

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

Meeting Date: January 5, 2015
Presenter: Maintenance Director Clint Berry
Attachment: No

ITEM TITLE: FINAL REPORT ON DSS MOVE TO ECB BUILDING

SUMMARY: Clint Berry, Maintenance Director, will present final report on the renovation project at the East Carolina Bank Building. DSS has been cleared to move into the building.

RECOMMEND: Discussion.

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

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

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

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

Meeting Date: January 5, 2015
Presenter: County Manager Rich
Attachment: No

ITEM TITLE: DAVID'S TRASH SERVICE UPDATE

SUMMARY: Manager Rich will present update on David's Trash Service in Hyde County.

RECOMMEND: Discussion.

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

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

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

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

Meeting Date: January 5, 2015
Presenter: County Manager Rich
Attachment: No

ITEM TITLE: CONSIDERATION OF OCRACOCKE LEASH LAW

SUMMARY: Manager Rich has been contacted by Ocracoke citizens with concerns about the need for a leash law on the Island.

Mr. Rich will ask the Board of Commissioners to discuss and consider the request for a leash law on Ocracoke.

RECOMMEND: Discussion.

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

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

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

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: January 5, 2015
Presenter: Manager Bill Rich
Attachment: Yes

ITEM TITLE: BUDGET MATTERS

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

- a) BR 20-15 – Health – Triple P
- b) BR 21-15 – Health – PC Telemedicinr
- c) BR 22-15 – Health – Environmental Health
- d) BR 23-15 – Health – Family Planning

RECOMMEND: Discussion and approve budget revisions and amendments.

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

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

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

CAPITAL OUTDOOR INC.
 P.O. BOX 309
 ZEBULON, NC 27597

| | | | | |
|----------------|-------------|----------|----------------|-----------|
| PAGE NO. | INVOICE NO. | APPLY TO | INVOICE DATE | CUST. NO. |
| 1 | 122014 | | 12/15/2014 | HYD01 |
| INVOICE | | | | |
| | | | WORK ORDER NO. | B.O. |

B HYDE COUNTY HEALTH DEPARTMENT
 I TRIPLE P PROGRAM
 L PO BOX 100
 T SWAN QUARTER, NC 27885
 O

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V
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R
T
I
S
E
R

HYDE COUNTY HEALTH DEPARTMENT
 TRIPLE P PROGRAM
 PO BOX 100
 SWAN QUARTER, NC 27885

| POST START DATE | PURCHASE ORDER NO. | | | | PERCENTAGE INCREASE MONTH | TERMS |
|-----------------------------------|--------------------|---------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------|
| PENDING | ----- | | | | | DUE ON RECEIPT |
| BUYER | | POST END DATE | LOCATION | SALESPERSON | | COUNTY |
| ANNA SCHAFFER | | PENDING | CAP | ROBERT SYKES | | NC-BEAUFORT |
| LEASE # | | | | DESCRIPTION | | PRICE |
| 0220RX-NC19 | | | | US 64 E/WASHINGTON 4.5 MILES EAST OF US 17 RIGHTREAD/WESTBOUND 12 MONTH CONTRACT: 325.00 MONTHLY TOTAL CONTRACT TERM: 3,900.00 | | 3,900.00 |
| TOTAL DUE CONTRACT TERM: 3,900.00 | | | | | | |
| SUBTOTAL | | | | | | |
| | | | | | | INVOICE NO. 3,900.00 |
| | | | | | | TOTAL |


KATE B. REYNOLDS
CHARITABLE TRUST
Investing in Impact

November 5, 2014

Mr. Wesley P. Smith, Health Director
Hyde County Health Department
P O Box 100
Swan Quarter, NC 27885

RE: Grant #2015-096

Dear Mr. Smith:

I am pleased to inform you that, on recommendation of the Trust's Health Care Division Advisory Council, the Corporate Trustee has approved a \$5,000 grant for funds on behalf of Cassius Williams' service to the Health Care Division Advisory Council for the benefit of the telemedicine project.

Please acknowledge the receipt of this letter and your agreement to use the funds as stated above by signing and returning to me the enclosed copy of this letter. By returning this letter with your signature affixed, I will forward the \$5,000 to you.

If you have any questions, please let me know.

Sincerely,

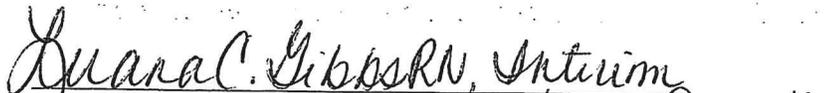


Allen J. Smart
Vice President of Programs
(336) 397-5511

AJS:shw

cc: Cassius Williams

I agree to the conditions stated in this letter.


