

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY APRIL 20, 2020
8:30 AM**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PETITIONS OF THE CITIZENS
2. CONSENT AGENDA
 - A. Minutes of April 6, 2020 Regular Session
 - B. Tax Releases and Refunds
 - C. K-9 Donation Budget Amendment
3. PRESENTATION OF 2019 ANNUAL AUDIT REPORT: RSM Senior Manager, Robbie Bittner
4. HOME AND COMMUNITY CARE BLOCK GRANT RECOMMENDED BUDGET 2020-2021 : Clayton Gaskins, Vice Chairman, Craven Aging Planning Board

DEPARTMENTAL MATTERS

5. SOCIAL SERVICES – ADDITIONAL FOSTER CARE FUNDS BUDGET AMENDMENT: Geoffrey Marett, DSS Director
6. PLANNING: Don Baumgardner, Planning Director
 - A. Request for Road Addition
 - B. Sweet Tea Solar Energy Facility
7. FINANCE – BUDGET AMENDMENTS: Craig Warren, Finance Director
 - A. Medical Examiner Increased Funding
 - B. School Capital Funding Request – HVAC Replacement at H.J. MacDonald Middle School
8. HUMAN RESOURCES – REQUEST FOR A TEMPORARY PERSONNEL RESOLUTION: Amber Parker, Human Resources Director
9. APPOINTMENTS
10. COUNTY ATTORNEY'S REPORT: Arey Grady

11. COUNTY MANAGER'S REPORT: Jack Veit
12. COMMISSIONERS' REPORTS

Agenda Date: April 20, 2020

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: No

PETITIONS OF CITIZENS

Board Action: Receive information

Agenda Date: April 20, 2020

Presenter: _____

Agenda Item No. 2

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF APRIL 6, 2020 REGULAR SESSION

The Board will be requested to approve the minutes of April 6, 2020 regular session, as shown in Attachment #2.A.

B. TAX RELEASES AND REFUNDS

The Board will be requested to approve the tax releases and refunds, as shown in Attachment #2.B.

C. K-9 DONATION BUDGET AMENDMENT

The Craven County Sheriff's Office has received a donation check in the amount of \$60.00 from a private citizen to support the Sheriff's K-9 program. They are asking that these funds be made available to pay for the purchase of K-9 related supplies, training, medical care, food, etc. The Board will be requested to approve the Budget Amendment shown in Attachment #2.C.

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

Agenda Date: April 20, 2020

Presenter: Robbie Bittner

Agenda Item No. 3

Board Action Required or Considered: No

PRESENTATION OF 2019 ANNUAL AUDIT REPORT

Robbie Bittner, Senior Manager with RSM, will present to the Board the annual audit report for the fiscal year ended June 30, 2019.

The Board was presented with a copy of the Comprehensive Annual Financial report at the April 6th Commissioner's meeting.

Board Action: Receive information

Agenda Date: April 20, 2020

Presenter: Clayton Gaskins

Agenda Item No. 4

Board Action Required or Considered: Yes

**HOME AND COMMUNITY CARE BLOCK GRANT RECOMMENDED BUDGET
2020-2021**

Clayton Gaskins, Vice Chairman of the Craven Aging Planning Board, will present the recommended funding allocations from the CAPB Budget Committee for Fiscal Year 2020-2021 for the Home and Community Care Block Grant (HCCBG), as shown in Attachment #4.

Board Action: Approve the presented budget by the CAPB

Agenda Date: April 20, 2020

Presenter: Geoffrey Marett

Agenda Item No. 5

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: SOCIAL SERVICES – ADDITIONAL FOSTER CARE FUNDS BUDGET AMENDMENT

Geoffrey Marett, Social Services Director, will request approval of the Budget Amendment, shown in Attachment #5, for additional Foster Care IV-B and IV-E funding.

Foster care IV-B funds are reimbursed at 50% for eligible room and board payments, and foster care IV-E funds are reimbursed at approximately 66% federal funds and 17% state funds for eligible room and board payments.

Board Action: Approve Budget Amendment

Agenda Date: April 20, 2020

Presenter: Don Baumgardner

Agenda Item No. 6

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: PLANNING

A. REQUEST FOR ROAD ADDITION

Don Baumgardner, Planning Director, will request that the Board approve Jacqueline Drive in the Cherry Branch Subdivision (approximately 8.67 tenths of a mile) to be turned over the State of North Carolina for maintenance. The road addition resolution (Attachment #6.A.), once passed, will be forwarded to NCDOT for their final consideration and acceptance of the road to the State Maintenance System.

Board Action: Approve the standard SR2 Road Addition Resolution

B. SWEET TEA SOLAR ENERGY FACILITY

Craven County has received an application for a Solar Energy Facility, Sweet Tea, which was approved by the Craven County Planning Board on March 26th, 2020. The property is located within Township 8 off of Stevenson Road (SR 1419). The Solar Energy Facility will have approximately 11,016 solar panels and will occupy 16 acres out of the total property size of 31 acres. The Solar Energy Facility will produce 4.5MW of electrical power, which will be sold to Duke Energy. The solar energy facility will require a bond which will be provided before a building permit is issued. The Sweet Tea Solar Energy Facility meets or exceeds the standards of the Solar Energy Facilities Ordinance. Attachment #6.B contains a map of the facility.

Board Action: Approve the Sweet Tea Solar Energy Facility

Agenda Date: April 20, 2020

Presenter: Craig Warren

Agenda Item No. 7

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENTS

A. MEDICAL EXAMINER INCREASED FUNDING

Craven County has experienced an increase in the number of autopsies performed by the Office of Chief Medical Examiner than what was originally budgeted. Currently the budget is 97% expended. The current fee for each autopsy performed is \$1,750 and \$200 for investigations. It is estimated \$65,000 will be needed to cover Medical Examiner fees through the remainder of the fiscal year.

Craig Warren, Finance Director, will present the budget amendment, shown in Attachment #7.A, for the Board's approval.

Board Action: Authorize approval of increased funds, as requested

B. SCHOOL CAPITAL FUNDING REQUEST – HVAC REPLACEMENT AT H.J. MACDONALD SCHOOL

Earlier this fiscal year Commissioners approved the Craven County Board of Education's request to re-allocate \$250,000 originally approved in the school capital fund for bathroom renovations at Graham A. Barden Elementary School towards the replacement of an HVAC unit at H.J. Middle School. The cost quoted to replace the unit came in at \$356,245 which is \$106,245 above what was approved for this project. In order to make up the difference, the Craven County School Board has submitted a request asking for the authorization to utilize any savings in the school capital fund that have carried over from prior fiscal year projects that have been completed. As of the fiscal year ending June 30, 2019, there was \$57,957 available in the school capital fund that has carried over and can be allocated for this purpose. The remaining \$48,288 will come from the school's existing fund balance.

Mr. Warren will present the budget amendment, shown in Attachment #7.B., for the Board's approval.

Board Action: Authorize approval of increased funds requested

Agenda Date: April 20, 2020

Presenter: Amber Parker

Agenda Item No. 8

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: HUMAN RESOURCES – REQUEST FOR A TEMPORARY PERSONNEL RESOLUTION

Overview: The Families First Coronavirus Response Act (the “Act”) was signed into law on March 18, 2020 and it created the Emergency Family Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA) which went into effect April 1, 2020. The Act applies to employers with 500 or less employees as well as all government employers and it will remain in effect at least through December 31, 2020. The Act expands the scope of the Family and Medical Leave Act (FMLA); and it provides for emergency paid sick leave for certain COVID-19 related absences. The Act creates a new basis for protected FMLA leave for an employee needing to stay home to care for a child whose school or care facility is closed because of COVID-19. Eligible employees are entitled to up to 12 weeks of leave to care for their children. The Act also states full-time employees are entitled to a maximum of 80 hours of emergency paid sick leave for certain COVID-19 related reasons. Part-time employees are entitled to paid leave equal to the average number of hours they would typically work in a 2-week period. Employees are eligible for emergency paid sick leave if they are unable to work because:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Amber Parker, Human Resources Director, will request approval of the resolution shown in Attachment #8.

Board Action: Approve recommended temporary personnel resolution

Agenda Date: April 20, 2020

Presenter: _____

Agenda Item No. 9

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 APPOINTMENTS

- Adult Care Home Advisory Committee: (vacancy)
- Craven Aging Planning Board: (vacancy)
- Craven Community Child Protection Team: (vacancy)
- Craven County Clean Sweep: (vacancy)
- Nursing Home Advisory Committee: (vacancy)
- Juvenile Crime Prevention Council: (one mental health position)
- Recreation Advisory Committee: (District 5 vacancy)
- Regional Aging Advisory Board: (vacancy)
- Senior Legislative Tarheel Alternate: (vacancy)

B. CURRENT APPOINTMENTS

C. PENDING APPOINTMENTS: TERMS EXPIRING MAY 30TH

- Emergency Medical Services Advisory Council
- CarolinaEast Health System
- Nursing Home Advisory Committee
- Craven Aging Planning Board

Agenda Date: April 20, 2020

Presenter: Arey Grady

Agenda Item No. 10

COUNTY ATTORNEY'S REPORT

Agenda Date: April 20, 2020

Presenter: Jack Veit

Agenda Item No. 11

COUNTY MANAGER'S REPORT

Agenda Date: April 20, 2020

Presenter: _____

Agenda Item No. 12

COMMISSIONERS' REPORTS

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, APRIL 6, 2020. THE MEETING CONVENED AT
5 7:00 P.M.

6
7 MEMBERS AND STAFF PRESENT IN COMMISSIONERS' ROOM:

- 8 Chairman Thomas F. Mark
- 9 Vice Chairman Jason R. Jones
- 10 Commissioner Denny Bucher
- 11 Chairman George S. Liner
- 12 Commissioner Theron L. McCabe
- 13 Commissioner E. T. Mitchell
- 14 Commissioner Johnnie Sampson, Jr.
- 15 Nan Holton, Clerk to the Board
- 16 Arey Grady, County Attorney

17
18 STAFF PRESENT VIA PHONE:

- 19 Jack B. Veit III, County Manager
- 20 Gene Hodges, Assistant County Manager
- 21 Craig Warren, Finance Director
- 22 Amber Parker, Human Resources Director
- 23 Don Baumgardner, Planning Director
- 24 Sheriff Chip Hughes

25
26 Following the Pledge of Allegiance, County Attorney, Arey Grady, recited the following
27 invocation:

28
29 *Almighty God, our help in ages past and our hope for years to come, we humbly come*
30 *before You today as a representative body for the people of Craven County, and we ask*
31 *You to hear our prayers on behalf of those people that we serve. Many people are*
32 *suffering a great pestilence in our land, many others fear its coming, and many are*
33 *affected by the consequent damages. Lay Your healing hand upon our people, O Lord,*
34 *and give them cause once again to sing the praises of Your mercy and tell the stories of*
35 *Your compassion.*

36 *Bless the Members of this Board of County Commissioners with wisdom, strength, and*
37 *courage during this time of testing, and keep them united in making the decisions that*
38 *lead our County to healing and peace. We ask You to hear our prayer and answer in*
39 *Your mercy. Amen.*

40 *Based upon the opening prayer given by Reverend Gary Studniewski the March 19,*
41 *2020 session of the United States House of Representatives.*
42

43 Commissioner Jones motioned to amend the agenda by tabling both Petitions of Citizens and
 44 Commissioners' Reports and to replace the County Manager's Report with an update by Health
 45 Director, Scott Harrelson.

46
 47 Commissioner Sampson seconded the motion which carried unanimously.

