

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
TUESDAY, JANUARY 20, 2015
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF JANUARY 5, 2015 REGULAR SESSION

1. FY14 AUDIT PRESENTATION: Lou Cannon, McGladrey
2. ABC BOARD PRESENTATION: Chip Chagnon, Chairman

DEPARTMENTAL MATTERS

3. TAX – RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
4. COOPERATIVE EXTENSION – BUDGET AMENDMENTS: Lisa Wimpfheimer, Administrative Assistant
5. CONVENTION CENTER – BUDGET AMENDMENT: Mary Harris, Convention Center Director
6. WATER
 - A. Water Treatment Plant Loan Resolution: Rick Hemphill, Assistant County Manager, Finance/Administration
 - B. Construction Update on Water Treatment Plant: Chris Windley, McKim & Creed
 - C. Contract Award for Water Treatment Plant Testing Services: Chris Windley
7. ECONOMIC DEVELOPMENT – BUDGET AMENDMENT: Timothy Downs, Economic Development Director
8. HEALTH – BUDGET AMENDMENTS: Jennifer Blackmon, Human Services Deputy Director

9. PLANNING – SUBDIVISION FOR APPROVAL: Chad Strawn, Assistant Planning Director
10. APPOINTMENTS
11. COUNTY ATTORNEY’S REPORT: Jim Hicks
12. COUNTY MANAGER’S REPORT: Jack Veit
13. COMMISSIONERS’ REPORTS

Agenda Date: January 20, 2015

Presenter: Lou Cannon

Agenda Item No. 1

Board Action Required: No

FY14 AUDIT PRESENTATION

At the last meeting the Finance Director presented copies of the County's Certified Annual Financial Report (CAFR) to the Board for previewing. Lou Cannon, of the audit firm McGladry, will present the audit results for the year ended June 30, 2014.

Board Action: Receive information

Agenda Date: January 20, 2015

Presenter: Chip Chagnon

Agenda Item No. 2

Board Action Required: No

ABC BOARD PRESENTATION

ABC Board Chairman, Chip Chagnon, will present a quarterly update on ABC operations, as previously requested by the Board. An Information Paper has been provided as Attachment #2.

Board Action: Receive information

Agenda Date: January 20, 2015

Presenter: Ronnie Antry

Agenda Item No. 3

Board Action Required: Yes

DEPARTMENTAL MATTERS: TAX – RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #3 for the Board's approval.

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

Agenda Date: January 20, 2015

Presenter: Lisa Wimpfheimer

Agenda Item No. 4

Board Action Required: Yes

DEPARTMENTAL MATTERS: COOPERATIVE EXTENSION – BUDGET AMENDMENTS

Cooperative Extension Director, Tom Glasgow, has submitted two budget amendments for the board's approval, as follows:

EFNEP – Budget \$3,000 grant awarded by Harold Bate Foundation.

EFNET/PAMLICO EFNEP – Transfer \$500 for Pamlico EFNEP to keep Pamlico EFNEP fund separate.

Mr. Glasgow will be unavailable, but has asked Administrative Assistant, Lisa Wimpfheimer, to be present to address any questions the Board may have. (See Attachment #4).

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

Agenda Date: January 20, 2015

Presenter: Mary Harris

Agenda Item No. 5

Board Action Required: Yes

DEPARTMENTAL MATTERS: CONVENTION CENTER – BUDGET AMENDMENT

Convention Center Director, Mary Harris, will present a budget amendment to appropriate \$3,000 from the Tourism Development Authority to cover expenses of the New York Media Mission with the N.C. Department of Commerce. (See Attachment #5)

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

Agenda Date: January 20, 2015

Presenters: Rick Hemphill, Chris Windley

Agenda Item No. 6

Board Action Required: Yes

DEPARTMENTAL MATTERS: WATER

A. WATER TREATMENT PLANT LOAN RESOLUTION

The Board will be requested to adopt the resolution which appears as Attachment #6.A. Due to changes at DENR, they have determined they need a new resolution showing the full amount of the loan the County is receiving.

Board Action: Adoption of resolution

B. CONSTRUCTION UPDATE ON WATER TREATMENT PLANT

Chris Windley of McKim & Creed will present an update on the construction at the water treatment plant. Attachment #6.B. contains a summary.

