

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, AUGUST 5, 2013
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF JULY 15, 2013 REGULAR SESSION, JULY 15, 2013, APRIL 15, 2013, APRIL 25, 2013 RECONVENED SESSIONS AND JANUARY 8, 2013 SPECIAL SESSIONS

1. PETITIONS OF CITIZENS
 - A. Hal James
 - B. Nancy Masters-Pils
 - C. Ray Griffin

DEPARTMENTAL MATTERS

2. TAX: RELEASES AND REFUNDS: Glenn Jones, Chief Tax Appraiser
3. PLANNING
 - A. Request to Adopt Language Access Plan
 - B. FY 12 CDBG Infrastructure Project – Engineering Award
 - C. FY 12 CDBG Scattered Site Program – Awards
 - D. Request to Adopt CDBG FY 12 Infrastructure Grant Budget Amendment and Ordinance
 - E. Subdivisions for Approval
4. BUDGET AMENDMENTS: Rick Hemphill, Assistant County Manager
Finance/Administration
5. EMERGENCY SERVICES: 911 RADIO – CONSOLE EQUIPMENT PURCHASE APPROVAL: Stanley Kite, Emergency Services Director
6. APPOINTMENTS
 - A. Pending
 - B. Current
 - C. Upcoming

7. COUNTY ATTORNEY'S REPORT: Jim Hicks
8. COUNTY MANAGER'S REPORT: Jack Veit
9. COMMISSIONERS' REPORTS

Presenters: Hal James, Nancy Masters-Pils, Ray Griffin
Agenda Item No. 1
Board Action Required: No

PETITIONS OF CITIZENS

A. HAL JAMES

Mr. James will speak about North Carolina Eastern Region.

B. NANCY MASTERS-PILS

Ms. Masters-Pils wishes to discuss Animal Control matters.

C. RAY GRIFFIN

Mr. Griffin wishes to address the Board concerning prayer.

Board Action: Receive information

Presenter: _____ Glenn Jones _____
Agenda Item No. _____ 2 _____
Board Action Required: _____ Yes _____

DEPARTMENTAL MATTERS: TAX RELEASES AND REFUNDS

Chief Tax Appraiser, Glenn Jones, 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

Presenter: _____ Don Baumgardner _____
Agenda Item No. _____ 3 _____
Board Action Required: _____ Yes _____

DEPARTMENTAL MATTERS: PLANNING

A. REQUEST TO ADOPT LANGUAGE ACCESS PLAN

The Planning Department requests that the Board of Commissioners adopt an updated Language Access Plan (LEP) and Resolution. The Language Access Plan (LEP) has been updated by the State of North Carolina and is required to be adopted in its entirety for the county to be eligible to receive FY12 CDBG grant funds. (See Attachment #3.A)

Board Action: Request adoption of the Language Access Plan (LEP) and Resolution and authorize the Chairman to sign.

B. FY 12 CDBG INFRASTRUCTURE PROJECT – ENGINEERING AWARD

A Request for Proposals for Engineering Services for the County's FY12 CDBG Infrastructure Program was advertised in the Sun Journal and mailed to regional contractors on July 7, 2013. Eight proposals were received by the July 22nd deadline: Withers & Ravenel, the Adams Company, Avolis Engineering, Lamm Engineering Services, Robert M. Chiles, Quible & Associates, Thomas Engineering and CT Clayton.

Upon analyzing and ranking the eight proposals in accordance with the criteria detailed in the RFP, the program administrator and Planning staff feel that all the firms are similarly qualified to perform the CDBG Public Works Activities; however Avolis Engineering scored highest in total points. Attachment #3.B is a summary of the rating process. Based on these factors, we recommend award of the Engineering Services Contract to Avolis Engineering.

Board Action: Request the Board of Commissioners to award the Engineering Contract to Avolis Engineering, P.A. for engineering services for the FY12 CDBG Infrastructure Project.