48
 49 **CHAIRMAN'S PRIVILEGE**

50
 51 Chairman Mark expressed his gratitude to the Commissioners, the County Manager and his staff
 52 for their support, their organization during the crisis, dealing with the public, and their time and
 53 dedication to Craven County. He thanked the Craven County employees and recognized the risk
 54 of exposure that many of them have on their jobs, by the very nature of the job. Chairman Mark
 55 went on to thank the hospital and its staff and others who work as caregivers; and in closing
 56 expressed gratitude to the citizens who are following the guidelines put in place by President
 57 Trump, Governor Cooper and Craven County.

58
 59 **CONSENT AGENDA**

60
 61 Commissioner Liner motioned to approve the consent agenda, inclusive of the March 16, 2020
 62 Regular Session Minutes, Tax Releases and Refunds, Subdivision for Approval and the National
 63 Library Week Proclamation. Commissioner Mitchell seconded the motion which carried 7-0 in a
 64 roll call vote.

65
 66 ***Credits***

TAXPAYER NAME	TICKET#	AMOUNT
ADAMS, EVERETT DID NOT OWN JANUARY 1	2019-210898	\$101.70
ADAMS, EVERETT DID NOT OWN JANUARY 1	2018-202	\$114.33
ALLEN, OWEN N JR RECYCLE FEE CORRECTION	2019-201547	\$62.10
BAXLEY, JASON MILITARY EXEMPT	2019-211857	\$150.60
BROWN, WILLIAM W JR & KRISTI E CORRECTED DISCOVERED PROPERTY VALUE	2019-400404	\$140.43
BROWN, WILLIAM W JR & KRISTI L CORRECTED DISCOVERED PROPERTY VALUE	2019-56683	\$58.98
BROWN, WILLIAM W JR & KRISTI L	2019-400031	\$69.49

89	CORRECTED DISCOVERED PROPERTY VALUE		
90			
91	BROWN, WILLIAM W JR & KRISTI L	2019-400033	\$75.29
92	CORRECTED DISCOVERED PROPERTY VALUE		
93			
94	BROWN, WILLIAM W JR & KRISTI L	2019-400034	\$81.07
95	CORRECTED DISCOVERED PROPERTY VALUE		
96			
97	BROWN, WILLIAM W JR & KRISTI L	2019-400036	\$74.46
98	CORRECTED DISCOVERED PROPERTY VALUE		
99			
100	BROWN, WILLIAM W JR & KIRSTI L	2019-400037	\$79.42
101	CORRECTED DISCOVERED PROPERTY VALUE		
102			
103	CARROLL, LINDA	2019-11283	\$62.10
104	RECYCLE FEE CORRECTION		
105			
106	CATON, EDWARD WILLIAM	2019-206972	\$14.71
107	DID NOT OWN JANUARY 1		
108			
109	CARTON, EDWARD WILLIAM	2018-9970	\$16.46
110	DID NOT OWN JANUARY 1		
111			
112	CLEVINGER, CHAD	2019-212304	\$40.10
113	MILITARY EXEMPT		
114			
115	COLLINS, SAMUEL RICHARD	2019-210460	\$58.34
116	DID NOT OWN JANUARY 1		
117			
118	DAW, DEBRA LYNN V	2019-212819	\$11.98
119	DID NOT OWN JANUARY 1		
120			
121	DAW, DEBRA LYNN V	2019-400055	\$13.50
122	DID NOT OWN JANUARY 1		
123			
124	DAW, DEBRA LYNN V	2019-400056	\$15.45
125	DID NOT OWN JANUARY 1		
126			
127	DAW, DEBRA LYNN V	2019-400057	\$17.34
128	DID NOT OWN JANUARY 1		
129			
130	DAW, DEBRA LYNN V	2019-400058	\$16.98
131	DID NOT OWN JANUARY 1		
132			
133	DAW, DEBRA LYNN V	2019-400059	\$18.99
134	DID NOT OWN JANUARY 1		

135			
136	DENNING, SAMUEL CLINTON	2019-402806	\$45.04
137	MILITARY EXEMPT		
138			
139	HAWKINS, RODNEY & JEAN	2019-32438	\$62.10
140	RECYCLE FEE CORRECTION		
141			
142	HEROLD, RONELDA J & DEAN C	2019-210522	\$13.12
143	DOUBLE BILLED		
144			
145	HOLTON, BILLY STEPHEN	2019-201049	\$83.86
146	DID NOT OWN JANUARY 1		
147			
148	KENNETH KILPATRICK TRUCKING INC	2019-400917	\$6.15
149	BILLING ERROR		
150			
151	MACIAS, JR JAVIER FRAUSTO	2019-210359	\$88.83
152	CORRECTED DISCOVERED PROPERTY VALUE		
153			
154	MOORE, TONZA	2019-22155	\$5,721.00
155	FORECLOSURE – LIEN EXTINGUISHED		
156			
157	MORRIS, FEBER REE HRS	2019-547	\$74.39
158	FORECLOSURE – LIEN EXTINGUISHED		
159			
160	NEVELS, JOE LEWIS	2019-203018	\$142.08
161	DOUBLE BILLED		
162			
163	OXENDINE, STEVEN G	2019-402964	\$62.39
164	NOT TAXABLE TO CRAVEN COUNTY		
165			
166	OXENDINE, STEVEN G	2019-402963	\$54.11
167	NOT TAXABLE TO CRAVEN COUNTY		
168			
169	OXENDINE, STEVEN G	2019-402962	\$47.43
170	NOT TAXABLE TO CRAVEN COUNTY		
171			
172	OXENDINE, STEVEN G	2019-402961	89.76
173	NOT TAXABLE TO CRAVEN COUNTY		
174			
175	PARRAMORE, MARVIN	2019-212742	\$439.02
176	NOT TAXABLE TO CRAVEN COUNTY		
177			
178	SANTIAGO, JULIAN L & DANISHA D	2019-211599	\$403.48
179	MILITARY EXEMPT		
180			

181	SHAW, GWENDOLYN GAVIN	2019-400115	\$37.26
182	RECYCLE FEE CORRECTION		
183			
184			
185	SHAW, GWENDOLYN GAVIN	2019-400117	\$37.26
186	RECYCLE FEE CORRECTION		
187			
188	SHAW, GWENDOLYN GAVIN	2019-400113	\$37.26
189	RECYCLE FEE CORRECTION		
190			
191	SHAW, GWENDOLYN GAVIN	2019-400112	\$37.26
192	RECYCLE FEE CORRECTION		
193			
194	TRUSS, OLLICE HRS	2010-52196	\$74.42
195	FORECLOSURE – LIEN EXTINGUISHED		
196			
197	TRUSS, OLLICE HRS	2011-58060	\$71.17
198	FORECLOSURE – LIEN EXTINGUISHED		
199			
200	TRUSS, OLLICE HRS	2012-58018	\$67.82
201	FORECLOSURE – LIEN EXTINGUISHED		
202			
203	TRUSS, OLLICE HRS	2013-55615	\$56.25
204	FORECLOSURE – LIEN EXTINGUISHED		
205			
206	TRUSS, OLLICE HRS	2014-56910	\$53.01
207	FORECLOSURE – LIEN EXTINGUISHED		
208			
209	TRUSS, OLLICE HRS	2015-58266	\$49.77
210	FORECLOSURE – LIEN EXTINGUISHED		
211			
212	TRUSS, OLLICE HRS	2016-58630	\$57.51
213	FORECLOSURE – LIEN EXTINGUISHED		
214			
215	TRUSS, OLLICE HRS	2017-58978	\$53.55
216	FORECLOSURE – LIEN EXTINGUISHED		
217			
218	TRUSS, OLLICE HRS	2018-59042	\$49.59
219	FORECLOSURE – LIEN EXTINGUISHED		
220			
221	TRUSS, OLLICE HRS	2019-21516	\$42.72
222	FORECLOSURE – LIEN EXTINGUISHED		
223			
224		53 CREDITS	\$9,450.79
225			
226	<i>Refunds</i>		

227			
228	KILPATRICK, KIMBERLY SUE	2019-201091	\$28.56
229	NOT TAXABLE TO CRAVEN COUNTY		
230			
231	NEVELS, JOE LEWIS	2016-42769	\$120.93
232	DOUBLE BILLED		
233			
234	NEVELS, JOE LEWIS	2017-42985	\$120.14
235	DOUBLE BILLED		
236			
237	NEVELS, JOE LEWIS	2018-43051	\$124.81
238	DOUBLE BILLED		
239			
240	ZUBIA, ROSARIO	2019-65055	\$62.10
241	RECYCLE FEE CORRECTION		
242			
243		5 REFUNDS	\$456.54
244			

245 *Subdivision for Approval*

246
247 Spring Hill – Final: The property, owned by Donald E. Dixon and Shannon M. Dixon, surveyed
248 by Brad L. Suitt, PLS, is located within Twp. Off of Spring Garden Road (SR-1401); Parcel ID
249 9-043-015. The subdivision contains 3 lots on 5.38 acres and will be served by County water
250 and individual septic systems.

251
252 *National Library Week Proclamation*

253
254 **National Library Week 2020**
255 **Proclamation**

256
257 **WHEREAS**, today’s libraries are less about what they have on the shelves and more about what
258 they can do with and for their communities;

259
260 **WHEREAS**, libraries have long served as trusted and treasured institutions where people of all
261 ages, interests and backgrounds can come together and learn alongside one another;

262
263 **WHEREAS**, libraries of all types are at the heart of their cities, towns, schools and campuses;

264
265 **WHEREAS**, libraries offer members of the community a welcoming space and opportunities to
266 explore new passions through technology, programs and services;

267
268 **WHEREAS**, libraries and librarians help patrons find tools to help improve the quality of their
269 life;

270
271 **WHEREAS**, libraries, which promote the free exchange of information and ideas for all, are
272 cornerstones of democracy;

274 **WHEREAS**, libraries strive to develop and maintain programs and collections that are as diverse
275 as the populations they serve;

276 **WHEREAS**, libraries and librarians work to create an equitable society by providing free access
277 to accurate information to all people;

278 **WHEREAS**, libraries are a resource for all members of the community regardless of race,
279 ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status, by offering services
280 and educational programming that transform lives and strengthen communities;

283 **WHEREAS**, libraries, librarians, library workers and supporters across America are celebrating
284 National Library Week.

285 **NOW, THEREFORE**, be it resolved that the Craven County Board of Commissioners proclaim
286 National Library Week, April 19-25, 2020. During this time, all residents are encouraged to visit your
287 library online. Because of you, Libraries Transform.

288 **Adopted this 6th Day of April, 2020**

291 **DEPARTMENTAL MATTERS: PLANNING – SUBDIVISION FOR APPROVAL**

292
293 Due to an ongoing storm, some of the remote electrical devices were not working, therefore,
294 County Manager Jack Veit presented in lieu of Planning Director Don Baumgardner.

295
296 The Planning Board met on March 26, 2020 and recommended the following subdivision for the
297 Board's approval.

298
299 The Mill Phase One at Heritage Farms – Final: The property, owned by Blades Road, LLC,
300 engineered by Thomas Engineering, P.A., and surveyed by Herbert J. Nobles, PLS, is located
301 within Twp. 5 off of Blades Road; Parcel ID 5-013-037. The subdivision contains 26 lots on
302 13.58 acres and is proposed to be served by County water and individual septic systems.

303
304 Commissioner Sampson motioned to approve the subdivision, as recommended, seconded by
305 Commissioner Liner and approved unanimously.

306 **DEPARTMENTAL MATTERS: SHERIFF – K-9 DONATION BUDGET**
307 **AMENDMENTS**

308
309
310 Sheriff Chip Hughes reported that the Craven County Sheriff's Office has received two (2)
311 donations for the K-9 program: one for \$21,500 and one for \$22,000, for a total of \$43,500.

