



Since 1712

# HYDE COUNTY

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## NORTH CAROLINA

**Item Number:** 22

**Meeting Date:** 04.16.12

**Presenter(s):** Mazie Smith

**Title:** Manager

**Agency/Dept.:** County of Hyde

**Item Title:** Policy for Funding Non-Profit Organizations

**Attachments:** Yes

**Description:** The county manager is recommending a slight change to the policy recently adopted that will guide the funding of non-profit agencies by the county. The recommended change allows non-profits organizations that are not required to have yearly audits to instead provide a copy of their form 990 with their application for funding. The County manager also recommends that agencies be allowed to turn in their financial reports within 90 days after the end of the fiscal year.

**Times Read:** First

**Impact on Budget:** None

**Recommendation:** Approve

**MOTION MADE BY:**

\_\_\_\_ A. Byrd  
\_\_\_\_ B. Swindell  
\_\_\_\_ D. Styron  
\_\_\_\_ D. Tunnell  
\_\_\_\_ S. Spencer

**MOTION SECONDED BY:**

\_\_\_\_ A. Byrd  
\_\_\_\_ B. Swindell  
\_\_\_\_ D. Styron  
\_\_\_\_ D. Tunnell  
\_\_\_\_ S. Spencer

**Vote:**

A. Byrd  
B. Swindell  
D. Styron  
D. Tunnell  
S. Spencer

**Aye**

\_\_\_\_  
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**Nay**

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Since 1712

# HYDE COUNTY

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## NORTH CAROLINA

### **HYDE COUNTY POLICY FOR FUNDING NON-PROFIT AGENCIES**

For non-profit agencies receiving \$1,000 or more of funding from Hyde County, the following requirements must be met.

**The agency agrees to furnish the following with the funding request:**

1. A copy of the agency's Internal Revenue Service discrimination letter.
2. A roster of the Board of Directors that includes their mailing addresses, phone numbers, email addresses and terms of office.
3. A copy of the current budget.
4. A copy of the annual audit performed by a CPA firm. (The audit must be received within ninety 90 days of the end of the fiscal year. Those organizations not required to perform an audit should provide a copy of IRS form 990, "Return of Organizations Exempt from Income Tax.")
5. A copy of the minutes of the annual meeting of the Board of Directors.
6. A copy of the by-laws of the organization.
7. A letter or form stating the agency will abide by the following guidelines:
  - a. That all board meetings are open to the public and that the Hyde County Clerk to the Board of Commissioners is notified at least 48 hours in advance of all meetings held.
  - b. That all financial records are open to the public upon reasonable notice.
  - c. That the agency will obtain bids for capital outlay items funded with County dollars, and be able to provide adequate written documentation of such upon reasonable request.
  - d. That the agency will avoid conflict of interest in funding programs which are otherwise provided by the private sector.
  - e. That the agency will abide by all Federal, State and local laws and ordinances.
  - f. That the agency will provide to the County Manager's Office a copy of a report on the activities of the agency that were funded no less than 90 days prior to the end of the fiscal year .
  - g. That the agency will use County funds only for the purpose for which the funds were appropriated.

- h. That the agency will repay any funds that are in violation of the stated purpose for receiving the appropriation.
- 8. The Board of Commissioners may allow an exception to the funding policy where it is shown that the policy requirements would result in a practical difficulty or unnecessary hardship to the applying non-profit agency. This exception would need to be granted if approved by a majority vote of the County Commissioners at a regularly scheduled meeting.

Adopted and effective this the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Sharon Spencer, Chairman

\_\_\_\_\_  
Lois Stotesberry, Deputy Clerk



Since 1712

# HYDE COUNTY

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## NORTH CAROLINA

**Item Number:** 23  
**Meeting Date:** 04.16.12  
**Presenter(s):** Mazie Smith  
**Title:** Manager  
**Agency/Dept.:** County of Hyde  
**Item Title:** Appointment to BHM Regional Library Board  
**Attachments:** Yes

**Description:** Peter Vankevich of Ocracoke has accepted the position of Branch Librarian for the BHM Regional Library System. He therefore cannot serve on the Board of Trustees of the system. Therefore, someone should be appointed to fill his unexpired term. This position was filled by a resident of the island.

**Times Read:** First  
**Impact on Budget:** None  
**Recommendation:** Appoint

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>
_____ A. Byrd	_____ A. Byrd	A. Byrd	_____	_____
_____ B. Swindell	_____ B. Swindell	B. Swindell	_____	_____
_____ D. Styron	_____ D. Styron	D. Styron	_____	_____
_____ D. Tunnell	_____ D. Tunnell	D. Tunnell	_____	_____
_____ S. Spencer	_____ S. Spencer	S. Spencer	_____	_____

March 28, 2012

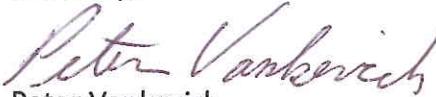
Mazie Swindell Smith  
County Manager  
County of Hyde  
30 Oyster Creek Road  
Swan Quarter, NC 27885

Dear Ms. Smith:

I have accepted the position as the Branch Librarian for the BHM Regional Library and I will begin this appointment on May 1, 2012. As a result I must resign my position as a Hyde County member of the BHM Regional Library Board of Trustees. I enjoyed very much working with the trustees and look forward to working at the Ocracoke library to fulfill the BHM Regional Library's mission that includes a high level of public service.

I have informed Scott Bradley, President of the Friends of Ocracoke Library and we on Ocracoke are looking for a replacement for this important position that will be forwarded to you for consideration.

Sincerely,

  
Peter Vankevich

cc: Hilda L. Lane, Acting Director  
BHM Regional Library  
Scott Bradley, President  
Friends of the Ocracoke Library

Peter Vankevich  
55 S. Widgeon Woods  
P.O. Box 1176  
Ocracoke, NC 27960



Since 1712

# HYDE COUNTY

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## NORTH CAROLINA

**Item Number:** 24  
**Meeting Date:** 04.16.12  
**Presenter(s):** Jane Hodges  
**Title:** Airport Manager  
**Agency/Dept.:** Hyde County Airport  
**Item Title:** Request for Compensation to Attend Airport Committee Meetings

**Attachments:** ~~Yes~~ No

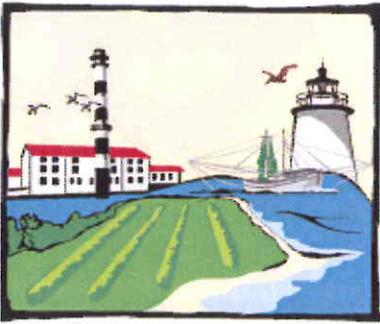
**Description:** The Hyde County Airport Board voted in unison to request that the county pay each individual member \$ 25.00 for every meeting they attend. The motion was made by Ken Collier and seconded by Greg Gibbs. I have not made arrangements for this in the upcoming budget nor was it planned for in this fiscal year.

**Times Read:** First

**Impact on Budget:** It would be an increase of FY 2011-12 and an increase of FY 2012-2013

**Recommendation:** Recommend that it not be approved for the remainder of this year.

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>
____ A. Byrd	____ A. Byrd	A. Byrd	____	____
____ B. Swindell	____ B. Swindell	B. Swindell	____	____
____ D. Styron	____ D. Styron	D. Styron	____	____
____ D. Tunnell	____ D. Tunnell	D. Tunnell	____	____
____ S. Spencer	____ S. Spencer	S. Spencer	____	____



Since 1712

# HYDE COUNTY

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## NORTH CAROLINA

**Item Number:** 25

**Meeting Date:** 04.16.12

**Presenter(s):** Mazie Smith

**Title:** Manager

**Agency/Dept.:** County of Hyde

**Item Title:** Appointment to Hyde County Recreation Commission

**Attachments:** No

**Description:** One appointment is still needed to the Hyde County Recreation Commission from Ocracoke. Contact information for appointees needs to be provided to the County Manager's office and a meeting schedule needs to be set.

