

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSON
MONDAY, MARCH 6, 2023
6:00 PM**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

- 1. PETITIONS OF CITIZENS – AGENDA TOPICS**
- 2. CONSENT AGENDA**
 - A. Minutes of February 20, 2023 Regular Session**
 - B. Tax Releases and Refunds**
 - C. Military Service Person of the Quarter Resolution**

DEPARTMENTAL MATTERS

- 3. SOCIAL SERVICES-COUNTY SOCIAL SERVICES FUND – BUDGET AMENDMENT: Geoffrey Marett, Social Services Director**
- 4. APPOINTMENTS**
- 5. COUNTY ATTORNEY’S REPORT: Arey Grady**
- 6. PETITIONS OF CITIZENS – GENERAL TOPICS**
- 7. COUNTY MANAGER’S REPORT: Jack Veit**
- 8. COMMISSIONERS’ REPORTS**
- 9. CLOSED SESSION**

1. PETITION OF CITIZENS – AGENDA TOPICS

Comments directly pertaining to items on the agenda of any regularly scheduled meeting of the Board shall be made during an agenda comment period occurring at the beginning of each regularly scheduled meeting. Comments during this period shall be limited to those comments directly pertaining to items on the agenda for such meeting.

Each speaker must address the Board as a whole (and not any individual Commissioner, County staff member or the audience) from the lectern and shall begin his or her remarks by giving his or her name and address and the topic about which they intend to speak. Each speaker will have three (3) minutes to make remarks, as measured by a timer operated by County staff. A speaker may not yield any of his or her time to another speaker.

Speakers must be courteous in their language and presentation and must abide by generally accepted standards of decorum. Speakers shall not make the same or repetitive comments, whether during a particular comment period or over the course of multiple comment periods. Speakers shall not attack or insult any person or group of people, and speakers shall not give belligerent or hostile comments during any comment period.

Board Action: Receive information.

2. CONSENT AGENDA

A. February 20, 2023 Regular Session Minutes

The Board is requested to approve the Regular Session Minutes from February 20, 2023, as presented in the following document.

B. Tax Releases and Refunds

The Board is requested to approve the tax releases and refunds, as presented in the following document.

Tax Administrator, Leslie Young, submitted an explanation for the following refund:

Owner – Mucho Bueno Street Food and Tequila, Personal Property Account #8301643, was double billed for Tax Year 2022 in the amount of \$2,634.65. The owner was correctly billed as a beer and wine account number.

C. Military Service Person of the Quarter Resolution

The Board will be requested to adopt the resolution, shown in the following document, recognizing Lance Corporal Rachael C. Alboucq as Military Service Person of the Quarter.

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



1 **THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN**
 2 **REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN**
 3 **COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN,**
 4 **NORTH CAROLINA, ON MONDAY, FEBRUARY 20, 2023. THE MEETING**
 5 **CONVENED AT 8:30 AM.**

6
 7 **MEMBERS PRESENT:**

- 8 Chairman Jason R. Jones
- 9 Vice-Chairman Denny Bucher
- 10 Commissioner Chadwick Howard
- 11 Commissioner Sherry Hunt
- 12 Commissioner Thomas F. Mark
- 13 Commissioner E. T. Mitchell
- 14 Commissioner Beatrice R. Smith

15
 16 **STAFF PRESENT:**

- 17 Jack B. Veit, III, County Manager
- 18 Gene Hodges, Assistant County Manager
- 19 Craig Warren, Finance Director
- 20 Amber Parker, Human Resources Director
- 21 Arey Grady, County Attorney
- 22 Lauren Wargo, Assistant to the County Manager
- 23 Nan Holton, Clerk to the Board

24
 25 County Attorney, Arey Grady, recited the following invocation, followed by the Pledge of
 26 Allegiance.

27
 28 *God of Heaven, we come before You today seeking wisdom and guidance in how we should*
 29 *lead. My heart is drawn to the prayer of David in the 25th Psalm, and I bring it to Your*
 30 *ear once again:*

31
 32 *"No one whose hope is in You will ever be put to shame, but they will be put to shame*
 33 *who are treacherous without excuse. Show me Your ways, O Lord, teach me Your paths;*
 34 *guide me in Your truth and teach me, for You are God my Savior, and my hope is in You*
 35 *all day long."*

36
 37 *There is no part of our path that is a surprise to You. There is no treachery that is beyond*
 38 *Your sight. Share with our leaders Your unmatched wisdom, and let their actions today*
 39 *bless the world.*

40
 41 *I ask all this in the mighty name of Jesus. Amen.*

42
 43 *Based upon the invocation given by Pastor Zack Randles at the February 25, 2022*
 44 *session of the US House of Representatives*

45
 46

47 Chairman Jones announced the need to add a Closed Session pursuant to NCGS 143-
 48 318.11(a)(6) to discuss a Personnel matter and requested it be added. Commissioner Mark
 49 motioned to approve Agenda, as amended, seconded by Commissioner Hunt and unanimously
 50 approved.

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 52
 53

CONSENT AGENDA

54
 55 Commissioner Mark motioned to approve the Consent Agenda, inclusive of the Minutes of
 56 February 6, 2023 Regular Session; Tax Releases and Refunds (**Credits = \$12,731.40;**
 57 **Refunds = \$537.69**); Health – Budget Amendment for Additional State Funding for TB Control;
 58 and Sheriff – Donation Budget Amendment. The motion was seconded by Commissioner Hunt
 59 and approved 7-0 in a roll call vote.

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Health/Tuberculosis (TB)

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REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015071-33445	\$2,350.00	1015071-44000	\$2,350.00
Tuberculosis State Funding		Contract Services	
TOTAL	\$2,350.00	TOTAL	\$2,350.00

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Justification: Additional state funding awarded to CCHD in the amount of \$2,350.00. Funding
 will go towards Contract Services. It will pay for TB labs sent to LabCorp and will cover
 interpretation services as needed.

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Sheriff's Office

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REVENUES	AMOUNT	EXPENCITURES	AMOUNT
1014310-38301	\$1,050.00	1014310-43222	\$1,050.00
Misc. Donations		Supplies – Donations	
TOTAL	\$1,050.00	TOTAL	\$1,050.00

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 84

Justification: The Sheriff's Office received two (2) donation checks totaling \$1,050.00. These
 Checks will be used towards the purchase of a variety of items needed by the office.

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 86

DEPARTMENT OF TRANSPORTATION PRESENTATION

87
 88
 89

NCDOT Division Engineer, Jeff Cabaniss, introduced NCDOT Board Member, Merry Jo
 Alcoke, and Deputy Division Engineer, Jeremy Stroud, who were present.

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 91
 92

Mr. Cabaniss proceeded through his PowerPoint presentation to highlight information about:

- 93 Craven County Current Projects:
- 94 ❖ NC 43 Connector
- 95 ❖ James City Project
- 96 ❖ Havelock Bypass
- 97 ❖ Maple Cypress Bridge Replacement

- 98
- 99 Craven County Projects in Planning
- 100 ❖ US 70 Upgrades
- 101 ❖ Widening US 17 north of Antioch Road to Spruill Town Road
- 102 ❖ Miller Blvd/ Fontana Blvd.
- 103 ❖ Neuse Blvd/MLK Blvd. Roundabout
- 104

- 105 He also presented information on:
- 106 ❖ 2023 Resurfacing Projects
- 107 ❖ Bridge Projects
- 108 ❖ River Road/Nelson Road Roundabout
- 109

110 Mr. Cabaniss and Ms. Alcoke addressed several questions about unpaved roads, delayed
 111 projects, and timelines.

112
 113 **INTRODUCTION OF REPRESENTATIVE CELESTE CAIRNS**

114
 115 Chairman Jones recognized newly appointed Representative Celeste Cairns and invited her to
 116 address the Board. Ms. Cairn stated she was grateful to represent this District and indicated she
 117 would stay through the meeting to have personal conversations to discuss any topics of interest.

118
 119 **PRESENTATION OF THE 2022 ANNUAL AUDIT REPORT**

120
 121 Alan Thompson, CPA with the accounting firm of Thompson, Price, Scott, Adams & Co., P.A.,
 122 presented the Board their findings for fiscal year ended June 30, 2022. Mr. Thompson provided
 123 a handout and reviewed the Fund Balance, expenditures, revenues, and General Fund
 124 expenditures for the past five years. He emphasized the 2022 Audit Report had no significant
 125 findings, no uncorrected misstatements and his firm issued an unmodified report which is a clean
 126 report. Mr. Thompson stated Craven County was in great financial standing.

