

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, JUNE 20, 2016  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
  - A. Minutes of June 1, 2016 Reconvened Session and June 6, 2016 Regular Session
  - B. Tax Releases and Refunds
  - C. Budget Amendments
2. CONSIDERATION OF FY 2016-17 BUDGET ORDINANCE FOR ADOPTION: Jack Veit, County Manager, and Craig Warren, Finance Director
3. LITTLE SWIFT CREEK STREAM DEBRIS REMOVAL/BEAVER MANAGEMENT PROJECT AND SWIFT CREEK/HARLOWE CANAL MAINTENANCE PROJECTS: Patrick Baker, Natural Resource Conservationist

DEPARTMENTAL MATTERS

4. PLANNING – REQUEST TO CLOSE-OUT HAZARD MITIGATION PROGRAM PROJECT FUNDS 283 AND 284: Don Baumgardner, Planning Director
5. SHERIFF – BUDGET AMENDMENT: Capt. Jesse Pittman, Administrative Captain
6. FINANCE – BUDGET AMENDMENTS: Craig Warren, Finance Director
7. APPOINTMENTS
8. COUNTY ATTORNEY’S REPORT: Jim Hicks
9. COUNTY MANAGER’S REPORT: Jack Veit
10. COMMISSIONERS’ REPORTS

Agenda Date: June 20, 2016

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

Agenda Item No. 1

Board Action Required or Considered: Yes

## CONSENT AGENDA

### A. MINUTES OF JUNE 1, 2016 RECONVENED SESSION AND JUNE 6, 2016 REGULAR SESSION

The Board will be requested to approve the minutes of June 1, 2016 reconvened session and June 6, 2016 regular session.

### B. TAX RELEASES AND REFUNDS

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

### C. BUDGET AMENDMENTS

The Board will be requested to approve the budget amendments contained in Attachment #1.C.

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

Agenda Date: June 20, 2016

Presenters: Jack Veit and Craig Warren

Agenda Item No. 2

Board Action Required or Considered: Yes

### **CONSIDERATION OF FY 2016-17 BUDGET ORDINANCE**

Jack Veit, County Manager, and Craig Warren, Finance Director, will present the Budget Ordinance for FY 2016-17, which will be provided to you under separate cover.

**Board Action: If there is no additional input from Commissioners regarding the budget, the Chairman will call for a motion to adopt the FY 2016-17 Budget Ordinance. A roll call vote will be required.**

Agenda Date: June 20, 2016

Presenter: Patrick Baker

Agenda Item No. 3

Board Action Required or Considered: Yes

**LITTLE SWIFT CREEK STREAM DEBRIS REMOVAL/BEAVER MANAGEMENT PROJECT AND SWIFT CREEK/HARLOWE CANAL MAINTENANCE PROJECTS**

Please refer to memorandum contained in Attachment #3.

**Board Action: Award the Little Swift Creek Stream Debris Removal project and the Swift Creek/Harlowe Canal maintenance projects contract to J & J Environmental, LLC in the amount of \$92,997 and to award the beaver management contract for Little Swift Creek to Claude Taylor in the amount of \$3,000 with these contracts being effective with the new fiscal year.**

Agenda Date: June 20, 2016

Presenter: Don Baumgardner

Agenda Item No. 4

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: PLANNING – REQUEST TO CLOSE-OUT HAZARD  
MITIGATION PROGRAM PROJECT FUNDS 283 AND 284**

Don Baumgardner, Planning Director, will present final reports for funds 283 and 284 that have been submitted, approved and reimbursements have been received from the State. Attachment #4 contains the closing budget amendments and ordinance updates. The program activities associated with funds 283 and 284 are complete and accomplishments included the elevation of (4) residential structures and the acquisition of (2) residential structures.

**Board Action: A roll call vote is needed to approve the budget amendments and close out funds 283 and 284.**

Agenda Date: June 20, 2016

Presenter: Jesse Pittman

Agenda Item No. 5

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: SHERIFF – BUDGET AMENDMENT**

Captain Jesse Pittman, Administrative Captain, will present the budget amendment shown as Attachment #5, to cover shortages in inmate medical expenses through the end of the current fiscal year.

