

Department Reports

Human Resources Department Report – December 2016:

- Verified information for vacation/sick leave for employees
- Completed longevity payroll
- Completed monthly payroll
- Generated the Human Resources employee newsletter
- Completed and processed monthly vouchers to pay employees' insurances, tax garnishments, child support payments, retirement, etc.
- Daily Tasks - Assisted employees as necessary concerning hours worked, salary, insurance, benefits, deposit changes, etc.
- Assisted employees with retirement questions
- Enrolled one new employee
- Coordinated drug testing for new County employee
- Attended Harris' Payforce Yearend Webinar
- Provided support for a FLMA issue
- Started Year-End balancing for Payroll related items

Respectively submitted,

Tammy Blake

Health Department Activity Report - November 2016

CLINICAL SERVICES	Current Month	Year To Date
Family Planning	11	63
Maternal Health	11	54
Adult Health: Wellness/Primary Care/Chronic Disease/Telemedicine	40	176
BCCCP	2	10
Immunizations	16	92
Seasonal Flu Shots/Flu Mists		
Adults	2	35
Children	11	17
STD Treatments	2	15
Communicable Disease Cases/Investigations	1	6
TB Treatments (Latent) & Skin Tests	0	8
Child Health (Wellness)	5	70
Child Health (Sick Care)	16	34
Rabies Treatments/Investigations**	0	2
Dental Varnishing	0	1
Lab Services	35	175
WIC (Women, Infant & Child Nutrition Assistance)		
WIC – Mainland		
Certifications		54
Mid-Certification Assessments	13	32
Pick-ups	2	66
Vendor Trainings	12	12
WIC – Ocracoke (Quarterly)		
Certifications	0	5
Mid-Certification Assessments	0	6
Pick-ups	0	11
Vendor Trainings	0	0
PREGNANCY/EARLY CHILDHOOD SERVICES		
Pregnancy Care Management (for healthy pregnancies and births)		
Current Case Load	8	34
Contacts this Month	14	85
Attempts (No Contact)	1	19
Care Coordination for Children (for healthy children 0-5 years)		
Current Case Load	8	50
Contacts this Month	51	320
Attempts (No Contact)	3	41
Family Connects (for healthy mother/child after birth)		
	4	31
MEDICATION ASSISTANCE PROGRAM		
New Patients Enrolled	0	8
Patients Served		29
New Requests	0	7
Reorder Requests	5	35
Medications Requested	4	38
Medications Received	3	23
Medications Delivered	2	22
ENVIRONMENTAL HEALTH		
Food and Lodging		
F&L Inspections	7	48
F&L Visits	9	44
F&L Pre-Opening Visits	1	1
F&L Permits Issued	1	1
F&L Permits Suspended		1
F&L Suspensions Lifted		0
F&L Complaint Investigations		4
F&L Consults	12	62
General Sanitation		7
Vector Control		10
Animal Control		0
Health Education		1

On-Site Wastewater		
Sites Visited/Evaluated	16	46
Improvement Permits Issued	2	8
Construction Authorizations	2	14
Other Authorizations		0
Consultative Contacts	48	166
Operation Permits Issued	2	12
Migrant Housing Inspections		0
On-Site Wells		
Well Site Evaluated	1	1
Grouting Inspections	1	4
Well Site Construction Visits	1	1
Well Construction Permits Issued		0
Well Certificate of Completion	1	4
Bacteriological Samples Collected		6
Other Sample Collected		10
Well Consultative Contacts	4	34

Physical Activity & Nutrition Programming:

- Piyo classes are being offered free-of-charge to residents
 - Mondays & Wednesdays at 6:30PM (OA Peay)
 - Tuesdays & Thursdays at 6:00PM (Belhaven)
- KidShape Programming slated to begin in January 2017 on Ocracoke; dates for mainland classes TBD
- KBR funds:
 - Carryover into a Year 4 (July 2017 – June 2018)
 - Will support start-up costs for Hyde County Youth Athletics

Prescription Drug Abuse Prevention:

- Drug drop boxes have been installed in both sheriff's offices
- HCHD dispensing Naloxone to those who use opioids or their family members

Project Direct LEGACY for Men (Chronic Disease Task Force):

- Advisory Committee is working towards obtaining 501 (c) 3 status; have formed workgroup to undertake process in coming months
- HCHD continues to support PDL as a community partner

Hyde County Farmers Market:

- PICH funding has been expended; therefore, there is no further funding for a Market Manager position
- Planning for a winter market is underway

Community Gardens

- HCHD staff is involved in a community garden project, which aims to support existing county community gardens
 - Scranton and Engelhard Community Gardens have been serving their communities all summer
 - Funding is needed for seeds and equipment in the future
- [Need help raising money for online campaign: https://www.seedmoney.org/campaign/870/hyde-county-community-gardens](https://www.seedmoney.org/campaign/870/hyde-county-community-gardens)

Supplemental Information

SWEARING IN



TAKING OATHS: At Monday night's Hyde County Board of Commissioners meeting, three commissioners were sworn into office: Earl Pugh Jr., District 5; Benjamin Simmons III, District 2; Tom Pahl, District 3. (Left) Pugh was also re-appointed as chairman, (right) Pahl, with wife Carol looking on, and Simmons took their oaths of office on Monday night.

HYDE COUNTY

PUNGO LIVING

THURSDAY, DECEMBER 29, 2016



BALDWIN VIDEO PRODUCTIONS

DEEPER WATER: Hurricane Matthew left thousands of acres under water in Hyde County in October, as did the subsequent flooding for weeks after the storm.



AGRICULTURE-BASED ECONOMY: Kris Cahoon, Hyde County assistant manager, speaks in the video about the importance of the county's agriculture economy to the whole state.



WIDESPREAD: The Mattamuskeet Association infrastructure includes miles of dike networks, five pumping facilities and water control equipment.

Hyde officials seek more help after flooding

CAROLINE HUDSON
Washington Daily News

HYDE COUNTY — For many counties in North Carolina, Hurricane Matthew is but a distant memory.

Hyde County's Mattamuskeet Association, however, continues to deal with the effects and faces widespread damage within its infrastructure, which provides flood protection, drainage and conveyance services and acts as a buffer when the Alligator River floods.

Hurricane Matthew barreled up the East Coast in early October, and the widespread flooding from the storm continued weeks after it passed. Beaufort and Hyde counties saw significant damage to cotton and soybean crops.

"We've had bad floods. The one we just went through is the worst thing we have seen in 32 years," said Wilson Daughtry, a farmer and member of the Mattamuskeet Association.

To help spread the word, Daughtry and wife Debbie enlisted the help of Baldwin Video Productions to tell the story of the Mattamuskeet Association, as well as the long-term effects of Matthew.

Kris Cahoon, Hyde County assistant manager, estimates that the county contributes about \$75 million to the state's economy through agriculture.

In the video, Cahoon said she would like to see the state recognize Hyde's impact and offer more support to help it get on its feet again. Farmers have faced a few consecutive years of poor weather conditions, she said.

"All of our communities here hinge on the farm industry. That means that our No. 1 natural asset for Hyde County is our land, and we have been inundated," Cahoon said in the video. "I don't think people really understand how important agriculture is to the state of North Carolina, and I don't think they understand how important Hyde County is to that larger picture."

Matthew caused about \$2 million in damage to the association infrastructure, according to Cahoon, and 33 mobile water pumps were brought in, along with the five permanent pumps, to move water out of the area.

It took up to 23 days to move the water out, and pumping operations cost more than \$60,000 per day, ac-

ording to the video.

Hyde and other affected counties' residents have already received millions of dollars in disaster relief from the Federal Emergency Management Agency, the National Flood Insurance Program and the U.S. Small Business Association, as well as \$10,000 to Hyde from the North Carolina Community Foundation.

In the future, Hyde officials would like to elevate some of the dike system, but at this point, it is not financially feasible. That is why they are now appealing for more help.

"So much of Hyde County is only a foot or so above sea level, so anything that can be done would have to be done on a county-wide basis, and that would need substantial funding from state/federal sources," Cooperative Extension agent Rod Gurganus wrote in an email. "I don't know what the state could do, but support for infrastructure (dikes, pumping stations, etc.) seems like a good place to start."

Gurganus said he doesn't think FEMA assistance would cover this particular project.

To view the full video, visit www.youtube.com/watch?feature=youtu.be&v=XBVNjDyelkM.

**ECONOMIC IMPROVEMENT COUNCIL, INC.
ADMINISTRATIVE OFFICE**

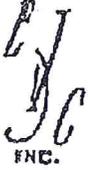
712 VIRGINIA ROAD

P.O. BOX 549

EDENTON, NORTH CAROLINA 27932

PHONE (252) 482-4458 FAX (252) 482-0328

www.eiccaa.org



Mr. ALBERT BUTTS
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

December 13, 2016

Mr. Earl Pugh, Jr., Chairman
Hyde County Commissioners
Post Office Box 188
Swanquarter, North Carolina 27885

Dear Mr. Pugh:

The Economic Improvement Council, Inc. is pleased to announce the continued funding of the Community Services Block Grant Program for Fiscal Year July 1, 2017 through June 30, 2018. The Community Services Block Grant Program is funded by the North Carolina Department of Health and Human Services, Office of Economic Opportunity in Raleigh, North Carolina. Funding for Fiscal Year 2017 is as follows:

Family Self-Sufficiency: \$373,181

The enclosed 2017 Grant Application is provided to the County Commissioners for informational purposes and notification of our intent to apply for the funds. *(via email on 12-15-16) gms*

Please have the Clerk sign and notarize the Documentation of Submission Form and return in the self-stamped envelope as soon as possible.

Should you have questions, please call Dr. Landon B. Mason at 482-4458 Ext. 137. We appreciate your continued support of our program.

Sincerely,

Dr. Landon B. Mason
Executive Director

Enclosure: (1) Application

“AN EQUAL OPPORTUNITY EMPLOYER”



Agency Name

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant [CSBG] Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Hyde County

County: Hyde

Date of Application Submission:

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO February 13, 2017.

Clerk to the Board should initial all items below.

The agency submitted a complete grant application for Commissioner review.

