

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

**Meeting Date:** November 4, 2019

**Presenter:** Tammy Blake, HR Director

**Attachment:** Please see below

**Item Title:** Personnel Policy Revisions

**SUMMARY:** In Article VII. Section 14. of Hyde County’s current Personnel Policy, it address the housing allowance for employees who work on Ocracoke Island. During budget meeting discussions, the Board of Commissioners approved increasing the housing allowance from \$6,000 per year to \$8,000 per year and the Personnel Policy needs to be updated to reflect the change.

**Recommendation:** Discuss and approve.

**Article VII. Section 14. Housing Allowance**

Full-time employees who reside and work on Ocracoke Island shall receive a housing allowance of ~~six thousand (\$6,000)~~ eight-thousand (\$8,000) dollars per year paid monthly. Proof of residency is required by providing the Human Resources Office with a physical address.

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Motion Made By:  Earl Pugh, Jr.  
 Tom Pahl  
 Ben Simmons  
 Shannon Swindell  
 James Topping

Motion Seconded By:  Earl Pugh, Jr.  
 Tom Pahl  
 Ben Simmons  
 Shannon Swindell  
 James Topping

Vote:  Earl Pugh, Jr.  
 Tom Pahl  
 Ben Simmons  
 Shannon Swindell  
 James Topping

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

**Meeting Date:** November 4, 2019  
**Presenter:** Donnie Shumate  
**Attachment:** None

**ITEM TITLE:** Waterfowl Blind Committee Update

**SUMMARY:** The Waterfowl Blind Committee has been meeting monthly to work on a recommendation regarding new waterfowl blind regulations. Due to Hurricane Dorian, we have missed the last two meetings that were scheduled to finalize the recommendation. The committee moderator will give a brief overview of the progress so far.

**RECOMMEND:** REPORT ONLY

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**MOTION MADE BY:** \_\_\_ PUGH  
\_\_\_ PAHL  
\_\_\_ SIMMONS  
\_\_\_ SWINDELL  
\_\_\_ TOPPING

**MOTION SECONDED BY:** \_\_\_ PUGH  
\_\_\_ PAHL  
\_\_\_ SIMMONS  
\_\_\_ SWINDELL  
\_\_\_ TOPPING

**VOTE:** \_\_\_ PUGH  
\_\_\_ PAHL  
\_\_\_ SIMMONS  
\_\_\_ SWINDELL  
\_\_\_ TOPPING

HYDE COUNTY BOARD OF COMMISSIONERS 2011/2012 BUDGET REVISIONS

MEETING DATE  
11/4/2019

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

(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	DEBIT	CREDIT
04-20	Health Dept. HepConnect	need account #	Salaries	\$ 14,121.19	
			FICA	\$ 1,080.27	
			Group Insurance	\$ 3,415.63	
			Retirement	\$ 1,270.91	
			Travel	\$ 7,147.00	
			Dept. Supplies	\$ 36,028.00	\$ -
			Contract Wages	\$ 8,100.00	
			Revenue from Hep Connect		\$ 71,163.00
			<b>TOTAL</b>	<b>\$ 71,163.00</b>	<b>\$ 71,163.00</b>

This represents funding we have received from a National Harm Reduction Coalition grant for the purpose of expanding prevention, education, and treatment for Hepatitis C. This was a competitive grant in which Hyde County Health Department was 1 of only 2 health departments in NC to obtain funding. Additional grantees come from other states scattered nationwide. We will use this funding to purchase a vehicle for use in our Substance Awareness Program for syringe exchange, as well as travel for syringe exchange and contracting of a peer support outreach worker. *Increases overall County Budget but no local appropriations are needed.*

