

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY OCTOBER 16, 2023  
8:30 A.M.**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

- 1. CONSENT AGENDA**
  - A. Minutes of October 2, 2023 Regular Session**
  - B. Tax Releases and Refunds**

**DEPARTMENTAL MATTERS**

- 2. SOCIAL SERVICES: Geoffrey Marett, Social Services Director**
  - A. Low-Income Household Water Assistance Program (LIHWAP) Funding**
  - B. Adult Protective Services (APS) Funds**
- 3. HEALTH: Scott Harrelson, Health Director**
  - A. Additional Federal Funds – Budget Amendment**
  - B. Use of Fund Balance Appropriation – Budget Amendment**
  - C. Hospice Billing Rates**
  - D. New Immunization Fees Request**
  - E. Additional Pitt County Funds – Budget Amendment**
- 4. APPOINTMENTS**
- 5. COUNTY ATTORNEY’S REPORT: Arey Grady**
- 6. COUNTY MANAGER’S REPORT: Jack Veit**
- 7. 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, OCTOBER 16, 2023. THE MEETING  
 5 CONVENED AT 8:30M.

6  
 7 **MEMBERS PRESENT:**

- 8 Chairman Jason R. Jones
- 9 Vice-Chairman Denny Bucher (arrived after roll call)
- 10 Commissioner Chadwick Howard
- 11 Commissioner Sherry Hunt
- 12 Commissioner Thomas F. Mark (via telephone)
- 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 *Heavenly Father, from the endless bounty of Your love for Your creation, You*  
 29 *provide all that we need. As Your people, we confess our trust in You, believing*  
 30 *that You care for our welfare.*

31  
 32 *"In God we trust" we proclaim on our currency. Yet the people of this Nation*  
 33 *also put their trust in these elected commissioners. We trust that they will do*  
 34 *Your will and provide justice to ensure a quality of life that You provide.*

35  
 36 *Protect these honorable commissioners, give them Your wisdom so that their*  
 37 *decisions may reflect Your desire for Your people. Give them a quiet assurance*  
 38 *and guide them in the difficult times. May Your will be reflected through them*  
 39 *and may Your people be blessed by their leadership. Amen.*

40  
 41 *Based upon the invocation given by Reverend Chip Lingle, at the April 12, 2000*  
 42 *session of the US House of Representatives*

43 Commissioner Mitchell motioned to approve the agenda, as presented, seconded by  
 44 Commissioner Smith, and approved 7-0 in a roll call vote.

45  
 46 **CONSENT AGENDA**

47  
 48 Commissioner Mitchell motioned to approve the Consent Agenda, inclusive of the Minutes of  
 49 October 2, 2023 and Tax Releases and Refunds (**Credits = \$12,121.92;**  
 50 **Refunds = \$0**). Commissioner Smith seconded the motion which was approved 7-0  
 51 in a roll call vote.

52  
 53 **DEPARTMENTAL MATTERS: SOCIAL SERVICES**

54  
 55 *Low-Income Household Water Assistance Program (LIHWAP) Funding*

56  
 57 Social Services Director, Geoffrey Marett, explained that the supplemental funds for the Low-  
 58 Income Household Water Assistance Program (LIHWAP) recipients are leftover funds from the  
 59 state's original allocations from FY22-23, which are distributed to all recipients who received

60 funds prior to the LIHWAP closeout. He indicated the funds are 100% federal with no County  
61 match.

62  
63 Mr. Marett requested approval of a budget amendment in the amount of \$57,335.38.

64  
65 Commissioner Jones inquired about the amount of utilization of these funds. Mr. Marett  
66 responded that most of the funding has been used but it has not been expended as quickly as the  
67 state had hoped.

68  
69 Commissioner Mitchell motioned to approve the following budget amendment, as requested, in  
70 the amount of \$57,335.38, seconded by Commissioner Hunt and approved 7-0 in a roll call vote.

71  
72 ***Mandated 5215***

73

74	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
75				
76	1015215-33424	\$57,335.38	101521542307	\$57,335.38
77	Energy Assistance		Energy Assistance Program (LIEAP)	
78				
79	TOTAL	\$57,335.38	TOTAL	\$57,335.38

80  
81 ***Adult Protective Services (APS) Funds***

82  
83 Mr. Marett reported that the Adult Protective Services (APS) Essential Services Fund was  
84 established with nonrecurring American Rescue Plan Act (ARPA) funds during SFY 21-22 and  
85 SFY 22-23 (February 2022- December 2022) and helps county departments of social services  
86 provide vital services to disabled adults for whom the need for protective services had been  
87 substantiated.