312
313 He stated that all donated funds to the K9 program are to be used to sustain and help with the
314 growth and enhancement of the Sheriff's Office K9 program. This funding will be utilized to add
315 a K9 when the new FY 20-21 budget is adopted. Also these donated funds can/will fund
316 certification training to include any travel/lodging/meals (K9 & Handler), meds (if needed),
317 K9 checkups, training aids, kennel (both in vehicle and residence), vehicle equipment (fan, "hot
318 pop device"), food and basically anything that the program might need to keep the program
319 proactive and productive and help reduce the cost to the county.

320
321 Commissioner Mitchell motioned to approve the requested budget amendment in the amount of
322 \$44,000, seconded by Commissioner McCabe.

323
324 Commissioner Liner commented about splitting the money such that the donation tied to the
325 purchase of a new K-9 unit be tabled for further discussion at budget time.

326
327 County Manager, Jack Veit, explained that because this money is allocated to the Sheriff in this
328 fiscal year, it needs to be accepted, but since the \$21,500 donation has some strings attached to
329 it, it could held and placed in the FY20-21 budget.

330
331 Commissioner Jones requested that the motion be amended to show that the \$22,000 donation
332 could be utilized to purchase K-9 supplies during the FY19-20 budget year and any remainder
333 would roll over into FY20-21; and that the \$21,500 donation be accepted but held until the
334 FY20-21 budget year.

335
336 Commissioner Mitchell amended her motion, as requested; seconded by Commission McCabe
337 and carried 7-0 in a roll call vote.

338
339 *Sheriff's Office*

340	341	342	343	344	345	346	347
	REVENUES	AMOUNT		EXPENDITURES		AMOUNT	
342	1014310-38301	\$43,500.00	343	1014310-43222		\$43,500.00	
344	Donation/Misc. Donation		344	Supplies/Donations			
346	TOTAL	\$43,500.00	346	TOTAL		\$43,500.00	

347
348
349 **DEPARTMENTAL MATTERS: EMERGENCY SERVICES – AMBULANCE LEASE**
350 **AGREEMENT**

351
352 County Attorney, Arey Grady, explained that this is essentially a continuation of the Ambulance
353 Lease Agreement that the County has had with CarolinaEast Medical Center-EMS for several
354 years, and this is just a renewal of that agreement; stating it is verbatim to what has been signed
355 previously, except for the extension of the dates.

356
357 Commissioner Liner motioned to authorize the Chairman to execute the ambulance lease
358 agreement, seconded by Commissioner McCabe and approved unanimously.

359
360 **DEPARTMENTAL MATTERS: WATER – DISCONNECTION BASED ON**
361 **EXECUTIVE ORDER #124**

362
363 County Attorney Grady highlighted that Governor Cooper' Executive Order #124, presented on
364 March 31st, prohibits utility shut-offs, late fees and reconnect fees. He stated that one provision
365 of the order directs the utility provider to inform customers of the applicable sections. He

366 requested that the Board direct the staff to publicize Executive Order #124 to water customers
 367 and the general public, as provided for in the Order.

368
 369 Commissioner Sampson motioned to direct staff to publicize the order, as requested, seconded
 370 by Commissioner Mitchell and approved unanimously.

371
 372 **DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENTS**

373
 374 Finance Director, Craig Warren, informed the Board that as a result of Covid 19, it is necessary
 375 to appropriate emergency funding for response and recovery. He requested approval of a Budget
 376 Amendment in the amount of \$250,000.

377
 378 Commissioner Liner motioned to approve the following Budget Amendment, as requested,
 379 seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

380
 381 *Covid-19 (Non-Departmental)*

382

383	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
384	1010000-39901	\$250,000.00	1014290-49501	\$250,000.00
385	Current Year Fund Balance		Covid-19	
386				
387				
388	TOTAL	\$250,000.00	TOTAL	\$250,000.00

389
 390 *Debt Service Convention Center*

391
 392 On September 12, 2019, the County closed on a \$10 million installment financing agreement that
 393 was used to fund the major improvements that were completed as part of the Convention Center
 394 Recovery Project. The debt service schedule under this financing agreement calls for the first
 395 payment to occur on 4/1/20 and will be for interest only. Mr. Warren requested approval of a
 396 budget amendment transferring taxes collected in the Occupancy Tax Trust Fund to cover this
 397 fiscal year’s debt service payment.

398
 399 Commissioner Sampson motioned to approve the following Budget Amendment, as requested,
 400 seconded by Commissioner McCabe and approved 7-0 in a roll call vote.

401
 402 *Non-Departmental*

403

404	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
405	1014203-39811	\$121,612.00	1014203-48011	\$121,612.00
406	Tax		Debt Service Interest	
407				
408				
409	2250000-39901	\$121,612.00	2257150-49800	\$121.612.00
410	Fund Balance Current Year		Transfer Out	

412	Journal Entry			
413	2257150-49800	\$121,612.00	1014203-39811	\$121,612.00
414	Occupancy Tax Admin.		Transfer from Account	
415				
416	TOTAL	\$121,612.00	TOTAL	\$121,612.00

APPOINTMENTS

Pending Appointments

Chairman Mark reviewed the following pending appointments:

- Adult Care Home Advisory Committee
- Nursing Home Advisory Committee
- Senior Legislative Tarheel Alternate
- Juvenile Crime Prevention Council
- Recreation Advisory Committee
- Craven Community Child Protection Team
- Craven County Clean Sweep

Upcoming Appointments

Chairman Mark reviewed the following upcoming appointments due to expire May 30th:

- Emergency Medical Services Advisory Council
- CarolinaEast Health System
- Nursing Home Advisory Committee
- Craven Aging Planning Board

COUNTY ATTORNEY’S REPORT

Final Offer to Purchase Real Property – Parcel Number 5-009-031 (No Assigned Street Address)

County Attorney, Arey Grady, presented an offer previously received and tentatively approved by Craven County and the City of New Bern in the amount of \$2,250.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed were \$3,067.01. The current tax value is \$2,250.00. The offer was advertised, and there were no upset bids, the final bid being \$2,250.00.

Commissioner Liner motioned to adopt the following resolution to accept the final offer, seconded by Commissioner Jones and approved unanimously.



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RESOLUTION
New Bern, North Carolina
Tax Parcel Number 5-009-031

THAT WHEREAS, Craven County has received an offer to purchase a parcel of property owned by the County, identified as Tax Parcel Number 5-009-031, and being more particularly described herein; and

WHEREAS, the Board of Commissioners is authorized to sell the County’s interest in the property pursuant to North Carolina General Statute §160A-269; and

WHEREAS, the offer to purchase was advertised as required by said statute; and

WHEREAS, the final offer to purchase, after the upset bid period, was for the sum of \$2,250.00 by Sergio Wilson; and

WHEREAS, the Board of Commissioners deems it advisable and in the best interest of the County to sell its interest in the subject property to the successful bidder and to convey its interest in said property by quitclaim deed.

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

Section 1. That the last and highest bid of Sergio Wilson in the sum of \$2,800.00 for said parcel identified as Tax Parcel Number 5-009-031, and being more particularly described herein, be and the same is hereby accepted as to the County’s interest in said property, and the Chairman, County Manager and/or Clerk be and they are hereby authorized and directed to execute a quitclaim deed to the purchaser for the County’s interest in said property, and to further execute any and all other documents related to the sale of the same.

Section 2. That a copy of said quitclaim deed is attached hereto and incorporated herein by reference, and the original deed shall be delivered to said purchaser once the same has been executed on behalf of the County, upon payment of the purchase price.

Section 3. That the subject property is more particularly described as follows:

All that certain lot or parcel of land lying and being situate in Number Five (5) Township, Craven County, North Carolina, and being more particularly described as follows:

492 All of that certain property more fully described in Deed Book 3541, Page 687 in the
493 Craven County Registry. This property is also commonly referred to by its tax parcel
494 identification number which is 5-009-031.

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496
497

498 ADOPTED THIS 6th DAY OF APRIL, 2020.

499
500

501 *Initial Offer to Purchase Real Property – 208 Daniels Street, New Bern*
502 *(Parcel Number 8-018-063)*

503

504 Mr. Grady presented an offer received by Craven County and the City of New Bern in the
505 amount of \$9,500.00 for the property located at 208 Daniels Street, New Bern, which was
506 acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were
507 \$4,309.40. The current tax value is \$18,000.00

508

509 In accordance with historical practice, the County allows the municipality jointly owning
510 foreclosed property to “take the lead” in situations involving jointly owned property, meaning
511 the County allows the municipality to make the decision on the suitability of an initial offer, and
512 in turn, assuming County approval, the municipality prepares the necessary contract, deed and
513 upset bid advertisement. Finally, assuming final approval by the municipality and the County
514 after the expiration of the bid process, the municipality attends to the recordation of the deed to
515 the high bidder, collects the purchase price and remits the County’s share. As noted above, in
516 the present case the City of New Bern has approved the initial bid and requested the County to
517 do the same.

518

519 Should the County accept this Offer, then the property will be advertised for upset bids by the
520 City of New Bern in accordance with the General Statutes. Once no further upset bids are timely
521 received, the County and City may accept or reject the final offer.

522

523 Commissioner Mitchell motioned to adopt the following resolution to accept the offer and
524 advertise for upset bids, seconded by Commissioner McCabe and approved unanimously.

525

526

CRAVEN COUNTY

527

RESOLUTION

528 THAT WHEREAS, Craven County has received an Offer to Purchase a parcel of
529 property owned by it identified as 208 Daniels Street, New Bern, NC, Tax Parcel Number 8-018-
530 063, and more particularly described Deed Book 3582, Page 1242 in the Craven County Registry
531 (hereinafter the “Real Property”), a copy of said offer is attached hereto as Exhibit A; and

532

533 WHEREAS, the Board of Commissioners is authorized to sell the County’s interest in the
property pursuant to the provisions of North Carolina General Statute §160A-269.

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

536 1. That the Board of Commissioners hereby authorizes the initiation of the upset bid
537 process for the Real Property by advertising notice of the offer to purchase in accordance with
538 the provisions of North Carolina General Statute §160A-269.

539 2. That the County Manager, Clerk and/or Attorney are authorized to take all actions
540 necessary to accomplish the purposes of this Resolution.

541

542 ADOPTED THIS 6th DAY OF APRIL, 2020.

543 *Request from the City of New Bern Regarding 839 Pavie Street, New Bern (Parcel Number 8-*
544 *007-096) and 1010 Grace Street, New Bern (Parcel Number 8-014-289)*

545
546 County Attorney Grady explained that this is a different situation than they have seen in a few
547 years, as it is a joint foreclosure with the City of New Bern and the structures on both properties
548 are extremely dilapidated. He stated that typically the two entities would share the costs, but the
549 City has said they will pay for the demolitions if the County will transfer these properties to
550 them.

551
552 Mitchell motioned to donate the County's interest in both properties to the City of New Bern;
553 seconded by Commissioner McCabe.

554
555 Commissioner Bucher expressed agreement for the motion, but requested a timetable be set up to
556 ensure that the City follows up with the demolitions. Attorney Grady indicated that could be
557 administrated. The motion carried unanimously.

558

559

RESOLUTION

1010 Grace Street, New Bern (Tax Parcel Number 8-014-289)

Conveyance of Interests to City of New Bern

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THAT WHEREAS, Craven County (the "County") acquired an interest in that certain
property more commonly referred to as 1010 Grace Street, New Bern, North Carolina, and
further identified as Tax Parcel Number 8-014-289 (the "Real Property"); and,

WHEREAS, the County and the City acquired a shared interest in the Real Property,
through a tax foreclosure, as evidenced by that certain Commissioner's Deed recorded in Deed
Book 3560 at Page 884 in the Craven County Registry; and,

WHEREAS, the City intends to demolish the dilapidated improvements on the Real
Property, in accordance with its duly enacted ordinances; and,

572 WHEREAS, the City has offered to share the costs of such demolition with the County in
573 proportion to the parties' respective ownership interests, or to undertake all costs related to the
574 same in exchange for the County conveying its interest in the Real Property to the City; and,

575 WHEREAS, the Board of Commissioners is authorized to convey the County's interest in
576 the Real Property to the City, "upon such terms and conditions as it deems wise, with or without
577 consideration" pursuant to North Carolina General Statute §160A-274; and

578 WHEREAS, the Board of Commissioners deems it advisable and in the best interest of
579 the County to convey its interest in the Real Property to the City by quitclaim deed.