**Times Read:** First

**Impact on Budget:** None

**Recommendation:** Appoint

**MOTION MADE BY:**

\_\_\_\_ A. Byrd  
\_\_\_\_ B. Swindell  
\_\_\_\_ D. Styron  
\_\_\_\_ D. Tunnell  
\_\_\_\_ S. Spencer

**MOTION SECONDED BY:**

\_\_\_\_ A. Byrd  
\_\_\_\_ B. Swindell  
\_\_\_\_ D. Styron  
\_\_\_\_ D. Tunnell  
\_\_\_\_ S. Spencer

**Vote:**

A. Byrd  
B. Swindell  
D. Styron  
D. Tunnell  
S. Spencer

**Aye**

\_\_\_\_  
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**Nay**

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Since 1712

# HYDE COUNTY

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## NORTH CAROLINA

**Item Number:** 26

**Meeting Date:** 04.16.12

**Presenter(s):** Lois Stotesberry

**Title:** Deputy Clerk/Administrative Assistant

**Agency/Dept.:**

**Item Title:** Information Needed for Committee Appointments

**Attachments:** Yes

**Description:** The Hyde County Board of Commissioners welcomes citizens' willingness to participate in local government decisions. One way of participating is by serving as a citizen member of one of the County's Commissions, Advisory Boards and/or Committees. Citizens applying for appointment to a County board, committee, advisory board, etc. need to complete the attached application for inclusion in the Hyde County Boards and Committees Log.

**Times Read:** First

**Impact on Budget:** Does not increase the budget.

**Recommendation:** Approve.  
Distribute to County appointed Boards/Committees in your district.

**MOTION MADE BY:**

\_\_\_\_\_ A. Byrd  
\_\_\_\_\_ B. Swindell  
\_\_\_\_\_ D. Styron  
\_\_\_\_\_ D. Tunnell  
\_\_\_\_\_ S. Spencer

**MOTION SECONDED BY:**

\_\_\_\_\_ A. Byrd  
\_\_\_\_\_ B. Swindell  
\_\_\_\_\_ D. Styron  
\_\_\_\_\_ D. Tunnell  
\_\_\_\_\_ S. Spencer

**Vote:**

A. Byrd  
B. Swindell  
D. Styron  
D. Tunnell  
S. Spencer

**Aye**

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Nay**

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**HYDE COUNTY BOARD OF COMMISSIONERS  
APPLICATION FOR BOARDS/COMMISSIONS**

Office Use Only

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

Date Application Expires: \_\_\_\_\_

(Applications are retained for 18 months)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_

(WORK) \_\_\_\_\_ (FAX) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

1. BOARDS/COMMITTEES OF INTEREST (Please limit to two (2) boards/committees per applicant)

A. \_\_\_\_\_

B. \_\_\_\_\_

2. PLEASE DESCRIBE YOUR BACKGROUND, EXPERIENCE, EDUCATION OR TRAINING (WORK AND/OR LIFE EXPERIENCE) THAT RELATES TO YOUR INTEREST IN COUNTY GOVERNMENT.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. OCCUPATION \_\_\_\_\_ EMPLOYER \_\_\_\_\_

4. ARE YOU CURRENTLY SERVING OR HAVE YOU EVER SERVED ON A PUBLIC BOARD OR COMMISSION?

YES \_\_\_\_\_ NO \_\_\_\_\_. IF SO, PLEASE LIST BELOW.

BOARD \_\_\_\_\_ DATES \_\_\_\_\_

5. PLEASE EXPLAIN ANY ANTICIPATED CONFLICT OF INTEREST OR SCHEDULING DIFFICULTIES YOU MAY HAVE, IF APPOINTED \_\_\_\_\_

6. ARE YOU A REGISTERED VOTER IN HYDE COUNTY \_\_\_\_\_ YEARS LIVING IN HYDE COUNTY \_\_\_\_\_

(Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)



Since 1712

# HYDE COUNTY

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## NORTH CAROLINA

**Item Number:** 27

**Meeting Date:** 03.19.12

**Presenter(s):** Mazie Smith

**Title:** County Manager

**Agency/Dept.:** County of Hyde

**Item Title:** Budget Transfers

**Attachments:** Yes

**Description:** Various Departments have submitted budget transfers that were approved by the County Manager with the authority granted in the 2011-2012 Budget Ordinance, Article XIX, Section 1:

**Administrative Transwers**

- 1) Admin: Transfer to align budget with expenses
- 2) Health: Transfer to align budget with expenses

**Transfers by Board**

- 3) Utilities Transfer funds to align budget with expenses
- 4) Utilities Transfer funds to align budget with expenses

**Times Read:** First

**Impact on Budget:** Only the transfer for DSS increases the budget.

**Recommendation:** Approve

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>
_____ A. Byrd	_____ A. Byrd	A. Byrd	_____	_____
_____ B. Swindell	_____ B. Swindell	B. Swindell	_____	_____
_____ D. Styron	_____ D. Styron	D. Styron	_____	_____
_____ D. Tunnell	_____ D. Tunnell	D. Tunnell	_____	_____
_____ S. Spencer	_____ S. Spencer	S. Spencer	_____	_____





**Division of Public Health  
Agreement Addendum  
FY 11-12**

Hyde County Health Department

Environmental Health Section  
Environmental Health Services Branch

Local Health Department Legal Name

DPH Section/Branch Name

874-Food and Lodging

Bart Campbell  
919-707-5861  
bart.campbell@dhhs.nc.gov

Activity Number and Description

DPH Program Contact Name, Telephone  
Number (with area code) and Email

04/01/2012-05/31/2012

Service Period

DPH Program Signature \_\_\_\_\_ Date \_\_\_\_\_  
(only required for negotiable agreement  
addendum)

04/01/2012-06/08/2012

Payment Period

Original Agreement Addendum

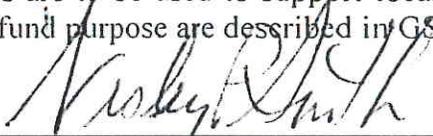
Agreement Addendum Revision # \_\_\_\_\_ (Please do not put the Aid to County BE revision # here.)

**I. Background:**

In order to fund a portion of local expenditures created by State mandated Food, Lodging and Institution sanitation programs and activities, the legislature established a State Inspections Statistics and Fees Program within the Environmental Health Section. This program centralizes public health data, invoices regulated facilities, and distributes the funds in accordance with GS 130A 248(d). The receipts collected are redistributed to local environmental health programs in the form of aid to county.

**II. Purpose:**

The purpose of this Agreement Addendum is to provide funds (Distribution #2) to local health department environmental health programs for the purpose of implementing State required sanitation regulations. The funds are to be used to support local food, lodging and institution programs and activities. The disbursement and fund purpose are described in GS 130A 248(d) and 15A NCAC 18A .2901.



Health Director Signature (use blue ink)

3-28-12

Date

Local Health Department to complete:  
(If follow up information is needed by DPH)

LHD program contact name: HUGH WATSON, REHS  
Phone number with area code: 252-926-4380  
Email address: hwatson@hydehealth.com

Signature on this page signifies you have read and accepted all pages of this document.

**GS 130A 248 (D) (EFFECTIVE UNTIL JULY 1, 2012)** The Department shall charge each establishment subject to this section, except nutrition programs for the elderly administered by the Division of Aging and Adult Services of the Department of Health and Human Services, establishments that prepare and sell meat food products or poultry products, and public school cafeterias, a fee of seventy-five dollars (\$75.00) for each permit issued. This fee shall be reassessed annually for permits that do not expire. The Commission shall adopt rules to implement this subsection. Fees collected under this subsection shall be used for State and local food, lodging, and institution sanitation programs and activities. No more than thirty-three and one-third percent G.S. 130A-248

## **RESTAURANT AND LODGING FEE COLLECTION AND INVENTORY PROGRAM**

### **15A NCAC 18A .2901 DISBURSEMENT OF FUNDS**

Fees collected pursuant to G.S. 130A-248(d), minus state expenses budgeted for the collection and inventory program, shall be distributed to local health departments for the support of local public health programs and activities as follows:

- (1) Seven hundred and fifty dollars (\$750.00) to each county;
- (2) the remaining balance of funds shall be distributed in accordance with the following formula:
  - (a) [the remaining balance of funds after distribution in Paragraph (1) of this Rule] multiplied by (the number of facilities in the county divided by the number of facilities in the state) multiplied by (the county's percentage of compliance with mandatory inspection requirements for food and lodging establishments in G.S. 130A-249 and 15A NCAC 25 .0213 for the previous fiscal year, not to exceed 100 percent) equals the allocation to the county; and
  - (b) distribution of remaining funds to counties with 100 percent compliance with mandatory inspection requirements for food and lodging establishments in G.S. 130A-249 and 15A NCAC 25 .0213 during the previous fiscal year shall be made in accordance with the following:

[total amount of remaining funds after distribution in Paragraph (2)(a)] multiplied by (the number of facilities in the county divided by the number of facilities in all counties with 100 percent compliance with mandatory inspection requirements for food and lodging establishments in G.S. 130A-249 and 15A NCAC 25 .0213 during the previous fiscal year) equals the additional allocation to the county.