The shortage is directly related to the hospitalization of two inmates with terminal illnesses.

One inmate, since this time, has been released and the other is still being housed. Invoices for this one inmate have exceeded \$22,000 and additional invoices for the second inmate are expected by the end of the month.

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

Agenda Date: June 20, 2016

Presenter: Craig Warren

Agenda Item No. 6

Board Action Required or Considered: Yes

## **DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENTS**

Craig Warren, Finance Director, will present the following budget amendments for the Board's approval. (See Attachment #6)

**Amendments:** Health Benefit – Need to budget an additional \$200,000 to cover Health Benefit claims through end of FY '16. This funding will need to come from Health Benefits (fd 512) fund balance.

Schools –One half of Article 40 and Article 42 sales tax distributed to counties is dedicated to school debt service. Given fiscal year-to-date collections and four more distributions to be credited to current fiscal year, it is anticipated that final receipts will be greater than originally projected. Need to budget an additional \$250,000 in expected revenue and corresponding transfer to Debt Service Fund.

Rescue Squads – Ambulance service fees/collections are exceeding amount budgeted. Need to budget an additional \$2,390 for Ft. Barnwell rescue, \$19,000 for Bridgeton rescue, \$6,900 for Vanceboro rescue and \$2,040 for Twp # 7 rescue (90% squads, 10% collection fees). Also need additional \$2,656 for New Bern/Craven rescue for ambulance transport to/from jail.

General Fund/Capital Reserve – Need to budget end of the year transfer of \$750,000 to the Capital Reserve Fund in anticipation of additional revenue received over budget.

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

Agenda Date: June 20, 2016

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

Agenda Item No. 7

Board Action Required or Considered: Yes

## APPOINTMENTS

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

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

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

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

**Application(s) on file:** Rick Fisher (Attachment #7.A.)

**CRAVEN AGING PLANNING BOARD**

AUTHORIZATION: Bylaws

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

Serves as the sole policy formulation board concerning aging programs on behalf of the Craven County Board of Commissioners.

NUMBER OF MEMBERS:

18  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE:

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

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

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

LENGTH OF TERMS: 2 Years

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

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

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

**No applications on file.**

\* 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.

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.**

JUVENILE CRIME PREVENTION COUNCIL

AUTHORIZATION: N.C.G.S. 147-33.66

MISSION/FUNCTION: To assess the needs of juveniles in the community, evaluate the adequacy of resources available and develop or propose ways to address unmet needs.

NUMBER OF MEMBERS:  
25 (maximum)

TYPE:  
From among the following categories, or in some instances, the designees of the specified position: school superintendent, chief of police, sheriff, district attorney, chief court counselor, area mental health director, social services director, county manager, substance abuse professional, member of faith community, county commissioner, person under the age of 21, juvenile defense attorney, chief district court judge, member of the business community, local health director, non-profit representative, parks and recreation representative, up to seven additional members appointed by the Board of Commissioners

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2<sup>nd</sup> Monday of the month 12:30 p.m.

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

**Term(s) expiring:**

Dawn Gibson (Appointed 2014)  
Todd Stuart (Appointed 2010; YMCA; would like to continue serving)

**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: \_\_\_\_\_

**Appointments due to expire:** Martha Bryant-Watkins (Resigned)

**Application(s) on file:** Pamela Johnson (Attachment #7.A.1.)

RECREATION AND PARKS ADVISORY BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Serves as the recreation advisory body for the Craven County Department of Recreation and Parks; suggests policies; consults with and advises Recreation Director, County Manager and Commissioners in matters related to recreation programs, finances, acquisition and disposal of property consistent with overall, long range recreation planning.

NUMBER OF MEMBERS:

12  
\_\_\_\_\_

TYPE:

1 from each township (8)  
4 at-large

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Monday at 6:00 p.m.; Administration conference room

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

**Term(s) due to expire:**

Dickie Fairburn (Appointed 2009; two terms\*)  
Cathy Frazier (Appointed 2013)  
Abel Sandoval (Appointed 2013)  
Bill Taylor (Appointed 2010; two terms\*)

\*Recreation and Parks bylaws limit board members to two terms.