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

582
583 Section 1. That the Real Property be conveyed to the City, by quitclaim deed,
584 without cash consideration but with the express consideration and requirement that all costs of
585 demolition of improvements at the Real Property shall be the sole responsibility of the City.

586
587 Section 2. That the Chairman, County Manager and/or Clerk be and they are hereby
588 authorized and directed to execute any and all documents necessary to accomplish the purposes
589 of this Resolution.

590
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593 ADOPTED 6th DAY OF APRIL, 2020.

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595

596 *Final Offer to Purchase Real Property – 318 Crescent Street, New Bern (Parcel Number 8-004-*
597 *048)*

598
599 Mr. Grady presented an offer previously received and tentatively approved by Craven County
600 and the City of New Bern in the amount of \$3,800.00 for the property located at 318 Crescent
601 Street, New Bern, which was acquired through a tax foreclosure. The total taxes and costs that
602 were foreclosed were \$9,687.35. The current tax value is \$7,600.00. The offer was advertised,
603 and there were no upset bids, the final bid being \$3,800.00.

604
605 Commissioner Liner motioned to adopt the following resolution to accept the final offer,
606 seconded by Commissioner Mitchell and approved unanimously.

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RESOLUTION
318 Crescent Street, New Bern, North Carolina
Tax Parcel Number 8-004-048

THAT WHEREAS, Craven County has received an offer to purchase a parcel of property owned by the County, identified as Tax Parcel Number 8-004-048, and being more particularly described herein; and

WHEREAS, the Board of Commissioners is authorized to sell the County’s interest in the property pursuant to North Carolina General Statute §160A-269; and

WHEREAS, the offer to purchase was advertised as required by said statute; and

WHEREAS, the final offer to purchase, after the upset bid period, was for the sum of \$3,800.00 by Ruben Hassell, Jr.; and

WHEREAS, the Board of Commissioners deems it advisable and in the best interest of the County to sell its interest in the subject property to the successful bidder and to convey its interest in said property by quitclaim deed.

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

Section 1. That the last and highest bid of Ruben Hassell, Jr. in the sum of \$3,800.00 for said parcel identified as Tax Parcel Number 8-004-048, and being more particularly described herein, be and the same is hereby accepted as to the County’s interest in said property, and the Chairman, County Manager and/or Clerk be and they are hereby authorized and directed to execute a quitclaim deed to the purchaser for the County’s interest in said property, and to further execute any and all other documents related to the sale of the same.

Section 2. That a copy of said quitclaim deed is attached hereto and incorporated herein by reference, and the original deed shall be delivered to said purchaser once the same has been executed on behalf of the County, upon payment of the purchase price.

Section 3. That the subject property is more particularly described as follows:

All that certain lot or parcel of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

642 All of that certain property more fully described in Deed Book 3179, Page 805 in the
643 Craven County Registry. This property is also commonly referred to by its tax parcel
644 identification number which is 8-004-048.

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648 ADOPTED THIS 6th DAY OF APRIL, 2020.

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COVID-19 UPDATE

652 Health Director, Scott Harrelson, connected into the meeting and provided the Board with a brief
653 update on how things are going locally. He reported that Craven County has had eighteen cases,
654 of which eleven are active and seven are recovered. OF the eleven active cases, five of those are
655 in the hospital and improving. Seven of the cases were a result of travel, nine of the cases were a
656 result of community transmission; and two of the cases were a result of contact in close
657 quarantine. Mr. Harrelson reported that 80% of the cases were age 50 and over. Mr. Harrelson
658 said he would not be surprised to see the number of cases increase in the next few weeks, as
659 COVID 19 is expected to peak in North Carolina around April 23-26.

660

661 In a response to an inquiry about long term care facilities, Mr. Harrelson remarked they are doing
662 a good job following all the precautions they can such as no visitors and taking temperatures of
663 staff; and as a result there are currently no cases associated with the long term care facilities
664 locally.

665

666 In response to an inquiry about quicker turn-around on lab results, he indicated that the State is
667 doing all they can do and if any become available they will send them our way. Mr. Harrelson
668 advised everyone to stay the course.

669

670 At 7:35 p.m. Commissioner Liner motioned to adjourn, seconded by Commissioner Mitchell and
671 approved unanimously.

672

673

Craven County

RELEASES SUBJECT TO BOARD APPROVAL ON 4/20/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
ALBRECHT, KURT & LESLIE G DID NOT OWN JANUARY 1	48600	2019	201478	88.39
DAWES, BRIAN ADOLPH MILITARY EXEMPT	123150	2019	211359	11.95
DAWES, BRIAN ADOLPH MILITARY EXEMPT	123150	2018	91682	15.66
DEANS, ANNIE LOUISE DOUBLE BILLED	123203	2019	90026	6.48
GARNER, CODY D CORRECTED DISCOVERED PROPERTY VALUE	121294	2018	91288	208.70
KIDD, CARL RECYCLE FEE CORRECTION	125664	2019	212558	62.55
LILLY, ANDREA MICHELLE RECYCLE FEE CORRECTION	37710	2019	201118	62.55
LILLY, ANDREA MICHELLE RECYCLE FEE CORRECTION	37710	2018	35221	40.77
LILLY, ANDREA MICHELLE RECYCLE FEE CORRECTION	37710	2017	35236	44.01
STRICKLAND, ZACHARY NELSON NOT TAXABLE TO CRAVEN COUNTY	123370	2019	211655	11.11
WILEY, TAYLOR A CORRECTED DISCOVERED PROPERTY VALUE	109470	2019	212018	148.96
WILSON, KENNETH LEE DID NOT OWN JANUARY 1	117858	2019	211205	276.66
WILSON, KENNETH LEE DOUBLE BILLED	117858	2019	210050	1,182.98
WILSON, KENNETH LEE DOUBLE BILLED	117858	2018	64411	1,245.04
14 RELEASES SUBJECT TO BOARD APPROVAL ON 4/20/2020				3,405.81

Craven County

REFUNDS SUBJECT TO BOARD APPROVAL ON 4/20/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
GAVIN, MYRON M DOUBLE BILLED	57135	2019	203202	655.76
UNDERWOOD, JOHN C & MARGARET J NOT TAXABLE TO CRAVEN COUNTY	86720	2019	210362	213.20
2 REFUNDS SUBJECT TO BOARD APPROVAL ON 4/20/2020				868.96



Jeanne Crockett <crockettscriittercare@gmail.com>

Donations

1 message

Jeanne Crockett <crockettscriittercare@gmail.com>
To: Rebecca Hopper <rhopper@cravencountync.gov>

Fri, Mar 20, 2020 at 8:36 AM

Hi Rebecca,

I was able to collect \$60 to donate to the Sheriff's Office for the K-9 Unit.

It was given in three cash \$20 donations from:

Joan Frommhagens 230 W. Rock Creek Rd., New Bern, NC 28562

Tammy Zachar Wags-N-Whiskers Pet Sitting Service, LLC, PO Box 5736, Endicott, NY 13763

Kelly Michaud (Solid Rock Accounting) 303 Belle Oaks Drive, New Bern, NC 28562

When you receive this, can you send a document sent to each one in the event that they wish to use their donation as a deduction?

I will send you a personal check (social distancing) in the amount of \$60 to get this money to you. A copy of this message will be enclosed for a reference.

I hope you and your colleagues stay healthy during the coronavirus crisis. If there is anything I can do to help, let me know. My business has stalled resulting in some downtime for me.

Respectfully,


Jeanne
Jeanne Crockett, President
Crockett's Critter Care
Fear Free Elite Certified Professional
Certified Professional Pet Sitter

2020 Pet Sitter of the Year™

www.crockettscriittercare.com

252-635-2655

Support <https://crockettscriittercare.com/crocketts-pet-project-is-craven-k-9-unit/>

Home and Community Care Block Grant for Older Adults

DOA-731

County Funding Plan

County: Craven
July 1, 2020 through June 30, 2021

County Services Summary

Services	A					B	C	D	E	F	G	H	I	
	Ser. Delivery (Check One)		Block Grant Funding			Required Local Match	Net Service Cost	USDA Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units	
	Direct	Purch.	Access	In-Home	Other									Total
Transp.	X		47345			47345	5261	52606		52606	5245	10.03	32	5245
Craven Cty Sen Cong		X			34006	34006	3778	37784	4176	41960	5496	6.8745	100	5569
HDM		X			169692	169692	18855	188547	28624	217171	37964	4.9665	225	38165
Senior Companion	X			20700		20700	2300	23000		23000	4339	5.3008	7	4339
Care Management	X		42599			42599	4733	47332		47332			25	n/a
LVII (DSS)		X		90178		90178	10019	100197		100197	6120	16.37	45	6120
LVIII (DSS)		X		90179		90179	10020	100199		100199	6120	16.37	25	6120
Havelock Cong		X			20189	20189	2243	22432	3891	26323	5189	4.323	75	5189
Total			89944	201057	223887	514888	57209	572097	36691	608788	70473	//////////	534	70747

Signature, Chairman, Board of Commissioners

Date

NAME AND ADDRESS

Home and Community Care Block Grant for Older Adults

COMMUNITY SERVICE PROVIDER

DAAS-732 (Rev. 2/16)

Craven County DSS and Craven County Senior Program

County Funding Plan

County: Craven

PO Box 12039 and 811 George Street

July 1, 2020 through June 30, 2021

New Bern, NC 28561

Provider Services Summary

REVISION

Services	Ser. Delivery		A				B	C	D	E	F	G	H	I
	(Check One)		Block Grant Funding				Required	Net*	NSIP	Total	Projected	Projected	Projected	Projected
	Direct	Purch.	Access	In-Home	Other	Total	Local Match	Serv Cost	Subsidy	Funding	HCCBG Units	Reimburse Rate	HCCBG Clients	Total Units
Congregate					34006	////////////////////	3778	37784	4176	41960	5496	6.8745	100	5569
HDM					169692	////////////////////	18855	188547	28624	217171	37964	4.9665	225	38165
LVII				90178		////////////////////	10019	100197		100197	6120	16.37	45	6120
LVIII				90179		////////////////////	10020	100199		100199	6120	16.37	25	6120
CM			42599			////////////////////	4733	47332		47332			25	
						////////////////////	0	0		0				
						////////////////////	0	0		0				
						////////////////////	0	0		0				
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						////////////////////	0	0		0				
						////////////////////	0	0		0				
						////////////////////	0	0		0				
						////////////////////	0	0		0				
Total	////////	////////	42599	180357	203698	426654	47405	474059	32800	506859	55700	////////	420	55974

*Adult Day Care & Adult Day Health Care Net Service Cost

	ADC	ADHC
Daily Care	_____	_____
Transportation	_____	_____
Administrative	_____	_____
Net Ser. Cost Total	_____	_____

Certification of required minimum local match availability.
 Required local match will be expended simultaneously
 with Block Grant Funding.

