

**THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH CAROLINA ON MONDAY, SEPTEMBER 20, 2004. THE MEETING CONVENED AT 8:30 A.M.**

**MEMBERS PRESENT:**

- Chairman George N. Brown, Jr.
- Vice Chairman Leon C. Staton
- Commissioner Lee Kyle Allen
- Commissioner Bill Harper
- Commissioner Perry Morris
- Commissioner Johnnie Sampson, Jr.
- Commissioner M. Renée Sisk

**STAFF PRESENT:**

- Harold Blizzard, County Manager
- George B. Sawyer, Assistant County Manager
- Richard F. Hemphill, County Finance Officer
- Ray H. Moser, Human Resources Director
- Gwendolyn M. Bryan, Clerk to the Board
- James R. Sugg, County Attorney

Following an invocation by Commissioner Brown and the Pledge of Allegiance, Commissioner Sisk moved to approve minutes of the September 7, 2004 regular session, seconded by Commissioner Harper and unanimously carried in a roll call vote.

**CONSENT AGENDA**

*Budget Amendments*

Craven County Finance Officer, Rick Hemphill, submitted the following budget amendments for the Board's approval. Commissioner Sampson moved for their approval, seconded by Commissioner Staton and unanimously carried in a roll call vote.

*Pass Through*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-0564-348-33-00 Mosquito Control	\$3,978.00	101-0564-440-91-60 Mosquito Control	\$3,978.00
Fairfield Harbour		Fairfield Harbour	
<b>TOTAL</b>	<b>\$3,978.00</b>	<b>TOTAL</b>	<b>\$3,978.00</b>

**Justification:** Budget State Grant received from DEHNR in the amount of \$3,978 for mosquito control at Fairfield Harbour.

*Multiple Departments*

101-2307-348-91-00 Fire Marshal/EMS SHSGP-First Responder	\$7,737.00	101-2307-410-32-02 Fire Marshal/EMS SHSGP-First Responder	\$7,737.00
<b>TOTAL</b>	<b>\$7,737.00</b>	<b>TOTAL</b>	<b>\$7,737.00</b>

**Justification:** Carryover from FY 2004 State Homeland Security Grant Program Part II.

***Sheriff***

101-2012-369-23-00	\$36,683.00	101-2012-410-10-02	\$27,515.00
Craven Comm College		Salaries	
		101-2012-410-11-01	\$2,105.00
		FICA	
		101-2012-410-11-02	\$1,316.00
		Retirement	
		101-2012-410-11-04	\$526.00
		W/C	
		101-2012-410-11-05	\$1,376.00
		401K Leo	
		101-2012-410-11-06	\$3,465.00
		Health	
		101-2012-410-11-07	\$330.00
		Dental	
		101-2012-410-11-08	\$21.00
		Life	
		101-2012-410-11-09	\$29.00
TOTAL	\$36,683.00	TOTAL	\$36,683.00

**Justification:** Resource Officer at Craven Community College effective 07-14-04.

***Public Buildings***

**JOURNAL ENTRY**

<b>TRANSFER FROM AMOUNT</b>		<b>TRANSFER TO</b>	<b>AMOUNT</b>
371-0571-400-97-01	\$66,000.00	371-0000-101-00-00	\$66,000.00
To General Fund		Cash	
101-0000-101-00-00	\$66,000.00	101-1205-366-07-00	\$66,000.00
Cash		From Reserve	

Cost of Chiller at Jail

**BUDGET AMENDMENT**

371-0000-399-00-00	\$66,000.00	371-0571-400-97-01	\$66,000.00
Fund Balance		To General Fund	
101-1205-366-07-00	\$66,000.00	101-1205-400-73-02	\$66,000.00
From Reserve		Other Imp	

**Justification:** Budget funds from County Reserve in the amount of \$66,000 to cover cost of new Chiller-HVAC for Jail.