Signature *Quana C. Gibbs RN, Interm Health Director*

11/12/14
Date

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

Meeting Date: January 5, 2015
Presenter: Chairman, Vice-Chair, Commissioners and Manager
Attachment: No

ITEM TITLE: MANAGEMENT REPORTS

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

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

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

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

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

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

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

Manager's Calendar (December, 2014)

December

| | | |
|----|----|------------------------------------------------------------------------------------------------|
| S | | |
| S | | |
| M | 1 | Board of Commissioners Meeting |
| T | 2 | Staff Meeting |
| W | 3 | Bill's Birthday |
| TH | 4 | Ocracoke Advisory Planning Meeting |
| F | 5 | |
| S | 6 | |
| S | 7 | Travel to Raleigh for AM flight out of RDU |
| M | 8 | RDU to Portland, Oregon for Oyster Expo |
| T | 9 | |
| W | 10 | |
| TH | 11 | Return to Swan Quarter |
| F | 12 | |
| S | 13 | |
| S | 14 | |
| M | 15 | 9-1-1 Meeting in Dare Co. w/ Justin, Guire, Earl, Bobby Outten, Trey Pilland, Sheriff Liverman |
| | | Met w/ Jed Dixon and Ferry Crew |
| | | Met w/ Dawson Pugh |
| | | DOT Road Improvement Meeting in Jarvisburg |
| T | 16 | Met w/ J.D. Soloman - H2M Hill |
| | | Met w/ Michael Twiddy and Dave Whitmer, Albemarle Commission |
| | | Met w/ Michael Cole - Swan Quarter Landing |
| | | Attended Airport Meeting |
| W | 17 | Economic Development at Airport with Kris Noble, Barry King and Department of Commerce |
| TH | 18 | Administrative Staff Christmas Luncheon |
| F | 19 | County Employees Christmas Party |
| S | 20 | |
| S | 21 | |
| M | 22 | Attended Airport Meeting |
| T | 23 | |
| W | 24 | CLOSED - CHRISTMAS EVE |
| TH | 25 | CLOSED - CHRISTMAS DAY |
| F | 26 | CLOSED - HOLIDAY |
| S | 27 | |
| S | 28 | |
| M | 29 | |
| T | 30 | |
| W | 31 | NEW YEAR'S EVE |

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: January 5, 2015
Presenter: Citizens
Attachment: No

ITEM TITLE: PUBLIC COMMENTS

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

RECOMMEND: Receive comments.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: January 5, 2015
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.

Motion Made By: Barry Swindell
(Enter) Earl Pugh, Jr.
 Dick Tunnell
 Ben Simmons
 John Fletcher

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

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

Motion Made By: Barry Swindell
(Exit) Earl Pugh, Jr.
 Dick Tunnell
 Ben Simmons
 John Fletcher

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

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

Hyde County DSS Programs
Month of November 2014

| | Active Cases | Applications Taken | Reviews/Redetermination | Other Changes | |
|----------------------------------------|--------------------|--------------------|-------------------------|--------------------------|--------------|
| Income Maintenance Programs | | | | | |
| Medicaid | 952 | 50 | 127 | | |
| Long Term Care MAA & MAD | 39 | | | | |
| Food Stamps | 534 | 7 | 43 | 21 | |
| Work First | 14 | 1 | | | |
| Total | | | | | |
| Medicaid Transportation Program | | | | | |
| | Transported | Gas | Vouchers | Active Cases | Calls |
| Medicaid unduplicated | 27 | 88 | 4 | 281 | 51 |
| Dialysis | 0 | 0 | 0 | 0 | 0 |
| Title III | 2 | 17 | 0 | 49 | 11 |
| Total | 29 | 105 | 4 | 330 | 62 |
| Child Protected Services | | | | | |
| | Reports | Substantiated | Unsubstantiated | Recommendations for Svcs | Inter-County |
| | 2 | | 2 | | |
| Adult Services (Ongoing) | | | | | |
| | Active CAP Cases | At Risk/SA In Home | | | |
| | 14 | 7 | | | |
| Crisis Intervention | | | | | |
| | Applications Taken | Approved | Denied | | |
| | 18 | 18 | | | |
| Medication Assistance | | | | | |
| | Applications Taken | Approved | Denied | | |
| | 6 | 6 | | | |
| Daycare Services | | | | | |
| | Mainland | Ocracoke | out of county | | |
| Cases | 2 | 9 | | 3 | |
| Children | 6 | 10 | | 5 | |

Reviews/Redetermination processed monthly
Cap cases have daily, weekly and monthly contacts
Reviews done every six months