127
 128 **DEPARTMENTAL MATTERS: TAX**
 129 **2023 REVALUATION UPDATE**

130
 131 Tax Administrator, Leslie Young, reported that Craven County values are finalized and certified
 132 and the revaluation is solid. She emphasized the real estate market in Craven County is strong.

133
 134 She stated that in 2022 real property taxable valuation was \$8,041,167,514 and in 2023 it is
 135 \$11,420,954,589 equating to a 42.03% average increase. Ms. Young highlighted this is just an
 136 indicator.

138 In support of the revaluation findings in Craven County, Ms. Young displayed an unofficial poll
 139 taken of the 26 counties that have a revaluation slated for 2023. Of the 26 counties, only 14
 140 counties responded and the results posted exemplify that Craven County is in line with its'
 141 42.03% average increase. Most of the others were also in the 40% range, with Alamance
 142 showing a 79% increase. She stated this revealed the importance of being on a four-year
 143 revaluation cycle.

144
 145 Ms. Young shared how tax rates were adjusted in previous tax revaluation years:

146	REVAL YEAR	STARTING TAX	ADJUSTED TAX
147	2016	.04675	.05394
148	2010	.6100	.4728
149	2002	.6000	.5800

150
 151
 152 The 2023 Tax Revaluation notices will be mailed February 27th. The adjusted tax rate for this
 153 revaluation year will not be set until budget work sessions are conducted and completed in June,
 154 2023.

155
 156 Ms. Young informed the Board she will have 21 telephone lines available to take calls as they
 157 expect to be extremely busy once citizens receive their statement. All of her staff have been
 158 trained to answer questions and assist callers.

159
 160 Ms. Young outlined the three appeal options, remarking this is the first time that Craven County
 161 has the ability to file an appeal online due to new software. Appeals can also be made via email
 162 and mail.

163
 164 Ms. Young explained how using the existing GIS resources, appellants will be able to view the
 165 comparable sales to see how their revaluation was computed. She stated the burden of proof is
 166 on the property owner to prove why an appraisal is wrong. Ms. Young illustrated how the
 167 Craven County Tax website provides all the tools to educate and communicate with the citizens.

168
 169 In regard to the real estate market trend, Ms. Young displayed the last 12 months of sales
 170 provided by the Neuse River Region Association of Realtor’s Multiple Listing Services and
 171 stated the data provides no indicator of a downward turn.

172

173	Percentage increases and average days on market		
174	December	4.74%	36
175	November	20.41%	36
176	October	17.93%	30
177	September	10.38%	24
178	August	12.51%	25
179	July	10.10%	25
180	June	17.15%	19
181	May	13.85%	26

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185	April	18.12%	24
186	March	13.95%	28
187	February	13.52%	28

188

189 The flag of things changing is when days on the market approaches and exceeds 80 days. She
 190 referenced the data from January 2023 as 14.81% increase and 45 days on the market. Ms.
 191 Young relayed there is nothing flashy about this, just a strong solid, steady real estate market.

192

193 In response to a question about protocol should the economy fail and the revaluation numbers
 194 prove too high, Ms. Young referenced the NC General Statutes and the markers provided which
 195 would mandate a reappraisal. The market would have to turn and capture it, such that sales ratio
 196 falls below 85%.

197

198

**DEPARTMENTAL MATTERS: SOCIAL SERVICES
 IV-B FOSTER CARE FUNDS BUDGET AMENDMENT**

199

200

201 Social Services Director, Geoffrey Marett, requested approval of a budget amendment, in the
 202 amount of \$350,000, needed for foster care board payments through the end of the fiscal year.
 203 He indicated Foster Care IV-B funds are reimbursed at approximately 50% Federal/State funds
 204 for eligible room and board payments.

205

206 Mr. Marett provided detailed justification for his request.

207

208 Commissioner Mitchell motioned to approve the following budget amendment, in the amount of
 209 \$350,000, as requested, seconded by Commissioner Hunt and approved 7-0 in a roll call vote.

210

DSS 1015213/TANF

211

212

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015213-33423	\$175,000.00	1015213-43921	\$350,000.00
Foster Care IV-B		Foster Care IV-B	
1010000-39901	\$175,000.00		
Fund Balance			
TOTAL	\$350,000.00	TOTAL	\$350,000.00

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DEPARTMENTAL MATTERS: SHERIFF

Formal Acceptance of Body Scanner

Captain Chad Smith reported that on December 12, 2022, the County advertised for a full body scanner for the Jail as presented in the County's ARPA spending plan. The Request for Quotes (RFQ) was advertised on the County's website and sent to several vendors. Quotes were received and opened on January 5, 2023. He relayed an evaluation committee reviewed the 3 responses and it was deemed the 2nd lowest bidder, Point Security, would be recommended for award. Although Point Security didn't quote the lowest price, they met or exceeded more specifications required than the lowest bidder. He stated that Point Security has a quicker scan time, is constructed of steel versus aluminum, and is also manufactured and supported in the United States. He stated the County Attorney has reviewed the evaluation committee's recommendation and has approved the methodology used for awarding the bid.

Captain Smith requested the Board's approval of the contract to proceed with procurement of the scanner and stated the funding source for this purchase will be the County's America Rescue Plan Act (ARPA) funds.

Captain Smith further stated that the purpose of this purchase is to scan individuals coming into their facilities to ensure they don't have contraband. The entire process takes approximately three seconds.

Commissioner Mitchell motioned to approve the body scanner purchase contract with Point Security, as requested, seconded by Commissioner Smith and unanimously approved.

Award of Firearms to Retirees

Sheriff Chip Hughes requested approval to sell the service side arms to recently retired Lt. Thomas Bersch, Sgt. Henry Clements, Deputy Lawrence Tracy and Deputy Glenn Clark under the provisions of NCGS 20-187.2. He indicated this statute states that the governing body of law enforcement agency may, in its discretion, award to a retiring member, upon request, the service side arm of such retiring member. The price has traditionally been set at one dollar, at which the Sheriff's Office will honor the same price for the above retirees.

Commissioner Mitchell motioned to approve award of the firearms to retirees, at a price of one dollar, as requested, seconded by Commissioner Mark and approved unanimously.

DEPARTMENTAL MATTERS: FACILITIES

Approval of Construction Manager at Risk Delivery Method for DSS Expansion/Renovation

Assistant County Manager, Gene Hodges, reported that in July 2022, the Board of Commissioners directed staff to continue working with the design team at Oakley Collier Architects (OCA) to develop an expansion project for the Department of Social Services (DSS) Building located at

277 2818 Neuse Boulevard. He highlighted the intention is to utilize funding from the American
 278 Rescue Plan Act (ARPA) for this much needed project. Using the guidance for ARPA funding
 279 that was provided at that time, design work commenced with the intent of a design/bid/build
 280 project. Subsequently, additional guidance was provided by the US Department of Treasury and
 281 the UNC School of Government that provided additional clarification of the use of ARPA funds
 282 that allows counties to use additional procurement methods for capital projects. Mr. Hodges stated
 283 that in consultation with the design team, and staff's experience with the Emergency Services
 284 Building project (Old Jail), it was decided that Construction Manager at Risk (CM@R) would be
 285 a better delivery method for the DSS expansion project. Construction Manager @ Risk is a
 286 collaborative process where the County, OCA, and the constructor will work throughout the design
 287 and construction phases to identify efficiencies early in the project to avoid cost overruns and
 288 schedule delays. The design and construction teams work with the County to develop a Guaranteed
 289 Maximum Price (GMP) and the project is developed and scoped mindful of this price. The result
 290 is a project that is delivered on a fast-track schedule with little to no change orders.

291
 292 Mr. Hodges stated in order to move forward the Board was requested to approve the resolution
 293 and authorize the use of the Construction Manager at Risk methodology for the addition and
 294 renovation work at this facility.

295
 296 Commissioner Mark motioned to approve the following resolution authorizing the use of
 297 construction manager at risk methodology for addition and renovation work at the DSS Building,
 298 seconded by Commissioner Mitchell and approved unanimously.

