Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: September 4, 2018
Presenter: County Manager Kris Cahoon Noble
Attachment: No

ITEM TITLE: EMPLOYEE/VOLUNTEER/FRIEND OF THE MONTH

SUMMARY: Manager Kris Cahoon Noble will announce the Employee, Volunteer and/or Friend
of the County.

RECOMMEND: Congratulations.

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

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: **September 4, 2018**
Presenter: **Citizens**
Attachment: **No**

ITEM TITLE: **PUBLIC COMMENTS**

SUMMARY: Citizens are afforded an opportunity at this time to comment on issues they feel may be of importance to the Commissioners and to their fellow citizens.

Comments should be kept to (3) minutes and directed to the entire Board, not just one individual Commissioner, staff member or to a member of the audience.

Time for one person cannot be used by another person.

Comments that reflect the need for additional assistance will be directed to the County Manager or referred to a future meeting agenda.

RECOMMEND: Receive comments.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: September 4, 2018
Presenter: County Manager Kris Noble
Attachment: Yes

ITEM TITLE:

SUMMARY: **County Manager Kris Noble will present the following resolutions for Board of Commissioner approval:**

- **Resolution To Allow Hyde County To Apply For CDBG Grant To Construct Wastewater Collection System In Hycienda Heights, Engelhard, NC**
- **Resolution For The Hyde County Application For Community Development Block Grant-Neighborhood Revitalization Funding**
- **Resolution By The Hyde County Board of Commissioners of Hyde County Supporting Agriculture In North Carolina**

RECOMMEND: Approve.

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

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: September 4, 2018
Presenter: County Manager, Kris Noble
Attachment: Yes

ITEM TITLE: **RESOLUTION TO ALLOW HYDE COUNTY TO APPLY FOR CDBG GRANT TO CONSTRUCT WASTEWATER COLLECTION SYSTEM IN HYCIENDA HEIGHTS, ENGELHARD, NC.**

SUMMARY: Hyde County intends to submit an application for a grant of approximately $1,200,000 in CDBG Infrastructure funds to extend sanitary sewer force main approximately 3,400 l.f. to serve approximately 54 households in the Hycienda Heights, Engelhard area.

Attached resolution is required to be passed before the application can be submitted.

RECOMMEND: **APPROVE**

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

Board of Commissioners
Earl Pugh, Jr., Chair
Barry Swindell, Vice-Chair
Benjamin Simmons, III
Tom Pahl
Dick Tunnell

COUNTY OF HYDE

30 Oyster Creek Road
PO Box 188
SWAN QUARTER, NORTH CAROLINA 27885
252-926-4400
252-926-3701 Fax

Kris Cahoon Noble
County Manager

Franz Holscher
County Attorney

Lois Stotesberry, CMC, NCCCC
Clerk to the Board

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other "green" project), and

WHEREAS, Hyde County has need for and intends to construct a wastewater collection system project described as the FY2018 Engelhard Sanitary District Force Main Extension, and

WHEREAS, Hyde County intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE HYDE COUNTY BOARD OF THE COMMISSIONERS:

That Hyde County, the **Applicant,** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Kris Noble, County Manager, the **Authorized Official,** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official,** and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 4th of September, 2018, at Swan Quarter, North Carolina.

ATTEST:

_____
Chairman, Hyde Co. Board of Commissioners

_____
Clerk to the Hyde County Board of Commissioners

RESOLUTION FOR THE HYDE COUNTY APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT-NEIGHBORHOOD REVITALIZATION FUNDING

WHEREAS, the Hyde County Board of Commissioners has previously indicated its desire to assist in economic development opportunities and community development efforts for low-to-moderate income individuals within the County; and,

WHEREAS, the Board of Commissioners has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit primarily low-to-moderate income individuals in the County by providing housing improvement activities; and,

WHEREAS, the Board of Commissioners wishes the County to pursue a formal application for Community Development Block Grant funding to benefit primarily low-to-moderate income individuals in the County by providing housing improvement activities; and,

WHEREAS, the Board of Commissioners certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program;

NOW, THEREFORE BE IT RESOLVED, by the Hyde County Board of Commissioners that the County is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant for the North Carolina Neighborhood Revitalization Program in order to provide housing improvement activities benefitting primarily low-to-moderate income individuals in the County.

Adopted this the 4th day of September, 2018, in Hyde County, North Carolina.