***Health/Maternal Health***

101-5700-370-08-00	\$134,368	101-5700-440-10-02	\$85,738.00
Maternity Title XIX		Full-time	
		101-5700-440-10-04	\$9,118.00
		Part-time	
		101-5700-440-11-01	\$7,255.00
		FICA	
		101-5700-440-11-02	\$4,656.00
		Retirement	
		101-5700-440-11-03	\$3,794.00
		401K	

		101-5700-440-11-04	\$558.00
		Workers Comp	
		101-5700-440-11-06	\$11,340.00
		Health	
		101-5700-440-11-07	\$1,080.00
		Dental	
		101-5700-440-11-08	\$68.00
		Life	
		101-5700-440-11-09	\$94.00
		Disability	
		101-5700-440-32-08	\$5,000.00
		Medical Supplies	
		101-5700-440-40-0	\$5,667.00
		Contractual Services	
TOTAL	\$134,368.00	TOTAL	\$134,368.00

**Justification:** To cover the expansion of the Maternity Clinic.

***DSS 7231 TANF***

101-7231-349-23-00	\$61,178.00	101-7231-450-10-02	\$45,566.00
TANF Staff and Overhead		Salaries	
		101-7231-450-10-02	\$2,770.00
		Incentive Pay	
		101-7231-450-11-01	\$3,698.00
		FICA	
		101-7231-450-11-02	\$2,374.00
		Retirement	
		101-7231-450-11-03	\$1,934.00
		401K	
		101-7231-450-11-06	\$3,780.00
		Hospital	
		101-7231-450-11-07	\$360.00
		Dental	
		101-7231-450-11-08	\$21.00
		Life	
		101-7231-450-11-09	\$32.00
		Disability	
		101-7231-450-11-04	\$643.00
		Workers Comp	
TOTAL	\$61,178.00	TOTAL	\$61,178.00

**Justification:** Funds have been approved for creating new CPS Investigative & Treatment positions for the purpose of reducing the caseload size per worker to meet State recommendations. The funding is a set amount per new position. Position is budgeted for fifteen pay periods for this fiscal year.

***Sheriff***

101-0000-399-01-00	\$23,378.00	101-2001-410-10-02	\$19,587.00
Fund Balance		Salaries	
		101-2001-410-11-01	\$1,499.00
		FICA	
		101-2001-410-11-02	\$937.00
		Retirement	

		101-2001-410-11-05	\$980.00
		Spec Retirement 5%	
		101-2001-410-11-03	\$375.00
		W/C	
TOTAL	\$23,378.00	TOTAL	\$23,378.00

**Justification:** DOL Sheriff Department pay out from Fund Balance.

*Tax Releases and Refunds*

Craven County Tax Administrator, Ronnie Antry, submitted the following budget amendments for the Board's approval. Commissioner Sampson moved for their approval, as requested, seconded by Commissioner Staton and unanimously carried in a roll call vote.

**Credits**

<b>TAXPAYER NAME</b>	<b>TICKET #</b>	<b>AMOUNT</b>
BARE, CURTIS J & NORMA R SECOND HOME	2004-0002469	\$32.00
BATTEN PROPERTIES LLC – TOMMY EXEMPT – CITY ACCEPTED STREET	2004-0002960	\$35.22
BLTJ ENTERPRISES INC NOT IN BUSINESS 01/01/04	2004-0004744	\$11.63
BUCK, LARRY FRANCIS JR LATE PENALTY CHARGED IN ERROR	2004-0007049	\$10.34
CARTER, EGERIA DOUBLE LISTED WITH ACCT #57338	2004-0008362	\$124.47
CLEVE, RICHARD CHAPMAN JR LISTED AS REAL AND PERSONAL	2004-0009859	\$28.06
DOVE, WILLIAM C DID NOT OWN 01/01/2002	2002-0013911	\$58.16
DOVE, WILLIAM C DID NOT OWN 01/01/2002	2002-0013912	\$41.71
DOVE, WILLIAM C DID NOT OWN 01/01/2003	2003-0014021	\$56.95
DOVE, WILLIAM C DID NOT OWN 01/01/2003	2003-0014022	\$38.50
DOVE, WILLIAM C DID NOT OWN 01/01/2004	2004-0014248	\$52.56
DOVE, WILLIAM C DID NOT OWN 01/01/2004	2004-0014249	\$35.45
EAST CAROLINA DEVELOPERS LLC EXEMPT-CITY ACCEPTED STREET	2004-0014955	\$17.92

