie chart showing our Medicaid funds received to date in each of the categories.

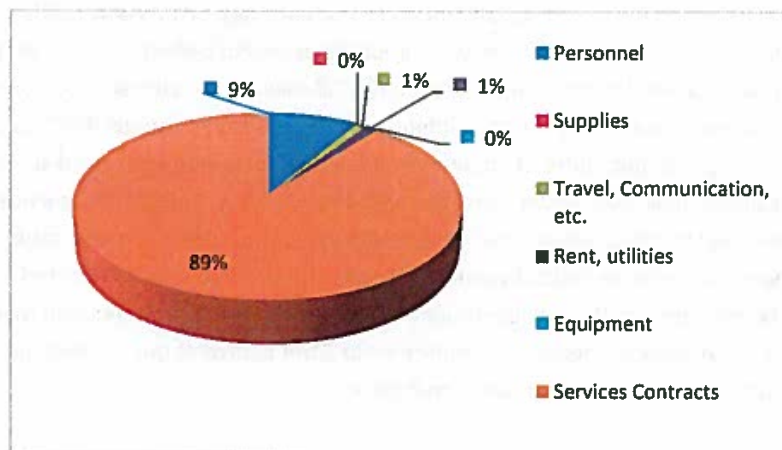


- Account numbers 4105 – 4259 represent ABC and county general funds from each of our 19 counties. An employee routinely follows up with any counties that are behind on their contributions.
- Accounts 4810- 4835 are our federal funds from the Division. As our providers file claims, federal funds are drawn down first, prior to using our state single stream funds. Due to the current problems with the new NC Tracks system processing claims, ECBH has elected to adjust our system and pay providers that pass our claims edits. This change has been wholeheartedly endorsed by the State and is consistent with most, if not all, other LME/MCOs. The state's NC Tracks system was corrected for us in mid-February and we are now processing claims (after paying providers) thorough the system to begin to draw the federal funds down. These percentages should continue to increase over the last 3 months of the fiscal year.
- Overall our revenues are 91.24% of the budget at 92% of the year.

Total Expenses:

- Most expenditures are in line or slightly under budget. Some exceptions are explained below.
- Account number 5000 Contracts Medicaid is our Medicaid service expenditures. Providers have 90 days from the date of service to bill for any services delivered and they also have an additional 90 days to re-bill a denied claim. (There is more detailed information analyzing the Medicaid service fund expenditures at the bottom of this report.) These accounts do include the posting of an accrual for outstanding claims in the amount of \$16,297,550. For the new Medicaid contract year (April and May) we spent 99% of our Medicaid service funds received. This again is primarily due to the decrease in our capitation payment with the new contract.
- Account 820 is to balance the budget for the Medicaid Risk Reserve and would be used in the future IF we were ever to have to pay or transfer funds for Medicaid services.
- Overall expenses are 80.86% of the budgeted amount at 92% of the year.

Below is a chart of our expenditures by category and percentage year to date from July 1 – May 31:



3. Medicaid Claims Fund Analysis: As of May 31st we have spent approximately 88% of our Medicaid service funds received in this fiscal year. As a reminder we are paid on a per member per month (pmpm) basis and the pmpm contract rate is based on an actuarial completed by Mercer Consulting services. Mercer reviews both our paid Medicaid claims and

considers future changes based on both ECBH input and changes in Medicaid Fee for service. The pmpm rate is typically signed each contract year as a contract addendum to adjust our pmpm. In January, 2014 our rate was adjusted due to the Affordable Care Act (ACA). Mercer predicted ECBH would have an estimated 7,677 new Medicaid eligibles due to the ACA. Due to the increase in eligibles and a couple of other factors, they decreased our pmpm. When Mercer reviewed our Medicaid paid claims data and considered upcoming changes in the new contract year, they reduced our rates again for our annual contract effective April, 2014. This is approximately a 15% reduction in our pmpm. These changes have been incorporated in our budget in a revision for the Board to approve. We do not foresee this reduction having any negative impact to consumer services, since we have generated savings in our first two years of waiver operation and are investing those savings back into our community. As you may recall from previous Board meetings, part of the reason that MCOs operate the waivers is to manage care which is expected to result in savings. As the savings that we have are reinvested and new services are implemented, our claims data should increase some which will be utilized in future rate setting. It should not increase back to the original level, but it should produce some slight increase in the near future. Our goal is to create and spend more in evidenced based services that consumers can readily access in their communities, thus reducing the usage and spending in inpatient and other crisis services.

We are continuing to examine changes for this year to improve access to appropriate Medicaid services by reinvesting those savings and increase our earnings. From April 1, 2013 and forward, we have implemented numerous changes to improve access to certain services that should have an annual financial impact of approximately \$2.8 million. In February 2014, we implemented a case rate to pay for an evidenced based children's service (MST) and we are currently working with providers to implement an additional evidenced based service in July 2014 which should positively impact children and their families. Both of these evidenced based services have specific clinical outcomes which will be tracked. There are also other projects moving forward to increase natural supports in our communities as was reported at the December Board meeting. We will continue to monitor these expenditures and make adjustments as necessary. Please note that per our DMA contract, our expenditures may not fall below 80% of our Medicaid services capitation.

EAST CAROLINA BEHAVIORAL HEALTH

For the Eleven Months Ending 5/31/2014

	<u>5/31/2014</u>
Southern Bank - Operating Account	\$85,673,825.17
Southern Bank - Housing Account	2,035.92
Southern Bank - IMS Health Ins Benefit Acct	324,206.97
Southern Bank - IMS Flex Spending Acct	17,264.61
NC Cash Management Trust	3,811,684.26
Southern Bank - Risk Reserve Account	7,743,382.98
Investment Securites Account	703,270.52
Accts Receivable Other	271,653.12
Reimbursable Expenses	204,607.73
Due From Other Government Unit	1,238,204.58
Prepaid Expense	<u>2,226,024.50</u>
CURRENT ASSETS	102,216,160.36
Land	485,971.81
Buildings	4,633,047.05
Leaseholds Improvements	180,066.41
Equipment	<u>3,733,245.44</u>
FIXED ASSETS	9,032,330.71
TOTAL ASSETS	<u>111,248,491.07</u>
Accounts Payable	1,865,955.26
Accrued Expenses	226,891.12
IBNR- Medicaid	18,297,550.00
Reserve For Health Care Costs	91,100.09
Reserve For Retirees Hosp	<u>84,345.80</u>
LIABILITIES	18,565,842.27
Investments In Fixed Assets	9,032,330.71
Unrestricted Fund Balance	44,348,873.45
Restricted Fund Balance	16,135,632.00
YTD Income	<u>23,165,812.64</u>
FUND BALANCE	<u>92,682,648.80</u>
TOTAL LIABILITIES & FUND BALANCE	<u>111,248,491.07</u>

**EAST CAROLINA BEHAVIORAL HEALTH
INCOME STATEMENT
For the Eleven Months Ending 5/31/2014**

	<u>May</u>	<u>YTD</u>
Total Revenue	\$17,817,736.46	\$203,546,187.11
Total Expense	17,590,968.86	180,380,374.47
Net Income	<u>226,767.60</u>	<u>23,165,812.64</u>

**EAST CAROLINA BEHAVIORAL HEALTH
TOTAL REVENUES
5/31/2014**

	<u>Current Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
3380 From Fund Balance	\$0.00	\$0.00	\$5,400,000.00	0.00%
4035 From Medicaid Fund Balance	0.00	0.00	2,000,000.00	0.00%
4040 Medicaid/HealthChoice Patient Fees	7,548.77	90,889.39	400,000.00	22.67%
4045 Medicaid Waiver Service Funds	11,939,497.10	142,241,815.57	146,218,757.00	97.28%
4050 Medicaid Risk Reserve Funds	273,465.10	3,257,848.91	3,354,795.00	97.11%
4060 Medicaid Waiver Administrative Fun	1,460,304.25	17,392,797.75	18,166,217.00	95.74%
All County ABC Funds	28,672.94	149,443.45	284,922.00	52.45%
All County General Funds	257,386.56	1,780,351.64	1,748,951.00	101.80%
4270 Rental Income	9,119.00	103,763.00	77,028.00	134.71%
4280 Miscellaneous Local	(2,441.27)	19,402.56	125,000.00	15.52%
4290 Interest Income	36,399.86	409,508.20	500,000.00	81.90%
4295 Shelter Plus	263,638.00	465,996.95	463,260.00	100.59%
4297 HUD Grant For Homelessness	0.00	37,539.00	0.00	0.00%
4390 Miscellaneous State	0.00	2,895,993.00	3,558,800.00	81.38%
4805 IPRS State Single Stream	2,412,775.14	26,505,101.52	29,300,717.00	90.46%
4810 CMH IPRS	24,420.54	107,657.94	902,776.00	11.93%
4815 AMH IPRS	115,555.78	745,699.77	743,827.00	100.25%
4820 CSA IPRS	144,382.67	442,881.59	1,217,423.00	36.38%
4825 ASA IPRS	524,742.02	3,256,338.87	4,506,313.00	72.26%
4835 ADD IPRS	0.00	0.00	104,287.00	0.00%
4840 Miscellaneous Federal	0.00	0.00	50,000.00	0.00%
4850 IPRS Administrative Funds	322,270.00	3,643,358.00	3,965,628.00	91.87%
TOTAL REVENUES	17,817,736.46	203,546,187.11	223,088,701.00	91.24%
TOTAL REVENUE AND TRANSFERS	17,817,736.46	203,546,187.11	223,088,701.00	91.24%

