

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: January 3, 2017
Presenter: Luana C Gibbs, Interim Health Director
Attachment: Yes

ITEM TITLE: Revisions/Additions to Fee Schedule Approved for FY 2016-17

SUMMARY: At the quarterly meeting held on December 20, 2016 the Hyde County Board of Health approved revisions and/or additions to the Fee Schedule for FY 2016-17. Local health departments must receive approval of both the Board of Health and Board of County Commissioners for new or revised fee schedules.

RECOMMEND: APPROVE ATTACHED REVISED FEE SCHEDULE

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons

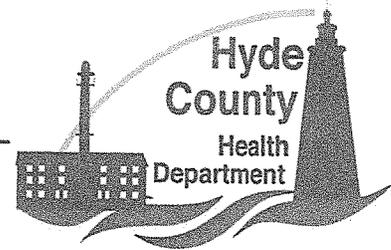
Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons

Hyde County Health Department

P.O. Box 100
 1151 Main Street
 Swan Quarter, N.C. 27885

(252) 926-4200



*From the Lodge to the Lighthouse
 We're striving for a healthier Hyde*

*Wesley P. Smith
 Health Director*

Fee Schedule FY 2016-17

| CPT | Description | Fee |
|-----------------------------|--------------------------------|----------|
| NEW PATIENTS | | |
| 99201 | Office Visit 1—New/Problem | \$76.00 |
| 99202 | Office Visit 2 | \$129.00 |
| 99203 | Office Visit 3 | \$213.00 |
| 99204 | Office Visit 4 | \$307.00 |
| 99205 | Office Visit 5 | \$359.00 |
| 99381 EP | Office Visit <1—New/Prevent EP | \$132.00 |
| 99382 EP | Office Visit 1-4 EP | \$150.00 |
| 99383 EP | Office Visit 5-11 EP | \$151.00 |
| 99384 | Office Visit 12-17 FP | \$213.00 |
| 99384 EP | Office Visit 12-17 EP | \$174.00 |
| 99385 | Office Visit 18-39 FP | \$221.00 |
| 99385 EP | Office Visit 18-39 EP | \$143.00 |
| 99385 | Office Visit 18-39 FP | \$231.00 |
| 99386 | Office Visit 40-64 | \$242.00 |
| 99387 | Office Visit >65 | \$285.00 |
| ESTABLISHED PATIENTS | | |
| 99211 | Office Visit Nurse—Est/Problem | \$49.00 |
| 99212 | Office Visit 2 | \$84.00 |
| 99213 | Office Visit 3 | \$136.00 |
| 99214 | Office Visit 4 | \$195.00 |
| 99215 | Office Visit 5 | \$268.00 |
| 99391 EP | Office Visit <1—Est/Prevent EP | \$110.00 |
| 99392 EP | Office Visit 1-4 EP | \$115.00 |
| 99393 EP | Office Visit 5-11 EP | \$130.00 |
| 99394 EP | Office Visit 12-17 EP | \$99.00 |
| 99394 | Office Visit 12-17 FP | \$176.00 |
| 99395 EP | Office Visit 18-39 EP | \$99.00 |
| 99395 | Office Visit 18-39 FP | \$193.00 |
| 99396 | Office Visit 40-64 | \$211.00 |
| 99397 | Office Visit >65 | \$403.00 |
| LU230 | Blood Pressure check | \$5.00 |

| | | |
|------------------------------|--|--------------------------------------|
| LU212 | College Physical | \$35.00 |
| LU203 | Prison Exam | \$75.00 |
| Q3014 | Telemedicine Facility Fee | \$50.00 |
| CHILD HEALTH | | |
| 92551 | Hearing Screen with OAE | \$34.00 |
| 99173 | Vision screen | \$13.00 |
| D0145 | Oral Evaluation | \$51.00 |
| D1206 | Fluoride Application | \$21.00 |
| IMMUNIZATIONS | | |
| 90471 | Vaccine Admin 1 st | \$20.54 |
| 90472 | Vaccine Admin 2 nd | \$20.54 |
| 90473 | Vaccine Admin oral/nasal | \$20.54 |
| 90474 | Vaccine Admin oral/nasal in addition to 90471 or 90473 | \$20.54 |
| 90660 / 90672 | Flu Mist vaccine (private stock) | \$17.29 |
| 90658 / Q2038 | Influenza 3+ | \$9.46 |
| | Private Vaccine Stock is charged "at cost" | |
| EPIDEMIOLOGY | | |
| T1002 | TB Cont/Rx | \$68.00 (3 rd party only) |
| 86580 | TB TST | \$15.00 |
| LU102 | TB Screening Form | \$10.00 |
| FAMILY PLANNING | | |
| J1055 | Depo Provera | \$44.00 |
| 57170 | Diaphragm Fitting | \$118.00 |
| 58300 | IUD Insertion | \$168.00 |
| 58301 | IUD Removal | \$204.00 |
| J7302 | Mirena | \$555.00 / 340B Rate |
| J7297 | Liletta | \$599 / 340B Rate |
| J7307 | Nexplanon | \$630.00 |
| 11981 | Nexplanon Insertion | \$113.00 |
| 11982 | Nexplanon Removal | \$198.00 |
| 11983 | Nexplanon Removal & Insertion | \$211.00 |
| S9443 | Pills | \$6.00 |
| MATERNITY | | |
| 59425 | Antepartum 4-6 vists | \$400.00 |
| 59426 | Antepartum 7 or more visits | \$720.00 |
| 59430 | Postpartum home visit | \$110.00 |
| J2790 | Rhogam | \$124.00 |
| LABORATORY – IN HOUSE | | |
| 82120 | Amine test | \$7.00 |
| 82947QW | Glucose (in-house) | \$13.00 |
| 82950 | GTT 1 hour | \$19.00 |
| 82272 | Hemoccult (3 specimens) | \$16.00 |
| 85018QW | Hemoglobin (in-house) | \$12.00 |
| 81025 | Pregnancy test | \$21.00 |

| | | |
|-------------------------------|--|----------|
| 87804 | Rapid Influenza Test | \$21.00 |
| 87880 | Rapid Strep Test | \$26.00 |
| 81002 | Urinalysis | \$10.00 |
| 80100 | Urine Drug Screen (Hyde Co Schools) | \$30.00 |
| 87210 | Wet Mount | \$15.00 |
| LABORATORY - REFERENCE | | |
| 36416 | Capillary stick | \$7.00 |
| 99000 | Lab Handling Fee | \$14.00 |
| 36415 | Venipuncture | \$10.00 |
| | Each lab test is charged the rate of the Reference Lab | |
| INJECTIONS | | |
| 96372 | Injection only | \$48.00 |
| J1200 | Benadryl 50 mg | \$1.00 |
| J1100 | Decadron 4 mg | \$.16 |
| J0170 | Epinephrine up to 1 mL | \$8.00 |
| 90788 | IM Antibiotic Injection | \$20.00 |
| 90774 | IV Injection | \$20.00 |
| J3301 | Kenalog | \$11.00 |
| J1940 | Lasix 10 mg/1cc | \$.73 |
| J2550 | Phenegran 50 mg | \$2.00 |
| J2920 | Solumedrol | \$5.00 |
| J1885 | Toradol 60 mg | \$3.00 |
| J3420 | Vitamin B12 | \$2.00 |
| J2000 | Lidocaine | \$4.00 |
| 31203 | 50% Dextrose | \$2.00 |
| PROCEDURES | | |
| 92551 | Audiometry | \$27.00 |
| 51701 | Catherization | \$124.00 |
| 69210 | Cerumen Disimpaction | \$122.00 |
| 11055 | Cutting Benign Lesion | \$96.00 |
| 11720 | Debridement of nails | \$25.00 |
| 11040 | Debridement/Abrasion | \$55.00 |
| 17110 | Destruction of Lesion excluding skin tags ≤14 | \$150.00 |
| 17111 | Destruction of Lesion excluding skin tags >15 | \$265.00 |
| 69200 | Ear – Foreign Body Removal | \$145.00 |
| 10120 | Ear – Foreign Body Removal Uncomp | \$110.00 |
| 93000 | EKG | \$50.00 |
| 10061 | I & D Abscess Complex or Multiple | \$350.00 |
| 10060 | I & D Abscess Simple | \$200.00 |
| 10140 | I & D Hematoma | \$269.00 |
| 20610 | Injection Joint - Large | \$74.00 |
| 20605 | Injection Joint - Medium | \$103.00 |
| 11900 | Injection of Lesion | \$108.00 |
| G0101 | Medicare Pelvic and Breast | \$72.00 |
| G0102 | Medicare Prostate | \$38.00 |

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: January 9, 2017
Presenter: Corrinne Gibbs
Attachment: Yes

ITEM TITLE: 2017 IRS STANDARD MILEAGE RATE

SUMMARY: The IRS has decreased its standard mileage rate from \$0.54 to \$0.535 for 2017.

RECOMMEND: We recommend the Board adopt the IRS standard mileage rate for 2017 of \$0.535.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

2017 Standard Mileage Rates for Business, Medical and Moving Announced

IR-2016-169, Dec.13, 2016

WASHINGTON — The Internal Revenue Service today issued the 2017 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2017, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- **53.5 cents per mile** for business miles driven, down from 54 cents for 2016
- 17 cents per mile driven for medical or moving purposes, down from 19 cents for 2016
- 14 cents per mile driven in service of charitable organizations

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: January 3, 2017
Presenter: Kris Cahoon-Noble
Attachment: Yes

ITEM TITLE: AMEND RULES OF PROCEDURE FOR THE HYDE COUNTY BOARD OF COMMISSIONERS

SUMMARY: Assistant County Manager Kris Noble will present amendment (page 5 and 9) to the Hyde County Board of Commissioners "Rules of Procedures" to change the location of Commissioners meetings from Ocracoke School to Ocracoke Community Center.

RECOMMEND: Approve.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Rules of Procedure for the Hyde County Board of County Commissioners

These Rules of Procedure are based upon the 2002 edition of the UNC Institute of Government "*Suggested Rules of Procedure for the Board of County Commissioners*" edited by faculty member Joseph Farrell.

