

AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, APRIL 16, 2012
8:30 A.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF APRIL 2, 2012 REGULAR SESSION

1. PUBLIC HEARING – FY 08 CDBG JAMES CITY “ADD-ON” PROJECT
2. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
3. RESOLUTIONS AND PROCLAMATIONS
 - A. Craven County Tartan: Kelly Beasley, Craven 300th Committee
 - B. Earth Day Proclamation
4. GOVERNOR’S VOLUNTEER AWARDS: Tharesa Lee, Awards Coordinator for Craven County
5. MONARCH PRESENTATION: Eileen Bress, Quality Management Community Coordinator
6. VANCEBORO RESCUE TRUCK PURCHASE: Chief Stacey Lewis
7. PLANNING DEPARTMENT MATTERS
 - A. HCP Contract Amendment: Don Baumgardner, Planning Director
 - B. FY 11 Repetitive Flood Claim Project Agreement and Administrative Guidelines/Policies: Chip Bartlett, Holland Consulting Planners
 - C. Flood Damage Prevention Ordinance – Repetitive Loss Provision: Don Baumgardner
8. APPOINTMENTS
 - A. Deferred Appointments
 - B. Craven Aging Planning Board
 - C. EMS Advisory Council
 - D. Regional Aging Advisory Committee
 - E. Upcoming Appointments
9. BUDGET AMENDMENTS: Rick Hemphill, Finance Director
10. COUNTY ATTORNEY’S REPORT: Jim Hicks

11. COUNTY MANAGER'S REPORT: Jack Veit
12. COMMISSIONERS' REPORTS
13. CLOSED SESSION

Agenda Date: April 16, 2012
Presenter: _____
Agenda Item No. 1
Board Action Required: No

PUBLIC HEARING – FY 08 CDBG JAMES CITY “ADD-ON” PROJECT

A public hearing will be held on Monday, April 16, 2012 at 8:30 am. The purpose of the public hearing is to receive input from citizens and review the budget and activities that have been accomplished through the County’s FY08 CDBG-James City “Add-on” Project. The program activities are nearing completion and the County is in the process of closing out the program. A public hearing is required to close out the grant.

Board Action: Receive comments from the public

Agenda Date: April 16, 2012
Presenter: Ronnie Antry
Agenda Item No. 2
Board Action Required: Yes

TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #2 for the Board's approval.

Board Action: A roll call vote is needed to approve tax releases and refunds

Agenda Date: April 16, 2012
Presenter: Kelly Beasley
Agenda Item No. 3
Board Action Required: Yes

RESOLUTIONS AND PROCLAMATIONS

A. CRAVEN COUNTY TARTAN

Members of the District 2 Community Sub-committee for the Craven 300th Anniversary Celebration have been working with Mr. Brian Dobbs on creating a Craven County tartan. He created 4 possible designs for the 300th Birthday, and District 2 gathered a committee to help select the tartan, with input from the staff. Ms. Ila Grey White will be purchasing the material to make a 3x5 banner to either be placed in the County Courthouse or the County Administration Building. This is all being done as a gift to the County by these interested citizens; however, a resolution of support for their endeavor is needed in order to proceed through the registration for an official tartan. This is being done to recognize the Scottish contribution in the settlement of our area. Each registered tartan design is distinctly different from all other designs. Attachment # 3.A contains the requested resolution, which explains the colors that were chosen

B. EARTH DAY PROCLAMATION

The Board has traditionally been requested to adopt a proclamation recognizing Earth Day in Craven County. Attachment #3.B is the requested resolution which is being presented by Craven County's "Less Means More" conservation initiative.

Board Action: Consider resolution and proclamation for adoption

Agenda Date: April 16, 2012
Presenter: Theresa Lee
Agenda Item No. 4
Board Action Required: No

GOVERNOR'S VOLUNTEER AWARDS

Theresa Lee, Awards Coordinator for Craven County, will present to the Board Craven County's 2012 recipients of the Governor's Volunteer Awards. Attachment #4 provides information on the service of each recipient.

The New Bern Area Chamber of Commerce Non-Profit Council is proud to recognize these citizens for their service to the Craven County community as part of the National Volunteer Week observance.

Board Action: None

Agenda Date: April 16, 2012
Presenter: Eileen Bress
Agenda Item No. 5
Board Action Required: No

MONARCH PRESENTATION

Eileen Bress, Quality Management Community Coordinator, will make a PowerPoint presentation concerning the Monarch Ability Garden project. Attachment #5 is a synopsis of the project.

Board Action: None – receive information

Agenda Date: April 16, 2012
Presenter: Chief Stacey Lewis
Agenda Item No. 6
Board Action Required: No

VANCEBORO RESCUE TRUCK PURCHASE

For the last several months the Vanceboro Fire Department has been looking and meeting with vendors on replacing unit 1507. They are at a point where they can't add any more equipment to the truck without it being overweight. After many nights at the firehouse, a decision was made on the truck. They are planning to purchase the truck from Triad Fire in Kernersville NC. The truck is a Pierce Encore on an International 4-door 440 Chassis. The price of the truck is \$291,860. The proposal was presented to the membership and to the Board of Directors, with both approving the purchase of the truck. They are planning to finance the purchase through First South Bank, for a loan of \$175,000. A quote has been given for 7 years at 2.8%. The payment would be \$2299.64 a month.

Board Action: None - information only according to policy

PLANNING DEPARTMENT MATTERS

A. HCP CONTRACT AMENDMENT

A contract amendment to the CDBG Contingency Infrastructure Project is needed to increase the HCP contract amount from \$69,000 to \$76,500 (+7,500) to compensate the Consultant for administering the following services related to the County's Community Development Block Grant (CDBG) Contingency Infrastructure Category Project: (See Attachment #7.A.)

- Assisting the Project Engineer and County Attorney in obtaining 22 easements for the Old Pollocksville Road sewer extension activity.
- Delay in execution of Willis Landing Road waterline construction contract due to additional required submittals for environmental review process.
- Assistance with developing CDBG needs assessment for Hurricane Irene recovery.

This proposed amendment would come out of the Contingency Project budget and is 100% grant funded.

Board Action: A vote to approve this contract amendment is needed in order to move forward with this project.