[checked] The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

Commissioners' comments provided those to the agency. (If applicable)

Lois Statesberry
Clerk to the Board

12-15-2016
Date

Tammy B Blake
Notary

12-15-2016
Date



North Carolina Department of Health and Human Services

Division of Social Services

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant Program

**Fiscal Year 2017-18 Application for Funding
Project Period July 1, 2017 – June 30, 2018
Application Due Date: February 13, 2017**

Agency Information	
Agency:	Economic Improvement Council, Inc.
Federal I.D.	560857026
DUNS Number:	081423030
Administrative Office Address:	712 Virginia Road Edenton, North Carolina 27932
Mailing Address (include the 4-digit zip code extension):	Post Office Box 549 Edenton, North Carolina 27932
Telephone Number:	252-482-4458
Fax Number:	252-482-8227
Board Chairperson:	Albert Butts
Board Chairperson's Address: (where communications should be sent)	800 W. Colonia Avenue Elizabeth City, North Carolina 27909
Board Chairperson's Term of Office (enter beginning and end dates):	01/2009-2/2018
Executive Director:	Landon Mason
Executive Director Email Address:	edlbmason@eic.gmail.com
Agency Fiscal Officer:	Ethel Copeland
Fiscal Officer Email Address:	ecopeland@eicinc.org
CSBG Program Director:	June Britt, Contact Person
CSBG Program Director Email Address:	jbritt@eicinc.org
Counties Served with CSBG funds:	Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell an Washington
Agency Operational Fiscal Year:	July through June

North Carolina Department of Health and Human Services
Office of Economic Opportunity - Verna P. Best, Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on November 28 – December 2, 2016 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 28, 2016	Camden	November 30, 2016	Tyrrell
November 28, 2016	Currituck	December 1, 2016	Gates
November 29, 2016	Perquimans	December 1, 2016	Chowan
November 29, 2016	Pasquotank	December 2, 2016	Hyde
November 30, 2016	Dare	December 2, 2016	Washington

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on December 13, 2016 as required by 10A NCAC 97C .0111(b)(1)(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
January 3, 2017	Camden	January 2, 2017	Hyde
January 3, 2017	Chowan	January 9, 2017	Pasquotank
January 3, 2017	Currituck	January 3, 2017	Perquimans
January 5, 2017	Dare	January 17, 2017	Tyrrell
January 4, 2017	Gates	January 3, 2017	Washington

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: _____

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson: _____
(Signature) (Date)

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	21	Total Current Vacant Seats	2
Total Number of Seats Reserved for Each Sector	7	6	Private
Total Number of Vacant Seats Per Each Sector	0	0	Private

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor					
1. Ray Blount	Tyrrell	Tyrrell County Community	11/2009	1	11/2019
2. Shenika White	Chowan	Head Policy Council	10/2016	0	10/2017
3. Shelia Gregory	Currituck	Currituck County Community	08/2012	0	07/2017
4. Cindy Smith-Barber	Gates	Gates County Community	07/2015	0	07/2020
5. Julia Wright	Dare	Dare County Community	08/2012	0	08/2017
6. Fred Yates	Perquimans	Perquimans County Community	09/2015	0	09/2020
7. Leesa P. Jones	Beaufort	Beaufort County Community	11/2016	0	10/2019
Public Elected Officials					
1. Albert Butts	Pasquotank	County Commissioners	01/2009	1	02/2018
2. Tammy Miller-White	Perquimans	County Commissioners	09/2013	0	08/2017
3. Robert Williams	Gates	County Commissioners	09/2012	0	08/2019
4. Nina Griswell	Tyrrell	County Commissioners	11/2015	0	11/2020
5. Judy Rankins	Chowan	County Commissioners	07/2016	0	07/2021
6. William Sawyer	Camden	County Commissioners	09/2015	0	07/2017
7.					
Representatives of Private Organizations					
1. Oliver Jones	Pasquotank	Pasquotank County Community	09/2009	1	09/2019
2. Willie Shaw	Hyde	Hyde County Community	11/2008	1	10/2018
3. Melvin Norman	Washington	Washington County Community	03/2003	1	07/2018
4. Linda White	Chowan	Early Childhood Education	09/2015	0	09/2020
5. Thomas Wood	Chowan	Chowan County Community	11/2015	0	11/2020
6. Mavis Hill	Washington	Washington County Community	07/2016	0	07/2021
7. Linda Layden White	Perquimans	Perquimans County Community		0	

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Linda White	125 Howell's Lane Hertford, North Carolina	N/A
Ray Blount	213 Middle Street Creswell, NC 27928	granddad43001@yahoo.com
Shenika White	2035 Rocky Hock Road Edenton, NC 27932	ladiineck88@gmail.com
Melvin Norman	743 Marriner Road Roper, NC 27970	normanm23@mchsi.com
Shelia Gregory	108 South Gregory Road Shawboro, NC 27973	sheila_gregory@ncsu.edu
Oliver Jones	1291 Doublebridge Rd. Elizabeth City, NC 27909	N/A
William Sawyer	533 N. Trotman Road Camden, NC 27921	5sawyers@wildblue.net
Judy Rankins	303 Boswell Street Edenton, NC 27832	judyrankins@centurylink.net
Willie Shaw	195 Lake Swamp Rd Englehard, NC 27824	williegshaw@hotmail.com
Albert Butts	800 W. Colonia Avenue Elizabeth City, NC 27909	abuttsiii@hotmail.com
Cindy Smith-Barber	71 Louise Street Gates, NC 27937	barbercs@gatescountyschools.net
Tammy Miller-White	583 Hog Neck Rd. Hertford, NC 27944	tmmy_mlr@yahoo.com
Robert Williams	119 US Highway 158 Business W. Gatesville, NC 27938	robertewilliams46@hotmail.com
Julia Wright	107-B Pirates Moor Kill evil Hills, NC 27948	jwright1217@gmail.com
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	fred@intilport.com
Nina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@tyrrellcounty.net
Thomas Wood	105 West King St. Edenton, NC 27932	thomas@godwinandgodwin.net
Mavis Hill	1465 Weston Road Creswell, NC 27928	mchill64@gmail.com
Leesa Jones	1411 Nicholson Street Washington, NC 27889	Leesawisdom@aol.com

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
Albert Butts	President	Public	Pasquotank
Robert Williams	Vice-President	Public	Gates
Sheila Gregory	Secretary	Poor	Currituck
Cindy Smith-Barber	Treasurer	Poor	Gates
Committee Name: Executive			
Albert Butts	Chairperson	Public	Pasquotank
Robert Williams		Public	Gates
Cindy Smith-Barber		Poor	Gates
Tammy Miller-White		Public	Perquimans
Melvin Norman		Private	Washington
Ray Blount		Poor	Washington
Committee Name: Personnell			
Judy Rankins	Chairperson	Public	Chowan
Oliver Jones		Private	Pasquotank
Shenika White		Poor	Chowan
Julia Wright		Poor	Dare
Linda L. White		Private	Perquimans
Thomas Wood		Private	Chowan
Committee Name: Planning/Evaluation			
Robert Williams	Chairperson	Public	Gates
Judy Rankins		Public	Chowan
Willie Shaw		Private	Hyde
William Sawyer		Public	Camden
Fred Yates		Poor	Perquimans
Leesa P. Jones		Poor	Beaufort
Committee Name: Finance			
Cindy Smith-Barber	Chairperson	Poor	Gates
Mavis Hill		Private	Washington
Tammy Miller-White		Public	Perquimans
Melvin Norman		Private	Washington
Nina Griswell		Public	Tyrrell
Ray Bount		Poor	Washington
Committee Name:			
	Chairperson		
Committee Name:			
	Chairperson		

*To be completed by agencies serving multiple counties.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.
 - a. Low-Income Community: (See Attachment)
 - b. Agency Staff: (See Attachment)
 - c. Agency's Board Members: (See Attachment)
2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes. (See Attachment)
3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security. (See Attachment)
4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations. (See Attachment)
5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations. (See Attachment)
6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting). (See Attachment)
7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

(See Attachment)

Agency Name

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. (See Attachment)
9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance). (See Attachment)
10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.
(See Attachment)
11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].
(See Attachment)

Economic Improvement Council, Inc.

PLANNING PROCESS NARRATIVE

Fiscal Year 2017 – 2018

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan:

- a. **Low-income Community:** The low-income participated in communities and their local County Commissioners meetings to determine the priorities, needs and resources that were available to assist them. The result of the meeting indicated that the Self-Sufficiency Project would be the number one priority for the Community Services Block Grant Program.
- b. **Agency Staff:** The Community Services Block Grant staff acted as resource providers and facilitators during the planning process. The staff did not influence the low-income families of their decisions. They offered suggestions and provided technical assistance as requested by the target communities and residents.
- c. **Agency's Board Members:** The Economic Improvement Council Board approved the Anti-Poverty planning process as presented by the Community Services Block Grant Director.

2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty cause.

- a. The agency's method of identifying poverty causes was through the Census Statistics, County Assessments and the Poor Sectors Representation on the Economic Improvement Council Board. The HHS Poverty Guidelines are also used to determine the enrollment of families into the Family Self-Sufficiency Program.

Identifying poverty vary among different groups and family conditions. The following is a list of poverty causes in our Northeastern area:

- **Lack of Education**
- **Lack of Industrial Development**
- **High incidence of single family households**
- **Lack of job training and adequate skill development**
- **Lack of adequate public and private transportation**
- **High incidence of job lay off**
- **Health and Mental conditions**

- **Lack of cost of living increases**

b. The methods and criteria used to determine priorities and strategies is through an application process which will include; income, employment skills, education, health and resource availability.

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

The activities that EIC has undertaken to advocate and empower low-income individuals to achieve a greater sense of authority over their lives is through the implementation of the Limited Opportunities To Family Self-Sufficiency Project. Family enrollment along with positive guidance will give individuals and families the opportunity to make lifelong decisions in determining their own lives and future. To achieve economic independence and security, families will identify their own strengths and weaknesses. Case Managers will provide supportive services when needed and suggest ways to handle their future challenges.

4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources, religious organizations, charitable groups, and community organizations.

The Economic Improvement Council plans to maintain a relationship with organizations serving low-income families/individuals. The agency's Board of Directors solicits representation from the community organizations including religious and charitable groups to comprise the private sectors of the Board.

The CSBG Case Managers will work with local churches, schools, teachers, health care, public housing organizations, community based organizations and job training for welfare recipients to help move towards self-sufficiency.

- **State Welfare Form – Continue to have a rapport with Social Services**
- **Public and Private Resources – Attend meeting, send/receive referrals and follow-ups**
- **Religious Organizations – Send notifications to churches and organizations on our agency activities, etc.**
- **Charitable Groups – Volunteer our services when needed.**
- **Community Organizations – Attend meetings and build a rapport and maintain seats on various community boards.**

Economic Improvement Council, Inc.