Approved by the Hyde County Board of Commissioners on October 6, 2008.

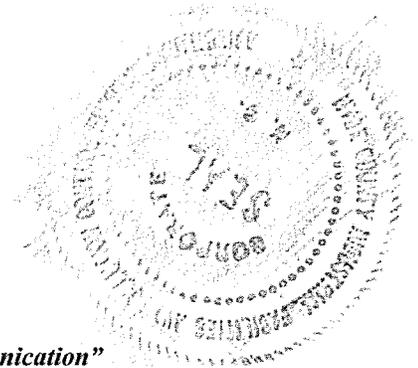


Charles Ray Spencer, Chairman

ATTEST:


Lois Stotesberry, Clerk to the Board

SEAL



Includes a copy of "*Rules of Procedure for Meetings Utilizing Simultaneous Communication*" approved October 6, 2008 by the Hyde County Board of Commissioners.

Amended by Resolution of Rules of Procedure for Meetings Utilizing Simultaneous Communication approved December 6, 2010.

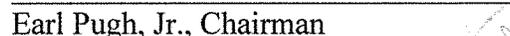
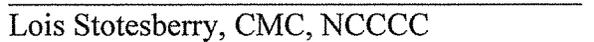
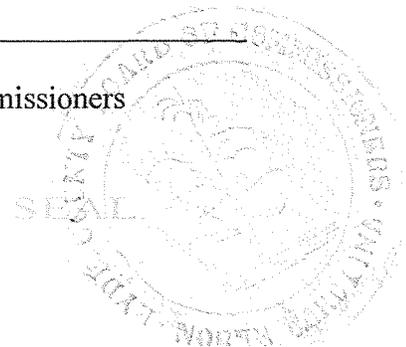
Amended by Resolution Establishing Regular Meeting Dates approved December 3, 2012.

Approved as amended by the Hyde County Board of Commissioners on April 1, 2013.

Approved as amended by the Hyde County Board of Commissioners on August 5, 2013 with Rules Of Procedure For Meetings Utilizing Simultaneous Communication – Rule No. 7 reinstated.

Approved as amended by the Hyde County Board of Commissioners on January 3, 2017 with regular meetings held at the Hyde County Government Center in Swan Quarter and the Ocracoke Community Center.

ATTEST:


Earl Pugh, Jr., Chairman
Hyde County Board of Commissioners
Lois Stotesberry, CMC, NCCCC
Clerk, Hyde County Board of Commissioners

Introduction from Joseph S. Ferrell's "Suggested Rules of Procedure for the Board of County Commissioners, 3d ed., 2002" published by the University of North Carolina's Institute of Government.

THESE RULES OF PROCEDURE were designed for use by a North Carolina board of county commissioners. Essentially, the rules are a modified version of Robert's Rules of Order, Revised. Robert's Rules is intended to guide the deliberations of a large legislative body; consequently, it is not always appropriate for a small governing board, which can afford to proceed with much less formality. Another valuable resource consulted for this revision of the rules was Mason's Manual of Legislative Procedure. Mason's Manual is intended primarily for state legislatures, but its extensive discussion of the basic principles of parliamentary law and procedure is valuable for local governing boards as well.

The North Carolina law (G.S. 153A-4I) permits a board of county commissioners to adopt its own rules of procedure if these conform to "generally accepted principles of parliamentary procedure" and do not conflict with applicable law. Mason's Manual suggests that parliamentary law affecting the work of a board of county commissioners can be summarized in ten basic principles:

- 1. The board can take only those actions that it has authority or jurisdiction to take. A corollary of this principle is that the board's action, to be valid, must not violate any applicable law or constitutional provision. This is simply another manifestation of the familiar legal doctrine that a unit of local government has only those powers conferred on it by law or necessarily implied from some specific grant of power.*
- 2. The board must meet in order to act. Under North Carolina law, the powers conferred on the county governing board are exercised by the county board of commissioners as a group, not by its individual members. Therefore, the group must meet in order to act.*
- 3. All board members must receive proper notice of meetings. Since all members are equally entitled to participate in board meetings, each member must be properly notified of the place, time, and purpose of meetings.*
- 4. The board may act only with a quorum.*
- 5. There must be a question before the board on which it can decide. Except when electing their own officers or balloting for appointments, legislative bodies proceed by voting yes or no on specific proposals put forward by one or more members. Each member has the right to know at all times what question is before the board and what effect a yes or no vote would have on that question.*
- 6. There must be opportunity for debate. The very nature of a deliberative body requires that members share information and opinion about matters before the board.*
- 7. Questions must be decided by vote. Legislative bodies do not decide matters by discussing them until a consensus emerges.*
- 8. Votes are decided by majority. Usually only a simple majority of votes cast suffices, but the board's rules or an applicable law may sometimes require an extraordinary majority.*
- 9. There must be no fraud, trickery, or deception in the board's proceedings.*
- 10. The board's rules of procedure must be applied consistently.*

I. Applicability

Rule 1. Applicability of Rules

These rules apply to all meetings of the Board of Commissioners of Hyde County at which the board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law.

II. Open Meetings

Rule 2. Meetings to Be Open

- (a) It is the public policy of North Carolina and of Hyde County that the hearings, deliberations, and actions of this board and its committees be conducted openly.
- (b) Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Hyde County Board of Commissioners shall be open to the public and any person is entitled to attend such a meeting.
- (c) For the purposes of the provisions of these rules concerning open meetings, an official meeting of the board is defined as any gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of board members for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the board.

Rule 3. Closed Sessions

- (a) Notwithstanding the provisions of Rule 2, the board may hold a closed session and exclude the public under the following circumstances and as allowed by law no others.
1. To prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or of the United States, or is not considered a public record within the meaning of Chapter 132 of the General Statutes. [G.S. 143-318.11(a)(1)]
 2. To consult with the county attorney or another attorney employed or retained by the county in order to preserve the attorney-client privilege. [G.S. 143-318.11(a)(3)]
 3. To discuss matters relating to the location or expansion of industries or other businesses in the county. [G.S. 143-318.11(a)(4)]
 4. To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property. [G.S. 143-318.11(a)(5)(i)]

5. To consider and take action with respect to the position to be taken by the county in negotiating the amount of compensation or other material terms of an employment contract. [G.S. 143-318.11(a)(5)(ii)]
6. To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the board of county commissioners or any other public body, and to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the board of commissioners or of some other public body. [G.S. 143-318.11(a)(6)]
7. To hear or investigate a charge or complaint by or against an individual public officer or employee. [G.S. 143-318.11(a)(6)]
8. To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct. [G.S. 143-318.11(a)(7)]
9. To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity. [G.S. 143-318.11(a)(9)]

C (b) The board may go into closed session only upon motion made and adopted at an open meeting. A motion to go into closed session must cite one or more of the permissible purposes listed in subsection (a) of this rule. In addition, a motion to go into closed session pursuant to Rule 3(a)(1) must state the name or citation of the law that renders the information to be discussed privileged or confidential, and a motion to go into closed session pursuant to Rule 3(a)(2) must identify the parties in each existing lawsuit, if any, concerning which the board expects to receive advice during the closed session.

(c) Unless the motion to go into closed session provides otherwise, the county manager, county attorney, and clerk to the board may attend the closed session. No other person may attend the closed session unless specifically invited by majority vote of the board.

III. Organization of the Board

Rule 4. Organizational Meeting

(a) Even-numbered Years. The board shall hold an organizational meeting at its regular meeting place at ~~7:00 PM~~ **6:00 PM** on the first Monday in December of each even-numbered year. The agenda for this organizational meeting shall be limited to induction of newly elected members of the board of county commissioners and other elected county officials and organization of the board for the ensuing year. The organizational meeting shall be convened

and concluded before the regular December meeting is convened. The clerk to the board of commissioners shall call the meeting to order and shall preside until a chair is elected. If they have not already been sworn and inducted into office, the newly elected members of the board shall take and subscribe the oath of office as the first order of business. As the second order, the board shall elect a chair and vice-chair from among its members. As the third order, the board shall approve the bonds of the sheriff, [the coroner], and the register of deeds and induct them and any other newly elected county officials into office. As the fourth and fifth orders of business, the board may appoint a clerk and an attorney.

Amended by the Hyde County Board of Commissioners on December 3, 2012.

(b) Odd-numbered Years. At the first regular meeting in December of each odd-numbered year, the first order of business shall be approval of the minutes of the previous meeting. The second order of business shall be election of the chair and vice-chair for the ensuing year. The third and fourth orders of business may be appointment of the clerk and county attorney.

Rule 5. Election of the Chair

The chair of the board shall be elected annually for a term of one year and shall not be removed from the office of chair unless he or she becomes disqualified to serve as a member of the board.

IV. Regular and Special Meetings

Rule 6. Regular and Special Meetings

(a) Regular Meetings.

The board shall hold a regular meeting on the first ~~and third~~ Monday of each month, ~~except August and December when the meeting on the third Monday is omitted.~~ If a regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting. Except as provided in subsection (f), regular meetings shall be held at the Government Center in Swan Quarter or at the ~~Community Center School~~ **Community Center, 999 Irvin Garrish Highway** on Ocracoke Island and shall begin at ~~7:00 PM~~ **6:00 PM**, as provided by action of the board and posted. The board may change the place or time of a particular regular meeting or all regular meetings within a specified time period by resolution adopted, posted, and noticed no less than seven days before the change takes effect. Such a resolution shall be filed with the clerk to the board and posted at or near the regular meeting place, and copies shall be sent to all persons who have requested notice of special meetings of the board.

Amended by the Hyde County Board of Commissioners December 3, 2012, April 1, 2013 and January 3, 2017.

(b) Special Meetings.