Board Action: Receive information

C. CONTRACT AWARD FOR WATER TREATMENT PLANT TESTING SERVICES

Mr. Windley will present a recommendation for a contract for testing services at the water treatment plant. (See Attachment #6.C.)

Board Action: Vote to award contract

Agenda Date: January 20, 2015

Presenter: Timothy Downs

Agenda Item No. 7

Board Action Required: Yes

**DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT – BUDGET
AMENDMENT**

Economic Development Director, Timothy Downs, will present the budget amendment contained in Attachment #7 to budget funding for Craven 100 Alliance.

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

Agenda Date: January 20, 2015

Presenter: Jennifer Blackmon

Agenda Item No. 8

Board Action Required: Yes

DEPARTMENTAL MATTERS: HEALTH – BUDGET AMENDMENTS

Human Services Deputy Director, Jennifer Blackmon, will present budget amendments as follows:

Contract Services/Contract Employees – Budget \$6,760 which has become available from the State to be used for copying and imaging old medical records.

Prescription Drugs – Budget additional amount of \$10,186 awarded by the State to provide family planning services for TANF patients in order to prevent out-of-wedlock births.

Medical Supplies/Other Supplies/Contract Services – Budget additional funding in the amount of \$17,548 which has been awarded to provide communicable disease screening and physical exams for refugee resettlement.

(See Attachment #8)

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

Agenda Date: January 20, 2015

Presenter: Don Baumgardner

Agenda Item No. 9

Board Action Required: Yes

DEPARTMENTAL MATTERS: SUBDIVISION FOR APPROVAL

Planning Director, Don Baumgardner, will present the following subdivision, which was recommended by the Planning Board at their meeting on December 4.

Croatan Crossing Townhomes Section 1, Phase 1 - Final

- Property is owned by LRH Development, LLC and surveyed by Brad L. Suitt & Associates
- Property is located within Twp. 6, off of Catfish Lake Rd. (SR 1100)
- Parcel ID 6-207-013
- Subdivision contains 8 townhome units on 3.55 acres
- Lots proposed are to be served by existing community water and sewer

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

Agenda Date: January 20, 2015

Presenter: _____

Agenda Item No. 10

Board Action Required: Yes

APPOINTMENTS

- A. PENDING
- B. UPCOMING

Board Action: Appointments will be effective immediately, unless otherwise specified.

A. PENDING APPOINTMENT(S):

HAVELOCK BOARD OF ADJUSTMENT

AUTHORIZATION: Havelock City Code – Article XI

MISSION/FUNCTION: _____

NUMBER OF MEMBERS: _____

7

1

1

TYPE:

City of Havelock

Extraterritorial Jurisdiction (County)

Extraterritorial alternate (County)

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

County appointees must reside in the extraterritorial areas of the City of Havelock.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Wednesday of the month at 7:30 p.m., and at the call of the Chair

Terms ending: Nancy Webster, Alt. (Appointed 2009; resigned)

No applications on file. (The City of Havelock has not received any interest from citizens, but still working on it.)

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

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

COMPENSATION: No : Yes Specify: _____

Terms ending: Fletcher Watts (Appointed 1996)
Robert Lewis (incapacitated)
Dell Ipock (expired 2011)
Charles Dees (Initial appointment 2000)
Gary Essex (initial appointment 2001)

Application(s) on file: Calvin Williams (Attachment #10.A.)

CRAVEN COUNTY HEALTH BOARD

AUTHORIZATION: NCGS 130A-35

MISSION/FUNCTION: Primary policy making and hearing body for the Craven County Health Department, charged with the immediate care and responsibility for promoting and protecting the public health in Craven County.

NUMBER OF MEMBERS:

11

TYPE:

A physician, dentist, optometrist, veterinarian, registered nurse, licensed pharmacist, Craven County Commissioner, general public

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

(See above)

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 2nd Monday of every month, 12:00 – 1:30 p.m.

COMPENSATION: No Yes X Specify: \$50/meeting

Term(s) ending: Trey Paul, Pharmacist

Application(s) on file: Genelle Butz (Attachment #10.A.1.)

CRAVEN COMMUNITY CHILD PROTECTION TEAM

AUTHORIZATION: NCGS 7B-1406

MISSION/FUNCTION: To respond to child protection needs before a child is harmed by taking action to identify and address gaps or deficiencies in services and resources through the annual report to the County Board of Commissioners, collaboration with community partners, promoting public awareness and advocating for action that addresses the child protection needs of each county.