299
 300 **RESOLUTION OF THE CRAVEN COUNTY, NORTH CAROLINA BOARD OF**
 301 **COMMISSIONERS AUTHORIZING THE USE OF THE CONSTRUCTION MANAGER**
 302 **AT RISK METHODOLOGY FOR CONSTRUCTION AND RENOVATION REPAIRS**
 303 **TO THE CRAVEN COUNTY DEPARTMENT OF SOCIAL SERVICES BUILDING**

304
 305 WHEREAS, Craven County (“County”) is a North Carolina County organized and existing
 306 pursuant to Chapter 153 of the North Carolina General Statutes; and,

307
 308 WHEREAS, the Department of Social Services building requires extensive repairs and
 309 renovation (“the Project”) for expansion; and,

310
 311 WHEREAS, the Project has a finite budget of \$10,000,00.00 based upon the County’s prior
 312 allocation of American Rescue Plan Act (“ARPA”) revenue replacement formula funding, and in
 313 turn the *Construction Manager at Risk* delivery method (“CM@R delivery”) as described in N.C.
 314 General Statute §143-128.1 provides the ability for the County, its design team, and a contractor
 315 to collaborate at an early stage to develop a Guaranteed Maximum Price (“GMP”) within the
 316 allocated budget for the Project; and,

317
 318 WHEREAS, additionally, early collaboration allows for value management at the onset of
 319 the Project so all costs and savings are factored into the GMP; and,

320

321 WHEREAS, with ongoing global and national supply chain challenges, CM@R delivery
322 allows for the flexibility of alternative construction methods and materials to mitigate supply chain
323 challenges; and,
324

325 WHEREAS, the extensive pre-qualification process for sub-contractors and suppliers that
326 is a part of CM@R delivery is instrumental in bringing quality vendors to the project, which will
327 mitigate risks caused by current economic and other uncertainties in the economy and the
328 construction industry; and,
329

330 WHEREAS, County has retained Oakley Collier Architects (“Oakley Collier”) to provide
331 design services to County for work on the Project; and,
332

333 WHEREAS, Oakley Collier has advised County that due to the aforesaid described factors,
334 County should contemplate utilizing CM@R delivery for the Project; and,
335

336 WHEREAS, pursuant to N.C. General Statute §143-128.1(e), County has determined that
337 utilizing CM@R delivery is in the best interests of the County and the Project and has compared
338 the advantages and disadvantages between utilizing CM@R delivery and separate-prime bidding,
339 single-prime bidding and dual bidding as contemplated under N.C. General Statute §143(a1) (1) –
340 (3), as such advantages and disadvantages are described in the summary attached hereto and
341 incorporated herein by reference; and,
342

343 NOW THEREFORE, COUNTY HEREBY RESOLVES AS FOLLOWS:
344

345 **Section 1.** All recitals made above are incorporated herein as an integral part of this
346 resolution.

347 **Section 2.** Pursuant to Article 3D of Chapter 143 of the North Carolina General
348 Statutes, the County shall undertake the Project, and a Construction Manager at Risk (“the CM”)
349 shall be selected by the County for the Project.

350 **Section 3.** The CM shall comply with all provisions of N.C. General Statute §143-
351 128.1, including but not limited to: (a) the CM shall contract directly with the County for all
352 construction; (b) the CM shall publicly advertise as required in N.C. General Statute §143-129; (c)
353 the CM shall prequalify and accept bids from first-tier subcontractors for all construction work on
354 the Project; (d) the CM shall use the prequalification process determined by County pursuant to
355 N.C. General Statute §143-135.8; (e) the CM shall submit its plan for compliance with N.C.
356 General Statute §143-128.2 for approval by County prior to soliciting bids from first-tier
357 contractors for the Project; and (f) the CM shall act as the County’s fiduciary in the handling and
358 opening of all bids.

359 **Section 4.** In all respects, the CM shall comply with each and every provision of N.C.
360 General Statute §143-128.1.

361 **Section 5.** The Chairman and Vice-Chairman of the County’s Board of
362 Commissioners, the County’s Manager and the County’s Assistant Manager shall have the
363 authority to implement this resolution and shall have the authority to execute and deliver such
364 documents as may be reasonably necessary for same.
365

366 ADOPTED THIS 20th DAY OF FEBRUARY, 2023.

366 *Selection of Construction Manager at Risk for DSS Expansion/Renovation*

367
368 Mr. Hodges further reported that in July 2022, the Board of Commissioners directed staff to
369 continue working with the design team at Oakley Collier Architects (OCA) to develop an
370 expansion project for the Department of Social Services (DSS) Building located at 2818 Neuse
371 Boulevard. A Request for Qualifications (RFQ) for Construction Manager at Risk (CM@R) was
372 issued on December 12, 2022, a site visit was held on January 6, 2023 and responses were received
373 on January 18, 2023. He indicated nine responses to the RFQ were received and after the responses
374 were rated by the review panel, interviews were conducted with the top four firms that responded.
375 He stated that after the interviews, the panel recommended that Barnhill Contracting Company of
376 Rocky Mount, North Carolina be selected as the CM@R for this project Mr. Hodges indicated the
377 next step would be negotiating a fee and terms of a contract with the selected firm.

378
379 Commissioner Mark motioned to select Barnhill Contracting Company as the Construction
380 Manager at Risk for the DSS Expansion/Renovation Project and to authorize staff to execute all
381 necessary agreements for this phase. His motion was seconded by Commissioner Mitchell and
382 approved unanimously.

383
384 **APPOINTMENTS**

385
386 *Pending*

387
388 Chairman Jones reviewed the following pending appointments:

- 389
390 ➤ Craven Aging Planning Board
391 ➤ Craven Clean Sweep
392 ➤ Emergency Medical Services
393 ➤ Juvenile Crime Prevention Council (JCPC)
394 ➤ Local Emergency Planning Committee
395 ➤ Volunteer Agricultural District (District 6)
396 ➤ Fireman's Relief Fund (Harlowe District 5)

397
398 *Current*

399
400 *Adult Care Home Advisory Committee*

401
402 Commissioner Bucher nominated Carmal George for reappointment. There being no additional
403 nominations, Ms. George was reappointed by acclamation.

404
405 *Nursing Home Advisory Committee*

406
407 Commissioner Mitchell nominated Debra Gray for appointment. There being no additional
408 nominations, Ms. Gray was appointed by acclamation.

409
410
411



412 *Upcoming*

413
414 Chairman Jones reviewed upcoming appointments due to expire on boards and committees.

415 **COUNTY ATTORNEY’S REPORT**

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417
418 County Attorney, Arey Grady, had nothing to report.

419 **COUNTY MANAGER’S REPORT**

420
421
422 County Manager, Jack Veit, reported on the NaCO Legislative Conference held in Washington
423 DC last week. He indicated they had a packed agenda, lots of committee meetings, very relevant
424 topics, with 75 agency vendors. He commented on meeting with Senators Tillis and Budd.

425
426 Mr. Veit reported via the Dix Crisis Center meeting he learned that Wilmington has opened up
427 part of their long-term care facility, known as The Healing Place. Once their detox center opens,
428 it will relieve some of the burden from the Dix Crisis Center.

429
430 Mr. Veit highlighted the recent email about the opioid settlements and the need it presents for
431 coming before the Board later this spring with an agreement. County Attorney, Arey Grady,
432 announced the deadline for acceptance is just after the 2nd meeting in April and there is an 18
433 year window of receiving the funds.

434
435 Mr. Veit made the Board aware that the City of Havelock is no longer interested in hosting any
436 of the school resource officers in their area. In addition, the Board of Education had offered
437 them a fourth SRO. Because Havelock is not participating in the SRO program, they will be
438 extended to Craven County. Sheriff Hughes commented on the unique qualifications needed for
439 each SRO, as they serve as a protector, a guidance counselor, as well as many other specialties,
440 which makes recruitment and hiring harder. Sheriff Hughes addressed inquiries about incentives
441 and salaries. Sheriff Hughes also reported they are no longer making the Challenger, putting
442 them in a situation to possibly having to purchase cars off the lot.

443
444 Commissioner Mark expressed great disdain for the City of New Bern and the City of Havelock
445 having no regards for their students and pushing everything on Craven County to fund.

446
447 Mr. Veit summarized the needs and sought consensus from the Board to put together a proposal
448 and bring back in support of funding four SRO’s. The Board was in support but expressed that
449 the fourth SRO be placed at West Craven High School if documentation of activities there
450 support it.

451
452 In closing, Mr. Veit informed the Board of a Work Session to be held after their March 20th
453 morning meeting and highlighted that Senator Perry and Representative Tyson would be present.

