

**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, NOVEMBER 18, 2013. THE MEETING CONVENED AT 8:30 A.M.**

**MEMBERS PRESENT:**

Chairman Scott C. Dacey  
Vice Chairman Thomas F. Mark  
Commissioner Lee Kyle Allen  
Commissioner Theron L. McCabe  
Commissioner Johnnie Sampson, Jr.  
Commissioner Jefferey S. Taylor  
Commissioner Steve Tyson

**STAFF PRESENT:**

Jack B. Veit III, County Manager  
Gene Hodges, Assistant County Manager – Operations/Facilities  
Richard F. Hemphill, Assistant County Manager – Finance/Administration  
Gwendolyn M. Bryan, Clerk to the Board  
Amber Parker, Human Resources Director  
Jim Hicks, County Attorney  
Aaron Arnette, County Attorney Associate

Following an invocation by Commissioner Allen and the Pledge of Allegiance, Commissioner Mark moved for approval of the agenda, seconded by Commissioner Taylor and unanimously carried. Commissioner Allen moved to amend the minutes of October 21, 2013, by adding lines 63 and 64, seconded by Commissioner McCabe and unanimously carried. Commissioner Allen moved to approve the minutes of November 4, 2013, as presented, seconded by Commissioner McCabe and unanimously carried.

**US HIGHWAY 17 ANNUAL REPORT AND ECONOMIC IMPACT ANALYSIS**

US Highway 17 Association Executive Director, Marc Finlayson, made his annual presentation which included discussion of the US Highway 17 Economic Impact Study report. He noted the following highlights:

- June 2015 – Breaking ground for three Jones County projects: Pollockville, Maysville and Belgrade by-passes. The Jones County projects are now fully funded.
- Washington by-pass completed by the end of this year.
- Contracts for the Brunswick and New Hanover County projects being let.

He stated that the construction of four lanes on Highway 17 to Jacksonville will have an impact on creating jobs and improving safety. He presented three potential scenarios for moving forward.

**Plan A:** Complete partially funded State Transportation Improvement Plan (STIP) projects; Hampstead, Jones County, New Bern, Williamston to Washington

**Plan B:** Complete unfunded STIP plus remaining two-lane and multilane undivided sections, and other traffic safety improvement needs (Plan B assumes Plan A is completed); Jacksonville by-pass, Bridgeton – Washington

**Plan C:** Complete entire corridor to freeway standard (Plan C assumes Plan A is completed)

Commissioner Mark noted that Craven County is contributing its share of funding, but being put furthest down the priority list for projects in Craven County. Mr. Finlayson responded that Craven, Onslow and Beaufort were leaders in the effort at the outset. The smaller counties participate at the level they can afford. Nine out of 13 counties are participating financially, as well as 12 municipalities.

The Highway 17 Association recommends pursuing Plan A and Plan B.

Mr. Finlayson projected that the Strategic Mobility Formula will favor metro areas over rural areas.

Commissioner Tyson stated that the RPO should report to the Board and provide some ideas as to what can be done to advance shoulder safety issues before 2023.

**DEPARTMENTAL MATTERS: TAX – RELEASES AND REFUNDS**

Craven County Tax Administrator, Ronnie Antry, presented the following routine requests for tax releases and refunds. Commissioner Mark moved for their approval, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

*Credits*

TAXPAYER NAME	TICKET #	AMOUNT
ANGE, PEARL W APPRAISAL ERROR CORRECTION	2013-0001375	\$35.77
CRABTREE, ROBERT JAMES DWELLING VACANT	2013-0012324	\$36.00
CRABTREE, ROBERT JAMES DWELLING VACANT	2013-0091710	\$36.00
DAVIS & GIRLS INC – S M APPRAISAL ERROR CORRECTION	2013-0013609	\$14.04
DURHAM, JAMES E JR & PENELOPE DOUBLE BILLED – SEE PID 3-022-8000	2012-0016603	\$1.17
DURHAM, JAMES E JR & PENELOPE DOUBLE BILLED – SEE PID 3-022-8000	2013-0016117	\$136.90
GALINDO, ERIKA CATALINA ALVARE DOUBLE BILLED – SEE ACCT 87104	2012-0090282	\$138.32
GALINDO, ERIKA CATALINA ALVARE DOUBLE BILLED – SEE ACCT 87104	2013-0090574	\$124.01
HARRINGTON, KEVIN BARRY & CRIS MILITARY EXEMPTION	2013-0092096	\$6.32
HODGE, RONALD G & ELIZABETH M MILITARY EXEMPTION	2013-0026292	\$245.18
MARTIN, GILLETTE DWELLING VACANT SINCE 1989	2013-0035375	\$36.00
MORGAN, JEFFREY A & FRANCINE A MILITARY EXEMPTION	2013-0094119	\$7.06
MORGAN, JEFFREY A & FRANCINE A MILITARY EXEMPTION	2013-0094281	\$91.60
NEUSE RIVER COMMUNITY DEVELOP DWELLING UNINHABITABLE	2013-0040571	\$36.00
NEW BERN – CITY OF DWELLING UNINHABITABLE	2013-0040743	\$36.00