Hyde County DSS Programs
 Month of November 2014

| | Requested | Approved | Denied | | |
|-----------------|-----------|----------|--------|--|--|
| Fishing License | | | | | |
| Christmas Cheer | 42 | 42 | | | |
| LIEAP | | | | | |

Reviews/Redetermination processed monthly
 Cap cases have daily, weekly and monthly contacts
 Reviews done every six months

Child Support Services
Services and Activities Report
For the period
December, 2014

Effective August 11, 2014 North Carolina General Statute 110-136.3(a) was amended to include a requirement that all child support orders include the current residence and mailing address of the custodian, if they are the same as the child's address, or the current residence and mailing address of the child, if the custodian's and child's addresses are different. Exceptions to this change would include valid court orders for domestic violence that prohibit disclosure of the address, or another court order excluding the disclosure of the address.

North Carolina Child Support Services has provided the local agencies with 4 documents and instructions on how they wish for the offices to proceed in handling this matter. One of the documents is a Memorandum of Understanding, which will be reviewed with custodial parents at the initial application process to explain the disclosure of the address, along with three handouts regarding domestic violence and where to seek help in our local area.

The concern of the local office is the opportunity this will present to non-custodial parents to promote domestic violence. Giving location information to non-custodial parents is not a practice of this office, and disclosure beyond the order will not occur. Just because domestic violence has not been a part of the history of a case does not mean the opportunity could not arise in the future. Knowing this office is disclosing information that could assist someone in the execution of a crime such as domestic violence is unsettling to say the least.

**HYDE COUNTY
CHILD SUPPORT UNIT
FY 2014-2015
STATISTICAL REPORT**

| | July | August | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | YTD Totals | FY 2013-2014 |
|-------------------------------------------------|----------|----------|----------|----------|----------|------|------|------|-------|-------|-----|------|---------------|-----------------|
| total caseload | 189 | 187 | 187 | 186 | 183 | | | | | | | | | |
| ESTABLISHMENT | | | | | | | | | | | | | | |
| paternity tests performed | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 9 |
| ENFORCEMENT | | | | | | | | | | | | | | |
| income withholding collections | \$13,117 | \$13,508 | \$13,533 | \$15,315 | \$13,132 | | | | | | | | \$68,605 | \$162,674 |
| interstate collections | \$1,982 | \$2,236 | \$2,645 | \$2,967 | \$2,324 | | | | | | | | \$12,154 | \$42,699 |
| court collections | \$1,150 | \$2,640 | \$1,700 | \$400 | \$1,730 | | | | | | | | \$7,620 | \$12,041 |
| tax intercept collections | \$1,583 | \$350 | \$1,805 | \$1,700 | \$3,456 | | | | | | | | \$8,894 | \$29,137 |
| unemployment insurance collections | \$178 | \$164 | \$145 | \$7 | \$16 | | | | | | | | \$510 | \$3,334 |
| incentive collections* | \$15 | \$6 | \$40 | \$359 | \$388 | | | | | | | | \$808 | \$5,393 |
| IV-E foster care collections | \$0 | \$0 | \$0 | \$0 | \$0 | | | | | | | | \$0 | \$0 |
| total collections | \$22,676 | \$27,419 | \$24,678 | \$26,705 | \$23,935 | | | | | | | | \$125,412 | \$308,551 |
| customers serviced while in the local office | 6 | 2 | 0 | 7 | 5 | | | | | | | | 20 | 34 |

*incentives consist of :TANF Share, IV-E Share, SFHF Share, Incentive, Settlement funds, Tax Intercept Fees, Paternity Test Fees, and Legal Fees

| | 2014 | | 2013 | |
|--------------------|-----------------|-----------------|-----------------|-----------------|
| | <u>Mainland</u> | <u>Ocracoke</u> | <u>Mainland</u> | <u>Ocracoke</u> |
| No. Permits Issued | | | | |
| Residential: | 0 | 0 | 1 | 1 |
| Commercial: | 0 | 0 | 0 | 0 |
| Other: | 10 | 10 | 30 | 6 |

| | 2014 | | 2013 | | |
|--------------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| | <u>Mainland</u> | <u>Ocracoke</u> | <u>Mainland</u> | <u>Ocracoke</u> | |
| <u>Inspections</u> | | | | | |
| Site Visits | 11 | 6 | 64 | | 2 Site Visits |
| Investigations | 3 | 0 | 1 | | 0 Investigations |
| Inspections | 28 | 10 | 0 | | 0 Call Returned |
| Conferences | 2 | 18 | 26 | | 20 Inspections |
| ODO/Plan Reviews | 11 | 0 | 8 | | 4 Conferences |
| School | 1 | 0 | 0 | | 0 ODO/Plan Reviews |
| ODO Meeting | | 1 | 3 days | | School |
| | | | | | 0 ODO Meeting |