88  
89 He stated in response to the extensive need and use of the first allocation of funding, an  
90 additional \$1,000,000 has been allocated from nonrecurring ARPA funds for SFY 23-24 for  
91 service months July 2023-June 2024

92  
93 He relayed the funds are 100% federal with no County match.

94  
95 Mr. Marett requested approval of a budget amendment in the amount of \$17,990.00.

96  
97 Commissioner Hunt motioned to approve the following budget amendment, as requested, in the  
98 amount of \$17,990.00, seconded by Commissioner Smith and approved 7-0 in a roll call vote.

99  
100 ***Adult Services 5212***

101

102	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
103				
104	1015212-33416	\$17,990.00	1015212-43914	\$17,990.00
105	Services Staff Overhead		APS Essential Services	
106				
107	TOTAL	\$17,990.00	TOTAL	\$17,990.00

108  
109 **DEPARTMENTAL MATTERS: HEALTH**

110  
111 ***Additional Federal Funds – Budget Amendment***

112  
113 Health Director, Scott Harrelson, reported Craven County has received Federal funding labeled  
114 as COVID-19 Bridge Access Program funding in the amount of \$24,603.00 from Health  
115 Resources & Services Administration (HRSA). He stated the Health Department plans to  
116 purchase COVID-19 vaccines with this money, which is an allowable use of these funds. The  
117 vaccines currently range from \$128/dose - \$167/dose.

118  
119 There were inquiries regarding the quantity of vaccines that would be purchased and concerns  
120 about their effectiveness after a few months. Mr. Harrelson indicated that Moderna and Pfizer

121 vaccines would be purchased and should be viable for several months. Mr. Harrelson also  
 122 responded to questions on whether mask mandates would be enforced in schools again.

123  
 124 Mr. Harrelson requested approval of a budget amendment in the amount of \$24,603.00.

125  
 126 Commissioner Mitchell motioned to approve the following budget amendment, as requested, in  
 127 the amount of \$24,603.00, seconded by Commissioner Smith and approved 7-0 in a roll call  
 128 vote.

129  
 130 ***Health/Primary Care***

131	132	133	134	135	136	137	138
	REVENUES	AMOUNT	EXPENDITURES	AMOUNT			
	1015100-33125	\$24,603.00	1015100-43205	\$24,603.00			
	American Rescue Plan Act		Prescription Drugs				
	TOTAL	\$24,603.00	TOTAL	\$24,603.00			

139 ***Use of Fund Balance Appropriation – Budget Amendment***

140  
 141 Mr. Harrelson requested approval of a budget amendment, in the amount of \$319,559.00, for the  
 142 utilization of revenues earned from FY23 to purchase items needed in FY24. He indicated the  
 143 request includes items needed for the Animal Shelter, upgrades to the Health and Human  
 144 Services building, as well as supplies and equipment for the clinics.

145  
 146 Commissioner Hunt motioned to approve the following budget amendment, as requested, in the  
 147 amount of \$319,559.00, seconded by Commissioner Smith and approved 7-0 in a roll call vote.

148  
 149 ***Health/Misc Depts***

150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182				
	REVENUES	AMOUNT	EXPENDITURES	AMOUNT																																
	1014350-39802	\$96,100.00	1014350-42601	\$31,100.00																																
	Fund Balance		M&R Building/Grounds																																	
			1014350-47302	\$28,500.00																																
			C/Outlay Other Improvements																																	
			1014350-47321	\$36,500.00																																
			C/Outlay \$500-\$4,999																																	
			1014710-42200	\$ 414.00																																
			Telephone Expenses																																	
			1014710-47321	\$ 4,183.00																																
			C/Outlay \$500-\$4,999																																	
			1014712-47321	\$ 1,153.00																																
			C/Outlay \$500-\$4,999																																	
	1015010-39802	\$73,350.00	1015010-47301	\$ 7,000.00																																
	Fund Balance		C/Outlay over \$5,000																																	
			1015010-47302	\$60,000.00																																
			C/Outlay Other Improvements																																	
			1015010-47321	\$ 600.00																																
			C/Outlay \$500-\$4,999																																	
	1015020-39902	\$67,340.00	1015020-43208	\$13,550.00																																
	Fund Balance		Medical Supplies																																	
			1015020-47301	\$48,000.00																																
			C/Outlay over \$5,000																																	
			1015020-47321	\$ 5,790.00																																
			C/Outlay \$500-\$4,999																																	
	1015030-39802	\$13,105.00	1015030-47301	\$ 7,275.00																																
	Fund Balance		C/Outlay over \$5,000.00																																	
			1015030-47321	\$ 5,830.00																																
			C/Outlay \$500-\$4,999																																	
	1015040-39901	\$24,400.00	1015040-43240	\$ 300.00																																