C. FY 12 CDBG SCATTERED SITE PROGRAM – AWARDS

Legal

A Request for Proposals for Legal Services for the County's FY12 CDBG Scattered Site Housing Program was advertised in the Sun Journal and mailed out to regional firms on July 9, 2013. Two proposals were received by the July 22nd deadline: Sumrell Sugg and Stricklin Law Firm. Although both firms appear capable of providing legal services related to grant-based housing programs, Sumrell Sugg has successfully assisted Craven County with several of their CDBG programs. In addition, their fee proposal of \$400 per title opinion and \$200 per hour for legal services is the more cost-effective. Therefore, the Planning staff recommends award of the FY12 CDBG Scattered Site Housing Legal Services Contract to Sumrell Sugg.

Board Action: Request the Board of Commissioners to award Legal Services to Sumrell Sugg for the FY12 CDBG Scattered Site Housing Program.

Surveying

A Request for Proposals for Surveying Services for the County's FY12 CDBG Scattered Site Housing Program was advertised in the Sun Journal and mailed out to regional firms on July 9, 2013. Two proposals were received by the July 22nd deadline: Robert M. Chiles and Gaskins Land Surveying.

Both surveyors that submitted proposals possess the experience and knowledge needed to complete the surveys required for the county's program. The most cost-effective rates were submitted by Gaskins Land Surveying at \$95 per hour for main surveyor and \$60 per hour for drafting.

Based on these factors, the Planning staff recommends award of the FY12 CDBG Scattered Site Housing Surveying Services Contract to Gaskins Land Surveying.

Board Action: Request the Board of Commissioners to award Surveying Services to Gaskins Land Surveying for the FY12 CDBG Scattered Site Housing Program.

Asbestos Inspection

A Request for Proposals for Asbestos Inspection Services for the County's FY12 CDBG Scattered Site Housing Program was advertised in the Sun Journal and mailed out to regional firms on July 9, 2013. Two proposals were received by the July 22nd deadline: Enviro Assessments East, Inc. and WF Bulow Inspections.

Both inspection firms that submitted proposals possess the experience and state certification needed to complete the inspection required for the county's program; however, the most cost-effective rates were submitted by Enviro Assessments at \$150 per unit inspection fee plus an additional per sample fee of \$12.00. The total cost per unit would be \$270 based on taking 10 samples (standard).

Based on these factors, the Planning staff recommends award of the FY12 CDBG Scattered Site Housing Asbestos Inspection Services Contract to Enviro Assessments East, Inc.

Board Action: Request the Board of Commissioners to award Asbestos Inspection Services to Enviro Assessments East, Inc. for the FY12 CDBG Scattered Site Housing Program.

D. REQUEST TO ADOPT CDBG FY 12 INFRASTRUCTURE GRANT BUDGET AMENDMENT AND ORDINANCE

In order to move forward with the CDBG Infrastructure Program the Board of Commissioners will need to adopt a Budget Amendment, Budget Ordinance and a Financial Management Resolution, as contained in Attachment #3.D, for the CDBG FY12 Infrastructure Project.

Board Action: Request adoption of the Budget Amendment, Budget Ordinance and Financial Management Resolution and authorize the Chairman to sign. A roll call vote will be needed to approve the budget amendment and ordinance.

E. SUBDIVISIONS FOR APPROVAL

The Planning Board met on July 25, 2013 and recommended the following subdivisions for approval:

William G. Sumner – Final

- Property is owned by William G. Sumner and surveyed by Roy Smith, Southern Boundaries
- Property is located within Twp 9 off of Turkey Quarter Creek Rd. (SR 1445)
- Parcel ID 9-042-074
- Subdivision contains 1 lot on 4.36 Acres
- Lot proposed to be served by county water and an existing individual septic system

Gary Buckner - Final

- Property is owned by Edward and Roderick Whitford and surveyed by Johnny J. Williams Land Surveying, P.C.
- Property is located within Twp 2, off of Old Vanceboro Road (SR 1616)
- Parcel ID 2-034-082
- Subdivision contains 1 lot on 1.00 Acre
- Lot proposed to be served by First Craven Sanitary District and individual septic system

Henry S. & Kathleen R. Yoder 1 - Final

- Property is owned by Donna S. Loftin and surveyed by Gaskins Land Surveying, P.A.
- Property is located within Twp 1, off of Honolulu Road (SR 1458)
- Parcel ID 1-071-005
- Subdivision contains 1 lot on 1.00 Acre
- Lot is served by County Water and an existing individual septic system

Board Action: A vote to approve the subdivisions is needed.