NEW BERN – CITY OF DWELLING UNINHABITABLE	2013-0040744	\$36.00
NEW BERN – CITY OF DWELLING UNINHABITABLE	2013-0040745	\$36.00
NEW BERN – CITY OF DWELLING UNINHABITABLE	2013-0040746	\$36.00
NEW BERN – CITY OF DWELLING UNINHABITABLE	2013-0040747	\$36.00
NEW BERN – CITY OF DWELLING UNINHABITABLE	2013-0040748	\$72.00
SMITH, DENNIS J & DENISE F DWELLING VACANT	2013-0050537	\$36.00
SWEESY, MARK WILLIAM JR VEHICLE NO LONGER IN CRAVEN COUNTY	2013-0093550	\$54.22
	22 – CREDIT MEMO (S)	\$1,286.59

*Refunds*

DURHAM, JAMES E JR & PENELOPE DOUBLE BILLED – SEE PID 3-022-8000	2009-0016586	\$218.82
DURHAM, JAMES E JR & PENELOPE DOUBLE BILLED – SEE PID 3-022-8000	2010-0015190	\$159.15
DURHAM, JAMES E JR & PENELOPE DOUBLE BILLED – SEE PID 3-022-8000	2011-0016749	\$155.15
DURHAM, JAMES E JR & PENELOPE DOUBLE BILLED – SEE PID 3-022-8000	2012-0016603	\$154.10
	4 – REFUND (S)	\$687.22

**DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT – NC EASTERN  
REGION RESOLUTION**

The Economic Development Department requested that the Board adopt the following resolution per House Bill 107, which was presented by Economic Development Director, Timothy Downs.

**RESOLUTION OF REQUEST  
TO DISBURSE CRAVEN COUNTY’S NET SHARE OF FUNDS  
FROM THE EASTERN REGION**

**WHEREAS**, the North Carolina State Legislature has passed Session Law 2013-256 to amend G.S. 158-42, an act to allow a County from the Eastern Region to receive a disbursement of its share of the motor vehicle registration tax proceeds as well as payments made by the County in lieu of taxes; and

**WHEREAS**, Governor Pat McCrory has signed the bill into law; and

**WHEREAS**, upon receipt of a resolution adopted by the Craven County Board of County Commissioners, the Region shall disburse to the County its net share of tax proceeds placed in trust under this section; and

**WHEREAS**, a participating county’s net share of tax proceeds is the total amount in the trust fund attributable to that county less the total amount of outstanding loans from the Region to the County and less any amount attributable to an appropriation made to the Region by the General Assembly; and

**WHEREAS**, funds disbursed under this subsection may be used only for economic development purposes, including the provision of land, buildings, facilities, programs, information and data systems, or infrastructure required to promote business or industry in the county; and

**WHEREAS**, Craven County’s share of those funds is approximately \$1.5 million.

**THEREFORE, BE IT RESOLVED**, that the Craven County Board of Commissioners requests that North Carolina’s Eastern Region disburse Craven County’s share of motor vehicle registration tax proceeds to the County for economic development use.

Adopted this the 18th day of November, 2013

Commissioner Taylor moved to adopt the resolution, seconded by Commissioner Mark. During discussion, Commissioner Taylor and Mr. Downs, made clarification that 85% of license plate tax, approximately \$1.5M will be returned to the County and 15% of the collection went into the administration pool and is earning interest. The 15%, approximately \$300,000, will come back to the County if Craven does not join the N.C. Eastern Alliance, but not the interest. The motion carried unanimously.

Commissioner Taylor inquired if the money is earmarked for Economic Development purposes and would, as a result, be placed in a separate fund. Assistant County Manager for Finance/Administration, Rick Hemphill, stated that it could appear earmarked in the general fund, but could also go into a special fund or capital reserve with this designation.

Mr. Downs stated that he will be prepared to make a recommendation concerning membership in the NC Eastern Alliance at a later date. He advised the Board that there will be a discount for start-up counties. The Alliance is now seeking letters of intent.

**DEPARTMENTAL MATTERS: CARTS – BUDGET AMENDMENTS**

CARTS Director, Terry Jordan, presented the following budget amendments for approval.

