

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, APRIL 18, 2016  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
  - A. Approve Minutes of April 4, 2016
  - B. Tax Releases and Refunds
  - C. DSS Budget Amendment – Sunshine Center
  - D. Finance Budget Amendment – Volunteer Fire Departments
2. CHERRY POINT REGION JOINT LAND USE STUDY (JLUS) PRESENTATION:  
Steve Player, The Wooten Company
3. NC DEPARTMENT OF PUBLIC INSTRUCTION (NCDPI) FACILITY SURVEY:  
Glenn Reaves, Assistant Superintendent of Administrative Services, Craven  
County Schools
4. JUVENILE CRIME PREVENTION COUNCIL (JCPC) FUNDING ALLOCATION  
RECOMMENDATIONS: Jennifer Dacey, Chair

DEPARTMENTAL MATTERS

5. DSS BUDGET AMENDMENT – ADOPTION: Alfreda Stout, Deputy Director
6. HEALTH: Jennifer Blackmon, Human Services Deputy Director
  - A. New Fee Recommendations
  - B. Fee Change Recommendation
  - C. Budget Amendment - Request for Additional Funding
7. PLANNING – FEMA PRE-DISASTER MITIGATION STORM SHUTTER GRANT:  
Don Baumgardner, Planning Director

8. ECONOMIC DEVELOPMENT – BUDGET AMENDMENT: Timothy Downs,  
Economic Development Director
9. FINANCE: Craig Warren, Finance Director
  - A. Budget Amendments – Schools
  - B. Audit Contract
10. APPOINTMENTS
11. COUNTY ATTORNEY'S REPORT: Jim Hicks
12. COUNTY MANAGER'S REPORT: Jack Veit
13. COMMISSIONERS' REPORTS
14. CLOSED SESSION

Agenda Date: April 18, 2016

Presenter: \_\_\_\_\_

Agenda Item No. 1

Board Action Required or Considered: Yes

## CONSENT AGENDA

### A. APPROVE MINUTES OF APRIL 4, 2016

The Board will be requested to approve the minutes of April 4, 2016 regular session.

### B. TAX RELEASES AND REFUNDS

The Board will be requested to approve the routine tax releases and refunds contained in Attachment #1.B.

### C. DSS BUDGET AMENDMENT – SUNSHINE CENTER

The Board will be requested to increase line item due to increased expected private pay revenue for the Sunshine Center, Adult Respite Care Program located at the Craven County Senior Center. (See Attachment #1.C.)

### D. FINANCE BUDGET AMENDMENT – VOLUNTEER FIRE DEPARTMENTS

The Board will be requested to approve the budget amendment contained in Attachment #1.D.

Volunteer Fire Depts – Total cost of the VFD/Rescue Squad general insurance for FY '16 was \$16,959. The County budgeted \$17,357. While the amount budgeted for each fire department was roughly \$1,017, the actual cost was not uniform. Need to budget an additional \$16 from Number 7 Township Fire & Rescue fund balance to cover its portion of the general insurance cost.

**Board Action: A roll call vote is needed to approve consent agenda items.**

Agenda Date: April 18, 2016

Presenter: Steve Player

Agenda Item No. 2

Board Action Required or Considered: No

## **CHERRY POINT REGION JOINT LAND USE STUDY (JLUS) PRESENTATION**

With completion of the final draft of the study, the next step is providing an Executive Summary briefing to each of the County Boards of Commissioners prior to delivering the final product to the sponsor, Carteret County, by April 30<sup>th</sup>. Project Manager, Steve Player, will make this presentation.

**Board Action: Receive information**

Agenda Date: April 18, 2016

Presenter: Glenn Reaves

Agenda Item No. 3

Board Action Required or Considered: No

## **NC DEPARTMENT OF PUBLIC INSTRUCTION (NCDPI) FACILITY SURVEY**

Attachment #3 contains the final NCDPI Facility Needs Survey, which will be presented to the Board by Glenn Reaves. It represents all of the Craven County Schools' capital needs. An update on the completion status of current capital projects will also be provided.