Presenter: _____ Rick Hemphill _____
Agenda Item No. _____ 4 _____
Board Action Required: _____ Yes _____

DEPARTMENTAL MATTERS: BUDGET AMENDMENTS

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

Amendments:

Recreation – Budget a donation of \$500 from Loyal Osterlund. This donation is for the purchase of a memorial bench to be located at the Latham-Whitehurst Nature Park.

Cooperative Extension/EFNEP– A \$ 6,000 grant was received from CarolinaEast Foundation in fiscal year 2012. These funds are used to provide supplies for the Expanded Food and Nutrition Education Program (EFNEP). As of June 30, 2013, \$1,454 remained unspent. Need to carry over this balance for use in fiscal year 2014.

Cooperative Extension/SHIP – Senior Health Insurance Information Program had \$ 6,989 available to spend in fiscal year 2013. Of the available funds, \$ 1,680 remained unspent on June 30, 2013. Those funds need to be carried over and budgeted for fiscal year 2014.

Cooperative Extension/Clean Sweep – In April 2013, cooperative extension received a \$500 check from Keep NC Beautiful. These funds were for the Clean Sweep program. A budget amendment was not done at that time to allow for its use. These funds need to be carried over and budgeted for use by the Clean Sweep program in FY '14.

Court Facilities – Need to budget necessary funds to maintain the structure formerly used by Probation & Parole. This Broad Street building needs repairs to roof costing \$14,350 and the side entrance costing \$2,500.

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

Presenter: _____ Stanley Kite _____
Agenda Item No. _____ 5 _____
Board Action Required: _____ Yes _____

DEPARTMENTAL MATTERS: EMERGENCY SERVICES - 911 RADIO CONSOLE EQUIPMENT PURCHASE APPROVAL

Emergency Services Director, Stanley Kite, will appear before the Commissioners to request permission to purchase the proposed MCC 5500 Console Equipment from Motorola. He would like to purchase the equipment based on the conditions outlined in NC General Statutes G.S. 143-129(e) that allow the purchase when standardization or compatibility is the overriding consideration. The department is currently using a Motorola Gold Elite Console with Control stations for the telecommunicators to operate the radio equipment for dispatching emergency calls to police fire and emergency medical units. The existing equipment that is currently in use will be moved to the Judicial Center to serve as a backup to the primary 911 Center at a later date. This would make it essential that the equipment be compatible at each location. Mr. Kite feels the purchase will ensure compatibility with existing radio equipment technology and provide standardization for staff regarding training functionality and programming. The proposed purchase price for the 5 console positions and necessary electronics bank for connectivity is priced at \$256,305.00. Attachment #5 is a description of the equipment for your review.

Board Action: Approve purchase of MCC 5500 Console Equipment, as recommended by the EMS Director

Presenter: _____
Agenda Item No. _____ 6 _____
Board Action Required: _____ Yes _____

APPOINTMENTS

- A. PENDING
- B. CURRENT
- C. UPCOMING

Board Action: If the intent is to make appointments effective immediately, a motion to waive the one meeting waiting requirement would be in order.

A. PENDING APPOINTMENT(S):

FIREMEN'S RELIEF FUND BOARD OF TRUSTEES

AUTHORIZATION: NCGS 58-84-30

MISSION/FUNCTION: To safeguard firefighters in active service and dependent members of their families from financial loss resulting from sickness, injury or loss of life suffered while in performance of his or her duties as a firefighter.

NUMBER OF MEMBERS:

5 per department

TYPE:

2 appointed by Board of Commissioners; 2 appointed by the department; 1 appointed by Commissioner of Insurance

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: As necessary

COMPENSATION: No X Yes Specify: _____

Term(s) ending:

Ralph Roeland - #6 (Initial Appointment 1999)
Duward White – Dover (Initial Appointment 2003)

No applications on file

NURSING HOME ADVISORY COMMITTEE

AUTHORIZATION: N.C.G.S.131E-115

MISSION/FUNCTION: Work to maintain the intent of the Nursing Home Patients Bill of Rights within the licensed homes in the County; to promote involvement and cooperation with domiciliary homes to ensure care for the elderly.

community
quality

NUMBER OF MEMBERS:
7-12

TYPE:
Dictacted by the number of homes in the county;
homes have right to recommend 25% of appointees

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):
Cannot be employed by or have a relative in an adult care home.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Quarterly, beginning in March, third Wednesday, 10:00 a.m.