*Transportation Grants (CARTS)*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-7024-348-21-00	\$10,735.00	101-7024-450-39-25	\$10,735.00
EHTAP – State Grant		Co. System Transportation	
101-7026-348-26-00	\$23,314.00	101-7026-450-39-25	\$23,314.00
Craven Gen Transportation		Co. System Transportation	
101-7026-348-34-00	\$10,224.00	101-7026-450-39-50	\$10,224.00
Jones Co Transportation		Jones Co Transportation	
101-7026-348-43-00	\$11,039.00	101-7026-450-39-51	\$11,039.00
Pamlico Co Transportation		Pamlico Co Transportation	
101-7028-349-11-00	\$ 653.00	101-7028-450-39-25	\$ 653.00
Co. System Transportation		Co System Transportation	
101-7028-348-34-00	\$ 508.00	101-7028-450-39-50	\$ 508.00
Jones Co Transportation		Jones Co Transportation	
101-7028-348-43-00	\$ 160.00	101-7028-450-39-51	\$ 160.00
Pamlico Co Transportation		Pamlico Co Transportation	
<b>TOTAL</b>	<b>\$56,633.00</b>	<b>TOTAL</b>	<b>\$56,633.00</b>

**Justification:** NCDOT/PTD adjusted FY 2014 ROAD-EDTAP, RGP, and EMPL funds according to NC legislative action.

**Transportation CARTS**

101-7002-368-13-00	\$23,314.00	101-7001-450-31-01	\$69,960.00
General Public - Craven		Regular Vehicle Expense	
101-7002-368-14-00	\$10,224.00		
General Public – Jones			
101-7002-368-15-00	\$11,039.00		
General Public – Pamlico			
101-7002-368-28-00	\$ 653.00		
Craven Employment			
101-7002-369-33-00	\$ 508.00		
Jones Employment			
101-7002-369-38-00	\$ 160.00		
Pamlico Employment			
101-7002-368-02-00	\$10,735.00		
EDTAP Craven			
101-7002-369-50-00	\$ 6,668.00		
EDTAP Jones			
101-7002-369-51-00	\$ 6,659.00		
EDTAP Pamlico			
<b>TOTAL</b>	<b>\$69,960.00</b>	<b>TOTAL</b>	<b>\$69,960.00</b>

**Justification:** NCDOT/PTD adjusted FY 2014 ROAD-EDTAP, RGP, and EMPL funds according to NC legislative action.

**CARTS 7001**

101-7002-369-54-00	\$15,000.00	101-7001-450-31-01	\$15,000.00
HCCBG Jones Co		Auto Exp. Reg-Gas	
<b>TOTAL</b>	<b>\$15,000.00</b>	<b>TOTAL</b>	<b>\$15,000.00</b>

**Justification:** Jones County has been allotted \$15,000 to spend for transportation under the HCCBG funds. Jones County is expected to spend all \$15,000 allotted with CARTS. Providing transportation to these passengers will require additional money to be spent in fuel. This revenue was not included in CARTS original budget.

Commissioner Sampson moved for approval of the budget amendments, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

**DEPARTMENTAL MATTERS: EMERGENCY SERVICES – EMS GRANTS**

Emergency Services Director, Stanley Kite requested on behalf of New Bern Craven County and Bridgeton Rescue Squads matches to Department of Insurance Grants that are being sought. The grants that are being applied for will fund the following items:

**New Bern Craven County (\$49,937.50/\$24,968.785 match)**

- 1 Building Roof
- 1 Back-up Generator
- 10 Pagers
- 50 C-Collars
- 2 Ambulance Refrigerator Systems
- 2 Ipads
- 5 Portable Radios VHF
- 3 Portable VIPER Radios

**Bridgeton (\$55,618/\$30,618 match)**

- 2 X Series Zoll monitor/defibrillators with all the accessories needed for the Paramedic level

Commissioner Taylor moved to approve the grant match requests, seconded by Commissioner McCabe and unanimously carried.

**DEPARTMENTAL MATTERS: HUMAN RESOURCES – AMENDMENTS TO  
PERSONNEL RESOLUTION**

*Social Media*

Human Resources Director, Amber Parker, presented the following amendment to the Personnel Resolution to add a provision for social media.

**Article VII. Conditions of Employment,  
Section 7. Social Media**

**Proposed Policy Language**

**Article VII. Conditions of Employment, Section 7. Social Media**

**7. Social Media** Information dissemination through Social media sites is a common business practice as well as a method for employees as individuals to express themselves. This policy establishes guidelines for Craven County departments to follow for official Craven County social media accounts to be used for business purposes and it sets rules for employee use of personal social media sites.

**Employee Conduct**

The County recognizes employees may choose to express themselves by posting personal information on the Internet through social media sites, personal websites, blogs, or chat rooms, by uploading content and photographs, or by making comments at other websites or blogs. The County respects the rights and interests of employees in engaging in these forms of personal expression on their own time, should they choose to do so. Employees are expected to follow the guidelines and policies set forth to provide a clear line between the employee as an individual and as a Craven County employee. This policy is not intended to conflict with the U.S. Constitutional protections afforded for Freedom of Speech.