EAST CAROLINA BEHAVIORAL HEALTH
Total Expenses
Summary of All Units
5/31/2014

	Current Month	YTD	Budget	% of Budget
PERSONNEL				
0120 Salaries & Wages	975,062.67	10,614,629.06	12,878,204.82	82.42%
0170 Board Member Expense	517.89	10,238.90	30,000.00	34.13%
0180 Fringe Benefits	433,519.29	3,329,781.94	4,363,639.18	76.31%
0190 Other Professional Expense	274,285.67	1,496,391.32	1,831,000.00	81.73%
TOTAL	\$1,683,385.52	\$15,451,041.22	\$19,102,844.00	80.88%
SUPPLIES & MATERIALS				
0210 Houseclean/Supplies	139.58	5,362.07	7,000.00	76.60%
0220 Food & Prov	0.00	185.50	2,000.00	9.78%
0260 Office Supplies	2,839.62	34,774.10	65,500.00	53.09%
0290 Other Supplies/Materials	879.40	18,166.85	33,600.00	54.07%
TOTAL	\$3,858.60	\$58,498.52	\$108,100.00	54.12%
OTHER OBLIGATIONS & SERVICES				
0310 Travel	37,919.63	447,033.29	616,500.00	72.51%
0320 Communication	37,064.25	485,840.32	835,000.00	58.18%
0330 Utilities	6,579.48	98,113.43	120,000.00	81.76%
0340 Printing	0.00	913.09	1,000.00	91.31%
0350 Repairs & Maintenance	4,877.99	64,869.22	110,000.00	58.97%
0370 Advertising	4,649.90	29,847.69	40,000.00	74.62%
0380 Data Process Services	15,682.21	312,925.00	340,000.00	92.04%
0390 Other Training/Travel/Misc	39,448.94	195,758.96	257,500.00	76.02%
0395 Uncollectible Accounts Expense	0.00	190,132.37	0.00	0.00%
TOTAL	\$146,222.40	\$1,825,433.37	\$2,320,000.00	78.88%
FIXED CHARGES & OTHER EXPENSES				
0410 Rental Expense	39,575.31	331,153.80	343,036.00	96.54%
0440 Service & Maintenance	101,655.99	907,878.31	1,065,620.00	85.20%
0450 Insurance	65,598.90	694,632.95	735,000.00	94.51%
0490 Dues & Subscription Other Charges	4,857.61	46,050.71	56,000.00	82.23%
TOTAL	\$211,687.81	\$1,979,715.77	\$2,199,656.00	90.00%
CAPITAL OUTLAY				
0510 Capital Outlay Furniture	0.00	31,182.28	50,000.00	62.38%
0520 Capital Outlay DP Equipment	42,011.16	132,806.31	160,000.00	83.00%
TOTAL	\$42,011.16	\$163,988.59	\$210,000.00	78.09%
CONTRACTS & GRANTS				
0690-02 Contracts Medicaid Pass Thru	0.00	80,702.82	400,000.00	20.18%
0690-03 Contracts Federal Non-UCR	130,806.07	3,744,125.75	4,951,367.00	75.62%
0690-04 Contracts Bridge Funding	21,882.88	196,613.30	293,212.00	67.05%
0690-05 Contracts County/Other	465,023.53	1,534,110.37	2,497,133.00	61.43%
0690-45 Contracts State Non-UCR IPRS	694,944.97	4,917,000.54	9,215,676.00	53.35%
0690-50 Contracts Medicaid Reinvestment	298,850.78	636,504.12	2,000,000.00	31.83%
5000 Contracts STATE	1,872,034.22	25,169,116.90	30,167,161.00	83.43%
5000 Contracts MEDICAID	12,016,098.14	124,584,368.80	146,218,757.00	85.20%
TOTAL	\$15,497,440.59	\$180,862,542.60	\$195,743,306.00	82.18%
TOTAL EXPENSES	\$17,584,606.08	\$180,341,220.07	\$219,683,906.00	82.09%
0820 Transfer to Medicaid Risk Reserve	0.00	0.00	3,354,795.00	0.00%
0890 Other Non Operating	6,382.78	39,154.40	50,000.00	78.31%
GRAND TOTAL	\$17,590,988.86	\$180,380,374.47	\$223,088,701.00	80.86%

EAST CAROLINA BEHAVIORAL HEALTH

For the Ten Months Ending 4/30/2014

	<u>4/30/2014</u>
Southern Bank - Operating Account	\$86,641,156.69
Southern Bank - Housing Account	2,035.92
Southern Bank - IMS Health Ins Benefit Acct	324,206.97
Southern Bank - IMS Flex Spending Acct	17,264.61
NC Cash Management Trust	3,811,651.88
Southern Bank - Risk Reserve Account	7,463,863.34
Investment Securities Account	703,270.52
Accts Receivable Other	274,198.17
Reimbursable Expenses	185,035.18
Due From Other Government Unit	1,781,667.00
Prepaid Expense	263,037.28
CURRENT ASSETS	<u>101,487,387.56</u>
Land	485,971.81
Buildings	4,833,047.05
Leaseholds Improvements	180,066.41
Equipment	3,733,245.44
FIXED ASSETS	<u>9,032,330.71</u>
TOTAL ASSETS	<u>110,499,718.27</u>
Accounts Payable	1,861,787.94
Accrued Expenses	176,812.30
IBNR- Medicaid	15,890,161.00
Reserve For Health Care Costs	35,324.91
Reserve For Retirees Hosp	79,738.92
LIABILITIES	<u>18,043,825.07</u>
Investments In Fixed Assets	9,032,330.71
Unrestricted Fund Balance	44,348,873.45
Restricted Fund Balance	16,135,632.00
YTD Income	22,939,057.04
FUND BALANCE	<u>92,455,893.20</u>
TOTAL LIABILITIES & FUND BALANCE	<u>110,499,718.27</u>

EAST CAROLINA BEHAVIORAL HEALTH
INCOME STATEMENT
For the Ten Months Ending 4/30/2014

	<u>April</u>	<u>YTD</u>
Total Revenue	\$19,432,218.69	\$185,728,450.65
Total Expense	17,497,711.87	162,789,393.61
Net Income	<u>1,934,506.82</u>	<u>22,939,057.04</u>

**EAST CAROLINA BEHAVIORAL HEALTH
TOTAL REVENUES
4/30/2014**

	<u>Current Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
3390 From Fund Balance	\$0.00	\$0.00	\$5,400,000.00	0.00%
4035 From Medicaid Fund Balance	0.00	0.00	2,000,000.00	0.00%
4040 Medicaid/HealthChoice Patient Fees	46,412.71	83,140.62	400,000.00	20.79%
4045 Medicaid Waiver Service Funds	13,011,922.05	130,302,318.47	146,218,757.00	89.11%
4050 Medicaid Risk Reserve Funds	298,029.00	2,984,383.81	3,354,795.00	88.96%
4060 Medicaid Waiver Administrative Fun	1,591,472.00	15,932,493.50	18,166,217.00	87.70%
All County ABC Funds	11,622.08	120,770.51	284,922.00	42.39%
All County General Funds	336,274.89	1,522,965.08	1,748,951.00	87.08%
4270 Rental Income	8,652.00	94,644.00	77,028.00	122.87%
4280 Miscellaneous Local	2,911.00	21,843.83	125,000.00	17.48%
4290 Interest Income	35,860.36	373,108.34	500,000.00	74.82%
4295 Shelter Plus	103,237.00	202,358.95	463,260.00	43.68%
4297 HUD Grant For Homelessness	37,539.00	37,539.00	0.00	0.00%
4390 Miscellaneous State	507,610.00	2,895,993.00	3,558,800.00	81.38%
4805 IPRS State Single Stream	2,417,954.94	24,092,326.38	29,300,717.00	82.22%
4810 CMH IPRS	14,054.28	83,237.40	902,776.00	9.22%
4815 AMH IPRS	267,529.39	630,143.99	743,827.00	84.72%
4820 CSA IPRS	67,626.34	298,498.92	1,217,423.00	24.52%
4825 ASA IPRS	351,241.65	2,731,596.85	4,506,313.00	60.62%
4835 ADD IPRS	0.00	0.00	104,287.00	0.00%
4840 Miscellaneous Federal	0.00	0.00	50,000.00	0.00%
4850 IPRS Administrative Funds	322,270.00	3,321,088.00	3,965,628.00	83.75%
TOTAL REVENUES	19,432,218.69	185,728,450.65	223,088,701.00	83.25%
TOTAL REVENUE AND TRANSFERS	19,432,218.69	185,728,450.65	223,088,701.00	83.25%

EAST CAROLINA BEHAVIORAL HEALTH
Total Expenses
Summary of All Units
4/30/2014

	<u>Current Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
PERSONNEL				
0120 Salaries & Wages	962,806.47	9,639,566.39	12,878,204.82	74.85%
0170 Board Member Expense	898.88	9,721.01	30,000.00	32.40%
0180 Fringe Benefits	291,503.09	2,896,262.65	4,363,639.18	66.37%
0190 Other Professional Expense	75,958.59	1,222,105.65	1,831,000.00	66.75%
TOTAL	\$1,331,165.03	\$13,767,655.70	\$19,102,844.00	72.07%
SUPPLIES & MATERIALS				
0210 Houseclean/Supplies	302.16	5,222.49	7,000.00	74.61%
0220 Food & Prov	0.00	195.50	2,000.00	9.78%
0260 Office Supplies	3,475.73	31,934.48	65,500.00	48.75%
0290 Other Supplies/Materials	4,853.86	17,287.45	33,600.00	51.45%
TOTAL	\$8,631.75	\$54,639.92	\$108,100.00	50.55%
OTHER OBLIGATIONS & SERVICES				
0310 Travel	33,602.33	409,113.66	616,500.00	66.36%
0320 Communication	46,976.40	448,776.07	835,000.00	53.75%
0330 Utilities	10,791.93	91,533.95	120,000.00	76.28%
0340 Printing	0.00	913.09	1,000.00	91.31%
0350 Repairs & Maintenance	3,340.72	59,991.23	110,000.00	54.54%
0370 Advertising	2,240.09	25,197.79	40,000.00	62.99%
0380 Data Process Services	40,927.70	297,242.79	340,000.00	87.42%
0390 Other Training/Travel/Misc	18,038.32	156,310.02	257,500.00	60.70%
0395 Uncollectible Accounts Expense	0.00	190,132.37	0.00	0.00%
TOTAL	\$155,917.49	\$1,679,210.97	\$2,320,000.00	72.38%
FIXED CHARGES & OTHER EXPENSES				
0410 Rental Expense	30,663.93	291,578.49	343,036.00	85.00%
0440 Service & Maintenance	148,175.28	806,222.32	1,065,620.00	75.66%
0450 Insurance	64,198.90	629,034.05	735,000.00	85.58%
0490 Dues & Subscription Other Charges	5,338.87	41,193.10	58,000.00	73.56%
TOTAL	\$248,376.98	\$1,768,027.96	\$2,199,656.00	80.38%
CAPITAL OUTLAY				
0510 Capital Outlay Furniture	0.00	31,182.28	50,000.00	62.36%
0520 Capital Outlay DP Equipment	1,499.90	90,795.15	160,000.00	56.75%
TOTAL	\$1,499.90	\$121,977.43	\$210,000.00	58.08%
CONTRACTS & GRANTS				
0690-02 Contracts Medicaid Pass Thru	16,277.02	80,702.82	400,000.00	20.18%
0690-03 Contracts Federal Non-UCR	144,307.23	3,613,319.68	4,951,387.00	72.98%
0690-04 Contracts Bridge Funding	28,322.30	174,930.42	293,212.00	59.66%
0690-05 Contracts County/Other	142,082.19	1,069,086.84	2,497,133.00	42.81%
0690-45 Contracts State Non-UCR IPRS	357,874.89	4,222,043.57	9,215,676.00	45.81%
0690-50 Contracts Medicaid Reinvestment	187,166.73	339,653.34	2,000,000.00	16.96%
5000 Contracts STATE	2,182,204.28	23,297,082.68	30,167,161.00	77.23%
5000 Contracts MEDICAID	12,686,664.63	112,568,270.66	146,218,757.00	76.99%
TOTAL	\$15,744,899.27	\$145,365,090.01	\$195,743,306.00	74.26%
TOTAL EXPENSES	\$17,480,480.42	\$162,756,601.99	\$219,683,906.00	74.09%
0820 Transfer to Medicaid Risk Reserve	0.00	0.00	3,354,795.00	0.00%
0890 Other Non Operating	7,221.45	32,791.62	50,000.00	65.58%
GRAND TOTAL	\$17,497,711.87	\$162,789,393.61	\$223,088,701.00	72.97%