COMPENSATION: No Yes

Term(s) Ending: Rachelle Martin (Initial appointment 2010)
(No longer serving and needs to be replaced.)

No applications on file.

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: _____

Term(s) ending: Gertha Williams (Deceased)

No applications on file.

B. CURRENT APPOINTMENTS

CRAVEN COUNTY CLEAN SWEEP COMMITTEE

AUTHORIZATION: Bylaws

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

NUMBER OF MEMBERS:

25

TYPE:

Civic, neighborhood, municipal, industrial business, schools

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

LENGTH OF TERMS: 3 Years

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

COMPENSATION: No X Yes Specify: _____

Terms ending: Judi Lloyd (initial appointment 2010)
 Lynn Rosania (initial appointment 2010)

*Tom Glasgow indicated that they have been active and he would like to have them back.

EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

AUTHORIZATION: _____

MISSION/FUNCTION: Functions as a technical committee of the Board of Commissioners to develop and recommend for approval by the Board of Commissioners standards of care, policies, procedures and actions which will maintain and improve the quality of Emergency Medical Services for Craven County residents.

NUMBER OF MEMBERS:

28

TYPE:

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

1) Craven County Manager, or designee; 2) Director of Emergency Services; 3) representative from each EMS provider; 4) representative from each authorized First Responder provider; 5) hospital president or designee; 6) County Medical Director; 7) physician nominated by Craven County Medical Society; 8) representative from Communications division; 9) representative nominated by Craven County Firemen's Association; 10) hospital emergency room supervisor; 11) non-provider affiliated citizen; 12) Community College Dean of Continuing Education; 13) representative nominated by Craven County Law Enforcement Association; 14) representative from Naval Hospital at Cherry Point;; 15) ad hoc members to include ECCOG, EMS Director, NCOEMS, and Executive Director of the American Red Cross

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly

COMPENSATION: No Yes Specify: _____

New position: Representative from Vidant Air Medical (Formerly EastCare); helicopter will now be located at CarolinaEast

Application on file: David Short (Attachment # 6.B.)

C. UPCOMING APPOINTMENTS

September

Juvenile Crime Prevention Council Scott Harrelson (Craven County Health Department)
Lillie Hayes (Deceased)
Robert Keeter (Initial Appointment 2006)
Jennifer Knight (initial appointment 2001)
Tony Lee (initial appointment 2011)
Mary Mallard (initial appointment 2006)
Carol Mattocks (initial appointment 2001)
Rudy Riggs (Sheriff's Department designee)
Sherri Riggs (County Manager's designee)
Jackie Smith (District Attorney's designee)
Cheryl Spencer (assumed Wadell unexpired term)
Hollyanne Trombley (initial appointment 2009)
Nancy Wells (ECBH)

October

Firemen's Relief Fund Anthony Elliott, Twp. 6 (initial appointment 2011)

Industrial Facilities Pollution Control Financing Authority Gary Essex (initial appointment 2001)

Presenter: _____ Jim Hicks _____
Agenda Item No. _____ 7 _____

COUNTY ATTORNEY'S REPORT

Presenter: Jack Veit
Agenda Item No. 8

COUNTY MANAGER'S REPORT

Presenter: _____
Agenda Item No. 9

COMMISSIONERS' REPORTS

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 08/05/2013

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
CONNER, DONALD SCOTT NOT IN NEW BERN 1/1/2012	0090257 2012-0011683	86.46
	1 -CREDIT MEMO(S)	86.46

REFUNDS SUBJECT TO BOARD APPROVAL ON 08/05/2013

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
DILLAHUNT, FRED D HRS DWELLING UNOCCUPIED	1866150 2012-0015165	36.00
FRIENDLY FITNESS INC VALUE CORRECTION-EQUIP. LEASED	0078967 2012-0020100	198.64
	2 -REFUND(S)	234.64

Providing Meaningful Communication with Persons with Limited English Proficiency

*Craven County, North Carolina
Effective August 5, 2013 to August 4, 2016*

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

POLICY:

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by **Craven County** will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

DEFINITIONS:

Limited English Proficient (LEP) individual – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

Vital Documents – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.