Damage Assessment Mainland

Miles Driven:

| | | | | | |
|---------------------------------------------------|----|-----------|-------------------------------|----|-----------|
| Fees Collected from January 2013 to December 2013 | \$ | 32,158.57 | January 2014 to December 2014 | \$ | 38,400.03 |
| Fees Collected since July 1, 2014 | \$ | 14,070.04 | | | |
| Fees Collected this Month | \$ | 2,525.10 | | | |

| | | County Projection for 2014/2015 | | |
|------------------------------------|----|---------------------------------|-----------------------------------------|--------------------------|
| July 01, 2013 to December 31, 2013 | | | | Over/Under |
| Building Permit Fees Collected | \$ | 5,227.64 | New Residential/Commercial Construction | |
| | | | Renovations, Docks, Bulkhead, etc | \$ 12,000.00 \$ 6,772.36 |
| Inspection Fees Collected | \$ | 8,822.40 | Electrical, HVAC, Plumbing, insulation | \$ 12,000.00 \$ 3,177.60 |
| Penalties Collected | | | | \$ 1,000.00 \$ 1,000.00 |



SENIOR NUTRITION PROGRAM

THE ALBEMARLE COMMISSION

December 10, 2014

Darlene Berry, Senior Center Director
Mattamuskeet Senior Center
160 Juniper Bay Rd.
Swan Quarter, NC 27885

Dear Darlene,

Thank you for taking the time to meet with me on December 9, 2014 for the annual monitoring visit. You will find the enclosed assessment tool to review the performance process. As noted, there were no findings during my visit. As always, the facility is neat, clean, and beautifully decorated each season.

All health inspections, fire drills, and fire inspections were current. Records are up-to-date and well organized. Food temperatures were excellent. The number of meals ordered matched the number of meals served.

Your center always has excellent activities for the participants. I look forward to continuing to work with you. Keep up the good work!

Sincerely,

Shari Harris

Shari Harris
Home Delivered Meals Coordinator

**PERFORMANCE REVIEW TOOL FOR CONGREGATE NUTRITION PROGRAM
ATTACHMENT A: SITE REVIEW**

Name of Site: Mattamuskeet Senior Center **Date:** December 9, 2014

Provider Review Completed by: Shari Harris **Title:** Home Delivered Meals Coordinator

Person Interviewed: Darlene Berry **Title:** Senior Center Director

| <i>Site Accessibility, Safety and Cleanliness:</i> | Yes | No | N.A. |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----|----|------|
| This site is accessible near target population as indicated by the OAA. | X | | |
| The site has at least 12-14 square feet per person available, excluding halls, bathrooms, and kitchen area. | X | | |
| Parking is available and there is a safe and appropriate place to mount and dismount from vans or other group transit. | X | | |
| The site has an adequate number of sturdy tables for the number of individuals in attendance and chairs appropriate for older adults. | X | | |
| The site has at least one table with adequate aisle space (3 ft. 8 in.) to allow for persons with canes, walkers, wheelchairs, etc. | X | | |
| Visible, usable fire extinguishers are in place and instructions for use are posted. | X | | |
| Quarterly fire drills are conducted, recorded and reported to the SNP. | X | | |
| Emergency/Evacuation plans (injury, fire, disaster) are posted in all rooms used by participants. | X | | |
| A written plan is posted in at least one visible location that describes procedures to follow in case a participant becomes ill or injured. | X | | |
| Supplies are stored properly and orderly (up off the floor). | X | | |
| The general appearance of this site is pleasing, clean and conducive for meal service. | X | | |
| The areas where food is handled or served are clean and in good repair. | X | | |
| Refrigerators and stoves are kept clean and sanitary. | X | | |
| <i>Required Notices or Postings:</i> | Yes | No | N.A. |
| Site hours of operation is posted in a visible location at the site. | X | | |
| A calendar of activities for the month is posted on-site and followed. | X | | |
| Current Fire Inspection Permit is posted in a visible location at the site. | X | | |
| The Health Department sanitation permit is posted in a visible location at the site. | X | | |
| Approved menu is posted in meal serving and preparation area. | X | | |