5. **Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.**

EIC has a satellite office in each of the ten counties. These offices are primarily "One Stop" Centers that provide information and services on all of EIC programs and all other programs in the surrounding area. These satellite offices are shared by other agencies and programs to help fill in the service gaps.

EIC will continue to make referrals to other agencies that will meet the need of our customers. Services that are provided through the satellite offices would include eligibility determination, referrals and follow-ups consultations. The mutual relationships between agencies would help to prevent duplication of services. It will provide an incentive for other public and private agencies to use our offices for their information and referral activities.

6. **Provide a description of how your agency will support innovative community and neighborhood based initiatives related to the purposes of the Community Services block Grant (fatherhood initiatives and other initiatives with goal of strengthening families and encouraging effective parenting).**

The mission and philosophy of the Economic Improvement Council is hinged upon assisting families to become self-sufficient. The Self-Sufficiency Program as proposed is designed to support innovative community and neighborhood initiatives geared to remove barriers to self-sufficiency.

The Community Services Block Grant staff will support innovative community and neighborhood based initiatives by providing transportation, promotional advertisement, being in attendance, serving as a volunteer and encouraging community support.

7. **Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.**

In promoting community Food Drives, agency's collaboration with Food Banks, Churches and other organizations such as, the Department of Social Services, local Head Start Programs, Food and Nutrition Programs and the Cooperative Extension Programs help with the conditions of starvation and malnutrition among low-income individuals. EIC Staff and Board Members currently occupy seats on other agency boards that provide nutritional assistance to low-income individuals.

Economic Improvement Council, Inc.

- 8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.**

EIC will coordinate provision of employment and training activities through the job screening process. The agency will collaborate with other state/local employment agencies such as: Temp Agencies, Regional Job Fairs, Colleges, Universities, and other businesses to provide referrals for employment and training activities.

All agencies will promote the development and implementation to a more unified system of measuring accountability and performances.

- 9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).**

The Economic Improvement Council has developed a rapport with the county Department of Social Services. EIC will make referrals to families/individuals that are in need of emergency to the energy crisis intervention program. Through consistent coordination with the county Department of Social Services information will be disseminated to other departments.

- 10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.**

The involvement of youth age is an integral part of the fabric of EIC and the CSBG Programs. EIC plans and coordinates activities regularly with other programs and agencies such as the National Youth Sports Program, local schools, Colleges and Universities. The needs of our youth are varies and generally reflects the needs of the greater community. Several needs have been identified and are listed below:

- Transient Families
- Family Isolation
- Lack of Recreational Facilities
- School Dropout Rate
- Child Abuse and Neglect
- High Delinquency Rate

Economic Improvement Council, Inc.

The Economic Improvement Council involves a multitude of public and private resources to combat the needs for youth.

- Public Schools
- Department of Social Services
- Albemarle Rehabilitation Center
- Albemarle Speech and Hearing
- Private Physicians
- Partnership for Children Centers
- Partnership for Children (Smart Start)

To improve coordination in meeting the above needs, the Council provides expertise and guidance in the development of youth programs and setting of priorities for youth involvement.

- 11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office(s).**

The method used to inform custodial parents in single-parent families of availability of child support is done during the initial contact assessment. During that process, the Case Managers are made aware of whether they receive child support services or not. If a custodial parent participating in the CSBG Program is not receiving child support the question is asked if they are interested in applying for the support benefits.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2017 – June 30, 2018

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address. (See Attachment)
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).
 - (A) Explain why the problem exists. (See Attachment)
 - (B) Identify the segment of the population and give the number of people experiencing the problem. (See Attachment)
 - (C) Provide demographic information of those adversely effected inclusive of: (See Attachment)
 - (a) Gender
 - (b) Age
 - (c) Race/Ethnicity for the agency's service area
 - (D) Explain how the persons are adversely affected.

Section II: Resource Analysis (use additional sheets if necessary)

- (E) Resources Available: (See Attachment)
 - a. Agency Resources:
 - b. Community Resources:
- (F) Resources Needed: (See Attachment)
 - c. Agency Resources:
 - d. Community Resources:

Section III: Objective and Strategy

(G) Objective Statement: To enroll 50 low-income families in the Family Self-Sufficiency Program with 5 families moving above the poverty guidelines by June 30, 2018.

Strategies for Objective: To qualify and employ comprehensive case management that would include community services providers such as; NC Works, DSS and Base Entities.

Economic Improvement Council, Inc.
OEO Form 210 – 2017-2018
Attachment

Agency Strategy for Eliminating Poverty (Form 210)

Section 1: Identification of the Problem

1. Give the Poverty Cause name, rank the cause(s) and identify which one(s) the agency will address.

The Poverty Cause Name: Limited Opportunities to Family Self-Sufficiency

The Economic Improvement Council ranks Employment as the #1 Priority and Housing as #2.

Employment Priority I:

In Northeastern North Carolina, more than 20% of the population is living in poverty. A major problem of poverty within this area is that two thirds of all poor people in the area have at least one family member working full-time. Most recent surveys in the region support the fact that poverty remains high due to the high incidence of unemployment, low wage rate, and female heads of households. The following chart gives a breakdown of the labor force of 10 counties in Northeastern North Carolina:

2013 Labor Force Estimates

<u>County</u>	<u>Labor Force</u>	<u>Employment</u>	<u>Unemployment</u>	<u>Unemployment Rate</u>
Camden	4,289	4,027	262	6.1%
Chowan	5,727	5,291	436	7.6%
Currituck	12,668	12,142	526	4.2%
Dare	23,806	22,673	1,133	4.8%
Gates	4,660	4,354	306	6.6%
Hyde	2,760	2,608	152	5.5%
Pasquotank	16,107	14,852	1,255	7.8%
Perquimans	5,087	4,688	399	7.8%
Tyrrell	2,364	2,226	138	5.8%
Washington	6,182	5,750	432	7%

The lack of job opportunities in this region is one of the major causes of the high unemployment rate. Commuting to the Hampton Roads area of Virginia for employment continues to be a high priority for area workers. The Northeastern part of the state has also experienced economic exclusion and underinvestment.

Agency Strategy for Eliminating Poverty

Form 210 (Continued)

Housing Priority II:

Substandard Housing:

<u>County</u>	<u>Occupied Units</u>	<u>Overcrowded Units</u>	<u>Incomplete Plumbing</u>
Camden	3,565	60	29
Chowan	5,867	103	87
Currituck	9,171	114	0
Dare	15,076	172	24
Gates	4,454	72	68
Hyde	1,982	14	14
Pasquotank	14,508	579	38
Perquimans	5,403	19	0
Tyrrell	1,666	12	2
Washington	5,096	47	55

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data. Explain why the problem exists. Identify the segment of the population and give the number of people experiencing the problem. Explain how the persons are adversely affected.
 - Lack of Economic Resources: the northeastern region is the poorest region in the State of North Carolina. Over eighty percent of the economy is based upon agriculture or farm related resources. The economy is driven by large mechanized farms that employ very few workers. Workers that are able to be employed are usually under-employed and seasonal workers.
 - Limited Economic Development: The region is slow to develop factories or other employment opportunities to support over 8,700 low-income families with over 25,000 low-income individuals. A large majority of this population are considered the working poor, underemployed or not working in the work force.
 - Limited Job Opportunity: Considering the two above statements, adequate job opportunities continue to plague the region. The Northeast region consists of only ten percent urban population. Much of this population is consists of Pasquotank and Dare counties. Approximately forty percent of this population travels out of the region to Hampton Roads (VA) for work in the tourist industry.

Identify the segment of the population and give the number of people experiencing the problem.

The northeast region is composed of approximately 172,112 citizens within the ten rural counties. The vast region and sparse population coupled with limited economic development causes the poor and near poor to be impacted by the problem.

County	2013 Data Population	Poverty Households
Camden	10,187	988 or 9.7%
Chowan	14,726	3,063 or 20.8%
Currituck	24,396	3,050 or 12.5%
Dare	35,019	3,747 or 10.7%
Gates	11,650	2,027 or 17.4%
Hyde	5,721	1,390 or 24.3%
Pasquotank	39,981	7,117 or 17.8%
Perquimans	13,601	2,421 or 17.8%
Tyrrell	4,109	1,188 or 28.9%
Washington	12,722	3,486 or 27.4%

Explain how the persons are adversely affected.

Persons residing in poverty conditions reside without a decent wage, which causes them to have to live in conditions such as substandard housing, lack of education, health insurance, childcare and other necessities afforded to the non- poor.

Section II: Resource Analysis

3. Resources Available:

The Economic Improvement Council, Inc. – Section 8 Housing project currently operating in the ten county regions with slots at a funding level annually is \$6,840,929.

Four local housing authorities serve the municipalities of Elizabeth City, Hertford, Plymouth and Edenton. These authorities have subsidized housing available for low-income families.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Family Opportunity to Self-Sufficiency						
2. Poverty Cause Name:	Limited Opportunities to Self-Sufficiency						
3. Objective Statement:	To enroll 50 low-income families in the Family Self-Sufficiency Program with 5 families moving above the poverty guidelines by June 30, 2018.						
4. Selected Strategy:	To qualify families and employ comprehensive case management that would include community service providers such as; NC Works, DSS and Base Entities.						
5. Project Period:	July 1, 2017	To	June 30, 2018	Plan Year	1	of	3
6. CSBG Funds Requested for this Project:	\$373,181						
7. Total Number Expected to Be Served:	50						
a. Expected Number of New Clients	0						
b. Expected Number of Carryover Clients	50						
Section II: One-Year CSBG Program Objective and Activities							
Activities	Position Title(s)	Implementation Schedule					
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter		
Objective: To provide comprehensive case management services to <u>50</u> families (with emphasis on those who are unemployed, underemployed and in need of standard housing) from July 1, 2017 – June 30, 2018)	Case Managers	50	50	50	50		
Project Introduction:							
Provide orientation to the Board of Directors	Executive Director	07/01/2017 09/30/2018					
Provide orientation and training to staff.	CSBG Director Case Managers/Case Manager/AR4CA Administrator	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018		

Community Services Block Grant Program

**Fiscal Year 2017-18 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
a. Review poverty causes and conditions b. Set goals (review targets)					
c. Discuss work plan d. Income verification review e. Recruitment process f. Eligibility determination and enrollment g. Review available resources					
Complete community awareness activities and Networking with other organizations that advocate for low-income families.	Case Managers	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Assign staff duties and responsibilities.	CSBG Director	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Project Initiation:					
Screen applicants, assess needs, determine eligibility and complete enrollment and Family Contract Agreement.	Case Managers Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Manage each family on a case by case basis; provide support, guidance and direct financial assistance with available funds as needed.	Case Managers Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Develop resource opportunities in accordance with the Self-Sufficiency Plan.					
a. Identify sources of training for customers related to budgeting b. Establish a contact list for potential employers.					
c. Create a list of landlords with affordable housing and rental assistance possibilities.					
d. Research community options to support health, nutrition, transportation and childcare.					