EVANS, RICHARD S MILITARY-HIS NAME ONLY 04 LES-FL ECC-05/03/05	2004-0016022	\$197.13
HAYES, CASSANDRA LEIGH DOUBLE LISTED WITH ACCT #54710	2004-0023428	\$66.07
LAMAR ADVERTISING OF INCORRECT SITUS-SHOULD BE 6-H	2004-0029941	\$310.45
LAMAR ADVERTISING OF INCORRECT SITUS-SHOULD BE 6-H	2004-0029943	\$23.52
LAMAR ADVERTISING OF INCORRECT SITUS-SHOULD BE 6-H	2004-0029942	\$668.16
LITTLE, KRYSTAL IPOCK DID NOT OWN 01/01/04	2004-0031401	\$159.43
LYNCH, JOHN F & JUANITA J DID NOT OWN 01/01/04	2004-0032053	\$464.10
MANTYLA, AMOS O & FAYE T DOUBLE LISTED WITH ACCT #4614750	2004-0032597	\$40.25
MCDONNELL DOUGLAS CORP DID NOT OWN 01/01/04-WILL BE REBILLED	2004-0034103	\$130.74
MCLAWHORN, MILDRED I SCE REMOVED IN ERROR	2004-0034444	\$56.33
MORRIS, GERALD & TATE, LINDA ALABAMA RESIDENT-HERE LESS THAN 6 MONTHS	2004-0036678	\$509.85
PAYTON, ELLA LOUISE DID NOT OWN 01/01/04	2004-0090256	\$195.68
PAYTON, ELLA LOUISE DID NOT OWN 01/01/03	2003-0039311	\$220.60
PAYTON, ELLA LOUISE DID NOT OWN 01/01/2002	2002-0039013	\$256.88
PETERMAN, RICHARD H & MARCIA A CORRECTING APPRAISAL ERROR	2004-0040213	\$683.94
POWELL, TERRENCE JR NOT IN BUSINESS 01/01/04	2004-0041190	\$94.94
ROBERTS, KEMP M & MERLE B DID NOT OWN 01/01/04	2004-0043583	\$1,094.35
SCOTT, TERRY LEE PROPERTY VACANT	2004-0045475	\$32.00
STAMM, WILLIAM H & DIANE M CORRECTING APPRAISAL ERROR	2004-0047912	\$284.31
TRIPP, JESSIE DONALD DOUBLE LISTED AS REAL AND PERSONAL	2004-0051284	\$48.26

WHITE, ENID P DID NOT OWN 01/01/04	2004-0054750	\$63.11
WHITE, ENID P DID NOT OWN 01/01/04	2004-0054749	\$87.98
WHITE, ENID P DID NOT OWN 01/01/04	2004-0054751	\$223.30
WORDEN, HUGH A MILITARY-HIS NAME ONLY 04 LES-VT ECC-NONE (LTCOL)	2004-0057151	\$62.38
WRIGHT, MARILYN DENISE DOUBLE LISTED ON ACCT #28207	2002-0056352	\$367.65
	38 – CREDIT MEMO (S)	\$6,884.38

***Refunds***

NEXTEL SOUTH CORPORATION LATE PENALTY CHARGED IN ERROR	2004-0038037	\$51.04
NEXTEL SOUTH CORPORATION LATE PENALTY CHARGED IN ERROR	2004-0038040	\$44.67
NEXTEL SOUTH CORPORATION LATE PENALTY CHARGED IN ERROR	2004-0038036	\$51.26
NEXTEL SOUTH CORPORATION LATE PENALTY CHARGED IN ERROR	2004-0038039	\$41.34
NEXTEL SOUTH CORPORATION LATE PENALTY CHARGED IN ERROR	2004-0038034	\$54.53
NEXTEL SOUTH CORPORATION LATE PENALTY CHARGED IN ERROR	2004-0038033	\$6.19
NEXTEL SOUTH CORPORATION LATE PENALTY CHARGED IN ERROR	2004-0038035	\$24.05
NEXTEL SOUTH CORPORATION LATE PENALTY CHARGED IN ERROR	2004-0038038	\$14.75
	8 – REFUND (S)	\$287.83