**Board Action: Receive information**

Agenda Date: April 18, 2016

Presenter: Jennifer Dacey

Agenda Item No. 4

Board Action Required or Considered: Yes

## **JUVENILE CRIME PREVENTION COUNCIL (JCPC) FUNDING ALLOCATION RECOMMENDATIONS**

Juvenile Crime Prevention Council Chair, Jennifer Dacey, will present the Council's recommended funding allocations for FY16-17 for the Board's approval, as seen in Attachment #4.

**Board Action: A vote to approve recommendations**

Agenda Date: April 18, 2016

Presenter: Alfreda Stout

Agenda Item No. 5

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: DSS BUDGET AMENDMENT – ADOPTION**

Alfreda Stout, Deputy DSS Director, will present a request to budget Special Adoption funds received from the State based on the number of adoptions that are finalized. These funds are given to the DSS to use in the adoption program. There is no County match, and unspent funds are to be rolled forward to the next fiscal year.  
(See Attachment #5)

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

Agenda Date: April 18, 2016

Presenter: Jennifer Blackmon

Agenda Item No. 6

Board Action Required or Considered: Yes

## DEPARTMENTAL MATTERS: HEALTH

### A. NEW FEE RECOMMENDATIONS

Ms. Blackmon will present a request for new fee recommendations for Serogroup B Meningococcal Vaccine (MenB) and Ambulatory Blood Pressure Monitoring to be effective May 1, 2016. (See Attachment #6.A.)

**Board Action: Consider approval of new fee recommendations.**

### B. FEE CHANGE RECOMMENDATION

Ms. Blackmon will present a request for a fee change recommendation for Medical Home Postpartum Visit to be effective March 18, 2016. (See Attachment #6.B.)

**Board Action: Consider approval of fee change recommendation.**

### C. BUDGET AMENDMENT – REQUEST FOR ADDITIONAL FUNDING

Ms. Blackmon will present the budget amendment contained in Attachment #6.C, requesting additional funding to cover the cost of a contract employee currently working two days a week.

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

Agenda Date: April 18, 2016

Presenter: Don Baumgardner

Agenda Item No. 7

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: PLANNING – FEMA PRE-DISASTER MITIGATION  
STORM SHUTTER GRANT**

The Craven County Planning Department has been notified by the North Carolina Department of Public Safety that Craven County has received a Federal Emergency Management Agency Pre-Disaster Mitigation Grant to have storm shutters installed on the Craven County Emergency Operations Center (EOC) at 411 Craven Street. The storm shutters will be installed on the first and second floors of the EOC, with the shutters on the second floor being controlled by remote control. The grant is 75% federal share and 25% local share.

FEMA recognizes a need to provide communities with a much needed source of pre-disaster mitigation funding for cost-effective hazard mitigation activities that are part of a comprehensive mitigation program like the one we have here in Craven County. As part of the County's hazard mitigation plan, planning staff is always looking for mitigation activities that help reduce injuries, loss of life, damage and destruction of property, specifically critical facilities properties like the EOC.

Not only will the EOC be secured during storm events, but the County will notify their insurance provider to hopefully receive a discounted premium for having the storm shutters installed on the EOC.

The total for the equipment and shutter install is \$52,387.00, which includes the storm shutters, motors, remote controls and installation of the storm shutters on the building. Also needed to complete the job would be to hire a licensed electrician to provide power to the motors for the second floor storm shutters, we estimate the cost for this to be \$7500.00. Also included in the cost of the project is for staff to administer the grant, which is a reimbursable expense back to the County. We estimate this amount to be \$2000.00.

Grand Total- \$61,887.00  
State/Federal Share- \$46,415.25  
Local Share- \$15,471.75

In order to move forward with this project, we are respectfully requesting the Board of Commissioners approve the budget amendment contained in Attachment #7 and to provide the required match of \$15,471.75.