**\*The Recreation Director requests deferment and would like to come forward with a recommendation.**

**B. CURRENT APPOINTMENTS**

**VOTING DELEGATE TO THE NACO ANNUAL CONFERENCE**

Commissioner Dacey is registered to attend. (See Attachment #7.B.)

**C. UPCOMING APPOINTMENTS**

**JULY**

Craven Aging Planning Board: Lavick Williams (Senior Tar Heel Legislature Representative)

Planning Board: Richard Maher (Appointed 2012)

River Bend Board of Adjustment: Kelly Forrest (Appointed 2007)

**AUGUST**

Clean Sweep Committee: Judi Lloyd (Appointed 2010)  
Lynn Rosania (Appointed 2010)

EMS Advisory Council: Mark Dail (Rhems F.D.)  
James Davis (CarolinaEast; Appointed 2008)  
Doug Furgason (At-large; Appointed 2006)  
John Harrell (Bridgeton Rescue; Appointed 2009)  
Stanley Koontz (Carolina East Medical Director)  
Jean Matthews (Cove City Rescue)  
Debra Rogers (CarolinaEast E.D.; Appointed 2008)  
Ronnie Weems (Fire Association; Appointed 2010)  
Rick Zaccardelli (City of Havelock)

Fire Tax Commissioners: Otto Simmons (Appointed 2012)

Agenda Date: June 20, 2016

Presenter: Jim Hicks

Agenda Item No. 8

## **COUNTY ATTORNEY'S REPORT**

Agenda Date: June 20, 2016

Presenter: Jack Veit

Agenda Item No. 9

## **COUNTY MANAGER'S REPORT**

Agenda Date: June 20, 2016

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

Agenda Item No. 10

## **COMMISSIONERS' REPORTS**

TAX804P

CRAVEN COUNTY

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CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 06/20/2016

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
BINGHAM, PAUL D & MINDY K MILITARY EXEMP	0074898 2015-0090922	107.72
BROKENBOROUGH, KEVIN CHRISTOPH DID NOT OWN 1/1/2013	0035892 2013-0090178	106.13
BROKENBOROUGH, KEVIN CHRISTOPH DID NOT OWN 1/1/2012	0035892 2012-0006828	115.52
BROKENBOROUGH, KEVIN CHRISTOPH DID NOT OWN 1/1/2011	0035892 2011-0006804	127.96
DIXON, JOHN & SHERRY DID NOT OWN 1/1/2015	0044186 2015-0015256	57.03
DIXON, JOHN & SHERRY DID NOT OWN 1/1/2014	0044186 2014-0091301	62.49
DIXON, JOHN & SHERRY DID NOT OWN 1/1/2013	0044186 2013-0090489	70.77
ELECON LLC INCORRECT SITUS S/B 8T- TO REBILL	0043959 2016-0090102	46.79
GONZALEZ, CHRISTOPHER FRANK MILITARY EXEMPTION	0106848 2015-0022276	5.69
HART, JERRY O DID NOT OWN 1/1/2014	3209400 2014-0092282	235.61
HART, JERRY O DID NOT OWN 1/1/2015	3209400 2015-0025301	213.56
IPOCK, STEVE G & SHIRLEY D DID NOT OWN 1/1/2015	3709400 2015-0029086	41.17
KEADLE, TILLMAN BERRY & FRANKI BOAT NOT TAXABLE TO CRAVEN COUNTY	0066160 2014-0090536	51.46
KEADLE, TILLMAN BERRY & FRANKI BOAT NOT TAXABLE TO CRAVEN COUNTY	0066160 2015-0031507	47.38