Community Services Block Grant Program

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Case Management Services and Service Delivery:					
Greet customers and directing them to the CSBG Director or Case Manager. Answer customer questions regarding the CSBG Program. Complete clerical duties such as typing and mailing, correspondence to customers.	Receptionist	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2017
Conduct intakes, interviews and need assessments for all customers.	Case Managers Case Manager/AR4CA Administrator	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Forward discharge letters to customers, provide referrals, support and follow-ups within 30 days of acceptance date.	Case Managers Case Manager/AR4CA Administrator	30			
Review applications, approve case management procedures and accept families/individuals for program participation.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Develop and monitor each customer action plans to ensure progress goal completion.	Case Manager/AR4CA Administrator/Case Manager	20	30 (10)	40 (10)	50 (10)
Conduct <u>25</u> home visits to customers as needed to provide ongoing support in case development and goal achievement.	Case Manager/AR4CA Administrator/Case Manager	7	13 (6)	19 (6)	25 (6)
Facilitate in office meetings with customers as well as provide case management sessions via phone and email as needed.	Case Manager/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Keep daily and weekly progress data to determine success, problems or resources needed for customers. Complete case notes, assessments and other related data entry.	Case Manager/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Support 15 customers with employability skills and address needs in gaining 10 employment.	CSBG Director Case Managers/AR4CA Administrator/Case Manager	5	10 (5)	12 (2)	15 (3)
a. Assess customer experience and skills in order to tailor job searches.					
b. Assist with cover letter creation and resume.					

**Community Services Block Grant Program
Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
c. Facilitate mock interviews d. Refer customers to job fairs and available positions						
e. Notify customers about job positions in the newspapers and internet f. Provide job-related transportation as needed						
g. Direct financial support (i.e, work clothing, transportation, childcare, etc.) to eliminate employment barriers.						
Provide educational support to <u>5</u> customers. a. Assist with enrollment in General Educational Development (GED), College/Universities and trade programs.	CSBG Director Case Managers/AR4CA Administrator/Case Manager	2	3 (1)	4 (1)	5 (1)	
b. Provide direct financial support to customers for tuition, childcare, transportation to eliminate educational barriers.						
c. Refer to resources to assist with financial aid, school applications, internship placements, etc.		3	8 (5)	13 (5)	15 (2)	
Provide direct financial crisis assistance to <u>15</u> customers for rent, utilities (water and electric), fuel, childcare and transportation.	CSBG Director Case Managers/AR4CA Administrator/Case Manager	3	8 (5)	13 (5)	15 (2)	
Collaborate with the Section 8 Program to ensure families with safe standard housing.	Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	
Engage <u>5</u> customers in budget counseling to reduce income/debt ratio.	Case Managers/AR4CA Administrator/Case Manager	0	1 (1)	3 (2)	5 (2)	
Refer <u>5</u> customers to free Volunteer Income Tax Program (VITA) to save money by receiving free tax preparation by certified staff.	Case Managers/AR4CA Administrator/Case Manager	0	0	5	0	
Make necessary referrals to appropriate agencies, organizations and support groups to meet family stabilization needs.	Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	
Promote computer literacy via participation in local NC Works Offices and local Libraries.	Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	

**Community Services Block Grant Program
Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Operations and Accountability:						
Assess customers progress towards meeting short/long term goals and ultimately rising above the poverty guidelines.	CSBG Director Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	
Ensure the correct documentation is obtained during the intake process and properly calculate income.	Case Manager/AR4CA Administrator	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	
Maintain hard copies of files on each customer.	CSBG Director Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	
Maintain accurate records on each customer in the Accountable Results for Community Action (AR4CA) including case notes, financial data and assessments.	Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	
Assess AR4CA performance reports and asses customer records to ensure supporting documents are present to validate outcomes as well as accurate case notes action plan, financial data and assessments.	Case Manager/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	
Complete discharge process on customers when appropriate.	AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	
Prepare all reports and proposals required by the funder and submit in a timely matter.	CSBG Director AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	
Approve and process requisitions submitted by Case Mangers/AR4CA Administrator for customer assistance.	CSBG Director AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	
Conduct staff supervision, determining training opportunities, complete performance plans and evaluations.	CSBG Director	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018	
Sweep and mop all floors and perform small plumbing jobs. Vacuum all carpet floors and clean bathrooms. Clean doors, windows and all glass areas and empty trash cans. Replace light bulbs and balance as needed. Install smoke and carbon monoxide detectors where needed. Replace batteries in hallways and conference rooms.	Facilities Coordinator	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 3/31/2018	4/01/2018 6/30/2018	

**Fiscal Year 2017-18 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

8. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 6 of the Fiscal Year 2017-18 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	50
The number of low-income participant families rising above the poverty level.	5
The number of participant families obtaining employment.	10
The number of participant families who are employed and obtain better employment.	3
The number of jobs with medical benefits obtained.	2
The number of participant families completing education/training programs.	2
The number of participant families securing standard housing.	3
The number of participant families provided emergency assistance.	15
The number of participant families provided employment supports.	20
The number of participant families provided educational supports.	3
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

Community Services Block Grant Program

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total number of persons served in the table.

Number of Families to be Served Per County											
Agency Name: Economic Improvement Council, Inc.											
Project Name: Family Opportunity To Self-Sufficiency											
County	Camden	Chowan	Currituck	Dare	Gates	Hyde	Pasquotank	Perquimans	Tyrrell	Washington	Total
Total	5	5	5	5	5	5	5	5	5	5	50
Planned											
Project Name:											
County											Total
Total											
Planned											

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs. (See Attachment)
 - a. Board of Directors:
 - b. Low-Income Community:
 - c. Program Participants:
 - d. Others:
2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors. (See Attachment)
3. Describe how administrative policies and procedures are monitored by the Board of Directors. (See Attachment)
4. Describe how the Board acts on monitoring, assessment and evaluation reports. (See Attachment)
5. Describe the Board's procedure for conducting the agency self-evaluation. (See Attachment)
6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation. (See Attachment)

Economic Improvement Council, Inc.

Monitoring, Assessment and Evaluation Plan

Attachment

1. Describe the role and responsibilities of the following in the assessment and evaluation of the agency programs.
 - a. **Board of Directors:** The Board of Directors participates in the development, planning, implementation and evaluation of the Community Services Block Grant program which serves the low-income community. The Board delegates the responsibility day-to-day operation of the agency to the Executive Director who then assigns authority to the CSBG Director to make sure the program is managed effectively. The Board of Directors receives reports periodically to ensure that the goals established are being properly implemented. They also make the necessary adjustments to redirect or modify the program when necessary.
 - b. **Low-income Community:** The low-income community receives reports on a regular basis via local community organizations and the CSBG Staff. The low-income community will have the opportunity to make suggestions regarding the implementation of the program. They are also given the opportunity to appear before the Board of Directors and express their concerns regarding the administering of the program and its evaluation.
 - c. **Program Participants:** Through a chain of command, program participants may express their concerns regarding the CSBG Program. Participants may request to meet with the Executive Director or the Board of Directors. The agency will conduct surveys to assess the quality of the program as a mean of involving participants and obtaining their opinion regarding CSBG standards and the quality of service being offered.
 - d. **Others:** Other citizens of community groups may express concerns regarding the implementation of the CSBG Program by contacting the Executive Director. Any citizen not satisfied with the implementation of the program may appeal to the agency's Board of Directors. These individuals can also express their concerns or ask for clarification regarding any and all program implementation standards.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

Surveys were issued to customers during their quarterly assessments, section 8 housing process, walk-ins and to those seeking assistance for our services. The Data collected on the surveys included demographic information, issues concerning their families and how the agency can better serve the low-income communities. The data on the survey's were analyzed and distributed to the Board of Directors for their review and recommendations.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Board of Directors is responsible for approving all modifications and or final amendments to the administrative policies and procedures. Any recommendations for changes to the policies must be submitted to the Executive Director for approval. If approved, the Executive Director has the responsibility of presenting the changes to the Board's approval or at a time specified by the Board. The Board consists of five committees (Executive, Personnel, Planning and Evaluation, Finance and Special) that are responsible for carrying out activities such as evaluating and monitoring the agency's policies and procedures, programs and projects offered by the agency, and the fiscal operations of the agency.

4. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board of Directors will receive monitoring, assessment and evaluation reports during each regular meeting. The purpose of these reports will be to advise the Board if the projects is meeting the targeted goals or if the project is encountering problems. The Board will suggest and recommend program adjustments to correct any necessary problems.

5. Describe the Board's procedure for conducting the agency self-evaluation.

The Board conducts self-evaluation utilizing three basic evaluation tools. These tools consist of Formative Evaluation, Quality Assurance, and Outcome Evaluation.

Formative Evaluation: This is done on a regular basis during official Board meetings. The operation and development of programs are measured based upon the progress of meeting and/or exceeding targeted goals, short and long term program achievements and expected outcomes. Financial information and participant data are compared to determine the level of achievement for each program. Programs that are not meeting the minimum achievement levels based upon time schedules are cited and recommendations for improvement are made.

Quality Assurance: This form of evaluation is used to determine if the process of involvement with low-income families is appropriate, timely and well documented. To accomplish this, the Board relies upon staff documentation, surveys and outside monitoring reports. Low-income families and individuals may also be allowed to appear before the Board to voice their concerns, problems or expectations.

Outcome Evaluation: This is achieved by employing the Result Oriented Management and Accountability cycle (ROMA). During this evaluation stage, data will be analyzed and compared to benchmarks that have been set in place. The outcomes will be used to determine the effectiveness of the program, update annual and long-range planning, support agency advocacy, funding and community partnership activities.