Title VI Compliance Officer: The person or persons responsible for administering compliance with the Title VI LEP policies.

Substantial number of LEP: 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

Craven County will promptly identify the language and communication needs of the LEP person. Staff will use a language identification card (or “I speak cards,” provided by Community Investment and Assistance (CI)) and LEP posters to determine the language. In addition, when records are kept of past

interactions with individuals or family members, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTEPRETER

List the current name, office telephone number, office address and email address of the Title VI compliance officers:

Jack B. Veit, III 252/636-6600 406 Craven Street, New Bern, NC 28560 jveit@cravencountync.gov
(Note: The agency must notify the CI Compliance Office immediately of changes in name or contact information for the Title VI compliance officer.)

Check all methods that will be used:

- Maintaining an accurate and current list showing the language, phone number and hours of availability of bilingual staff *(provide the list)*:
- Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;
- Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

(Identify the agency(s) name(s) with whom you have contracted or made arrangements)

Fluent Language Solutions, 8801 J. M. Keynes Drive, Suite 400, Charlotte, NC 28256-3308
(currently provides services to County's E-911)

Have/has agreed to provide qualified interpreter services. The agency's (or agencies') telephone number(s) is/are *(insert number (s))*, and the hours of availability are *(insert hours)*.

Toll free 888/225-6056 Mon-Fri 8:00 am to 5:00 pm 24 hour emergency services available

Other *(describe)*:

All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest should be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other residents will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

3. PROVIDING WRITTEN TRANSLATIONS

- i. **Craven County** will set benchmarks for translation of vital documents into additional languages. *(please ensure to keep records of those documents that apply to your agency)*
- ii. When translation of vital documents is needed, **Craven County** will submit documents for translation into frequently-encountered languages.
- iii. Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

4. PROVIDING NOTICE TO LEP PERSONS

Craven County will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. Example: The notification will include, in the primary language of the applicant/recipient, the following language: IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.

All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and individuals and their families will be informed of the availability of such assistance free of charge.

At a minimum, notices and signs will be posted and provided in intake areas and other points of entry, including but not limited to the main lobbies, waiting rooms, etc.

County Administration Building; County Planning & Inspections Department *(Include those areas that apply to your agency).*

Notification will also be provided through one or more of the following: outreach documents, telephone voice mail menus, local newspapers, radio and television stations, and/or community-based organizations

Outreach documents; local newspaper (Sun Journal); local access TV station (C-TV10) *(Include those that apply to your agency).*

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, **Craven County** will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, **Craven County** will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, complaints filed by LEP persons, feedback from residents and community organizations, etc.

I. Compliance Procedures, Reporting and Monitoring

A. Reporting

The agency will complete an annual compliance report and send this report to CI. (Format will be supplied by CI)

B. Monitoring

The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system proposed by the local government. These reports will be maintained and stored by the Title VI Compliance Officer and will be provided to the CI upon request.

The agency will cooperate, when requested, with special review by the CI.

II. Applicant/Recipient Complaints of Discriminatory Treatment

A. Complaints

The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy. The form can be found at <http://www.nccommerce.com/cd/community-investment/forms-resources/compliance-plans-and-templates>.

The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.

The agency will notify the appropriate section within CI of complaints filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

B. Resolution of Matter

If the matter cannot be resolved by informal means, the individual will be informed of his or her right to appeal further to CI. This notice will be provided in the primary language of the individual with Limited English Proficiency.

The CI Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.

If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency.

If not resolved by CI, then complaint will be forwarded to Department of Justice (DOJ), Department of Housing and Urban Development (HUD) Field Office.

SUBMITTED AND ADOPTED BY:

Scott C. Dacey

Name of Chairman of Board

Signature of Chairman of Board

August 5, 2013

Date

RESOLUTION

WHEREAS, Craven County wishes to ensure that all citizens are able to access programs available through the County; and

WHEREAS, the County acknowledges that not all citizens have an equal understanding of the English language.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners that the policy entitled "PROVIDING MEANINGFUL COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY," a copy of which is attached hereto and incorporated herein by reference, is hereby adopted and approved for the period August 5, 2013, through August 4, 2016, and the Chairman is hereby authorized and directed to execute the same for and on behalf of the County.