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 06/20/2016

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
MORRIS, JOYCE DID NOT OWN 1-1-2009	0082174 2009-0091523	503.36
MORRIS, JOYCE DID NOT OWN 1-1-2010	0082174 2010-0038182	68.09
MORRIS, JOYCE DID NOT OWN 1-1-2011	0082174 2011-0090967	67.37
MORRIS, JOYCE DID NOT OWN 1-1-2012	0082174 2012-0090976	135.22
MORRIS, JOYCE DID NOT OWN 1-1-2013	0082174 2013-0095062	125.39
MORRIS, JOYCE DID NOT OWN 1-1-2014	0082174 2014-0092773	116.27
SWINDELL, CHARLES H JR ET AL DWELLING VACANT SINCE 10-2010	0091226 2015-0055755	37.80
TAYLOR, DEVAL RODRICUS DID NOT OWN 1-1-2015	0088112 2015-0056158	57.31
TAYLOR, DEVAL RODRICUS DID NOT OWN 1-1-2015	0088112 2015-0090296	457.84
VINES, JAMES E HRS & VINES, HU FORECLOSURE-LIEN EXTINGUISHED	0039623 2010-0053181	129.16
VINES, JAMES E HRS & VINES, HU FORECLOSURE-LIEN EXTINGUISHED	0039623 2013-0056668	296.34
VINES, JAMES E HRS & VINES, HU FORECLOSURE-LIEN EXTINGUISHED	0039623 2014-0058027	8.50
VINES, JAMES E HRS & VINES, HU FORECLOSURE-LIEN EXTINGUISHED	0039623 2015-0059394	536.05

27 -CREDIT MEMO(S)

3,827.98

## REFUNDS SUBJECT TO BOARD APPROVAL ON 06/20/2016

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
GREEN, KAREN D DWELLING VACANT SINCE 2012	0013079 2014-0022783	37.53
MORRIS, JOYCE DID NOT OWN 1-1-2011	0082174 2011-0090967	54.59
MORRIS, JOYCE DID NOT OWN 1-1-2016	0082174 2015-0091285	101.32
SWINDELL, CHARLES H JR ET AL DWELLING VACANT SINCE 10-2010	0091226 2012-0055531	38.34
SWINDELL, CHARLES H JR ET AL DWELLING VACANT SINCE 10-2010	0091226 2013-0053248	42.39
SWINDELL, CHARLES H JR ET AL DWELLING VACANT SINCE 10-2010	0091226 2014-0054379	40.23
SWINDELL, CHARLES HENRY SR & DWELLING VACANT SINCE 10-2010	7043861 2011-0055535	48.60
	7 -REFUND(S)	363.00







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**Craven Soil and Water Conservation District**

302 Industrial Drive • New Bern, NC 28562 • Phone (252) 633-0397 • Fax (252) 633-2120

**TO:** Gene Hodges, Assistant County Manager  
**FROM:** Patrick Baker, Craven Soil and Water Conservation District  
**DATE:** June 13, 2016  
**SUBJECT:** Stream Debris Removal and Maintenance of Previously Completed Projects

On August 3, 2015 the Board of Commissioners voted that Little Swift Creek would be the next stream debris removal project to be completed. After consultation with the County Administration requests for proposals were made public on April 18, 2016. Bidders were also required to submit pricing for completing maintenance activities on two previously completed project areas, Swift Creek and Harlowe Canal. For the two maintenance projects, contractors were provided a list of specific debris locations marked by GPS coordinates. Request for Proposals were due by May 13, 2016 at 5:00 pm.

Based on conversations with property owners and review of aerial photography we feel that management of beavers will be needed along Little Swift Creek and is essential for the success of the debris removal project. Removal of dams will ensure that water levels are low enough to reveal debris in the stream channel. After consultation with County Administration we propose to contract with a licensed private trapper to remove the beavers and dams. On past projects the County contracted with the USDA Animal and Plant Health Inspection Service (APHIS) to perform trapping and dam removal services. There have not been any issues related to the quality of work performed by the USDA trapper however he covers 6 other counties for beaver trapping and several other counties for other species and is not able to devote extended periods of time to single project areas. A private trapper would be able to provide more attention to this single project area, ensuring that beavers and dams are removed prior to the start of the debris removal project. Contact was made with four private trappers for quotes with two quotes being returned.

Award Explanation

On May 17, 2016 Gene Hodges, Chad Strawn and Patrick Baker met to review the proposals received for stream debris removal. Based on prior work experience and project pricing, staff recommends the contract be awarded to the lowest responsible bidder, J & J Environmental LLC. The County has used this contractor in the past and they have done an excellent job.