183			Other Supplies	
184			1015040-47301	\$10,600.00
185			C/Outlay over \$5,000	
186			1015040-47321	\$13,500.00
187			C/Outlay \$500-\$4,999	
188	1015050-39902	\$ 800.00	1015050-43240	\$ 800.00
189	Fund Balance		Other Supplies	
190	1015080-39901	\$ 6,000.00	1015080-47301	\$ 6,000.00
191	Fund Balance		C/Outlay over \$5,000	
192	1015090-39901	\$28,593.00	1015090-47301	\$28,593.00
193	Fund Balance		C/Outlay over \$5,000	
194	1015100-39901	\$ 7,871.00	1015100-42602	\$ 1,639.00
195	Fund Balance		M/R Equipment	
196			1015100-44000	\$ 2,352.00
197			Contract Services	
198			1015100-47321	\$ 3,880.00
199			C/Outlay \$500-\$4,999	
200	1015102-39901	\$ 2,000.00	1015102-47321	\$ 2,000.00
201	Fund Balance		C/Outlay \$500-\$4,999	
202				
203	TOTAL	\$319,559.00	TOTAL	\$319,559.00

204  
205 *Hospice Billing Rates*

206  
207 Mr. Harrelson reported Medicaid is increasing Hospice reimbursement rates; therefore, Craven  
208 County Hospice is requesting to increase rates to allow the agency to capture additional revenue  
209 to help offset increases in employee wages and other Hospice costs. He stated the following  
210 rates would become effective for Craven County Hospice retroactively on October 1, 2023:

- 211
- 212           ➤ Routine Hospice Care           \$ 219.00 per day
- 213           ➤ Continuous Home Care           \$ 66.00 per day
- 214           ➤ Inpatient Respite Care           \$ 508.00 per day
- 215           ➤ General Inpatient Care           \$1,146.00 per day

216  
217 Commissioner Hunt motioned to approve the new billing rates for Hospice, to be effective  
218 retroactively on October 1, 2023. Her motion was seconded by Commissioner Smith and  
219 approved 7-0 in a roll call vote.

220  
221  
222 *New Immunization Fees Request*

223  
224 Mr. Harrelson requested to add the following new immunization fees to their Fee Schedule, to be  
225 effective retroactively on October 1, 2023.

226	227 <u>Current Fee Description</u>	228 <u>Type</u>	229 <u>Amount</u>
230	1. Covid-19 vaccination Administration	New Fee	\$ 65.00
231	2. Rotarix Oral Vaccine	New Fee	\$138.00
232	3. Covid-19 Spikevax (Moderna) Vaccine 0.25mL	New Fee	\$134.00
233	4. Covid-19 Spikevax (Moderna) Vaccine 0.05mL	New Fee	\$134.00
234	5. Comirnaty (Pfizer) Covid-19 Vaccine	New Fee	\$124.00
235	6. Arexvy (RSV Vaccine, adjuvanted)	New Fee	\$289.00
236	7. Shingrix(Zoster Vaccine Recombinant, Adj)	New Fee	\$189.00
237	8. Vaxelis	New Fee	\$147.00

238 Commissioner Mitchell motioned to approve the new immunization fees to be effective  
239 retroactively on October 1, 2023, seconded by Commissioner Bucher and approved 7-0 in a roll  
240 call vote.