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

Agenda Date: April 18, 2016

Presenter: Timothy Downs

Agenda Item No. 8

Board Action Required or Considered: Yes

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

In June 2015, Craven County awarded Moen an Economic Development Grant. The first installment of that grant is due upon Moen’s full occupancy and operation in the new facility. Moen will occupy and operate in the new facility in April 2016. Craven County Economic Development Director, Timothy Downs, is requesting to move money from the Economic Development reserve account in order to pay the first installment of the performance grant to Moen, as shown in Attachment #8.

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

Agenda Date: April 18, 2016

Presenter: Craig Warren

Agenda Item No. 9

Board Action Required or Considered: Yes

## DEPARTMENTAL MATTERS: FINANCE

### A. BUDGET AMENDMENTS – SCHOOLS

Finance Director, Craig Warren, will present the following budget amendments for the Board's approval. (See Attachment #9.A.)

**Amendments:** Schools – Amount received for late listing penalty has exceeded total projected amount of \$60,000 for current fiscal year. Need to budget additional \$ 39,000 for revised revenue projection and corresponding expenditure to schools.

Schools – Received \$64,247.78 from National Timber receipts this year. These funds are passed to Craven County Board of Education as school PILT. The amount budgeted for FY '16 was \$50,000. Need to budget an additional \$14,248 to both revenue and expenditure side for distribution.

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

### B. AUDIT CONTRACT

RSM US LLP formally known as McGladrey and Pullen has submitted a proposed audit contract for the fiscal year ending June 30<sup>th</sup>, 2016 contained in Attachment #9.B. The proposed audit fee is \$68,200, an increase of \$1,600 (2.4%) over last year. Also included in the contract is an additional fee of \$4,200 to perform testing of LGERS pension census data at the participant level as required by the Office of State Auditor and to comply with GASB 68 – Accounting and Financial Reporting for Pensions.

**Board Action: Consider approval of the contract and authorizing its execution.**

Agenda Date: April 18, 2016

Presenter: \_\_\_\_\_

Agenda Item No. 10

Board Action Required or Considered: Yes

## APPOINTMENTS

- A. PENDING
- B. UPCOMING

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

**A. PENDING APPOINTMENT(S):**

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

**Term(s) expiring:** Dawn Gibson (Not seeking reappointment; parent who has lost child before the age of 18)

**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 community involvement and cooperation with domiciliary homes to ensure quality care for the elderly.

NUMBER OF MEMBERS:  
7-12

TYPE:  
Dictated 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 a nursing home.

LENGTH OF TERMS: 3 Years

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

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

**Term(s) expiring:** Carol Wolfe (Resigned)

**No applications on file.**

RIVER BEND BOARD OF ADJUSTMENT (EXTRATERRITORIAL JURISDICTION)

AUTHORIZATION: NCGS 160A-362

MISSION/FUNCTION: Serves as a quasi-judicial body; reviews and rules on permitted variances

NUMBER OF MEMBERS:

1

TYPE:

Resident of River Bend's ETJ Area

1

Alternate; resident of River Bend's ETJ Area

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: As needed

**No applications on file.**

**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 Rpresentative - 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

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: \_\_\_\_\_

**Terms Expiring:**    Joy Hudson (Permanent agency seat; Employment Security Commission "ESC")\*

\* The ESC member has not been attending for some time. The Aging Planning Board is in the process of determining if this seat needs to continue or if bylaws need amendment.

**No applications on file.**

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: 2<sup>nd</sup> Monday of every month, 12:00 – 1:30 p.m.