In June 2016 Gene Hodges, Chad Strawn and Patrick Baker reviewed the prices received for beaver management. Based on the issues explained above and prices received, staff recommends that the County contract with a private licensed trapper for beaver management activities on Little Swift Creek and that the contract be awarded to Claude Taylor Wildlife Services. Mr. Taylor retired from the USDA - APHIS where he performed beaver management activities throughout Craven County. He is a Craven County resident, lives near the project area and is very familiar with Little Swift Creek and many of the property owners.

Action requested:

In order to move forward with this project, we ask the Board of Commissioners to award the Little Swift Creek Stream Debris Removal project and the Swift Creek/Harlowe Canal maintenance projects contract to J & J Environmental, LLC in the amount of \$92,997 and to award the beaver management contract for Little Swift Creek to Claude Taylor in the amount of \$3,000 with these contracts being effective with the new fiscal year. This project is included in the FY2017 budget at an amount of \$100,000.

Bid Opening Date: April 18, 2016

Bid Closing Date: May 13, 2016

Contractor	Little Swift Creek Actual Bid (Tabulated)	Swift Creek Actual Bid (Tabulated)	Harlowe Canal Actual Bid (Tabulated)	Prior Stream Debris Removal Work Experience	Equipment List	Notes
Carroway Land Construction	\$257,050.00	\$139,875.00	\$13,075.00	Yes	Yes	Bid total \$410,000.00
Southern Disaster Recovery	\$211,295.00	\$91,792.00	\$2,850.00	Yes	Yes	Bid total \$305,957.00
David Layne Clearing & Snagging	\$106,989.00	\$100,650.00	\$6,200.00	Yes	Yes	Bid total \$213,839.00
J and J Environmental LLC	\$68,449.00	\$24,448.00	\$100.00	Yes	Yes	Bid total \$92,997.00
Hess Construction LLC	\$64,405.00	\$44,413.00	\$3,500.00	Yes	Yes	Bid total \$112,318.00

June 2016

Licensed Private Trapper	Quote	Notes
Claude Taylor Wildlife Services	\$3,000.00	
J and J Environmental LLC	\$4,900.00	
Warren Pitts	N/A	Unable to commit to project of this size at this time
Allen Umstead	N/A	Unable to commit to project of this size at this time





Hazard Mitigation Grant Program (HMGP)  
Project 4019-0028  
Fund 283  
Closed

This ordinance is hereby approved for the following expenditure amounts of the Hazard Mitigation Project 4019-0028.

Expenditures:

Elevation	\$	529,828.00
TOTAL	\$	529,828.00

The following revenues were received for the Hazard Mitigation Project 4019-0028.

Revenues:

NCDPS/Emergency Management Grant	\$	132,456.00
FEMA Grant	\$	397,372.00
TOTAL	\$	529,828.00

This ordinance is hereby approved this 20th day of June, 2016.

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George S. Liner, Chairman  
Craven County Board of Commissioners

Attest:

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





Hazard Mitigation Grant Program (HMGP)  
Project 4019-0027  
Fund 284  
Closed

This ordinance is hereby approved for the following expenditure amounts of the Hazard Mitigation Project 4019-0027.

Expenditures:

Acquisition	\$	423,483.00
TOTAL	\$	423,483.00

The following revenues were received for the Hazard Mitigation Project 4019-0027.

Revenues:

NCDPS/Emergency Management Grant	\$	105,871.00
FEMA Grant	\$	317,612.00
TOTAL	\$	423,483.00

This ordinance is hereby approved this 20th day of June, 2016.

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George S. Liner, Chairman  
Craven County Board of Commissioners

Attest:

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











Rec'd. 6-10-16

Attachment #7.A.

## 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:

River Bend Board of Adjustment

Name:	<u>Frederick M. (Rick) Fisher Jr.</u>	Home Phone:	<u>N/A</u>
Home Address:	<u>5202 Hwy. 17 South</u>		
City:	<u>New Bern</u>	Zip Code:	<u>28562</u>
Township:	<u>River Bend ETJ</u>	City Limits:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Occupation:	<u>Imaging Systems Director</u>	Business Phone:	<u>252-633-8726</u>
Place of Employment:	<u>CarolinaEast Health System</u>	Fax Number:	<u>252-633-8014</u>
E-Mail Address:	<u>rfisher@carolinaeasthealth.com</u>		

(Please indicate your preferred contact number.) Cell Phone: 252-229-1644

### Education

BSBA; RTR - Radiography

### Business and Civic Experience

Chamber of Commerce Board of Directors; First Flight Federal Credit Union Board of Directors; Boys & Girls Club of Coastal Carolina Board of Directors; Uptown Business & Professional Association Board of Directors

### Areas of Expertise, Interest, Skills

Hospital Imaging Systems (Radiological) Services, Ordained Deacon St. Paul Catholic Church, Interested in serving the community .