Scott Mc... Director 4/13/2020

Authorized Signature, Title
 Community Service Provider

Signature, County Finance Officer Date

Signature, Chairman, Board of Commissioners Date

North Carolina Division of Aging and Adult Services

Service Cost Computation Worksheet c:732A.xls

Provider: Craven County Dept of Social Services

County: Craven

Budget Period: 7/1/2020 through 6/30/2021

Revision ___yes, _x_no, revision date _____

DAAS-732A

3/99

	Grand Total	Service Congregate	Service HDM	Service LVII	Service LVIII	Service CM	Service	Service	Service
I. Projected Revenues									
A. Fed/State Funding From the Division of Aging	426,654	34,006	169,692	90,178	90,179	42,599			
Required Minimum Match - Cash	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	47,405	3,778	18,855	10,019	10,020	4,733			
2)	0								
3)	0								
Total Required Minimum Match - Cash	47,405	3,778	18,855	10,019	10,020	4,733	0	0	0
Required Minimum Match - In-Kind	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0								
2)	0								
3)	0								
Total Required Minimum Match - In-Kind	0	0	0	0	0	0	0	0	0
B. Total Required Minimum Match (cash + in-kind)	47,405	3,778	18,855	10,019	10,020	4,733	0	0	0
C. Subtotal, Fed/State/Required Match Revenues	474,059	37,784	188,547	100,197	100,199	47,332	0	0	0
D. NSIP Cash Subsidy/Commodity Valuation	32,800	4,176	28,624						
E. OAA Title V Worker Wages, Fringe Benefits and Costs	0								
Local Cash, Non-Match	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0								
2)	0								
3)	0								
4)	0								
F. Subtotal, Local Cash, Non-Match	0	0	0	0	0	0	0	0	0
Other Revenues, Non-Match	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0								
2)	0								
3)	0								
G. Subtotal, Other Revenues, Non-Match	0	0	0	0	0	0	0	0	0
Local In-Kind Resources (Includes Volunteer Resources)	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0								
2)	0								
3)	0								
H. Subtotal, Local In-kind Resources, Non-Match	0	0	0	0	0	0	0	0	0
I. Client Cost Sharing	1,500	500	1,000						
J. Total Projected Revenues (Sum I C,D,E,F,G,H, & I)	508,359	42,460	218,171	100,197	100,199	47,332	0	0	0

Division of Aging
Service Cost Computation Worksheet

II. Line Item Expense	Grand Total	Admin. Cost	Service Congregate	Service HDM	Service LVII	Service LVIII	Service CM	Service	Service	Service
Staff Salary From Labor Distribution Schedule	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) Full-time Staff	202,579	103,315	13,321	38,611			47,332			
2) Part-time staff (do not include Title V workers)	8,535	8,535								
A. Subtotal, Staff Salary	211,114	111,850	13,321	38,611	0	0	47,332	0	0	0
Fringe Benefits	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) FICA @ 7.65%	11,876	7,904	1,019	2,954			0			
2) Health/Dental/Life/Disability Ins. @ \$8589 per FT Empl	40,905	40,905					0			
3) Retirement @ 9.02%	14,773	10,089	1,202	3,483			0			
4) Unemployment Insurance	0									
5) Worker's Compensation	1,400	1,400					0			
6) Other (Longevity, 401k)	7,860	5,783	533	1,544			0			
B. Subtotal, Fringe Benefits	76,814	66,080	2,753	7,981	0	0	0	0	0	0
Local In-Kind Resources, Non-Match	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0									
2)	0									
3)	0									
C. Subtotal, Local In-Kind Resources Non-Match	0	0	0	0	0	0	0	0	0	0
D. OAA Title V Worker Wages, Fringe Benefits and Costs	0									
Travel	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) Per Diem	0									
2) Mileage Reimbursement	0		0	0			0			
3) Other Travel Cost:	0									
E. Subtotal, Travel	0	0	0	0	0	0	0	0	0	0
General Operating Expenses	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) Caterer, other contracts	385,584		18,736	166,452	100,197	100,199				
2) Telephone, utilities, vehicle maintenance, postage	12,777		7,650	5,127						
3) Distributed Overhead (supervision and support)	0									
4) Admin Overhead	0									
5)	0									
6)	0									
7)	0									
8)	0									
F. Subtotal, General Operating Expenses	398,361	0	26,386	171,579	100,197	100,199	0	0	0	0
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through F	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
H. Total Proj. Expenses Prior to Admin. Distribution	686,289	177,930	42,460	218,171	100,197	100,199	47,332	0	0	0
I. Distribution of Administrative Cost	//////////	0	0	0	0	0	0	0	0	0
J. Total Proj. Expenses After Admin. Distribution	508,359	//////////	42,460	218,171	100,197	100,199	47,332	0	0	0

Division of Aging and Adult Services
Service Cost Computation Worksheet

	Grand Total	Service Congregate	Service HDM	Service LVII	Service LVIII	Service CM	Service	Service	Service	
III. Computation of Rates										
A. Computation of Unit Cost Rate:										
1. Total Exp.cnses (equals line II.J)	508,359	42,460	218,171	100,197	100,199	47,332	0	0	0	
2. Total Projected Units		5,569	38,165	6,120	6,120	0				
3. Total Unit Cost Rate		7.6243	5.7165	16.3721	16.3724	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
B. Computation of Reimbursement Rate:										
1. Total Revenues (equals line I.J)	508,359	42,460	218,171	100,197	100,199	47,332	0	0	0	
2. Less: NSIP (equals line I.D)	32,800	4,176	28,624	0	0	0	0	0	0	
Title V (equals line I.E and II.D)	0	0	0	0	0	0	0	0	0	
Non Match In-Kind (equals line I.H and II.C)	0	0	0	0	0	0	0	0	0	
3. Revenues Subject to Unit Reimbursement	475,559	38,284	189,547	100,197	100,199	47,332	0	0	0	
4. Total Projected Units (equals line III.A.2)		5,569	38,165	6,120	6,120	0	0	0	0	
5. Total Reimbursement Rate		6.8745	4.9665	16.3721	16.3724	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
C. Units Reimbursed Through HCCBG										
D. Units Reimbursed Through Program Income*										
E. Units Reimbursed Through Remaining Revenues										
F. Total Units Reimbursed/Total Projected Units										

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

	DAAS-732A	DAAS-732
Block Grant Funding	Line I.A	Col. A
Required Local Match-Cash & In-Kind	Line I.B	Col. B
Net Service Cost	Line I.C	Col. C
NSIP Subsidy	Line I.D	Col. D
Total Funding	L. I.C+I.D	Col. E
Projected HCCBG Reimbursed Units	Line III.C	Col. F
Total Reimbursement Rate	Line III.B.5	Col. G
Projected Total Service Units	Line III.F	Col. I

North Carolina Division of Aging and Adult Services

Service Cost Computation Worksheet C:732A.xls

Provider: Coastal Community Action

County: CRAVEN

Budget Period: July 1, 2020 through June 30, 2021

Revision __yes, __no, revision date _____

DAAS-732A

3/99

	Grand Total	Service Senior Companion	Service							
I. Projected Revenues										
A. Fed/State Funding From the Division of Aging	20,700	20,700								
Required Minimum Match - Cash	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0	//////////								
2)	0	//////////								
3)	0	//////////								
Total Required Minimum Match - Cash	2,300	//////////	2,300	0	0	0	0	0	0	0
Required Minimum Match - In-Kind	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0	//////////								
2)	0	//////////								
3)	0	//////////								
Total Required Minimum Match - In-Kind	0	//////////	0	0	0	0	0	0	0	0
B. Total Required Minimum Match (cash + in-kind)	2,300	//////////	2,300	0	0	0	0	0	0	0
C. Subtotal, Fed/State/Required Match Revenues	23,000	//////////	23,000	0	0	0	0	0	0	0
D. NSIP Cash Subsidy/Commodity Valuation	0	//////////								
E. OAA Title V Worker Wages, Fringe Benefits and Costs	0	//////////								
Local Cash, Non-Match	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0	//////////								
2)	0	//////////								
3)	0	//////////								
4)	0	//////////								
F. Subtotal, Local Cash, Non-Match	0	//////////	0	0	0	0	0	0	0	0
Other Revenues, Non-Match	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0	//////////								
2)	0	//////////								
3)	0	//////////								
G. Subtotal, Other Revenues, Non-Match	0	//////////	0	0	0	0	0	0	0	0
Local In-Kind Resources (Includes Volunteer Resources)	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0	//////////								
2)	0	//////////								
3)	0	//////////								
H. Subtotal, Local In-kind Resources, Non-Match	0	//////////	0	0	0	0	0	0	0	0
I. Client Cost Sharing	0	//////////								
J. Total Projected Revenues (Sum I C,D,E,F,G,H, & I)	23,000	//////////	23,000	0	0	0	0	0	0	0

Division of Aging
Service Cost Computation Worksheet

	Grand Total	Admin. Cost	Service	Service	Service	Service	Service	Service	Service	Service
II. Line Item Expense										
Staff Salary From Labor Distribution Schedule	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) Full-time Staff	4,500		4,500							
2) Part-time staff (do not include Title V workers)	0									
A. Subtotal, Staff Salary	4,500	0	4,500	0						
Fringe Benefits	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) FICA @ %	0									
2) Health Ins. @	0									
3) Retirement @	0									
4) Unemployment Insurance	0									
5) Worker's Compensation	0									
6) Other (all benefits combined)	1,125		1,125							
B. Subtotal, Fringe Benefits	1,125	0	1,125	0						
Local In-Kind Resources, Non-Match	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0									
2)	0									
3)	0									
C. Subtotal, Local In-Kind Resources Non-Match	0	0	0	0	0	0	0	0	0	0
D. OAA Title V Worker Wages, Fringe Benefits and Costs	0									
Travel	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) Per Diem	0									
2) Mileage Reimbursement @ .57	1,200		1,200							
3) Other Travel Cost:	0									
E. Subtotal, Travel	1,200	0	1,200	0						
General Operating Expenses	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) volunteer stipends @ \$3 per unit	13,017		13,017							
2) volunteer recognition required	150		150							
3) volunteer liability insurance required	60		60							
4) volunteer background checks required	140		140							
5) volunteer physicals required	300		300							
6) volunteer travel @ .30 per mile	2,508		2,508							
7)	0									
8)	0									
F. Subtotal, General Operating Expenses	16,175	0	16,175	0						
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through F	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
H. Total Proj. Expenses Prior to Admin. Distribution	23,000	0	23,000	0						
I. Distribution of Administrative Cost	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
J. Total Proj. Expenses After Admin. Distribution	23,000	//////////	23,000	0						

Division of Aging and Adult Services
Service Cost Computation Worksheet

	Grand Total	Service								
III. Computation of Rates										
A. Computation of Unit Cost Rate:	////	////	////	////	////	////	////	////	////	////
1. Total Expenses (equals line II.J)	23,000	23,000	0	0	0	0	0	0	0	0
2. Total Projected Units	////	4,339								
3. Total Unit Cost Rate	////	5.3008	#DIV/0!							
B. Computation of Reimbursement Rate:	////	////	////	////	////	////	////	////	////	////
1. Total Revenues (equals line I.J)	23,000	23,000	0	0	0	0	0	0	0	0
2. Less: NSIP (equals line I.D)	0	0	0	0	0	0	0	0	0	0
Title V (equals line I.E less II.D)	0	0	0	0	0	0	0	0	0	0
Non Match In-Kind (equals line I.H less II.C)	0	0	0	0	0	0	0	0	0	0
3. Revenues Subject to Unit Reimbursement	23,000	23,000	0	0	0	0	0	0	0	0
4. Total Projected Units (equals line III.A.2)	////	4,339	0	0	0	0	0	0	0	0
5. Total Reimbursement Rate	////	5.3008	#DIV/0!							
C. Units Reimbursed Through HCCBG	////	4,339	#DIV/0!							
D. Units Reimbursed Through Program Income*	////	0	#DIV/0!							
E. Units Reimbursed Through Remaining Revenues	////	0	#DIV/0!							
F. Total Units Reimbursed/Total Projected Units	////	4,339	#DIV/0!							