NUMBER OF MEMBERS:
11-16

TYPE:
DSS Director, DSS staff member, law enforcement officer, attorney from DA's office, executive director of local community action agency, public School superintendent or designee, member of DSS Board, mental health professional, Guardian ad Litem Coordinator, Public Health Director, local health care provider, EMS/firefighter, District Court Judge, Commissioners appointees from other county agencies or community at-large

QUALIFICATIONS: Stated above.

LENGTH OF TERMS: As set by respective agencies, position and Commissioners'

MEETING SCHEDULE: Quarterly; January, April, July, October

Terms ending: Mary Mallard (Dept. of Juvenile Justice; appointed 2012)
Dawn McCabe (Health Dept.; appointed 2012)
Cynthia Morton (CarolinaEast; appointed 2012; **needs to be replaced**)
Deb Rogers (Medical Examiner; appointed 2012; **mandated position**)
Alfreda Stout (DSS; appointed 2012; **mandated position**)

Application(s) on file: Sandra Kutkhun (Attachment #10.A.2)

B. UPCOMING APPOINTMENTS

February

Child Protection Team: Amy Bryant (ECBH; appointed 2012)

Clean Sweep Committee: Bob Adams (Appointed 2012)
Connie Adams (Appointed 2012)
Eddie Games (Appointed 2012)
Debbie Kirkman (Appointed 2012)

Firemen's Relief Fund: Carl Jarman (Twp. #9; appointed 2013)
Billy Joiner (West New Bern; appointed 2011)
Theron McCabe (Harlowe; appointed 1999)
Roger Wetherington (Twp. #9; appointed 2013)

Fire Tax Commissioners: Dallas Ray Brown (Appointed 2013)
Howard Carrier (Twp. #9; appointed 2013)
Marjorie Gonzalez (Twp. #9; appointed 2013)
Martin Hernandez (Twp. #6; appointed 2013)
Chris Register (Twp. #9; appointed 2013)
Trudy Williams (Tri-Community; appointed 2012)

March

Child Protection Team: Kent Flowers (DSS; appointed 2006; **mandated position**)

EMS Advisory Committee: Crystal Davis (Appointed 2011)

Firemen's Relief Fund: Keith Morris (Twp. 1; appointed 2013)
Dennis Smith (No. 1; appointed 2013)

Fire Tax Commissioners: Tommy Cowen (Twp.1; appointed 2013)
Ed Dozier (Twp. 5; appointed 2013)
Sammy Lilly (Twp. 1; appointed 2013)
Ronald Pate (Twp. 1; appointed 2013)
James Smith (Twp. 3; appointed 2006)
Howard Spence (Swift Creek; appointed 2011)

Agenda Date: January 20, 2015

Presenter: Jim Hicks

Agenda Item No. 11

COUNTY ATTORNEY'S REPORT

Agenda Date: January 20, 2015

Presenter: Jack Veit

Agenda Item No. 12

COUNTY MANAGER'S REPORT

Agenda Date: January 20, 2015

Presenter: _____

Agenda Item No. 13

COMMISSIONERS' REPORTS

Information Paper
Craven County ABC Board
January 20, 2014

SUBJECT: Fiscal Year 2014-15 Update

1. This information paper will update the Craven County Board of Commissioners on the Craven County ABC Board system since the June 30, 2014 year end budget review to the Craven County Board of Commissioners on September 2, 2014.
2. Today's Craven County ABC Board consist of six modern stores located within the jurisdictions of New Bern (2), Havelock (2), Vanceboro (1), and Craven County (1); and our Martin Street (New Bern), administrative office and warehouse.
3. This outstanding ABC system provides our adult citizens and "liquor by the drink establishments" perhaps the best service and liquor products available in NC;
4. To date, the 2014-15 fiscal has been a very good financial year. This improved financial growth has the potential of generating a revenue:
 - a. Over \$197,000.00 for NC
 - b. Over \$53,000.00 for Craven County
 - c. Over \$3,300.00 for New Bern
 - d. Over \$1,500.00 for Havelock
5. Other business model improvements include:
 - a. Continuing store modernization and administration operations improvements;
 - b. Improved employee compensation package, particularly at the entry level sales associate and store manager levels;
 - c. New employee classifications and performance evaluation system based on the Craven County HR model;
 - d. Increased NC Alcohol Law Enforcement presence with new contract between the State, (SBI) and the ABC Board, focused on underage drinking prevention and store security;
 - e. Implementation of a new employee training program;
 - f. Provided over \$2500.00 in grants to Craven Community College for their Underage Drinking Prevention Program; and provided \$2500.00 to the Coastal Coalition Against Substance Abuse Prevention (CCSAP) for Craven County Programs;
 - g. Developing a Ten Year Strategy Plan to improve service and store positioning.
6. Bottom-line: The Craven County ABC Board is properly capitalized; operating healthy and well-positioned for growth potential.