The County respects the right of employees to use blogs and social media sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. Blogging or other forms of social media or technology include, but are not limited, to video or wiki postings, sites such as Facebook, Linked In, Twitter, Instagram, Vine, SnapChat, chat rooms, YouTube, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Craven County.

- A. Guidelines.** Employees may not use County resources to conduct personal blogging or social media activities. Employees are prohibited from using a County email address in connection with any social media, personal online account or blog sites.

Employees are prohibited from any such activities while on County time while using either County or personal resources (including laptops, cell phones, and other electronic devices). Employees cannot use blogs or social media sites to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with Craven County. Employees are legally responsible for content they post to the Internet, in a blog or otherwise. Employees can be held personally liable for defaming others and/or revealing confidential information, among other things.

If employees identify themselves as a Craven County employee, some readers may view the employee as a spokesperson for Craven County. Because of this possibility, employees should state that views expressed in their blog or social media area are their own and not those of Craven County, nor of any person or organization affiliated or doing business with Craven County.

Employees cannot post on personal blogs or other sites the logo of Craven County or any business with a connection to Craven County. Employees cannot post privileged information, including County-issued documents, except those permitted in accordance with public records laws.

Employees cannot post on personal blogs or social media sites photographs of other employees, clients/customers/citizens, vendors, or suppliers, nor can employees post photographs of persons engaged in business with Craven County or at Craven County events without express permission from those individuals. Craven County employees are encouraged to exercise extreme caution in posting photographs of themselves in Craven County work uniforms.

Employees should be aware that personal postings may be read by not only friends and family, but possibly by co-workers, supervisors, County residents, and the media. Even if posted anonymously or under a pseudonym, identities can be discovered relatively easily. Employees should be careful when deciding what to include in a post or comment.

The County may require immediate removal of, and impose discipline for, material that is disruptive to the workplace or impairs the mission of the County unless such postings are protected by local, state or federal laws.

**B. Employer Monitoring.** Employees are cautioned they should have no expectation of privacy while using County technology resources and postings can be reviewed by anyone, including Craven County. The County reserves the right to monitor comments or discussions about Craven County and its employees, posted by anyone, including employees and non-employees, on the Internet. Craven County may use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries and personal and business discussion forums.

**C. Discipline for Violations.** Craven County investigates and responds to all reports of violations of the rules and guidelines set forth in this policy and other related policies. Violation of this policy may result in disciplinary action up to and including termination. Craven County reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

### **Official Craven County Social Media Accounts**

Craven County employs the use of social media websites and technologies to reach citizens it might not otherwise reach; to provide ways to build our community interaction and involvement; and to officially and quickly communicate with the general public, the media, our business partners and other stakeholders. Craven County may communicate using some of the commonly used social media websites such as Facebook, Twitter, LinkedIn, YouTube and Flickr but shall not be limited to just these. Social networking websites are evolving every day and Craven County reserves the right to choose the types of social media to be used.

Craven County agencies and departments are encouraged to evaluate their present communication strategies and determine if the use of social networking websites would benefit the citizens, patients, clients or customers to be served. All communication strategies must be used in ways that communicate the County department/agency message, maximize transparency, are appropriately professional and maintain security of the network. Those choosing to use social media within Craven County must be aware that these types of communications are considered public record, and subject to all public records laws; specifically those of disclosure and retention.

All requests for official Craven County social media accounts and utilization of said accounts must be approved by the County Manager.

All use of official Craven County social media accounts must be for business use only. Social media accounts and websites used on behalf of Craven County, its departments and agencies are owned by Craven County and employees are granted authorization to utilize approved sites to

promote Craven County. Employees will not use County owned sites or County owned equipment to promote, expand or enhance personal oriented agendas or materials.

In accordance with the Craven County E-Mail, Internet & Computer Resources Policy, personal use of county equipment and resources to access personal social media sites is prohibited. This social media policy applies to all employees, contractors, business partners or other parties utilizing Craven County electronic technology resources.

A. **General Provisions** - The Department Head shall justify the need, the goals and the objectives of a department or agency desiring a social media/networking presence to the County Manager. All Craven County social media/network accounts are owned by Craven County and not its employees. The Craven County Manager has the right, and authority, to suspend, prohibit or revoke any Craven County social media/network account. Furthermore, employees failing to adhere to the guidelines set forth in this policy may be subject to disciplinary action, up to and including termination.

Information posted to any Craven County Department or agency social media site must be approved by the Department Head or designee authorized by the County Manager; must be consistent with Craven County's mission, vision, and values; and in compliance with this policy. Information posted on the County primary social media site will be approved by the Craven County Manager or his designee. Content posted to social media sites may include news releases, approved photos and videos, agendas, announcements, responses, promotional tools and other similar material.