**Summary of ECBH LME
Titles and Grades
2014 - 2015**

Grade	Salary Range	E/N	# of Positions	Title	Requirements
24	\$25,320 - \$42,790	N	10	Call Center Agent	High School/GED + minimum start of 1 - 4 years experience, or equivalent combination of education and experience
		N	9	Claims Processing Assistant	
		N	26	Administrative Assistant	
		N	1	Support Specialist	
25	\$28,320 - \$46,313	N	3	Eligibility Enrollment Specialist I	High School/GED + minimum start of 2 - 4 years experience, or equivalent combination of education and experience
		N	4	Contract Administrator	
		N	0	HR Generalist	
		N	3	Consumer Affairs	
26	\$32,556 - \$50,614	N	8	MIS Assistant	High School required, 4 year degree preferred + minimum 1 year experience
27	\$34,128 - \$57,968	N	5	Data Analyst	High School required, 4 year degree preferred + minimum start of 2 - 4 years
		N	1	Executive Assistant II	
		N	1	Credentialing Specialist	
29	\$37,800 - \$63,370	N	2	Claims Processing Supervisor	2 year degree required, prefer in related field, + minimum 4 years experience Assoc Degree required effective 7-1-12. (High School employees grandfathered in)
		E	1	HR Director	
		E	4	Computer Systems Administrator	
30	\$42,552 - \$72,689	E	1	Communications Director	4 year degree required, prefer in related field, + minimum start of 2-4 years experience in related field OR a RN licensed in the State of NC.
		E	5	SIS Evaluator	
		N	0	Network Trainer	
		E	80	Coordinator	
		N	1	Staff Development	
		E	1	Sr. Data Analyst	
		N	4	Sr. Accountant	
		N	2	Sr. Financial Analyst	
E	2	RN			
31	\$46,200 - \$83,455	E	38	Clinician	Master's degree + minimum start of 1 - 4 years experience with population + full licensure required.(BA with full license accepted)
32	\$53,208 - \$91,501	E	21	Unit Manager	4 year degree required, advanced degree preferred, + minimum start of 1 - 5 years experience, + supervision of 2 or more employees preferred
33	\$63,792 - \$110,424	E	15	Unit Director	4 year degree required, advanced degree preferred, + minimum of 2- 5 years experience, + supervision of 2 or more employees preferred
		E	1	Staff Psychologist	Ph.D, Licensed in NC, + 2 years post experience.
34	\$68,484 - \$131,430	E	3	Sr. Director	Master's degree required, + minimum start of 1 - 7 years experience, plus 1 - 5 years supervisory exp
35	\$73,176 - \$152,436	E	3	Deputy Director	Master's degree required, + minimum start of 2 - 8 years experience, plus 2 - 5 years supervisory exp
36	\$112,657 - \$203,582	E	1	CEO/Area Director	Per GS 122C-121 Master's degree required
38	\$174,996 - \$257,508	E	2	Medical Director	Licensed psychiatrist in NC, Board Certified

rev. 7-1-14

East Carolina Behavioral Health

Business Financial Plan for Fiscal Year 2014 – 2015

East Carolina Behavioral Health's (ECBH) proposed budget for fiscal year 2014-2015 totals \$227,769,326. The primary sources of funding include: Division of Medicaid Assistance (DMA) waiver funding, state appropriations and non-Medicaid federal funds allocated by the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services (DMH/DD/SAS), county appropriations and county ABC funds from the nineteen counties comprising the ECBH catchment area, and Health Choice pass through funding. The total budget is less than 1% lower than last year's original budget of \$229,755,424 due to the decrease in our DMA per member per month rate for our waiver funding. The budget supports 257 positions. There is a 3% increase in the salary line item in the budget to support vacation payout for staff that may resign/retire, individual position salary adjustments for current and future hires if needed and could support an across the board cost of living adjustment if the Board chooses to authorize one. The budget does include \$13 million in restricted fund balance budgeted for reinvestments in our community. There are details about these funds in "New Initiatives" below.

NC Budget Outlook:

We anticipate that State service dollars may change by some amount during this current Session of the General Assembly, but at this time the impact of those reductions is unknown. There are discussions about expansions in crisis funding but other specifics are not known at this time.

New Initiatives:

At the regular scheduled Board meeting in April of 2013, the ECBH Board agreed to restrict \$15 million of the unrestricted fund balance for the specific purpose of expanding Medicaid services as identified in the most recent gaps and needs analysis. For fiscal year 13 -14, \$2 million was budgeted and in this new fiscal year we are budgeting the remaining \$13 million.

The \$13 million budgeted in this new fiscal year for reinvestment will support the following projects which have been discussed at recent Board meetings:

- **Choose Home Grants:** These funds provide supports for individuals with Intellectual and Developmental Disabilities (IDD) which support independence to live at home. This may include technological applications, equipment or other assistive technology. These funds also provide support in purchasing supplies (diapers, Ensure, syringes, etc) and equipment (wheelchairs, lifts, feeding chairs, etc) for individuals.
- **Child Parent Psychotherapy (CPP) start up:** This is an evidence based practice that will be implemented with 3 providers to cover our 19 counties. Approximately 40 licensed clinicians will be trained to deliver this service to families.
- **Care Management Technology Provider Portal:** Building and providing this portal with current technology and analytics, will allow providers to pilot utilizing the data to provide improved integrated care.

- Continued investment in improved social media to both inform our stakeholders of services and supports available and to decrease the stigma associated with accessing care for mental health, substance use and intellectual and developmental disabilities needs.

There are a few other projects that will be discussed at upcoming Board meetings which include assisting those with substance use disorders to access treatment without barriers and which will also decrease the need for this targeted group to access emergency rooms in our hospitals. We are also looking at additional supports we can provide to families with children who have IDD, as this was a targeted group identified in our gap analysis this year. We will also continue to explore specific assistive technologies and explore ways to increase the use of them by collaborating with vendors of these services. As these projects progress, we may need to budget additional savings to financially support them.

DMA Funds:

DMA provides capitated funding through a contract with ECBH to manage the Prepaid Inpatient Health Plan (PIHP) for the 19 counties. Funding for this contract is paid on a per member per month (pmpm) basis for each Medicaid eligible person in our 19 counties. This funding supports a Medicaid Risk Reserve account, IDD and MH/SA Treatment Planning (care coordination), general administration, and funding for the Medicaid covered services for the eligible consumers in our area. The funding is broken down as follows:

Funding	Estimated Dollars	Percentage
Risk Reserve	\$ 3,354,795	2%
General Administration	12,530,161	7.47%
MH/SU Care Coordination	2,298,035	1.37%
IDD Care Coordination	3,338,021	1.99%
Service Funding	146,218,757	87.17%
Total	\$ 167,739,769	100.00%

The Risk Reserve is used only to fund payments to meet outstanding obligations, such as cost overruns related to program services covered under the DMA contract, or for any other purpose approved by DMA. ECBH is not allowed to withdraw from this fund, without approval from DMA. General administrative funds support the MCO administrative functions for operation of the waivers. DMA service funding is utilized to pay providers for MH/SA/IDD approved services for consumers with Medicaid eligibility from our nineteen counties. ECBH assumes financial risk under this contract for the cost of the services covered under the contract. It is important to remember that access to medically necessary Medicaid services remain an entitlement under the capitation.

DMH/DD/SAS Funds:

DMH provides two funding types: funds for services and administrative funds. Service funds include both State and Federal funds which are contracted to provider agencies to provide medically necessary services across the nineteen counties. These funds are also used utilized to provide start-up funding for identified service gaps and to cover specified service financial gaps which unit cost reimbursement alone does not financially fully cover. Administrative funds cover the administrative functions necessary to manage the service dollars and are allocated based on 12% of service funds. The table below shows anticipated funding for the new fiscal year.

<u>Funding</u>	<u>Estimated Dollars</u>
DMH/SA/DD Service Funds (State) (includes 3 Way hospital funds)	\$28,689,029
DMH/SA/DD Service Funds (Federal)	6,880,135
General Administration	4,268,300

County Funds:

Anticipated county funding for fiscal year 14-15 total is \$1,748,951. This is assuming all counties contribute the same amount as they have in the current year. County funds financially support recovery services and Crisis Intervention Training (CIT) in our communities. Counties also provide ABC funds in various amounts to support substance abuse prevention services in their county. Dare County does provide additional funding included in the county funds revenue line item for a specific provider contract in that county. This amount is above their normal county general fund contribution.

Risk Management:

ECBH has developed several reports to minimize our financial risks and to monitor our DMA and DMH/SA/DD service funds expenditures. These reports include our IBNR reports (incurred but not reported) to estimate the costs for services already delivered but for which payment has not been processed. We are also monitoring our authorizations for services. ECBH is also closely monitoring our approved and denied claims to assure we prioritize any system corrections needed and target provider training when applicable. We also monitor our Medicaid service revenues against our Medicaid service expenditures. Each ECBH department has developed monthly dashboards to analyze and review for trends and outliers. These reports are also reviewed by a joint meeting of leadership and executive staff. In addition to these reports there is also a data cross functional committee that reviews data from all departments. There are numerous monthly, quarterly, and annual reports prepared for DMA and DMH staff to review.

Summary:

In summary, our annual budget provides the funding needed to provide services across our 19 counties. We will continue to reinvest our Medicaid savings in our communities to improve access to evidence based practice services and assure that those services developed are financially sustainable for the future. While the demand for non-Medicaid covered services always exceeds our available resources, ECBH can assure the public that all medically necessary and appropriate services will be provided to those with the most severe mental health, intellectual and other developmental disabilities and substance use needs across our nineteen counties within our financial means. Medically necessary services for Medicaid recipients is an entitlement for those recipients and will be provided to all eligible enrollees whose Medicaid county of eligibility is one of our nineteen counties.

**BUDGET ORDINANCE
FY 2014-2015**

Be it ordained by the Area Board of East Carolina Behavioral Health meeting in regular session this 24th day of June 2014 that the following fund revenues and cost center expenditures with certain restrictions and authorizations are adopted for East Carolina Behavioral Health.