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-------------|
| Approved menu is served on the day of site visit. | X | | |
| Cost of meals for participants and staff is posted. | X | | |
| Volunteer sign in sheets are visible and being signed by volunteers who deliver meals. | X | | |
| <i>Food Service- Quality Assurance and Handling:</i> | | | |
| | Yes | No | N.A. |
| On day of visit, food is received by staff or trained volunteer who documents meal arrival time and sign the delivery ticket. Food temperatures are taken and recorded if food is held in warming or refrigeration equipment prior to serving. | X | | |
| Site Managers and volunteers utilize sanitary procedures in food handling, hairnets, gloves, aprons. <i>If no, explain:</i> | X | | |
| <p>Food temperatures taken on day of congregate site visits:</p> <p>Meat- Meatloaf & Gravy: 182/168 Grain/ Carbohydrate- Mashed Potatoes: 158/160 Vegetable/ Fruit- Lima Beans: 184/162 Vegetable/ Fruit- Pineapples: 38/38 Milk: 32/32 Other-</p> | | | |
| <p>Note observations about food presentation and palatability:</p> <p>The appearance of the meal looked great and tasty. The participants said it was a good meal.</p> | | | |
| <p>On the day of the visit, compare meals prepared or received, meals served and meals unserved:</p> <p>Meals ordered: 13 Meals prepared: 13 Meals served: 13 Meals unserved: 0</p> | | | |
| <i>Consumer Contributions</i> | | | |
| | Yes | No | N.A. |
| Contributions are counted and recorded at the site by two individuals. Name of individuals: <u>Darlene Berry & Leah Gibbs</u> | X | | |
| There is a lockbox or contribution system in full view during operational hours. | X | | |
| Program Income is deposited on a regular basis and deposit slips and income sheets are submitted. | X | | |
| Aside from posted notices, site manager provides information about consumer contributions | X | | |

COMMENTS: Please use this section to explain any “NO” answers or to offer technical assistance to better improve service delivery.

Overall the facility is very neat and clean. Everything is well organized.

ATTACHMENT B: RECORDS REVIEW

Client Registration Forms (CRF) should be updated annually and submitted to the Albemarle Commission AAA Senior Nutrition Program regularly. Review a random sampling of at least 10 clients to ensure CRF's are updated and completed on a regular basis. Additional clients should be checked if over 50% are outdated. Use additional pages as needed.

| Name: | CRF Complete: | CRF Updated: | If no, last update: | Last CRF submitted to the SNP (optional) |
|-------------------|---------------|--------------|---------------------|------------------------------------------|
| Allen Burrus | Yes | Yes | | Yes |
| Leah Gibbs | Yes | Yes | | Yes |
| Grace Green | Yes | Yes | | Yes |
| Linda Jarvis | Yes | Yes | | Yes |
| Glenn Mann | Yes | Yes | | Yes |
| Gladys Midgette | Yes | Yes | | Yes |
| Minnie Murray | Yes | Yes | | Yes |
| Barbara ONeal | Yes | Yes | | Yes |
| Dorothy ONeal | Yes | Yes | | Yes |
| Rosemary Williams | Yes | Yes | | Yes |

COMMENTS: Client Registration Forms are up-to-date and well organized.

Participant daily sign in sheets should be checked to ensure they match the number of meals ordered for a particular day. Do a random sampling of 10 days to ensure that clients and meal counts match, as well units of service reports.

| Month, Day, Year: | Number of Clients signed up: | Number of Meals Ordered: | Units of Service Reports: |
|-------------------|------------------------------|--------------------------|---------------------------|
| October 7, 2014 | 13 | 13 | 13 |
| October 16, 2014 | 10 | 10 | 10 |
| October 22, 2014 | 13 | 13 | 13 |
| October 30, 2014 | 13 | 13 | 13 |
| November 3, 2014 | 14 | 14 | 14 |
| November 7, 2014 | 13 | 13 | 13 |
| November 13, 2014 | 13 | 13 | 13 |
| November 20, 2014 | 13 | 13 | 13 |
| December 4, 2014 | 12 | 12 | 12 |
| December 8, 2014 | 13 | 13 | 13 |

**Hyde County Health Department
Fiscal Year 2014-2015
Monthly Summary Report – November 2014**

Clinic Nursing Services:

| <u>Program Services Provided</u> | <u>Current Month</u> | <u>Year-to-Date</u> |
|--------------------------------------------|-----------------------------|----------------------------|
| Family Planning Clients | 7 | 75 |
| Maternal Health Clients | 5 | 23 |
| Adult Health Clients (Wellness) | 2 | 21 |
| Adult Health Telemedicine (Primary Care) | 2 | 51 |
| BCCCP Clients (Includes Vidant Grant) | 1 | 17 |
| Immunizations | 13 | 66 |
| STD Treatments | 5 | 25 |
| Communicable Disease Cases/Investigations* | 2 | 18 |
| TB Treatments (Latent) & Skin Tests | 10 | 28 |
| Dental Varnishing | 0 | 2 |
| Lab Services | 5 | 41 |
| WIC – Mainland | | |
| • Certifications | 17 | 64 |
| • Mid-Certification Assessments | 8 | 31 |
| • Pick-ups | 16 | 76 |
| • Vendor Trainings | 0 | 1 |
| WIC – Ocracoke (Quarterly) | | |
| • Certifications | 0 | 6 |
| • Mid-Certification Assessments | 0 | 2 |
| • Pick-ups | 0 | 19 |
| • Vendor Trainings | 0 | 0 |
| Pregnancy Care Management | | |
| • Case Load | 13 | |
| • Contacts | 13 | |
| • Attempts (No Contact) | 1 | |
| Care Coordination for Children | | |
| • Case Load | 7 | |
| • Contacts | 19 | |
| • Attempts | 1 | |
| Seasonal Flu Shots/Flu Mists | | |
| • Adults | 28 | 133 |
| • Children | 16 | 32 |
| Family Connects | | |
| • Home visit | 2 | 6 |
| • Follow Up phone calls | 1 | 9 |

* confirmed campylobacter

* lyme disease under investigation

Medication Assistance Program:

| | | |
|-----------------------|----|----|
| New Patients Enrolled | 2 | 3 |
| Patients Served | 15 | 87 |
| New Requests | 2 | 14 |
| Reorder Requests | 10 | 65 |
| Medications Requested | 12 | 79 |
| Medications Received | 18 | 67 |
| Medications Delivered | 17 | 66 |

Environmental Health Services:

Food and Lodging:

| | | |
|--------------------------|---|----|
| • F&L Inspections | 7 | 39 |
| • F&L Visits | 3 | 36 |
| • F&L Pre-Opening Visits | 0 | 6 |

| | | |
|--------------------------------|---|----|
| • F&L Permits Issued | 0 | 2 |
| • F&L Permits Suspended | 0 | 1 |
| • F&L Suspensions Lifted | 0 | 1 |
| • F&L Complaint Investigations | 1 | 1 |
| • F&L Consults | 4 | 74 |
| • General Sanitation | 0 | 5 |
| • Vector Control | 0 | 0 |
| • Animal Control | 1 | 16 |
| • Health Education | 0 | 8 |

On-Site Wastewater:

| | | |
|-------------------------------|----|-----|
| • Sites Visited/Evaluated | 11 | 51 |
| • Improvement Permits Issued | 0 | 8 |
| • Construction Authorizations | 1 | 13 |
| • Other Authorizations | 1 | 2 |
| • Consultative Contacts | 30 | 157 |
| • Operation Permits Issued | 4 | 12 |

On-Site Well:

| | | |
|-------------------------------------|---|----|
| • Well Site Evaluated | 0 | 4 |
| • Grouting Inspections | 0 | 5 |
| • Well Site Construction Visits | 0 | 3 |
| • Well Construction Permits Issued | 0 | 7 |
| • Well Certificate of Completion | 0 | 2 |
| • Bacteriological Samples Collected | 0 | 10 |
| • Other Sample Collected | 0 | 3 |
| • Well Consultative Contacts | 0 | 27 |

Triple P Program

| | | |
|------------------------------------------------------|----|-----|
| • New Contacts Made: | | |
| o Agencies/Community Groups | 0 | 91 |
| o Individuals | 0 | 144 |
| • Agencies Visited/Community Group Meetings Attended | 1 | 42 |
| • Total Applications Received | 0 | 97 |
| • Contacts Trained | 0 | 65 |
| • Contacts Accredited | 19 | 59 |

Hydeland Home Care Agency:

| | | |
|-------------------------------------------|----|----|
| Total Patients Served | 33 | |
| • Home Health Medicare | 9 | -2 |
| • Home Health Medicaid | 22 | -1 |
| • Home Health Private | 2 | -1 |
| • Community Alternative Program (CAP) | 3 | NC |
| • Homemaker | 5 | +1 |
| • Project Care (Family Caregiver Support) | 0 | NC |

Admissions

| | | |
|------------------------|---|----|
| • Home Health Medicare | 3 | 26 |
| • Home Health Medicaid | 0 | 7 |
| • Home Health Private | 2 | 7 |

Discharges

| | | |
|-------------------------------------------|---|----|
| • Home Health Medicare | 5 | 19 |
| • Home Health Medicaid | 1 | 7 |
| • Home Health Private | 3 | 9 |
| • CAP | 0 | 1 |
| • Homemaker | 0 | 2 |
| • Project Care (Family Caregiver Support) | 0 | 1 |