### Why do you want to serve?

Having been blessed to have progressed in life, I possess an innate desire to serve others - which I consider a privilege.

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

Date: June 9, 2016

F. M. Fisher Jr.

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](mailto:gbryan@cravencountync.gov)) or fax: (252) 637-0526.

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

Attachment #7.A.1.

(For Internal Use Only)

Date Received: \_\_\_\_\_

Date Appointed: \_\_\_\_\_; Reappointed: \_\_\_\_\_

**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 Planning Board, Craven Aging Planning Board, Social Services Board  
Nursing Home Advisory  
Name: Pamela Johnson

Home Address: 201 Riverside Drive City Limits: Yes  No

City: New Bern Zip Code: 28560

Township: 2 Home Phone: 252-214-1907

Occupation: Nursing Assistant Business Phone: 252-214-1907

Place of Employment: Home Life Care Inc. Cell Phone: 252-214-1907

E-Mail Address: pjohnson@utica.edu Fax Number: N/A

(Please indicate your preferred contact number.) 252-214-1907

Education

Utica College - Master of Science: Health Care Administration  
Ashtford University - Bachelor of Arts: Journalism and Mass Communications  
Beaufort Community College - Associate of Arts: Pre-Liberal Arts

Business and Civic Experience

Inter-Faith Refugee Ministries - 2015 to 2016 - Craven County - ESL Tutor  
Adult Care Advisory Committee - 2012 to 2013 - Pitt County - Secretary/Committee Member  
Friends of Residents in Long Term Care - 2012 to 2013 - Wake County - Board of Directors  
Sigma Tau Delta - 2008 to 2007 - Pitt County - President  
Phi Beta Lambda Business Fraternity 2004 to 2005 - Beaufort County - Historian/Board

Areas of Expertise, Interest, Skills

Grantwriting, Financial and Managerial Accounting, Line-Item Budgets,  
Public Relations, Marketing and Project Management

Why do you want to serve?

I want to serve to use my skills, talents, and abilities to improve  
my community conditions in my community and be a benefit to all residents  
of Craven County.

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

N/A

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

Date: 6/10/16

Signature: Pamela Johnson

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.

**Pamela Johnson**

201 Riverside Dr., New Bern, NC 28560  
Phone: 252-214-1907 - pdjohnso@utica.edu

**PROFESSIONAL SUMMARY**

Recent Health Care Administration Graduate with strong background in risk management and expertise in all areas of healthcare management and Communications seeks board appointment.

**EDUCATION**

2015

**Master of Science: Health Care Administration**  
**Utica College - Utica, NY**

3.7 GPA

Member of Healthcare Financial Management Association

Recipient of Dr. Pepper/Harris Teeter Scholarship

Continuing education in Lean Six Sigma Green Belt

Wrote and Edited Student blog at

<http://programs.online.utica.edu/student-blogs.asp>

2011

**Bachelor of Arts: Journalism and Mass**  
**Communications****Ashford University - Clinton, IA**

Graduated Magna Cum Laude

3.89 GPA

2006

**Associate of Arts: Pre-Liberal Arts****Beaufort County Community College - Washington, NC**

Recipient of Business Women's Association Scholarship

Member of Phi Beta Lambda Business Fraternity

**CERTIFICATIONS**

Certified Nursing Assistant

January 2002 to March 2018

Medication Technician

January 2001 to Present

CPR/AED

February 2016 to February 2018

Health Unit Coordinator

February 1995 to Present

**TRAINING**

Rules Exam for Applicant Administrator	Department of Health and Human Services
Lean Six Sigma Green Belt with Sigma XL	North Carolina State University
Revenue Cycle Representative	Health Care Financial Management Association

**VOLUNTEER EXPERIENCE****Interfaith Refugee Ministries**

Used verbal and written communication to communicate with individuals of all ethnic and cultural backgrounds.