The chair or a majority of the members of the board may at any time call a special meeting of the board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons who call the meeting shall cause the notice to be posted on the principal bulletin board of the county and delivered to the chair, clerk, county manager and all other board members or left at the usual dwelling place of each member at least 48 hours before the meeting. In addition, the notice shall be mailed or delivered to individual persons and news media organizations who have requested such notice as provided in subsection (d), below. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.

(c) Emergency Meetings.

If a special meeting is called to deal with an unexpected circumstance that requires immediate consideration by the board, the notice requirements of this rule do not apply. However, the person or persons who call an emergency meeting shall take reasonable action to inform the other members and the public of the meeting. Local news organizations who have requested notice of special meetings as provided in subsection (d), below, shall be notified of such emergency meetings by the same method used to notify board members. Only business connected with the emergency may be discussed at the meeting.

(d) Sunshine List.

Any individual person and any newspaper, wire service, radio station, and television station may file with the clerk to the board of commissioners a written request for electronic notice of all special meetings of the board. Requests by individuals must be renewed on or before December 15. Requests made by news media organizations must be renewed annually on or before December 5 and are not subject to any fee. Requests by individuals and non-news media organizations for written notification of all special meetings must be renewed on or before December 15 and are subject to a ~~\$10.00~~ **\$20.00** nonrefundable annual fee per calendar year.

Amended by the Hyde County Board of Commissioners April 1, 2013.

(e) Work Sessions and Committee Meetings.

The board may schedule work sessions, committee meetings, or other informal meetings of the board or a majority of the members of the board at such times and with respect to such subject matter as may be established by resolution or order of the board. A schedule of any such meetings that are held on a regular basis shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held on a regular schedule are subject to the same notice requirements as special board meetings.

(f) Participation in Electronic Meetings.

C

(1) In accordance with 2008 Session Law 2008-111 Hyde County may conduct meetings via simultaneous communications of the Board of Commissioners with members fully participating, including voting on all matters, as if all the members were in the same room. The Session Law also required the Board of Commissioners to develop supplementary rules of procedure that address at least the following:

- (a) The verification of the identity of the member or members of the public body who are participating by simultaneous communication.
- (b) The process of orderly deliberation by the public body.
- (c) The process of voting by the public body.
- (d) The procedure for recording any votes taken in the minutes of the public body.
- (e) The means by which members of the public can listen or watch the official meeting and the means by which the public is offered the opportunity to participate from the remote location to the same extent as the public at the main location. This requirement shall not apply in emergency meetings.

(2) A Commissioner or Commissioners participating from a remote location by simultaneous communication shall be counted as present for quorum purposes, and all votes of members of the Board of Commissioners made during an official meeting with simultaneous communication shall be counted as if the Commissioner were physically present in the place of the official meeting provided all of the following apply to the official meeting:

- (a) The official meeting was properly noticed under G.S. 143-318.12 and under any other requirement for notice applicable to the Board of Commissioners.
- (b) The Commissioner or Commissioners participating from a remote location by simultaneous communication are not physically located outside the jurisdiction of the public body. This subdivision shall not apply if the official meeting is an emergency meeting as defined in G.S. 143-318.12(b)(3).
- (c) The Commissioner or Commissioners participating from a remote location by simultaneous communication can hear what is said by the other Commissioners and by any individual addressing the public body.
- (d) The Commissioner or Commissioners participating from a remote location by simultaneous communication can be heard by the Commissioners and any other individuals in attendance at the official meeting.
- (e) The vote of the Commissioner or Commissioners participating from a remote location by simultaneous communication is not by electronic mail.
- (f) If the chairman or presiding officer is participating from a remote location by simultaneous communication, the vice chair or ~~mayer pro tempore~~ or some other member of the public body who is physically present shall preside at the official meeting. The chair or presiding officer of the public body participating from a remote location by simultaneous communication shall retain the same voting rights be or she has when presiding.

Amended by the Hyde County Board of Commissioners April 1, 2013.

- (g) The official meeting, or part of an official meeting with Commissioner or Commissioners participating from a remote location by simultaneous communication is not any of the following:
 - 1. A closed session, unless the closed session is held during an emergency meeting.
 - 2. A quasi-judicial proceeding.
- (h) No written ballots may be taken at the official meeting with a Commissioner or Commissioners participating from a remote location by simultaneous communication.
- (i) If the official meeting involves a Commissioner participating from a remote location by simultaneous communication by which the Commissioner cannot be physically seen by the other Commissioners, that Commissioner must comply with all of the following:
 - 1. The Commissioner identifies himself or herself when the roll is taken or the meeting is commenced.
 - 2. The Commissioner identifies himself or herself prior to participating in the deliberations during the official meeting.
 - 3. The Commissioner identifies himself or herself prior to voting.
- (j) The Commissioner or Commissioners participating from a remote location by simultaneous communication shall have been provided with any documents to be considered during the official meeting.

(3) The supplementary rules of procedure adopted in accordance with Session Law 2008-111 shall be included herein by reference and shall be made part of these rules.

Rule 7. All Meetings within the County

All meetings shall be held within the boundaries of Hyde County except as otherwise provided herein.

- 1. A joint meeting with the governing board of any other political subdivision of this state or any other state may be held within the boundaries of either subdivision as may be stated in the call of the meeting. At any such joint meeting, this board reserves the right to vote separately on all matters coming before the joint meeting.
- 2. A special meeting called for the purpose of considering and acting upon any order or resolution requesting officials and representatives of the legislative, judicial or executive branches of the State or federal government to support or oppose any bill, rule, litigation or other matter pending or proposed may be held in Raleigh, Washington, DC or such other place as may be stated in the call of the meeting.

Rule 8. Broadcasting and Recording Meetings

(a) Except as provided in this rule, any radio or television station is entitled to broadcast all or any part of an official meeting of the board that is required to be open to the public. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting required to be open.

(b) Any radio or television station wishing to broadcast any portion of an official meeting of the board shall so notify the county manager no later than twenty-four hours before the meeting. If the number of requests or the quantity and size of the necessary equipment is such that the meeting cannot be accommodated in the designated meeting room and no suitable alternative site in the Government Center or ~~Community Center Ocracoke School~~ **Community Center, 999 Irvin Garrish Highway** on Ocracoke Island is available, the county manager may require the news media either to pool equipment and personnel or to secure and pay the costs of an alternative meeting site that is mutually agreeable to the board and the media representatives.

Amended by the Hyde County Board of Commissioners April 1, 2013 and January 3, 2017.

V. Agenda

Rule 9. Agenda

(a) The county manager, assisted by the clerk to the board, shall prepare the agenda for each regular, special, and emergency meeting. A request to have an item of business placed on the agenda for a regular meeting must be received at least five working days before the meeting. Any board member may, by a timely request, have an item placed on the agenda.

(b) The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relevant to items on the agenda. A copy of the agenda packet shall be delivered to each member of the board at least twenty-four hours before the meeting. Documents in the agenda packet, if not previously available for public inspection, shall become so when packets have been delivered to each board member or left at his or her usual dwelling.

(c) The board may, by majority vote, add an item that is not on the agenda or delete an item that is on the agenda.

Rule 10. Informal Public Comments

The clerk to the board shall include on the agenda of each regular meeting a period for comments or questions from members of the public in attendance. The chair will first recognize individuals or groups who have made a prior appointment to be heard, and then may recognize others, subject to available time. The chair may specify the time allotted to each speaker. After the time set aside for informal public comments has expired, the chair will recognize further speakers only upon motion duly made and adopted.

Rule 11. Order of Business

At regular meetings, the board shall proceed to business in the following order:

1. Approval of the minutes of the previous meeting.

2. Approval of the agenda.
3. Scheduled Public hearings.
4. Public comments.
5. Introduction or Consideration of ordinances, resolutions, and orders.
6. Other business.
7. Committee and Commissioner Reports.
8. Administrative Reports.
9. Other Matters and Closed Session, as applicable.
10. Public comments.

Without objection, the chair may call items in any order most convenient for the dispatch of business.

VI. Conduct of Debate

Rule 12. Powers of the Chair

The chair shall preside at all meetings of the board. A member must be recognized by the chair in order to address the board. The chair shall have the following powers:

1. To rule on points of parliamentary procedure, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To call a brief recess at any time;
4. To adjourn in an emergency.

If the chair wishes to become actively engaged in debate on a particular proposal, he or she shall designate another board member or county manager to preside. The chair shall resume the duty to preside as soon as action on the matter is concluded.

Rule 14. Rule 13. Action by the Board

The board shall proceed by motion. Any member, including the chair, may make a motion.

Amended by the Hyde County Board of Commissioners April 1, 2013.

Rule 14. Second Not Required

A motion shall require a second.

Rule 15. One Motion at a Time

A member may make only one motion at a time.

Rule 16. Substantive Motion

A substantive motion is out of order while another substantive motion is pending.

Rule 17. Adoption by Majority Vote

A motion shall be adopted if approved by a majority of the votes cast, a quorum being present, unless an extraordinary majority is required by these rules or the laws of North Carolina.

Rule 18. Debate

The chair shall state the motion and then open the floor to debate, presiding over the debate according to these general principles:

1. The member making the motion or introducing the ordinance, resolution, or order is entitled to speak first.
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
3. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Rule 19. Procedural Motions

(a) In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.

(b) In order of priority (if applicable), the procedural motions are:

1. *To Adjourn.* The motion may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.
2. *To Take a Recess.*
3. *To Call to Follow the Agenda.* The motion must be made at the first reasonable opportunity or it is waived.
4. *To Suspend the Rules.* The motion requires a vote equal to a quorum.
5. *To Divide a Complex Motion and Consider It by Paragraph.*
6. *To Defer Consideration.* A substantive motion whose consideration has been deferred expires one hundred days thereafter, unless a motion to revive consideration is adopted.
7. *To Call the Previous Question.* The motion is not in order until every member has had one opportunity to speak.