*History Note: Authority G.S. 130A-9; 130A-248; 130A-249;  
Eff. May 1, 1991.*

### **III. Scope of Work and Deliverables:**

Hyde County Health Department Food and Lodging Funds (Distribution #2) is \$2,198 based on the attached Food and Lodging 2<sup>nd</sup> Distribution Calculations spreadsheet. Hyde County Health Department shall use funding for food, lodging, and institution sanitation programs and activities.

### **IV. Performance Measures/Reporting Requirements:**

Hyde County Health Department shall ensure funds are used for food, lodging, and institution sanitation programs and activities in accordance with GS 130A 248 (d) 100% of the time.

### **V. Performance Monitoring and Quality Assurance:**

DPH will review annual required inspection data submitted electronically to the BETS data system to assure required food, lodging and institutional inspections are completed at the frequency required. Failure to complete required inspections or if deficiencies persist, will cause the local health department to lose funding.

### **VI. Funding Guidelines or Restrictions: (if applicable)**

Local Health Departments are required to submit a signed and completed Food & Lodging Local Health Department Request for Payment form (DPH EH 2948 (B)) to request funds. Reimbursement will not be made until this Agreement Addendum and the attached Food & Lodging Local Health Department Budget form (DPH EH 2948 (A)) are fully executed. Requests for Payment shall be requested during the period April 1, 2012 through June 8, 2012. Requests received after June 8, 2012 will not be processed.

N.C. Department of Health and Human Services

**FOOD & LODGING LOCAL HEALTH DEPARTMENT BUDGET**

SFY 12

Division of Public Health

16001C4812

NCAS Number

4/1/2012      5/31/2012  
Effective Date      Termination Date

Activity Number 874

Contractor: Hyde      Activity: Food & Lodging 1<sup>st</sup> or 2<sup>nd</sup> Distribution (circle one)

Project Director: WESLEY P. SMITH, HEALTH DIR.      Total Budget: \$ 2198.00

Wesley P. Smith 3-28-12  
Local Authorized Official Signature      Date      Branch Head

Coranne Gubbs 3-28-12  
Finance Officer Signature      Date      Accountant Initials

W. B. Cill 3/8/12  
Environmental Health Section Signature      Date

Diane Jew 3-8-12  
DPH Budget Officer Signature      Date

**HYDE COUNTY BOARD OF COMMISSIONERS  
2010 20011 BUDGET REVISIONS**

**MEETING DATE  
04/16/2012**

(FO USE) BR#	IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"-" EXP BUDGET
					"-" REV BUDGET	"+" REV BUDGET
					DEBIT	CREDIT
		UTILITIES	608100.1300	UTILITIES		\$ 10,000.00
			608100.1702	WATERLINE REPLACEMENT		\$ 27,343.37
			608100.3400	CHEMICALS		\$ 15,000.00
			608100.7400	EQUIPMENT	\$ 2,000.00	
			608100.7401	CAPITAL IMPROVEMENTS	\$ 13,343.37	
			608100.7425	EQUIPMENT CAPITAL OUTLAY	\$ 37,000.00	

**MONIES TRANSFERRED  
INTERDEPARTMENTALLY TO COVER  
EXPENSES**

**DOES NOT INCREASE BUDGET**

\$ -

REQUESTED BY *C. Smith* DATE 4/13/12  
(SIGNATURE)

APPROVED BY \_\_\_\_\_  
(CO MGR) (BD CHAIR) (CLERK)

APPROVAL DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

ENTERED IN SYSTEM \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
(FINANCE OFFICER)

**HYDE COUNTY BOARD OF COMMISSIONERS  
2010 20011 BUDGET REVISIONS**

MEETING DATE  
04/16/2012

"+" EXP BUDGET    "-" EXP BUDGET  
 "-" REV BUDGET    "+" REV BUDGET

(FO USE) BR#	IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	DEBIT	CREDIT
		SOLID WASTE	105750.1500	SIT IMPROVEMENTS	\$ 500.00	
		MAINTENANCE	105000.1500	MAINTENANCE AND REPAIRS	\$ 10,000.00	
		MAINTENANCE	105000.3100	GAS, OIL AND TIRES	\$ 2,000.00	
		SOLID WASTE	105750.1710	CONTAINER SERV OCRACOKE		\$ 11,814.15
		SOLID WASTE	105750.2200	OCRACOKE SERVICE DARE COUNTY		\$ 685.85
				MONIES TRANSFERRED BETWEEN DEPARTMENTS TO COVER EXPENSES		
				DOES NOT INCREASE BUDGET		
						\$ -

REQUESTED BY Curtis DATE 4, 13, 12  
(SIGNATURE)

APPROVED BY \_\_\_\_\_  
(CO MGR) (BD CHAIR) (CLERK)

APPROVAL DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

ENTERED IN SYSTEM \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
(FINANCE OFFICER)



Since 1712

# HYDE COUNTY

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## NORTH CAROLINA

**Item Number:** 28

**Meeting Date:** 04.02.12

**Presenter(s):** Mazie Smith

**Title:** County Manager

**Agency/Dept.:** County of Hyde

**Item Title:** County Manager

**Attachments:** No

**Description:** The County Commissioners will report on their various activities, ideas and concerns on behalf of the County.

**Times Read:** First

**Impact on Budget:** Does not increase the budget.

**Recommendation:** Listen for understanding

**MOTION MADE BY:**

\_\_\_\_\_ A. Byrd  
\_\_\_\_\_ B. Swindell  
\_\_\_\_\_ D. Styron  
\_\_\_\_\_ D. Tunnell  
\_\_\_\_\_ S. Spencer

**MOTION SECONDED BY:**

\_\_\_\_\_ A. Byrd  
\_\_\_\_\_ B. Swindell  
\_\_\_\_\_ D. Styron  
\_\_\_\_\_ D. Tunnell  
\_\_\_\_\_ S. Spencer

**Vote:**

A. Byrd  
B. Swindell  
D. Styron  
D. Tunnell  
S. Spencer

**Aye**

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**Nay**

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Since 1712

# HYDE COUNTY

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## NORTH CAROLINA

**Item Number:** 29

**Meeting Date:** 04.16.12

**Presenter(s):** Mazie Smith

**Title:** County Manager

**Agency/Dept.:** County of Hyde

**Item Title:** County Manager

**Attachments:** No

**Description:** The County Manager will report on her various activities, ideas and concerns on behalf of the County.

**Times Read:** First

**Impact on Budget:** Does not increase the budget.

**Recommendation:** Listen for understanding

**MOTION MADE BY:**

\_\_\_\_ A. Byrd  
\_\_\_\_ B. Swindell  
\_\_\_\_ D. Styron  
\_\_\_\_ D. Tunnell  
\_\_\_\_ S. Spencer

**MOTION SECONDED BY:**

\_\_\_\_ A. Byrd  
\_\_\_\_ B. Swindell  
\_\_\_\_ D. Styron  
\_\_\_\_ D. Tunnell  
\_\_\_\_ S. Spencer

**Vote:**

A. Byrd  
B. Swindell  
D. Styron  
D. Tunnell  
S. Spencer

**Aye**

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**Nay**

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Since 1712

# HYDE COUNTY

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## NORTH CAROLINA

**Item Number:** 30

**Meeting Date:** 04.16.12

**Presenter(s):**

**Title:**

**Agency/Dept.:**

**Item Title:** Supplemental Information/Department Reports

**Attachments:** Yes

**Description:** Staff has been asked to provide regular, monthly reports in 2012. For review at this meeting are reports from:

- a) Animal Control
- b) Health Department
- c) Code Enforcement/Inspections
- d) Senior Center

Supplemental Information

- a) Albemarle Food Bank 24/7 - 365 Campaign
- b) Board of Health Meeting Minutes, December 20, 2011
- c) County Manager's Evaluation Form
- d) NCDOT 2040 Plan Information
- e) Hyde Transit Steering Committee Minutes

**Times Read:** First

**Impact on Budget:** None

**Recommendation:** Read for understanding

**Hyde County Health Department  
Animal Control Report  
March 2012**

Total **Documented** Calls/Requests for Assistance - 14

Breakdown of Calls by Type:

- Nuisance – 12
- Bite – 0
- Vicious – 1
- Rabies – 0
- Cruelty – 0
- Other – 1

Detail of Calls by Type:

- **Nuisance (12):**
  - Caller from Engelhard reported that dog had broken into her house; Animal Control Contract Officer (ACCO) dispatched by Hyde County Sheriff's Department (HCSD); dog caught and returned to Animal Shelter until owner could be notified to pay fees and pick up dog
  - Caller from Engelhard reported numerous cats that showed up at her house after her neighbors moved out; ACCO dispatched by HCSD; traps set out for two days; total of eight cats caught (**3 Trips**)
  - Caller from Far Creek Gas & Grill reported a black lab strewing trash throughout the area; customers were afraid of the dog; ACCO dispatched by HCSD; dog caught and returned to Animal Shelter until owner could be notified to pay fees and pick up dog
  - Caller from Fairfield reported a stray dog, in very poor condition, at the granary; ACCO dispatched by HCSD; ACCO set dog trap, but was unable to catch dog
  - Caller from Fairfield reported a stray walker hound showed up at his house; ACCO dispatched by Hyde County Health Department (HCHD); dog picked up and returned to Animal Shelter until adopted or euthanized
  - Caller from Swan Quarter reported two terrier dogs chasing after her; ACCO dispatched by HCSD; dogs picked up and returned to Animal Shelter until owner could be notified to pay fees and pick up dog
  - Caller from Ponzer area reported a Pit bull dog running at large in the community, chasing kids on bikes; same dog is suspected in attack on his dog, as well as other dogs in the neighborhood; Declaration of Public Nuisance letter from Health Director hand delivered to owner of Pit bull dog
  - Caller from Fairfield reported numerous cats at his house; ACCO dispatched by HCSD; traps set out for two days; total of four cats caught (**2 Trips**)
  - Caller #1 from Swan Quarter reported neighbor's dogs running in her yard, barking at her; caller afraid to go to her mailbox; Declaration of Public Nuisance Letter from Health Director hand delivered by HCSD to owner of dogs; owner of dogs also issued summons to appear in court for failure to comply with prior Declaration of Public Nuisance by Health Director
  - Caller #2 from Swan Quarter reported neighbor's dogs running in his yard, strewing trash, tear up his garden at night, and scratched up his vehicles; same as caller #1 above
  - Caller from Engelhard reported her neighbor's dog in her yard; ACCO dispatched by HCHD to speak with owner about keeping dog on her property

- Caller #2 (above) from Swan Quarter again reported that his neighbor's dogs were running in his yard; as Health Director had just issued a Declaration of Public Nuisance Letter to the owner a few days earlier, the owner was issued a summons to appear in court for her failure to comply
- **Bite (0)**
- **Vicious (1):**
  - Caller reported neighbor's dog came on his property and killed several of his chickens; reported that this has happened on several occasions; ACCO dispatched by HCSD to speak with owner of dog; HCSD not aware of incident until first week of April; Health Director reviewing case and will send either a Determination of Vicious Dog letter or Determination of Potentially Dangerous Dog letter to owner of dog
- **Rabies (0)**
- **Cruelty (0)**
- **Other (1):**
  - Received call from HCSD about two goats tied up on a rope in the front yard; ACCO dispatched by HCSD to speak with owner of goats, who agreed to put goats in a pen

Animal Control Contract Officer Dispatch Record:

- March 2 To Engelhard to pick up dog
- March 6 To Engelhard to set trap for cats (3 trips)
- March 6 To Engelhard to pick up dog at Far Creek
- March 7 To Fairfield to pick up stray dog at granary
- March 19 To Swan Quarter to investigate complaint of goats tied up in front yard
- March 20 To Fairfield to set trap stray dog
- March 20 To Swan Quarter to pick up dogs chasing woman
- March 26 To Fairfield to set trap for cats (2 trips)
- March 28 To Engelhard to investigate report of dead chickens
- March 29 To Engelhard to pick up stray dog
- March 29 To Swan Quarter to obtain summons for failure to comply with order of Health Director

Total Authorized by Health Director or Designee:

- Mainland – (additional payout of \$125.00 X 11 = \$1,375.00)
- Ocracoke – (no payout)

Report Compiled and Authorized by:

*Wesley P. Smith*

*April 10, 2012*

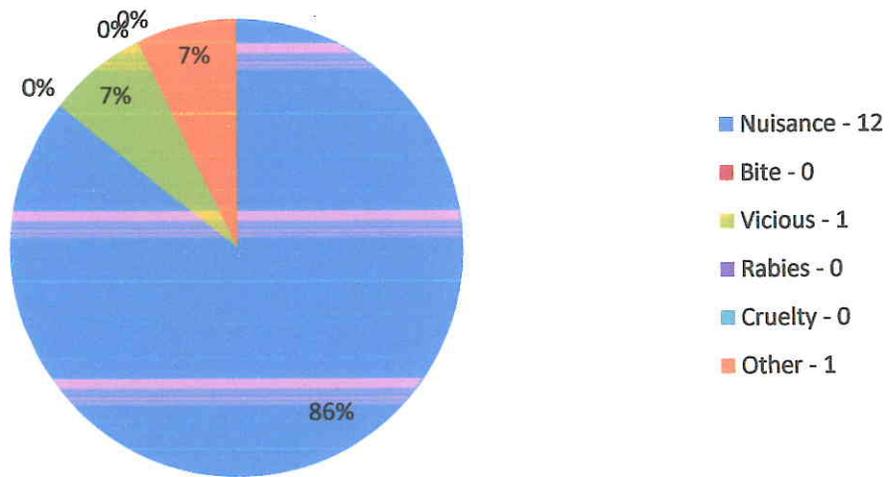
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Wesley P. Smith, Health Director

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Date

## Animal Control Incidents - March 2012



## Hyde County Health Department Monthly Summary Report – March 2012

### Clinic Nursing Services (Luana Gibbs, Margie Keech, Melissa Sadler):

<u>Program</u>	<u># Visits</u>	<u>Purpose</u>
Family Planning	14	Physicals (6); Depo Injections (7); Follow-up/IUD Checks (1)
Maternal Health	5	Initial Visits (1); Return Visits (4)
Adult Health	6	Physicals (4); Problem Visits (2)
BCCCP	2	Physicals (2)
Child Health	0	No Longer Providing Directly
Immunizations	9	Independent of Physical Exams (9)
STD	1	Exams (1)
Communicable Disease	0	N/A
TB Control	21	Skin Tests (10); Readings (5); Medications p/u (3); Latent TB Infection Case (3)
Monitoring/Audits	0	N/A
Nursing Consults	0	N/A
Outreach/Community	0	N/A
Lab Services	8	Independent of Physical Exams (2); Drug Screens (6)
Ocracoke Visit	5	OV – Problem (2); OV – Depo (1); WIC (1); BCCCP (1)
Trainings/Updates	3	Women’s Health Update; SPICE Infection Control; NCSERV webinar
Update of Policies	-	N/A
WIC – Mainland	42	Certifications (6); Mid-Certification Assessments (14); Re-Certifications (1); Pick-ups (20); Infant Assessments (1)
WIC – Ocracoke	16	Mid-Certification Assessments (5); Re-Certifications (2); Pick-ups (9)
Flu Vaccinations	8	Health Department (8)
Meetings	-	Epi Team; Staff; Radio Check; GETS card check; TB; Supervisor; Nurses; Public Health Preparedness; Post Clinic Meeting; PC Coordinators Meeting; PIO Meeting

### Miscellaneous Desk Work that is required every month:

- E-mail, voicemail, copying, faxing, mailing
- Patient contacts by telephone
- Scheduling appointments, with follow-up to missed appointments
- Reminder notices for appointments/immunizations/final notices for Women’s Health
- Pre & Post clinic review of charts/charting
- Daily NCEDDS check and follow-up
- Referrals and follow-ups
- Inventory (ordering, stocking, tracking) – Immunizations, clinic supplies
- Employee Travel Requests/Time Studies/Time Sheets
- Printing and mailing immunization records upon request
- Immunization consulting to parents/teachers
- Daily Lab check-in
- Blood lead notification letters to patients
- Results notification letters to patients
- Prep lab and exam rooms for clinic
- Calendar meeting, and preparation of Monthly Activity Report
- Daily Huddle for work assignments & planning

### Meetings/Coordination/Collaboration:

- Met with potential provider for replacement of current provider due to impending retirement

### Quality Improvement:

- QI 101 Meetings/Conference Calls
- Update of QI 101 Newspaper
- Create QI 101 Senior Leader Report
- Created Storyboard for QI Workshop

### Prep Work for Monitors/Audits:

- Completed TAR review due in April

Reports/Plans, Including Preparation:

Assistance/Information Provided to Outside Providers/Agencies:

Clinical Workgroup/Post Conference/Public Relations

- Post-Clinic Conference (2)

Accreditation:

Other:

Financial:

- Continued work on budget per program for FY 2012-12

**Health Education/Promotion (Elizabeth Mumm):**

Community – Hearing testing scheduled with DHHS at Health Department for May. Acquired Learn and Burn, Fit @ Work, Hyde Walks, Program materials from ECU - Press releases scheduled for April. LICC meeting schedule to promote and survey at Engelhard Seafood festival. State YES-Youth Empowerment Solutions adult leaders training 101- three (3) from Hyde County Schools attended

Health Education/Promotion – Eat Smart Move More Weigh Less (ESMMWL) program participants at Engelhard and Swan Quarter completed 11 of 15 weeks. Project Direct Legacy partnership with Event scheduled April 21 for glucose screenings. School/Community garden sprayed with Charles Ray Spencer and student pictures submitted to UNC for contest. TRU 33 event completed. ESMM scholars institute power point - one slide submitted on community change project.