241  
242 *Additional Pitt County Funds – Budget Amendment*

243  
244 Mr. Harrelson stated Pitt County is allocating \$149,177.00 of COVID-19 Public Health (PH)  
245 Workforce grant funds under the American Rescue Plan Act of 2021 (ARPA) to Craven County.  
246 He indicated the funds will be used to cover the second year of the i2i Data Pilot to establish new

247 performance measures and create new dashboard reports at the county level, staffing (hiring,  
248 recruitment, retention), office furniture and computer equipment.

249  
250 Mr. Harrelson requested approval of a budget amendment in the amount of \$149,177.00.

251  
252 Commissioner Smith motioned to approve the budget amendment, as requested, in the amount of  
253 \$149,177.00, seconded by Commissioner Hunt and approved 7-0 in a roll call vote.

254  
255 **Health/Primary Care**

256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272
	<b>REVENUES</b>	<b>AMOUNT</b>		<b>EXPENDITURES</b>	<b>AMOUNT</b>											
259	1015100-38200	\$74,677.00		1015100-43112	\$66,397.00											
260	Misc. Revenues			Cost Allocations – Health Dept.												
261	1015102-38200	\$74,500.00		1015100-44000	\$ 8,280.00											
262	Misc. Revenues			Contract Services												
263				1015107-43240	\$ 2,000.00											
264				Other Supplies												
265				1015102-47321	\$ 5,000.00											
266				C/Outlay \$500-\$4,999												
267				1015102-43240	\$ 3,000.00											
268				Other Supplies												
269				1015102-47321	\$64,500.00											
270																
271	TOTAL	\$149,177.00		TOTAL	\$149,177.00											

272  
273 Commissioner Smith inquired about the pharmacy and how it has enhanced the County. Mr.  
274 Harrelson responded stating the pharmacy is currently self-sufficient with 1 pharmacist and 2  
275 pharmacy technicians. The pharmacy can provide prescriptions in house, resulting in time  
276 saving money for clients. He indicated they also provide over the counter medications but there  
277 are no controlled substances at the pharmacy, as they are referred to pain management centers to  
278 receive those. Pharmacy technicians also provide delivery on certain days of the week. There  
279 were questions related to Medicaid expansion and the need for more capacity.

280  
281 **APPOINTMENTS**

282  
283 *Pending*

284  
285 Chairman Jones reviewed the following pending appointments:

- 286
- 287 > Clean Sweep
- 288 > Community Child Protection Team (law enforcement)
- 289 > Emergency Medical Services (Medical Society Member)
- 290 > Highway 70 Corridor Committee
- 291 > Juvenile Crime Prevention Council (Court Counselor, Parks & Recreation, Attorney)
- 292 > Local Emergency Planning (Community/Training)
- 293 > Volunteer Agricultural District (District 6)

294  
295 *Current*

296  
297 *Fireman’s Relief Fund Board of Trustees*

298 Commissioner Jones nominated Adam Fulcher for appointment to fill the vacant seat for Twp 2  
299 Little Swift Creek Fire. There being no additional nominations, Mr. Fulcher was appointed by  
300 acclamation.

301  
302 *Havelock Board of Adjustment*

303  
304 Commissioner Hunt nominated Jackalee Palmer for appointment to fill the ETJ vacant seat.  
305 There being no additional nominations, Ms. Palmer was appointed by acclamation.

306  
307

308 *Upcoming*

309

310 Chairman Jones reviewed upcoming appointments to boards and committees whose terms are  
311 due to expire in November.

312

313

**COUNTY ATTORNEY'S REPORT**

314

315 *Approval of Conveyance after Expiration of Upset Bid Period – 837 Pavie Avenue*  
316 *(Parcel No. 8-007-097 (CONB))*

317

318 County Attorney, Arey Grady, reported that Craven County previously received and approved an  
319 offer to purchase this real property, in the amount of \$12,333.00, subject to the completion of the  
320 upset bid process. The offer was advertised, and there were multiple upset bids, the final bid being  
321 \$18,000.00. He stated the upset bid period has now expired, and recommended approval of the  
322 conveyance at the purchase price of \$18,000.00. The County and the City of New Bern originally  
323 acquired this property through a tax foreclosure, with past due taxes and costs of foreclosure  
324 totaling \$6,210.10. The tax value of this property is \$42,130.00.

325

326 He noted that this property is jointly owned with the City of New Bern, which has already granted  
327 final approval of this offer.