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

	DAAS-732A	DAAS-732
Block Grant Funding	Line I.A	Col. A
Required Local Match-Cash & In-Kind	Line I.B	Col. B
Net Service Cost	Line I.C	Col. C
NSIP Subsidy	Line I.D	Col. D
Total Funding	L. I.C+I.D	Col. E
Projected HCCBG Reimbursed Units	Line III.C	Col. F
Total Reimbursement Rate	Line III.B.5	Col. G
Projected Total Service Units	Line III.F	Col. I



303 McQueen Avenue
P.O. Box 729
Newport, NC 28570
T 252-223-1630 F 252-223-1689
www.coastalca.org

April 8, 2020

Memo: Updated Paperwork following April 7, 2020 Telephone Conference.

Agency: Coastal Community Action Inc.

Service: Senior Companion Program services to be provided in Craven County

Included in this packet you will find the following:

- DOA 732
- DOA 732A

Coastal Community Action is requesting the Craven County Commissioners vote to provide the required local match of 10%, in the amount of \$2300.

Sincerely,

Georgia Newkirk
Senior Companion Program Director



North Carolina Division of Aging and Adult Services Service Cost Computation Worksheet c 732A.xls Provider: City of Havelock Senior Center County: Craven (Havelock) Budget Period: 2020 through 2021 Revision: yes, X_no, revision date: 04/07/2020 Budget Request										DAAS-732A 3/99	
	Grand Total	Congregate Nutrition	Service								
I. Projected Revenues											
A. Fed/State Funding From the Division of Aging	20,189	20,189									
Required Minimum Match - Cash	2,243	2,243									
1)	0										
2)	0										
3)	0										
Total Required Minimum Match - Cash	2,243	2,243	0	0	0	0	0	0	0	0	
Required Minimum Match - In-Kind	0										
1)	0										
2)	0										
3)	0										
Total Required Minimum Match - In-Kind	0	0	0	0	0	0	0	0	0	0	
B. Total Required Minimum Match (cash + in-kind)	2,243	2,243	0	0	0	0	0	0	0	0	
C. Subtotal, Fed/State/Required Match Revenues	22,432	22,432	0	0	0	0	0	0	0	0	
D. NSIP Cash Subsidy/Commodity Valuation	3,891	3,891									
E. OAA Title V Worker Wages, Fringe Benefits and Costs	0										
Local Cash, Non-Match	0										
1)	0										
2)	0										
3)	0										
4)	0										
Total Required Minimum Match - In-Kind	0	0	0	0	0	0	0	0	0	0	
F. Subtotal, Local Cash, Non-Match	0	0	0	0	0	0	0	0	0	0	
Other Revenues, Non-Match	0										
1)	0										
2)	0										
3)	0										
Total Other Revenues, Non-Match	0	0	0	0	0	0	0	0	0	0	
G. Subtotal, Other Revenues, Non-Match	0	0	0	0	0	0	0	0	0	0	
Local In-Kind Resources (includes Volunteer Resources)	0										
1)	0										
2)	0										
3)	0										
Total Local In-Kind Resources	0	0	0	0	0	0	0	0	0	0	
H. Subtotal, Local In-Kind Resources, Non-Match	0	0	0	0	0	0	0	0	0	0	
I. Client Cost Sharing	0										
J. Total Projected Revenues (Sum I C,D,E,F,G,H, & I)	26,323	26,323	0	0	0	0	0	0	0	0	

Division of Aging Service Cost Computation Worksheet									
	Grand Total	Admin. Cost	Service						
II. Line Item Expense									
Staff Salary From Labor Distribution Schedule									
1) Full-time Staff	0								
2) Part-time staff (do not include Title V workers)	0								
A. Subtotal, Staff Salary	4,180	0	4,180	0	0	0	0	0	0
Fringe Benefits									
1) FICA @ 7.5 %	396		396						
2) Health Ins. @	0								
3) Retirement @	0								
4) Unemployment Insurance	0								
5) Worker's Compensation	0								
6) Other	0								
B. Subtotal, Fringe Benefits	396	0	396	0	0	0	0	0	0
Local In-Kind Resources, Non-Match	0								
1)	0								
2)	0								
3)	0								
C. Subtotal, Local In-Kind Resources, Non-Match	0	0	0	0	0	0	0	0	0
D. OAA Title V Worker Wages, Fringe Benefits and Costs	0								
Travel									
1) Per Diem	0								
2) Mileage Reimbursement	0								
3) Other Travel Cost:	0								
E. Subtotal, Travel	0	0	0	0	0	0	0	0	0
General Operating Expenses									
1) Caterer Contract	21,805		21,805						
2)	0								
3)	0								
4)	0								
5)	0								
6)	0								
7)	0								
8)	0								
F. Subtotal, General Operating Expenses	21,805	0	21,805	0	0	0	0	0	0
G. Subtotal, Other Administrative Cost Not Allocated									
In Lines II.A through F									
H. Total Proj. Expenses Prior to Admin. Distribution	26,381	0	26,323	0	0	0	0	0	0
I. Distribution of Administrative Cost	0	0	0	0	0	0	0	0	0
J. Total Proj. Expenses After Admin. Distribution	26,323		26,323	0	0	0	0	0	0

Division of Aging and Adult Services Service Cost Computation Worksheet									
	Grand Total	Service							
III. Computation of Rates									
A. Computation of Unit Cost Rate:									
1. Total Expenses (equals line II.J)	26,323	26,323	0	0	0	0	0	0	0
2. Total Projected Units	5,189								
3. Total Unit Cost Rate	5,078	#DIV/0!							
B. Computation of Reimbursement Rate:									
1. Total Revenues (equals line I.J)	26,323	26,323	0	0	0	0	0	0	0
2. Less: NSIP (equals line I.D)	3,891	3,891	0	0	0	0	0	0	0
Title V (equals line I.E less II.D)	0	0	0	0	0	0	0	0	0
Non Match In-Kind (equals line I.H less II.C)	0	0	0	0	0	0	0	0	0
3. Revenues Subject to Unit Reimbursement	22,432	22,432	0	0	0	0	0	0	0
4. Total Projected Units (equals line III.A.2)	5,189								
5. Total Reimbursement Rate	4,323	#DIV/0!							
C. Units Reimbursed Through HCCBG	5,189	#DIV/0!							
D. Units Reimbursed Through Program Income*	0	#DIV/0!							
E. Units Reimbursed Through Remaining Revenues	0	#DIV/0!							
F. Total Units Reimbursed/Total Projected Units	5,189	#DIV/0!							

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

Block Grant Funding	Line IA	Col. A
Required Local Match-Cash & In-Kind	Line IB	Col. B
Net Service Cost	Line IC	Col. C
NSIP Subsidy	Line ID	Col. D
Total Funding	L. I.C+I.D	Col. E
Projected HCCBG Reimbursed Units	Line III.C	Col. F
Total Reimbursement Rate	Line III.E.5	Col. G
Projected Total Service Units	Line III.F	Col. I

CERTIFICATION OF THE AVAILABILITY OF REQUIRED NONFEDERAL MATCH FOR
Older Americans Act (OAA) SERVICES

County: Craven

It is understood that the following required 10 percent nonfederal match will be used to match OAA Services in SFY 20-21 and will not be used to match any other federal or state funds during the contract period:

SFY 20-21

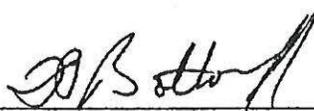
OAA (Fed/State) \$ 20,189

Required 10% Match \$ 2,243

Total SFY \$ 22,432

Source of local match: Craven County Government (i.e. United Way, County)

Cash Match In-Kind
(Check one)



(Authorized signature)

Havelock City Manager

(title)

4/8/2020

(date)

North Carolina Division of Aging and Adult Services

Service Cost Computation Worksheet c:732A.xls

Provider: CARTS

County: Craven

Budget Period: July 1, 2020 through June 30, 2021

Revision _1_yes, revision date 4-8-2020

DAAS-732A

3/99

Transportation

Service Service Service Service Service Service Service Service

Grand
Total

I. Projected Revenues

	Grand Total									
A. Fed/State Funding From the Division of Aging	47,345	////	47,345							
Required Minimum Match - Cash	////	////	////	////	////	////	////	////	////	////
1)	5,261	////	5,261							
2)	0	////								
3)	0	////								
Total Required Minimum Match - Cash	5,261	////	5,261	0	0	0	0	0	0	0
Required Minimum Match - In-Kind	////	////	////	////	////	////	////	////	////	////
1)	0	////								
2)	0	////								
3)	0	////								
Total Required Minimum Match - In-Kind	0	////	0	0	0	0	0	0	0	0
B. Total Required Minimum Match (cash + in-kind)	5,261	////	5,261	0	0	0	0	0	0	0
C. Subtotal, Fed/State/Required Match Revenues	52,606	////	52,606	0	0	0	0	0	0	0
D. NSIP Cash Subsidy/Commodity Valuation	0	////								
E. OAA Title V Worker Wages, Fringe Benefits and Costs	0	////								
Local Cash, Non-Match	////	////	////	////	////	////	////	////	////	////
1)	0	////								
2)	0	////								
3)	0	////								
4)	0	////								
F. Subtotal, Local Cash, Non-Match	0	////	0	0	0	0	0	0	0	0
Other Revenues, Non-Match	////	////	////	////	////	////	////	////	////	////
1)	0	////								
2)	0	////								
3)	0	////								
G. Subtotal, Other Revenues, Non-Match	0	////	0	0	0	0	0	0	0	0
Local In-Kind Resources (Includes Volunteer Resources)	////	////	////	////	////	////	////	////	////	////
1)	0	////								
2)	0	////								
3)	0	////								
H. Subtotal, Local In-kind Resources, Non-Match	0	////	0	0	0	0	0	0	0	0
I. Client Cost Sharing	0	////								
J. Total Projected Revenues (Sum I C,D,E,F,G,H, & I)	52,606	////	52,606	0	0	0	0	0	0	0

Division of Aging
Service Cost Computation Worksheet

Transportation
Service Service Service Service Service Service Service Service

II. Line Item Expense	Grand Total	Admin. Cost									
Staff Salary From Labor Distribution Schedule	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) Full-time Staff	18,753	18,753									
2) Part-time staff (do not include Title V workers)	21,213		21,212								
A. Subtotal, Staff Salary	39,965	18,753	21,212	0							
Fringe Benefits	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) FICA @ % 7.65	3,057	1,435	1,623								
2) Health Ins. @	630	630	0								
3) Retirement @ 7.57	3,025	1,420	1,606								
4) Unemployment Insurance	0	0	0								
5) Worker's Compensation	191	64	127								
6) Other	1,950	1,200	750								
B. Subtotal, Fringe Benefits	8,854	4,748	4,106	0							
Local In-Kind Resources, Non-Match	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1)	0										
2)	0										
3)	0										
C. Subtotal, Local In-Kind Resources Non-Match	0	0	0	0	0	0	0	0	0	0	0
D. OAA Title V Worker Wages, Fringe Benefits and Costs	0										
Travel	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) Per Diem	0										
2) Mileage Reimbursement	0										
3) Other Travel Cost:	0										
E. Subtotal, Travel	0	0	0	0	0	0	0	0	0	0	0
General Operating Expenses	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
1) Office Supplies	480	480									
2) Telephone, Postage, Utilities	320	320									
3) Printing M/R Equipment	320	320									
4) Contract Services	320	320									
5) CCM, Garage, Fuel	7,500		7,500								
6)											
7)	0										
8)	0										
F. Subtotal, General Operating Expenses	8,940	1,440	7,500	0							
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through F	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	//////////
H. Total Proj. Expenses Prior to Admin. Distribution	57,759	24,941	32,818	0							
I. Distribution of Administrative Cost	//////////	-19,788	19,788	0	0	0	0	0	0	0	0
J. Total Proj. Expenses After Admin. Distribution	52,606	//////////	52,606	0							