All use of social networking sites by county departments or agencies must be consistent with applicable state, federal and local laws, regulations and policies, including the Electronic Communications Policy and all Craven County electronic technology policies.

Individuals must use good judgment on the type of material or information posted on Craven County social networking sites. Apply a "good judgment" test for every post made; is it leaking questionable information, confidential information, data on citizens, upcoming announcements or negative commentary regarding Craven County? Material or information presented online through County social media sites by any employee becomes the responsibility of the poster and the department head.

Under no circumstances should the following items be posted on social media sites:

1. **Intellectual Property, Confidential Information or Data on a Specific Citizen.** Craven County's intellectual property, confidential information, and citizen data are strictly forbidden from any online disclosure except through mechanisms managed internally by the Craven County Manager's Office, the Craven County Sheriff's Office, the Craven County Register of Deeds Office or the Craven County Human Resources Director/Public Information Officer.
2. **Financial Information.** Any online communication regarding the County's financial data is strictly forbidden except through mechanisms managed internally by the Craven County Manager's Office or the Craven County Finance Office.
3. **Online Recommendations.** Sites, such as LinkedIn, allow members to "recommend" current or former co-workers. Craven County encourages employees to use caution when giving other employees or vendors recommendations for reason of County liability.
4. **County-Sensitive Matters.** Any online communication regarding proprietary information such as reductions in force, strategic decisions, public safety plans, or other announcements deemed inappropriate for public exchange is prohibited. All communication of this type should be referred to the Craven County Manager's Office. Employee opinions shall not be posted on Craven County social network sites.

Craven County social network sites are for official communication from Craven County Government.

- B. Guidelines for Site Usage** - Requestors of social media sites must decide whether public comments and questions are to be accepted. The default creation of a social media site will be not to accept comments and questions, but rather a way to disseminate information relative to the department or agency. Careful thought should be given before accepting outside comments and questions; accuracy, knowledge, timeliness and professionalism must all be considered in the decision process. Once information is posted to a social media/networking site, it cannot be withdrawn except in accordance with public records retention and disposition schedules or the Public Rules and Disclaimer statement.

Departments/Agencies participating in social networking should:

1. Stress to employees that security related to social media is fundamentally a behavioral issue more than a technology issue.
2. Ensure employees are made aware of which information to share, with whom they can share it with, and what not to share.
3. Provide security awareness and training to educate users about the risk of information disclosure when using social media, and make them aware of various attack and phishing mechanisms.
4. Ensure employees are aware of Privacy Act requirements and restrictions. Educate users to help them better control their own privacy in profiles they use for work-related activities and more effectively protect against inadvertent disclosure of sensitive information.
5. Educate users about specific social media threats before they are granted access to social media websites and communicating with the outside world.

Training sessions offered by the County may be required for all employees who will be posting on social media sites on behalf of Craven County.

- C. Guidelines for Site Implementation** - The steps to implementation of a social network site will involve the following, at a minimum:

1. Request department/agency social media account and usage through County Manager's Office using the Social Media Account Request form.
2. Accounts should be established as Business pages and privacy settings must be stringent to not allow any postings by other users to the greatest extent possible.
3. Website pages must be able to contain links to social media sites.
4. Understand the Information Technology Department will request the social media account creation to ensure ownership by Craven County. The IT Director and Public Information Officer will be an administrator on every Craven County social media account. Name creation will be jointly decided by the requesting department and the IT Department and must be approved by the County Manager.

Employees are prohibited from creating Craven County social media accounts using their personal names, personal email addresses or their individual Craven County email address.

5. All Official Craven County social media account profile and cover photos must be approved by the County Manager and must be related to the department's business function.
6. All posting and responding via departmental/agency social media sites is the responsibility of the department.
7. Employees responsible for posting or responding via social media sites may be required to attend necessary training for such.
8. Should an employee entrusted to post and respond to social media site activities resign or no longer be employed, the department head will immediately notify the IT Director to remove said employee from being authorized to do so and account passwords must be changed.