REQUESTED Duana Gibbs DATE 11-4-19

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

**Meeting Date:** November 4, 2019  
**Presenter:** Chair, Vice-Chair, Commissioners, Manager  
**Attachment:** Yes

**ITEM TITLE:** MANAGEMENT REPORTS

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

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

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

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

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MOTION MADE BY:  PUGH  
 SIMMONS  
 PAHL  
 SWINDELL  
 TOPPING

MOTION SECONDED BY:  PUGH  
 SIMMONS  
 PAHL  
 SWINDELL  
 TOPPING

VOTE:  PUGH  
 SIMMONS  
 PAHL  
 SWINDELL  
 TOPPING

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

**Meeting Date:** November 4, 2019  
**Presenter:** Citizens  
**Attachment:** No

**ITEM TITLE:** PUBLIC COMMENTS

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

**RECOMMEND:** Receive comments.

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

**Meeting Date:** November 4, 2019  
**Presenter:** Board of Commissioners

**ITEM TITLE:** CLOSED SESSION

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

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

**RECOMMEND:** Enter into Closed Session if required.

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<b>MOTION MADE BY:</b> ___ PUGH (ENTER)            ___ SIMMONS ___ PAHL ___ SWINDELL ___ TOPPING	<b>MOTION SECONDED BY:</b> ___ PUGH ___ SIMMONS ___ PAHL ___ SWINDELL ___ TOPPING	<b>VOTE:</b> ___ PUGH ___ SIMMONS ___ PAHL ___ SWINDELL ___ TOPPING
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<b>MOTION MADE BY:</b> ___ PUGH (EXIT)                ___ SIMMONS ___ PAHL ___ SWINDELL ___ TOPPING	<b>MOTION SECONDED BY:</b> ___ PUGH ___ SIMMONS ___ PAHL ___ SWINDELL ___ TOPPING	<b>VOTE:</b> ___ PUGH ___ SIMMONS ___ PAHL ___ SWINDELL ___ TOPPING
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**ACTION TAKEN IN OPEN SESSION:**

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<b>MOTION MADE BY:</b> ___ PUGH (ACTION)            ___ SIMMONS ___ PAHL ___ SWINDELL ___ TOPPING	<b>MOTION SECONDED BY:</b> ___ PUGH ___ SIMMONS ___ PAHL ___ SWINDELL ___ TOPPING	<b>VOTE:</b> ___ PUGH ___ SIMMONS ___ PAHL ___ SWINDELL ___ TOPPING
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## Human Resources Dept. Report – November 2019

- Verified information for vacation/sick leave for employees
- 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.
- Completed the Quarterly 941 & NC-5Q Reports
- Completed the NC Division of Employment Security quarterly report
- Daily Tasks - Assisted employees as necessary concerning hours worked, salary, insurance, benefits, retirement, deposit changes, etc.
- Compiled and completed the School of Government's Annual Salary Study
- Held one employee disciplinary meeting
- Updated the County Payroll and Holiday calendars for 2020
- Generated two Family Medical Leave Act reports
- Generated one Workers Comp claim
- Compiled data and completed the OPEB GASB 75 Report for Local Government employees
- Enrolled three full-time and one part-time employees

Respectively submitted,

*Tammy Blake*

# 2020 Payroll & Holiday Calendar

## County of Hyde

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
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MARCH						
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29	30	31				

APRIL						
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MAY						
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24	25	26	27	28	29	30
31						

JUNE						
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28	29	30				

JULY						
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AUGUST						
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30	31					

SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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29	30					

DECEMBER						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 Day Timesheets Due HR  
 Holidays