Division of Aging and Adult Services
Service Cost Computation Worksheet

Transportation

Service Service Service Service Service Service Service Service

	Grand Total										
III. Computation of Rates											
A. Computation of Unit Cost Rate:											
1. Total Expenses (equals line II.J)	52,606	//////////	52,606	0	0	0	0	0	0	0	0
2. Total Projected Units	//////////	//////////	5,245								
3. Total Unit Cost Rate	//////////	//////////	10.0297	#DIV/0!							
B. Computation of Reimbursement Rate:											
1. Total Revenues (equals line I.J)	52,606	//////////	52,606	0	0	0	0	0	0	0	0
2. Less: NSIP (equals line I.D)	0	//////////	0	0	0	0	0	0	0	0	0
Title V (equals line I.E and II.D)	0	//////////	0	0	0	0	0	0	0	0	0
Non Match In-Kind (equals line I.H and II.C)	0	//////////	0	0	0	0	0	0	0	0	0
3. Revenues Subject to Unit Reimbursement	52,606	//////////	52,606	0	0	0	0	0	0	0	0
4. Total Projected Units (equals line III.A.2)	//////////	//////////	5,245	0	0	0	0	0	0	0	0
5. Total Reimbursement Rate	//////////	//////////	10.0297	#DIV/0!							
C. Units Reimbursed Through HCCBG	//////////	//////////	5,245	#DIV/0!							
D. Units Reimbursed Through Program Income*	//////////	//////////	0	#DIV/0!							
E. Units Reimbursed Through Remaining Revenues	//////////	//////////	0	#DIV/0!							
F. Total Units Reimbursed/Total Projected Units	//////////	//////////	5,245	#DIV/0!							

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

	DAAS-732A	DAAS-732
Block Grant Funding	Line I.A	Col. A
Required Local Match-Cash & In-Kind	Line I.B	Col. B
Net Service Cost	Line I.C	Col. C
NSIP Subsidy	Line I.D	Col. D
Total Funding	L. I.C+I.D	Col. E
Projected HCCBG Reimbursed Units	Line III.C	Col. F
Total Reimbursement Rate	Line III.B.5	Col. G
Projected Total Service Units	Line III.F	Col. I

Justification or Explanation of Change:

We are requesting increases in the previously stated amounts for Foster Care IV-B and Foster Care IV-E. Craven County, in conjunction with our counties within the state and across the nation, has continued to see a significant rise in the number of children in our agency's custody. Our county and agency is mandated to provide room and board payments for children who are in a licensed foster home/facility. The children that we are seeing come into the custody of our Department are experiencing increases in the level of trauma due to removal of parents, substance abuse and mental health histories. As of March 2020 78% of the current cases in foster care involve a combination of mental health and substance abuse and 44% of these were opioid involved. Some behaviors of children that we are seeing which are leading to placement disruptions: extreme suicidal attempts; extreme physical aggression (one child punched a hole in the wall at HRC), young children ages 2-5 hitting/kicking/biting- resulting in foster parents struggling to even get them to cooperate with getting into a car seat; excessive inappropriate internet usage, stealing, suspensions from school/foster parents not being able to take leave from work; drug use, sexualized behaviors; destruction of property, runaway behaviors. These behaviors result in children having to be placed in leveled homes or therapeutic group homes. These leveled homes and therapeutic group homes require increased costs above the standard room and board rate. As you can see below, the increase in the number of children in leveled homes and therapeutic facilities due to behaviors since March of 2017 until March 2020. 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 in order to allow children to be placed in less restrictive environments that results in lower board payments.

March 2017:

68 children in foster care

28 IVB funded- placements exceeding standard room and board: 2 Cost: \$958.09

40 IVE funded - placements exceeding standard room and board: 6 Cost: \$4,864.99

Total cost exceeding standard room and board: \$5, 823.08

March 2018:

78 children in foster care

32 IVB funded - placements exceeding standard room and board: 5 Cost: \$3,797.52

46 IVE funded - placements exceeding standard room and board: 7 Cost: \$4,236.26

Total cost exceeding standard room and board: \$8,033.78

March 2019

92 children in foster care

40 IVB funded - placements exceeding standard room and board: 10 Cost-\$ 7,918.29

52 IVE funded - placements exceeding standard room and board: 6 Cost-\$6,130.79

Total cost exceeding standard room and board: \$14,049.08

September 2019

97 children in foster care

35 IVB funded - placements exceeding standard room and board: 8 Cost \$3,381.10

62 IVE funded - placements exceeding standard room and board: 9 Cost \$17,420.78

Total cost exceeding standard room and board: \$20801.88

October 2019

95 children in foster care

36 IVB funded - placements exceeding standard room and board: 13 Cost \$7256.76

58 IVE funded - placements exceeding standard room and board: 14 Cost \$12,533.64

Total cost exceeding standard room and board: \$19790.40

November 2019

96 children in foster care

36 IVB funded - placements exceeding standard room and board: 14 Cost \$8,693.63

59 IVE funded - placements exceeding standard room and board: 14 Cost \$12,674.27

Total cost exceeding standard room and board: \$21,367.90

December 2019

98 children in foster care

34 IVB funded - placements exceeding standard room and board: 16 Cost \$11,616.07

61 IVE funded - placements exceeding standard room and board: 14 Cost \$12,364.51

Total cost exceeding standard room and board: \$23,980.58

January 2020

97 children in foster care

32 IVB funded - placements exceeding standard room and board: 15 Cost \$14,093.30

57 IVE funded - placements exceeding standard room and board: 16 Cost \$13,721.48

Total cost exceeding standard room and board: \$27,814.78

February 2020

102 children in foster care

39 IVB funded - placements exceeding standard room and board: 22 Cost: pending

57 IVE funded - placements exceeding standard room and board: 16 Cost: pending

Total cost exceeding standard room and board:

March 2020

108 children in foster care

41 IVB funded - placements exceeding standard room and board: to be determined

57 IVE funded - placements exceeding standard room and board: to be determined

Total cost exceeding standard room and board: to be determined

pending eligibility on 10 children

**NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM**

North Carolina
County of Craven

Road Description: Jacqueline Dr. in the Cherry Branch Subdivision (approx. 8.67 tenths of a mile)

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Craven requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System; and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the system.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Craven that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Craven at a meeting on the 20th day of April, 2020.

WITNESS my hand and official seal on this the 20 day of April, 2020.

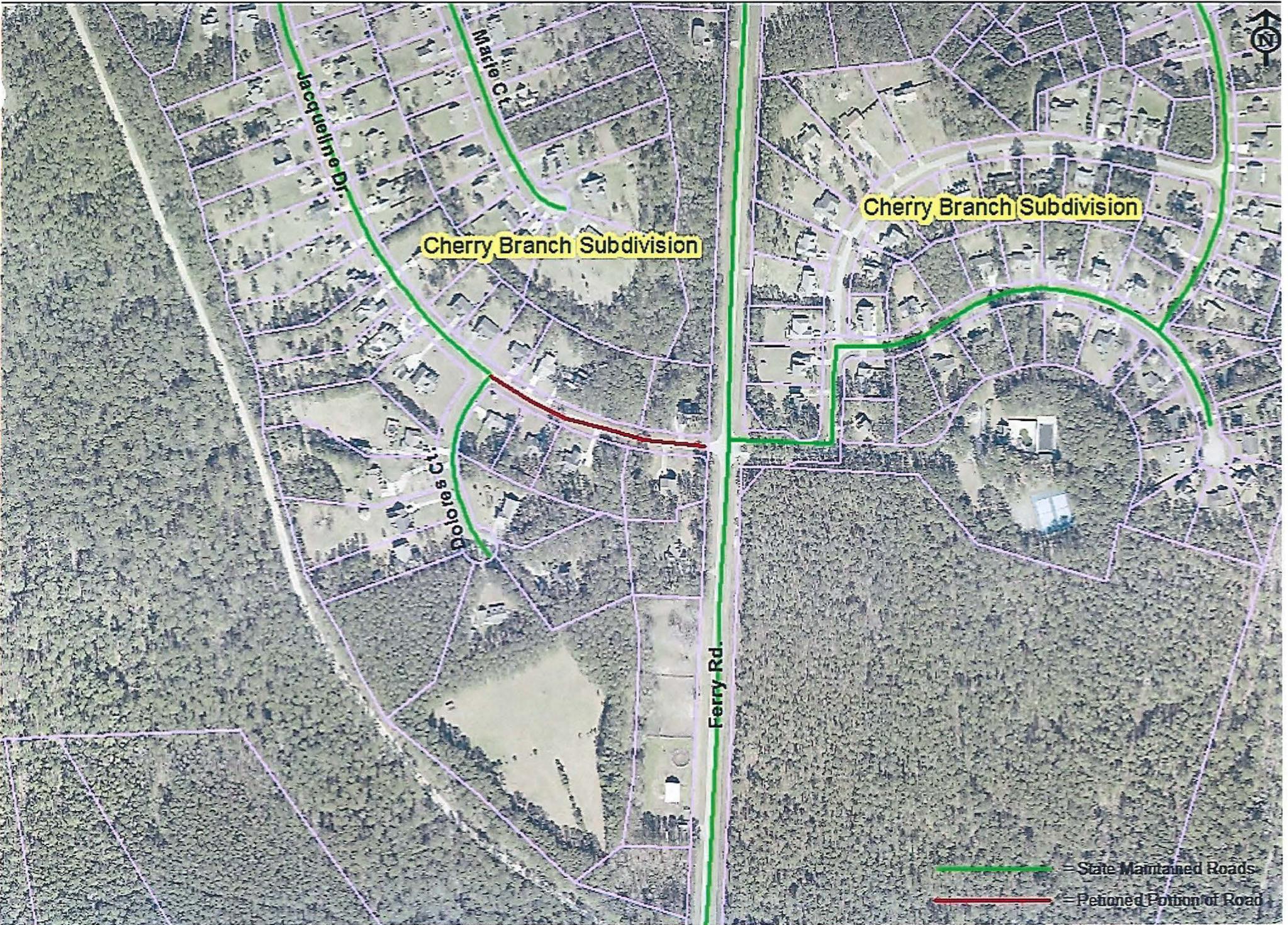
(Official Seal)