	FY 14-15 Budget	FY 13-14 Budget	Increase/(Decrease) in Budget
RECEIPTS and EXPENDITURES			
I. RECEIPTS			
A. Local Funds			
Medicaid/HealthChoice patient fees	400,000	400,000	0
From Medicaid Fund Balance	13,000,000	2,000,000	11,000,000
From Fund Balance	0	5,400,000	(5,400,000)
Medicaid Waiver Service Funds	146,218,757	146,218,757	0
Medicaid Risk Reserve Funds	3,354,795	3,354,795	0
Med Waiver Administrative Funds	18,166,217	18,166,217	0
County General-Beaufort	156,599	156,599	0
County General - Bertie	44,590	44,590	0
County General - Camden	20,000	20,000	0
County General - Chowan	29,478	29,478	0
County General -Craven	249,827	249,827	0
County General -Currituck	50,316	50,316	0
County General -Dare	265,948	265,948	0
County General - Gates	28,000	28,000	0
County General - Hertford	77,750	77,750	0
County General - Hyde	10,914	10,914	0
County General - Jones	23,906	23,906	0
County General - Martin	48,462	48,462	0
County General-Northampton	77,614	77,614	0
County General-Pamlico	30,593	30,593	0
County General-Pasquotank	85,506	85,506	0
County General-Perquimans	26,906	26,906	0
County General-Pitt	487,500	487,500	0
County General-Tyrrell	8,814	8,814	0
County General-Washington	26,228	26,228	0
County ABC-Beaufort	17,000	17,000	0
County ABC-Bertie	4,800	4,800	0
County ABC-Camden	4,246	4,246	0
County ABC-Chowan	3,000	3,000	0
County ABC-Craven	27,000	27,000	0
County ABC-Currituck	9,984	9,984	0
County ABC-Dare	74,000	74,000	0
County ABC-Gates	1,700	1,700	0
County ABC-Hertford	6,000	6,000	0

County ABC-Hyde	1,500	1,500	0
County ABC-Jones	3,600	3,600	0
County ABC-Martin	3,500	3,500	0
County ABC-Northampton	4,000	4,000	0
County ABC-Pamlico	3,000	3,000	0
County ABC-Pasquotank	7,000	7,000	0
County ABC-Perquimans	2,500	2,500	0
County ABC-Pitt	108,000	108,000	0
County ABC-Tyrrell	1,092	1,092	0
County ABC- Washington	3,000	3,000	0
Misc Local	125,000	125,000	0
Rental Income	111,160	77,028	34,132
Interest Income	500,000	500,000	0

Total LOCAL FUNDS	183,909,802	178,275,670	5,634,132
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B. State and Federal Funds:

Shelter Plus	463,260	463,260	0
Miscellaneous State	3,558,800	3,558,800	0
IPRS Administrative Funds	4,268,300	3,965,628	302,672
State Single Stream	28,689,029	29,300,717	(611,688)
Miscellaneous Federal	-	50,000	(50,000)
AMH Federal	743,827	743,827	0
CMH Federal	308,285	902,776	(594,491)
ADD Federal	104,287	104,287	0
CDD Federal	-	-	0
ASA Federal	4,506,313	4,506,313	0
CSA Federal	1,217,423	1,217,423	0

Total State and Federal Funds	43,859,524	44,813,031	(953,507)
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TOTAL REVENUES	227,769,326	223,088,701	4,680,625
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II. EXPENDITURES

Appeals	138,251	137,170	1,081
Administrative and Governance	3,218,280	3,236,930	(18,650)
Business Management/HR	7,437,398	7,475,383	(37,985)
Claim Processing	1,381,530	1,244,338	137,192
Information Technology	2,098,021	2,032,174	65,847
Provider Relations	1,636,165	1,613,587	22,578
Access	1,397,427	1,371,026	26,401
Utilization Review/Service Mgmt	1,663,939	1,568,704	95,235
Housing	353,077	307,588	45,489
Quality Improvement	845,504	888,982	(43,478)

Contracts	187,113,932	195,773,306	(8,659,374)
System of Care	609,530	613,633	(4,103)
Gero Team	520,392	513,094	7,298
MH/SA Care Coordination	1,351,209	1,351,372	(163)
I/DD Care Coordination	3,650,851	3,614,994	35,857
Consumer Outreach and Education	546,691	558,855	(12,164)
CFAC	50,000	25,000	25,000
DOJ	757,129	762,565	(5,436)
Reinvestment	13,000,000	-	13,000,000
TOTAL EXPENDITURES BY DEPT	\$227,769,326	\$223,088,701	4,680,625
TOTAL BUDGET	\$227,769,326	\$223,088,701	4,680,625

2. Authorization Budget Officer

The Budget Officer shall have the authority to transfer monies between budget expense centers, fund reserves and line item expenditures within the provisions of G.S. 159.

3. Restrictions - Budget Officer

A. The utilization of any contingency appropriation shall be accomplished only with Board Approval.

4. Utilization of Budget and Budget Ordinance

A. This Ordinance and the Budget Document, shall be the basis of the financial plan for the East Carolina Behavioral Health during the 2014-2015 fiscal year. The Budget Officer shall administer the budget and shall insure operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget. The accounting section shall establish which are in consonance with the Budget and this Ordinance and the appropriate statutes of the State of North Carolina and budget procedures of the Department of Human Resources, Division of Mental Health, Developmental Disabilities, and Substance Abuse Services.

Leza Wainwright, Area Director

Janice McKenzie Cole, Area Board Chairperson

Adopted this 24th day of June 2014.

State of North Carolina

County of

I certify that the above individuals appeared before me this 24th day of June 2014, to sign the above instrument.

Notary

My Commission expires _____.

CERTIFICATION

We certify that this is a correct statement of the 2014-2015 annual budget for the East Carolina Behavioral Health, area authority, and that all contracts currently in effect for services to patients and/or clients and for professional services which the center is a party to are hereby attached. Anticipated contracts which have not been negotiated, approved, and/or signed will be forwarded within ten (10) working days of approval by the area board.

Signature of Area Director

Signature of Area Board Chairman

Date

Date

Leza Wainwright
Typed Name of Area Director

Janice McKenzie Cole
Typed Name of Area Board Chairman

Signature of Finance Officer

Date

Joy B. Futrell
Typed Name of Finance Officer

EAST CAROLINA BEHAVIORAL HEALTH	
Title: Federal Block Grant Adherence to Requirements	
Board Policy Category: Provider Network	Board Policy Number: 710-09
Original Board Policy Approval Date: 4/2109	Board Policy Revision Dates:
Policy Approved By: ECBH Area Board	

I. BOARD POLICY:

It is the policy of East Carolina Behavioral Health to adhere to all Federal Block Grant requirements, as a recipient of Federal Block Grant dollars. East Carolina Behavioral Health will also ensure providers use Federal Block Grant dollarsmonies in accordance with federal and state rules and requirements.

EAST CAROLINA BEHAVIORAL HEALTH	
Title: <u>Priority Access Pregnant and Parenting Women Using Substances</u>	
Board Policy Category: Utilization Management	Board Policy Number: 913-09
Original Board Policy Approval Date: 4/21/09	Board Policy Revision Dates:
Policy Approved By: ECBH Area Board	

I. BOARD POLICY:

It is the policy of East Carolina Behavioral Health to offer priority access to care for pregnant and parenting women who are injecting and/or using substances. East Carolina Behavioral Health also offers priority access to all other populations who are injecting and/or using substances. Priority access to care for these populations is a requirement of the Federal Block Grant statutes.

Peggy C. Kight
Register of Deeds

Account Balance Report
 From 5/1/2014 Through 5/31/2014

Camden, NC
 P. O. Box 190
 Camden, NC 27921
 (252) 331-4851

Account Number	Account Description	Cash/Check/Change	Charge	Other Pay Method	Total
01-06	State Treasurer Fund	\$539.40	\$0.00	\$0.00	\$539.40
01-07	Excise Stamps	\$6,787.00	\$0.00	\$0.00	\$6,787.00
01-09	Retirement Fund	\$59.37	\$0.00	\$0.00	\$59.37
01-10	Additional Index	\$0.00	\$0.00	\$0.00	\$0.00
01-11	Automation Fund	\$371.68	\$0.00	\$0.00	\$371.68
88-88	Credit On Account	\$0.00	\$0.00	\$0.00	\$0.00
03-01	Copies	\$26.23	\$0.00	\$0.00	\$26.23
03-02	Certified Copies	\$19.54	\$0.00	\$0.00	\$19.54
03-03	Fax	\$0.00	\$0.00	\$0.00	\$0.00
03-04	Laminations	\$0.00	\$0.00	\$0.00	\$0.00
	***** Account Group COPIES Total *****	\$45.77	\$0.00	\$0.00	\$45.77
04-01	Notary Oaths	\$17.72	\$0.00	\$0.00	\$17.72
	***** Account Group MISCELLANEOUS Total *****	\$17.72	\$0.00	\$0.00	\$17.72
01-01	Recording Fees	\$2,456.09	\$0.00	\$0.00	\$2,456.09
01-02	Non Standard Fees	\$47.16	\$0.00	\$0.00	\$47.16
01-03	Probate	\$0.00	\$0.00	\$0.00	\$0.00
01-04	Cultural Resources	\$0.00	\$0.00	\$0.00	\$0.00
01-05	Floodplain Mapping	\$0.00	\$0.00	\$0.00	\$0.00
01-08	Uccs	\$0.00	\$0.00	\$0.00	\$0.00
	***** Account Group RECORDINGS Total *****	\$2,503.25	\$0.00	\$0.00	\$2,503.25
02-01	County Marriages	\$243.76	\$0.00	\$0.00	\$243.76
02-02	Domestic Violence Fund	\$330.00	\$0.00	\$0.00	\$330.00
02-03	Childrens Trust Fund	\$55.00	\$0.00	\$0.00	\$55.00
02-04	Vital Certificates	\$221.50	\$0.00	\$0.00	\$221.50
02-05	Legitimations	\$0.00	\$0.00	\$0.00	\$0.00
	***** Account Group VITALS Total *****	\$850.26	\$0.00	\$0.00	\$850.26
	Final Totals :	\$11,174.45	\$0.00	\$0.00	\$11,174.45

Peggy C. Kight
Register of Deeds

Account Balance Report

From 5/1/2014 Through 5/31/2014

Camden, NC
 P. O. Box 190
 Camden, NC 27921
 (252) 331-4851

Account Number	Account Description	Cash/Check/Charge	Charge	Other Pay Method	Total
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Counts/Totals From 5/1/2014 Through 5/31/2014

Cash Total :	\$1,162.40 +
Check Total :	\$10,086.60 +
Other Pay Total:	\$0.00 +
Change Total :	\$74.55 -
<hr/>	
Subtotal :	\$11,174.45
Charge Total :	\$0.00 +
<hr/>	
Grand Total :	\$11,174.45

Number of Cash Payments :	79
Number of Check Payments :	68
Number of Change Payments :	10
Number of Charge Payments :	0
Number of Other Payments :	0
<hr/>	
Number of Receipts :	138
Number of Voids :	6

Charge Information	
Open Item Information	
Number of Payments on Account :	0
Total Paid on Account :	\$0.00

NC County Tax Collection Report

2012-2013 Fiscal Year: All Property Collections

(Excluding Motor Vehicles)