Timesheets Due HR  
 Payday

Longevity Pay

Month	Payroll Check Requests Due	Payday	Holidays	28-Day *
January	1/24/2020	1/31/2020	1/1/2020 New Year's Holiday 1/20/2020 MLK Holiday	1/12/2020
February	2/21/2020	2/28/2020		2/9/2020
March	3/24/2020	3/31/2020		3/8/2020
April	4/23/2020	4/30/2020	4/10/2020 Good Friday	4/5/2020
May	5/21/2020	5/29/2020	5/25/2020 Memorial Day	5/3/2020 5/31/2020
June	6/23/2020	6/30/2020		6/28/2020
July	7/24/2020	7/31/2020	7/3/2020 Independence Day	7/26/2020
August	8/24/2020	8/31/2020		8/23/2020
September	9/23/2020	9/30/2020	9/7/2020 Labor Day	9/20/2020
October	10/23/2020	10/30/2020		10/18/2020
November	11/18/2020	11/25/2020	11/11/2020 Veteran's Day 11/26/2020 Thanksgiving Holiday 11/27/2020 Thanksgiving Holiday	11/15/2020
December	11/24/2020	12/7/2020	Longevity checks	
	12/16/2020	12/23/2020	12/24/2020 Christmas Holiday 12/25/2020 Christmas Holiday 12/28/2020 Christmas Holiday	12/13/2020

**PLEASE NOTE:**

All time sheets for non-salaried employees and overtime requests should be turned in to the payroll department no later than 9:00 a.m. on the date indicated under the "Payroll Check Requests Due" column.

"Longevity Checks" will be based on years of service as of December 1.

Time sheets for salary based employees are due in the HR Department on the last working day of the month.

28- day \* Applies to Sheriff Office Deputies. The dates specified are all on Sundays. The time sheets are due in the HR Office no later than 9:00 a.m. Monday morning.

## Health Department Monthly Summary Report – September 2019

<b>CLINICAL SERVICES</b>		
	Current Month	Year To Date
Family Planning	16	56
Maternal Health	10	37
Adult Health: Wellness/Primary Care/Chronic Disease/Telemedicine	70	226
BCCCP	2	11
Immunizations	302	328
Seasonal Flu Shots/Flu Mists		
Adults	42	42
Children	4	4
STD Treatments	3	11
Communicable Disease Cases/Investigations	1	2
TB Treatments (Latent) & Skin Tests	0	2
Child Health (Wellness)	22	65
Child Health (Sick Care)	20	43
Rabies Treatments/Investigations**	0	2
Dental Varnishing	1	5
Lab Services	92	282
<b>WIC (Women, Infant &amp; Child Nutrition Assistance)</b>		
WIC – Mainland		
Certifications	6	17
Mid-Certification Assessments	4	10
Pick-ups	15	29
Vendor Trainings		
WIC – Ocracoke (Quarterly)		
Certifications		
Mid-Certification Assessments		
Pick-ups		
Vendor Trainings		
<b>PREGNANCY/EARLY CHILDHOOD SERVICES</b>		
<b>Pregnancy Care Management (for healthy pregnancies and births)</b>		
Current Case Load	9	////////////////////
Contacts this Month		////////////////////
Attempts (No Contact)		////////////////////
<b>Care Coordination for Children (for healthy children 0-5 years)</b>		
Current Case Load	5	////////////////////
Contacts this Month		////////////////////
Attempts (No Contact)		////////////////////
<b>BEHAVIOR HEALTH AND SUBSTANCE ABUSE SERVICES</b>		
<b>Behavior Health Services</b>		
Licensed Clinical Counselor visits	18	48
Psychiatrist Visits	2	7
<b>Substance Abuse Services</b>		
Educational Programs in the Community	1	////////////////////
Navigated Services	3	////////////////////
Media Events	2	////////////////////
Needle Exchange Pick Ups	0	////////////////////
Narcan dispensed	0	////////////////////