8. *To Postpone to a Certain Time or Day.*
9. *To Refer to Committee.* Sixty days after a motion has been referred to a committee, the introducer may compel consideration of the measure by the entire board, regardless of whether the committee has reported the matter back to the board.
10. *To Amend.* An amendment to a motion must be germane to the subject of the motion, but it may not achieve the opposite effect of the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendment to a proposed ordinance shall be reduced to writing.
11. *To Revive Consideration.* The motion is in order at any time within one hundred days of a vote deferring consideration of it. A substantive motion on which consideration has been deferred expires one hundred days after the deferral, unless a motion to revive consideration is adopted.
12. *To Reconsider.* The motion must be made at the same meeting at which the original vote was taken, and by a member who voted with the prevailing side. The motion cannot interrupt deliberation on a pending matter but is in order at any time before adjournment.
13. *To Prevent Reconsideration for Six Months.* The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires a vote equal to a quorum and is valid for six months or until the next regular election of county commissioners, whichever occurs first.

Rule 20. Renewal of Motion

A defeated motion may not be renewed at the same meeting.

Rule 21. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before the chair puts the motion to a vote.

Rule 22. Duty to Vote

It is the duty of each member to vote unless excused by a majority vote according to law. The board may excuse members from voting on matters involving their own financial interest or official conduct. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative [negative].

Rule 23. Prohibition of Secret Voting

No vote may be taken by secret ballot. If the board decides to vote by written ballot, each

member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, at which time they may be destroyed.

Rule 24. Action by Reference

The board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at the meeting can understand what is being discussed or acted on.

Rule 25. Introduction of Ordinances, Resolutions, and Orders

A proposed ordinance shall be deemed introduced at the first meeting at which it is on the agenda, regardless of whether it is actually considered by the board, and its introduction shall be recorded in the minutes.

Rule 26. Adoption, Amendment, or Repeal of Ordinances

To be adopted at the meeting where first introduced, an ordinance or any action with the effect of an ordinance, or any ordinance amending or repealing an existing ordinance (except the budget ordinance, a bond order, or another ordinance requiring a public hearing before adoption) must be approved by all members of the board of commissioners. If the proposed measure is approved by a majority of those voting but not by all the members of the board, or if the measure is not voted on at the meeting where introduced, it shall be considered at the next regular meeting of the board. If the proposal receives a majority of the votes cast at the next meeting or within one hundred days of being introduced, it is adopted.

Rule 27. Quorum

A majority of the board membership shall constitute a quorum. The number required for a quorum is not affected by vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members present, he or she shall be counted as present for the purposes of determining whether a quorum is present. The board may compel the attendance of an absent member by ordering the sheriff to take the member into custody.

Rule 28. Public Hearings

Public hearings required by law or deemed advisable by the board shall be organized by a special order, adopted by a majority vote, setting forth the subject, date, place, and time (which may be approximated by placement on the agenda) of the hearing. The board may adopt reasonable rules governing the conduct of public hearings, including but not limited to rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokesmen for groups of persons supporting or opposing the same position, (iii) providing

for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall, and (iv) providing for the maintenance of order and decorum in the conduct of the hearing.

The board may continue a public hearing without further advertisement. If a public hearing is set for a given date and a quorum of the board is not then present, the board shall continue the hearing without further advertisement until its next regular meeting.

At the appointed time, the chair shall call the hearing to order and preside over it. When the allotted time expires, the chair shall declare the hearing ended and the board shall resume the regular order of business.

Rule 29. Quorum at Public Hearings

A quorum of the board shall be required at all public hearings required by law.

Rule 30. Minutes

Minutes shall be kept of all board meetings.

Rule 31. Appointments

The board shall use the following procedure to make appointments to fill vacancies in the board itself or in other boards and public offices over which the board has power of appointment.

The chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. When debate ends, the chair shall call the roll of the members, and each member shall vote. The votes shall not be tallied until each member has voted.

Each vote shall be decided by a majority of the valid ballots cast (a majority is determined by dividing the number of valid ballots cast by two and taking the next highest whole number). It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so does not invalidate that member's ballot.

Rule 32. Reference to *Robert's Rules of Order*

To the extent not provided for in, and not conflicting with the spirit of, these rules, the chair shall refer to *Robert's Rules of Order* to resolve procedural questions.

--End--

RULES OF PROCEDURE FOR MEETINGS
UTILIZING SIMULTANEOUS COMMUNICATION

WHEREAS, Hyde County is authorized to conduct official meetings, in whole, or in part, with simultaneous communication in accordance with N.C.G.S. § 143-318.13; and

WHEREAS, Hyde County desires to adopt Rules of Procedure which govern official meetings of the Hyde County Board of Commissioners which are conducted in whole or in part with simultaneous communication.

IT IS RESOLVED that during official meetings of the Hyde County Board of Commissioners which are conducted in whole or in part with simultaneous communication the following Rules of Procedure shall apply:

1. Verification of the identity of the member or members of the Board of Commissioners who are participating by simultaneous communication shall be made by an assistant Clerk to the Board who shall be present at the remote location.
2. In order to allow orderly deliberation of business before the Board the Chairperson of the Board shall specifically recognize each member of the Board participating by simultaneous communication for comments or questions from that member on each matter coming before the Board at that meeting as that matter is considered.
3. Members shall cast their votes verbally and the votes of those members participating by simultaneous communication shall be verified to the Clerk to the Board by the assistant Clerk to the Board present at the remote location. The official record of votes cast shall be that record maintained by the Clerk to the Board at the official meeting location.
4. All meetings which are conducted in whole or in part with simultaneous communication shall be open to the public at the remote location to the same extent as at the official meeting location. Individuals may address the Board from the remote location to the same extent as if they were present at the official location.
5. Notice of meetings which will be conducted in whole or in part with simultaneous communication shall include a statement that members of the public may listen and participate in the meeting from the remote location. These requirements shall not apply in emergency meetings.
6. Nothing contained herein shall be construed to authorize any official meeting to be held outside of Hyde County except as may be permitted by N.C.G.S. § 153A-40 or, in the case of an emergency meeting, as defined by N.C.G.S. § 143-318.12(b)(3).
7. If at any time during the meeting, because of equipment failure or any other cause, clear simultaneous communication is not possible so that each commissioner can clearly hear and effectively participate in the Board discussion of the matters on the agenda, and so that members of the public attending the meeting at either the official location or the remote location can listen to the meeting, then it shall be the duty of the Chairperson of the Board to recess the meeting until such time as clear simultaneous communication is again possible.

8. Except as set out above the Rules of Procedure adopted by the Hyde County Board of Commissioners on October 6, 2008 shall apply to official meetings conducted in whole, or in part, with simultaneous communication.

Adopted on October 6, 2008 on motion of Commissioner Davis, seconded by Commissioner Ballance with members Armstrong, Balance, Davis, Swindell and Chairman Spencer voting aye and No members voting nay and No members absent or not voting.



Charles Ray Spencer
CHAIRPERSON, HYDE
COUNTY COMMISSIONERS

ATTEST:


Lois Stotesberry, Clerk to the Board

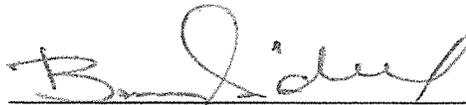
SEAL



Approved as amended by the Hyde County Board of Commissioners on December 6, 2010 with deletion of Rule No. 7.

Approved as amended by the Hyde County Board of Commissioners on April 1, 2013.

Approved as amended by the Hyde County Board of Commissioners on August 5, 2013 with Rule No. 7 reinstated.



Barry Swindell, Chairman
Hyde County Board of Commissioners

ATTEST:


Lois Stotesberry, CMC, NCCCC
Clerk, Hyde County Board of Commissioners

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: January 3, 2017
Presenter: Kris Cahoon Noble
Attachment: Yes

ITEM TITLE: HYDE COUNTY YOUTH ATHLETICS VOLUNTEER POLICY AND WAIVER, CONTRACTS FOR COACHES

SUMMARY: Hyde County is sponsoring a youth winter basketball league known as Hyde County Youth Athletics. This activity was supported by a Resolution passed at the December 2016 regular BOC meeting. Attached please find HCYA Volunteer Policy and Waiver, which has been developed in coordination with the County Attorney and Traveler's Insurance. The policy provides guidelines for volunteers including the coaches in regard to recruitment, selection and screening of volunteers; program supervision; conditions of service; a waiver for signature; and a consent for criminal background check. This policy incorporates everything that Traveler's has advised Hyde County to include in order to remain covered.

In addition, you will find contracts for Bryant Morrison and Shawn Zehmaker. These contracts for services have been reviewed by the County Attorney. The stipends described in each contract are coming from grant funds acquired and administered by the Hyde County Health Department. Separate insurance coverage for general liability and gap medical insurance for the participants has been purchased from K&K Insurance using registration fees.

RECOMMEND: APPROVE HCYA VOLUNTEER POLICY AND WAIVER. APPROVE CONTRACTS FOR MORRISON AND ZEHAKEK.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

THIS CONTRACT, made and entered into this 20th day of December, 2016 by and between COUNTY OF HYDE, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (hereinafter referred to as "the COUNTY"), party of the first part, and Shawn Zehnaker (hereinafter referred to as "CONTRACTOR"), party of the second part. All parties mutually agree to the terms of contract as set forth below.

1. SERVICES TO BE PROVIDED

The services to be furnished under this contract (hereinafter referred to collectively as "SERVICES") are as follows:

A. CONTRACTOR agrees to perform in a manner satisfactory on behalf the COUNTY the following activities:

- 1) Coordinate youth basketball on a "volunteer" basis, not to be considered as a COUNTY employee;
- 2) Authorize the COUNTY to obtain a Background Investigation and Sex Offender Registry Search;
- 3) Sign and abide by the standards outlined in the COUNTY's Volunteer Sports Policy and Waiver;
- 4) Be professionally courteous and act as an extension of the COUNTY; representing it in a positive manner; and
- 5) Serve as member(s) of the Joint Use Interagency Team, as referenced in Section 5.b.i. of the AGREEMENT BETWEEN THE HYDE COUNTY SCHOOL DISTRICT ("DISTRICT") AND COUNTY OF HYDE ("COUNTY") FOR USE OF SCHOOL GROUNDS AND FACILITIES.