<u>County</u>	<u>Collection Rank</u>	<u>Percent Collected:</u>
TRANSYLVANIA COUNTY	1	99.81%
MOORE COUNTY	2	99.80%
WAKE COUNTY	3	99.77%
JOHNSTON COUNTY	4	99.61%
BUNCOMBE COUNTY	5	99.44%
DURHAM COUNTY	6	99.43%
DARE COUNTY	7	99.27%
RANDOLPH COUNTY	8	99.20%
NEW HANOVER COUNTY	9	99.09%
CUMBERLAND COUNTY	10	99.08%
ORANGE COUNTY	11	98.95%
HARNETT COUNTY	12	98.85%
FORSYTH COUNTY	13	98.85%
CRAVEN COUNTY	14	98.83%
MECKLENBURG COUNTY	15	98.79%
UNION COUNTY	16	98.79%
CURRITUCK COUNTY	17	98.69%
FRANKLIN COUNTY	18	98.56%
GRANVILLE COUNTY	19	98.52%
GUILFORD COUNTY	20	98.50%
PERSON COUNTY	21	98.50%
PITT COUNTY	22	98.50%
MCDOWELL COUNTY	23	98.38%
LINCOLN COUNTY	24	98.25%
GASTON COUNTY	25	98.19%
ROCKINGHAM COUNTY	26	98.16%
ALAMANCE COUNTY	27	98.12%
CHATHAM COUNTY	28	98.05%
WATAUGA COUNTY	29	98.02%
CLEVELAND COUNTY	30	97.94%
LEE COUNTY	31	97.93%
CHOWAN COUNTY	32	97.92%

DAVIE COUNTY	33	97.92%
HENDERSON COUNTY	34	97.89%
CASWELL COUNTY	35	97.77%
SURRY COUNTY	36	97.73%
IREDELL COUNTY	37	97.70%
CARTERET COUNTY	38	97.66%
HALIFAX COUNTY	39	97.65%
WILSON COUNTY	40	97.60%
ONSLow COUNTY	41	97.55%
GREENE COUNTY	42	97.50%
POLK COUNTY	43	97.47%
PENDER COUNTY	44	97.42%
EDGEcombe COUNTY	45	97.42%
MONTGOMERY COUNTY	46	97.36%
CABARRUS COUNTY	47	97.29%
BURKE COUNTY	48	97.22%
WAYNE COUNTY	49	97.20%
BERTIE COUNTY	50	97.14%
AVERY COUNTY	51	97.12%
NASH COUNTY	52	97.06%
STOKES COUNTY	53	97.01%
WARREN COUNTY	54	97.00%
CATAWBA COUNTY	55	96.94%
HAYWOOD COUNTY	56	96.85%
MACON COUNTY	57	96.79%
ROWAN COUNTY	58	96.78%
SAMPSON COUNTY	59	96.76%
GRAHAM COUNTY	60	96.75%
PASQUOTANK COUNTY	61	96.65%
DAVIDSON COUNTY	62	96.52%
COLUMBUS COUNTY	63	96.48%
ALEXANDER COUNTY	64	96.47%
GATES COUNTY	65	96.47%
DUPLIN COUNTY	66	96.46%
ALLEGHANY COUNTY	67	96.44%
CAMDEN COUNTY	68	96.28%
HERTFORD COUNTY	69	96.22%
RUTHERFORD COUNTY	70	96.22%
LENOIR COUNTY	71	96.11%
JACKSON COUNTY	72	96.10%
STANLY COUNTY	73	96.05%

CHEROKEE COUNTY	74	96.00%
PERQUIMANS COUNTY	75	95.93%
CLAY COUNTY	76	95.87%
MITCHELL COUNTY	77	95.69%
BEAUFORT COUNTY	78	95.60%
YADKIN COUNTY	79	95.50%
WILKES COUNTY	80	95.33%
YANCEY COUNTY	81	95.29%
RICHMOND COUNTY	82	95.28%
VANCE COUNTY	83	95.12%
MARTIN COUNTY	84	95.09%
JONES COUNTY	85	94.87%
BRUNSWICK COUNTY	86	94.80%
HYDE COUNTY	87	94.75%
NORTHAMPTON COUNTY	88	94.72%
ASHE COUNTY	89	94.70%
SWAIN COUNTY	90	94.53%
TYRRELL COUNTY	91	94.50%
CALDWELL COUNTY	92	94.41%
PAMLICO COUNTY	93	94.22%
BLADEN COUNTY	94	94.08%
SCOTLAND COUNTY	95	94.05%
ANSON COUNTY	96	94.00%
ROBESON COUNTY	97	92.34%
WASHINGTON COUNTY	98	92.31%
MADISON COUNTY	99	91.71%
HOKE COUNTY	100	91.71%

Camden County Public Library
Library Report to Board of County Commissioners
June - 2014

- **Visitor Count:** 1943
- **Hours Open:** 217
- **# Items in Collection:** 9735
- **Total Items Checked Out:** 2857
- **Library Card Holders:** 1340
- **Computer/ Wireless Use:** 382
- **Juvenile Programs :** 11 programs /224 attendance
- **Meeting Room:** 10 reservations /75 attendance
- **Youth Summer Reading Log Participants:** 125

**Camden County Public Library
Library Report to Board of County Commissioners
Annual Summary
FY 2013-2014**

- **Visitor Count:** 19,004
- **Hours Open:** 2474
- **# Items in Collection:** 9735
- **Total Items Checked Out:** 27,327
- **Library Card Holders:** 1340
- **Computer/ Wireless Use:** 2915
- **Juvenile Programs :** 119 programs /1967 attendance
- **Meeting Room:** 71 reservations /638 attendance

**Camden County Sheriff's Office
Monthly News
May 2014
Sheriff Tony Perry**

The Camden County Sheriff's Office compiles statistics monthly. We hope this will inform the public of what is going on in Camden County.

Date	Property Crimes	Breaking & Entering	Larceny	Crimes Against Persons	Animal Control Calls	Assaults	Mental Commit.	Drug Arrests
Current- 05/14	3	4	3	6	49	1	1	2
Last Month-04/14	3	8	8	9	45	1	3	3
Last Year 05/13	3	1	3	5	35	0	2	5

Traffic Offense	Other Arrest	Juvenile Arrest	Total Arrest	Reports	Papers Served	Armed Robbery	Calls Answered	Building Checks
45	11	0	58	96	89	0	941	334
30	12	0	45	91	66	3	606	299
168	21	0	194	243	90	0	1101	283

941 calls answered an average 30.4 per day or 24 hour period.

**Calls for Service 2014: 3,677
Calls for Service 2013: 12,335
Calls for Service 2012: 11,853**

**Training
In-Service Training-Firearms & Legal Issues**

24 Hour Sheriff's Office Phone Number 252-338-5046!



Empowering Change. Building Hope.

**FINANCE COMMITTEE MEETING
415 East Boulevard, Williamston, NC**

Tuesday, June 24, 2014 5:30 p.m.

AGENDA

			<u>Page</u>
I.	Call to Order	Janice McKenzie Cole	
II.	Approval of the April 22, 2014 Minutes	Janice McKenzie Cole	1-2
III.	Finance Committee Report and May Financials	Joy Futrell	3-14
IV.	Adjournment	Janice McKenzie Cole	

FINANCE COMMITTEE

April 22, 2014

MINUTES

The Finance Committee of East Carolina Behavioral Health met Tuesday, April 22, 2014 at 5:30 p.m. at 415 East Main Street, Williamston, NC.

The following members were present: Janice McKenzie Cole, Duane Holder, Ann Holton, Dr. Tom Johnson, Dr. Alex Kehayes, Leroy Spivey, Mike McLain, Wally Overman, and Charles Smith.

The following members were absent: Scott Dacey, Chester Deloatch, Johnnie Farmer, Ken Jernigan, Tracey Johnson, Zack Koonce, Jerry Langley, Kevin McCord, Cecil Perry, Benjamin Simmons and Ronnie Smith.

Staff Present: Leza Wainwright, Joy Futrell, Melissa Owens, and Rita Joyner

I. CALL TO ORDER

Judge Cole called the meeting to order.

II. APPROVAL OF THE DECEMBER 17, 2013 MINUTES

Judge Cole called for questions or discussion of the minutes for December 17, 2013. She reminded everyone that a joint meeting of the Board and the Finance Committee was held in February, so that the auditor would only have to present the audit report once. Ms. Holton made a motion to approve the minutes. Mr. Overman seconded the motion which passed unanimously.

III. FINANCE COMMITTEE REPORT AND MARCH FINANCIALS

Ms. Futrell reviewed the Finance Committee Report and the March financials and highlighted the following items:

Revenues

- The Risk Reserve account currently represents approximately 4.6% of our Medicaid service funds.
- Medicaid IBNR (Incurred But Not Reported) is approximately \$16 million. Providers have 90 days to bill and this is the estimated claims that have not been billed. This amount is trending about the same each month.
- The unrestricted amount in fund balance includes the year to date income and has been steadily increasing, but this gap will begin to close from a combination of a rate change and new services that are starting to come through and billing.
- Federal funds are beginning to be drawn down now that the NC Tracks system has been corrected for us and claims are beginning to be processed through the system.
- Overall, revenues are at 73.17% of the budget at 75% of the year.

Expenses

- Percentages of state funds for accounts under Contracts and Grants are looking better after a budget revision was approved in February to budget some fund balance for these accounts.
- Account 0690-50, Medicaid Reinvestment, is the money reinvested from Medicaid savings.
- Overall, expenses are at 62.43% of the budget at 75% of the year.

IV. BUDGET REVISION III

Ms. Futrell explained that the budget revision is primarily because of the rate change in Medicaid for April 1, and that since rates have dropped the budget is being decreased. The revision is a decrease of \$9,657,158 and will bring the total budget to \$217,614,701.

V. DRAFT BUDGET FOR FY 2014 - 2015

Ms. Futrell reviewed changes on the draft budget for FY 2014-2015 and explained that the Board and Finance Committee members would receive the final budget by June 1st.

IV. ADJOURNMENT

With there being no other business, Judge Cole called for a motion to adjourn. Mr. Holder so moved. Ms. Holton seconded the motion which passed unanimously.