6. Summarize the results of the Board's most recent evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The Economic Improvement Council Board of Directors most recent self-evaluation on increasing the unrestricted funds to assist the agency in eliminating poverty. There is an apparent need to increase revenue in the organization; therefore, the Board of Directors will become intentional with a strategic planning process that will increase unrestricted funds flowing through the agency. The Board of Directors will continue to thrive in the area of helping people become self-sufficient as we fight to eliminate poverty. The timeframe and planned activities for the next evaluation is July 31, 2017. We will identify levels of funding, program funding, and donations. There is an ongoing assessment to assess cash flow payroll and accounts payable to increase organizational funding.

EIC COST ALLOCATION PLAN

METHODOLOGY

2017-2018

The Economic Improvement Council, Inc. recognizes that certain cost is shared by the specific components of the agency and the agency has adopted the following methodology to allocate these costs.

Personnel Cost: These costs including salaries, fringe benefits, leave and other administrative costs are attributed directly to the specific employee and allocated based on actual hours worked in each program.

Audit: Audit costs are charged to indirect costs.

Telephone: Telephone expenses are allocated based on long distance and local service charges. Long distance calls are allocated to the program for which the call is made. Long distance calls are entered on telephone logs and reviewed on a monthly basis. Local service charges are allocated by a percentage based on the number of telephone used by a specific program divided by the total telephones at a specific location.

Equipment: Equipment is purchased via a requisition and purchase order. Costs are directly charged to the specific program and used solely by the requesting program.

Travel: Travel expenses are paid based upon agency travel regulations. Travel mileage is kept and recorded by the employee either when using personal cars or agency vehicles. Vehicle logs are maintained by each employee to document miles and maintenance performed or needed on the vehicle. Vehicles used exclusively by a specific program will be charged to that program. Agency vehicles used by more than one program will be allocated in accordance with use miles driven.

Supplies & Materials: Supplies and materials are purchased via a purchase order and requisition system. Costs are directly charged to the specific program and used solely by the requesting program.

Insurance and Bonding: Insurance and Bonding is allocated to each program based upon the number of employees involved, the dollar amount of assigned equipment and/or space used by a specific program.

Procurement: Procurement of goods and services are generally charged directly to a specific program component. Procurements used on an agency wide basis will be charged based upon the number of employees using such goods and services or the total dollar value of the goods and services.

Cost Allocation Plan (continued)

Postage: Postage is allocated as a direct charge to each program. A postage meter is used to dispense postage. Each program will document the date and amount of postage used. Postage will be charged to each program based upon usage.

General: General expenditures, such as utilities, rent, or administrative expenditures will be charged based upon square footage used. The central office space is charged based upon square foot calculations as follows:

Department	Building Square <u>Footage</u>	Common <u>Area</u>	Office & Common <u>Space</u>	Percentage
Administration	1083.94	832.8	1916.74	24.2%
CSBG	160.01	123.01	283.11	3.6%
Section 8 Housing	1143	878.17	2032.17	25.6%
WAP/HARRP	<u>268.85</u>	<u>206.55</u>	<u>475.41</u>	<u>6.0%</u>
	4472.57	3336.3	7908.87	100%

Common Space is allocated and charged based on the above percentages.

CSBG-EIC Economic Resource Centers

Camden

Camden Co. Courthouse Lawn
117 NC Hwy 343
Post Office Box 276
Camden, NC 27921
(252) 325-3846

Pasquotank

104 W. Ehringhaus Street
Post Office Box 1263
Elizabeth City, NC 27906
(252) 335-4616

Chowan

712 Virginia Road
Post Office Box 549
Edenton, NC 27932
(252-482-4458

Perquimans

220 Winfall Boulevard
Winfall, NC 27944
Post Office Box 286
Hertford, NC 27944
(252) 325-1689

Currituck

2793 Caratoke Highway
153 Courthouse Suite – 400
Post Office Box 189
Currituck, NC 27929
(252) 325-3846

Tyrrell

190 L. A. Kesier Drive
Post Office Box 641
Columbia, NC 27925
(252) 325-2179

Dare

723 Sir Walter Raleigh Street
Post Office Box 686
Manteo, NC 27954
(252) 325-3846

Washington

383 Highway 64
Post Office Box 541
Plymouth, NC 27962
(252) 325-2179

Gates

252 Highway 37 South
Post Office Box 568
Gatesville, NC 27938
(252) 325-1689

Hyde

1430 Main Street
O. A. Peay (Co. Office Bldg)
Swans Quarter, NC 27885
(252) 325-2179

JOB DESCRIPTION

JOB TITLE: Executive Director

RESPONSIBLE TO: Board of Directors
Economic Improvement Council, Inc.

RESPONSIBILITIES:

- A. The administration and management of the Economic Improvement Council, Inc. consistent with the policies set forth by the Board of Directors, and guidelines of the various funding sources.
- B. Provide leadership in planning, organization, and administration of programs sponsored by the agency.
- C. Developing and implementing administrative controls and standards for the efficient operation of the agency.
- D. Establish and maintain effective working relationships with existing Federal, State, local and private agencies or institutions.
- E. Install administrative and fiscal controls for the purpose of maintaining a sound fiscal management operation, including the review and approval of budgets for various program accounts and projects.
- F. Employ staff in accordance with policies and procedures of the agency as approved by its Board of Directors and consistent with the guidelines of CSA.
- G. Establish and maintain as effective system of programs and staff evaluation.
- H. Prepare financial and progress reports as may be or may not be required; submit same to the Board, and such other agencies as may be necessary.
- I. Overall evaluation of the effectiveness of the Economic Improvement Council, Inc., and its program efforts to eradicate the causes of poverty through periodic reviews with the staff, visits with area groups, public speeches, forums, etc.

Job Descriptions (Continued)
Executive Director
Page 2

QUALIFICATIONS:

- A. Bachelor's Degree preferred plus extensive experience as a Senior Administrative Officer of a CAA or related program.
- B. Possess administrative leadership and creative ability to the extent of being capable of making sound and responsible decisions when dealing with fundamental issues and problems.

Dr. Landon B. Mason Sr.

601 Center Hill Road, Tyner, NC 27980
Home: 252-221-3196 - Cell: 252-337-5007 - bishoplbmason@me.com

Objective

I am a highly motivated, performance driven, and experienced professional with honorable core values where I can affect positive change in the lives of others.

Core Knowledge and Skills

20 years of management experience, including current role as pastor for a non-profit organization. Provided leadership to transform an under performing non-profit into a thriving and healthy successful entity.

Public Relations	Staff Training
Budget Management	Community Outreach
Strategic Planning	Event/ Program Planning
Organizational Skills	Results-oriented
Team Leadership	Proactive

Professional Experience

Greater Saunders Grove MBC, Pastor Hertford, NC 1997- Present

- Responsible for the Health and Welfare of 220 members.
- Created ministries to empower and enrich parishioners.
- Lead the church in 110% increase in membership attendance.
- Implemented a plan to increase the church budget to 500%.
- Guided the church in a 1.2 million dollar building program debit free.
- Initiated the hiring, overseeing and compensation of all sub-contractors.
- Recommended various methodologies to promote a more excellent way to carry out ministry.
- Motivate parishioners to carry out their ministry assignments.
- Reorganized and restructured the government of the church to be more fruitful in community partnerships.

E.I.C Head Start Family Service Manager, Edenton, NC 1999-2004

- Responsible for the enrollment of the Head Start Program for 10 Counties.
- Oversaw the daily operation of an assistant and 10 family service workers.
- Implemented creative ways to ensure enrollment was meet.
- Initiated monthly meeting with family services workers review program practices and policies.
- Motivated family services workers to connect with families to ensure partnership agreements carried out.
- Authorized by the State of North Carolina to facilitate Child Abuse workshops.

Wendy's International Assistant Manager, Durham, NC 1995-1997

- Responsible for opening training stores to train new employees.
- Responsible for hiring, training and supervising employees.
- Introduced new ways to promote recruiting and retention.
- Reorganized and reduced ways to reduce food cost.

United States Army Staff Sergeant, Fairbanks, AK 1987-1995

- Promoted in the Secondary Zone to the Rank of E-5 and E-6.
- Awarded an Honorable Discharge for 8 years of faithful and dedicated service.

Education

Master of Divinity – GPA 3.8

Virginia Union University Richmond, VA - 2012

Doctor of Ministry - 2005

Master of Pastoral Counseling - 2004

Andersonville Theological Seminary Camilla, Georgia

Bachelor of Science, Sociology – GPA 3.7

Norfolk State University Norfolk, Virginia - 2000

Associates Degree, Criminal Justice

Troy State University Troy, Alabama - 1992

High School Diploma

Surry County High School Surry, VA - 1987

JOB DESCRIPTION

JOB TITLE: Fiscal & Property Officer

RESPONSIBLE TO: Executive Director

RESPONSIBILITIES:

- A. Coordinate and supervise the responsibilities of the Bookkeeper and others relating to Financial Management.
- B. The Finance Officer is required to check all payables, in relation to their accuracy, code according to budget allowances, prepare for payment and handling by the Bookkeeper. Review and initial all time and travel reports before they are filed for audit.
- C. Coordinate all budgets and prepare quarterly and monthly reports required for Resource suppliers from ledgers and balances prepared by the Bookkeeper.
- D. Review and consolidate quarterly tax reports, both Federal and State, coordinating with responsibilities of the Bookkeeper. Prepare biweekly tax deposits for handling in accordance with payrolls.
- E. Assist all programs under the sponsorship of EIC, Inc. in budget planning, setting up budgets code accounts and any other problems pertinent to or a part of such planning. Prepare a "System and Controls" procedure to assure an inner control of finances.
- F. Coordinate all property handling, prepare inventory of non-expendables when required for Resources suppliers, with assistance of Bookkeeper or secretarial staff.
- G. Maintain consumable supplies in locked storage, for inner control, and disposal. Approve all consumable supply requisitions for handling.
- H. Coordinate and assist all Project Directors and employees in planning workable program for an orderly, non-discriminate finance and property management, in accordance with Federal Guidelines, Personnel Policies, and Directives of the Board of Directors.
- I. Coordinate all local audit services and assist auditor in any phase needed.
- J. Reconcile bank statement of all expenditures prepared by the Bookkeeper.

Job Descriptions (Continued)
Fiscal & Property Officer
Page 2

QUALIFICATIONS:

- A. Minimum of two years academic training beyond the high school level in business administration or related fields.
- B. Minimum of six months supervisory experience.
- C. Two years experience in Public Accounting or in government or non-organization accounting is desired.