Referrals

| | | |
|-----------------------------|---|----|
| • Home Health Medicare | 6 | 32 |
| • Home Health Medicaid | 0 | 8 |
| • Home Health Private | 2 | 10 |
| • Referred But Not Admitted | 3 | 10 |

Healthy Communities:

- Community Health Assessment (CHA) for 2014 (due March of 2015):
 - CHA Survey closed November 15 after receiving approximately 300 responses
 - Five Focus Group meetings conducted beginning in October and concluded in November
 - Analysis of survey and focus group data began November 15 by ECU – Primary data report to follow in December
- Hyde County Change for Good Grant:
 - KBR progress report submitted at the end of November
 - More intensive initiative planning and collaboration with ECU and Hyde County Schools commenced as Anna Schafer, new Public Health Educator II transitions into new role
- Hyde Partners for Health/Project Direct LEGACY for Men:
 - Advisory Committee meeting held November 7
 - Six-session CDSMP classes at Piney Grove Church commenced in September and have concluded in November
 - Second Annual Family Health Forum occurred at Old Richmond Baptist Church with an attendance of about 40 community members on November 15, almost six times the turnout of the previous year

Hyde County Health Department
Animal Control Report
November 2014

Total Documented Calls/Requests for Assistance - 1

- Bite – 1
- Vicious/Dangerous – 0
- Rabies – 0
- Other - 0

Detail of Calls by Type:

- Bite (1):
 - Received call from Don Spradlin, PA from Engelhard Medical Center, reporting that an individual had been bitten by his dog while pulling the dog out of box. Individual gave report that his hunting dog was fighting with another hunting dog, and that he was bitten while trying to separate the two. Animal was current on his rabies vaccine, and was quarantined for 10 days.
- Vicious/Dangerous (0)
- Rabies (0)
- Other (0):

Report Compiled and Authorized by:

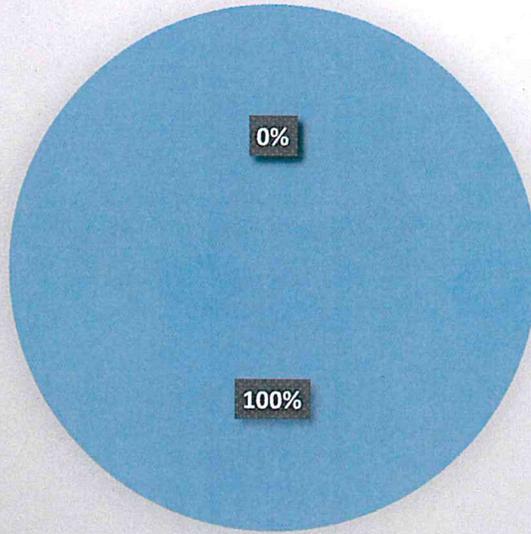
Luana C. Gibbs

December 22, 2014

Luana C. Gibbs, Interim Health Director

Date

Animal Control Incidents - September 2014



- Bite - 1
- Dangerous/Vicious - 0
- Rabies - 0
- Other - 0

Human Resources Department Report – December 2014:

- Verified information for vacation/sick leave for employees
- Completed longevity payroll
- Completed monthly payroll
- Generated the Human Resources employee newsletter
- Assisted with interviews for the Water Department Manager
- 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 several employees with retirement questions
- Enrolled two new part-time employees

Respectively submitted,

Tammy Blake

Hyde County ABC Board Meeting

November 10, 2014

6:30pm

Attendance:

Board Members: Meredith Nicholson, Glenda Williams and Jim Piland.

Finance Officer: Gary Davis,

General Manager: Vicki Gibbs,

Technical Help: Justin Gibbs and Sarah Johnson.

Proceedings:

Chairman Meredith Nicholson called the meeting to order at 6:35.

We were reminded of the ABC ethics. We moved to adopt October 2014 Board minutes.

Old Business:

1. Audit update: Tom had surgery and is running behind. Still no Audit presentation scheduled. We continue to call Tom and request his presentation.
2. Purchase of new computers. We are looking at \$480-\$510 per computer. The Board has approved the purchase. Vicki and Gary will purchase before end of year. We will also purchase software protection and Microsoft works.
3. Finance Officer: Gary's report for Oct. 2014

There are a few things that look a little odd this month which are the result of our having refined the store allocations this year as opposed to lumping expenses in Administrative Allocated in the prior year. For instance, you'll notice that in October 2013 as well as in the YTD profit and loss statement, there were no 6002-Salaries. This results from our having lumped all the salary expense into the 7001-Administrative Allocated account in 2013. These oddities will slowly disappear over time and they do not affect our overall results, only the store by store results.