B. FY 11 REPETITIVE FLOOD CLAIM PROJECT AGREEMENT AND ADMINISTRATIVE GUIDELINES/ POLICIES

The Planning Department requests that the Board accept the forthcoming grant agreement for the \$132,455 Repetitive Flood Claim Project #RFC-PJ-04-NC-2011-002 and authorize the Chairman to execute the grant agreement. This grant will provide 100% of the cost of elevation of one residential structure located at 101 New Street in Bridgeton.

If the Commissioners so choose to accept the above mentioned grant, the Planning Department requests that the Commissioners approve the resolution shown as Attachment #7.B approving the administrative guidelines and policies for the FY2011 Repetitive Flood Claim (RFC) Program.

Board Action: Grant the Chairman the authority to enter into the Repetitive Flood Claim Project Grant Agreement and approve the Administrative Guidelines and Policies for the FY11 Flood Claim Program.

C. FLOOD DAMAGE PREVENTION ORDINANCE – REPETITIVE LOSS PROVISION

In response to Mr. Michalek's request on Monday, April 2nd for the County to look into adding a repetitive loss provision into our Flood Damage Prevention Ordinance, the Planning Department was in contact with our National Flood Insurance Program State representative to ask if this provision could be added to our ordinance. Below are some of the positives and negatives of adding this provision to our ordinance.

Positive- If a flood **insured** structure receives damages two times in a 10 year period, where the cost of repairing the flood damage, on the average, equaled or exceeded 25 percent of its market value at the time of each flood then that property owner could receive \$30,000 in Increased Cost of Compliance funds from the National Flood Insurance Program. The structure would be required to be elevated to the regulatory flood protection elevation.

Negative- If an **uninsured** structure receives damages two times in a 10 year period, where the cost of repairing the flood damage, on the average, equaled or exceeded 25 percent of its market value at the time of each flood that property owner would be required to elevate their structure to the regulatory flood protection elevation by their own means and with no assistance from the National Flood Insurance Program.

Currently as our ordinance states, the only time someone can receive Increased Cost of Compliance funding is for their structure to be damaged 50% or more of the structure's pre-damage market value.

In short, if we enact the repetitive loss provision within our Flood Damage Prevention Ordinance, we would have to enforce this provision uniformly across the county with no regard if the citizen has flood insurance or not.

Board Action: None

Agenda Date: April 16, 2012
Presenter: _____
Agenda Item No. 8
Board Action Required: Yes

APPOINTMENTS

- A. Deferred Appointments
- B. Craven Aging Planning Board
- C. EMS Advisory Council
- D. Regional Aging Advisory Committee
- E. Upcoming Appointments

A. PENDING APPOINTMENT(S):

Craven County Clean Sweep Committee

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To eliminate littering and promote recycling through education and ordinance enforcement.

NUMBER OF MEMBERS:
15

TYPE:
Civic, neighborhood, municipal, industrial business, schools

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 3 Years

TERM(S) EXPIRING:

(There are six vacancies remaining.)

MEETING SCHEDULE: 3rd Wednesday of the months of March, June, September and December

COMPENSATION: No Yes Specify: _____

Attachments: None

Industrial Facilities Pollution Control Financing Authority

AUTHORIZATION: Bylaws

MISSION/FUNCTION: _____

NUMBER OF MEMBERS:
7

TYPE:
Qualified electors

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 6 Years

TERM(S) EXPIRING: **Dell Ipock (Appointed 1999)**

MEETING SCHEDULE: Annual Meeting on 2nd Tuesday in October; otherwise, as needed

COMPENSATION: No Yes Specify: _____

Attachment(s): None

Agricultural Advisory Committee

AUTHORIZATION: Local Ordinance

MISSION/FUNCTION: Administer provision of the Craven County Voluntary Agricultural District Ordinance and perform other agricultural related tasks or duties assigned by the Craven Count Board of Commissioners.

NUMBER OF MEMBERS:

9

TYPE:

(See qualifications)

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):
1) resident of area Township representing; 2) agricultural landowner; 3) actively and directly involved in agricultural production on at least 10 acres of farmland 4) special interest, experience, or education in agriculture and/or rural land preservation

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: At the call of the Chairperson

COMPENSATION: No Yes Specify: _____

TERM(S) ENDING:: Jackie Amerson, Dale Dawson (Initial appointments 2009)

CURRENT APPOINTMENT(S) - APRIL

B. Craven Aging Planning Board

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To provide a comprehensive assessment of the needs and opportunities associated with older adults; an achievable vision of successful aging. Craven County based programs for the support of and investment in older adults and their families, including a system of care for high-risk older adults; and policy strategies for maximizing the functional independence and quality of life of older adults and their families consonant with their wishes and desires. Serves as the sole policy formulation board concerning aging programs on behalf of the Craven County Board of Commissioners.

NUMBER OF MEMBERS:

18

TYPE:

Agency-10; Local Government-3
Client/Caregiver-2; Senior Representative-3

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.): Representative of senior population (60+ years of age), client representative (caretaker of an older adult, employed by or volunteering for senior service provider) or representative of one of the following agencies or government entities: Craven County DSS, Craven County Health, Carolina East Medical Center, CARTS, Employment Security Commission, Neuse Center, Coastal Community Action, Legal Aid of North Carolina, Senior Tarheel Legislature, Craven County Commissioners, Craven County Manager, Council of Governments.

LENGTH OF TERMS: 2 Years

TERM(S) EXPIRING: Public Representative vacancy created by moving Dean Roberts to a Client Representative slot on the Board (Havelock Senior Center)

MEETING SCHEDULE: Fourth Thursday of every second month, beginning in January, at 1:30 p.m. in the Craven County Administration Building

COMPENSATION: No X Yes Specify: _____

Attachment(s): Attachment # 8.B.

C. EMS (Emergency Medical Services) Advisory Council

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Develops and recommends for approval by the Board of Commissioners standards of care, procedures and actions which will maintain and improve the quality of emergency Medical Services for the residents of Craven County.