A. The COUNTY agrees to the following:

- 1) Establish a recreation budget line within the COUNTY budget for FY2016-17;
- 2) Provide insurance coverage for the Hyde County Youth Athletics Basketball program on COUNTY Active Use Areas; insurance coverage for youth basketball participants consisting of scheduled, sanctioned, approved, organized and supervised practices, try-outs, clinics, and games; and provide sexual abuse or sexual molestation liability coverage for volunteers.
- 3) Provide a Hyde County Youth Athletics Recreation Program Volunteer Policy and Waiver; and
- 4) Provide technical assistance and support, as needed.

1. TERM OF CONTRACT

The term of this CONTRACT for SERVICES is rendered beginning December 12, 2016 and will continue until March 2017. This CONTRACT is subject to the availability of funds to purchase the specified SERVICES and may be terminated at any time if such funds become unavailable. Either party may terminate this contract by giving 90 days written notice to the other party. If the contract is terminated by CONTRACTOR, all sports equipment purchased with COUNTY funds must be returned to the COUNTY within 7 days of contract termination.

3. PAYMENT TO CONTRACTOR

The COUNTY shall pay CONTRACTOR for SERVICES rendered in the amount of \$500 per month from October 2016 until March 2017, for a total of \$3,000. The COUNTY shall also purchase equipment totaling no more than \$3,000 for the winter 2016 Basketball Season and additional equipment totaling no more than \$4,602.66 for subsequent sports seasons.

The COUNTY agrees to pay at the rates specified for SERVICES satisfactorily performed in accordance with this contract. Unless otherwise specified, the CONTRACTOR shall submit an itemized invoice to the COUNTY by the end of the month during which SERVICES are performed. Payment will be processed promptly upon receipt and approval by the COUNTY of the invoice.

All other equipment, and maintenance and repair of equipment, necessary for CONTRACTOR'S performance of this contract shall be the CONTRACTOR'S responsibility.

4. INDEPENDENT CONTRACTOR

Both the COUNTY and the CONTRACTOR agree that the CONTRACTOR shall act as an independent contractor and shall not represent itself as an agent or employee of the COUNTY for any purpose in the performance of the CONTRACTOR'S duties under this contract. Accordingly, the CONTRACTOR shall be responsible for payment of all Federal, State and local taxes arising out of the CONTRACTOR'S activities in accordance with this contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required.

In performing the SERVICES, the CONTRACTOR is acting as an independent contractor and shall perform SERVICES in accordance with currently approved methods and practice in the CONTRACTOR'S professional capacity and in accordance with the standards of applicable professional organizations and licensing agencies.

5. INSURANCE AND INDEMNITY

The CONTRACTOR shall indemnify and save harmless the COUNTY, its agents and employees from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the COUNTY or which the COUNTY must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from negligent performance of or failure to perform any of its obligations under the terms of this CONTRACT.

The CONTRACTOR shall be fully responsible to the COUNTY for the acts and omissions of its sub-contractors and of persons either directly or indirectly employed by CONTRACTOR.

6. HEALTH AND SAFETY

The CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. The CONTRACTOR shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees from the work and other persons who may be affected thereby.

7. NON-DISCRIMINATION IN EMPLOYMENT

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, sex, race, creed, or national origin. In the event the CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by the COUNTY, and the CONTRACTOR may be declared ineligible for further COUNTY contracts.

8. GOVERNING LAW

This contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this contract shall be brought in the General Court of Justice of the State of North Carolina in Hyde County.

9. OTHER PROVISIONS

This contract is subject to such additional provisions as are set forth in any addendum executed separately by each party and attached hereto.

10. CONTRACT DOCUMENTS/AMENDMENTS

This document together with any attached exhibits constitutes the entire Contract between the said two parties and may only be modified by a written mutual agreement signed by both parties and attached hereto.

11. SIGNATURES

Both the COUNTY and the CONTRACTOR agree to the above contract.

Witnessed or Attested By:

(SEAL)

COUNTY OF HYDE

By: _____

Title: _____

Date: _____

Witnessed or Attested By:

CONTRACTOR

By: _____

Title: _____

Date: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer, COUNTY of Hyde

THIS CONTRACT, made and entered into this 20th day of December, 2016 by and between COUNTY OF HYDE, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (hereinafter referred to as "the COUNTY"), party of the first part, and Bryant Morrison (hereinafter referred to as "CONTRACTOR"), party of the second part. All parties mutually agree to the terms of contract as set forth below.

1. SERVICES TO BE PROVIDED

The services to be furnished under this contract (hereinafter referred to collectively as "SERVICES") are as follows:

A. CONTRACTOR agrees to perform in a manner satisfactory on behalf the COUNTY the following activities:

- 1) Coordinate youth basketball on a "volunteer" basis, not to be considered as a COUNTY employee;
- 2) Authorize the COUNTY to obtain a Background Investigation and Sex Offender Registry Search;
- 3) Sign and abide by the standards outlined in the COUNTY's Volunteer Sports Policy and Waiver;
- 4) Be professionally courteous and act as an extension of the COUNTY; representing it in a positive manner; and
- 5) Serve as member(s) of the Joint Use Interagency Team, as referenced in Section 5.b.i. of the AGREEMENT BETWEEN THE HYDE COUNTY SCHOOL DISTRICT ("DISTRICT") AND COUNTY OF HYDE ("COUNTY") FOR USE OF SCHOOL GROUNDS AND FACILITIES.

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- 3) Provide a Hyde County Youth Athletics Recreation Program Volunteer Policy and Waiver; and
- 4) Provide technical assistance and support, as needed.

1. TERM OF CONTRACT

The term of this CONTRACT for SERVICES is rendered beginning December 12, 2016 and will continue until March 2017. This CONTRACT is subject to the availability of funds to purchase the specified SERVICES and may be terminated at any time if such funds become unavailable. Either party may terminate this contract by giving 90 days written notice to the other party. If the contract is terminated by CONTRACTOR, all sports equipment purchased with COUNTY funds must be returned to the COUNTY within 7 days of contract termination.

3. PAYMENT TO CONTRACTOR

The COUNTY shall pay CONTRACTOR for SERVICES rendered in the amount of \$500 per month from October 2016 until March 2017, for a total of \$3,000. The COUNTY shall also purchase equipment totaling no more than \$3,000 for the winter 2016 Basketball Season and additional equipment totaling no more than \$4,602.66 for subsequent sports seasons.

The COUNTY agrees to pay at the rates specified for SERVICES satisfactorily performed in accordance with this contract. Unless otherwise specified, the CONTRACTOR shall submit an itemized invoice to the COUNTY by the end of the month during which SERVICES are performed. Payment will be processed promptly upon receipt and approval by the COUNTY of the invoice.

All other equipment, and maintenance and repair of equipment, necessary for CONTRACTOR'S performance of this contract shall be the CONTRACTOR'S responsibility.

4. INDEPENDENT CONTRACTOR

Both the COUNTY and the CONTRACTOR agree that the CONTRACTOR shall act as an independent contractor and shall not represent itself as an agent or employee of the COUNTY for any purpose in the performance of the CONTRACTOR'S duties under this contract. Accordingly, the CONTRACTOR shall be responsible for payment of all Federal, State and local taxes arising out of the CONTRACTOR'S activities in accordance with this contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required.

In performing the SERVICES, the CONTRACTOR is acting as an independent contractor and shall perform SERVICES in accordance with currently approved methods and practice in the CONTRACTOR'S professional capacity and in accordance with the standards of applicable professional organizations and licensing agencies.

5. INSURANCE AND INDEMNITY

The CONTRACTOR shall indemnify and save harmless the COUNTY, its agents and employees from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the COUNTY or which the COUNTY must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from negligent performance of or failure to perform any of its obligations under the terms of this CONTRACT.

The CONTRACTOR shall be fully responsible to the COUNTY for the acts and omissions of its sub-contractors and of persons either directly or indirectly employed by CONTRACTOR.

6. HEALTH AND SAFETY

The CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. The CONTRACTOR shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees from the work and other persons who may be affected thereby.

7. NON-DISCRIMINATION IN EMPLOYMENT

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, sex, race, creed, or national origin. In the event the CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by the COUNTY, and the CONTRACTOR may be declared ineligible for further COUNTY contracts.

8. GOVERNING LAW

This contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this contract shall be brought in the General Court of Justice of the State of North Carolina in Hyde County.

9. OTHER PROVISIONS

This contract is subject to such additional provisions as are set forth in any addendum executed separately by each party and attached hereto.

10. CONTRACT DOCUMENTS/AMENDMENTS

This document together with any attached exhibits constitutes the entire Contract between the said two parties and may only be modified by a written mutual agreement signed by both parties and attached hereto.

11. SIGNATURES

Both the COUNTY and the CONTRACTOR agree to the above contract.

Witnessed or Attested By:

(SEAL)

COUNTY OF HYDE

By: _____

Title: _____

Date: _____

Witnessed or Attested By:

CONTRACTOR

By: _____

Title: _____

Date: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer, COUNTY of Hyde



Hyde County Youth Athletics Recreation Program Volunteer Policy & Waiver

PURPOSE

The County of Hyde values volunteering as integral to its work at all levels and recognizes the gifts of time from volunteers as critical to its well-being and success. This policy sets out the broad principles for voluntary involvement in Hyde County.

Furthermore, the County of Hyde understands the importance of protecting youth in the community and in our programs and, therefore, wishes to provide a safe and secure environment. The County of Hyde has adopted this policy in order to provide practices that will protect youth from incidents of misconduct or inappropriate behavior. All adults working with youth under the age of 18 at any County of Hyde sponsored event are expected to read/understand, agree to, and abide by this policy.

DEFINITIONS

Staff – all employees, full and part-time, and program volunteers that have any contact with youth or access to facilities that has been approved by the County of Hyde to work with youth members at specific events.

Youth – individuals under the age of 18.

Volunteers – someone who, without expectation of financial compensation beyond the reimbursement of expenses, performs a task at the request of and on behalf of Hyde County.