*Schedule Public Hearing for Minority Participation Plan*

The Board was requested to set a public hearing for 7:30 p.m. on October 4<sup>th</sup> to receive public comment on Craven County’s proposed update plan to establish verifiable percentage goals for participation by minority businesses in the awarding of building construction contracts, pursuant to NCGS 143-128.2. Commissioner Sampson moved to set a public hearing for 7:30 p.m. on October 4<sup>th</sup>, as requested, seconded by Commissioner Staton and unanimously carried in a roll call vote.

**CLOSED SESSION**

County Attorney, Jim Sugg, asked that the Board go into closed session pursuant to NCGS 143-318.11(a)(3) for consultation with attorney regarding potential litigation.

At 8:35 a.m. Commissioner Morris moved to go into closed session, as requested, seconded by Commissioner Staton and unanimously carried.

At 9:06 a.m. the Board returned to regular session. County Attorney, Jim Sugg, stated that the matter regarding the Department of Labor claims against the Craven County Sheriff's Department had been resolved and he called upon his staff attorney, Jill Byrum, to provide details of the claim. She reported as follows:

In March of this year, the U.S. Department of Labor Wage and Hour Division (DOL), which is responsible for enforcing federal minimum wage and overtime laws, investigated the Craven County Sheriff's Department, and made what could be referred to as a three-part assessment for back wages, which included both overtime and straight time pay.

The first part of the assessment dealt with two officers in the Civil Division, whom the DOL determined should have been categorized as non-exempt under the Fair Labor Standards Act. Under the Fair Labor Standards Act, employees must be paid overtime for hours worked in excess of 40 per week, or 171 in a 28 day period for law enforcement officers, unless they are paid on a salaried basis and are classified under one of the exemptions provided by the Fair Labor Standards Act. Prior to the investigation, these employees had been classified as exempt under the executive exemption, and accordingly were not paid overtime wages under the Fair Labor Standards Act. Upon further investigation, County Administration determined that certain managerial duties of these officers had previously been reduced or removed by the Sheriff's Department. However, the Sheriff's Department had not communicated these changes in job duties to County Administration, and therefore a corresponding change in these employees' status from exempt to non-exempt was not made. It is therefore recommended that this portion of the assessment, awarding overtime wages to these two employees, be paid.

In the second part of the assessment, the officers in the civil division were awarded both straight time and overtime pay. Despite time records provided by the Sheriff's Department indicating otherwise, officers in the civil division reported to the Department of Labor's investigator that they typically worked more hours than they reported. Upon further investigation of this matter, the DOL determined that a supervisor in the Sheriff's Department had instructed these civil division officers not to report any time worked in excess of 40 hours per week. Unaware of this improper instruction, the County paid these employees for only those hours actually recorded on their time sheets. In light of the improper instructions given to the officers, the County cannot now confirm or deny the Department of Labor's findings regarding the number of hours worked by these employees. Thus, it is recommended that this portion of the assessment be paid.

The third part of the assessment awarded straight time pay to officers in the criminal division. The DOL investigator initially concluded that these employees were paid on an hourly, not salaried, basis. Craven County asked that this determination be reconsidered by the DOL investigator, and later appealed her findings with the DOL Area Director's office. Based on information which had not been previously considered by the DOL, the Area Director's office agreed that these employees were paid on a salaried basis, and accordingly removed from the assessment.

In summary, it is recommended that the County accept the revised assessment, \$51,397.44. Portions of this assessment will be paid with compensatory time off rather than cash wages. The actual monetary portion of the assessment is \$23,378, which is recommended to be funded from the current Sheriff's Department budget to be subsequently distributed in accordance with the Department of Labor's assessment and instructions.