NUMBER OF MEMBERS:

28

TYPE:

County Manager (or representative), County Emergency Services Director, Representative from each Craven County Emergency Medical Services Provider, representative from each authorized First Responder Provider, hospital president (or designee), Craven County Medical Director, physician nominated by Craven County Medical Society, representative from Craven County Communications, representative from Craven County Firemen's Association, hospital Emergency Room Supervisor, citizen (non-provider affiliated), Community College Dean of Continuing Education, representative nominated by Craven County Law Enforcement Association, representative from naval hospital aboard MCAS Cherry Point, ad hoc members (ECCOG EMS Director, OEMS Regional Coordinator, American Red Cross Director

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

(See above)

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly

COMPENSATION: No Yes Specify: _____

Attachment(s): Attachment #8.C.

D. Regional Aging Advisory Committee

AUTHORIZATION: _____

MISSION/FUNCTION: The committee advocates on behalf of the senior population of COG Region P, and as advocates for seniors in their respective counties. It reviews and comments on laws, policies, actions and programs that affect older adults.

NUMBER OF MEMBERS:

27

TYPE:

3 Representatives of each county in Region P

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Interest in issues affecting the senior population; older adults who are participants in aging services, representatives of older adults, older minority individuals, nutrition project representatives, general public, local elected officials

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: First Monday of January, April, July and October, 10:00 a.m.

COMPENSATION: No Yes Specify: _____

Attachment(s): Attachment # 8.D.

E. UPCOMING APPOINTMENTS:

May

Eastern Carolina Workforce Development Board: Kimsey Welch – Vocational Education (initial appointment 2002)

June

ABC Board: John “Curly” Brazelton (initial appointment 2000)

Eastern Carolina Council of Governments: James Walker (initial appointment 2011)

Economic Development Commission: Mike Epperson (initial appointment 2009)

North Carolina Eastern Region: Mark Griffin (initial appointment 2010)

Planning Board: Jessie White (initial appointment 1996)

Recreation Advisory Committee: Jeff Cannon (2002), Mike Marks (2001),
Dennis Smith (2009), Brad White (2006)

Coastal Carolina Airport Authority: Curtis Bare (1991), Royce Jordan (1997), Kenny
Morris (2011)

Tourism Development Authority: Barbara Dotterer (hospitality; initial appointment 2007)

Board Action: The Board will need to consider all necessary appointments

Agenda Date: April 16, 2012
Presenter: Rick Hemphill
Agenda Item No. 9
Board Action Required: Yes

BUDGET AMENDMENTS

Craven County Assistant County Manager-Finance/Administration, Rick Hemphill, will present the following budget amendments for the Board's approval.

Amendments: Environmental Health – Due to unusual circumstances, funds are needed by Environmental Health to cover expenditures through fiscal year end. In December 2011, Environmental Health had to utilize \$4,884 of their salary line to cover an Employment Security Commission invoice for a former employee receiving unemployment benefits. Now, a vacation payout is owed to an Environment Health Specialist that recently resigned. The result of these two events has left salary related expenditures in need of \$7,834. As another employee terminated earlier, Environmental Health has been forced to hire two new Specialists the first quarter of this year. These new employees are required to attend mandatory out of town training. An additional \$2,750 will be needed to cover these added expenditures. Environment Health needs \$10,584 from fund balance to cover these unforeseen events.

Board Action: A roll call vote is needed to approve budget amendments

Agenda Date: April 16, 2012
Presenter: Jim Hicks
Agenda Item No. 10

COUNTY ATTORNEY'S REPORT

Agenda Date: April 16, 2012
Presenter: Jack Veit
Agenda Item No. 11

COUNTY MANAGER'S REPORT

Agenda Date: April 16, 2012
Presenter: _____
Agenda Item No. 12

COMMISSIONERS' REPORTS

Agenda Date: April 16, 2012
Presenter: _____
Agenda Item No. 13

CLOSED SESSION

The Board will be requested to go into closed session pursuant to NCGS 143-318.11(a)(6) to consider a personnel matter.

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 04/16/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
BB&H DEVELOPMENT LLC DEDICATED & ACCEPTED FOR STATE MAINTENANCE 7-9-09	0061931 2010-0003329	13.72
BB&H DEVELOPMENT LLC DEDICATED & ACCEPTED FOR STATE MAINTENANCE 7-9-09	0061931 2011-0003656	9.39
BROCKLEHURST, DONNA BOAT NOT TAXABLE TO CRAVEN COUNTY	0083117 2011-0006783	96.22
CASTELLON, MARIA DID NOT OWN 1/1/2011	0073592 2011-0009807	60.08
FORCE, ARRILD E DOUBLE LISTED - SEE ACCT 51315	0081520 2010-0017642	27.26
GALE, IAN & NITZIA CORRECTING APPRAISAL ERROR	0068825 2006-0091598	130.31
HERRERA, PEDRO DOUBLE LISTED-SEE ACCT 85037	0062241 2006-0025127	133.16
HERRERA, PEDRO DOUBLE LISTED-SEE ACCT# 85037	0062241 2007-0025837	126.78
HERRERA, PEDRO DOUBLE LISTED-SEE ACCT# 85037	0062241 2008-0026281	115.09
HERRERA, PEDRO DOUBLE LISTED-SEE ACCT# 85037	0062241 2009-0026347	104.03
HERRERA, PEDRO DOUBLE LISTED-SEE ACCT# 85037	0062241 2010-0024026	81.69
HERRERA, PEDRO DOUBLE LISTED-SEE ACCT# 85037	0062241 2011-0026625	73.32
IPOCK, TRACY JOE DWELLING FOR STORAGE ONLY	3711000 2011-0029205	37.26
MINGUS, FRANKIE G JR & JORDAN MILITARY EXCLUSION	0077325 2011-0039706	7.97

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 04/16/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
ROBERTS, MARK D II & REBEKAH J MILITARY EXEMPTION	0081042 2011-0049002	22.03
TAYLOR, GARY & BEVERLY C RELEASED TO BEAUFORT COUNTY	0013784 2010-0050356	136.56
TAYLOR, GARY & BEVERLY C RELEASED TO BEAUFORT COUNTY	0013784 2011-0056002	121.24
VALENZUELA, ANGELA DID NOT OWN 1983 OAKWOOD 1/1/11	0074579 2011-0058771	2.49
WILLIAMS, CLARINO F DID NOT OWN 1/1/2011	0081154 2011-0062678	100.20
	19 -CREDIT MEMO(S)	1,398.80