<b>FOREIGN INTERPRETER/OUTREACH WORKER</b>		
Outreach programs		
Home visits:		
Phone calls:	0	////////////////////
Letters sent:	10	////////////////////
Patients served in clinic:	0	////////////////////
Community work:	29	////////////////////
Request for transportation:		////////////////////
Other: Ocracoke E.H.; NNO; Focus Groups; Matt Seafood	2	////////////////////
	1	////////////////////
<b>ENVIRONMENTAL HEALTH</b>		
<b>Food and Lodging</b>		
F&L Inspections	6	15
F&L Visits	15	18
F&L Pre-Opening Visits		
F&L Permits Issued		1
F&L Permits Suspended		
F&L Suspensions Lifted		
F&L Complaint Investigations	1	3
F&L Consults	55	72
General Sanitation		
Vector Control		
Animal Control		
Health Education		
<b>On-Site Wastewater</b>		
Sites Visited/Evaluated	21	52
Improvement Permits Issued		1
Construction Authorizations	1	2
Other Authorizations		4
Consultative Contacts	51	134
Operation Permits Issued	3	7
Migrant Housing Inspections		
<b>On-Site Wells</b>		
Well Site Evaluated	2	3
Grouting Inspections		
Well Site Construction Visits		
Well Construction Permits Issued		1
Well Certificate of Completion		1
Bacteriological Samples Collected		1
Other Sample Collected		
Well Consultative Contacts	13	22



RECEIVED  
9-11-19

ROY COOPER  
*Governor*

MICHAEL S. REGAN  
*Secretary*

NORTH CAROLINA  
*Environmental Quality*

September 5, 2019

Kris Cahoon Noble, County Manager  
Hyde County, NC  
P.O. Box 188  
30 Oyster Creek Road  
Swan Quarter, NC 27885

Dear Kris,

Thank you for joining us during our recent visit to Hyde County. I am extremely impressed with your vision and leadership for Eastern North Carolina, and appreciate you taking time out of your busy schedule to coordinate our visit to Middle Creek Farms and the West Canal, Swan Quarter Watershed System. Hyde County is fortunate to have you as a leader.

Climate change continues to threaten North Carolina. The meeting with Dawson Pugh and the NC Cooperative Extension demonstrated real needs for farmers in Hyde County as a result from saltwater intrusion and sea level rise on agricultural lands. Farmers are looking for ways to preserve and protect their land and livelihoods, and Hyde County remains a leader in smart planning for the future. An example of smart planning was demonstrated with our visit to the West Canal, Swan Quarter Watershed System and the county's successful flood control system.

We appreciated you and Daniel facilitating the site visits, and the briefing you provided to department leadership. We look forward to the next opportunity to meet with you, whether in Hyde County or in Raleigh. Thank you for your partnership and all you do for the great State of North Carolina.

Sincerely,

A handwritten signature in black ink that reads "Michael S. Regan".

Michael S. Regan  
Secretary



# Albemarle RC&D

RESOURCE  
CONSERVATION  
& DEVELOPMENT



## Pasquotank River Boardwalk Trail

Pasquotank County renovated 750 ft. of boardwalk trail along the river and behind the College of the Albemarle (COA) with an \$80,000 grant from the Public Beach and Coastal Waterfront Access Program, and \$8,500 from the COA Foundation. The ARC&D provided design, grant writing and technical support.



## 2018 - 2019 Annual Report

*The Albemarle Resource Conservation and Development Council, Inc. (ARC&D) is a 501c3 non-profit organization that assists local governments and community groups in northeast NC with projects that protect land and water resources while promoting economic development.*

*Since 1972, ARC&D has partnered with our 10 counties to complete over 500 projects that continue to make the Albemarle Region a great place to live and work.*

**Each \$1.00 invested by local governments or communities in ARCD-assisted projects has returned an average \$4.80 in value!**

*The ARC&D proudly serves the people of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell & Washington Counties.*

### Partnership to Improve Water Access and Nature Tourism

The ARC&D and [Town of Plymouth](#) have partnered for many years to increase public water access and nature tourism along the town's waterfront on the beautiful Roanoke River. Projects over the past 30 years include:

- Roanoke River Maritime Heritage Trails System constructed in 2003
- Two over-water boardwalk systems on the west and east ends of the waterfront constructed in the 1980's and then renovated in 2009 and 2012
- Nine-slip [marina to serve transient boaters](#) completed in 2013
- A 40-year-old public dock adjacent to Riverfront Park renovated in 2014
- Riverfront Park renovated in 2015
- [Bear Track Landing on Conaby Creek](#) constructed in 2019
- Extension of Riverfront Park underway.