Created monthly academic status reports based on in-depth student evaluations.

Educated students in the basics of English grammar and conversational speaking.

**Adult Care Advisory Committee Member**

Appointed by the county commissioners to serve on the Nursing Home and Adult Care Home Community Advisory committee.

Interpreted and adhered to state policies.

Reported issues with compliance.

Made official quarterly visits and attended monthly committee meetings.

Assisted individuals in resolving grievances with facilities at the local level.

**RELEVANT EXPERIENCE****06/2015 to Current Certified Nursing Assistant**

*Home Life Care – 822 S. Glenburnie, New Bern, NC 28562*

- Experience working with various medical conditions including Parkinson's, Dementia, Diabetes, Cancer, and Alzheimer's disease.
- Maintain accurate records of patient care, condition, progress and concerns.
- Monitored vital signs.
- Maintain a clean, healthy, safe environment.
- Member good standing NC Nurse Aide I Registry.

**08/2015 to Current Freelancer**

*Wiley's Publishing – 1415 W. 22nd. St., Oak Brook, IL 60523*

- Translated client desires into compelling blogs.
- Wrote and edited long- and short-form copy for blogs and websites.
- Posted content for school blog, keeping perspective students updated and engaged.
- Understood and adhered to content best practices and product specifications.
- Organized material, determined area of emphasis, and wrote stories according to prescribed editorial style and format standards.
- Concurrently managed writing projects with strict deadlines.
- Responded constructively to direction and feedback, both positive and negative.

**11/2013 to 05/2014 Process Improvement Intern**

***Lenoir Memorial Hospital – 100 Airport Road,  
Kinston NC 28501***

- Benchmarked industry standard for hospital billing cycle.
- Implemented Best Practices.
- Optimized Performance.
- Increased productivity and consistency.
- Conducted root cause and gap analysis.
- Produced flow charts and diagrams.
- Created Standard Operating Procedures.
- Designed surveys for front-line staff, and customers.
- Surveyed front-line staff and customers.
- Measured process output.
- Translated customer needs into quality characteristics.
- Redesigned Revenue Cycle.
- Pinpointed areas of high priority for performance improvement.
- Gathered information from various sources including financial reports, business plans, quality reports, audited findings, focus groups, and customer complaints to identify gaps in performance.

**06/2007 to 06/2008 Data Entry Operator**

***Nease Personnel-Pitt County Memorial Hospital –  
1706 E. Arlington Boulevard, Greenville NC 27858***

- Scanned Medical Records.
- Reviewed entered data for correctness.
- Organized forms, made photocopies, filed records and reports.
- Processed medical records.

**06/1998 to 06/2007 Supervisor In Charge**

***Tiffany's Healthcare-Whispering Pines/Willow Manor – 2294  
Gallberry Road, Washington NC 27889***

- Effectively managed clinical oversight for Assisted Living Facility.
- Participated in facility inspections made by authorized government agencies.
- Completed forms/reports for resident admission, transfer and/or discharge.
- Maintained documentation of prescription refills and physician's orders.

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**SOFTWARE:** Microsoft Word, Excel, PowerPoint, Minitab, Visio, and Sigma XL

**QUALIFICATIONS:** MDS 3.0, PASRR Screening, Budgeting and Finance, Strategic Planning, and Performance Optimization.



## People Working Together

1386 John Small Avenue Washington, North Carolina 27889  
 www.mideastcom.org  
 Phone: (262) 946-8043 Fax: (252) 946-5489

May 27, 2014

To whom it may concern:

Ms. Pamela Johnson has been a member of the Nursing Home & Adult Care Home Joint Community Advisory Committee since November 2013. She currently holds the position as Secretary to the Committee and has demonstrated a desire to take on more responsibilities in this capacity.