9. Content posted on Craven County social media sites is considered public record and the information posted on the sites is subject to the Records Retention and Disposition Schedule. Departments will consult with IT to determine best method to archive content for records retention and disposition purposes.
10. All Craven County social media accounts must publicly post or link to the following language on the Craven County website the Craven County Public Rules and Disclaimer statement: The purpose of this site is to provide Craven County residents and visitors with timely information about Craven County government and its programs and services. Because representatives of Craven County government communicate through this site, any communications posted on this page, including comments or questions posted by the public or private messages sent to and from this account, may be subject to the North Carolina Public Records Law. Craven County values your comments and questions, but Craven County may not be able to address all of them through this site. Please visit [www.cravencountync.gov](http://www.cravencountync.gov) for official contact information. Any communications posted here by someone other than an official representative of Craven County government is solely the view and opinion of the author, not Craven County, any members of its staff or any public official. Once posted, Craven County reserves the right to delete public submissions that contain vulgar language, personal attacks or offensive comments that target or disparage any group of people because of some shared characteristic. Any comments viewed as threatening, libelous, or harassing are prohibited and subject to deletion. Further, Craven County also reserves the right to delete comments that contain:
  11.
    - a. Spam, advertising or links to other sites
    - b. Content that is clearly off topic and/or disruptive
    - c. The promotion of any illegal activity
    - d. Promotions for any particular services, products, or political organizations
    - e. Copyrighted or trademarked material
    - f. Personal identifications, such as home addresses, phone numbers or other personal information

**D. Acceptable Use** - All employees authorized to access social media sites on behalf of Craven County must also be aware of the following:

1. Correspondence may be public record and privacy should not be expected.
2. Any and all usage is for business purposes only.
3. Professionalism, honesty, and respect must be maintained at all times.
4. Department Head or authorized designee shall approve content prior to publication and thereafter employee is personally responsible for making accurate publications.
5. Sensitive information must always be protected.
6. Security of the County's core network is a priority.
7. At no time will an employee link an official Craven County social media account to his or her private account or to other accounts not related to the official business of Craven County.
8. Employees are not permitted to censor comments solely because they are critical of the department, county officials or any other aspect of county government or because the user disagrees with the comments. Inappropriate comments can be deleted in accordance with the Craven County Public Rules and Disclaimer.

While rights to privacy and free speech protect online activity conducted on an employee's personal social networks using employee's personal equipment and personal email address, ALL employees should be aware of the following:

1. Online personal lives are ultimately linked to business associations, whether or not you choose to mention Craven County in your personal online social networking activity.
2. Posts on personal sites shall never be attributed to Craven County, and shall not appear to be endorsed by or originated from Craven County.
3. Be mindful of blurring personal and professional lives when administering social media sites and content.

4. Never use the county e-mail account or password in conjunction with a personal social networking site.
5. Personal sites must remain personal in nature and be used to share personal opinions or non-work related information.
6. Employees are never to refer or link back to their own personal site from the County site.
7. Posted physical threats will be taken seriously; without context or seeing one's expressions a stated threat must be protected against.
8. Inappropriate actions and comments, regardless of where they occur, can have a negative impact on the workplace environment which could lead to negative actions taken by Craven County.
9. When posting on the internet, keep in mind the County's Personal Conduct Policy of conduct unbecoming a county employee. while on or off duty.

E. **General Disclaimers** - Craven County does not warrant or make representations or endorsements as to the quality, content, suitability, accuracy or completeness of the information, text, graphics, links and other items contained on the County's server or site. Such materials have been compiled from a variety of sources, and are subject to change without notice from the County. Except to the extent required by law, commercial use of the materials is prohibited without the written permission of Craven County.

Some of the links on these social media sites and subsequent pages may lead to resources outside Craven County Government. The presence of these links should not be construed as an endorsement by the County of these sites or their content. Craven County is not responsible for the content of any such external link. Craven County specifically disclaims any and all liability for any claims or damages that may result from providing the Craven County website or information it contains, including any web sites maintained by third parties and linked to the Craven County web site. The responsibility for content rests with the third party organizations that are providing the information.

Except to the extent required by law, communications made through e-mail and comments posted shall in no way be deemed to constitute legal notice to Craven County or any of its agencies, officers, employees, agents or representatives with respect to any existing or potential claim or cause of action against the agencies, officers, employees, agents or representatives where notice to the County is required by any federal, state or local laws, rules or regulations.

Commissioner Sampson moved for approval of the amendment, seconded by Commissioner Mark and unanimously carried.

### *Furloughs*

Ms. Parker presented the following amendment to the Personnel Resolution.

### **Article VIII. Leave of Absence**

#### **Proposed Policy Language**

#### **Article VIII. Leave of Absence**

**36. Furloughs** The County Manager has the authority to place employees on furlough, a non-grievable temporary leave without pay status, in situations of insufficient funding, lack of work, or other non-disciplinary reasons. Job performance and department need may be taken into account when determining which employees will be placed on furlough.

Employee benefit availability and accrual will be administered in accordance with Section 23. Leave Without Pay – Retention and Continuation of Benefits of this section with the exception that employees are not required to exhaust all forms of paid leave prior to being placed on leave without pay for furlough purposes.

Employees are required to use all compensatory time during a furlough period prior to being placed on leave without pay status. Employees are permitted to use other forms of paid leave, with the exception of sick leave, to prevent or decrease the number of leave without pay hours. A furlough period is not to exceed six (6) months.