CHA – Action Plan meeting in Ocracoke and Swan Quarter identified goals. Action Plan meeting scheduled for March 29<sup>th</sup> to finalize objectives - Meeting was shortened due to incoming meeting and scheduled for April 23<sup>rd</sup> or 26<sup>th</sup> 5-7pm. Thank you to facilitator to be sent in April.

KBR – Monthly meeting started and scheduled for 15<sup>th</sup> - identified areas of focus and follow up. Health Department hosted a site visit from new grant manager for orientation to KBR program. Grant manger followed up with thank you card.

Administrative – PR committee – Family Planning Accreditation review and identified; meeting preparation and implementation; ICS all but one completed - reports; requisitions; budget; timesheets; administrative updates and continuing education

**Medication Assistance Program (Kristi Williams):**

Total Patients (356) – Active (203), Inactive (153); Active Requests (256); Patients Served (29); New Patients (0); New Requests (4); Reorder Requests (23); Total Requests (27); Medications Requested (26); Medications Received (23); Medications Delivered (23); Average Wholesale Price of Medications Requested (\$13,726.75)

**Environmental Health Services (Hugh Watson):**

<u>Service Provided</u>	<u># Visits</u>	<u>Purpose</u>
F&L Inspections	3	Restaurant (2); Swimming Pool (1)
F&L Visits	4	Restaurant (4)
F&L Pre-Opening Visits	0	N/A
F&L Permits Issued	4	Restaurant (3); Swimming Pool (1)
F&L Complaint Invest.	0	N/A
F&L Consults	16	Restaurant (9); Food Stand (5); Temporary Food Establishment (1); Swimming Pool (1)
Transitional Permit	0	N/A
Communicable Disease	0	N/A
General Sanitation	13	Indoor Air Quality Visit (4); Consultative Contacts (9)
Vector Control	16	Consultative Contacts (16)
Animal Control	13	Consultative Contacts (13) (See separate report from Health Director)
Health Education	6	Group Meetings (2); Regional Staff Meetings (2); Consultative Contacts (2)
Other	-	N/A
On-Site Wastewater	118	Sites Visited/Evaluated (13); Improvement Permits Issued (14); Construction Authorizations (4); Migrant Housing Inspections (6); Consultative Consults (80); Operation Permits Issued (1)
On-Site Well Activity	4	Consultative Contacts (4)

### **Hydeland Home Care Agency:**

Patients Served	87	Medicare (10); Medicaid (54); Private (3); Homemaker (10); CAP (8); Proj. Care (2)
Referrals	6	Medicare (3); Medicaid (3)
Admissions	11	Medicare (4); Medicaid (5); Private (2)
Discharges	5	Medicare (3); Medicaid (2)

**Health Director Activity:** Attended Eastern NC Cancer Coalition meeting in Greenville; Attended Board of Commissioner meetings; attended Department Head meeting; reviewed JCPC funding applications for FY 2012-13 and attended bi-monthly meeting of the Hyde County JCPC/CFST/SHAC committee; attended Community Transportation Grant mandatory kick-off meeting for Health Directors in Raleigh; participated in NENCPPH Finance Committee conference call; attended Hyde County Children's Center board meeting; attended Hyde County Board of Health Quarterly meeting; completed and submitted department budget for FY 2012-13; met with representative of Confidential Records Management, Inc., to discuss contract for storing medical records off-site; met with new Senior Program Officer of the Kate B. Reynolds Charitable Trust to orient her to our Community Change Model project; met new Family Nurse Practitioner/Certified Nurse Midwife who hopefully will contract with us after our current FNP/CNM retires later this year; attended quarterly meeting of the Governing Board of the Northeastern NC Partnership for Public Health in Edenton; met with Commissioners to review SWOT report for Health Department/Home Health; compiled and submitted mandatory monthly program reports; other daily work

### **Miscellaneous:**

- Hope to make an offer this week to a candidate for full-time Environmental Health Specialist Intern (to replace Angie Crets, who resigned to take a full-time position with the State of North Carolina) – candidate will be in a trainee classification until she has completed two (2) years of experience
- On-going process to transition contracted positions into part-time employees of the Health Department, to be compliant with Department of Labor laws regarding contract vs. employee:
  - Physical Therapist I position has been approved by the Office of State Personnel (OSP)
  - Physical Therapist Assistant I position has also been approved by OSP and a PTA I has been hired part-time
- On-going progress in pilot project with Albemarle Hospital Foundation and Engelhard Medical Center to provide Primary Care to Hyde County citizens through the use of tele-medicine technology – goal is to begin offering services during the month of May 2012
- Beginning to see an increase in the number of mosquitoes observed, as well as complaints from the public – we are in the process of getting the Ultra-Light Vector Machines serviced and calibrated for another season

<b><u>Code Enforcement</u></b>	<b><u>Mainland</u></b>	<b><u>Ocracoke</u></b>
No. Permit Applications		
Residential:	4	0
Commercial:	6	1
Other:	7	10

	<b><u>Mainland</u></b>	<b><u>Ocracoke</u></b>
No. Permits Issued		
Residential:	4	0
Commercial:	6	1
Other:	7	10

<b><u>Inspections</u></b>	<b><u>Mainland</u></b>	<b><u>Ocracoke</u></b>
Site Visits	4	4
Investigations	0	0
Call Returned	111	21
Inspections	58	18
Conferences	12	6
ODO/Plan Reviews	0	0
School	0	

Miles Driven: 2541 03/01/2012-03/31/2012  
Fees Collected Y-T-D: \$88,675.80  
Fees Collected since July 1, 2011 \$20,156.86

# MATTAMUSKEET SENIOR CENTER

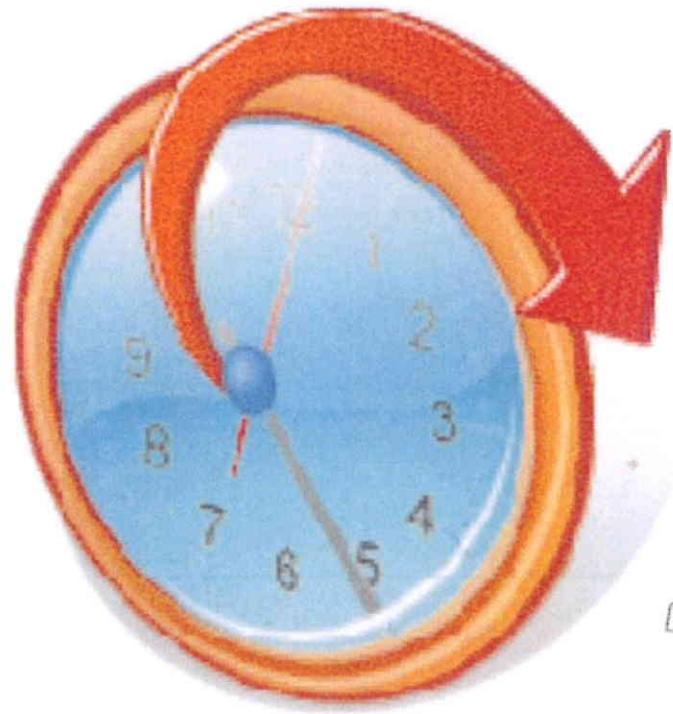
## Manager's Monthly Report

### March, 2012

Participants on Meals-On-Wheels	Swan Quarter	Fairfield	Engelhard	Mattamuskeet Village	Total
	8	5	11	5	29
Total Meals-on-Wheels Served	638				
Congregate Meals Served	340				
Participants served for Congregate	29				
Attendance to center for activities, (crafts, exercise, meals, meetings, etc.)	423				

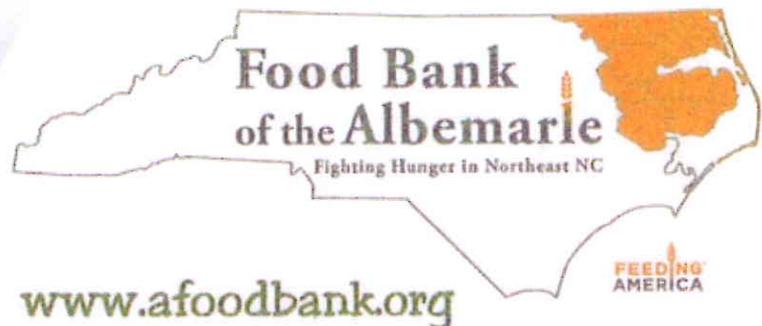
Attendance does not include:

Dance Class every Monday; Girl Scouts every Tuesday and Wednesdays; Eat Smart Move More Program on Tuesday Nights; Relay for Life Meetings



Fighting hunger & poverty in  
northeast North Carolina . . .