REFUNDS SUBJECT TO BOARD APPROVAL ON 04/16/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
GIBSON, MARVIN W JR OUT OF BUSINESS 1/1/2011	0090704 2011-0091975	13.49
JIM CONGLETON DDS MS PLLC DOUBLE LISTED LEASED MACHINERY	0079244 2011-0030020	611.11
	2 -REFUND(S)	624.60

RESOLUTION
BY THE CRAVEN COUNTY BOARD OF COMMISSIONERS:
CRAVEN COUNTY TARTAN

WHEREAS, District Two Committee of the Craven County 300 Year Celebration, at a meeting on March 20, 2012 unanimously proposed the adoption of an official Craven County Scottish Tartan to be registered with the Scottish Register of Tartans; and

WHEREAS, the District Two Committee of the Craven County 300 Celebration chose the following colors: 1. Blue as the primary color from the Craven County Coat of Arms, the military, a popular Craven County school color, the water and sky. 2. Green for the forest industry, agricultural heritage; planting of trees, tobacco, corn, soybeans, indigo, turf and other crops and the environment. 3. Brown for tobacco, soil, and trees. 4. Red from Craven County Coat of Arms. 5. Purple for history of royalty, the Lord Proprietors, Colonial Governors, and others. 6. Yellow from the Craven County Coat of Arms and from the sunlight; and

WHEREAS, the Craven County Tartan has six different colors with differing numbers of threads woven together in a unique plaid to create a tartan. The blue, green, and brown threads are chosen as primary colors to represent Craven County heritage of farming and forestry under a Carolina blue sky; and

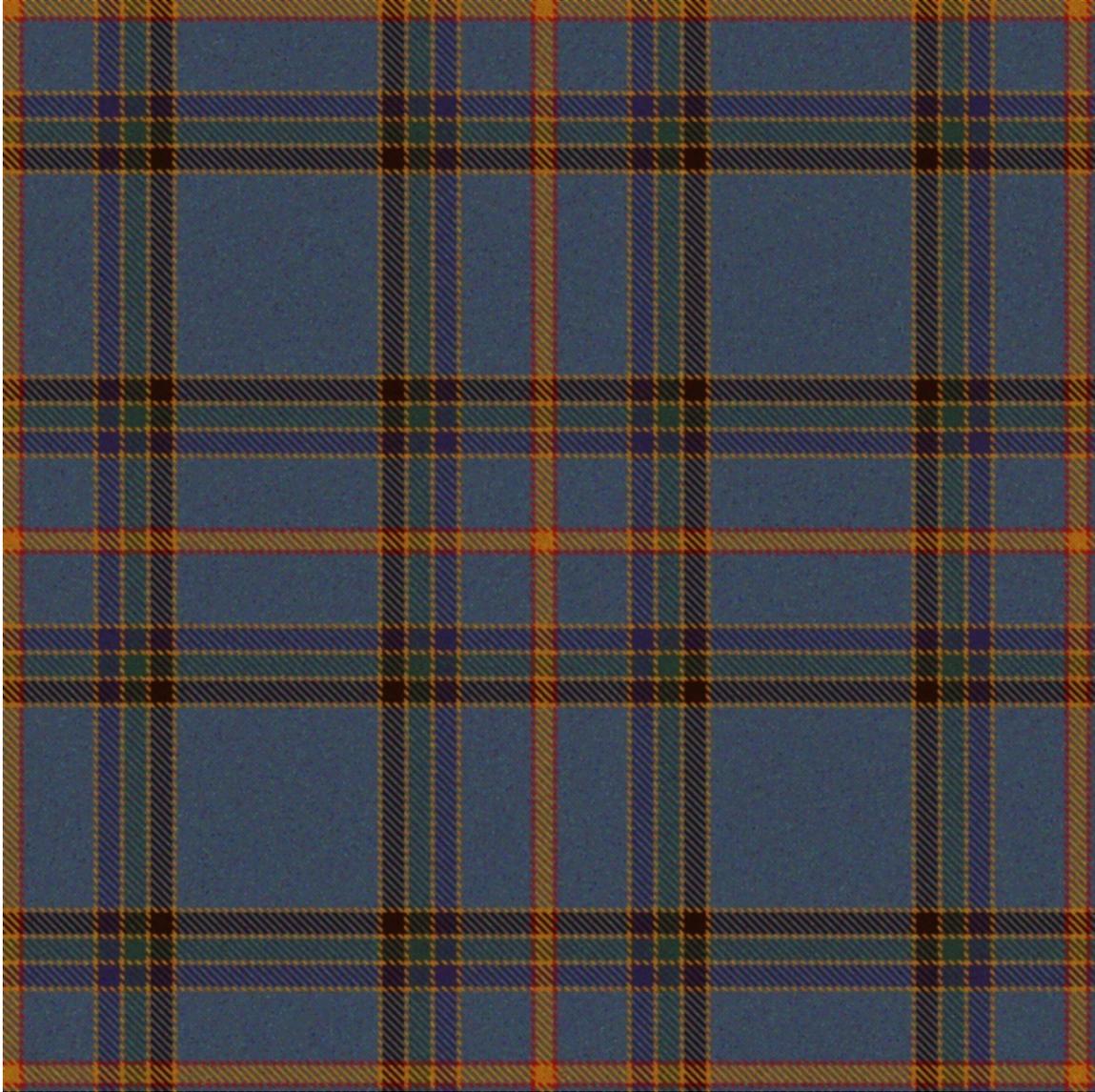
WHEREAS, the creation and registry of the Craven County Tartan are donations by interested citizens as their gift to the County in honor of its 300th Anniversary.

NOW, THEREFORE, the Craven County Board of Commissioners endorses the proposal from District Two Committee of the Craven County 300 Celebration for the official Craven County Scottish Tartan to be registered with the Scottish Register of Tartans.

Adopted this the 16th day of April, 2012.