328

329 Mr. Grady stated that should the Board of Commissioners authorize this transaction, a resolution  
330 should be adopted, which in turn will authorize the execution and delivery of the necessary  
331 documents.

332

333 Commissioner Hunt motioned to adopt the following resolution approving conveyance after  
334 expiration of the upset bid period, seconded by Commissioner Mitchell and unanimously  
335 approved.

336

337

**CRAVEN COUNTY  
RESOLUTION AUTHORIZING CONVEYANCE  
AFTER EXPIRATION OF UPSET BID PERIOD**

338

339

340

341 WHEREAS, Craven County and the City of New Bern own certain real property identified  
342 as Tax Parcel Number 8-007-097 (hereinafter "the Real Property"), the Real Property having been  
343 acquired by Craven County in deed recorded in Book 3569, Page 525 in the Office of the Register  
344 of Deeds of Craven County; and,

345

346 WHEREAS, Craven County and the City of New Bern previously received and approved  
347 an Offer to Purchase the Real Property, and subsequently advertised said offer for upset bids as  
348 required by North Carolina General Statute §160A-269; and,

349

350 WHEREAS, the upset bid period required under North Carolina General Statute §160A-  
351 269 has expired; and,

352

353 WHEREAS, the Craven County Board of Commissioners deems it advisable and in the  
354 best interest of the County to sell its interest in the Real Property to the successful bidder and to  
355 convey its interest in said property by quitclaim deed.

356

357

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

360

361 Section 1. The last and highest bid of The Third Property Development and Estate  
362 Investment Group LLC in the sum of \$18,000.00 for the Real Property is hereby accepted, and the  
363 Offer to Purchase previously executed by Craven County subject to the provisions of North  
364 Carolina General Statute §160A-269 is hereby ratified and confirmed in its entirety.

364

365 Section 2. Upon payment of the full purchase price, the Chairman, the County  
366 Manager, the Assistant County Manager, the Clerk to the Board of Commissioners and/or County  
367 Attorney are authorized to take all actions necessary to accomplish the transactions contemplated  
368 by this Resolution, including but not limited to the execution and delivery of the quitclaim deed  
369 attached hereto and incorporated herein by reference.

369

370 ADOPTED THIS 16<sup>th</sup> DAY OF OCTOBER, 2023.

371

372 Commissioner Mark dropped off the meeting.

373

374

### COUNTY MANAGER'S REPORT

375

376 County Manager, Jack Veit, requested that Commissioners mark their calendars for the  
377 groundbreaking at DSS on November 20<sup>th</sup>. He stated there had been a delay due to an issue with  
378 a permit.

379

380 He announced a Transportation Summit is scheduled for October 19<sup>th</sup> at 9:30 am in the  
381 Riverfront Convention Center and hoped all Commissioners could attend.

382

383 Mr. Veit reported on attending the Department of Defense Readiness and Environmental  
384 Protection Integration (REPI) Program.

385

386

### COMMISSIONERS' REPORTS

387

388 Commissioner Mitchell had nothing to report.

389

390 Commissioner Howard reported on the PACE program, presented at a recent Eastern Carolina  
391 Council of Governments meeting. He also commented on the success of the grocery  
392 reimbursement program that ECC had promoted.

393

394 Commissioner Smith reported on a recent District 3 drive through with the County Manager and  
395 witnessing the many needs in the area. She also highlighted a local Eagle Scout who repaired a  
396 basketball court in her District and expressed gratitude for his willingness to work and give to the  
397 community.

398

399 Commissioner Hunt had nothing to report.

400

401 Commissioner Bucher commented on the MumFest attendance and correlating tax revenues for  
402 Craven County. Mr. Bucher reported on attending the recent Baptist on Mission dinner and the  
403 emotional testimony of the elderly couple who are currently being helped. He expressed kudos  
404 to the organization for their constant presence and ability to assist with derelict building removal  
405 in James City and hurricane renovations throughout Craven County.

406

407 At 9:30 am, Chairman Jones stated the meeting would be recessed to reconvene for a Work  
408 Session once the room has been reset.

409

410

411

412 \_\_\_\_\_  
Chairman Jason R. Jones  
413 Craven County Board of Commissioners

414

415

416

417 \_\_\_\_\_  
Nan Holton  
418 Clerk to the Board

419