**24/7 - 365**



## **FIGHT HUNGER 24/7-365 WITH THE FOOD BANK OF THE ALBEMARLE!**

With every tick of the clock and with every page turned on the calendar, the problem of hunger becomes greater in the 15 counties served by the Food Bank of the Albemarle.

Hard economic times make this a harsh reality for so many men, women and children who are our neighbors, our friends and - yes - perhaps even members of our family!

The need for emergency food relief grows every day. With rising food and gas prices our resources at the Food Bank of the Albemarle are being stretched to the limit.

**The Food Bank of the Albemarle  
is looking for a minimum of 365 people**

who accept the challenge to be "24/7 - 365" supporters...

**JUST \$24.00 EACH MONTH FOR SEVEN MONTHS!**

For less than a weekly cup of coffee at Starbucks or a drive-thru at McDonald's, have a lasting impact on the work of the Food Bank and its more than 125 agencies in 15 counties.

All it takes is \$24 per month over 7 months! You can make your donation in those 7 recurring \$24 payments or a lump sum ... whichever is best for you.

This campaign is designed to be a simple, secure and entirely ONLINE giving program... [click here to donate NOW and join the fight against hunger in our communities!](#)

*Every \$24.00 you give to the Food Bank  
becomes almost 120 pounds of food for the hungry  
across northeast North Carolina.*

*Minimally, over a seven month period,  
your "24/7 - 365" participation  
means we can provide about 670 meals.*

**Food Bank of the Albemarle... fighting hunger and poverty in northeast  
North Carolina.**

PO Box 1704  
Elizabeth City, NC 27906-1704

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**HYDE COUNTY BOARD OF HEALTH MEETING**  
**December 20, 2011**

Members Present: Cheryl Ballance, Randy Clayton, Kenneth Collier, Randy Hignite, Don Nixon, Homer Robbins, Willie Shaw, Kathy Spencer and Barry Swindell

Members Absent: Dr. Erin Baker

Others Present: Luana Gibbs, Laura Poole, Annette Swindell and Hugh Watson, Wesley P. Smith, and Mazie Smith, County Manager

The Hyde County Board of Health quarterly meeting was held at Martelle's Restaurant on December 20, 2011. The meeting was called to order by Chairman Randy Clayton. The roll was called by Wesley Smith, Health Director/Secretary ex-officio, to establish a quorum – quorum established.

**Old Business:**

Clayton asked the board members if there were any corrections to the minutes from March 20, 2011. A motion to accept the minutes without correction was made by Barry Swindell, second by Homer Robbins – motion carried.

Smith informed the Board that he has talked with our personnel consultant about our contracted employees. There was a discussion about the meaning of contract versus employee. To meet the true definition of a contract means we do not provide any direction to this person and do not provide supplies. As an example, we direct J.M. Eakes, Hyde County Animal Control Contracted Officer, and therefore he does not meet definition of contract. We will need to begin the process to transition him from contract to part time employee. This same issue applies to other contracted individuals. Our contract with the Physical Therapist on Ocracoke is a true contract, since her agency is incorporated. However, our contract with the Physical Therapist on the mainland does not meet the definition of a contract, as he recently closed his incorporated business and is now working as an individual. We are in the process of converting those who do not meet the definition of a contract over to part-time county employees in case we ever go through a labor audit.

Smith reported on the water damage to our clinic from wind-blown rain during Hurricane Irene, primarily due to the flat roof on the unit. Repairs to the modular unit were put on the back burner, as we were able to use the Mental Health building to conduct our clinic services. Jerry Harris was retained by the County to review damaged structures, and he did a walk through with a FEMA representative. We were told they would not replace the modular unit, but would repair it to bring it back to its original state prior to the hurricane. Because of concerns to clients who would use the clinic, Smith requested a mold study by a certified company. The report indicated there is Level 4 significant mold remediation needed before the clinic could be safely used again. At this time, we do not know if the cost to repair the clinic will be more than the \$27,000.00 that FEMA agreed to pay. Smith met today with the County Manager, Finance Director and Public Works Director to discuss the situation. According to the Public Works Director, there is a committee that has been established to review repair needs. One option might be to reconfigure the Mental Health building. Barry Swindell stated that building was old when we got it. Another possibility discussed was to renovate the old dental modular unit for Mental Health to use.

**New Business:**

Randy Clayton, Chair, has completed three 3-year terms and needs to come off the Board for at least a year. Motion to nominate Randy Hignite as Chair was made by Swindell, second by Homer Robbins – motion carried. A motion to nominate Kathy Spencer as Vice Chair was made by Randy Hignite, second by Swindell – motion carried. Don Nixon's third 3-year term on the Board ended in October of 2011. Motion made by Swindell to keep Nixon on the Board until a replacement was found, second by Robbins – motion carried. It was mentioned that Tynia Harris was on the Board but left due to conflict of interest. She no longer has that conflict of interest, and may be willing to serve again.

A motion to keep the quarterly meeting dates on the third Tuesday in the months the Board meets was made by Swindell, second by Robbins – motion carried. Meeting dates for 2012 are March 20<sup>th</sup>, June 19<sup>th</sup>, September 18<sup>th</sup> and December 18<sup>th</sup>.

At this point of the meeting, Smith welcomed everyone who was in attendance. He welcomed our County Manager, Mazie Smith, to the meeting and after a blessing by Clayton, everyone enjoyed the meal.

After the meal, Smith introduced Elizabeth Mumm, Health Educator II, who gave a brief report on the Community Health Assessment (CHA) for 2011. The Board members were provided with an Executive Summary to review. The eight phases of the CHA began when she was hired in April of 2011. We are in Phase 7 now. The top five areas identified by the CHA are:

1. Physical activity, nutrition and obesity
2. Access to oral health
3. Chronic disease
4. Tobacco, substance and alcohol abuse
5. Access to primary care.

The Community Health Assessment will be available at the public library and the health department. It will also be posted online at [www.hydehealth.com](http://www.hydehealth.com). There will be a presentation to the community and the Board of Commissioners soon after the first of the year. Dr. Randolph Latimore, Hyde County School Superintendent, has also requested a presentation at the school. Mazie Smith pointed out that there would be a new strategic plan established for Hyde County at the first of the year, and suggested we do them together. It was stated that Pungo District Hospital is now required to do a Community Health Assessment and we might be able to collaborate with them when they do theirs. The Health Department received a grant from Kate B. Reynolds Charitable Trust that allowed us to utilize ECU personnel to gather our primary and secondary data.

Hignite asked how much the grant was for. Smith informed group that the grant was for \$300,000.00 for a three-year period of time. Dr. Clifton Watts is overseeing the project with the school system and Dr. Kindal Shores is overseeing the community aspect of the grant. The walking trails that were done at Mattamuskeet Opportunities and at Mattamuskeet School were done through this grant. Collier stated that one area has been left out and that was the Ponzer area. Smith stated that we are slated to receive

General Aid-to-County funds at the beginning of the next fiscal year, and hopes to use some of it to construct a gravel walking trail at the Community Center in Ponzer, and possibly have it paved the following year. Some of the money will need to be spent on paving the parking lot at the health department and working towards Accreditation in fiscal year 2013. A motion was made by Robbins to approve the Community Health Assessment, second by Cheryl Balance – motion carried. Robbins asked about the nature trail in Ponzer and Clayton stated that we would need to clear out the wooded area for safety and bugs.