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COMMISSIONERS' REPORTS

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461 *Commissioner Smith* stated that February is Black History Month and reported on being the
462 Grand Marshall for the Black History parade held in New Bern over the weekend.
463
464 *Commissioner Hunt* reported that her first 60 days have been a whirlwind of information, people,
465 places, and meetings. She expressed gratitude to the staff and department heads for meeting with
466 her.
467
468 *Commissioner Mark* reported he will continue to hold Town Hall meetings to keep his
469 constituents informed. He stated that Craven County's larger cities should be responsible for
470 funding their SROs.
471
472 *Commissioner Mitchell* informed she would be attending the Association of Defense
473 Communities in Washington DC early March, representing NC MAC and Allies for Cherry
474 Point. She reported the 2nd Annual NC Defense Summit is being planned for this fall, looking to
475 expand it to two days to put the spotlight on the second largest economic sector in NC. Thirdly
476 Mrs. Mitchell communicated Allies for Cherry Point is in the process of transitioning to a full
477 501c3. The new Board is full stood up with representatives from all major industries in eastern
478 NC plus the elected representatives. A fund-raising arm is being created and they will use the
479 monies raised to benefit active-duty families and veterans in this area. ACT will continue to
480 lobby on State and Federal levels, but their scope of responsibility is expanding.
481
482 *Commissioner Howard* reported on his attendance at the NaCO Legislative Conference in
483 Washington DC last week. He felt like the meeting with Senator Budd was highly productive;
484 and he enjoyed talking to a variety of members of different federal departments. He mentioned
485 finding money with the Omnibus bill through NaCO lobbyists, which could support Tech
486 Bridge; and conversations about REPI (Readiness and Environmental Protection Integration
487 Program) Funds. Mr. Howard noted attending several workshops, mentioning the Farm Bill
488 workshop and one on opioid and addiction. He commented on learning more about Medicaid
489 expansion and how once it is implemented there are benefits gained for jail inmates. Mr.
490 Howard expressed he was grateful for the opportunity and found it very beneficial to leverage
491 opportunities for local government by building relationships.
492
493 Commissioner Mitchell added that Rhonda Murray, Community Cherry Point Liaison, is the
494 point of contact for applying for REPI Funds.
495
496 *Commissioner Bucher* had nothing to report.
497
498 *Chairman Jones* had nothing to report.
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CLOSED SESSION

505
506
507 At 10:42 am, Commissioner Mitchell motioned to go into Closed Session, pursuant to NCGS
508 143.318.11 (a)(6), to discuss a personnel matter. Commissioner Mark seconded the motion,
509 which carried unanimously.
510
511 At 11:17 am, the Board returned to Open Session. County Attorney, Arey Grady, reported no
512 action taken in closed session.
513
514 Commissioner Jones stated Mrs. Elinor Hawkins recently died. She was the Library Regional
515 Director for many years and worked tirelessly and served in other capacities throughout the
516 County. He requested it be spread upon the Minutes that the Board of Commissioners extend
517 their condolences to her family and express their appreciation for her great contributions to the
518 County.
519
520 At 11:18 am, Commissioner Mitchell motioned to adjourn, seconded by Commissioner Bucher
521 and approved unanimously.
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Craven County

RELEASES SUBJECT TO BOARD APPROVAL ON 3/6/2023

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
ADAMS, ALAN L NOT TAXABLE TO CRAVEN COUNTY	63506	2022	218947	234.02
BRYANT, MARJORIAM ALVARADO DOUBLE BILLED	95744	2022	206719	61.65
KITTLE, DUSTIN RAY DID NOT OWN JANUARY 1	60613	2020	407921	11.09
KITTLE, DUSTIN RAY DID NOT OWN JANUARY 1	60613	2020	407922	9.65
KITTLE, DUSTIN RAY DID NOT OWN JANUARY 1	60613	2020	407923	8.61
KITTLE, DUSTIN RAY DID NOT OWN JANUARY 1	60613	2020	407924	7.49
KITTLE, DUSTIN RAY DID NOT OWN JANUARY 1	60613	2021	216962	6.71
KITTLE, DUSTIN RAY DID NOT OWN JANUARY 1	60613	2022	216962	5.80
MUCHO BUENO STREET FOOD AND TEQUILA BILLING ERROR	8301643	2022	220874	2,634.65
SCHEINER, MARK NOT TAXABLE TO CRAVEN COUNTY	70534	2022	218310	11.53
TAYLOR, DEBBIE CATON BILLING ERROR	202291928000	2022	919280	141.87
11 RELEASES SUBJECT TO BOARD APPROVAL ON 3/6/2023:				3,133.07

Craven County

REFUNDS SUBJECT TO BOARD APPROVAL ON 3/6/2023

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
LARKA, GARY S DID NOT OWN JANUARY 1	81502	2019	211585	66.27
LARKA, GARY S DID NOT OWN JANUARY 1	81502	2020	211585	64.79
LARKA, GARY S DID NOT OWN JANUARY 1	81502	2021	211585	67.44
LARKA, GARY S DID NOT OWN JANUARY 1	81502	2022	211585	58.38
SOWLE, EDWARD D & KRAMER, DEBRA L DID NOT OWN JANUARY 1	90470	2022	10342	60.00

5 REFUNDS SUBJECT TO BOARD APPROVAL ON 3/6/2023: **316.88**

**RESOLUTION
RECOGNIZING LANCE CORPORAL RACHAEL C. ALBOUCQ
AS MILITARY SERVICE
PERSON OF THE QUARTER**

WHEREAS, Lance Corporal Rachael C. Alboucq departed for boot camp in June of 2021, where she learned the importance of history, respect and became a first generation Marine in her family; and

WHEREAS, LCpl Alboucq is currently stationed aboard MCAS Cherry Point, NC, Marine Aviation Logistics Squadron 14 (MALS-14); where she serves as a Mobile Facility Technician; and

WHEREAS, in April 2022, she began her collateral duty inspector training requirements and recently finished her fall semester as a full-time student; all while maintaining a 4.0 GPA. LCpl Alboucq is known for helping her fellow Marines with college success and with career progression; and

WHEREAS, LCpl Alboucq has selflessly dedicated over 80 hours of community service while fulfilling her military obligations assisting in the following events:

- ❖ Veteran's Employment Base Camp and Organic Garden
- ❖ Havelock High School Concession Stand
- ❖ Carteret County Animal Humane Society
- ❖ MAG-14 All Terrain Competition
- ❖ Rocktoberfest
- ❖ MCAS Trunk or Treat
- ❖ Colors for Cancer 5K
- ❖ Visited elementary schools during Veteran's Day, speaking about her current military experience and service to the country; and

WHEREAS, everyday Lance Corporal Alboucq pursues ways to better herself and improve her knowledge in her job to help serve others.

NOW, THEREFORE, BE IT RESOLVED THAT THE CRAVEN COUNTY BOARD OF COMMISSIONERS recognizes Lance Corporal Rachael C. Alboucq for her involvement in countless community service opportunities combined with her pursuit of off-duty education, which have helped forge the relationship between her active-duty counterparts and the community in which she serves.

BE IT FURTHER RESOLVED THAT THE CRAVEN COUNTY BOARD OF COMMISSIONERS congratulates her on being selected as Military Service Person of the Quarter.

Adopted this 6th day of March, 2023.

Chairman Jason R. Jones
Craven County Board of Commissioners

Nan Holton
Clerk to the Board

DEPARTMENTAL MATTERS:

**3. Social Services – County Social Services Budget Amendment:
Geoffrey Marett**

Social Services Director, Geoffrey Marett, is requesting \$100,000 to be utilized in meeting the needs of individuals through the provision of Adult Protective and Guardian Services. Both services are mandated through North Carolina State Statutes.

Justification for his request and a budget amendment in the amount of \$100,000 is shown in the following document.

Board Action: Approve budget amendment; a roll call vote is needed

Justification or Explanation of Change:

We are requesting an increase in the previously stated amount for (Adult) County Social Services Funds. Craven County, this fiscal year, has seen a rise in the number of adults in need of protective services and guardianship cases where our younger adults are disrupting placements and damaging properties. Our current budget for this line item is \$100,000. As of February 15, 2023, we have spent \$85,914 of these funds leaving this line with a balance of \$14,086. We also have outstanding bills, one in particular for the amount of \$20,782.00.

We are finding more adults that are not meeting eligibility for benefits and their income is not enough to pay for the care they need. The reason for the needed funds to pay the above listed invoice is for a 75-year-old gentleman who is bedridden due to a stroke that paralyzed him. He could not provide his own care, has only one close family member who is also up in age and cannot help him. There was property sold in the past that has disqualified him for Medicaid and therefore he needed in home care around the clock to protect him until a longer-term placement was found and his assets can be assessed. It was crucial to provide the needed care. This care was provided by the agency on a 24/7 schedule for a total of 37 days at \$24/hour.