Lee Kyle Allen, Chairman
Craven County Board of Commissioners

Gwendolyn M. Bryan, Clerk to the Board



Earth Day Proclamation

WHEREAS, in 1970, the Environmental Protection Agency (EPA) was created with the mission to protect the environment and public health; and in this same year, 20 million people in the United States celebrated the first Earth Day; and

WHEREAS, the idea for Earth Day has evolved into a national day of awareness and education focused on environmental concerns; and

WHEREAS, Earth Day will be observed by other communities throughout the world, providing an opportunity for governments to work together with business, industry, environmental groups, community organizations, and residents for a prosperous and sustainable future; and

WHEREAS, Earth Day celebrations in Craven County will include recognition of and awards to businesses and organizations that practice conservation efforts; and

WHEREAS, Earth Day is an excellent opportunity for all Craven County residents to join the effort to protect the planet by becoming conscious of the challenges facing the environment locally, nationally, and globally; and to take great pride in their responsibility for preserving our natural resources, and maintaining the cleanliness and beauty of our environment; and

WHEREAS, Craven County has formed the “Less Means More” Task Force to promote a water conservation initiative.

NOW, THEREFORE, BE IT RESOLVED that the Craven County Board of Commissioners does hereby proclaim April 23, 2012 as **Earth Day in Craven County** and invites all Craven County residents, businesses, civic groups, government agencies, and other organizations to participate in local and regional celebratory and educational activities.

Adopted this 16th day of April, 2012.

Lee Kyle Allen, Chairman

Gwendolyn M. Bryan, Clerk to the Board

For Release: IMMEDIATE

Contact: Tharesa C. Lee

Date: April 11, 2012

Phone: 252-639-7582

Outstanding Volunteers in Craven County Are Recognized

The North Carolina Commission on Volunteerism and Community Service has presented the 2012 Governor's Award for Volunteer Service to 3 recipients from Craven County. The Governor's Volunteer Service Award was first given in 1979. This year marks the 34th consecutive year of the award that honors people who have shown concern and compassion for their neighbors by making a significant contribution to their community through volunteer service. The recipients and their service:

- Lydia Allen, faith-based volunteer
 - It is said of Ms. Allen that she embodies the true spirit of a servant's heart. Coordinating meals once a month to the local homeless shelter; organizing the church's effort to feed the fair workers when they come to the community making sure they have food and clothing each night; and traveling to Swaziland, Africa on a mission to serve. She serves as the church's Director of Women's Ministry, teaches Sunday school and serves as the Mission Director. Lydia is always there to help whether the task is big or small.
- Frank Owens, faith-based volunteer
 - Mr. Owen is called faithful. He is retired Navy Chief Petty Officer and Coast Guard who has continued to serve his community as a Chaplain and teacher at the Craven County Confinement Facility, the Rainbow Prison Ministry, Craven-Pamlico Christian Coalition and Gideon International. You can always find him sacrificing his time for others. He is passionate about his call to serve those incarcerated and the mission of Gideon International.
- Reverend Ethel Belle Sampson, Senior Volunteer Award and Medallion Award Winner
 - Mrs. Sampson has been a lifelong resident of Craven County who serves this community with distinction. Her nomination form said she portrays the following characteristics as dependable, compassionate, kind, patient and joyful. Always willing to help others. Her time is unlimited. She is available 24 hours a day, 7 days a week. She feeds the hungry, finds shelter for the homeless, provides transportation for people in need of medical attention and provides counseling for those in trouble with the law. You can find her many times at the courthouse with a young person in trouble. She is known as Mother Teresa of the community. She serves equally in both the political, community and religious arena. Mrs. Sampson works tirelessly distributing literature throughout the community, at the local confinement facility and the hospital.



M.A.G.I.C.A.L. Project

Monarch Ability Garden Integrating Community and Land Project

I have been involved with a community garden at our day site program for adults with intellectual and developmental disabilities for the last few years along with partners from the Small Business Center, the NCSU Coop Extension, Craven County and the Craven County Health Dept. We joined forces and built some raised garden beds at 1320 Health Drive, in Craven County, next to the property where CarolinaEast Health Care is located. It has been a wonderful collaboration. The Small Business Center at Craven Community College offers a course in Sustainable Gardening with lectures by various extension agents from the county, and they use the Monarch gardens for hands on instruction. The students then volunteer outside of the classroom for various garden build days and also share their gardening abilities with the people from the day program. The resulting harvest is used in the nutrition and life skills curriculum taught at the day program.

Until recently, a dilapidated garden dome existed with numerous surrounding beds, and was gardened until I realized the structure presented a safety issue for people working in the garden. I gathered partners from the community, and last May we demolished the dome. Our next goal is to develop a therapeutic ability garden, offering a shade structure and pergolas with benches to relax and sit and enjoy nature. Complete with a paved perimeter walkway to encourage walking, and surrounded by raised garden tables, it will enable those in wheelchairs to also benefit from the gardening experience. Inclusion will be promoted by having outside volunteers lend a hand to help tend the gardens and share their expertise while providing a tranquil setting for people from Two Rivers Healthcare, participants from Wellness City and visitors from the hospital to enjoy and integrate with the participants from Monarch's day program. This site is also close to areas where a number of economically disadvantaged people live and could benefit from community gardening; immigrants can also grow crops which they were familiar with in their homelands, expanding cultural diversity. We intend to offer programs promoting nutrition and healthy preparation of food, partnering with the Health Dept. and the hospital for more in-depth health education regarding diabetes, blood pressure, etc.

Cindy Blot from the Small Business Center and I approached John Lucas, a local award-winning architect, highlighted in the Sun Journal (<http://www.newbernsj.com/news/lucas-97962-architect-sees.html>), to see if he might be willing to offer his services to design what we envisioned. He and his wife have donated over 100 hours designing this garden – a true labor of love. We are thrilled with all the incredible attributes this garden will offer. We intend to sell the additional harvest at a garden stand set up at the day program and at the local farmers market in New Bern to encourage the sustainable aspect. Butterfly and cutting gardens will offer participants a chance to create informal arrangements and dried flower crafts which they can sell to the surrounding community.

Cindy and I met with local Boy Scout Troop Leaders who are offering this as potential Eagle Scout projects, for which we currently have 2 committed, with more expected. The New Bern Lions Club has offered to donate some trees, and the New Bern Woman's Club made a donation from their recent successful New Bern card sales fundraiser. We have received grant funds from the Craven County Community Foundation and from the CarolinaEast Foundation, and we are at the forefront of approaching potential private and corporate sponsors about the project as well as seeking additional grant funding. This is truly a "grassroots" movement, and we look forward to start the project this spring. We think this garden, once created, will be a model to replicate across the state, if not country.