Smith reminded Board members that at the last meeting they approved just the Flu Vaccine/ Administrative Fee Schedule for fiscal year 2011-2012, because the Division of Public Health (DPH) was negotiating a new Medicaid cost settlement process and suggested local health departments wait until the new process was completed before setting other fees. In prior years, to set our fees, we compared our costs with the Medicaid fee schedule and with fees set by neighboring counties. All Health Departments were grouped together to when completing the Medicaid cost settlement. Under the new process, each county will be stand alone. DPH recommended that we set our fees based on our cost per unit. However, as we are a small health department, this is not feasible since it drives up our costs per unit. If we set our fees at cost, we could drive away our non-Medicaid clients. Instead, we looked at State and Regional costs to determine our fees. We would like our rates to be effective January 1, 2012. Medicaid will reimburse us the lower of the cost or fee. If we set any of our fees lower than the Medicaid rate, then we would not receive any settlement. Smith stated he does not budget for any cost settlement in our budget. Clayton asked if the cost was so different because of the number of patients we see. Luana Gibbs stated that it was probably because we don't see as many or because it may take us longer to provide the service. The cost settlement comes from time and number of staff. Smith stated that we do time studies which spread our costs over several programs. We will continue to do time studies, but the Random Moment Time Studies will be done away with. Only about half of our fees are what Medicaid will settle on and those are the fees that have increased. We see between 10-12 clients on our clinic days. Hignite asked if it would be smart to refer our patients or would that hurt us? We are already referring patients for Pregnancy Care Management (PCM) and Care Coordination for Children (CC4C) to Beaufort County Health Department, as these programs require a Masters degree. We have also tried to streamline our clinic. Gibbs stated that there are some programs we are mandated to provide. Hignite stated he was pleased that our rates are close to last years' rates. A motion to approve the fee schedule was made by Hignite, second by Robbins – motion carried.

Smith briefly reviewed the following information that was provided to Board members: the quarterly Animal Control report and additional funding the health department received, including Community Garden Grant, and carry over funds for Bio-Terrorism. He also reviewed Home Health's QI report and report of admissions and discharges for patients served. Ballance asked if we were having any trouble getting Medicaid money. She also asked if we received any funding from Office of Rural Health for our Medication Assistance Program and Smith stated that we were.

Smith then presented a plaque to Randy Clayton as our outgoing Chair. Clayton has been on the Board of Health since 1998. Clayton thanked everyone and said he had good people to work with and he was leaving the Board in good hands with Hignite and Spencer. Mazie Smith thanked him for being on the Board and thanked them for having the courage to pass the smoking ban even though it was not passed by the Board of Commissioners. She stated she supports the Health Department getting their building

fixed and the parking lot paved. She hopes to get a full time Animal Control officer. The coming year will be the 300<sup>th</sup> year for the county.

A motion to close the meeting was made by Collier, second by Robbins – motion carried.

Minutes prepared by Annette Swindell, Administrative Assistant I

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Wesley P. Smith, Secretary ex-officio

# County Manager Performance Review

## County Manager Information

Employee Name:

Job Title: **County Manager**

Date:

Review Period:

## Review Guidelines

The purpose of evaluating the County Manager is to look at the performance of the County Manager over the past year. It is an opportunity for a better understanding of, and greater appreciation for the expectations of both the County Commissioners and the County Manager. It also serves as a forum to mutually discuss the Board of Commissioners-Manager relationship. While this is an annual evaluation, individual members of the Board are encouraged to communicate frequently throughout the year with the County Manager.

There are no perfect evaluation tools. However, the evaluation should be a thoughtful, effective, sensitive, and positive process. Please make comments citing specific examples, and about specific departments and the County as a whole, as this will afford the County Manager an opportunity to understand how the County Board perceives the various departments for which the County Manager is responsible.

This evaluation consists of several categories that the County Manager is involved with or is responsible for. Following each statement, you are asked to indicate your assessment on the following scale:

- (5) Exceptional - Always gets results far beyond what is required. This rating describes performance which consistently exceeds requirements and expectations, and reflects a thorough and efficient effort.
- (4) Exceeds Requirements - Goes above and beyond expectations. This rating describes performance which consistently exceeds requirements and expectations, and reflects a thorough and efficient effort.
- (3) Meets Requirements - Meets basic requirements. Tasks are completed on time. This rating indicates fulfillment of the job requirements and expectations.
- (2) Marginal - Needs improvement in quality of work. Completes tasks, but not on time. This rating indicates that the employee falls just short of meeting requirements and expectations.
- (1) Unsatisfactory - Does not perform required tasks. Requires constant supervision. A rating of 1 indicates that the County Manager falls significantly short of requirements and expectations, and that immediate improvement is necessary.

Each category also allows space for comments. You are encouraged to make comments on each item and provide feedback. For ratings of "1", please provide a suggested corrective action plan in each category so rated. Likewise please comment on areas rated as "5". The more feedback, the greater the opportunity for meaningful discussion and mutual understanding. In areas where formatting leaves little room for comments, please feel free to use the back of the page if necessary.

Each County Commissioner is asked to rate the County Manager using this form. The forms will be compiled into a composite evaluation and discussed with the County Manager. Please be open and honest in your responses.

## Evaluation

### I. Board Relations

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
The Manager maintains effective communications with members of the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Manager is readily available to the Board, either personally or through staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Manager is responsive to suggestions and requests by members of the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Manager effectively implements Board-adopted goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Manager plans and organizes materials and presentations for the Board in a clear, concise, and comprehensive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Manager responds equally to each member of the Board, and implements directives of the Board as a whole rather than those of any one member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Manager assists the Board in setting short-term and long-term goals for the County.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Manager is receptive to constructive criticism and advice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Manager is candid and forthright, and exhibits behavior appropriate to situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Manager prepares an orderly agenda that is conducive to the needs of the Board, and provides as much relevant information as possible in the agenda packets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BOARD RELATIONS OVERALL RATING.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments

**II. Community Relations**

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>The Manager effectively communicates Board policies and directives to the public.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager works with the news media to inform the media about County Activities.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager effectively works with outside agencies and other units of local, state, and federal government.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager is responsive to citizen complaints or suggestions, and handles them in a proper and timely manner.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager attempts to ensure that an attitude and feeling of helpfulness, courtesy, and sensitivity to the public exists among staff members and is conveyed to the community.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager participates appropriately in community and civic activities,</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager maintains a good rapport with stakeholders in the community, including citizens, utility customers, businesses, and community organizations.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMUNITY RELATIONS OVERALL RATING.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

**III. Personnel Management**

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>The Manager effectively delegates appropriate responsibility to department heads.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager provides opportunities, guidance, and direction to the Department Heads</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager maintains a standard of respect for the staff's abilities and encourages staff initiative.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager recruits professional, qualified personnel for the County.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager interacts well with the staff.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager brings out the best qualities and performance in personnel.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager encourages and fosters two-way communications with staff.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Disciplinary actions are handled with appropriate respect and resolve.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager invests in training and development of staff skills to improve job effectiveness.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERSONNEL MANAGEMENT OVERALL RATING.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

**IV. Leadership Ability**

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>The Manager's actions exhibit expertise and professionalism.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager is skillful in defining situations and problems for the Board and the County, and when possible, offers recommended solutions.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager knows when to act and when to defer action.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager takes responsibility for setting realistic and pertinent goals for the County based on the Board's goals and objectives.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager displays flexibility in his leadership style.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager has the capability and willingness to make hard choices/decisions when required or necessary.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager accepts full responsibility and accountability for decisions and actions of subordinates.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LEADERSHIP ABILITY OVERALL RATING.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

**V. Managerial Effectiveness**

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>The Manager appears to delegate authority responsibly to department heads and supervisors.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager is knowledgeable of Federal, State, and Local laws and ordinances that affect County operations and carries out those laws effectively.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager explores alternatives and presents recommendations to the Board.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager displays a clear understanding of the County's resources in order to make sound decisions on prioritizing public spending.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager recommends a balanced budget that is consistent with adopted Board goals and objectives.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager is effective in recruiting, selecting, directing, developing, and retaining staff members who report to him.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager demonstrates the ability to develop and present new ideas, procedures, or processes, and strives to create an environment that promotes innovation and accomplishment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager stays informed about county issues, new technology, and other relevant issues.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager ensures that County Services are provided efficiently and effectively.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager ensures that County services are provided fairly and equitably.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MANAGERIAL EFFECTIVENESS OVERALL RATING.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

**VI. Budget and Finance**

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>The Manager prepares a realistic budget that reflects the County's short-term and long-term goals.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager controls expenditures in relation to available revenues.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager explores alternatives and presents recommendations to the Board.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager effectively pursues grants and other sources of funding.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager solicits input on the budget from both staff and Board members.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUDGET AND FINANCE OVERALL RATING.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments:

**VII. Personal and Professional Traits**

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>The Manager is willing to adapt to changes when required.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager is well able to separate his professional and personal lives.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Manager maintains personal integrity, and his actions and decisions reflect moral and ethical standards.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**The Manager is viewed positively by others inside and outside the organization. The Manager is energetic and willing to spend whatever time it takes to do a good job. Exhibits good mental and physical stamina.**

<input type="checkbox"/>					
<input type="checkbox"/>					

**The Manager tries to understand the values, attitudes, and goals of others.**

<input type="checkbox"/>					
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**The Manager is un-biased in his decision-making, and presents rational viewpoints based on facts and qualified opinions.**

<input type="checkbox"/>					
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**The Manager supports and interacts with other local governments, regional councils, and professional organizations.**

<input type="checkbox"/>					
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**The Manager continually seeks professional development opportunities to improve himself and further enhance his abilities.**

<input type="checkbox"/>					
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**PERSONAL AND PROFESSIONAL TRAITS OVERALL RATING.**

<input type="checkbox"/>					
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Additional Comments:



**IX. New Performance Goals:**

Please list any personal performance goals that you would recommend the Manager consider establishing for himself for the upcoming year.