Ms. Johnson has completed a total of 15 initial hours of member training and remains up-to-date with ongoing continuing education by leading facility visits, attending bi-monthly meetings and attending workshops/conferences related to the population the committee serves. Ms. Johnson will become a graduate of Utica College in 2015 with a Masters in Health Administration. In addition, her other educational accomplishments include: completing a process improvement internship at Lenoir Memorial Hospital May 2014, completing Lean Six Sigma Project October 2013 and currently holds a position with the Board of Directors Friends of Residents in Long-term Care 2013-2014.

Ms. Johnson is an intelligent, goal-oriented and talented individual that will bring many positive additions to any future employer. We will miss her leadership in the Nursing Home & Adult Care Home Joint Community Advisory Committee.

Sincerely,

A handwritten signature in cursive script that reads "Tameka Riggsbee".

Tameka Riggsbee MHA, LRT/CTRS  
 Regional Long-term Care Ombudsman  
 Mid-East Commission Area Agency on Aging

Serving: Beaufort County • Bertie County • Hertford County • Martin County • Pitt County

\*Auxiliary aids and services are available upon request to individuals with disabilities.\*  
 Relay numbers for the Hearing Impaired: (TTY) 1-800-735-2862 (voice) 1-800-735-8262



Lenoir Memorial  
Hospital

May 26, 2014

Re: Pamela Johnson, Reference Letter

To Whom It May Concern:

I am writing this letter of reference for Pamela Johnson, to reflect upon her time spent as an intern in the Lean / Process Improvement Department at Lenoir Memorial Hospital (LMH), in Kinston, North Carolina. Pamela served as an intern with LMH from December 2013 – May 2014, assisting with various research objectives, providing hands-on assistance with ongoing projects, and serving as a guest team member for various rapid-improvement-events (or RIE's).

During her time, Pamela has gleaned experience in Inpatient Nursing, our Emergency Department, and Revenue Cycle operations. Pamela has also been significantly exposed to a variety of Lean tools, including the process flow of a rapid improvement event, how to compose an employee survey, A3 thinking methodology, gemba observation techniques, process flow mapping, and root-cause analysis, including fishbone diagrams.

Throughout her internship, Pamela has been prompt, professional, and always willing to assist with ongoing projects. I'm sure her enthusiasm for learning will continue to help Pamela grow in her current career path.

If I can provide any further information regarding Pamela's experience at LMH or qualifications, please do not hesitate to contact me at the number or email provided below.

Sincerely,

Derek Vestal  
Director – Lean / Process Improvement  
Lenoir Memorial Hospital  
Office: 252-522-7077 | [dvestal@lenoir.org](mailto:dvestal@lenoir.org)



MAY 31 2016

## MEMORANDUM

### ELECTION OF NACo OFFICERS AND VOTING ON POLICY

To: County Board Chairpersons, Parish Presidents, Borough Mayors,  
County Judges, Elected County Executives and County Clerks  
From: Sallie Clark, NACo President  
Date: May 20, 2016  
Subject: Voting Credentials – 2016 Annual Conference

NACo is preparing for the 81st Annual Conference to be held July 22-25, 2016, in Los Angeles County, Calif. It is important that your county participates in the association's annual election of officers and policy adoption. **In order to participate, a county must have paid its membership dues and have one paid registrant for the conference, according to NACo bylaws.**

Please read the enclosed information carefully. Indicate on the credentials form the name of the county voting delegate and alternate authorized to pick up your county's voting materials.

A checklist is enclosed to assist you in filling out the voting credentials form. Additionally, **the chief elected official of your county must sign the form.** A chief elected official may include the following:

- board chair/president
- mayor
- county judge
- **elected** county executive

*Please fill out this form in advance and mail, fax or scan and e-mail the enclosed form by **FRIDAY, JULY 1.***

If no one from your county is planning to register for the conference, you do not have to turn in the credentials form.

Alex Koroknay-Palicz - Fax (866) 370-9421

Credentials Committee  
Attn: Alex Koroknay-Palicz  
National Association of Counties  
25 Massachusetts Ave, NW, Suite 500  
Washington, DC 20001

AKPalicz@naco.org

Membership Coordinator, Alex Koroknay-Palicz, can be reached at 888.407.NACo (6226) x291, his direct line at 202.942.4291 or [akpalicz@naco.org](mailto:akpalicz@naco.org). We look forward to seeing you in Los Angeles County!