Eileen Bress

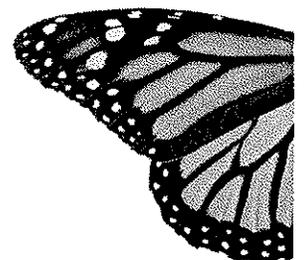
Community Coordinator

www.monarchnc.org

252-634-1715 x3305 office

252-617-7407 cell

252-514-4739 fax



AMENDMENT NO. 2
CONTRACT FOR CONSULTANT SERVICES

THE AGREEMENT dated October 11, 2011, between CRAVEN COUNTY, NORTH CAROLINA, hereinafter called the County, and HOLLAND CONSULTING PLANNERS, INC., hereinafter called the Consultant, is hereby amended as follows:

The County agrees to increase the contract amount from \$69,000 to \$76,500 (+\$7,500) to compensate the Consultant for administering the following services related to the County's Community Development Block Grant (CDBG) Contingency Infrastructure Category Project:

- Assisting the Project Engineer and County Attorney in obtaining 22 easements for the Old Pollocksville Road sewer extension activity.
- Delay in execution of Willis Landing Road waterline construction contract due to additional required submittals for environmental review process.
- Assistance with developing CDBG needs assessment for Hurricane Irene recovery.

The increased contract amount will be paid in monthly installments, beginning April 2012, based on actual hourly charges accrued. Hourly rates shall be based on the rates included in Attachment "A."

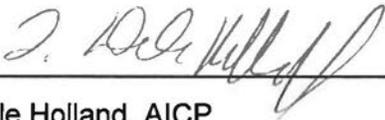
The County and the Consultant each binds himself, his partners, successors, executors, administrators and assigns to the other party to the agreements, and to the partners, successors, executors, administrators, and assigns of each other party in respect to all covenants of the Amended Agreement.

The County and the Consultant hereby agree to the full performance of the covenants contained herein.

IN WITNESS HEREOF, they have executed this amendment, this 16th day of April, 2012.

HOLLAND CONSULTING PLANNERS, INC.

CRAVEN COUNTY, NC



T. Dale Holland, AICP
President

Lee K. Allen, Chairman
Board of Commissioners



Witness

Clerk to the Board

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

Finance Officer

(SEAL)

Date

ATTACHMENT "A"

CRAVEN COUNTY, NORTH CAROLINA
CDBG CONTINGENCY INFRASTRUCTURE CATEGORY PROJECT
AMENDMENT #2 - FEE SCHEDULE

<u>Staff Position</u>	<u>Hourly Rate</u>
T. Dale Holland, AICP Principal	\$150.00
J. Reed Whitesell, AICP Community Development Manager	\$125.00
Chip Bartlett, AICP Program Administrator	\$85.00
Jessie Miars Relocation Specialists	\$75.00
Chuck Blackwelder Program Administrator	\$70.00
Administrative Services	\$55.00

AMENDMENT NO. 2
CONTRACT FOR CONSULTANT SERVICES

THE AGREEMENT dated October 11, 2011, between CRAVEN COUNTY, NORTH CAROLINA, hereinafter called the County, and HOLLAND CONSULTING PLANNERS, INC., hereinafter called the Consultant, is hereby amended as follows:

The County agrees to increase the contract amount from \$69,000 to \$76,500 (+\$7,500) to compensate the Consultant for administering the following services related to the County's Community Development Block Grant (CDBG) Contingency Infrastructure Category Project:

- Assisting the Project Engineer and County Attorney in obtaining 22 easements for the Old Pollocksville Road sewer extension activity.
- Delay in execution of Willis Landing Road waterline construction contract due to additional required submittals for environmental review process.
- Assistance with developing CDBG needs assessment for Hurricane Irene recovery.

The increased contract amount will be paid in monthly installments, beginning April 2012, based on actual hourly charges accrued. Hourly rates shall be based on the rates included in Attachment "A."

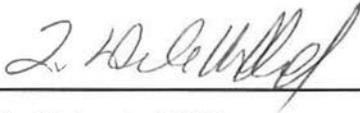
The County and the Consultant each binds himself, his partners, successors, executors, administrators and assigns to the other party to the agreements, and to the partners, successors, executors, administrators, and assigns of each other party in respect to all covenants of the Amended Agreement.

The County and the Consultant hereby agree to the full performance of the covenants contained herein.

IN WITNESS HEREOF, they have executed this amendment, this 16th day of April, 2012.

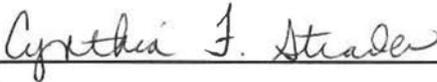
HOLLAND CONSULTING PLANNERS, INC.

CRAVEN COUNTY, NC



T. Dale Holland, AICP
President

Lee K. Allen, Chairman
Board of Commissioners



Witness

Clerk to the Board

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Finance Officer

(SEAL)

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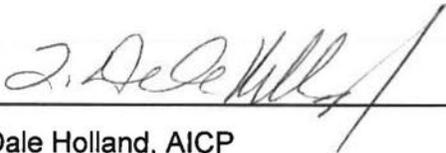
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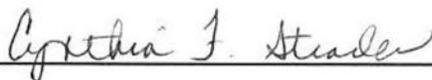
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CRAVEN COUNTY, NC



T. Dale Holland, AICP
President

Lee K. Allen, Chairman
Board of Commissioners



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CRAVEN COUNTY FY2011 REPETITIVE FLOOD CLAIM (RFC) PROGRAM
Resolution Approving Administrative Guidelines and Policies

WHEREAS, Craven County wishes to carry out its FY2011 Repetitive Flood Claim (RFC) Program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the Craven County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the Craven County FY2011 Repetitive Flood Claim (RFC) Program:

1. Financial Management Resolution
2. Elevation Contract Award Policy
3. Local Economic Benefit for LMI Persons (Section 3) Plan
4. Equal Employment and Procurement Policy
5. Designation of Project Agent

Adopted this 16th day of April, 2012.