RECRUITMENT, SELECTION, & SCREENING

All County of Hyde staff will be recruited, selected, and screened in accordance with this policy.

All staff and volunteers must complete and sign a Hyde County Volunteer Policy and Waiver that includes an authorization to complete a Background Investigation by the County of Hyde utilizing a third party service.

Equal Opportunity

The County of Hyde is committed to equal opportunities and believes that volunteering should be open to all regardless of age, gender, ethnicity, ability, religion, political beliefs. The acceptance of assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks.

Age of Volunteers

There is no lower age limit for the recruitment of younger volunteers provided they are able to make a useful contribution, they are undertaking suitable tasks for which there is no legal minimum age, they are supervised and not left alone and a parent or guardian has given permission if they are under eighteen. There is no upper age limit and the organization recognizes the valuable contribution made by older

volunteers in terms of knowledge and experience. An annual review will assess volunteer's continued capacity to undertake tasks.

Criminal Background Check

Criminal background checks will be conducted for all potential staff and volunteers. Staff and volunteers will be required to sign an authorization for the County of Hyde to perform all required background checks. The background check will include a Federal Criminal Background check, a sex offender registry search, and motor vehicle record check. Background checks will comply with applicable regulations governing programs. Background checks will be performed at least every two years on volunteers and staff.

Disqualifications

The County of Hyde may deny an individual the right to work in youth athletics based on the following:

- Felony convictions within the last fifteen (15) years
- Misdemeanor convictions within the last five (5) years
- Any narcotic drug offenses within the last five (5) years
- Two or more alcohol related convictions within the last five (5) years
- Any child abuse or domestic violence convictions
- Any conviction against the welfare of a juvenile
- Any sex or sexual misconduct convictions
- Aberrant behavior that presents a potential danger to self and others

Failure to disclose a criminal conviction on the application form may also terminate an individual's application.

TRAINING & EDUCATION

All adults (coaches, support volunteers, and parents) working with youth under the age of 18 at any County of Hyde sponsored events must sign and receive a copy of this policy, including Appendix A.

PROGRAM SUPERVISION

Supervision of youth, programs, facilities and staff will be designed to protect youth, volunteers and staff at all times. Practices to ensure a safe and caring environment will include:

Transportation: Staff and volunteers should not provide transportation to youth under any circumstances. Prior written consent is required for youth to be transported by anyone other than a parent. The County of Hyde does not accept liability for private transport of youth.

Supervision: Staff members will never be alone with an individual youth where they are not observable by others.

Medications: Staff is prohibited from administering prescription and nonprescription medications to youth at events.

Use of Alcoholic Beverages and Tobacco: Use of alcoholic beverages and tobacco is prohibited at events.

Reporting: If a staff member or volunteer observes troubling behavior involving a youth at an event or becomes aware of a situation that is illegal or potentially unsafe for a young person at an event, he or she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. If staff or volunteers become aware of the troubling behavior after

the event, he or she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. All local, state, provincial and federal laws regarding reporting must be followed.

Personal Information: All documents bearing personal information of any youth participating in an event, including registration forms, medical information forms, permission to treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer as may be required by local and state laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding.

Emergency and medical procedures: A qualified physician or certified athletic trainer should be available in person or by phone at every practice or competition. Staff will be supplied with local emergency medical responder contact information or will have access to 911 services at each practice or competition.

Contact with Youth: Staff and volunteers will not initiate contact with or accept supervisory responsibility for youth outside of County of Hyde programs and activities, including baby-sitting or private instructions. Staff with prior or family relationships to youth may be relieved of this restriction with prior written parental approval. Staff and volunteers will not communicate with youth outside of programs via written, electronic or other means without written parental approval.

Rule of Three: When there are children and adults present in the same activity, it is required that there be a minimum of three persons present (two adults and one child/youth OR one adult and two children/youth).

Two Person Supervision: There should be two persons (one should be 21 years or older) supervising programs involving children. Employees must use two person procedures when getting a program class of children through locker room or bathroom functions. Same sex must be used with locker or bathroom functions. One on one contact with a child should not be allowed without line of sight by another employee or adult volunteer.

Concussion Management: All staff should be familiar with Appendix A: Heads Up Concussion Information for Coaches and Concussion Action Plan.

If staff or volunteers suspect that an athlete has a concussion, they should take the following steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

CONDITIONS OF SERVICE

The County's liability insurance policies include the activities of volunteers and liability towards them. The organization does not insure the personal possessions of volunteers against loss or damage. Personal information recorded about volunteers is stored and maintained with appropriate safeguards for confidentiality. The organization recognizes that volunteers may cease their involvement at any time.

Exit interviews are offered to ascertain why a volunteer is leaving, share any learning points and establish whether they may want to be involved again in the future.

MONITORING

This policy will be reviewed and updated as needed by a designee of the County of Hyde on an annual basis.

Full Name: _____

Contact Information:

Preferred Phone Number: () - .

Secondary Phone Number: () - .

Mailing Address: _____

Preferred Email: _____

Hyde County will make every effort to provide a safe and enjoyable experience for participants in its programs; however, Hyde County cannot guarantee that no injuries or damages occur through participation in our programs. We therefore require each participant to read and sign the following before participating.

I _____ (print full name) in consideration of permission to participate in the Hyde County Youth Athletic Recreation Program do hereby remiss, release and forever hold harmless Hyde County, their staff, employees, agents, and assigns, from any responsibility, cause of action, claims and demands of whatsoever kind of nature arising from or by reason if any and all known and unknown, foreseen bodily or personal injuries to myself, damage to my personal property or injury or damage to property of others caused by me growing out of or resulting from or incident of my participation in the activities of said Hyde County Program.

Furthermore, I fully understand that participation in the activities of said program is purely voluntary and that the activities of said program many involve risks and hazards of bodily injury or property damage sustained through participation in the activities of said program.

I further state that I am in proper physical condition to participate in this activity. In addition I fully understand that Hyde County, their staff, employees, agents, and assigns are under no obligation or duty to provide a physical examination or other evidence of my fitness to participate in these activities; said examination being my sole duty and responsibility.

Please read this entire document before signing. This document releases Hyde County, its staff, agents, and assigns from any liability from your participation in the above described activity.

I certify that I have read, understand, and agree to follow the guidelines set forth in this policy, including its appendices.

I have reviewed and am familiar with Appendix A: Heads Up Concussion Information for Coaches and Concussion Action Plan.

I am aware that at no time am I to provide transportation to youth under any circumstances. Providing transportation to youth will be at my own risk and liability.

I authorize and have completed and signed a release for background investigation.

Additionally, I certify that I have never been convicted of a crime of physical violence or sexual offenses.

(Signature)

(Date)

Information for COACHES

HEADS UP CONCUSSION

One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

HOW CAN I HELP KEEP ATHLETES SAFE?

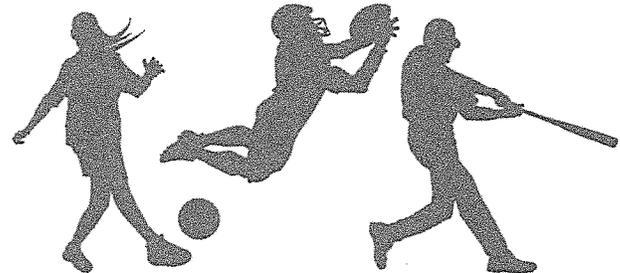
Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

Talk with athletes about the importance of reporting a concussion:

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

Create a culture of safety at games and practices:

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
 - › Striking another athlete in the head;
 - › Using their head or helmet to contact another athlete;
 - › Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
 - › Trying to injure or put another athlete at risk for injury.



- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

Keep up-to-date on concussion information:

- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at www.cdc.gov/HEADSUP.
- Download CDC's HEADS UP app or a list of concussion signs and symptoms that you can keep on hand.

Check out the equipment and sports facilities:

- Make sure all athletes wear a helmet that fits well and is in good condition when appropriate for the sport or activity. There is no "concussion-proof" helmet, so it is important to enforce safety rules that protect athletes from hits to the head and when a helmet falls off during a play.
- Work with the game or event administrator to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition.

Keep emergency contact information handy:

- Bring emergency contact information for parents and health care providers to each game and practice in case an athlete needs to be taken to an emergency department right away for a concussion or other serious injury.
- If first responders are called to care for an injured athlete, provide them with details about how the injury happened and how the athlete was acting after the injury.

HOW CAN I SPOT A POSSIBLE CONCUSSION?

Athletes who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

SIGNS OBSERVED BY COACHES OR PARENTS:

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows mood, behavior, or personality changes.
- Can’t recall events prior to or after a hit or fall.

SYMPTOMS REPORTED BY ATHLETES:

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right,” or “feeling down”.

NOTE: Concussion signs and symptoms often show up soon after the injury, but it can be hard to tell how serious the concussion is at first. Some symptoms may not be noticed or may not show up for hours or days.

WHAT ARE SOME MORE SERIOUS DANGER SIGNS TO LOOK FOR?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or ensure an athlete is taken to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

CONCUSSIONS AFFECT EACH ATHLETE DIFFERENTLY.

While most athletes with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with an athlete’s parents if you notice their concussion symptoms come back after they return to play.

WHAT SHOULD I DO IF I THINK AN ATHLETE HAS A POSSIBLE CONCUSSION?

As a coach, if you think an athlete may have a concussion, you should:

REMOVE THE ATHLETE FROM PLAY.

When in doubt, sit them out!

KEEP AN ATHLETE WITH A POSSIBLE CONCUSSION OUT OF PLAY ON THE SAME DAY OF THE INJURY AND UNTIL CLEARED BY A HEALTH CARE PROVIDER.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion. After you remove an athlete with a possible concussion from practice or play, the decision about return to practice or play is a medical decision that should be made by a health care provider. As a coach, recording the following information can help a health care provider in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body.
- Any loss of consciousness (passed out/knocked out) and if so, for how long.
- Any memory loss right after the injury.
- Any seizures right after the injury.
- Number of previous concussions (if any).