Commissioner Sisk moved to accept the settlement as recommended by the attorney, seconded by Commissioner Staton and unanimously carried. Commissioner Morris indicated that he would be in favor of having the assessment paid from Fund Balance rather than from the Sheriff's Department and moved that it be appropriated from Fund

Balance in the amount of \$23,378.00. During discussion, Commissioner Sisk indicated that the Sheriff's budget has approximately \$35,000 between two line items, which is not yet encumbered. She expressed the opinion that the assessment should be paid from this balance and an appropriation made from Fund Balance later, if needed. Commissioners Sampson and Morris stated that the Sheriff's budget is already tight and that the County should expect that the money would need to come from Fund Balance eventually. Commissioner Harper stated his position that the money should not be spent from Fund Balance until it is needed. He stated that the County could come to the rescue of the Sheriff's Department budget at a later date if needed. Commissioner Sampson seconded the motion, which carried in a roll call vote, with six (6) "Ayes", there being one (1) "Nay" from Commissioner Sisk.

#### **NO. NINE TOWNSHIP FIRE DEPARTMENT**

Chief Tony Gatlin presented a request on behalf of the No. Nine Township Fire Department for endorsement of the purchase of a new fire engine. The proposed loan is for \$250,000, with no additional budget allocation from the County being requested. Commissioner Allen moved to support Chief Gatlin's request for endorsement of the financing application, seconded by Commissioner Sampson and unanimously carried.

#### **SOCIAL SERVICES REQUEST**

Social Services Director, Donn Gunderson, requested two (2) new positions for Child Protective Services. He informed the Board that the State is offering to fund these positions to reduce the Child Protective Services workers' caseloads. The desirable caseload ratio is ten cases per caseworker. He stated that the caseload for Craven County is currently between eleven and twelve caseloads per caseworker. He advised the Board that approximately \$13,000 in County costs would be involved in administrative costs; however, \$5,000,000.00 in recurring funding to County DSS Departments for this purpose has recently been approved by the State. Commissioner Sampson moved to approve the request for two (2) additional Child Protective Services workers for the Department of Social Services, seconded by Commissioner Morris and unanimously carried. Commissioner Morris moved to approve the two Social Worker positions at a Grade 70, Step 2, seconded by Commissioner Staton and unanimously carried.

#### **ELECTIONS DEPARTMENT MATTERS**

Director of Elections, Tiffiney Miller, presented to the Board information pertaining to two Help America Vote Act (HAVA) Grants approved for Craven County. One is a grant in the amount of \$12,300 to operate two satellite One Stop Sites and will cover the purchase of two laptop computers and printers and compensation for eight workers at the proposed sites. She advised the Board that the proposed sites are at West Craven High School, with proposed hours from 7:00 a.m. to 1:00 p.m. Monday thru Friday and one Saturday of operation on October 30<sup>th</sup>. The second proposed site is at the Havelock Library, with hours of 11:00 a.m. to 6:00 p.m. Monday thru Friday and one Saturday of operation on October 30<sup>th</sup>. Commissioner Morris requested that consideration be given to changing the proposed hours at the West Craven Site from 7:00 a.m. to 1:00 p.m. to 11:00 a.m. to 6:00 p.m. to accommodate a better traffic flow in the mornings. Ms. Miller responded that the principal of West Craven High School had approved the proposed hours which coincide with the scheduled opening and closing times of the facility. She also stated that changing the proposed hours would require unanimous action by the Craven County Board of Elections, and that the hours have already been filed with the State Board of Elections. The Craven County Board of Elections was asked to reconsider the issue. The second grant approved for Craven County is a Technology Grant in the amount of \$14,175 to purchase a scanner, two desktop computers, LCD projector, a TV with DVD/VCR, cart, and a laptop computer. Commissioner Sampson moved to accept the grants, seconded by Commissioner Staton and unanimously carried in a roll call vote. Ms. Miller indicated that the recurring nature of the grant to operate the satellite One Stop sites is not automatic and that the results of this year's satellite operations will be assessed by the Board of Elections and will determine availability for future elections.