Lee Kyle Allen, Chairman
Craven County Board of Commissioners

ATTEST:

Gwendolyn M. Bryan, Clerk to the Board

CRAVEN COUNTY FY2011 REPETITIVE FLOOD CLAIM (RFC) PROGRAM
Financial Management Resolution

WHEREAS, Craven County has received a FY2011 Repetitive Flood Claim (RFC) Program Grant in the amount of \$132,455, and has committed other revenues to the program; and

WHEREAS, the North Carolina Administrative Code regulations require that the county designate a Grant Finance Officer and a depository for FY2011 RFC Program grant funds;

NOW, THEREFORE, Craven County hereby resolves the following:

- (1) Richard F. Hemphill, Finance Officer, will serve as Grant Finance Officer, and will be responsible for financial management of the program according to the requirements of the North Carolina Administrative Code and North Carolina General Statute requirements.
- (2) First Citizens Bank, in New Bern, NC, is hereby designated as the official depository for revenues budgeted for the RFC Program.

Adopted this 16th day of April, 2012.

Lee Kyle Allen, Chairman
Craven County Board of Commissioners

ATTEST:

Gwendolyn M. Bryan, Clerk to the Board

CRAVEN COUNTY FY2011 REPETITIVE FLOOD CLAIM (RFC) PROGRAM
Elevation Contract Award Policy

During the performance of housing elevation activities included in the Craven County FY2011 Repetitive Flood Claim (RFC) Program, the county will utilize the following guidelines in the award of contracts to contractors who bid on the elevation of specific dwelling units:

- 1) The county shall reserve the right to reject bids and rescind contract awards if one of the following conditions has not been met:
 - a. The contractor must have turned in all required forms, credit report, references, etc., with his bid;
 - b. The contractor must have references and a past working record acceptable to the RFC Administrator prior to the FY2011 RFC Administrator's recommendation of award to the Craven County Board of Commissioners;
 - c. The contractor must have demonstrated the ability to meet the performance criteria established in the Instructions to Bidders and the elevation contract.
 - d. All elevation contractors must submit a Section 3 Plan with their bid identifying at least two (2) building suppliers and/or subcontractors located in Craven County.
- 2) Assessment of conditions 1(b) and 1(c) above shall be based on the RFC Administrator's review of contractor references and work performed in other locations, if the contractor has not performed recent elevation work for Craven County.
- 3) The county reserves the right to rescind contract awards made prior to contract execution if circumstances beyond the control of the county, including directives by the funding agency or homeowner's non-participation, prohibit the county's participation in the contract as Owner's Representative.
- 4) Any action, either restrictive or affirmative, taken under these guidelines, shall be in the interest of an efficiently-managed RFC program, and will be without self-interest on the part of any member of the Craven County Board of Commissioners or county staff; and furthermore, shall be without regard to race, creed, sex, color, or national origin.
- 5) The Craven County Planning Director has demonstrated the ability to coordinate grant program activities with this Board. The Craven County Board of Commissioners also realizes the importance of prompt action in the interest of maintaining satisfactory work progress. Therefore, the Craven County Planning Director is hereby authorized to approve and execute all elevation change orders less than 15% of current contract value.

Adopted this 16th day of April, 2012.

Lee Kyle Allen, Chairman
Craven County Board of Commissioners

ATTEST:

Gwendolyn M. Bryan, Clerk to the Board

CRAVEN COUNTY FY2011 REPETITIVE FLOOD CLAIM (RFC) PROGRAM
Local Economic Benefit for Low and Very Low Income Persons Plan

To insure that to the greatest extent possible contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, Craven County (hereinafter called "the county") has developed and hereby adopts the following Section 3 Plan:

1. This Section 3 Plan shall apply to services needed in connection with the Craven County FY2011 Repetitive Flood Claim (RFC) Program grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance & repair, etc.
2. The Section 3 project area for the purpose of the FY2011 RFC Program grant shall include all of Craven County.
3. When in need of a service, the county will identify suppliers, contractors, or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and the Small Business Administration local offices. Word of mouth recommendations shall also be used as a source. Where deemed necessary, listings from any agency noted above shall be distributed to prime contractors as potential sources of subcontractors and suppliers.
4. The county will include required Section 3 clauses in all contracts executed under this SRL Program. Where deemed necessary, listings from any agency noted in No. 3 above shall be included as well as sources of subcontracts and suppliers.
5. Each elevation contractor shall be required to submit a Section 3 Plan with each bid as outlined in the County's Elevation Contract Award Policy. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.
6. All jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; all contracts will be listed with the North Carolina Historically Underutilized Business (HUB) office; potential employees and businesses may seek development and training assistance through various state and local agencies.

7. Early in the project, prior to any contracting, major purchases or hiring, the county will develop a listing of jobs, supplies and contracts likely to be utilized during the project. The county will advertise in a local newspaper. This advertisement will be placed prominently in the newspaper as a display ad and contain the following information:
 - a. A brief description of the project.
 - b. A listing of jobs, contracts, and supplies likely to be utilized in carrying out the project.
 - c. An acknowledgment that under Section 3 of the Housing and Community Development Act, local persons and businesses will be utilized for jobs, contracts, and supplies in carrying out the RFC Program grant to the greatest extent feasible.

Adopted this 16th day of April, 2012.

Lee Kyle Allen, Chairman
Craven County Board of Commissioners

ATTEST:

Gwendolyn M. Bryan, Clerk to the Board

CRAVEN COUNTY FY2011 REPETITIVE FLOOD CLAIM (RFC) PROGRAM
Equal Employment and Procurement Policy

A. GENERAL EQUAL EMPLOYMENT AND PROCUREMENT POLICY

Craven County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the county prohibits any retaliatory action of any kind taken by any employee of the county against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The county shall strive for greater utilization of all persons by identifying previously underutilized groups in the work force, such as minorities, women, and the handicapped, and by making special efforts toward their recruitment, selection, development, upward mobility, and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager and/or other persons designated by the Craven County Board of Commissioners to assist in the implementation of this policy statement.

The county shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of equal employment opportunity and affirmative action will be presented to the Craven County Board of Commissioners by the County Manager.

The county is committed to this policy and is aware that with its implementation the county will receive positive benefits through the greater utilization and development of all its human resources.