Ethel J. Copeland
936 Greenhall Road
Edenton, NC 27932
(252)482-2208 or (252)312-8905
etjcope7@yahoo.com

WORK EXPERIENCE:

Bookkeeper-School Treasure/Perquimans County Schools, Hertford, NC, April 2015-Present

- Maintains an accurate record of absences for high school employees
- Complete monthly payroll
- Schedules substitute teachers; orients substitutes to class
- Implement reporting procedures and internal controls for accurate records
- Reconciles account balances complying with related policies
- Prepares cash deposits for school activities, making bank deposit
- Monitor fund balances of assigned programs
- Coordinate the rental of high school facilities
- Collect and process insurance claims for students/employee accidents
- Assist with office receptionist with answering phone calls, greeting visitors, answering inquiries from students, parents, and the general public

Administration Assistant/ SunEnergy, LLC, Elizabeth City, NC, April 2014- April 2015

- Handle calculation of employees time
- Completed new hire application packet on each employee
- Manage time/ clock-in clock-out
- Distribute employee payroll checks
- Handle all mail, telephone calls, and etc.
- Ordering of supplies and kept accurate purchase orders for payment

Financial Aid Counselor/Work-Study Manager, Elizabeth City State University, Elizabeth City, NC, January 2006 – October 2013

- Assigned eligible students to campus jobs for work study program
- Greeted and assisted customers (student/parents)
- Reviewed incoming mail for accuracy
- Provided assistance and general information for grants and scholarships
- Assisted with financial aid awareness workshops and FAFSA DAY.

Administrative Support Associate-Career Services Department

- Prepared documents and reports
- Organized the compiling of records and maintaining files
- Completed typing, scanning, word processing on a daily basis
- Greeted visitors/customers with appropriate information
- Processed mail for distributing and provided activities with department

Associate Professional, Health Link of America/OneCare, Elizabeth City, NC December 2008 – present

- Implement interventions to keep customer focus
- Building a relationship with each customer
- Monitoring behavior issues with positive alternatives with clients dealing with eating disorder, gender identity, autism, anxiety disorders, sleep disorders, ADHD and etc.
- Direct preventive and therapeutic interventions
- Assess, documents and communicate the status of the customers
- Maintain updates on training and services meeting

Social Worker II/ Family & Children Caseworker Chowan Department of Social Services, Edenton, NC, April 1995 – July 2005

- Assisted clients to become self-sufficient
- Maintained a 50% participation score for the state rate
- Implemented training course for new clients
- Assisted with services for Child Protective and Adult Protective Services engaging in one on one interaction with clients that obtain bipolar, substance disorder, claustrophobia, gender identity, eating disorders and etc.
- Kept accurate and daily documentations

Adult Medicaid Caseworker, Bertie Department of Social Services, Windsor, NC, March 1994 – April 1995

- Interviewed client for eligibility
- Placed client in Long-term home care or short-term
- Managed client budget
- Verified all information with other agencies
- Completed application with professional questions and answers
- Communicated with client

EDUCATION:

Bachelor of Science in Business Administration, Concentration in Finance, Fayetteville State University, Fayetteville, NC, August 1982.

NC Child Care Credentials, Beaufort Community College, Washington, NC, May 1993

Child Welfare in NC, Lenior Community College, Kinston, NC, July 2001

REFERENCES:

Available Upon Request

Economic Improvement Council, Inc.

Job Description

Job Title: Community Services Block Grant Director

Supervisor: Executive Director

Working Hours: 8:30 am – 5:00 pm (Normally)

Work Station: Edenton Administrative Office

Duties and Responsibilities:

1. Responsible for the implementation, monitoring, and maintenance of the Community Services Block Grant Program and all of its activities including the supervision of staff.
2. Assist in the employment of program staff and their orientation process.
3. Coordinate the activities with other programs, projects, organizations, etc., on local, state and national levels.
4. Publicize the Community Services Block Grant Program via the agency's website, local news media, community meetings, local EIC Resource Centers and other means as appropriate.
5. Assist in conducting group counseling and/or training of program participants.
6. Monitor the CSBG Program on a daily basis, and make monthly on-site visits, perform random review of files and the interview of clients, and conduct staff conferences.
7. Assess program problems, progress, delays and adverse conditions which affect the ability to attain project objectives, activities and meet established time lines.
8. Coordinate the AR4CA data collection, entry, and reports processes.
9. Submit reports to the Executive Director, Board of Directors and State Office.
10. Other duties as deemed necessary.

Desirable Skills And Qualifications

1. Possess a sincere interest in the problems of the poor and disadvantaged with a deep commitment to the development of strategies to deal with those problems
2. Possess leadership qualities and a personable personality
3. Have the ability to analyze the feasibility of proposed new goals and objectives for the program and devise plans for meeting the goals and objectives.

CSBG Director– Pg. 2

4. Have the ability to analyze services and suggest changes that would enhance services to the program participants.
5. Possess the ability to interact effectively with community officials.

Education and Experience:

Bachelor's Degree in Social Work, Psychology, Vocational Rehabilitation or related field with at least two years' experience in working in a social program.

Economic Improvement Council, Inc.

Job Description

Job Title: Case Manager

Supervisor: Community Services Block Grant Director

Working Hours: 8:30 am – 5:00 pm (Normally)

Work Station: EIC Economic Resource Center

Duties and Responsibilities:

1. Be familiar with the community in general and the target poverty areas.
2. Assist in the organization of community groups and Community Councils.
3. Recruit prospective program participants' for housing, education, training, and or job placements for the Self-Sufficiency Program.
4. Conduct initial interviews to obtain and compile information from the applicant that will be useful in the evaluation and subsequent placement.
5. Evaluate the applicant's needs that can be met by other agencies and make proper referrals.
6. Evaluate applicant's housing, education, employment and training needs and make appropriate referrals.
7. Provide needed supportive services to clients such as transportation and resume assistance.
8. Assure adequate follow-up of participants' job and housing placements.
9. Maintain close working relationships with all agency programs which include the Head Start, Weatherization and the Section 8 Housing Programs.
10. Provide appropriate counseling to participants when the need arises.
11. Maintain adequate records on each participant on the AR4CA Web.
12. Be familiar with the functions and requirements of each resource in the area.
13. Encourage participants to attend budget counseling, job and housing seminars/training.
14. Monitor and report participant assessments to the Community Services Block Grant Director.
15. Other duties as deemed necessary.

Case Manager pg. 2

Desirable Skills and Qualifications:

1. Ability to be an advocate for low-income families.
2. Ability to work effectively with low-income families.
3. Ability to organize community groups.
4. Ability to make presentations at public and private meetings.
5. Possess good communication skills.

Education and Experience:

Associate Degree with at least one year experience in working with families, the public, or in a social program.

Economic Improvement Council, Inc.

Job Description

Job Title: Case Manager/AR4CA Administrator

Supervisor: Community Services Block Grant Director

Working Hours: 8:30 am – 5:00 pm (Normally)

Work Station: EIC Economic Resource Center

Duties and Responsibilities:

- 1 Be familiar with the community in general and the target poverty areas.
- 2 Assist in the organization of community groups and County Councils.
- 3 Recruit prospective program participants' for housing, education, training, and or job placements for the Self-Sufficiency Program.
- 4 Conduct initial interviews to obtain and compile information from the applicant that will be useful in the evaluation and subsequent placement.
- 5 Evaluate the applicant's needs that can be met by other agencies and make proper referrals.
- 6 Evaluate applicant's housing, education, employment and training needs and make appropriate referrals.
- 7 Provide needed supportive services to clients such as transportation and resume assistance.
- 8 Assure adequate follow-up of participant job and housing placements.
- 9 Maintain close working relationships with all agency programs which include the Head Start, Weatherization and the Section 8 Housing Programs.
- 10 Provide appropriate counseling to participants when the need arises.
- 11 Maintain adequate records on each participant on the AR4CA Web.
- 12 Be familiar with the functions and requirements of each resource in the area.
- 13 Encourage participants to attend budget counseling, job and housing seminars/training.
- 14 Monitor and report participant assessments to the Community Services Block Grant Director.

Case Manager/AR4CA Administrator pg. 2

16. Verify applications for job/housing placements submitted to the AR4CA.
17. Follow-up on past assessments on participants.
18. Discharge participants from the AR4CA.
19. Complete the Year-End Report and Quarterly Reports
20. Report staff progress to the Community Services Block Grant Director on a monthly basis.
21. Other duties as deemed necessary.

Desirable Skills and Qualifications:

1. Ability to be an advocate for low-income families.
2. Ability to work effectively with low-income families.
3. Ability to organize community groups.
4. Ability to make presentations at public and private meetings.
5. Possess computer skills needed to work effectively with databases.

Education and Experience:

Associate Degree with at least one year experience in working with families, the public, a business setting or a social program.

Economic Improvement Council, Inc.
Community Services Block Grant Program

Job Description

Job Title: Receptionist
Supervisor: Executive Director
Working Hours: 8:30 am – 5:00 pm
Work Station: Administrative Office

Duties and Responsibilities:

- Review poverty causes and conditions for the Community Services Block Grant Program.
- Determine income verification for review.
- To be knowledgeable on eligibility requirements and the enrollment process.
- Review Eligibility Determination Application for completion.
- Compile and submit reports to the CSBG Director.
- Maintain a filing system for data collections.

Desirable Skills and Qualifications:

- High School graduate or its equivalency. At least two years experience in Business Management.
- Completion of standard high school course with typing training or an Equivalent combination of experience and training providing the required capabilities.
- Possess some knowledge of office terminology, procedures and equipment of Business Arithmetic and English.
- Ability to understand and follow simple oral or written directions and the ability to write legibly.

Economic Improvement Council, Inc.

Job Description

Job Title: Facilities Coordinator

Supervisor: Executive Director

Work Hours: 8:30 a.m. – 5:00 p.m. Monday – Friday normally (will vary during inclement weather and possibly other times)

Work Station: E.I.C. Administrative Office

Duties and Responsibilities

1. Sweep and mop all uncarpeted floors
2. Vacuum all carpeted floors
3. Clean doors, windows and all glass areas
4. Empty trash in all rooms
5. Clean appliances in the kitchen, inside and out
6. Clean countertop, sink and table in the kitchen
7. Clean windowsills in every room and dust blinds
8. Clean tables in both conference rooms and keep conference rooms in order
9. Clean 5 bathrooms
10. Replace light bulbs and balances as needed
11. Install smoke and carbon monoxide detectors where needed; replace batteries in Hallway and conference room clocks and all smoke and carbon monoxide detectors
12. Assemble office furniture as needed

13. Perform small plumbing jobs that do not require licenses
14. Do minor repair jobs to the building as needed
15. Paint inside building when requested
16. Shampoo carpet
17. Maintain clean parking lots, and front, side and back outside entrances
18. Maintain grounds which includes cutting the grass, weed eating, and raking
19. Maintain a clean and attractive flower bed
20. Call for professionals when needed such as electricians, plumbers, etc.
21. Change filters in heat/air conditioning units
22. Other duties as deemed necessary

Desirable Qualifications and Skills

High school graduate with minor carpentry and plumbing skills, experience in Housekeeping duties and ground maintenance, N.C. driver's licenses and transportation.