**BUDGET AMENDMENTS**

*Elections One Stop Sites*

101-0603-348-00-00	\$12,300.00	101-0603-400-40-00	\$5,000.00
State Grant One Stop		Cont. Ser	
		101-603-400-73-21	\$7,300.00
		C/O Less than \$5,000	
<b>TOTAL</b>	<b>\$12,300.00</b>	<b>TOTAL</b>	<b>\$12,300.00</b>

**Justification:** State Grant for One Stop Sites, 2 laptops, 2 small printers, contractual for 8 workers (4 per site @ 2 sites-Havelock and West Craven)

*Elections – Technology Grant*

101-0604-348-00-00	\$14,175.00	101-0604-400-73-01	\$6,055.00
State Grant Technology		C/O Over \$5,000	
		101-604-400-73-21	\$8,120.00
		C/O Under \$5,000	
<b>TOTAL</b>	<b>\$14,175.00</b>	<b>TOTAL</b>	<b>\$14,175.00</b>

**Justification:** State Grant to purchase scanner (\$6,055), 2PC’s, projector, TV with DVD/VCR, cart and laptop computer.

**HEALTH DEPARTMENT MATTERS**

*Presentation from NC Association of Local Health Directors*

The Board received a video presentation promoting the accreditation of local health departments. Health Director, Wanda Sandelé, explained that Craven County is in the second round of a pilot project being conducted by a task force of the association and requested that the Board adopt a resolution in support of the concept as recommended by the Board of Health. Commissioner Morris moved to adopt the resolution, as follows, seconded by Commissioner Staton and unanimously carried.

**RESOLUTION IN**

**SUPPORT OF LOCAL HEALTH DEPARTMENT ACCREDITATION**

**Whereas**, in 2002 the North Carolina Association of Local Health Directors (NCALHD) established a Task Force on Standards and Efficiencies which over the next year and a half studied models of accreditation/certification from other states and developed a framework for an accreditation system for North Carolina based on the essential public health services; and

**Whereas**, in 2003 the Public Health Task Force 2004 was created by the Secretary of DHHS to strengthen the North Carolina public health system, improve health status for North Carolinians and eliminate health disparities; and

**Whereas**, that Task Force established a Committee on Accreditation which further developed the work of the NCALHD Task Force on Standards and Efficiencies and prepared a draft of the standards for accreditation including the activities and documentation for each standard (i.e., each essential service) and a draft process for self-assessment of the agency, a site visit by a team of peers and a final decision by an accrediting body, which was used in a pilot accreditation process with six volunteer local health departments; and

**Whereas**, the pilot process resulted in six local health departments being accredited and a series of “lessons learned” from staff in the six local agencies, the DPH

staff who provided technical assistance to the six agencies, the local staff and staff from the NC Institute for Public Health who served as site visitors and others involved in the process; these “lessons learned” are being used to revise the standards, activities and documentation, the site visit process, and the training for all participants in order to improve all components of the accreditation process for further piloting and future implementation; and

**Whereas**, benefits of participating in an accreditation process to the specific agency include: the opportunity to “step back” and look at the overall agency, its services and performance, including strengths and weaknesses; enhanced pride among staff as they review the enormous scope of agency activities which impact the health of the community in which they live; enhanced teamwork among staff as they work together to demonstrate that the agency meets the standards and; and the establishment and/or strengthening of a continuous quality improvement approach within the agency; and

**Whereas**, the benefits of accreditation to the public health system include: the ability to ensure the availability and quality of essential public health services to every citizen of North Carolina and enhanced credibility for the public health system and each agency with partnering entities (most of which are themselves accredited), third party payors, elected officials and policy-makers, and the public.

**Now, therefore, be it resolved** that the Craven County Board of Commissioners supports the legislatively enacted pilot accreditation process for local health departments and the continuing effort to revise accreditation standards, the self-assessment process and the site-review process.

**Be it further resolved** that the Craven County Board of Commissioners supports the statewide effort to accredit all local health departments provided that \$50,000 per year of ongoing state funding is provided to each health department to support accreditation and continuous quality improvement.

This 20th day of September, 2004.