Respectfully submitted,

Rita Joyner
Secretary

Janice McKenzie Cole
Chair

Finance Committee Report

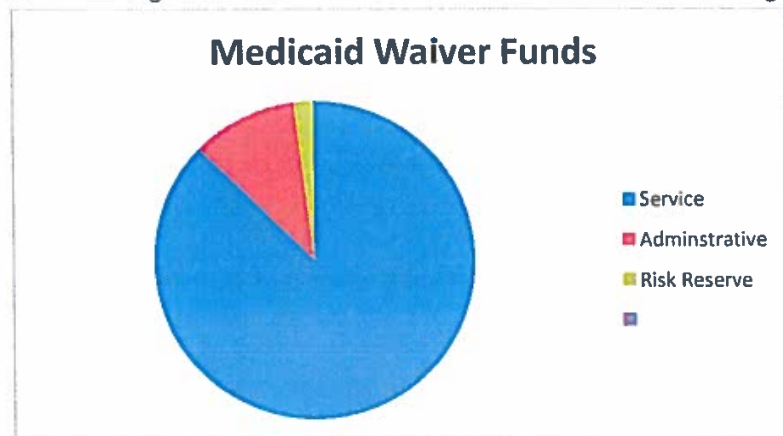
05/31/14 Financials:

Balance Sheet:

- The Medicaid Risk Reserve account balance is \$7,743,382.98 and as a reminder 2% of each of our Medicaid capitation payment is deposited into this account. The account currently represents approximately 5.3% of our annual Medicaid service funding. These funds can only be accessed with approval from DHHS the event our Medicaid service expenditures exceed our available funds.
- Our Medicaid IBNR (Incurred But Not Reported) as of 05/31/14 is \$16,297,550. This means based on our historical paid Medicaid claims, we estimate there is \$16,297,550 in claims which have not been billed to us as of 05/31/14. The IBNR is calculated each month based on our historical paid claims.
- The amount of our fund balance that is restricted is \$16,135,632. The amount includes the \$15 million that the Board approved to restrict at our April meeting for future growth in Medicaid services. The remaining restricted amount of \$1,135,632 reflects funds restricted for purchase of computer equipment (\$1,000,000) and for Pugh Memorial (\$18,602 from AMHC) and we also added the proceeds from the sale of the Clark building in New Bern (\$117,030).
- Our year to date income is \$23,165,812.64. The majority of this savings is Medicaid Service funds. For this fiscal year, we have spent approximately 88% of our service funds earned and we continue to reinvest our savings to increase services in our communities.
- Our total fund balance is \$92,682,648.80 and the total unrestricted as of 05/31/14 is \$67,514,686 which is 30.26% of our budget. (This unrestricted amount includes the year to date income and the unrestricted fund balance.) Having this fund balance puts ECBH at lower financial risk in operating an at risk contract and also allows us to reinvest savings in needed services and best practices in our community. It is also important to note that this total represents less than 4 months of expenditures. With the payment problems that the State has had with NC Tracks and with the new eligibility challenges they are having with NC FAST having these funds in reserve also guarantees our providers that they will receive prompt, timely payment for services delivered, regardless of whether or not ECBH receives timely payment from the State. With our new capitation rates effective April 1, the monthly income will begin to decrease. See more detail on Medicaid in the Medicaid section at the end of this report.

Total Revenues:

- Since we are eleven months into the new fiscal year, the revenues should be at 92%.
 - Account number 4040 is Health Choice funds that are pass through billing so while the revenue is lower than expected the offsetting expense is as well. These funds are not part of our State funding or Medicaid contract.
 - Account numbers 4045 – 4060 are our Medicaid waiver funds. As a reminder we receive these monthly and the payment is based on the number of Medicaid eligibles in our 19 counties. 87.5% of each payment is the service funds, 2% is for the risk reserve and the remaining 10.5% is for administration including care coordination. Each of these is approximately 97% for the year. Below is a pie chart showing our Medicaid funds received to date in each of the categories.

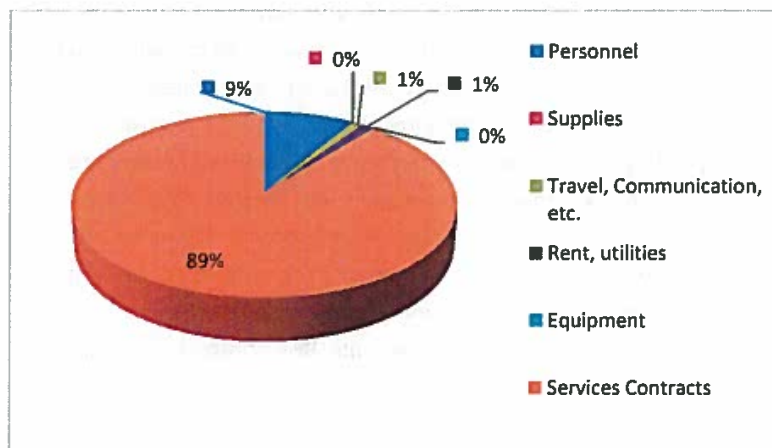


- Account numbers 4105 – 4259 represent ABC and county general funds from each of our 19 counties. An employee routinely follows up with any counties that are behind on their contributions.
- Accounts 4810- 4835 are our federal funds from the Division. As our providers file claims, federal funds are drawn down first, prior to using our state single stream funds. Due to the current problems with the new NC Tracks system processing claims, ECBH has elected to adjust our system and pay providers that pass our claims edits. This change has been wholeheartedly endorsed by the State and is consistent with most, if not all, other LME/MCOs. The state's NC Tracks system was corrected for us in mid-February and we are now processing claims (after paying providers) through the system to begin to draw the federal funds down. These percentages should continue to increase over the last 3 months of the fiscal year.
- Overall our revenues are 91.24% of the budget at 92% of the year.

Total Expenses:

- Most expenditures are in line or slightly under budget. Some exceptions are explained below.
- Account number 5000 Contracts Medicaid is our Medicaid service expenditures. Providers have 90 days from the date of service to bill for any services delivered and they also have an additional 90 days to re-bill a denied claim. (There is more detailed information analyzing the Medicaid service fund expenditures at the bottom of this report.) These accounts do include the posting of an accrual for outstanding claims in the amount of \$16,297,550. For the new Medicaid contract year (April and May) we spent 99% of our Medicaid service funds received. This again is primarily due to the decrease in our capitation payment with the new contract.
- Account 820 is to balance the budget for the Medicaid Risk Reserve and would be used in the future IF we were ever to have to pay or transfer funds for Medicaid services.
- Overall expenses are 80.86% of the budgeted amount at 92% of the year.

Below is a chart of our expenditures by category and percentage year to date from July 1 – May 31:



3. Medicaid Claims Fund Analysis: As of May 31st we have spent approximately 88% of our Medicaid service funds received in this fiscal year. As a reminder we are paid on a per member per month (pmpm) basis and the pmpm contract rate is based on an actuarial completed by Mercer Consulting services. Mercer reviews both our paid Medicaid claims and

considers future changes based on both ECBH input and changes in Medicaid Fee for service. The pmpm rate is typically signed each contract year as a contract addendum to adjust our pmpm. In January, 2014 our rate was adjusted due to the Affordable Care Act (ACA). Mercer predicted ECBH would have an estimated 7,677 new Medicaid eligibles due to the ACA. Due to the increase in eligibles and a couple of other factors, they decreased our pmpm. When Mercer reviewed our Medicaid paid claims data and considered upcoming changes in the new contract year, they reduced our rates again for our annual contract effective April, 2014. This is approximately a 15% reduction in our pmpm. These changes have been incorporated in our budget in a revision for the Board to approve. We do not foresee this reduction having any negative impact to consumer services, since we have generated savings in our first two years of waiver operation and are investing those savings back into our community. As you may recall from previous Board meetings, part of the reason that MCOs operate the waivers is to manage care which is expected to result in savings. As the savings that we have are reinvested and new services are implemented, our claims data should increase some which will be utilized in future rate setting. It should not increase back to the original level, but it should produce some slight increase in the near future. Our goal is to create and spend more in evidenced based services that consumers can readily access in their communities, thus reducing the usage and spending in inpatient and other crisis services.

We are continuing to examine changes for this year to improve access to appropriate Medicaid services by reinvesting those savings and increase our earnings. From April 1, 2013 and forward, we have implemented numerous changes to improve access to certain services that should have an annual financial impact of approximately \$2.8 million. In February 2014, we implemented a case rate to pay for an evidenced based children's service (MST) and we are currently working with providers to implement an additional evidenced based service in July 2014 which should positively impact children and their families. Both of these evidenced based services have specific clinical outcomes which will be tracked. There are also other projects moving forward to increase natural supports in our communities as was reported at the December Board meeting. We will continue to monitor these expenditures and make adjustments as necessary. Please note that per our DMA contract, our expenditures may not fall below 80% of our Medicaid services capitation.

EAST CAROLINA BEHAVIORAL HEALTH

For the Eleven Months Ending 5/31/2014

	<u>5/31/2014</u>
Southern Bank - Operating Account	\$85,673,825.17
Southern Bank - Housing Account	2,035.92
Southern Bank - IMS Health Ins Benefit Acct	324,206.97
Southern Bank - IMS Flex Spending Acct	17,264.61
NC Cash Management Trust	3,811,684.26
Southern Bank - Risk Reserve Account	7,743,382.98
Investment Securities Account	703,270.52
Accts Receivable Other	271,653.12
Reimbursable Expenses	204,607.73
Due From Other Government Unit	1,238,204.58
Prepaid Expense	2,226,024.50
CURRENT ASSETS	<u>102,216,160.36</u>
Land	485,971.81
Buildings	4,633,047.05
Leaseholds Improvements	180,066.41
Equipment	3,733,245.44
FIXED ASSETS	<u>9,032,330.71</u>
TOTAL ASSETS	<u>111,248,491.07</u>
Accounts Payable	1,865,955.26
Accrued Expenses	226,891.12
IBNR- Medicaid	16,297,550.00
Reserve For Health Care Costs	91,100.09
Reserve For Retirees Hosp	84,345.80
LIABILITIES	<u>18,565,842.27</u>
Investments In Fixed Assets	9,032,330.71
Unrestricted Fund Balance	44,348,873.45
Restricted Fund Balance	16,135,632.00
YTD Income	23,165,812.64
FUND BALANCE	<u>92,682,648.80</u>
TOTAL LIABILITIES & FUND BALANCE	<u>111,248,491.07</u>

**EAST CAROLINA BEHAVIORAL HEALTH
INCOME STATEMENT
For the Eleven Months Ending 5/31/2014**

	<u>May</u>	<u>YTD</u>
Revenue		
Service Revenue:		
Medicaid	\$11,939,497.10	\$142,241,815.57
Risk Reserve	273,465.10	3,257,848.91
State	3,221,876.15	33,953,672.69
County & Other	800,323.86	3,058,694.19
Total Service Revenue	16,035,162.21	182,510,031.36
Total Administrative Revenue	1,782,574.25	21,036,155.75
Total Revenue	17,817,736.46	203,546,187.11
Expense		
Service Expense:		
Medicaid	12,016,098.14	124,584,368.80
Risk Reserve		
State	2,719,468.14	34,026,856.49
County & Other	465,023.53	1,614,813.19
Total Service Expense	15,200,589.81	160,226,038.48
Total Administrative Expense	2,390,379.05	20,154,335.99
Total Expense	17,590,968.86	180,380,374.47
Net Operating Surplus (Deficit)	226,767.60	23,165,812.64