INFORM THE ATHLETE’S PARENT(S) ABOUT THE POSSIBLE CONCUSSION.

Let them know about the possible concussion and give them the HEADS UP fact sheet for parents. This fact sheet can help parents watch the athlete for concussion signs or symptoms that may show up or get worse once the athlete is at home or returns to school.

ASK FOR WRITTEN INSTRUCTIONS FROM THE ATHLETE’S HEALTH CARE PROVIDER ON RETURN TO PLAY.

These instructions should include information about when they can return to play and what steps you should take to help them safely return to play.

WHY SHOULD I REMOVE AN ATHLETE WITH A POSSIBLE CONCUSSION FROM PLAY?

The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

SOME ATHLETES MAY NOT REPORT A CONCUSSION BECAUSE THEY DON'T THINK A CONCUSSION IS SERIOUS.

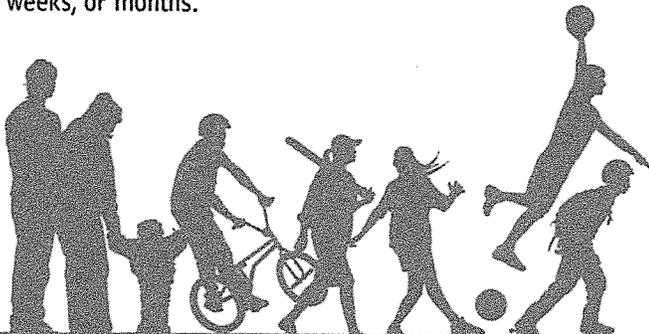
They may also worry about:

- Losing their position on the team or during the game.
- Jeopardizing their future sports career.
- Looking weak.
- Letting their teammates or the team down.
- What their coach or teammates might think of them.^{1,2,3}

WHAT STEPS CAN I TAKE TO HELP AN ATHLETE RETURN TO PLAY?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Below are five gradual steps that you, along with a health care provider, should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.



BASELINE:

Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has a green light from their health care provider to begin the return to play process.

An athlete should only move to the next step if they do not have any new symptoms at the current step.

STEP 1:

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

STEP 2:

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight than a typical routine).

STEP 3:

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

STEP 4:

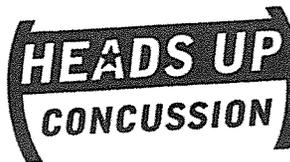
An athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5:

An athlete may return to competition.

REMEMBER:

It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's return to play progression activity. If an athlete's concussion symptoms come back, or he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him- or herself too hard. The athlete should stop these activities, and the athlete's health care provider should be contacted. After the okay from the athlete's health care provider, the athlete can begin at the previous step.

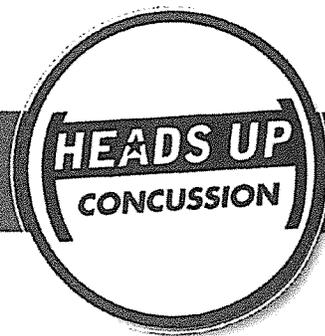


Content Source: CDC's HEADS UP campaign. Customizable HEADS UP fact sheets were made possible through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

JOIN THE CONVERSATION AT www.facebook.com/CDCHEADSUP

TO LEARN MORE GO TO [>> cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)

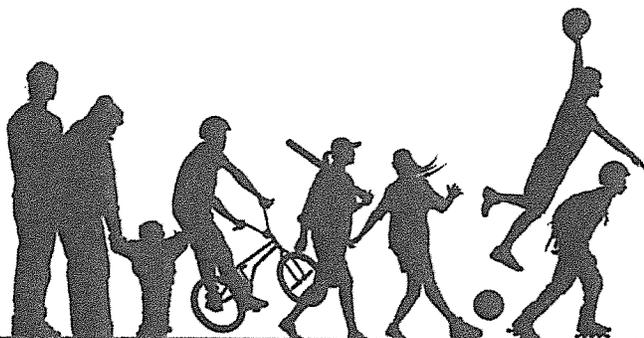
HEADS UP CONCUSSION ACTION PLAN



IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

▶ **"IT'S BETTER TO MISS ONE GAME, THAN THE WHOLE SEASON."**



CONCUSSION SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall



JOIN THE CONVERSATION AT www.facebook.com/CDCHeadsUp

TO LEARN MORE GO TO WWW.CDC.GOV/CONCUSSION

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: January 3, 2017
Presenter: Manager Bill Rich
Attachment: Yes

ITEM TITLE: BUDGET MATTERS

SUMMARY: Departmental budget revisions and amendments will be presented by department managers for Board discussion and approval.

Health Department

- i. BR17-17 – Maternal Health Interpreter
- ii. BR18-17 – Immunization Capitol Outlay
- iii. BR19-17 – Child Health Physician
- iv. BR20-17 – BFPC Salary & Fringes
- v. BR21-17 – WIC
- vi. BR22-17 – B CCCP Radiology
- vii. BR23-17 – General Health – Essential Services
- viii. BR24-17 – Maternal Healht Supplies
- xvi. BR25-17 – Ebola Supplies & Travel

RECOMMEND: Discussion and approve budget revisions and amendments.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

HYDE COUNTY BOARD OF COMMISSIONERS
2016/2017 BUDGET REVISIONS

| MEETING DATE 1/3/2017 | | | | | |
|---|------------------|------------------|---|----------------|-----------------|
| (FO USE) BR # OR IDT# | DEPARTMENT | ACCOUNT # | LINE ITEM ACCOUNT NAME / EXPLANATION | "+" EXP BUDGET | "-." EXP BUDGET |
| | | | | "-" REV BUDGET | "+" REV BUDGET |
| | | | | DEBIT | CREDIT |
| 17-17 | Health - General | 10-5900.7425 | Capital Outlay | \$ 872.38 | |
| | | 10.2600.0004 (5) | Escrow - Immunizations | | \$ 872.38 |
| | | | | \$ 872.38 | \$ 872.38 |
| Purchase and installation of an airconditioning unit to maintain appropriate temperature in med room, as a result of installing a commercial grade reffridgerator and freezer for vaccines. Budget increased but no local funds appropriated, as escrow is supporting this expense. | | | | | |

REQUESTED Quana Gibbs DATE 1-3-17

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____

HYDE COUNTY BOARD OF COMMISSIONERS
2016/2017 BUDGET REVISIONS

| MEETING DATE 1/3/2017 | | | | | |
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| | | | | DEBIT | CREDIT |
| 18-17 | Health - General | 10-5900.7425 | Capital Outlay | \$ 872.38 | |
| | | 10.2600.0004 (5) | Escrow - Immunizations | | \$ 872.38 |
| | | | | \$ 872.38 | \$ 872.38 |
| | | | Purchase and installation of an airconditioning unit to maintain appropriate temperature in med room, as a result of installing a commercial grade reffridgerator and freezer for vaccines. Budget increased but no local funds appropriated, as escrow is supporting this expense. | | |

REQUESTED *Juanita Gibbs* DATE 1-3-17

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____

HYDE COUNTY BOARD OF COMMISSIONERS
2016/2017 BUDGET REVISIONS

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| | | | | DEBIT | CREDIT |
| 19-17 | Health - Child Health | 10-5960.4500 | Contract Physician | \$ 380.00 | |
| | | 10-5960.7400 | Equipment | | \$ 380.00 |
| | | | | \$ 380.00 | \$ 380.00 |
| Moving funds to cover expense of maintaining a supervising physician for Child Health Program. Budget is NOT increased. | | | | | |

REQUESTED Quana Gibbs DATE 1-3-17

APPROVED... CO MANAGER _____ CO COMMISSIONER-CHAIR _____ CLERK TO THE BOARD _____

ENTERED LEDGER/DATE _____

HYDE COUNTY BOARD OF COMMISSIONERS
2016/2017 BUDGET REVISIONS

| MEETING DATE 1/3/2017 | | | | | |
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| (FO USE) BR # OR IDT# | DEPARTMENT | ACCOUNT # | LINE ITEM ACCOUNT NAME / EXPLANATION | "+" EXP BUDGET "-." REV BUDGET | "-" EXP BUDGET "+" REV BUDGET |
| | | | | DEBIT | CREDIT |
| 20-17 | Health - Breast Feeding Peer Counselor | 10-5833.0200 | Salaries | \$ 2,010.00 | |
| | | 10-5833.0500 | FICA | \$ 153.77 | |
| | | 10-5833.0600 | Group Insurance | \$ 301.56 | |
| | | 10-5833.0700 | Retirement | \$ 144.12 | |
| | | 10-5833.4500 | Contract | | \$ 2,163.77 |
| | | | | \$ 2,163.77 | \$ 2,163.77 |
| | | | Moving funds to cover expense of supervisor for program. Funds are being moved from contract staff to salary and fringes. Budget is NOT increased. | | |

REQUESTED Quana Gibbs DATE 1-3-17

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____

HYDE COUNTY BOARD OF COMMISSIONERS
2016/2017 BUDGET REVISIONS

| MEETING DATE 1/3/2017 | | | | | |
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| | | | | DEBIT | CREDIT |
| 21-17 | Health - WIC | 10-5970.1101 | Cell Phone | \$ 150.00 | |
| | | 10-5970.1400 | Travel | | \$ 150.00 |
| | | | | \$ 150.00 | \$ 150.00 |
| | | | Moving funds to cover expense for HOT SPOT for WIC program. HOT SPOT is needed to provide services off site, e.g. Ocracoke Island. Budget is NOT increased. | | |