Respectfully Submitted on Behalf of the Craven County ABC Board Members & Staff.

WR Chip Chagnon
Chairman, Craven County ABC Board

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 01/20/2015

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
ARTHUR FARMS INC LATE LISTING CHARGED IN ERROR	0091611 2014-0001781	208.61
BECTION, CHANDRA DOUBLE BILLED-SEE ACCT 101556	0098810 2014-0091142	78.55
BRYAN, BRENDA GASKINS DID NOT OWN 1/1/2014	0082873 2014-0007469	185.89
CONGER, KURT A & PATTI J DID NOT OWN 1/1/2014	0084534 2014-0011598	119.21
CORLEY, OTIS DID NOT OWN 1/1/2010	0024125 2010-0011058	84.14
CORLEY, OTIS DID NOT OWN 1/1/2011	0024125 2011-0012233	77.20
CORLEY, OTIS DID NOT OWN 1/1/2012	0024125 2012-0012111	68.84
CORLEY, OTIS DID NOT OWN 1/1/2013	0024125 2013-0011812	63.12
FOSS ENTERPRISES INC EXEMPT PER GS 105-275 (8)	0020962 2014-0019427	571.58
FOSS ENTERPRISES INC EXEMPT PER GS 105-275 (8) (B)	0020962 2014-0019426	931.92
HOMER, ROGER HENRY VALUE CORRECTION PER BILL OF SALE	0097377 2014-0093340	216.70
KARL, CHRISTOPHER NICHOLAS MILITARY EXEMPTION	0100823 2014-0030930	67.18
KURZMAN, JENNIFER A NOT IN BUSINESS 1/1/2014	0090731 2014-0092429	54.45
LITTLE, ROBERT D & ANNE DIEHL DID NOT OWN 1/1/2014	0045486 2014-0091798	15.16

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 01/20/2015

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
MCCLEASE, JESSIE L & BENJAMIN DWELLING BURNED IN 2013	0078905 2014-0036808	929.96
MEWBORN, MABLE DID NOT OWN 1/1/2014	4921870 2014-0092604	10.86
MITCHELL, ALVIN EARL & EVELYN RECYCLE FEES CHARGED IN ERROR	5003950 2014-0092644	360.00
MORTON, JAMES O JR & REBECCA P RELEASED TO CARTERET COUNTY	0030908 2014-0040439	168.93
PERKINS, BRENDA ELAINE DWELLING VACCANT SINCE 2008	5650985 2014-0044258	36.72
RAMIREZ, CATARINA LABRA DOUBLE BILLED-SEE ACCT 96235	0076099 2014-0046339	84.80
TANKSON, ANTHONY E & THELMA E DOUBLE LISTED SEE ACCT 7065550	7065600 2014-0054662	54.34
TEEL, LEE WILL DWELLING VACCANT SINCE 2013	7131554 2014-0055190	36.72
TURNAGE, SABRINA RENEE CORLEY VALUE ERROR-TO BE REBILLED	0102107 2014-0057030	92.74
VANES, DANIEL S & MINDY A BOAT SITUS NOT IN CRAVEN COUNTY	0076964 2014-0057750	85.95
	24 -CREDIT MEMO(S)	4,603.57

REFUNDS SUBJECT TO BOARD APPROVAL ON 01/20/2015

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
DGT VENTURES LLC NOT IN BUSINESS 1/1/2014	0067639 2014-0014929	48.52
DGT VENTURES LLC NOT IN BUSINESS 1/1/2013	0067639 2013-0094706	53.38
DGT VENTURES LLC NOT IN BUSINESS 1/1/2012	0067639 2012-0015037	48.77
DGT VENTURES LLC NOT IN BUSINESS 1/1/2011	0067639 2011-0090471	53.96
DGT VENTURES LLC NOT IN BUSINESS 1/1/2010	0067639 2010-0013753	49.05
HARGETT, GROVER C & EARNINE M APPROVED FOR VETERAN EXCLUSION	3118975 2014-0024451	248.96
HARGETT, GROVER C & EARNINE M APPROVED FOR VETERAN EXCLUSION	3118975 2013-0023780	248.96
	7 -REFUND(S)	751.60