Public access to the waterfront along the Roanoke River sets Plymouth apart from many other waterfront communities that have experienced over-development of commercial waterfronts.



Riverfront Park.



Renovated boardwalks, boat slips and new kayak launch.



[Bear Track Landing on Conaby Creek](#) completed 2019.

**For more information on Albemarle RC&D Council programs and services:**

[www.albemarlercd.org](http://www.albemarlercd.org) – [albemarlercandd@yahoo.com](mailto:albemarlercandd@yahoo.com) – [facebook.com/albemarlercd](https://facebook.com/albemarlercd) – (252)-482-4127 x3266

# Snapshots of 2018-2019 Albemarle RC&D Council Projects

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

## On-Going Projects

**Washington County – Town of Plymouth Riverfront Renovation Phase IV, Public Beach and Coastal Waterfront Access Program, \$119,444**

**Pasquotank County – Pasquotank River Public Access Improvement Phase II, Public Beach and Coastal Waterfront Access Program, \$93,335**

**Gates County – Town of Gatesville Bennett’s Creek Park Renovation, Public Beach and Coastal Waterfront Access Program, \$41,000**

**Albemarle Water Quality Protection and Water Management Planning, CWMTF & Albemarle Commission, \$67,500**

**Currituck County Northwest River Paddle Camping Platforms, Est. \$35,000**

## Projects in Development

**Pasquotank County – Pasquotank River Public Access Improvement Phase III, \$88,611**

**Pasquotank and Perquimans Counties - Little River Watershed Restoration In-Stream Wetland Phase III, Est. \$158,000**

**Tyrrell County, Scuppernon River Park Renovation Phase III, Est. \$79,711**

## 2018-2019 Financial Summary

**Total Revenue: \$162,633**  
**Total Expenses: \$103,603**  
**Ending Balance: \$59,028**

## Studying Algal Blooms in Albemarle Waters

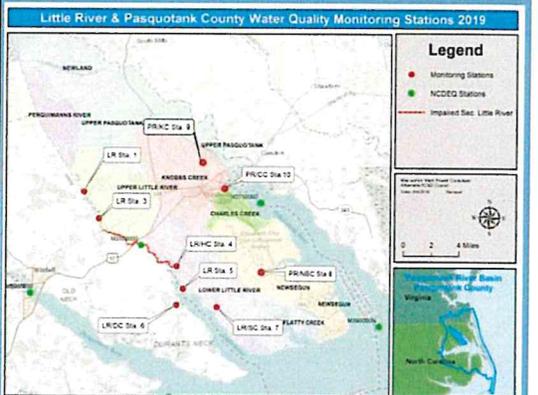
The ARC&D is collaborating with the [Albemarle Commission](#), [Chowan-Edenton Environmental Group \(CEEG\)](#), [Green Saves Green](#) Little River Keepers, Soil and Water Conservation Districts (SWCD), local governments, and [UNC Institute of Marine Sciences](#) to monitor water quality in rivers and creeks in the region. Citizen scientists are collecting water samples from key locations on the Chowan River, Potecasi Creek, Edenton Bay, and the Little River, and sending them to labs for analysis. Identifying nutrient hotspots and their sources are key steps for developing an effective program to combat algal blooms.

This regional effort is funded by grants from the [Clean Water Management Trust Fund](#), [Albemarle Commission](#), [Pasquotank County](#), [Pasquotank SWCD](#), and the many volunteer citizen scientists who are donating their time.

Visit the [ARC&D web page](#) on fighting algal blooms for more information.



2019 monitoring sites on the Chowan River & Edenton Bay.



2019 monitoring sites on the Little River and creeks in Pasquotank County.

## Partnership to Restore the Little River Watershed



2,000 ft. in-stream wetland and buffers in the watershed just above the impaired section of river.