Employees will be notified when the furlough period ends and employees are to return to work on the designated return date. Failure to return to work on the designated return date will be considered an unauthorized absence from work and employees may be subject to disciplinary action.

Commissioner Mark inquired if furlough decisions under this proposed policy amendment would involve the Board. Ms. Parker responded that she can add such language if the Board desires. County Manager, Jack Veit, stated that he would consult with the Board in any case, but it may be a good idea to include such language and defer approval until the next agenda. The Board agreed to defer action on this proposed amendment until its next meeting.

#### **DEPARTMENTAL MATTERS: FACILITIES – APPROVAL OF FARMLAND LEASE**

Gene Hodges, Assistant County Manager for Facilities/Operations, presented a lease agreement for county owned property for crop production with Mitchell Family Farms, Inc. of Cove City, NC for \$85/acre per year for a 3-year lease term. As required by statute, Craven County published a notice of intent to enter into a lease agreement for county owned property. Commissioner Taylor moved to approve the lease agreement, as presented, and to authorize execution, seconded by Commissioner Mark and unanimously carried.

#### **APPOINTMENTS**

##### *Nursing Home Advisory Committee*

It was the consensus of the Board to defer this appointment.

##### *Regional Aging Advisory Committee*

Commissioner Allen moved to appoint Lavick Charles Williams to replace Gertha Williams, who is deceased, and to waive the one meeting waiting requirement, seconded by Commissioner Taylor and unanimously carried.

##### *Upcoming Appointments*

The Board was apprised of the following upcoming appointments to boards and committees:

##### **December**

- Health Board
- Firemen's Relief Fund Board of Trustees
- Juvenile Crime Prevention Council
- Havelock Library

**January** - None

#### **COUNTY MANAGER'S REPORT**

County Manager, Jack Veit, presented the following resolution, which was forwarded by NC20. It was adopted by the Onslow County Board of Commissioners and NC20 has asked that it be considered by the Craven County Board of Commissioners. Commissioner Mark moved to adopt the resolution, seconded by Commissioner Taylor and unanimously carried.

**STATE OF NORTH CAROLINA  
COUNTY OF CRAVEN**

**RESOLUTION  
TO AMEND THE BIGGERT-WATERS  
FLOOD INSURANCE REFORM ACT OF 2012**

**WHEREAS**, the home building and real estate industries are major economic drivers throughout the State as well as Southeastern North Carolina; and

**WHEREAS**, Congress passed the National Flood Insurance Act of 1968 specifically to ensure flood insurance coverage was available on reasonable terms and conditions to citizens who have a need for such protections; and

**WHEREAS**, the National Flood Insurance Program (NFIP) plays a critical role in the location, placement, and construction of homes and structures within a community, and provides for an estimated 5.68 million National Flood Insurance Program (NFIP) policies nationwide; and

**WHEREAS**, under the National Flood Insurance Program (NFIP), participating communities with structures located and built in the Special Flood Hazard Areas (Flood Zones A and V), that are backed by federal lender institutions, are required to purchase mandatory flood insurance policies; and

**WHEREAS**, on July 6, 2012 the President signed into law the Surface Transportation Bill (H.R. 4348), which included the Biggert-Waters Flood Insurance Reform Act (BW-12); and

**WHEREAS**, the Biggert-Waters Flood Insurance Reform Act re-authorizes the National Flood Insurance Program (NFIP) through 2017, but also puts into place many significant reforms as a result of the high losses incurred by the program in 2005 from Hurricane Katrina and in 2012 from Super Storm Sandy to restore the program's financial solvency; and

**WHEREAS**, these reforms outlined below include dramatic and in many cases immediate changes for structures built Pre-Firm (Section 205 of the Act), and structures that were built Post-Firm (Section 207 of the Act), as well as, lowering the threshold for what is deemed to be a substantial improvement; and

**WHEREAS**, the Biggert-Waters Flood Insurance Reform Act will implement actuary insurance rates for homeowners, business owners, and prospective buyers upon the sale or purchase of real property or a lapse in insurance coverage after July 1, 2012; and

**WHEREAS**, Section 205 of the Biggert-Waters Flood Insurance Reform Act removes historical subsidized insurance rates for all non-primary residences and business properties that were lawfully constructed prior to the first Flood Insurance Rate Maps (Pre-Firm) and are now subject to receive "Full Risk Rates" at a rate increase of twenty-five percent (25%) per year until the "Full Risk Rate" is achieved; and

**WHEREAS**, Section 207 of the Biggert-Waters Flood Insurance Reform Act removes historical subsidies for any structure (formerly grandfathered or non-subsidized) that is affected by a FIRM designation to a Special Flood Hazard Area and will be subject to receive "Full Risk Rates" at a rate increase of twenty percent (20%) per year until the "Full Risk Rate" is achieved; and