The Adult Protective Services law mandates the county department of Social Services to provide services to meet the unmet needs of any adult in need of protective services which could range from an emergency hotel stay, in home care and room and board payments for adults who do not meet the eligibility for Medicaid benefits. The adults that we are seeing come into the custody of our department are experiencing increases in chronic mental health crisis, substance abuse and being a victim of exploitation. As of January 2023 we have received 312 reports for this fiscal year and are on pace to have 535 for this FY compared to 456, we received 54 reports (the highest for a month within 5 years) of adult abuse, neglect and/or exploitation. Some examples of actual case work are as follows (see attachments). Behaviors of these chronically ill adults that we are seeing which are leading to placement disruptions: extreme damage to property, fleeing from placements, showing signs of extreme physical aggression result in countless hours of searching for other housing alternatives and round table discussions with the LME. When negotiating alternative safe housing for these complicated cases we are experiencing increased costs above the standard room and board rate.

Unfortunately, with the lack of appropriate mental health services and barriers to access these services when they are available, behaviors often do not get the level of treatment they need timely to allow adults to be placed and it is nearly impossible to get anyone admitted to our state psychiatric hospitals. Information below is where you can see the increased costs related to this matter.

We are having to find placements for guardians and those under APS orders outside of Craven County which involves more travel time for the SW to manage the case. As of January 2023, we

have 76 guardians 32 residing out of the county, with the furthest being located in Mecklenburg County.

Please see the information below related to our increasing caseload and spending patterns of this line item.

FY 17/18

38 adults averaged each month under guardianship -

Cost: \$ 62,242.43

Total Number of APS reports for the year: 280

Total cost needed from county funds for APS: \$ 22,455.10

FY 18/19:

45 adults averaged each month under guardianship –

Cost: \$95,406.44

Total number of APS reports for the year: 366

Total cost needed from county funds for APS: \$ 53,344.73

FY 19/20:

62 adults averaged each month under guardianship

Cost \$ 62,115.44

Total Number of APS reports for the year: 437

Total cost needed from county funds for APS: \$ 57,813.79

FY 20/21:

65 adults averaged each month under guardianship –

Cost: \$103,906.77

Total Number of APS reports for the year: 456

Total cost needed from county funds for APS: \$ 12,388.36

FY 21/22:

78 adults averaged each month under guardianship –

Cost: \$73,613.87

Total Number of APS reports for the year: 449

Total cost needed from county funds for APS: \$ 25,268.55

FY 22/23 (Jan):

54 adults averaged each month under guardianship -

Cost \$ 23,101.59

Total number of APS reports for the year: 312, projected to be 535 reports

Total cost needed from county funds thus for APS: \$ 52,505.50

4. APPOINTMENTS:

A. Pending:

Craven Aging Planning Board
Craven Clean Sweep
Emergency Medical Services
Local Emergency Planning Committee
Volunteer Agricultural District (District 6)
Fireman's Relief Fund (District 5)

B. Current:

Craven County Planning Board

- Bruce Hice (does not seek reappointment)
- Applicant Heather Lane seeks to fill his vacated seat (Document follows)

Craven Aging Planning Board

- Applicant Bettina Jahr seeks appointment to fill the Client Rep vacant seat (Document follows)
- Applicant Joanne Blackwell seeks appointment to fill the 60+ vacant seat (Document follows)

Fireman's Relief Fund Board – does not seek reappointment

- Wesley Griffin (TWP 2 Little Swift Creek)

Juvenile Crime Prevention Council (JCPC)

- Applicant Albert Lester seeks appointment (Document follows)

C. UPCOMING: Terms Expiring in March

Highway 70 Corridor Committee

- Danny Walsh (First appointed 2004)
- Bobby Darden (First appointed 2013)

Fireman's Relief Fund Board

- Keith Morris (TWP 1 Vanceboro)
- Marlow Jones (TWP 1 Vanceboro)
- Matthew Spirko (TWP 2 Tri Community)
- Donald Heath (TWP 3 Ft. Barnwell)
- Milton Everette (TWP 5 Harlowe)
- Oswald Chance (TWP 7)
- Robert Blalock (TWP 7)

Fire Tax Commissioner

- Sammy Lilly (TWP 1 Vanceboro)
- Tommy Cowan (TWP 2 Little Swift Creek)
- Terry Gaskins (TWP 2 Little Swift Creek)
- Thomas Gaskins (TWP 2 Tri Community)
- Jackie McKinney (TWP 7)

Emergency Medical Services

- G. Chuck Strickland (Vidant)

Heather Lane

Craven County | Generated 2/27/2023 @ 8:55 am by OnBoard2 - Powered by ClerkBase

Status

Name Heather Lane
Application Date 10/18/2022
Expiration Date 10/18/2024
Board Member [Heather Lane](#)
Status Validated

Board	Vacancies	Status
Craven County Planning Board	0	Pending

Basic Information

Name
Heather Lane

Please list any other Boards or Commissions on which you currently serve?
None

Please tell us about yourself and why you are interested in serving on a board or commission? I've always been interested in assisting my community if an opportunity presented.

Other Questions Question #1

What is your Commissioner's District? I don't know

Question #2

Highest Education Level
Bachelors Degree or higher

Gender

What is your gender?
Female

Ethnicity

What is your ethnic origin?
White

Generated 2/27/2023 @ 8:55 am

Contact Information

Address
53 Richard Petty Blvd Dover, NC 28526

Email hgcausey@gmail.com

Occupation

Employer NCDOT
Occupation
Civil Engineer
Job Title
As. Div. Construction Engineer
Professional Licenses
Professional Engineer (042582)

Bettina M Jahr

Craven County | Generated 2/27/2023 @ 8:54 am by OnBoard2 - Powered by ClerkBase

Status

Name	Bettina M Jahr
Application Date	2/8/2023
Expiration Date	2/8/2025
Board Member	Bettina M Jahr
Status	Validated

Basic Information

Name
Bettina M Jahr

Please tell us about yourself and why you are interested in serving on a board or commission?

I am a local resident of Craven County, NC and have lived here for most of my life. As I get older, I am more aware of the needs of aging seniors in our community and would like to help give back and provide resources to better assist them as they age. Aging should not be hard or scary if you surround yourself with folks who can help you.

Other Questions Question #1

What is your Commissioner's District? 5

Question #2

Highest Education Level High School or GED

Gender

What is your gender?
Female

Ethnicity

What is your ethnic origin?

White	Boards (Ranks)	Vacancies	Status
Generated 2/27/2023 @ 8:54 am	Adult Care Home Advisory Committee (1)		
	Craven Aging Planning Board (2)		
8	Pending		

Contact Information

Address
2400 Temples Point Road
Havelock, NC 28532

Phone
[2527233353](tel:2527233353)

Cell Phone

[2527233353](tel:2527233353)

Email
bettinajahr@hotmail.com

Occupation

Employer
Department of the Navy / FRC East
Cherry Point, NC

Occupation
Program Analyst

Job Title
Contract Officer Representative

Bettina M Jahr
2400 Temples Point Road
Havelock, NC 28532

Contact Phone: (252) 652-7716
Work Phone: (252) 464-6602
Cell Phone: (252) 723-3353
DSN: (94) 251-9164
Email Address: bettina.jahr@navy.mil
Alternate Email Address: bettinajahr@hotmail.com.

EXPERIENCE

03/01/2021 to Present: 40 hours per Week; Program Analyst, GS-0343-12; C-130 Fleet Support Team at FRC East Cherry Point, NC. Supervisor, Scott Fisher (252) 464-6295; may contact Supervisor.

I collectively manage the C-130 FST government contracts at FRC East. This program management entails the accurate submission of contract and task order data in support of over \$3.25M in engineering and logistics support services for the C-130 aircraft. I assist with the employ of over 30 contractor employees, on government site as well as on the contractor site. This support includes them obtaining appropriate access to government databases and services, as well as assisting with appropriate security clearances required for their position. I work directly with the Program Management office at PMA-207 in Patuxent River, MD to manage the procurement, development and support of the Department of the Navy's tactical airlift programs.

I work predominantly with the Microsoft Office 2016 system which includes work in Outlook, Excel, Word and Powerpoint. This system and my access thereof, is approved and monitored by the Department of Defense IT system.

My volunteer work consists of assisting with the transport of animal surrenders/fosters/adoptions with Misplace Mutts, Newport, NC. I have assisted with getting animals to their fosters after being cared for by a local veterinarian as well as picking up medications to take from the vet to fosters. The transportation I provide is normally within Craven, Carteret and Onslow counties. After COVID-19, I also assisted Colonial Capital Humane Society with cleaning out cat kennels at PetSmart, New Bern. This was a temporary volunteer assist as PetSmart was unable to help support CCHS with caring for the cats and their kennels. I was on a weekly rotation of volunteers to clean out the kennels, ensure they have food and water, etc.