RESOLUTION BY CRAVEN COUNTY BOARD OF COMMISSIONERS

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

WHEREAS, the North Carolina Department of Environment and Natural Resources has offered a State Revolving Loan in the amount of \$16,178,995 for the construction of a water treatment plant, wells and distribution system, and

WHEREAS, Craven County intends to construct said project in accordance with the approved plans and specifications,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY:

The Craven County does hereby accept the State Revolving Loan offer of \$16,178,995.

That Craven County does hereby give assurance to the North Carolina Department of Environment and Natural Resources that all items specified in the loan offer, Section II - Assurances will be adhered to.

That Jack Veit, Craven County Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That Craven County has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 20th day of January at New Bern, North Carolina.

Steve Tyson, Chairman

Date



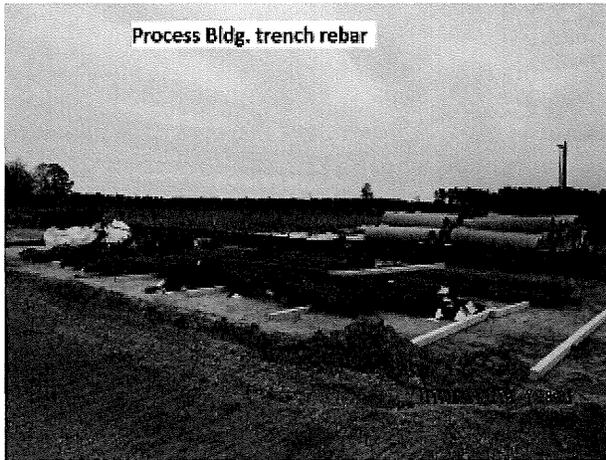
CRAVEN COUNTY POTABLE WATER SUPPLY AND TREATMENT FACILITIES

PROGRESS UPDATE – JANUARY 20, 2015

The following is a brief overview of the work which has taken place on the project site for the period of November 17, 2014 to January 20, 2015. 64 calendar days have elapsed since the Notice to Proceed date of November 17, 2014.

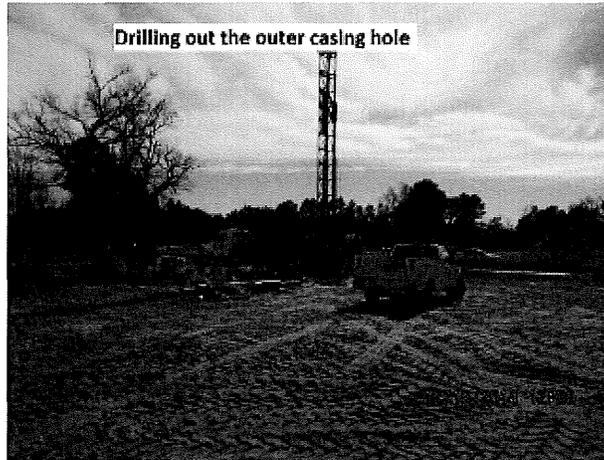
Division I – Water Treatment Plant

- General Contractor has mobilized office trailers, materials, equipment and labor forces to the Water Treatment Plant site.
- Phase I erosion and sedimentation control measures are complete.
- Topsoil stripping and stockpiling has started at the site.
- Temporary access roads have been installed.
- Excavation for the process building has started.
- The first concrete pour is scheduled for late January.



Division II – Raw Water Supply Wells

- Clearing and grubbing started at seven of the eight well sites.
- Erosion and sedimentation control measures started at seven of the eight well sites.
- Pilot hole and outer casing installed at the Water Treatment Plant well site.



Division III – Raw Water Transmission Mains, Concentrate Force Mains, and Finished Water Mains

- No work this period.
- The Division III subcontractor is scheduled to mobilize to the project site on January 26, 2015.