**WHEREAS**, the Biggert-Waters Flood Insurance Reform Act redefines the term "substantial improvement", thereby discouraging the remodeling and renovation of existing structures by lowering the threshold for "substantial improvement" from fifty percent (50%) of the value of the structure to thirty percent (30%); and

**WHEREAS**, nationwide the National Oceanic and Atmospheric Administration (NOAA) data shows that fifty-two percent (52%) of the United States population lives in a coastal watershed county, and more than fifty percent (50%) of the United States population lives near a river, creek, bay, sound, lake, stream, or ocean; and

**WHEREAS**, Craven County is extremely concerned that the Biggert-Waters Flood Insurance Reform Act will financially impact home and business owners, negatively affect property values, discourage construction activities, hinder real estate transactions, and may result in foreclosures to owners who have lawfully constructed their homes and businesses in accordance with National Flood Insurance Program (NFIP) requirements and the North Carolina State Building Code.

**NOW, THEREFORE, BE IT RESOLVED** that the Craven County Board of Commissioners urges Congress to amend the Biggert-Waters Flood Insurance Reform Act to:

- Provide a slower rate of increase to flood insurance rates for policy holders required to meet “Full Risk Rates”.
- Extend the grandfathering provisions for all existing policy holders who lawfully constructed their homes per the National Flood Insurance Program (NFIP) requirements and the North Carolina State Building Code (in affect at the time of construction).
- Reinstate the substantial improvement threshold at the historical limit of fifty percent (50%) of the value of the structure.
- Address the cost savings that could be incurred through the rate-making processes by participating National Flood Insurance Program (NFIP) communities that engage in Federal Storm Damage Reduction projects, or have specific State building codes, or utilize enhanced construction standards that would further limit flood loss and decrease the likelihood of widespread damage.

**BE IT FURTHER RESOLVED** that the Craven County Board of Commissioners urges Congress to direct an independent examination to:

- Review the National Flood Insurance Program’s (NFIP) proposed actuarial rates, issues and alternative solutions regarding the National Flood Insurance Program’s (NFIP) solvency, and assess the burden that the Biggert-Waters Flood Insurance Reform Act of 2012 will impose on insurance policy holders.

Adopted this the 18<sup>th</sup> day of November 2013.

Mr. Veit reminded the Board that County offices will be closed November 28 and 29 for the Thanksgiving holiday.

### COMMISSIONERS’ REPORTS

*Commissioner McCabe* announced that on November 7, he and Commissioner Allen attended Graham A. Barden School for a Veterans Day Program. He quoted from the N.C. Constitution relative to welfare of the poor.

*Commissioner Allen* commented that he recently paid \$3.13/gallon for gas outside the County but prices increased to \$3.24/gallon in the County. He encouraged his colleagues to join County employees for their annual Thanksgiving lunch. He commented that a caller on the Phil Knight show was uninformed about what municipal and county responsibilities are and asked staff to think about how to address the issue of citizen education.

*Commissioner Taylor* announced a Livestock Association meeting the evening of November 18 in Cove City. He also announced that at 9:30 a.m. on November 22 at Ben Quinn Elementary School, a PIE grant funded program, the “Mayflower Project”, will be launched. Representatives Bell, Speciale and Graham are expected to attend.

*Commissioner Tyson* announced that the new Walmart on Neuse Boulevard will have gas pumps which should increase competition and lower gas prices in the area. He commented on the recent attendance at his Riverside School reunion, and stated that he had attended an Eastern Carolina Council meeting on November 14. He reported that the Council has a new Director and new Finance Director, and the Revolving Loan Program, which was controversial, has been dissolved.

*Commissioner Sampson* stated that high test gas is 30 cents more than regular, kerosene is 40 cents more than diesel and a loaf of bread is \$1.40. He reported on the recent dedication of the U.S. Colored Troops Historical Marker and a book recently released on Artisans, presented at a History Center signing. He commented that he rode to the Clarks area with Mr. Charlie Simmons to survey a road that has been torn up by log trucks and inquired what the County can do to help. Commissioner McCabe stated that he has spoken with Representative George Graham, Dwayne Alligood and Reed Smith of the Department of Transportation and a meeting has been arranged with them and Mr. Simmons regarding this issue.

*Commissioner Mark* commented that he paid \$3.11/gallon for gas in his district. He stated that he and Commissioners Taylor and McCabe attended a 4-H Awards Program.

*Chairman Dacey* announced a Town Hall meeting at Trent Woods on November 26 at 4:00 p.m.

At 10:30 a.m. Commissioner Taylor moved to adjourn, seconded by Commissioner McCabe and unanimously carried.

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Chairman  
Craven County Board of Commissioners

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Gwendolyn M. Bryan  
Clerk to the Board