The other thing that has happened this month is that while our sales are up, our Gross Profit declined. We saw that problem last month, but found an error in the bills we paid that resolved the issue. Vicki and I will need to keep an eye on this to try to figure why this has happened.

For the month of October, we have incurred a loss of \$1,401.17 as compared to a profit last year of \$1,692.88. The biggest reason for this is that we paid \$2,333 in payroll taxes and \$2,493 in payroll tax penalties arising from 2010, 2011 and 2012. However, this was the end of these penalties. Were it not for these payroll taxes and penalties, we would have had a profit of about \$3,400.

YTD we have a profit of \$31,323.04 as compared to a profit last year of \$5,075.31 which is an improvement of \$26,247.73.

4. General Manager Comments: Vicki thanked the Board for her vacation. She is pleased with the finances being up for October and that we have enough money to buy liquor and it is not a struggle. She reminded the board that Oct, Nov, and Feb. are the months that our bills are more than our sales, but we have saved money from the summer and every bill is current.

There were no further comments. Glenda moved to adjourn. Jim seconded. Motion passed.

Respectfully submitted,

Victoria Gibbs, ABC Secretary

AGENDA
HYDE COUNTY ABC BOARD MEETING
MONDAY, DECEMBER 8, 2014 - 6:30 PM

CALL TO ORDER

**OPENING - NOTATION OF BOARD MEMBERS
AND OTHER ATTENDEES PRESENT**

CONSIDERATION OF AGENDA & ETHICS REMINDER

CONSIDERATION OF MINUTES OF PRIOR MEETING

ITEMS OF CONSIDERATION

OLD BUSINESS

- 1) Audit comments
- 2) Action on computer/software needs
- 3)
- 4)

NEW BUSINESS

- 1) Discussion of local law enforcement involvement with enforcement & reports
(NOTE: there is a chapter on this matter in the notebook from ABC Commission)
- 2)
- 3)
- 4)
- 5)

COMMENTS BY FINANCE OFFICER

COMMENTS BY GENERAL MANAGER

PUBLIC COMMENTS

The public is invited to use this time to make comments to the Board on items discussed during this meeting and/or matters not discussed earlier in the meeting. Comments should be kept to three (3) minutes or less and comments should be directed to the entire Board and not to individual members, the staff or to other members of the public.

ADJOURN

ORANGE COUNTY BOARD OF COMMISSIONERS

RESOLUTION IN SUPPORT OF EQUAL ACCESS FOR IMMIGRANT CHILDREN

WHEREAS, Orange County, North Carolina, is a compassionate and caring community that is committed to creating a welcoming atmosphere that values equality and social justice; and

WHEREAS, the number of unaccompanied children and minors from Central American nations seeking refuge in the United States has dramatically risen over the last three years; and

WHEREAS, the vast majority of the children seeking refuge in the United States are fleeing extreme violence and poverty, including from Guatemala, El Salvador, and Honduras; and

WHEREAS, Honduras is the country with the world's highest murder rate, while El Salvador's murder rate is the fourth highest in the world; and

WHEREAS, the majority of the children entering the United States are returning to parents or other family members who are present in the United States, including those children coming to North Carolina; and

WHEREAS, approximately 1,429 of these children have been placed in North Carolina since January 2014; and

WHEREAS, those children arriving in our community have the right under the United States Constitution to equal access to a public education, basic health care, and the protection of law enforcement;

NOW THEREFORE, be it resolved that the Orange County Board of Commissioners hereby:

- Affirms that Orange County is a welcoming community to children seeking refuge from violence in their home countries and to the sponsors of these children;
- Affirms the rights of children to attend public schools and to access basic health care in the county they reside, without regards to their immigration status;
- Urges our congressional representatives, the Obama Administration, the Department of Homeland Security, and Governor Pat McCrory to ensure that the thousands of minors seeking safety within our borders and being apprehended by Border Patrol receive due process and legal representation in court hearings;
- Directs the County Manager and all county departments to make services and resources available to help welcome children into our community who are seeking refuge from violence in their home countries;
- Encourages continuing collaboration between Orange County and other local governmental entities and advocacy organizations to support and protect these children; and
- Directs the Chair of the Board and the Clerk to forward this Resolution to each of the local governments in Orange County, including both Boards of Education, and respectfully requests that each consider adopting similar resolutions, and also forward this resolution to our state legislative delegation, and to the North Carolina Association of Counties.

ADOPTED THIS THE 1st DAY OF DECEMBER, 2014.

Earl McKee

Chair

Orange County Board of Commissioners