07/2009 to 02/28/2021; 40 hours per Week; Management Analyst; GS-0343-11; last promoted 3/11/2012; permanent employee; not on a temporary promotion; FST Support Office, PSC Box 8021; Brantley Garner (252) 464-8289 ; may contact supervisor.

As of October 2019, my position falls under the new MAO FST Support Office, currently under the Supervision of Robin Reid, with Brantley Garner as the High Level Reviewer for IPMS/ PARs. Roles and responsibilities remain similar to the below, with the exception of DAWIA, which now falls under the Training Coordinator for the FST Support Office. We also no longer have a Research and Engineering Group Head. My main job duties include coordinating Senior Design Capstone Projects with Lead Engineers and Universities for which we provide funding support, totaling approximately \$85,000 annually in support. Engineering Outreach is being done virtually at the moment due to safety concerns surrounding COVID-19. We remain active as an engineering organization when it comes to all things related to STEM Education Outreach. I am also the technical POC listed on STEM Education Outreach ONR funding documents to ensure the funding is utilized to the fullest by due date established by ONR. I initiate, track and monitor this funding and work with the BFM to establish a Statement of Work in concurrence with STEM site lead, Mark Meno.

I am responsible for providing direct support and staff assistance to the Research and Engineering Group Head in a variety of functional and administrative areas. I evaluate staffing requirements based on emergent workload requirements. By working closely with Engineering Department Heads and Division Directors, I help identify engineering disciplines required to support the engineering workload and determine the need for journey level or developmental positions. I work with the Fleet Readiness Center, Cherry Point, recruitment team to provide input for STEM (Science Technology Engineering & Mathematics) Education Outreach efforts, to include coordinating quarterly meetings for the Eastern North Carolina Science and Engineering Forum. I attend meetings and conferences as required and coordinate the Research and Engineering Group's involvement with local school and industry. I provide metrics and data reports to NAVAIR and also assist with monitoring expenditures of National Defense Education Program (NDEP) funds received for STEM efforts. I serve as the North Carolina State University Middle School Summer Camp and Pathways Intern Summer Hire Program Coordinator for the Research and Engineering Group. I assist with locating engineers in various engineering principles to work with students as Job Shadows. I arrange tours for perspective new engineering students to show the many activities available for employees. For returning students, I maintain records of activities performed previously so during the summer terms, difference activities may be offered to enhance their knowledge of FRC East Cherry Point. I assist with the coordination of North Carolina State University's Engineering Week effort, which includes local Elementary, Middle and High Schools to promote careers in Engineering. I am skilled in oral and written communication and have the ability to prepare and present recommendations and solutions as applicable to the engineering group. I have established and maintained effective working relationships and gained the confidence and cooperation of external and internal contacts, to include those within our local Fleet Readiness Center Command, as well as NAVAIR and COMFRC entities. I work closely with the Research and Engineering Group

Head's SES (Senior Executive Service) and Admiral's office at Patuxent River, MD to ensure complete and total support as required. I have comprehensive knowledge of the programs and missions of the NAVAIR organization and the NAVAIR organizational breakdown alignment as required. I am able to provide complex administrative support and am a mentor to the department and division secretaries, as well as the office automation clerks who work within the In-Service Support Center. I serve as the Engineering Assistance Development Program (EDAP) Coordinator at Cherry Point. This entails that I not only monitor the current students and ensure supervisors provide progress reports per the EDAP Instruction FRCEASTINST 12410.21, I also process all tuition assistance packages provided by EDAP engineering students. I am the custodian of the EDAP Process on the Integrated Management System (IMS) Website and ensure that the Fleet Readiness Center East Instruction is reviewed and updated as required. I meet with EDAP student trainees regularly to ensure the program is working for the students, as well as our engineers. I work closely with the ISSC Budget Financial Managers (BFMs) on all Teams and MRO Engineering to ensure JONs are active and ready for students interns when they on board. I work closely with North Carolina State University, as well as East Carolina University to help ensure a secure workforce for engineering at Cherry Point. I serve as the Science, Mathematics and Research for Transformation (SMART) point of contact for Cherry Point. I work closely with engineering department heads to monitor the SMART Program yearly requirements as well as aid in the selection process for the Research and Engineering Group. I attend SMART Orientation on a yearly basis in order to meet with those engineering students who have been selected to work at Cherry Point upon graduation. I serve as liaison to SMART students and assist them with becoming acclimated to the Havelock and Cherry Point areas. I am responsible for SMART summer intern onboarding as student Contractors and am required to follow the FRC East Security process for Contractor support. (ie DD Form 1172 for CAC / DEERs enrollment and Cherry Point / PMO Background checks) Contractor Support Service Process is followed for SMART summer interns since they are not government interns as Pathways or Engineering Technicians are on boarded. I assist SMART students with TASS registration and work with FRC East Security and NMCI teams for their NMCI account creation and IT assets prior to onboarding. I am also the custodian for the SMART Process on the Integrated Management System (IMS) website and review the Instruction regularly to ensure it is accurate and up to date. I assist with preparing briefs as directed by the Group Head which entails researching, analyzing and preparing a wide variety of briefs to meet the goals and objectives as directed. I serve as liaison for gathering and tracking status of requested data and reports from Fleet Support Teams Leads, Department Heads, and Fleet Readiness Center East Management as well as various organizations as directed by the Group Head. I serve as the AIR-4.0 point of contact for Command Staffing to include the demand and supply entry. I am the AIR-4.0 point of contact for submitting the annual Command Operations report which includes ensuring Fleet Support Teams and Competency Department Heads provide their input to me for submission as needed. I provide confidential administrative support for AIR-4.0 as required, including serving as protocol officer, handling substantial nontechnical request for information, and providing advice on AIR-4.0 procedures, instructions and other matters necessary to implement the Group Head's policies. I serve as the point of contact during the Group Head's absence to handle important or emergent matters and work with any and all responsible parties to resolve any issues. I also serve as the AIR-4.0 point of contact for all Acquisition Workforce members (DAWIA) and ensure policies are communicated and followed. I remain proficient in Microsoft Office 2007 and use the Outlook calendar for any and all meeting coordination. I am the Owner of all AIR-4.0 Outlook distribution lists and maintain as required. I also assist with all ISSC conference rooms to include maintaining the ownership and permission levels set for all users. I ensure proper protocol is communicated and carried out with all conference room users. I am the Custodian of Administrative Joint Procedure for providing updates and changes to the Duties and Functions of all Engineering administrative support personnel.

I serve on the Joint Engineering Technical Team and assist JETT management with newly engineering training development. I am responsible for assisting with the coordination of all recruitment initiatives throughout the year. I work directly with universities for event registrations as well as yearly sponsorship renewals to help increase our engineering recruitment within university departments. (ie Society of Women Engineers "SWE", American Society of Mechanical Engineers "ASME", etc) I am the AIR-4.0 point of contact for the Engineer and Scientist Development Program (ESDP) and ensure any and all NAVAIR data calls are submitted as appropriate. I also assist ESP management with coordinating monthly Fellows Lecture Series video teleconferencing meetings to further enhance engineering training development. I am the ISSC Business Operating System (BOS) administrator and ensure that all requests for new BOS access are initiated. I also work with all ISSC levels of management and administrative support to ensure that BOS is kept current for all ISSC personnel. I help manage the personnel access to Building 4841 as mandated by Marine Corps Air Station Cherry Point Provost Marshall's Office, as well as Fleet Readiness Center East Security Department. I also serve as a engineering and administrative Navigator for new hires who need assistance with onboarding, or who wish to become more familiar with local Eastern North Carolina prior to onboarding.

09/2005 to 07/2009; 40 hours per Week; In-Service Support Center Group Secretary; YB-0318-02; last promoted 09/2006; permanent employee; not on a temporary promotion; ISSC CHERRY POINT, PSC Box 8021; Ruthie Sanders , 252-464-8815 ; may contact supervisor.