ADOPTED THIS 5th day of August, 2013.

Scott C. Dacey, Chairman

ATTEST:

Gwen Bryan, County Clerk

Craven County FY12 CDBG-IF Project
 Summary Rating Sheet for Engineering Services Proposals

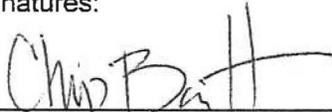
July 26, 2013

Rating Factor	Max Points	The Adams Company	Avolis	Lamm Engineer Assoc.	Withers & Ravenel	Clayton	Chiles	Quible	Thomas
Municipal/CDBG Experience	40	38	33	34	36	34	34	30	33
Personnel Qualifications	20	15	18	18	20	19	18	15	18
Time Frame/Budget	10	10	10	10	10	10	10	10	10
RI Availability/Qual's	10	8	10	9	9	9	9	7	8
Workload Evaluation	10	7	9	8	8	8	8	8	8
Hourly Rates	10	10	10	8	6	9	8	7	9
Total Points	100	88	90	87	89	89	88	77	86

Notes:

While all of firms demonstrated the basic ability to perform the required services with qualified personnel, the county wishes to utilize a professional firm that that is familiar with the project areas, provides cost-effective rates and possesses good communication with the county and its utility department as shown in past programs. Based on these criteria including the ranking results above, we recommend Avolis Engineering to provide Engineering Services for the FY 12 CDBG Program.

Signatures:



 Holland Consulting Planners, Inc.

 Craven County



This ordinance is hereby approved in the following amounts for expenditures of the CDGB FY 12 Water & Sewer Infrastructure Project.

Expenditures:

Sewer Improvements	\$	484,874.00
Water Improvements	\$	215,423.00
Administration	\$	49,703.00
TOTAL	\$	750,000.00

The following revenues are hereby estimated for the CDGB FY 12 Water & Sewer Infrastructure Project.

Revenues:

CDBG Grant	\$	750,000.00
TOTAL	\$	750,000.00

This ordinance is hereby approved this 5th day of August, 2013.

Scott C. Dacey, Chairman
Craven County Board of Commissioners

Attest:

Gwendolyn M Bryan, Clerk to the Board
Craven County Board of Commissioners

**CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE PROGRAM
Project Ordinance**

Be it ordained by Craven County, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the FY2012 Community Development Block Grant Infrastructure (CDBG-IF) Program described in the work statement contained in the grant agreement (#12-C-2493) between Craven County and the North Carolina Department of Commerce. This project is more familiarly known as the Craven County FY2012 CDBG-IF Project.

Section 2. The Craven County staff is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the Department of Commerce, and the budget contained herein.

Section 3. The following revenues and resources are anticipated to be available to complete the project activities:

<u>FY2012 CDBG-IF Project</u>	
CDBG Grant	\$750,000
Total Project Resources	<u>\$750,000</u>

Section 4. The following amounts are appropriated for the project activities:

<u>FY2012 CDBG-IF Project</u>	
Project Budget	<u>\$750,000</u>

Section 5. The Grant Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Department of Commerce required by the grant agreement(s) and federal and state regulations.

Section 6. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the North Carolina Department of Commerce in an orderly and timely manner.

Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Grant Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this council.

Section 9. Copies of this grant project ordinance shall be made available to the Grant Finance Officer for direction in carrying out this project.

Adopted this 5th day of August, 2013.

Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

Gwendolyn M. Bryan, Clerk to the Board

CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE PROGRAM
Financial Management Resolution

WHEREAS, Craven County has received an Infrastructure (IF) Program Grant in the amount of \$750,000; and

WHEREAS, the North Carolina Administrative Code regulations require that Craven County designate a Grant Finance Officer and a depository for CDBG 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 FY2012 CDBG-IF Program.

Resolved this 5th day of August, 2013.

Scott C. Dacey, Chairman
Craven County Board of Commissioners

ATTEST:

Gwendolyn M. Bryan, Clerk to the Board

SYSTEM DESCRIPTION

Motorola is proposing a solution for the Craven County Dispatch Site that consists of MCC 5500 dispatch consoles. A description of the console features and benefits, hardware components, software components, system architecture, expansion capabilities, and reliability are provided below.