B. PROCUREMENT POLICY FOR FEDERAL GRANT PROGRAMS

All procurement of goods and services by Craven County with FY2011 RFC grant funds shall be accomplished in accordance with the regulations of either Section 13.36 of 44CFR13, "Emergency Management & Assistance," or the North Carolina General Statutes applying to procurement in general by North Carolina municipalities/counties.

When the federal and state regulations are different, the more restrictive regulations shall apply to the procurement in question. Additionally, the county will adhere to the following guidelines during procurement of goods and services with federal funds:

1. In all cases where goods or services are procured on the basis of one bid or proposal received, the county will follow established principles included in OMB Circular A-87 to verify the reasonable cost of the procurement, and shall contact the state agency supervising the grant program before making any contract award on the basis of non-competitive negotiation.

2. Historically underutilized businesses, including women-owned, and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the county, and such firm(s) shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for goods and services.
3. The county shall develop a written statement of work for each service to be awarded on the basis of competitive negotiation, which shall include descriptions of tasks to be completed, project timetables, and an outline of fee proposal requirements. The statement of work shall also include a written selection procedure. All competitive negotiations shall be awarded strictly on the basis of written selection procedures, and cost shall not be the sole or more important factor in selection of services through the use of competitive negotiation.
4. Prior to any contract award, the county shall verify the contractor's eligibility to participate in a federally-assisted program.
5. No consultant or bidder shall assist in evaluation of proposals or bid packages for contracts in which that consultant or bidder has an indirect or direct interest. The county shall adhere to all applicable federal and state conflict of interest regulations in making contract awards.
6. The county shall request references, or check references, of contractors or firms who are awarded contracts with federal grant funds, and will request a written warranty for all goods and services provided through small purchase requests.
7. The county shall not award any contracts for federally-assisted projects on a contingency or cost plus percentage of cost basis.

Adopted this 16th day of April, 2012.

Lee Kyle Allen, Chairman
Craven County Board of Commissioners

ATTEST:

Gwendolyn M. Bryan, Clerk to the Board

RESOLUTION
DESIGNATION OF APPLICANT'S AGENT
North Carolina Division of Emergency Management

Organization Name (hereafter named Organization): Craven County	Disaster Number: FY11 Repetitive Flood Claim (RFC) Program
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): North Carolina Department of Crime Control and Public Safety	
Applicant's Fiscal Year (FY) Start	Month: July
	Day: 1st
Applicant's Federal Employer's Identification Number: 56-6000290	
Applicant's Federal Information Processing Standards (FIPS) Number: 49	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Mr. Don Baumgardner	Agent's Name Mr. Jack Veit
Organization Craven County	Organization Craven County
Official Position Planning Director	Official Position County Manager
Mailing Address 2828 Neuse Blvd	Mailing Address 406 Craven Street
City, State, Zip New Bern NC 28562	City, State, Zip New Bern NC 28560
Daytime Telephone (252) 636-6618	Daytime Telephone (252) 636-6600
Facsimile Number (252) 636-5190	Facsimile Number (252) 637-0526
Pager or Cellular Number	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally.

PASSED AND APPROVED this _____ day of _____, 20__

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title Lee Kyle Allen, Chairman, Board of Commissioners	Name Gwendolyn M. Bryan
Name and Title	Official Position Clerk to the Board
Name and Title	Daytime Telephone (252) 636-6601

CERTIFICATION

I, _____ (Name) duly appointed and _____ (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of _____ (Organization) on the _____ day of _____, 20__.

Date: _____ Signature: _____

RECEIVED APR 05 2012

Craven Aging Planning Board

Georgia Newkirk, Chair
Coastal Community Action, Inc.
PO Box 729
Newport NC, 28570

Gwendolyn M. Bryan
Clerk to the Board of Commissioners
Craven County
406 Craven Street
New Bern, NC 28560

Re: Appointment to the Craven Aging Planning Board

April 4, 2012

Dear Ms. Bryan,

This letter is a request for the Craven County Commissioners to consider reappointment for Linda LeDrew to the Craven Aging Planning Board. The Aging Board has an available seat as an at large member and with this seat filled the Aging Planning Board will be at full capacity.

Ms. LeDrew comes with a wealth of knowledge to the Board; she was the county representative on the Aging Board for many years before her retirement from Craven County Government. Ms. LeDrew has the capabilities to be a strong and effective board member and will be an asset to serve another term.

I look forward to your consideration in this matter.

Sincerely,



Georgia Newkirk
Craven Aging Planning Board Chair
252 223 1651
Georgia.newkirk@coastalcommunityaction.com

REC'D APR 10 2012

County Of Craven
Emergency Services

Stanley Kite, Director
Ira Whitford, Asst. Director

Bus: (252) 636-6608
Fax: (252) 636-6655



MEMORANDUM

To: Gwendolyn Bryan, Clerk to the Board of Commissioners

From: Patti McDaniel, Administrative Asst/EMS

pm

Subj: EMS Advisory Council Appointments

Date: April 9, 2012

Re: New Appointment Request

I would like to request the following appointments be made to the Craven County EMS Advisory Council. These appointments change depending on personnel changes and Provider request. If you have any questions please call me.

Capt. Keith Morris –Vanceboro Rescue

Replacing Tim Wetherington

Jon Stephens-Craven Community College
EMS Coordinator

Replacing Gary Smith



REC'D MAR 15 2012



Attachment #8.D.

Eastern Carolina Council

March 14, 2012

Mr. Jack Veit
Craven County Manager
406 Craven Street
New Bern, NC 28560

Dear Mr. Veit,

At this time, the Regional Aging Advisory Committee (RAAC) has one vacancy regarding Craven County's representation. Mr. Robert Dorsey, 228 Ticino Court, New Bern, has resigned from the committee. In order to remain in compliance with the current by-laws, we are attempting to have this opening filled.

I would like to request that this matter be added to the agenda for the next Craven County Board of Commissioner's meeting.

If I can be of any help, please contact me at 252.638.3185 ext. 3009. Thank you for your assistance with this selection.

Sincerely,

Tonya Cedars

Tonya Cedars, Director
Eastern Carolina Council Area Agency on Aging

Cc: RAAC files