I am responsible for all administrative support to the Program Management, Research and Engineering and Director of Logistics Group Heads. This support includes, but is not limited to, the maintenance of Outlook daily calendars (Calendars are printed daily and sometimes 2-3 times per day depending on schedule changes), Outlook meeting maker invites, (coordinated daily, several times per day per Group Head request) Outlook inbox and email traffic, (email inboxes are checked frequently throughout the day and emails are forwarded as appropriate) video teleconference (VTC) coordination, Defense Travel System (DTS) travel orders and travel vouchers. Travel arrangements include but are not limited to hotel, airfare and rental vehicle reservations, at times with multiple locations drop off and pickups. Travel orders are originated and routed to be reviewed as detailed in the travel process. Travel vouchers are submitted once receipts for travel have been provided. The 1.0/4.0/6.0H Group Secretary position is also

responsible for the purchase of office supplies for AIR-1.0/ 4.0/6.0H staff team office as well as all Group Heads. Supplies are maintained in the Group Office for all Group Heads, as well as in the AIR-4.0C Staff Office for approximately 100 personnel. The Group Secretary's Citibank government purchase card has a limit of \$5000 and is reconciled once per month with data entry in several software systems to include: MPT, MTO, LSMT 2 and Micropurchase Worksheets and the Open Purchase Requisition Form. (OPMR) The Group Secretary offers support to the Staff Operations office to include several Program Analysts who require organization or staffing information. Often this information needs to be obtained from NAVAIR at Patuxent River and I am able to use points of contact that I have on hand for resources and referrals. I have the ability to pull reports and files from the EBR folder that is used by FRC and ISSC Commands. I am also able to load necessary and requested files onto the EBR folder which enables FRCE Command and staff to obtain necessary information for meetings. Daily clocking is performed in ISS FF for me and the Group Heads. Job order numbers (JONS) and all leave clocking is also performed in the Time and Attendance (TAA) application. Labor corrections are performed for Department Heads per their direction. Labor verification is performed weekly to ensure all department secretaries have clocked adequately for their department heads. Any error codes received in TAA are corrected immediately so that the Group Heads are able to verify as needed. Online corrections are performed as often as is needed. I am proficient in all Microsoft Office software applications to include Word, Excel, Powerpoint and Outlook email. I am also skilled in scanning documents to Adobe and PDF files for dissemination as required. I prepare all correspondence for group heads to include proofreading, correcting and formatting per SECNAV and NAVAIR Instructions and Notices. I also assist other clerical support and ensure compliance with policies, procedures and formats before the group heads sign off on submitted correspondence. AIR1.0/4.0/6.0H all hands emails are distributed as often as needed with urgent dissemination of information. Maintain outlook distribution lists for all hands outlook email as personnel leave or enter the In Service Support Center organization as requested by administrative support. I act as a liaison between the Group Heads and respective Logistics and Engineering Department Heads. I coordinate VIP visits for ISSC Cherry Point to include coordination with NAVAIR Command offices for arrivals to Cherry Point and to various NAVAIR Command sites. I task and coordinate with Department Secretaries as necessary to accomplish ISSC Cherry Point Group level tasks which require department level input or review. I assign and maintain Group Head relief schedule which includes utilizing and coordinating with ten department heads. I operate, set-up and troubleshoot Video Tele-Conferencing equipment. I am proficient in the use of the Polycom VSX 7000 model VTC equipment. I also receive and distribute mail for the ISSC which consists of approximately 700 personnel. I am responsible for inputting Group Head training in the Training Management System (TMS) software program on a regular basis to include ensuring mandatory training is taken care of and inputted for credit. I have also received official training on this program on two separate occasions. I have been responsible for attending the bi-monthly North Carolina Science and Engineering Science Forum meetings to meet with personnel on this committee as well as to take meeting minutes in order to pass to personnel at a later date. I am responsible for coordinating requested meetings with various Middle and High School program directors in order to meet the goals and objectives of the Research and Engineering Group Head. I have been able to participate in special projects given to me by each ISSC Group Head, to include creating spreadsheets for Award Poker Chip submittals and processing as well as projects deemed necessary and important. To date, I have processed over 150 Award Poker Chips. I have been responsible for assisting the ISSC Morale Committee with preparing for the Awards Burger Burn that is held yearly, as well as assisting with the yearly ISSC Christmas party. I have been entrusted to assist each ISSC Group Head with any and all maintenance tickets as well as personal items needed for each respective office. I have coordinated bringing food and beverages to managerial offsites on several occasions and enlisted the assistance of department secretaries with this effort.

09/2004 to 09/2005; 40 hours per Week; Secretary; GS-0318-06; last promoted 09/2005; permanent employee; not on a temporary promotion; NADEP Cherry Point, PSC Box 8021; Todd Price , 252-464-6060 ; may contact supervisor.

Clock in Time and Attendance application for all Unmanned Aerial Vehicle managers to include overtime, compensatory, annual and sick types of leave. Submit DD1556 forms to the training department and are generated from Employee Central. I ensure that before DD1556 is submitted, all supporting documentation to the training is attached, to include website for the training subject, location, meeting or conference agenda and the cost of the training. Training sign in sheets are prepared and submitted to the training coordinator for entry into Employee Central. AIR-4.3 offsite is coordinated with the department head to include all other NAVAIR sites. Mass BOQ reservations and offsite meeting location is arranged for all visiting personnel. All AIR-4.3 employee files are kept in my office and maintained to include the filing of SF-50s, mandatory training, IDPs, TAAs and PARS. Travel Requests are originated by me for the AIR-4.3 managers and the Department Head. The Travel Requests are verified for accuracy before being routed for signature and ultimately faxed to the Travel Office for processing of Travel orders. CO letters and office memoranda are originated by me per the Department Head. Any outgoing and incoming correspondence is routed accordingly before being mailed or sent to various departments. All CO letters and memoranda follow the correspondence guidelines per SECNAV and NAVAIR instructions. A training guide is kept at my desk for reference purposes. I am responsible for scheduling all 4.3 department head meetings as well as maintaining outlook email and the calendar. I maintain a 3 line switchboard and answer all incoming calls for the 4.3 Department Head and Secretary. I am also responsible for answering AIR-4.0 Group Head calls when the Group Secretary is out or away from her desk. I am the sole back up for the AIR-4.0 Group Secretary when she is absent from the office and I ensure the Group Head has all calendar and meeting information for the duration of her absence. I also coordinate all incoming VTCs for the 4.3 Department Head as well as ensuring a VTC bridge is reserved. I make sure the VTC is dialed in to in a timely manner and understand who to phone for VTC issues or problems. I maintain a key to the front door of Building 4033.

04/2004 to 09/2004; 40 hours per Week; Office Automation Clerk; GS-04-01; last promoted Not Specified; permanent employee; not on a temporary promotion; NADEP, PSC Box 8021, Cherry Point, NC 28533; Gloria O'Dell , 252-464-7302 ; may contact supervisor.

Maintain office bulletin board. Coordinate office workload to include clerical and administrative functions for the AV8FST.5 and the Asset Office Automation duties for CASS TPS located in Building 200 under John Plisko. Conduct general office housekeeping and maintain files as needed. Maintain managers' calendars to include the addition and deletion of various events. Maintain office equipment to include copiers, printers, label maker and fax machine. Responsible for making maintenance calls to the call desk as problems arise and provide proper follow up on these calls to ensure the repair has been handled. This might include filling out appropriate paperwork (FORM 4235) for Facilities Maintenance Service. Make copies and send faxes as needed. Receive visitors on a daily basis. Order, deliver, organize and store all office supplies to include keeping proper amounts in inventory for both AV8FST.5 ATE and CASS work areas. Make, cancel and change travel arrangements; ensuring that travel requests are filled out properly and routed to the appropriate departments for approval and following up with the travel department in a timely manner. Respond to various types of telephone calls to include answering, determining actions and providing information, or taking a message and transferring. Check voicemail often to ensure all calls are being taken care of. Attend meetings and make arrangements for meetings in various places. Provide clerical support for meetings to include taking minutes and keeping an agenda. Proficient in Naval Air Depot's MGT software system for inputting data as well as AV8FST.5 project tracking software system. Responsible for clocking employees in Time and Attendance system on a daily basis. Correct labor transactions as needed. Complete previous pay period adjustment form and route to proper authority for approval as needed. Process leave slips and ensure employees have a copy and one is maintained in their employee files. Create spreadsheets using Microsoft Excel and updating existing spreadsheets in order to present weekly reports to sub team leader. Review, assign action, and/or route incoming e-mail. Prepare, proofread and transmit outgoing e-mails on various subjects to provide or request information. Type CO letters and basic memorandums as needed and route to cognizant personnel. Type all forms to include labels and envelopes using proper government mail method. Distribute mail, travel orders and travel claims as needed to ATE and CASS personnel, to include picking up, receiving, sorting, screening and distributing mail to addressee. Distribute training announcements, forwarding prospective attendee lists through applicable chain. Coordinate training requirements and develop attendee list, forwarding to appropriate training coordinator for submission. Provide reminders to training attendees. Training Sign-In sheets are copied and routed to competencies. Forward acceptances and cancellations as required. Fill out Tuition Assistance Form 1556 for necessary training and route to appropriate personnel for signature approval. Use Microsoft Word and Excel on a daily basis and have received training credits in both programs to include Microsoft Powerpoint.