COMPENSATION: No  Yes  Specify: \$50/meeting

**Term(s) expiring:** Dr. Eric Wheelis (**Veterinarian; not seeking re-appointment**)

**No application on file.**

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: \_\_\_\_\_

**Terms expiring:** Jimmy Arthur (**Not seeking reappointment**)

**No applications on file.**

## **B. UPCOMING APPOINTMENTS**

### **May**

EMS Advisory Council:

Keith Morris (Appointed 2012)  
Jonathan Stephens (Appointed 2012)

Local Emergency Planning Committee:

Paul Bryant (Appointed 2011)  
Danny Hill (Appointed 2011)  
Tamara Jones (Appointed 2011)  
Timothy Lawrence (Appointed 2011; MCAS)  
Rick Weaver (Appointed 2011; MCAS)  
Deborah Yarborough (Appointed 2011)

New Bern Board of Adjustment:

John "Pop" Murrell (Appointed 2013)

### **June**

ABC Board:

Chip Chagnon (Appointed 2013)  
Tony Lee (Appointed 2013)  
Barbara Whiteman (Appointed 2013)

Social Services Board:

Clayton Gaskins (Appointed 2013)

Fire Tax Commissioner:

Sandra Hammer (Appointed 2014)

Juvenile Crime Prevention Council:

Jennifer Dacey (Appointed 2013)  
Dawn Gibson (Appointed 2014)  
Debbie Hodges (Appointed 2010; Schools)  
Jan Hood (Appointed 2012; Non-Profit; retired)  
Jean Huryn (Appointed 2010; Substance

Abuse)

Faye Legacy (Appointed 2014; DSS)  
Todd Shuart (Appointed 2010; YMCA)  
Toussaint Summers (Appointed 2011;

N.B.P.D.)

Nursing Home Advisory Committee:

Howard Humphreys (Appointed 2013)

Recreation Advisory Board:

Dickie Fairburn (Appointed 2009; two terms)  
Cathy Frazier (Appointed 2013)  
Bill Taylor (Appointed 2010; two terms)

Coastal Carolina Airport Authority:

Harold Blot (Appointed 2008)

## COUNTY ATTORNEY'S REPORT

- A. Final Acceptance - Offer to Purchase Real Property – 619 Second Avenue, New Bern (Parcel Number 8-012-148)

The County and City previously received and tentatively approved an offer for this property, which after the upset bid process, was in the final amount of \$6,350.00. The total taxes and costs that were foreclosed on were \$5,442.17. The current tax value is \$14,540.00. The offer was advertised, and there were multiple upset bids.

Attachment #11.A contains the proposed resolution, deed and lien waiver. It is recommended that the Board give final approval of the sale and adopt the resolution.

- B. Initial Offer to Purchase Real Property – 329 Nelson Road, Vanceboro (Parcel Number 1-054-8002)

The County has received an offer in the amount of \$3,057.65 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$3,057.65. The current tax value is \$13,500 for the land, and \$56,760.00 for a manufactured home located thereon. However, due to issues with the title, it is still uncertain if the manufactured home is considered part of the real property for purposes of this conveyance. The potential buyer has been informed of this issue, and still wishes to proceed. Attachment #11.B contains copies of the offer to purchase, deed, GIS information, and proposed resolution.

Should the County accept this offer, the property will then be advertised for upset bids in accordance with the General Statutes. Once no further upset bids are timely received, the County may accept or reject the final offer.

- C. Initial Offer to Purchase Real Property – 109 Great Inagua Court (Parcel Number 2-061-079).

The County has received an offer in the amount of \$25.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$1,579.56 in 2003. The current tax value is \$1,450.00. In its current state, the real property cannot be developed. Attachment #11.C contains copies of the offer to purchase, deed, GIS information, and proposed resolution.

Should the County accept this offer, the property will then be advertised for upset bids in accordance with the General Statutes. Once no further upset bids are timely received, the County may accept or reject the final offer.

D. Acquisition of 7240 US Hwy 70 E (Parcel 6-025-002)

The County Attorney will provide an update on the acquisition of this property, to replace the Hickman Hill Convenience Center.

Agenda Date: April 18, 2016

Presenter: Jack Veit

Agenda Item No. 12

## **COUNTY MANAGER'S REPORT**

Agenda Date: April 18, 2016

Presenter: \_\_\_\_\_

Agenda Item No. 13

## **COMMISSIONERS' REPORTS**

Agenda Date: April 18, 2016

Presenter: \_\_\_\_\_

Agenda Item No. 14

### **CLOSED SESSION**

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