*Staffing Request*

Ms. Sandelé requested additional staff for the Maternity Clinic at the Health Department as a result of withdrawal of all prenatal services to Medicaid clients by Eastern Carolina Women’s Center. She indicated that this load would result in an anticipated additional 480 visits per month. Her request was based upon the availability to cover the current increase in caseload, as well as catching up on some backlog. Commissioner Sisk moved to approve the request for creation of additional positions, as follows. Commissioner Allen seconded the motion, which carried unanimously in a roll call vote.

1	Medical Lab Tech II, Grade 64, Step 2	\$24,468
1	Physician Extender, Grade 77, Step 2	\$42,228
1	Nutritionist II, Grade 66, Step 2	\$26,341
1	Processing Assist. III (reception & medical records) Grade 57, Step 2	\$18,236
.5	Part-time Processing Assist III (WIC/Nutrition) not to exceed 999 hours per year	\$ 9,118
	*Upgrade PHN II to PHN III (lead position) Grade 70, Step 7 to Grade 72, Step 5	\$ 1,551
	**Upgrade Nursing Sup I to Nursing Sup II Grade 72, Step 8 to Grade 74, Step 6	\$ 1,759
	***Increase contract hours for Interpreter	\$ 5,667
	Medical Supplies	<u>\$ 5,000</u>
<b>TOTAL COST</b>		<b>\$134,368</b>

- Reclassification of PHN II to PHN III will create a responsibility for a lead nurse to coordinate the clinic function.

- Reclassification of Nursing Sup I to Nursing Sup II recognizes increased level of responsibility and complexity of the position.
- Increase in contractual hours for interpreter will allow us to adjust the availability of interpreter hours as workload requires. During the busy winter months in child health, we will not be able to provide adequate coverage in prenatal care to non-English speaking patients.

These costs would be offset by increased Medicaid Revenue with no additional cost to the County.

The Chairman paused to recognize members of Leadership Craven who were in attendance at the meeting.

### **SICKLE CELL MONTH PROCLAMATION**

The Board was requested to proclaim September 2004 as Sickle Cell Awareness Month in Craven County to coincide with the national observance which occurs at this time each year. Commissioner Staton moved to approve the following proclamation, seconded by Commissioner Morris and unanimously carried.

#### **PROCLAMATION OF SICKLE CELL AWARENESS MONTH 2004**

**WHEREAS**, sickle cell, a debilitating blood disease which causes pain, infection, economic strain and even death among African Americans and other groups; and

**WHEREAS**, it is an inherited disease, affecting one of every 294 African American North Carolinians born with sickle cell disease and one out of every 10 with sickle cell trait, meaning that he or she carries the gene for this condition; and

**WHEREAS**, treatment is available to help those with sickle cell lead more productive and rewarding lives, although there is no known cure for this disease; and

**WHEREAS**, since 1973, the North Carolina Sickle Cell Syndrome Program has provided quality services throughout the State. Provision of services is a collaborative effort between regional educators/counselors, community-based programs, major medical centers, local health departments and the State Laboratory of Public Health. Services include screening of all newborns at birth, general screening by request for public at local health departments, education, genetic counseling, service coordination, medical reimbursement and social support for affected persons; and

**WHEREAS**, support for research on the treatment and management of this disorder is vital to improving the health and quality of life of persons with sickle cell disease;

**NOW, THEREFORE**, the CRAVEN COUNTY BOARD OF COMMISSIONERS proclaims September 2004 as “**SICKLE CELL AWARENESS MONTH**” in Craven County and urges our citizens to recognize and support his observance.

Done this 20th day of September, 2004.

## APPOINTMENTS

### *Jury Commission*

The Board was advised of the upcoming expiration of the Jury Commissioner's term. An appointment was deferred until the Board's next meeting, pending correspondence from the Clerk of Court.

### *Regional Aging Advisory Committee*

It was noted that the term on the Regional Aging Advisory Committee of Ms. Gertha Williams, which the Board had been notified was due to expire at the end of September, will not expire until 2005.