ENGINEERS

SURVEYORS

PLANNERS

January 13, 2015

M&C 01082-0028 (10)

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

RE: Craven County Potable Water Supply and Treatment Facilities
Construction Materials Testing and Special Inspections

Dear Mr. Veit:

The purpose of this letter is to summarize the results of the Request for Proposals (RFP) process that has been performed on behalf of the County for soliciting proposals from qualified firms to provide Construction Materials Testing (CMT) and Special Inspections (SI) services for the construction of the referenced project. Additionally, McKim & Creed is herein providing a recommendation for selection of the firm to perform these services.

McKim & Creed solicited proposals from three (3) qualified firms providing CMT and SI services including; Carolina Engineers (part of Trader Construction), Geotechnologies, and ECS Carolinas. We received proposals from Geotechnologies and ECS. Carolina Engineers confirmed that they did not intend to submit a proposal due to their current workload and concern of not being able to meet the construction schedule for the project.

We have reviewed both of the proposals submitted along with additional information provided by both firms following our request for clarifications and additional information upon completion of the initial proposal reviews. Upon final review, we feel that both firms have adequately addressed the scope of services for the requested CMT/SI services. Copies of the final proposals are attached for your information.

Based on our review of the proposals, we have found that ECS is qualified and experienced with CMT/SI services, has an office within 45 miles of the project site, and has proposed to provide the services at an estimated amount of \$118,662. Geotechnologies is also qualified and experienced with CMT/SI services and provided the geotechnical services for the project design. However, Geotechnologies's closest office is in Raleigh, NC and therefore, they have

Venture IV Building

Suite 500

1730 Varsity Drive

Raleigh, NC 27606

919.233.8091

Fax 919.233.8031

www.mckimcreed.com

Mr. Veit
January 13, 2015
Page 2 of 2

proposed to provide a full-time technician with per diem located in the project area. This along with other factors in their proposal have resulted in their proposed fee of \$291,846 which greatly exceeds the project budget for CMT/SI services of \$153,000. We recommend that the County select ECS Carolinas LLP for the requested CMT/SI services because of their qualifications, location to the project site, and their proposed cost for the services.

Please note that ECS's proposed fee is an estimated amount based on the proposed project construction and could be subject to increase if issues arise during construction. For this reason, we recommend that the County maintain the \$153,000 budget that was established for these services to provide contingency for CMT/SI services.

McKim & Creed can be available at the upcoming Board meeting on January 20, 2015 to answer any questions regarding this recommendation and the information provided by both of the firms that submitted proposals. If you have any questions, please do not hesitate to contact me at your earliest convenience.

Sincerely,

McKIM & CREED, INC.



Chris Windley, PE
Project Manager

cc: Rusty Hayes
Rick Hemphill





BUDGET AMENDMENTS

1. Fund: GENERAL

2. Department: HEALTH/ Maternity

3. Revenue Account Number(s)	Amount	4. Expenditure Account Number(s)	Amount
101-5700-349-14-00 State Revenues	6,760	101-5700-440-40-00 Contract Services	3,000
		101-5700-440-40-50 Contract Employees	3,760
Total:	6,760	Total:	6,760

Justification or Explanation of Change:
CCHD has received additional revenue due to the dissolution of a High Risk Maternity Clinic in another county.
Funds will be used to Copy & Image old medical records onto a CD and the use of a contract employee to scan all recent/current
maternity medical records into CureMD.

nks


1/5/14

Department Head Date County Manager Date

County Commissioners/Chairman
Date
Journal Entry Number
Date

**Division of Public Health
Agreement Addendum
FY 14-15**

Craven County Health Department \$ 6,760
Local Health Department Legal Name

Women's and Children's Health/Women's Health
DPH Section/Branch Name

746 High Risk Maternity Clinic
Activity Number and Description

Phyllis C. Johnson, 919-707-5715
Phyllis.c.johnson@dhhs.nc.gov
DPH Program Contact
(name, telephone number with area code, and email)

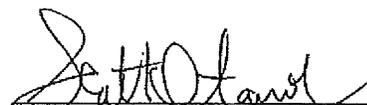
06/01/2014 – 05/31/2015
Service Period

DPH Program Signature _____ Date _____
(only required for a negotiable agreement addendum)

07/01/2014 – 06/30/2015
Payment Period

- Original Agreement Addendum
 Agreement Addendum Revision # 1 (Please do not put the Budgetary Estimate revision # here.)