To improve water quality, farmers, ARC&D, Soil and Water Conservation Districts, and Perquimans and Pasquotank counties used grants from Clean Water Management Trust Fund, US Fish and Wildlife Service, and [EPA 319](#) to construct 8,900 ft. of in-stream wetlands on main drainage canals above the impaired section of the Little River. [Click here to read more about the watershed project.](#)



**COUNTY OF HYDE**  
**Department of Social Services**  
**POST OFFICE BOX 100**  
**ENGELHARD, NC 27824**

**LAURIE A. POTTER**  
**DIRECTOR**  
**TELEPHONE**  
**252-926-4199**

**October 10, 2019**

**Greetings to All:**

Its that time of year again, the Hyde County Department of Social Services is preparing to bring in the Christmas spirit by taking applications for the Christmas Cheer project starting November 1st, 2019 through November 22<sup>nd</sup>, 2019.

Our primary goal with some help from the Marine Corps Toys for Tots, is not only to deliver a shiny new toy at Christmas, but a message of hope to needy youngsters to motivate them to grow into responsible, productive, patriotic citizens and community leaders. DSS tries to provide two (2) new toys and stocking stuffers from newborn to age 12. DSS strives to help ages 13-18 as long as they are still in school, and we receive age appropriate items. We also provide food boxes to the elderly and disabled in our community.

We are asking for your support and generosity today, to help take a stand in supporting these programs by donating. All contributions are used for Hyde County residents only.

You can help by sending donations of money, a new toy, can goods, new clothing or sponsor a child or family. If you would like to donate, sponsor a child or family in memory of our late Director Gloria C. Spencer, please do so. If you can't make a monetary donation, but would like to help collect toys by putting out a collection box, please let us know. For more information, contact Linda McCabe or Pam Collins at (252)926-4476. We ask that all contributions be mailed or brought in by November 22<sup>nd</sup>, 2019. Our office is located at 35015 US 264, Engelhard, across from First National Bank. Thank you.

**Let's help spread the JOY!**

**Sincerely,**  
**The Hyde County DSS Christmas Cheer Staff**  
**Laurie Potter, Director**  
**Linda McCabe, Supervisor**  
**Pam Collins, Social Worker**



# Christmas Cheer

Applications will be received:

Date: Nov. 1st – Nov 22nd

Time: 9am-4pm

Age: Newborn– 12

*\*No Applications will be taken  
after Deadline\**

Hyde County Department  
of Social Services

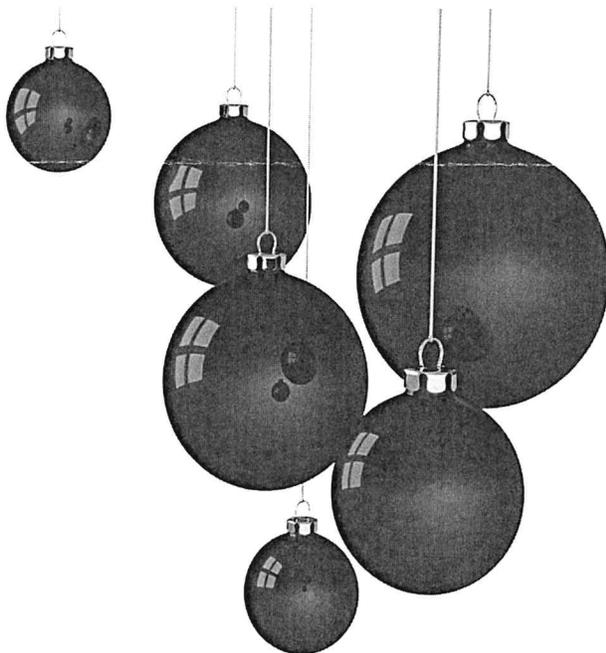
35015 US 264

P.O. Box 100

Engelhard, NC, 27824

Phone: 252-926-4476

Fax: 252-926-3711



Sponsored By