2.1 PROJECT OVERVIEW

This proposal offers Craven County with a Motorola MCC 5500 System. The proposed system is a solution comprised of one site. The MCC 5500 dispatch console site includes five operator positions with a separate Database Manager Server. The dispatch console will connect to existing control stations via phone lines as they are currently connected to the existing Gold Elite Console.

Motorola has taken great care to propose an offering that will provide Craven County with a radio solution that meets their needs.

2.2 MCC 5500 DISPATCH CONSOLE

Motorola's MCC 5500 dispatch console is a full-featured conventional radio dispatch console designed to handle dispatch requirements for small to medium-sized communication centers. It is a PC-based console that seamlessly integrates radio, paging and telephony allowing dispatch operators to manage and communicate more effectively with field personnel over numerous channels in a wide area system.

The MCC 5500 is a digital, modular radio dispatch console with an easy-to-use graphical user interface (GUI) running under Windows 7. Each console system is designed to interface to up to 128 resources (radio channels and telephone lines) and support up to 36 dispatch operator positions. The maximum number of telephone lines supported is 72 (2 per operator position).

The MCC 5500 Dispatch Console allows users to:

- Control conventional, digital, mobile and iDEN radio channels.
- Receive and make calls on regular telephone lines.
- Use the Call Director to route telephone calls to a headset.
- Send pages, either through an internal paging encoder or optional external encoder.
- Operate a voter/comparator system by receiving comparator audio and by providing status and control to each receiver.
- Decode and dispatch Push-to-Talk (PTT) identification(s) with STAT-ALERT™, ASTRO™, GE-STAR™, DTMF and iDEN signaling systems.

The MCC 5500 dispatch console supports the following Conventional radio systems:

- Analog Conventional: Stat-Alert (MDC-1200), Securenet™ (coded/clear only), GE-STAR.
- Conventional ASTRO® (Project 25 compliant).

In addition, the MCC 5500 dispatch console supports a variety of trunked radio systems as a wireless console using mobile radios as control stations. In most cases, MCC 5500 dispatch operators can access the full set of features supported on the mobile radio unit but with the mobile radio located where needed for proper RF coverage.



The following is a list of wireless console interfaces that MCC 5500 currently supports:

- SMARTNET
- SmartZone
- SmartZone OmniLink
- ASTRO 25 Trunking (Project 25 compliant)
- Dimetra
- PassPort/LTR® Trunking
- iDEN

Functionality as a wireless console is dependent upon the method of interface and radio. Main choices of a wireless console interface are:

- TRC – provides limited functionality within the system.
- Serial Link (ASTRO radios only, W7 model) – provides PTT ID, Emergency Call.
- SB9600 – provides full control of the radio.
- iDEN.

Volunteer Board Information and Interest Sheet

Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

Craven County EMS Advisory Board

Name: David A. Short Home Phone: 919-552-6076
Home Address: 905 Nakina Drive
City: Fuquay Varina Zip Code: 27526
Township: _____ City Limits: Yes No
Occupation: Outreach Coordinator Business Phone: 252-847-4779
Place of Employment: Vidant Medical Center Fax Number: 252-847-6428
E-Mail Address: david.short@vidanthealth.com

(Please indicate your preferred contact number.)

Education

AA in EMS

BS Health Services Management

NC Paramedic, NREMT Paramedic

Business and Civic Experience

Boy Scouts of America

Areas of Expertise, Interest, Skills

EMS

Air & Ground Critical Care Transport

Healthcare Operations

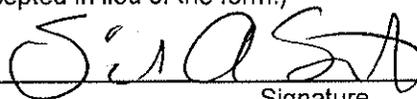
Why do you want to serve?

To represent Vidant Medical Transport's and Vidant Health interests in emergency and critical care transport in Craven County.

Vidant Medical Transport operates a EMS helicopter in New Bern and soon to be Mobile Intensive Care Ambulance.

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 05/15/2013


Signature

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail (gbryan@cravencountync.gov) or fax: (252) 637-0526.

This form will remain active until two years after date received.