- I. **Background:**
No change.
- II. **Purpose:**
This Agreement Addendum Revision #1 increases funding for this Activity due to the dissolution of a High Risk Maternity Clinic. Funds will be redistributed across the remaining High Risk Maternity Clinics. The Local Health Department has already outlined the distribution of these funds in their original Agreement Addendum for Activity 746 High Risk Maternity Clinic.
- III. **Scope of Work and Deliverables:**
No change.
- IV. **Performance Measures/Reporting Requirements:**
No change.
- V. **Performance Monitoring and Quality Assurance:**
No change.
- VI. **Funding Guidelines or Restrictions:** (if applicable)
No change.


Health Director Signature _____ (use blue ink)

12/4/14
Date _____

Local Health Department to complete: (if follow up information is needed by DPH)	LHD program contact name: <u>Jennifer Blackmon</u> Phone number with area code: <u>252-636-4920</u> Email address: <u>jblackmon@cravencountync.gov</u>
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Signature on this page signifies you have read and accepted all pages of this document.

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:

Industrial Facilities Pollution Control Financing Authority

Name: Calvin Williams Home Phone: 252-670-4362

Home Address: 1010 Hines Dr.

City: New Bern NC 28562

Zip Code: _____

Township: 9

City Limits: Yes No

Occupation: _____

Business Phone: _____

Place of Employment: Coastal Regional Solid Waste Authority Fax Number: _____

E-Mail Address: _____

(Please indicate your preferred contact number.)

Education

Business and Civic Experience

Areas of Expertise, Interest, Skills

Why do you want to serve?

Asked by Commissioner Jones to serve due to my experience at CRSWIA

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

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

Date: _____

Signature: _____

Please be advised that this form is a public record, and must be made available to the public upon request. 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 (qbryan@cravencountync.gov) or fax: (252-637-0526.

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

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:

Health Dept. Board of Health

Name:	<u>Genelle Butz</u>	Home Phone:	<u>2526261795 (preferred)</u>
Home Address:	<u>107 Channel Run Dr</u>		
City:	<u>New Bern</u>	Zip Code:	<u>28562</u>
Township:	<u>River Bend</u>	City Limits:	<u>Yes</u> <input checked="" type="checkbox"/> <u>?</u> <input type="checkbox"/> <u>No</u>
Occupation:	<u>Pharmacist</u>	Business Phone:	<u>2526338747</u>
Place of Employment:	<u>CarolinaEast Medical Center</u>	Fax Number:	<u>2526373261</u>
E-Mail Address:	<u>gbutz@carolinaeasthealth.com</u>		

(Please indicate your preferred contact number.)

Education

University of Iowa- BA in Biochemistry with a Minor in Chemistry 2000

University of North Carolina-Chapel Hill- PharmD 2007

Business and Civic Experience

Director of Pharmacy for the CarolinaEast Health System. (September 2011-current)

Areas of Expertise, Interest, Skills

Pharmacy

Why do you want to serve?

Having worked in hospital pharmacy my whole professional career, I feel that my scope is very narrow. I would like to have a broader impact in the community.

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

Various committees within the hospital. Part of Central Atlantic Pharmacy Program (group of eight hospital pharmacies in the mid Atlantic)

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

Date: 01/13/2015

Signature: 

Please be advised that this form is a public record, and must be made available to the public upon request. 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.

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 Community Child Protection Team

Name: Sandra Kutkuhn Home Phone: 252-675-2671
Home Address: 1610 Rollover Creek Rd
City: New Bern Zip Code: 28562
Township: Tuscarora City Limits: Yes No
Occupation: Social Worker Supervisor Business Phone: 252-636-4997 preferred #
Place of Employment: Craven County DSS Fax Number: 252-636-4986
E-Mail Address: sandra.kutkuhn@cravencountync.gov

(Please indicate your preferred contact number.)

Education

I have a Bachelor's Degree in Social Work and a Master's Degree in Social Work from East Carolina University.

Business and Civic Experience

I volunteer within my church.

Areas of Expertise, Interest, Skills

I have worked almost 17 years in the field of child welfare for Craven County. My interest lies in the need for more child abuse prevention services. My skills include good organization, work well in team settings, and very focused.

Why do you want to serve?

My current position is prevention focused and serving on this committee will give me an opportunity to be more involved in making a difference in our community.

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve
Community Coalition for Craven County Children and System of Care

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

Date: 1/14/15

Signature: Sandra Kutkuhn

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