Clerk to the Board of Commissioners
County of Craven

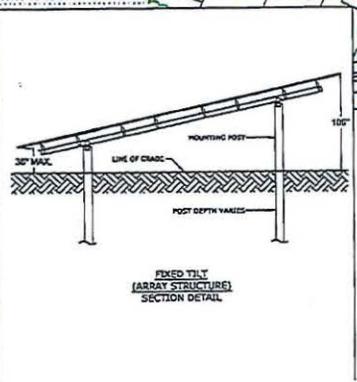
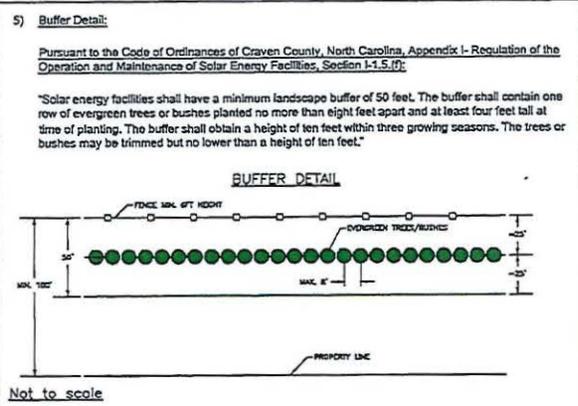
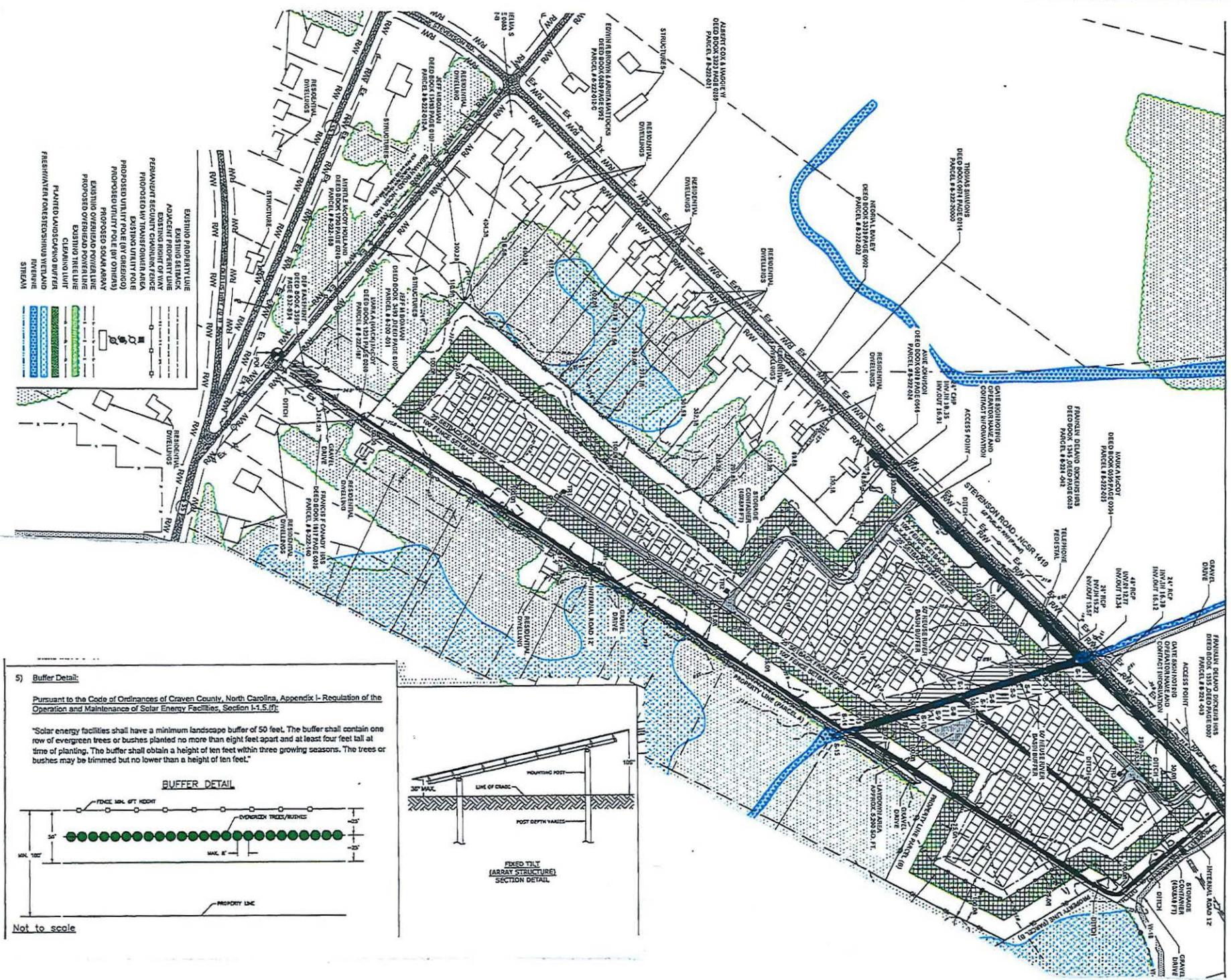
PLEASE NOTE:

Forward direct with request to the Division Engineer, Division of Highways

Form SR-2 (3/2006)



-  = State Maintained Roads
-  = Petitioned Portion of Road



- ✓ **Indicates that SEF plans meet or exceed ordinance requirements**

I-1.5 Location

- ✓ Improved area is outside the Special Flood Hazard Area (AE) Zone
- ✓ Not inside the AICUZ (Air Installation Compatible Use Zone)
- ✓ 100 feet from nearest public right-of-way
- ✓ Fence line is at least 100 feet from all property lines and panels are at least 25 feet inside the fence line
 - ✓ An affidavit of understanding has been provided acknowledging building permits will not be issued until the properties have been recombined
- ✓ Has a 30 foot access to a public right-of-way
- ✓ Has a landscape buffer of at least 50 feet, and one row of evergreen trees/bushes no more than 8 feet apart. (see buffer detail on site plan)

I-1.7 Supplemental Regulations

- ✓ High Voltage/Danger warning signs will be placed on fence/at entrance
- ✓ On site powerlines between panels and inverters will be underground
- ✓ NCDOT drive way permit has been issued
- ✓ A copy of the application to Duke Power for the sale of power has been provided
- ✓ An executed copy of the lease providing ability to apply for permits and references decommissioning (Landowner consent) has been provided.
 - ✓ The purchase agreement for the property has been provided
- ✓ The technical specifications of the panels such as number, angles of orientation, etc has been provided
- ✓ Informational sign will be located at the entrance gate that lists the name, and phone number of operator
- ✓ Permit received from North Carolina Utilities Commission
- ✓ A Phase 2 Environmental Study was provided, study did not indicate areas of concern
- ✓ Written notice was mailed to all property owners within 500 feet of the parcel where the SEF will be located. Notices were also hand delivered to property owners residing in the 500 foot area.

I-1.9 Abandonment & Decommissioning Plan

- √ A decommission plan that satisfies the ordinance has been submitted.
 - √ Specifies when decommissioning would be initiated
 - √ Has stated they will remove all equipment/fencing etc.
 - √ Will restore the property to the pre-project conditions
 - √ Will decommission within 270 days (exceeds ordinances requirements of 1 year)
 - √ Surety has been addressed in the decommissioning plan
 - √ An affidavit of understanding has been provided acknowledging building permits will not be issued until surety requirements have been met.

I-1.10 Aviation Notification

- √ Seymour Johnson AFB
 - √ no adverse impact
- √ Coastal Carolina Regional Airport
 - √ no adverse impact
- √ MCAS Cherry Point
 - √ no adverse impact

Craven County Temporary Emergency Family Medical Leave Act and Emergency Paid Sick Leave Act Policy

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees, with some exclusions, with expanded family and medical leave as well as emergency paid sick leave for specified reasons related to COVID-19 effective April 1, 2020.

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (EFMLEA)

Eligible Craven County employees (full-time, part-time, temporary, seasonal) who have worked for Craven County for at least 30 days prior to the designated leave are eligible for Emergency Family and Medical Leave Expansion Act (EFMLEA) leave. Please note this new act does not change the eligibility requirements for regular Family Medical Leave Act (FMLA).

EFMLEA QUALIFYING REASONS

The EFMLEA amends the Family and Medical Leave Act (FMLA) of 1993 by the following:

- Added a new qualifying reason that provides 12 weeks of leave when an employee is unable to work – either onsite or remotely - due to a need to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider is unavailable due to an emergency with respect to COVID-19 as declared by a federal, state, or local authority;
- A “childcare provider” under the Act is defined as one who provides childcare services on a regular basis and receives compensation for those services. It excludes the situation where a family member has been providing childcare and is no longer available.
- Leave taken under the EFMLEA is paid leave after a 10-day waiting period; an employee may choose to use accrued leave for the 10-day waiting period. In no instance can Craven County require employees to use accrued leave during the waiting period;
- After the 10-day period, Craven County is required to pay full-time employees no less than two-thirds the employee’s regular rate for the number of hours the employee would otherwise be normally scheduled. The new Act limits this pay entitlement to \$200 per day and \$10,000 in the aggregate per employee; employees who work a part-time or an irregular schedule are entitled to be paid based on the average number of hours the employee worked for the six months prior to taking leave; employees who have worked for less than 6 months prior to leave are entitled to the employee’s reasonable expectation at hiring of the average number of hours the employee would normally be scheduled to work.
- The regular rules under the FMLA will apply to job reinstatement. Craven County has the same obligation as under traditional FMLA to return any employee who has taken Emergency FMLA leave to the same or equivalent position upon the return to work;

EFMLEA LEAVE RULES

- Employees are still limited to a total of twelve weeks of FMLA leave within a 12-month period for all reasons combined.
- Employees who have already used up their FMLA allotment for the year are not entitled to EFMLEA leave.

- As with regular FMLA leave, where the need for leave is foreseeable, employees must provide Craven County with as much advance notice as practicable.
-

EMERGENCY PAID SICK LEAVE ACT (EPSLA)

Craven County will provide eligible employees with Emergency Paid Sick Leave Act (EPSLA) leave under certain conditions in accordance with FFCRA.

EPSLA ELIGIBILITY

Employees eligible for EPSLA include full-time, part-time, temporary, and seasonal.

REASONS FOR EPSLA

An employee qualifies for EPSLA if unable to work (or telework) due to a need for leave because the employee:

1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine because of COVID-19;
3. is experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. is caring for an individual or are advised to quarantine or isolate;
5. is caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

DURATION/COMPENSATION

You may elect to use EPSLA before using any accrued paid leave. Employees are entitled to:

- Full-time employees: 80 hours of pay at their regular pay rate. However, when caring for a family member (for reasons 4, 5, and 6 above on Page 2), sick leave is paid at two-thirds the employee's regular rate.
 - Part-time employees: Pay for the number of hours the employee works, on average, over a two-week period.
 - Paid leave under this policy is limited to \$511 per day (\$5,110 in total) where leave is taken for reasons 1, 2, and 3 described on Page 2 (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4, 5, or 6 (care for others or school closures).
-

EXCLUSIONS

FFCRA final regulations permit employers of health care providers or emergency responders to exclude those employees from EMFLEA and EPLSA. The U.S. Department of Labor defines an emergency responder as: anyone necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or others needed for the response to COVID-19. This includes but is

not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, child welfare workers and service providers, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility.

AUTHORITY

Craven County will implement EFMLEA and EPSLA provisions created by the FFCRA that went into effect April 1. Craven County excludes health care providers and emergency responders, as defined above, from the EFMLEA and from reasons four (4), five (5), and six (6) of the EPSLA. The County Manager and or his designee are authorized to determine which specific positions fall under the U.S. Department of Labor definition of health care providers and emergency responders. Craven County maintains the right to amend this policy to exclude all provisions of the EFMLEA and EPSLA allowed by law should it become a necessity to maintain continuity of County Government operations.

REQUESTING LEAVE

Employees who need to take EFMLEA or EPSLA leave should provide notice to their supervisor as soon as possible. The process for requesting EFMLEA will be similar to the standard FMLA request process. Employees are still required to follow Craven County's sick and annual leave policies to report all absences from work to their supervisor.

RETALIATION

Craven County will not retaliate against employees who request or take leave in accordance with these policies.

EXPIRATION

EFMLEA leave is available only as long as a federal, state or local COVID-19 state of emergency is in effect and in any event only through December 31, 2020. In addition, EFMLEA leave cannot be carried over after December 31, 2020. EPSLA expires December 31, 2020 and cannot be carried over. Should the provisions of the FFCRA, EFMLEA or EPSLA be extended by the federal government, this policy will automatically adjust to terminate or expire on date set by federal law.

RATIFICATION

Ratified this 20th day of April, 2020 by the Craven County Board of County Commissioners.