REQUESTED *Sharon Gibbs* DATE 1-3-17

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____

HYDE COUNTY BOARD OF COMMISSIONERS
2016/2017 BUDGET REVISIONS

| MEETING DATE 1/3/2017 | | | | | |
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| (FO USE) BR # OR IDT# | DEPARTMENT | ACCOUNT # | LINE ITEM ACCOUNT NAME / EXPLANATION | "+ EXP BUDGET "- REV BUDGET | "- EXP BUDGET "+ REV BUDGET |
| | | | | DEBIT | CREDIT |
| 22-17 | Health - Breast & Cervical Cancer Control Program | 10-5962.4503 | Contract Radiology | \$ 1,383.02 | |
| | | 10-5962.0200 | Salaries | | \$ 1,100.00 |
| | | 10-5962.0500 | FICA | | \$ 84.15 |
| | | 10-5962.0600 | Group Insurance | | \$ 120.00 |
| | | 10-5962.0700 | Retirement | | \$ 78.87 |
| | | | | \$ 1,383.02 | \$ 1,383.02 |
| | | | Moving funds to cover expense for Mammograms for women in the BCCCP program. Coverage is provided through salary and fringes. Budget is NOT increased. | | |

REQUESTED Quana Gibbs DATE 1-3-17

APPROVED... CO MANAGER _____ CO COMMISSIONER-CHAIR _____ CLERK TO THE BOARD _____

ENTERED LEDGER/DATE _____

HYDE COUNTY BOARD OF COMMISSIONERS
2016/2017 BUDGET REVISIONS

| MEETING DATE 1/3/2017 | | | | | |
|---|--|-------------------|---|--------------------------------|--------------------------------|
| (FO USE) BR # OR IDT# | DEPARTMENT | ACCOUNT # | LINE ITEM ACCOUNT NAME / EXPLANATION | "+ EXP BUDGET "- REV BUDGET | "- EXP BUDGET "+ REV BUDGET |
| | | | | DEBIT | CREDIT |
| 23-17 | Health - General Essential Services | 10-5900.5902 | Essential Services | \$ 1,128.57 | |
| | | 10.2600.0004 (10) | Adult Health Escrow | | \$ 1,128.57 |
| | | | | \$ 1,128.57 | \$ 1,128.57 |
| Per approval by Board of Health, payment is being made to Interim Health Director to cover educational expenses for becoming permanent Health Director. Budget is being increased but no local funds are appropriated. Expense is being covered by Cost Settlement funds. | | | | | |

REQUESTED Quana Gibbs DATE 1-3-17

APPROVED... CO MANAGER _____ CO COMMISSIONER-CHAIR _____ CLERK TO THE BOARD _____

ENTERED LEDGER/DATE _____

**HYDE COUNTY BOARD OF COMMISSIONERS
2016/2017 BUDGET REVISIONS**

| MEETING DATE 1/3/2017 | | | | | |
|---|-------------------|--------------|---|----------------|----------------|
| (FO USE) BR # OR IDT# | DEPARTMENT | ACCOUNT # | LINE ITEM ACCOUNT NAME / EXPLANATION | "+" EXP BUDGET | "." EXP BUDGET |
| | | | | "-" REV BUDGET | "+" REV BUDGET |
| | | | | DEBIT | CREDIT |
| 24-17 | Health - Maternal | 10-5820.3200 | Office Supplies | \$ 250.00 | |
| | | 10-5820.4600 | Medical Supplies | \$ 290.00 | |
| | | 10-3480.0012 | Revenue - Maternal Health | | \$ 540.00 |
| | | | | \$ 540.00 | \$ 540.00 |
| Receiving additional funding from NC DPH for use with supplies to carry out maternal health program. Local budget is increased but no local funding is required. | | | | | |

REQUESTED *Luana Gibbs* DATE 1-3-17

APPROVED... CO MANAGER _____ CO COMMISSIONER-CHAIR _____ CLERK TO THE BOARD _____

ENTERED LEDGER/DATE _____

HYDE COUNTY BOARD OF COMMISSIONERS
2016/2017 BUDGET REVISIONS

| MEETING DATE 1/3/2017 | | | | | "+" EXP BUDGET "-." REV BUDGET | "." EXP BUDGET "+" REV BUDGET |
|-----------------------------|----------------|--------------|---|-------------|-----------------------------------|----------------------------------|
| (FO USE) BR # OR IDT# | DEPARTMENT | ACCOUNT # | LINE ITEM ACCOUNT NAME / EXPLANATION | DEBIT | CREDIT | |
| 25-17 | Health - Ebola | 10-5836.1400 | Travel | \$ 1,000.00 | | |
| | | 10-5836.3300 | Department Supplies | \$ 3,630.00 | | |
| | | 10-3481.0058 | Revenue - Ebola Funds | | \$ 4,630.00 | |
| | | | | \$ 4,630.00 | \$ 4,630.00 | |
| | | | DPH has given back the "carry over" funds from FY 2015-16 in the amount of \$8,030, plus an additional \$1,100, for a total of \$9,130. Total revenue from DPH for FY 2016-17 should be \$14,130; however, revenue from State had been locally budgeted @ \$9,500. The difference is \$4,630, which is being added to the budget with this revision. Budget increases, no local appropriations. | | | |

REQUESTED Quana Gibbs DATE 1-3-17

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: January 3, 2017
Presenter: Chairman, Vice-Chair, Commissioners and Manager
Attachment: No

ITEM TITLE: MANAGEMENT REPORTS

SUMMARY: This is a time for each Commissioner to give reports on their work representing the County.

Additionally, Commissioners may wish to bring up issues they wish to have followed up by the Board or by the County Manager.

The County Manager and Assistant County Manager will give an oral update on various projects and other administrative matters.

RECOMMEND: Receive reports. Discussion and possible action as necessary.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Manager's Calendar (December 2016)

| | | |
|----|----|--|
| TH | 1 | Speaker at CRC Meeting |
| F | 2 | Met with Johnny Bureson & Kris at SOG-8 am; Ferry to Ocracoke-1 pm |
| S | 3 | |
| S | 4 | |
| M | 5 | 1 pm-Hyde County Water Authority; 4:30 pm-Stephen Greer/Natalie Wayne; 5 pm-Commissioners Dinner; 6 pm-Commissioners Meeting |
| T | 6 | Staff Debrief Meeting- 10 am; Donnie Shumate-2:30 pm; BCCC Christmas Social-7-9 pm |
| W | 7 | Swan Quarter Office |
| TH | 8 | Pinehurst - Vacation Day |
| F | 9 | Pinehurst - Vacation Day |
| S | 10 | |
| S | 11 | |
| M | 12 | Ferry Meeting- 1 pm |
| T | 13 | 12:30 pm-conference call with Kris and Fred; 4 pm-Luana Gibbs |
| W | 14 | Wanchese Marine Industrial Park Meeting-1 pm |
| TH | 15 | Dr. Appt. |
| F | 16 | Kinston-Vacation Day |
| S | 17 | |
| S | 18 | |
| M | 19 | Hyde Employee Christmas Breakfast 8 am; 10 am-FEMA Meeting; Conference Call with Ted Lord-1 pm |
| T | 20 | Will Faircloth-12:00 pm; Tom Pahl-12:30-1:30pm; NC DOT Meeting-1:30-3:00 pm; Conference Call with Dan Gerlach-3:15 pm |
| W | 21 | Ferry to Ocracoke - 1pm |
| TH | 22 | Ocracoke Office |
| F | 23 | Holiday |
| S | 24 | Christmas Eve |
| S | 25 | Christmas Day |
| M | 26 | Holiday |
| T | 27 | Holiday |
| W | 28 | 9:30 am-Ferry to SQ; Swan Quarter Office |
| TH | 29 | Swan Quarter Office; 4:30 pm Ferry to Ocracoke |
| F | 30 | Ocracoke Office |
| S | 31 | |

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: January 3, 2017
Presenter: Citizens
Attachment: No

ITEM TITLE: PUBLIC COMMENTS

SUMMARY: The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

RECOMMEND: Receive comments.

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: January 3, 2017
Presenter: Board of Commissioners

ITEM TITLE: CLOSED SESSION

SUMMARY: The County Manager may request entering Closed Session in accordance with **NCGS143A-318.11 (a)**

- 1) To prevent the disclosure of information that is privileged or confidential pursuant to the law.
- 2) To prevent the premature disclosure of an honorary award.
- 3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege.
- 4) To discuss matters relating to the location or expansion of industries or other businesses.
- 5) To establish or instruct the public body's staff or agent in negotiating the price or terms of a contract for the acquisition of real property by purchase; or compensation and terms of an employment contract.
- 6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.
- 7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- 8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.
- 9) To discuss and take action regarding plans to protect public safety.

RECOMMEND: Enter into Closed Session if required.

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| Motion Made By: <input type="checkbox"/> Earl Pugh, Jr. (Enter) <input type="checkbox"/> Barry Swindell <input type="checkbox"/> Dick Tunnell <input type="checkbox"/> Ben Simmons <input type="checkbox"/> Tom Pahl | Motion Seconded By: <input type="checkbox"/> Earl Pugh, Jr. <input type="checkbox"/> Barry Swindell <input type="checkbox"/> Dick Tunnell <input type="checkbox"/> Ben Simmons <input type="checkbox"/> Tom Pahl | Vote: <input type="checkbox"/> Earl Pugh, Jr. <input type="checkbox"/> Barry Swindell <input type="checkbox"/> Dick Tunnell <input type="checkbox"/> Ben Simmons <input type="checkbox"/> Tom Pahl |
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|---|--|--|
| Motion Made By: <input type="checkbox"/> Earl Pugh, Jr. (Exit) <input type="checkbox"/> Barry Swindell <input type="checkbox"/> Dick Tunnell <input type="checkbox"/> Ben Simmons <input type="checkbox"/> Tom Pahl | Motion Seconded By: <input type="checkbox"/> Earl Pugh, Jr. <input type="checkbox"/> Barry Swindell <input type="checkbox"/> Dick Tunnell <input type="checkbox"/> Ben Simmons <input type="checkbox"/> Tom Pahl | Vote: <input type="checkbox"/> Earl Pugh, Jr. <input type="checkbox"/> Barry Swindell <input type="checkbox"/> Dick Tunnell <input type="checkbox"/> Ben Simmons <input type="checkbox"/> Tom Pahl |
|---|--|--|