**EAST CAROLINA BEHAVIORAL HEALTH
TOTAL REVENUES
5/31/2014**

	Current Month	YTD	Budget	% of Budget
4035 From Medicaid Fund Balance	\$0.00	\$0.00	\$2,000,000.00	0.00%
4040 Medicaid/HealthChoice Patient Fees	7,548.77	90,689.39	400,000.00	22.67%
4045 Medicaid Waiver Service Funds	11,939,497.10	142,241,815.57	148,218,757.00	97.28%
4050 Medicaid Risk Reserve Funds	273,465.10	3,257,848.91	3,354,795.00	97.11%
4060 Medicaid Waiver Administrative Fun...	1,460,304.25	17,392,797.75	18,166,217.00	95.74%
4105 Beaufort County ABC Funds	8,500.00	17,000.00	17,000.00	100.00%
4110 Bertie County ABC Funds	2,400.00	4,800.00	4,800.00	100.00%
4111 Camden County ABC Funds	304.39	3,153.49	4,246.00	74.27%
4113 Chowan County ABC Funds	0.00	3,468.49	3,000.00	115.82%
4115 Craven County ABC Funds	2,195.28	22,977.99	27,000.00	85.10%
4117 Currituck County ABC Funds	836.31	9,940.24	9,984.00	99.56%
4119 Dare County ABC Funds	0.00	0.00	74,000.00	0.00%
4120 Gates County ABC Funds	0.00	0.00	1,700.00	0.00%
4125 Hertford County ABC Funds	1,882.12	9,391.83	6,000.00	156.53%
4130 Jones County ABC Funds	281.47	2,870.75	3,600.00	79.74%
4133 Hyde County ABC Funds	130.28	1,412.30	1,500.00	94.15%
4135 Northampton County ABC Funds	0.00	0.00	4,000.00	0.00%
4137 Martin County ABC Funds	6,048.66	6,048.66	3,500.00	172.82%
4140 Pamlico County ABC Funds	305.24	3,183.74	3,000.00	106.12%
4145 Pitt County ABC Funds	4,524.08	49,759.00	108,000.00	46.07%
4147 Pasquotank County ABC Funds	918.70	8,838.32	7,000.00	126.26%
4149 Perquimans County ABC Funds	241.74	2,551.04	2,500.00	102.04%
4153 Tyrrell County ABC Funds	104.67	1,048.70	1,092.00	95.85%
4159 Washington County ABC Funds	0.00	3,000.00	3,000.00	100.00%
4205 Beaufort County General	78,299.50	156,599.00	156,599.00	100.00%
4210 Bertie County General	11,147.50	44,590.00	44,590.00	100.00%
4211 Camden County General	15,000.00	25,000.00	20,000.00	125.00%
4213 Chowan County General	2,456.50	27,021.50	29,478.00	91.67%
4215 Craven County General	20,818.91	229,008.17	249,827.00	91.67%
4217 Currituck County General	0.00	50,316.00	50,316.00	100.00%
4219 Dare County General	0.00	293,267.73	265,948.00	110.27%
4220 Gates County General	0.00	21,000.00	28,000.00	75.00%
4230 Hertford County General	6,479.17	71,270.87	77,750.00	91.67%
4233 Hyde County General	0.00	5,457.00	10,914.00	50.00%
4235 Jones County General	1,692.17	18,613.87	23,906.00	77.86%
4237 Martin County General	0.00	48,462.00	48,462.00	100.00%
4240 Northampton County General	6,467.83	71,146.13	77,614.00	91.67%
4245 Pamlico County General	2,482.75	28,110.25	30,593.00	91.88%
4247 Pasquotank County General	21,376.50	87,748.00	85,506.00	102.62%
4249 Perquimans County General	2,242.00	22,422.00	26,806.00	83.33%
4250 Pitt County General	75,088.90	546,882.82	487,500.00	112.18%
4253 Tyrrell County General	720.83	7,208.30	8,814.00	81.78%
4259 Washington County General	13,114.00	26,228.00	26,228.00	100.00%
4270 Rental Income	9,119.00	103,763.00	77,028.00	134.71%
4280 Miscellaneous Local	(2,441.27)	19,402.58	125,000.00	15.52%
4290 Interest Income	38,398.88	409,508.20	500,000.00	81.90%
4295 Shelter Plus	263,638.00	465,996.95	463,260.00	100.59%
4297 HUD Grant For Homelessness	0.00	37,539.00	0.00	0.00%
4390 Miscellaneous State	0.00	2,895,993.00	3,558,800.00	81.38%
4805 IPRS State Single Stream	2,412,775.14	26,505,101.52	29,300,717.00	90.46%
4810 CMH IPRS	24,420.54	107,657.94	902,776.00	11.93%
4815 AMH IPRS	115,555.78	745,699.77	743,827.00	100.25%
4820 CSA IPRS	144,382.67	442,881.59	1,217,423.00	36.38%
4825 ASA IPRS	524,742.02	3,258,338.87	4,506,313.00	72.26%
4835 ADD IPRS	0.00	0.00	104,287.00	0.00%
4840 Miscellaneous Federal	0.00	0.00	50,000.00	0.00%
4850 IPRS Administrative Funds	322,270.00	3,643,358.00	3,965,628.00	91.87%
From Fund Balance	0.00	0.00	5,400,000.00	0.00%
TOTAL REVENUES	17,817,736.46	203,546,187.11	223,088,701.00	91.24%
TOTAL REVENUE AND TRANSFERS	17,817,736.46	203,546,187.11	223,088,701.00	91.24%

EAST CAROLINA BEHAVIORAL HEALTH
Total Expenses
Summary of All Units
5/31/2014

	<u>Current Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
PERSONNEL				
0120 Salaries & Wages	975,082.67	10,614,629.06	12,878,204.82	82.42%
0170 Board Member Expense	517.89	10,238.90	30,000.00	34.13%
0180 Fringe Benefits	433,519.29	3,329,781.94	4,363,639.18	76.31%
0190 Other Professional Expense	274,285.67	1,496,391.32	1,831,000.00	81.73%
TOTAL	\$1,683,385.52	\$15,451,041.22	\$19,102,844.00	80.88%
SUPPLIES & MATERIALS				
0210 Houseclean/Supplies	139.58	5,362.07	7,000.00	76.60%
0220 Food & Prov	0.00	195.50	2,000.00	9.78%
0260 Office Supplies	2,839.62	34,774.10	65,500.00	53.09%
0290 Other Supplies/Materials	879.40	18,166.85	33,600.00	54.07%
TOTAL	\$3,858.60	\$58,498.52	\$108,100.00	54.12%
OTHER OBLIGATIONS & SERVICES				
0310 Travel	37,919.63	447,033.29	616,500.00	72.51%
0320 Communication	37,084.25	485,840.32	835,000.00	58.18%
0330 Utilities	6,579.48	98,113.43	120,000.00	81.76%
0340 Printing	0.00	913.09	1,000.00	91.31%
0350 Repairs & Maintenance	4,877.99	64,869.22	110,000.00	58.97%
0370 Advertising	4,649.90	29,847.69	40,000.00	74.62%
0380 Data Process Services	15,682.21	312,925.00	340,000.00	92.04%
0390 Other Training/Travel/Misc	39,448.94	195,758.96	257,500.00	76.02%
0395 Uncollectible Accounts Expense	0.00	190,132.37	0.00	0.00%
TOTAL	\$148,222.40	\$1,825,433.37	\$2,320,000.00	78.68%
FIXED CHARGES & OTHER EXPENSES				
0410 Rental Expense	39,575.31	331,153.80	343,036.00	96.54%
0440 Service & Maintenance	101,655.99	907,878.31	1,065,620.00	85.20%
0450 Insurance	65,598.90	694,632.95	735,000.00	94.51%
0490 Dues & Subscription Other Charges	4,857.61	46,050.71	56,000.00	82.23%
TOTAL	\$211,687.81	\$1,979,715.77	\$2,199,656.00	90.00%
CAPITAL OUTLAY				
0510 Capital Outlay Furniture	0.00	31,182.28	50,000.00	62.36%
0520 Capital Outlay DP Equipment	42,011.16	132,806.31	160,000.00	83.00%
TOTAL	\$42,011.16	\$163,988.59	\$210,000.00	78.09%
CONTRACTS & GRANTS				
0690-02 Contracts Medicaid Pass Thru	0.00	80,702.82	400,000.00	20.18%
0690-03 Contracts Federal Non-UCR	130,808.07	3,744,125.75	4,951,367.00	75.62%
0690-04 Contracts Bridge Funding	21,882.88	196,613.30	293,212.00	67.05%
0690-05 Contracts County/Other	465,023.53	1,534,110.37	2,497,133.00	61.43%
0690-45 Contracts State Non-UCR IPRS	694,944.97	4,917,000.54	9,215,676.00	53.35%
0690-50 Contracts Medicaid Reinvestment	298,850.78	636,504.12	2,000,000.00	31.83%
5000 Contracts STATE	1,872,034.22	25,169,116.90	30,167,161.00	83.43%
5000 Contracts MEDICAID	12,016,098.14	124,584,368.80	146,218,757.00	85.20%
TOTAL	\$15,487,440.59	\$160,862,542.60	\$195,743,306.00	82.18%
TOTAL EXPENSES	\$17,584,606.08	\$180,341,220.07	\$219,683,906.00	82.09%
0820 Transfer to Medicaid Risk Reserve	0.00	0.00	3,354,795.00	0.00%
0890 Other Non Operating	6,382.78	39,154.40	50,000.00	78.31%
GRAND TOTAL	\$17,590,988.86	\$180,380,374.47	\$223,088,701.00	80.86%

EAST CAROLINA BEHAVIORAL HEALTH

For the Ten Months Ending 4/30/2014

	<u>4/30/2014</u>
Southern Bank - Operating Account	\$86,641,156.69
Southern Bank - Housing Account	2,035.92
Southern Bank - IMS Health Ins Benefit Acct	324,206.97
Southern Bank - IMS Flex Spending Acct	17,264.61
NC Cash Management Trust	3,811,651.88
Southern Bank - Risk Reserve Account	7,463,863.34
Investment Securities Account	703,270.52
Accts Receivable Other	274,198.17
Reimbursable Expenses	185,035.18
Due From Other Government Unit	1,781,667.00
Prepaid Expense	<u>263,037.28</u>
CURRENT ASSETS	101,467,387.56
Land	485,971.81
Buildings	4,633,047.05
Leaseholds Improvements	180,066.41
Equipment	<u>3,733,245.44</u>
FIXED ASSETS	9,032,330.71
TOTAL ASSETS	<u>110,499,718.27</u>
Accounts Payable	1,861,787.94
Accrued Expenses	176,812.30
IBNR- Medicaid	15,890,161.00
Reserve For Health Care Costs	35,324.91
Reserve For Retirees Hosp	<u>79,738.92</u>
LIABILITIES	18,043,825.07
Investments In Fixed Assets	9,032,330.71
Unrestricted Fund Balance	44,348,873.45
Restricted Fund Balance	16,135,632.00
YTD Income	<u>22,939,057.04</u>
FUND BALANCE	<u>92,455,893.20</u>
TOTAL LIABILITIES & FUND BALANCE	<u>110,499,718.27</u>