11/2003 to 04/2004; 40 hours per Week; Mail / File Clerk; GS-04-01; last promoted Not Specified; permanent employee; not on a temporary promotion; NADEP, Cherry Point, NC, PSC Box 8021, Cherry Point, NC 28533; Pam Bayliss , 252-464-7110 ; may contact supervisor.

Perform duties in support of all mail and file functions. Receive, purge, sort and properly distribute incoming and outgoing mail, files, reports, etc. for both civilian and military personnel throughout the Depot. I maintain a database to ship and track all outgoing Federal Express packages, letters and boxes. I prepare shipping and receiving labels for outgoing packages, letters and boxes. I compute, validate and verify Federal Express shipping estimates. I examine all outgoing mail and Federal Express packages for adequacy, legality and completeness. I evaluate and inspect all incoming mail to ensure security and safety requirements are met. I prepare and maintain documents and reports. I have the ability to communicate verbally and in writing to the customers, supervisors, and department heads on mail status, costs and proper mail procedures. I have extensive knowledge of the Standard Operating Procedures (SOP) and NADEP instructions pertaining to all mail related issues. I ensure all mail is counted, sorted and distributed as per all standing regulations. I resolve operational problems or disagreements affecting any concerns by the customer by researching, correcting and ensuring an informative answer is provided. I serve as the liaison between the customer and the Cherry Point Base Post Office and Federal Express. I interpret current regulations pertaining to proper mail handling and keep the customers informed on any changes that may occur. I manage and maintain comprehensive records and reports. I am proficient in various software programs such as Microsoft Word, Excel and Outlook. I have the knowledge and ability to interpret and apply written regulations, procedures and policies relating to internal and external guidelines to ensure employees from this command and outside commands are adhered to. I am responsible for the preparation of appropriate forms and reports and provide clerical support duties as necessary in the administration of the programs. I provide advice and counseling on the rules and regulations relevant to the distribution center. I am proficient in the use of all copy machines, fax machines and electronic devices. I can type 80 words per minute. I use mature judgment and have progressive familiarization with the relationships of the organizations served by the division as it relates to the programs managed. I easily work with little to no supervision and have extensive knowledge of internal procedures of the division. I receive, open, sort and distribute incoming data, mail, guardmail and Federal Express packages. I provide assistance with the processing, maintenance and distribution of travel data to and from the Cherry Point disbursing office. I update and audit publications and regulations. I have a vast knowledge of a variety of issues governing the handling, storage, reproduction and release of data. I maintain an interim secret clearance and have extensive knowledge of the proper procedures for the mailroom to include proper handling of secret documents, packages and material.

EDUCATION

Havelock High School, Havelock, NC, 28532; 1987 High School Diploma

PROFESSIONAL TRAINING

Fred Pryor One Day Seminar "The Exceptional Assistant", 8 hours, 4/01.

Training Management System (TMS) Initial Training, 8 hours, 04/04.

Productivity Point International (PPI), Microsoft Excel 2000 Introduction, 8 hours, 07/04.

Professional Administrative Assistant training, 4 hours, 04/05.
Professional Administrative Assistant training, 4 hours, 04/06.
Productivity Point International (PPI), Microsoft Powerpoint 2000 Introduction and Intermediate, 16 hours, 07/04.
Productivity Point International (PPI), Microsoft Word 2000 Introduction, 8 hours, 08/04.

PROFESSIONAL LICENSES/CERTIFICATES

**None Specified

PROFESSIONAL RATINGS, AWARDS, AND RECOGNITIONS

Fastest Typer, 06/87, Employee of the Month, 08/95 and in 02/96.
Received Informal Recognition Award Certificate on 06/02/04 for "Excellent Secretarial Support to the Research and Engineering Group Office on 05/26/04."
Performance Appraisal Monetary Award: 08/07.
Received Informal Recognition Award Certificate on 06/25/04 for "Providing Excellent Administrative Support to the AIR-4.8 Department during the period of 21 through 24 June 2004."

OTHER INFORMATION

Typing Speed: 80wpm, Data Entry Speed: 169wpm, Proficient in Microsoft Word, Excel and Powerpoint. Lucent Technologies switchboard and PBX switchboard.

U.S. MILITARY SERVICE INFORMATION

**None Specified

ADDITIONAL DATA SHEET

Bettina M Jahr

1. Appointment Eligibility:

Yes-Current Permanent Navy Civilian
Current Permanent Federal Civilian Employee

2. Citizenship: Yes 3. Appt Preference:

Temporary (positions lasting less than 1 year)
Term (positions lasting 1 year or more, but less than 4 years)

4. Willing to Travel: 1-2 Days

5. Vet Preference: No Veterans Preference

6. Low Salary Accept: \$45,000

7. Qualified Typist: Yes

8. Birth Date: **None Specified

9. Geo Preference: NC, Cherry Point ; NC, Jacksonville

RACE/ETHNIC STATUS: White (Wht)

SEX: Female

Joanne Blackwell

Craven County | Generated 2/27/2023 @ 8:53 am by OnBoard2 - Powered by ClerkBase

Status

Name Joanne Blackwell
Application Date 2/20/2023
Expiration Date 2/20/2025
Board Member [Joanne Blackwell](#)
Status Validated

Craven Aging Planning Board

2

Pending

Basic Information

Name
Joanne Blackwell

Contact Information

Address
3400 Belmont Blvd.
New Bern, NC 28562

Phone
[252-876-9393](tel:252-876-9393)

Email joanneblackwell@gmail.com

Occupation

Employer
retired
Occupation teacher

Other Questions Question #1

What is your Commissioner's District?
3

Question #2

Highest Education Level
Bachelors Degree or higher

Gender

What is your gender?
Female

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Albert Lee Lester

Craven County | Generated 2/27/2023 @ 9:51 am by OnBoard2 - Powered by ClerkBase

Status

252-259-1457

Name Albert Lee Lester Email alester@ec.rr.com
Application Date 2/16/2023
Expiration Date 2/16/2025
Board Member [Albert Lee Lester](#)
Status Validated

Basic Information

Name
Albert Lee Lester

Please list any other Boards or Commissions on which you currently serve?
Havelock Park & Recreation Advisory Board

Please tell us about yourself and why you are interested in serving on a board or commission?

Served in the United States Marine for 20 years and retired.
Served as a Law Enforcement Officer for 19 years and retired. During my time as a Law Enforcement Officer I also served as a School Resource Officer and a D.A.R.E Officer for 8 years. Which I thoroughly enjoyed every day. I feel my experience working with our community and our juveniles in our community will be a great asset to this board.

Business and/or Civic Experience/Involvement
Special Olympics Law Enforcement Officer Torch Run Coordinator for the Eastern District of North Carolina from Kinston to Atlantic Beach for 13 years.

Other Questions Question #1

What is your Commissioner's District? 6

Question #2

Highest Education Level High School or GED

Gender

What is your gender?
Male

Ethnicity

What is your ethnic origin? Black or African American

Generated 2/27/2023 @ 9:51 am

Board	Vacancies	Status
Juvenile Crime Prevention Council (JCPC)	2	Pending

Contact Information

Address
760 Badger Ln
Havelock, NC 28532

Cell Phone

Occupation

Employer
Retired
Occupation
Retired

5. COUNTY ATTORNEY'S REPORT: Arey Grady

6. PETITIONS OF CITIZENS – GENERAL TOPICS

Comments directly pertaining to policies or issues which are under the statutory or administrative authority of the Board shall be made during a general comment period occurring at the end of each regularly scheduled meeting. Comments during this period shall be limited to those comments directly pertaining to issues which are under the statutory or administrative authority of the Board.

Each speaker must address the Board as a whole (and not any individual Commissioner, County staff member or the audience) from the lectern and shall begin his or her remarks by giving his or her name and address and the topic about which they intend to speak. Each speaker will have three (3) minutes to make remarks, as measured by a timer operated by County staff. A speaker may not yield any of his or her time to another speaker.

Speakers must be courteous in their language and presentation and must abide by generally accepted standards of decorum. Speakers shall not make the same or repetitive comments, whether during a particular comment period or over the course of multiple comment periods. Speakers shall not attack or insult any person or group of people, and speakers shall not give belligerent or hostile comments during any comment period.

Board Action: Receive information.

7. COUNTY MANAGER'S REPORT – Jack Veit

8. COMMISSIONERS' REPORTS

9. CLOSED SESSION

The Board will be requested to go into Closed Session pursuant to NCGS 143-318.11 (a)(3) to consult with attorney to protect the attorney – client privilege.