Economic Improvement Council, Inc.

Community Services Block Grant Program

Dare County- Public Hearing

November 30, 2016

Time: 10:00am

Place: Dare County Resource Center

Attendance – 0

The purpose of the hearing was to give an overview of the Economic Improvement Council, Inc. **CSBG Anti-Poverty Plan for the 2017-2018 fiscal year.**

There were no participants in attendance.

The hearing was then closed.

Respectfully,

A handwritten signature in cursive script that reads "Lillian Dance".

Lillian Dance

CSBG Case Manager

Hyde County Public Hearing

Agenda

Call to Order.....Ms. Wendy Hedgebeth

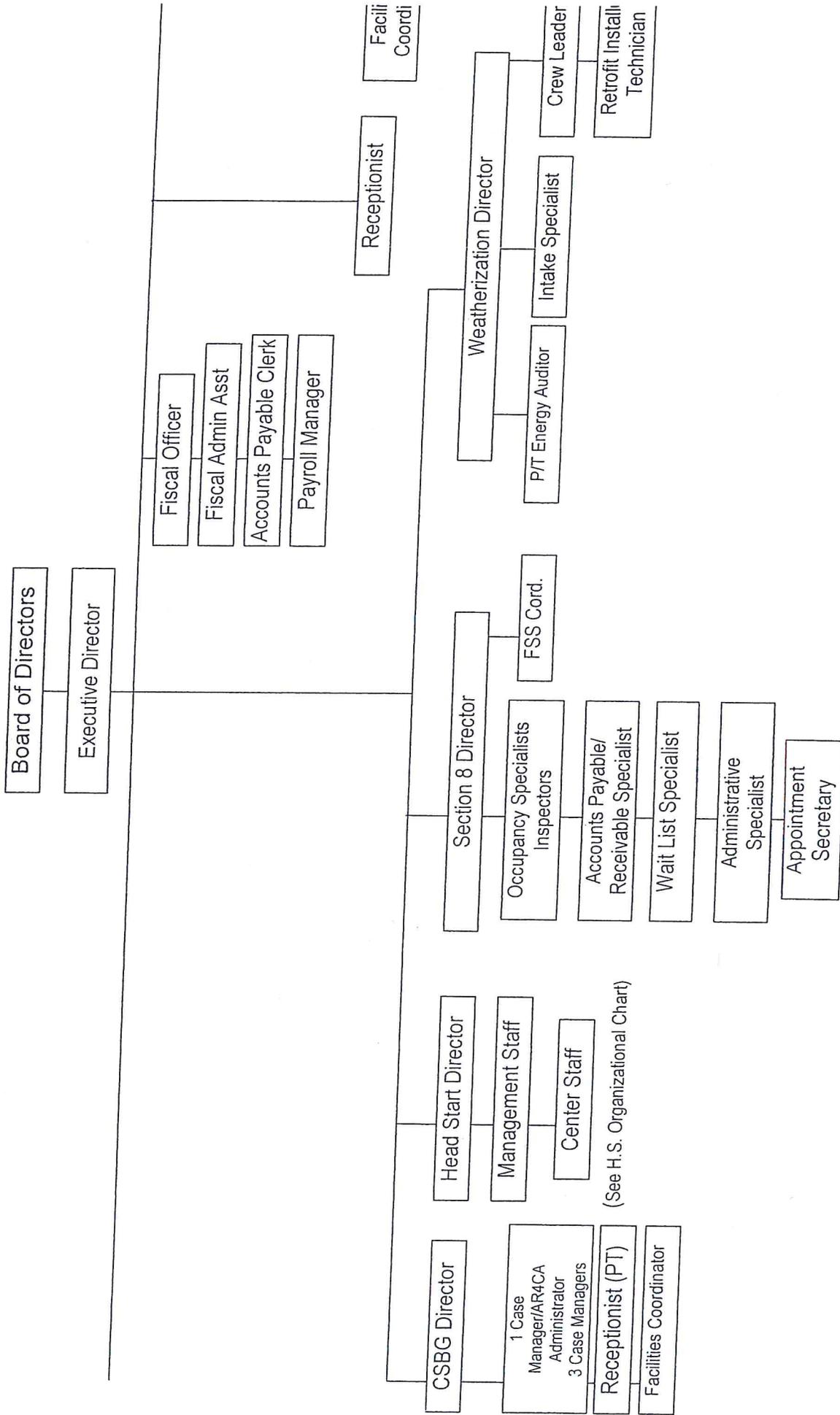
PurposePresent Anti-Poverty Plan Summary 2017-2018

Overview.....

Questions or concerns.....

Adjourn

Economic Improvement Council, Inc. Organizational Chart



AGENCY BUDGET INFORMATION

Section 1. IDENTIFICATION
 Budget Type: _____ Annual Application: Amendment: _____ Budget Change: _____

Agency Name: Economic Improvement Council, Inc. Contract Period: July 1, 2017-June 30, 2018

SECTION II. CONTRACT SUMMARY

CSBG	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contract Amount
	341,180	\$32,001		373,181

CSBG ADMINISTRATIVE SUPPORT: Insert name of program supported by CSBG and the amount of support indicated on the Administrative Support Worksheet (OEO Form 212A).
 (Insert Program Name) _____ (Insert Program Name) _____

SECTION III. BUDGET SUMMARY

OBJECT CATEGORIES	FSS	(Insert Program Name)	PROGRAM TOTALS	COUNTY TOTALS
Salaries & Wages	\$182,448		\$182,448	\$182,448
Fringe Benefits	\$63,120		\$63,120	\$63,120
Equipment				
Communication	\$13,806		\$13,806	\$13,806
Space Cost	\$13,000		\$13,000	\$13,000
Travel	\$12,486		\$12,486	\$12,486
Supplies/Materials	\$1,208		\$1,208	\$1,208
Contractual	\$4,355		\$4,355	\$4,355
Client Services	\$35,160		\$35,160	\$35,160
Other	\$6,171		\$6,171	\$6,171
Total Direct Costs	\$331,754		\$331,754	\$331,754
Indirect Costs				
Approved Rate: 17.54%	\$32,001		\$32,001	\$32,001
Base : Wages & Salaries				
TOTALS	373,181		373,181	373,181

Economic Improvement Council, Inc.

SECTION IV. - SALARIES AND FRINGE BENEFITS

Position Title	Annual Salary & Wages	No. of Months	CSBG Salary	% CSBG Share	Fringe Type (Itemize)	Fringe Benefit Computation eg. Salary x benefit Amount/%	FSS Fringes	FSS Salary	(Insert Program Name) Fringes	(Insert Program Name) Salary
Director	\$56,160	12	\$56,160	100.00%	Social Security	\$56,160 x 6.2%	\$3,482	\$56,160		
					Medicare	\$56,160 x 1.45%	\$814			
					Unemployment	\$22,300 x 2.02%	\$450			
					Workers Comp	\$56,160 x .26%	\$146			
					Retirement	\$56,160 x 7%	\$3,931			
					Hospitalization	\$493.65 x 12 mos.	\$5,924			
					Disability	\$68.56 mo x 12 mos	\$823			
					Life	\$13.75 mo x 12 mos	\$165			
Case Manager	\$32,302	12	\$32,302	100.00%	Vision	\$6.31 mo x 12 mos	\$76			
					Social Security	\$32,302 x 6.2%	\$2,003	\$32,302		
					Medicare	\$32,302 x 1.45%	\$468			
					Unemployment	\$22,300 x 2.02%	\$450			
					Workers Comp	\$32,302 x .26%	\$84			
					Retirement	\$32,302 x 7%	\$2,261			
					Hospitalization	\$493.65 x 12 mos.	\$5,924			
					Disability	\$40.58 mo x 12 mos	\$487			
					Life	\$7.75 mo x 12 mos	\$93			
Case Manager	\$31,179	12	\$31,179	100.00%	Vision	\$6.33 mo x 12 mos	\$76			
					Social Security	\$31,179 x 6.2%	\$1,933	\$31,179		
					Medicare	\$31,179 x 1.45%	\$452			
					Unemployment	\$22,300 x 2.02%	\$450			
					Workers Comp	\$31,179 x .26%	\$81			
					Retirement	\$31,179 x 7%	\$2,183			
					Hospitalization	\$493.65 x 12 mos.	\$5,924			
					Disability	\$40.62 mo x 12 mos	\$487			
					Life	\$7.50 mo x 12 mos	\$90			
Case Mgr/AR4CA Admin	\$31,200	12	\$31,200	100.00%	Vision	\$6.33 mo x 12 mos	\$76			
					Social Security	\$31,200 x 6.2%	\$1,934	\$31,200		
					Medicare	\$31,200 x 1.45%	\$452			
					Unemployment	\$22,300 x 2.02%	\$450			
					Workers Comp	\$31,200 x .26%	\$81			
					Retirement	\$31,200 x 7%	\$2,184			
					Hospitalization	\$493.65 x 12 mos.	\$5,924			
					Disability	\$36.54 mo x 12 mos	\$438			
					Life	\$6.75 mo x 12 mos	\$81			
Receptionist	\$27,040	12	\$973	3.60%	Vision	\$6.33 mo x 12 mos	\$76			
					Social Security	\$973 x 6.2%	\$60	\$973		
					Medicare	\$973 x 1.45%	\$14			
					Unemployment	\$450 x 3.6%	\$16			
					Workers Comp	\$973 x .26%	\$3			
TOTAL FRINGES			\$51,046				\$51,046			
TOTAL SALARIES			\$151,814					\$151,814		
				4.04	TOTAL FTE'S					