**EAST CAROLINA BEHAVIORAL HEALTH
INCOME STATEMENT
For the Ten Months Ending 4/30/2014**

	<u>April</u>	<u>YTD</u>
Revenue		
Service Revenue:		
Medicaid	\$13,011,922.05	\$130,302,318.47
Risk Reserve	298,029.00	2,984,383.81
State	3,626,016.60	30,731,796.54
County & Other	582,509.04	2,456,370.33
Total Service Revenue	17,518,476.69	166,474,869.15
Total Administrative Revenue	1,913,742.00	19,253,581.50
Total Revenue	19,432,218.69	185,728,450.65
Expense		
Service Expense:		
Medicaid	12,686,664.63	112,568,270.68
Risk Reserve	2,712,708.70	31,307,388.35
State	158,359.21	1,149,789.66
County & Other	158,359.21	1,149,789.66
Total Service Expense	15,557,732.54	145,025,448.67
Total Administrative Expense	1,939,979.33	17,763,956.94
Total Expense	17,497,711.87	162,789,405.61
Net Operating Surplus (Deficit)	1,934,506.82	22,939,045.04

EAST CAROLINA BEHAVIORAL HEALTH
TOTAL REVENUES
4/30/2014

	Current Month	YTD	Budget	% of Budget
4035 From Medicaid Fund Balance	\$0.00	\$0.00	\$2,000,000.00	0.00%
4040 Medicaid/HealthChoice Patient Fees	46,412.71	83,140.62	400,000.00	20.79%
4045 Medicaid Waiver Service Funds	13,011,922.05	130,302,318.47	146,218,757.00	89.11%
4050 Medicaid Risk Reserve Funds	298,029.00	2,984,383.81	3,354,795.00	88.96%
4060 Medicaid Waiver Administrative Fun...	1,591,472.00	15,932,493.50	18,166,217.00	87.70%
4105 Beaufort County ABC Funds	0.00	8,500.00	17,000.00	50.00%
4110 Bertie County ABC Funds	0.00	2,400.00	4,800.00	50.00%
4111 Camden County ABC Funds	308.92	2,849.10	4,246.00	67.10%
4113 Chowan County ABC Funds	1,101.39	3,468.49	3,000.00	115.62%
4115 Craven County ABC Funds	2,296.54	20,782.71	27,000.00	76.97%
4117 Currituck County ABC Funds	676.60	9,103.93	9,984.00	91.19%
4119 Dare County ABC Funds	0.00	0.00	74,000.00	0.00%
4120 Gates County ABC Funds	0.00	0.00	1,700.00	0.00%
4125 Hertford County ABC Funds	703.48	7,509.71	6,000.00	125.16%
4130 Jones County ABC Funds	277.16	2,589.28	3,600.00	71.92%
4133 Hyde County ABC Funds	89.11	1,282.02	1,500.00	85.47%
4135 Northampton County ABC Funds	0.00	0.00	4,000.00	0.00%
4137 Martin County ABC Funds	0.00	0.00	3,500.00	0.00%
4140 Pamlico County ABC Funds	300.76	2,878.50	3,000.00	95.95%
4145 Pitt County ABC Funds	4,639.82	45,235.82	108,000.00	41.89%
4147 Pasquotank County ABC Funds	868.13	7,919.62	7,000.00	113.14%
4149 Perquimans County ABC Funds	255.50	2,309.30	2,500.00	92.37%
4153 Tyrrell County ABC Funds	104.67	942.03	1,092.00	86.27%
4159 Washington County ABC Funds	0.00	3,000.00	3,000.00	100.00%
4205 Beaufort County General	0.00	78,299.50	156,599.00	50.00%
4210 Bertie County General	0.00	33,442.50	44,590.00	75.00%
4211 Camden County General	0.00	10,000.00	20,000.00	50.00%
4213 Chowan County General	2,456.50	24,565.00	29,478.00	83.33%
4215 Craven County General	20,818.91	208,189.26	249,827.00	83.33%
4217 Currituck County General	11,522.00	50,316.00	50,316.00	100.00%
4219 Dare County General	240,767.73	293,267.73	265,948.00	110.27%
4220 Gates County General	0.00	21,000.00	28,000.00	75.00%
4230 Hertford County General	6,479.17	64,791.70	77,750.00	83.33%
4233 Hyde County General	0.00	5,457.00	10,914.00	50.00%
4235 Jones County General	1,692.17	16,921.70	23,906.00	70.78%
4237 Martin County General	0.00	48,462.00	48,462.00	100.00%
4240 Northampton County General	6,467.83	64,678.30	77,614.00	83.33%
4245 Pamlico County General	2,416.08	25,627.50	30,593.00	83.77%
4247 Pasquotank County General	2,242.00	66,371.50	85,506.00	77.62%
4249 Perquimans County General	0.00	20,180.00	26,906.00	75.00%
4250 Pitt County General	40,825.00	471,793.92	487,500.00	96.78%
4253 Tyrrell County General	787.50	6,487.47	8,814.00	73.60%
4259 Washington County General	0.00	13,114.00	26,228.00	50.00%
4270 Rental Income	8,652.00	94,644.00	77,028.00	122.87%
4280 Miscellaneous Local	2,911.00	21,843.83	125,000.00	17.48%
4290 Interest Income	35,860.36	373,108.34	500,000.00	74.62%
4295 Shelter Plus	103,237.00	202,358.95	463,260.00	43.68%
4297 HUD Grant For Homelessness	37,539.00	37,539.00	0.00	0.00%
4390 Miscellaneous State	507,610.00	2,895,993.00	3,558,800.00	81.38%
4805 IPRS State Single Stream	2,417,954.94	24,092,326.38	29,300,717.00	82.22%
4810 CMH IPRS	14,054.28	83,237.40	902,776.00	9.22%
4815 AMH IPRS	267,529.39	630,143.99	743,827.00	84.72%
4820 CSA IPRS	67,626.34	298,498.92	1,217,423.00	24.52%
4825 ASA IPRS	351,241.65	2,731,596.85	4,506,313.00	60.62%
4835 ADD IPRS	0.00	0.00	104,287.00	0.00%
4840 LME Admin	0.00	0.00	50,000.00	0.00%
4850 IPRS Administrative Funds	322,270.00	3,321,088.00	3,965,628.00	83.75%
From Fund Balance	0.00	0.00	5,400,000.00	0.00%
TOTAL REVENUES	19,432,218.69	185,728,450.65	223,088,701.00	83.25%
TOTAL REVENUE AND TRANSFERS	19,432,218.69	185,728,450.65	223,088,701.00	83.25%

EAST CAROLINA BEHAVIORAL HEALTH
Total Expenses
Summary of All Units
4/30/2014

	<u>Current Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
PERSONNEL				
0120 Salaries & Wages	962,806.47	9,639,566.39	12,878,204.82	74.85%
0170 Board Member Expense	896.88	9,721.01	30,000.00	32.40%
0180 Fringe Benefits	291,503.09	2,896,262.65	4,363,639.18	66.37%
0190 Other Professional Expense	75,958.59	1,222,105.65	1,831,000.00	66.75%
TOTAL	\$1,331,165.03	\$13,767,655.70	\$19,102,844.00	72.07%
SUPPLIES & MATERIALS				
0210 Houseclean/Supplies	302.16	5,222.49	7,000.00	74.61%
0220 Food & Prov	0.00	195.50	2,000.00	9.78%
0260 Office Supplies	3,475.73	31,934.48	65,500.00	48.75%
0290 Other Supplies/Materials	4,853.86	17,287.45	33,600.00	51.45%
TOTAL	\$8,631.75	\$54,639.92	\$108,100.00	50.55%
OTHER OBLIGATIONS & SERVICES				
0310 Travel	33,602.33	409,113.66	616,500.00	66.36%
0320 Communication	46,978.40	448,776.07	835,000.00	53.75%
0330 Utilities	10,791.93	91,533.95	120,000.00	76.28%
0340 Printing	0.00	913.09	1,000.00	91.31%
0350 Repairs & Maintenance	3,340.72	59,991.23	110,000.00	54.54%
0370 Advertising	2,240.09	25,197.79	40,000.00	62.99%
0380 Data Process Services	40,927.70	297,242.79	340,000.00	87.42%
0390 Other Training/Travel/Misc	18,038.32	156,310.02	257,500.00	60.70%
0395 Uncollectible Accounts Expense	0.00	180,132.37	0.00	0.00%
TOTAL	\$155,917.49	\$1,679,210.97	\$2,320,000.00	72.38%
FIXED CHARGES & OTHER EXPENSES				
0410 Rental Expense	30,663.93	291,578.49	343,036.00	85.00%
0440 Service & Maintenance	148,175.28	806,222.32	1,065,620.00	75.66%
0450 Insurance	64,198.90	629,034.05	735,000.00	85.58%
0490 Dues & Subscription Other Charges	5,338.87	41,193.10	56,000.00	73.56%
TOTAL	\$248,376.98	\$1,768,027.96	\$2,199,858.00	80.38%
CAPITAL OUTLAY				
0510 Capital Outlay Furniture	0.00	31,182.28	50,000.00	62.36%
0520 Capital Outlay DP Equipment	1,499.90	80,795.15	160,000.00	56.75%
TOTAL	\$1,499.90	\$121,977.43	\$210,000.00	58.08%
CONTRACTS & GRANTS				
0690-02 Contracts Medicaid Pass Thru	16,277.02	80,702.82	400,000.00	20.18%
0690-03 Contracts Federal Non-UCR	144,307.23	3,613,319.68	4,951,367.00	72.98%
0690-04 Contracts Bridge Funding	28,322.30	174,930.42	293,212.00	59.66%
0690-05 Contracts County/Other	142,082.19	1,069,086.84	2,497,133.00	42.81%
0690-45 Contracts State Non-UCR IPRS	357,874.89	4,222,055.57	9,215,676.00	45.81%
0690-50 Contracts Medicaid Reinvestment	187,166.73	339,653.34	2,000,000.00	16.98%
5000 Contracts STATE	2,182,204.28	23,297,082.68	30,167,161.00	77.23%
5000 Contracts MEDICAID	12,686,664.63	112,568,270.66	146,218,757.00	76.99%
TOTAL	\$15,744,899.27	\$145,365,102.01	\$195,743,306.00	74.26%
TOTAL EXPENSES	\$17,490,490.42	\$162,756,613.99	\$219,683,906.00	74.09%
0820 Transfer to Medicaid Risk Reserve	0.00	0.00	3,354,795.00	0.00%
0890 Other Non Operating	7,221.45	32,791.62	50,000.00	65.58%
GRAND TOTAL	\$17,497,711.87	\$162,789,405.61	\$223,088,701.00	72.97%