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**X. Other Weaknesses**

Please list any other areas not listed above in which you believe the County Manager needs improvement.

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**XI. Other Strengths**

Please list any other strengths of the County Manager not explained above that you would like to highlight.

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Please attach extra pages for any additional comments.

**XII. Overall Rating**

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>OVERALL RATING OF COUNTY MANAGER</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Albemarle Resource Conservation & Development Council, Inc.



Wisely Conserving Natural Resources & Creating Opportunities for  
Positive Economic & Community Development



**Camden**  
Abner Wayne Staples  
Garry Meiggs

**Chowan**  
Richard Saunders,  
*Secretary/Treasurer*  
Jeff Smith

**Currituck**  
Mike Doxey  
W. Harvey Roberts

**Dare**  
Michael Barr  
Louise Hanson, *Chair*  
Jim Winebarger

**Gates**  
E. Carlton Nickens  
Joe D. Harrell, II

**Hyde**  
Charles Tooley  
Dick Tunnell

**Pasquotank**  
Michele Aydtlett  
Maurice Berry, Jr  
Travis Burke  
Rodney Johnson,  
*Vice Chair*  
Marshall Stevenson,  
*Past Chair*

**Perquimans**  
Wayne Howell  
Charles Mathews  
Sue Weimar

**Tyrrell**  
Nelson Smith  
Lawrence Swain,  
*At-Large*  
Rhett White

**Washington**  
David Peoples  
Perlis Nixon

April 10, 2012

Dear Hyde County Commissioners and County Manager:

On behalf of all of the members of Albemarle RC&D Council, we appreciated the opportunity to present an update on the Council's activities in your county and to explain the 2012-2013 budget request at your recent county meeting.

While the feedback has been generally positive about our need to introduce an hourly rate to support any pre-planning efforts for a specific project, several counties have asked for an estimate of costs to complete this initial phase of a potential project, in order to include those figures in their budget planning process.

ARC&D understands that a county needs to have an estimate for this phase of work. Whether the project is big or small, it takes time to put a project concept together, including the structure, partners, cost estimates and potential funding strategies. This phase typically takes 3-5 days (~40 hours). RC&D will negotiate an estimated fee with the county before the work begins, and will be accountable to report actual hours worked on the planning phase.

Once a strong grant possibility is identified, it can take another 3-5 days to complete the grant application, depending on the complexity of the application process. Again, RC&D will report actual hours worked on the grant application.

Ideally, technical and administrative assistance for the project implementation phase will be included in the grant proposal, so that any ongoing involvement by RC&D or its consultants will be covered by the grant.

We hope that this explanation helps you to estimate figures for your budget planning process. Please do not hesitate to contact us if you have any further questions.

Sincerely,

Louise I. Hanson, Chair

730 N. Granville St., Suite B ☎ Edenton, North Carolina 27932

Tel: 252-482-7437, Ext 4 ☎ Fax: 252-482-3428 ☎ albemarlercandd@yahoo.com

COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS

COMMISSIONERS:  
BUSTER MANNING, CHAIR  
RAYMOND R. MCCRAY, VICE-CHAIR  
JEAN D. ALEXANDER  
TRACEY A. JOHNSON  
WILLIAM 'BILL' R. SEXTON, JR.



POST OFFICE BOX 1007  
PLYMOUTH, NORTH CAROLINA 27962  
OFFICE (252) 793-5823 FAX (252) 793-1183

ADMINISTRATION STAFF:  
DAVID L. PEOPLES  
COUNTY MANAGER

JULIE J. BENNETT  
CLERK TO THE BOARD  
jbennett@washconc.org

CHERYL R. YOUNG  
ASSISTANT COUNTY MANAGER  
COUNTY ATTORNEY

RECEIVED APR 05 2012

April 4, 2012

Ms. Sharon Spencer  
Chair, Board of Commissioners  
Post Office Box 188  
Swan Quarter, NC 27885

Dear Commissioner Spencer:

Please find enclosed a resolution concerning North Carolina's Sea-Level Rise Reports, Policies, and Monitoring Efforts which was approved at the Washington County Board of Commissioners meeting April 2, 2012.

Please don't hesitate to contact our office if you have any questions.

Sincerely,

Julie J. Bennett  
Clerk to the Board

Enclosure—as stated above

# COUNTY OF WASHINGTON

## BOARD OF COMMISSIONERS

COMMISSIONERS:  
BUSTER MANNING, CHAIR  
RAYMOND R. MCCRAY, VICE-CHAIR  
JEAN D. ALEXANDER  
TRACEY A. JOHNSON  
WILLIAM "BILL" R. SEXTON, JR.



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COUNTY MANAGER

JULIE J. BENNETT  
CLERK TO THE BOARD  
jbennett@washconc.org

CHERYL R. YOUNG  
ASSISTANT COUNTY MANAGER  
COUNTY ATTORNEY

## RESOLUTION

### CONCERNING NORTH CAROLINA'S SEA-LEVEL RISE REPORTS, POLICIES, AND MONITORING EFFORTS

WHEREAS, the NC Division of Coastal Management, under the auspices of the NC Department of Environment & Natural Resources is developing a sea-level rise policy predicated by a "Literature Search" issued in 2010 by the State Science Panel on Coastal Hazards entitled, "*North Carolina Sea-Level Rise Assessment Report*"; and

WHEREAS, the NC Division of Coastal Management, under the auspices of the NC Department of Environment & Natural Resources is developing a sea-level rise policy predicated by a report issued in 2010 by the State Science Panel on Coastal Hazards entitled, "*North Carolina Sea-Level Rise Assessment Report*"; and

WHEREAS, also the NC Division of Emergency Management, under the auspices of the NC Department of Crime Control & Public Safety, is preparing a separate study report entitled, "*North Carolina Sea-Level Rise Impact Study*" under the directives of the federal 2009 Department of Homeland Security Appropriations Bill that furnished \$5 million for the study report; and

WHEREAS, the NC Division of Emergency Management is utilizing the Science Panel's 2010 "*North Carolina Sea-Level Rise Assessment Report*" as a basis for their study report; and

WHEREAS, there has been considerable controversy and widespread disagreement regarding the sea-level rise projections provided in the Science Panel's 2010 Report and the embellishment of sea-level rise data provided in the historical record; and

WHEREAS, Washington County has previously gone on record with its concern to how exaggerated sea-level rise projections and resulting policy/rules can cause irreparable economic harm to the coastal plain of North Carolina by adversely changing land/property values, uses, insurances, and construction/maintenance costs of both private and public infrastructure; and

WHEREAS, the current draft of the NC Division of Coastal Management sea-level rise policy and draft materials for the NC Division of Emergency Management's study report both include directives calling for additional sea-level monitoring and the re-visitation/re-establishment of sea-level rise rates at periodic intervals, and

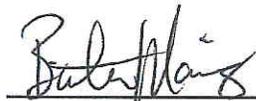
WHEREAS, considering the impacts to human health and economies in the region that are associated with understanding and reporting sea-level, and the fact there continues to be a great deal of uncertainty regarding future sea-level rates.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners that Washington County requests the development of protocols articulating the precise methodology to how sea-level is to be measured, recorded, interpreted, and reported.

BE IT FURTHER RESOLVED, that these protocols must be developed and approved with the strong aid of local governments and other stakeholders.

BE IT FURTHER RESOLVED, that the aforesaid State Agencies discontinue promotion, education, and implementation of any Sea-Level Rise policies, until there is verifiable scientific proof of the current rate of sea-level rise and an acceleration of this rate is observed by the methods agreement upon as stated immediately above, and are found to be hazardous to future uses of coastal property in North Carolina.

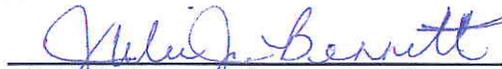
ADOPTED, this the 2<sup>nd</sup> day of April, 2012.



Buster Manning, Chair

Washington County Board of Commissioners

ATTEST:

  
Julie J. Bennett, Clerk to the Board