COUNTY BUDGET

	COUNTY NAME (S)										TOTAL
	Gamden	Chowan	Currituck	Date	Gates	Hyde	Pasquotank	Perquimans	Tyrrell	Washington	
Per County Allocation	\$12,090	\$39,902	\$35,153	\$47,917	\$26,178	\$14,223	\$101,008	\$35,215	\$12,204	\$39,865	
Expense Categories											
Salaries & Wages	\$6,064	\$20,014	\$17,632	\$24,034	\$13,130	\$7,134	\$50,662	\$17,663	\$6,121	\$19,994	\$182,448
Fringe Benefits	\$2,098	\$6,924	\$6,100	\$8,315	\$4,542	\$2,468	\$17,527	\$6,111	\$2,118	\$6,917	\$63,120
Equipment											
Communication	\$459	\$1,514	\$1,334	\$1,819	\$994	\$540	\$3,834	\$1,337	\$463	\$1,512	\$13,806
Space Costs	\$432	\$1,426	\$1,256	\$1,712	\$936	\$508	\$3,610	\$1,259	\$436	\$1,425	\$13,000
Travel	\$415	\$1,370	\$1,207	\$1,645	\$899	\$488	\$3,467	\$1,209	\$419	\$1,367	\$12,486
Supplies/Materials	\$40	\$133	\$117	\$159	\$87	\$47	\$335	\$117	\$41	\$132	\$1,208
Contractual	\$145	\$478	\$421	\$574	\$313	\$170	\$1,209	\$422	\$146	\$477	\$4,355
Client Services	\$1,168	\$3,856	\$3,397	\$4,631	\$2,530	\$1,376	\$9,764	\$3,402	\$1,179	\$3,857	\$35,160
Other	\$205	\$677	\$596	\$813	\$444	\$241	\$1,714	\$597	\$207	\$677	\$6,171
Total Direct Costs	\$11,026	\$36,392	\$32,060	\$43,702	\$23,875	\$12,972	\$92,122	\$32,117	\$11,130	\$36,358	\$331,754
Indirect Costs	\$1,064	\$3,510	\$3,093	\$4,215	\$2,303	\$1,251	\$8,886	\$3,098	\$1,074	\$3,507	\$32,001
Admin Support (CSBG only)											
Total Costs	\$12,090	\$39,902	\$35,153	\$47,917	\$26,178	\$14,223	\$101,008	\$35,215	\$12,204	\$39,865	\$363,755

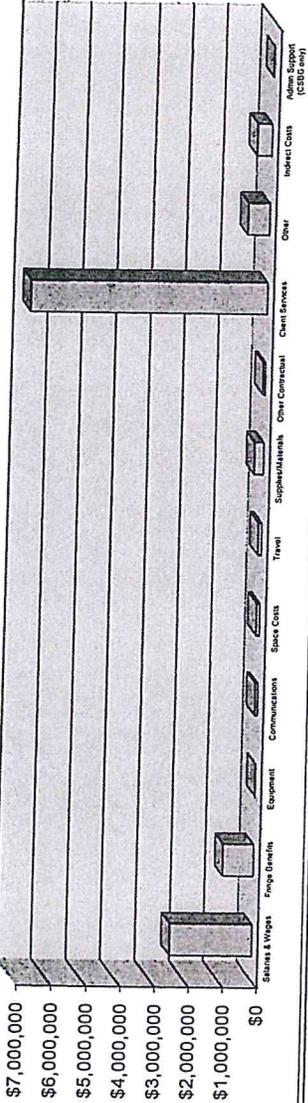
SECTION IVb - BUDGET SUPPORT DATA

COST CATEGORY	FSS	(Insert Program Name)	TOTAL
SPACE COST			
Currituck Rent \$75.00 @ 12 mos	\$900		\$900
Perquimans Rent \$150.00 @ 12 mos	\$1,800		\$1,800
Washington Rent \$273.00 @ 12 mos.	\$3,276		\$3,276
Tyrrell Rent \$100.00 @ 12 mos	\$1,200		\$1,200
Hyde Rent \$145.33 @ 12 mos (Paid Quarterly-utilities included)	\$1,744		\$1,744
Utilities \$48 @ 5 ctrs x 12 mos.	\$2,880		\$2,880
Building Maintenance \$100 mo x 12 mos.	\$1,200		\$1,200
TOTAL SPACE COSTS	\$13,000		\$13,000
TRAVEL			
Director (10 Counties) 535.67 mi mo @ 12 mos @ .50 mi			
Case Mgr. (Curr, Dare, & Pasq.) 351.33 mi mo @ 12 mos @ .50 mi	\$3,214		\$3,214
Case Mgr. (Washington/Tyrrell/Hyde) 426 mi mo @ 12 mos @ .50 mi	\$2,108		\$2,108
Case Mgr. (Chowan, Gates, & Perq.) 351.33 mi mo @ 12 mos @ .50 mi	\$2,556		\$2,556
Case Mgr./AR4CA Administrator (Camden/all counties) 416.67 mi mo @ 12 mos @ .50 mi	\$2,108		\$2,108
	\$2,500		\$2,500
TOTAL TRAVEL	\$12,486		\$12,486
SUPPLIES/MATERIALS			
\$10.07 @ 10 ctrs. @ 12 mos			
(Office supplies, paper, pens, etc)	\$1,208		\$1,208
TOTAL SUPPLIES/MATERIALS	\$1,208		\$1,208

TOTALS BY OBJECT CATEGORY

OBJECT CATEGORY	TOTALS
Salaries & Wages	\$2,422,218
Fringe Benefits	\$906,911
Equipment	\$4,500
Communications	\$78,491
Space Costs	\$98,631
Travel	\$103,661
Supplies/Materials	\$267,048
Other Contractual	\$70,473
Client Services	\$6,909,426
Other	\$626,138
Total Direct Costs	\$11,487,497
Indirect Costs	\$424,857
Admin Support (CSBG only)	
Agency Totals	\$11,912,354

Agency Totals by Object Category



OEO Form 225N-The Budget Narrative

Section III-Budget Summary

Indirect Cost Rate Information: Economic Improvement Council, Inc. 17.54%

Section IV-Salary and Wages

Staff Names and Positions: Director- 100%; Case Manager/AR4CA Administrator- 100%; Case Manager- 100%; Case Manager- 100%; Case Manager- 100%; Receptionist -3.6%; Facilities Coordinator- 3.6%; Weatherization 6.0%; Head Start 40.6%; Section 8 (25.6%) Management & Administration-24.2%

Section IVa-Budget Support Data

Fringe Benefits: Disability & Life Insurance; Vision; 81% of Health Insurance; Retirement 7%

Communications: The internet will be used in 10 counties which include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington. The providers for the internet are as follows: Net-Change for Camden; Century link for Chowan \$50-8% of the monthly bill; Currituck \$40.44 plus tax; Dare \$40.44 plus tax; Gates \$40.44 plus tax; Hyde \$40.44 plus tax; Pasquotank \$21.36 plus tax which are 25% of monthly bill; Perquimans \$40.44 plus tax; Tyrrell \$40.44 plus tax; and Washington \$40.44 plus tax.

Section IVb-Budget Support Data

Equipment: N/A

Section IVc-Budget Support Data

Space Costs: There are 10 locations as follows: Camden, 117 NC Highway 343 (P.O. Box 276) Camden; Chowan, 712 Virginia Rd (P.O. Box 549) Edenton; Currituck, 2826 Caratoke Highway (P.O. Box 189) Currituck; Dare, 723 Sir Walter Raleigh St, Manteo; Gates, 252 Highway 37 S (P.O. Box 568) Gatesville; Hyde, 1430 Main St, Swanquarter; Pasquotank, 104 W. Ehringhaus St, (P.O. Box 1263) Elizabeth City; Perquimans, 200 Winfall Boulevard (P.O. Box 386) Winfall (Hertford); Tyrrell, 109 L.A. Kesier Dr (P.O. Box 541) Columbia; Washington, 283 Highway 64 (P.O. Box 541) Plymouth; We pay monthly rent in 5 counties as follows: Currituck, \$75 includes utilities (120 of 1400 sq.ft.);Hyde, \$100-\$180 of (27.879 sq.ft.) utilities included in quarterly payment. Perquimans, \$210 includes utilities (216 of 800 sq. ft) Tyrrell, \$100 includes utilities (442 of 6000 sq ft); Washington, \$273 includes utilities (332 of 5664 sq ft). We pay utilities in the following counties Chowan, \$27.22 a month which is 3.6% of the bill as in our cost allocation plan; Dare, \$142.70 a month; Perquimans, gas \$12.14 a month; and Pasquotank, \$48.53 a month which is 25% of the bill based upon our cost allocation plan.

Travel:

Calculations are provided in OEO Budget Form 225.

Supplies/Materials:

Pens, Paper, file folders, ink

Section IVd-Budget Support Data-Contractual

Sub-contractor [DBA if applicable]	Electronic System	Primary Contact	Brooke Hollowell
Address/Phone	319 Madrid St, Suite 101 Marshall, MN		
Service Description	Copier Lease Agreement		
Payment Arrangement	\$179.58 month	Contract Duration	12 months
Sub-contractor	Community Action	Primary Contact	Vicky Hedinger

[DBA if applicable]			
Address/Phone	25 Gaston St, Asheville, NC		
Service Description	Access to the use of the AR4CA Web for 5 users.		
Payment Arrangement	\$183.33 month	Contract Duration	12 months

Section IVe-Budget Support Data

Client Services:

Tuition 8 clients @ \$217.25 a year	= \$ 1,738.00
Transportation 25 clients @ \$120 a year	= \$ 3,942.00
Day Care 10 clients @ \$300 a year	= \$ 3,000.00
Utilities 42 clients @ \$290 a year	= \$12,180.00
Rent 18 clients @ \$600 a year	= \$10,800.00
<u>Education Supplies 10 clients @ \$350 a year</u>	<u>= \$ 3,500.00</u>
= \$35,160.00	

Other: All calculations are provided in OEO Budget Form 225.

OEO Contractor's Training

Mileage - 460 x .50 x 3 staff x 2 auto	= \$ 460.00
Per Diem - \$37.90 x 3 staff x 3 days	= \$ 341.10
<u>Lodging - \$174.88 x 3 staff x 3 days</u>	<u>= \$1573.92</u>
= \$2375.02	

NC Community Action Association Conference - Eastern District

Mileage - 460 x .50 x 3 staff x 2 auto	= \$ 460.00
Per Diem - \$37.90 x 3 staff x 3 days	= \$ 341.10
Lodging - \$174.88 x 3 staff x 3 days	= \$1573.92
<u>Registration - \$300 rate x 3 staff &</u>	<u>= \$ 900.00</u>
= \$3275.02	