## COUNTY MANAGER'S REPORT

County Manager, Harold Blizzard, advised the Board that the architects who submitted bids for Craven County's Jail Project have identified facilities that reflect their work, and are available to be toured. Two facilities for each architect were provided that are comparable in scope to the Craven County project; however, they are located in Lincoln County and in areas of South Carolina, Tennessee and Virginia. The Board was asked to consider two to three days in October when they may be available for these site visits.

At 10:20 a.m. the Board was declared in recess.

At 10:30 a.m. the Board reconvened. County Attorney, Jim Sugg, requested that the Board go into closed session pursuant to NCGS 143-318.11(a)(3) and (4) for consultation with attorney and to discuss industrial development relative to a technical amendment to the BSH Grant Agreement. At 10:30 a.m. Commissioner Morris moved to go into closed session, as requested, seconded by Commissioner Sampson and unanimously carried.

At 10:45 a.m. the Board returned to regular session. Mr. Sugg announced that the Board had gone into closed session to discuss a technical change in the BSH Agreement and to bring the language into conformity with the intent of the agreement. Arey Grady of the County Attorney's office reminded the Board that following the public hearing on the agreement, he had brought to the Board's attention a technical change and the Board had authorized execution of the agreement pending this technical change. He recommended that the term "minimum wage" be changed to "average wage" in the agreement and recommended that the Chairman be authorized to execute a letter of agreement to be countersigned by BSH indicating this change and terminology. Commissioner Morris moved to authorize the adoption of the change in terminology and to authorize the Chairman and County Manager to adopt and sign a letter changing the term "minimum wage" to "average wage". Commissioner Harper seconded the motion, which carried unanimously.

## COMMISSIONERS' REPORTS

*Commissioner Harper*, as requested at the Board's last meeting, provided a clarification on the three components of the Global Transpark entity; the Authority, the Foundation and the Commission.

*Commissioner Sampson* issued an invitation to attend the rescheduled Duffest on October 2<sup>nd</sup>.

*Commissioner Sisk* stated that Commissioner Harper would be an expert resource for the Global Transpark for future decisions.

*Commissioner Staton* re-emphasized concerns raised by a citizen (Lynn Gurganus), relative to property on Flanners Beach Road and Adams Creek Road. He stated that the problem has been referred to the Department of Transportation District Engineer. He also stated that Township 5 needs help through grants that may be available for water projects.

*Commissioner Morris* announced that the Vanceboro Eastern Star is conducting a fundraising dinner for Commissioner Harper to assist in the recovery from the fire that occurred at his home and business. Commissioner Morris also stated that the recreation site at Vanceboro Farm Life School has experienced a water problem which caused a leak resulting in an exorbitant water bill. He stated that the City of Vanceboro will most likely forgive part of the water bill due to its resulting from a leak; however, he requested that the County address the necessary repairs. He also requested an update on the land acquisition initiative for a recreation facility in the western part of the County.

*Commissioner Allen* updated the Board on his involvement in health organizations in North Carolina and nationally and stated that he participates as a representative of Craven County in all of these endeavors. He reminded those present of the Havelock Chili Festival which will be held on October 16<sup>th</sup>. He presented a request on behalf on ENRICH (Eastern Neuse River Initiative for Community Health) and requested \$8,000 to provide an additional twenty hours of staffing per week for the program. He stated that the health foundation fund balance is not available for funding this project, as it is designated for services to home health hospice clients. He moved that \$8,000 be appropriated from fund balance for the additional administration of the ENRICH program. Commissioner Sampson seconded the motion, which failed in a roll call vote, there being three (3) "Ayes" from Commissioners Allen and Sampson and an unexcused abstention from Commissioner Staton, which counted as a yes vote. There were four (4) "Nays" from Commissioners Harper, Morris, Sisk and Brown.

At 11:13 a.m. Commissioner Sisk moved to adjourn and convene as the Water and Sewer Board, seconded by Commissioner Sampson and unanimously carried.

---

Chairman George N. Brown, Jr.  
Craven County Board of Commissioners

---

Gwendolyn M. Bryan, Clerk to the Board