_____
Earl Pugh, Jr., Chairman
Hyde County Board of Commissioners

ATTEST:

_____
Lois Stotesberry
Clerk to the Board of Commissioners

Board of Commissioners
Barry Swindell, Chair
Earl Pugh, Jr., Vice-chair
Ben Simmons
John Fletcher
Dick Tunnell

COUNTY OF HYDE

30 Oyster Creek Road
PO Box 188
SWAN QUARTER, NORTH CAROLINA 27885
252-926-4400
252-926-3701 Fax

Bill Rich
County Manager

Fred Holscher
County Attorney

Lois Stotesberry, CMC, NCCCC
Clerk to the Board

RESOLUTION BY THE HYDE COUNTY BOARD OF COMMISSONERS OF HYDE COUNTY

SUPPORTING AGRICULTURE IN NORTH CAROLINA

WHEREAS, Hyde County has 107,559 total farming acres under the 2012 Census of Agriculture; and,

WHEREAS, in 2016 Hyde County was ranked 21st in the state for agriculture cash receipts, totaling $154.6 million; and,

WHEREAS, Hyde County farmers locally produce corn, soybeans, wheat, cotton, snap beans, sweet corn, Irish potatoes, onions, and cabbage; and,

WHEREAS, agriculture is one of the most significant drivers of North Carolina's economy, creating tens of billions in economic activity, employing 17 percent of the state's workers and accounting for nearly 20 percent of the state's economy; and,

WHEREAS, we enjoy a food supply that is abundant, affordable, and among the world's safest, thanks in large part to the efficiency and productivity of North Carolina's farmers; and,

WHEREAS, our Nation's farmers provide the food, fuel and fiber for our state and our country; and,

WHEREAS, agriculture touches the life of everyone, whether it be in our daily meals or the clothes we wear; and,

WHEREAS, farming supports community businesses and the local economy; and,

WHEREAS, we need to support our agricultural industry, farmers and encourage a safe and abundant food supply; and,

WHEREAS, frivolous nuisance lawsuits are threatening the very existence of farming in North Carolina; and,

WHEREAS, 26 lawsuits have been filed in North Carolina asserting nuisance allegations against Murphy-Brown, a subsidiary of Smithfield Foods; and

WHEREAS, while the lawsuits name Murphy-Brown as a defendant, most of the farms affected by the lawsuits are independently-owned family farms who, despite operating their farms in a law-abiding manner, stand to lose their livelihoods as a result of the litigation; and

WHEREAS, during the trial phase of a recent case, the jury was denied the ability to conduct a site visit to experience first-hand the conditions complained of and after verdicts were reached, a gag order was entered preventing farmers and their neighbors from publicly discussing the conditions on their farms or the effects of the lawsuits on their farming communities.

WHEREAS, the Hyde County Board of Commissioners fear that if this verdict is not overturned, it will set a precedent with far reaching ramifications devastating to North Carolina's agricultural economy, harmful to rural farming communities and will push hardworking family farmers into bankruptcy by stymying their ability to produce fruits and vegetables, raise livestock and seafood, and grow crops, grains and fiber.

NOW, THEEREFORE BE IT RESOVED that the Hyde County Board of Commissioners does hereby support the farmers of North Carolina and believes that the agriculture industry is vital to the North Carolina economy and should be protected.

This the _____ day of September, 2018.

ATTEST:

Earl Pugh, Jr., Chairman

Lois Stotesberry, Clerk to the Board

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: September 4, 2018
Presenter: Debbie Cahoon
Attachment: Yes

ITEM TITLE: Swan Quarter Watershed Committee Vacancies

SUMMARY: Attached is the proposed changes for the Swan Quarter Steering Committee along with the Committee minutes showing actions taken to address vacancies.

Committee would like to recognize Blythe Davis for his service on this Committee and present a plaque to his family at a Board Meeting in the near future.

RECOMMEND: The Swan Quarter Steering Committee recommends the Board accept the names submitted for Committee Member vacancies.

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

SWAN QUARTER WATERSHED STEERING COMMITTEE

NO TERM LIMIT --- TERMS ARE FOR LIFE UNLESS A PERSON RESIGNS

2011 ROSTER

Meeting are scheduled on: as needed basis

	Elected/Appointed	Recommended Committee Appointments
Dick Tunnell P.O. Box 263 809 Main Street Swan Quarter, N. C. 27885 252-926-1391 (home) 252-926-2856 (office) 252-944-3964 (cell)	5/16/2001	**Commissioner Liasion Seat will be vacant 12/3/18** **Board to select a Board Representative** **County of Hyde Representative** **Daniel Brinn will serve but not as a voting member**
Tony Carawan 3202 Quarter Road Swan Quarter, N. C. 27885 252-926-1759 (home)	5/16/2001	
Hiatt Cahoon P. O. Box 115 Swan Quarter, N. C. 27885 252--926-7191 (home)	5/16/2001	
C. W. Cahoon 495 Main Street Swan Quarter, N. C. 27885 252-944-9686 (cell)	5/16/2001	
Blythe Davis 19770 US Highway 264 Swan Quarter, N. C. 27885 252-926-1881 (home)	5/16/2001	**Kelly Davis** **Replace Blythe Davis** **19770 U S Highway 264** **Swan Quarter, NC 27885** **252-926-1881 (home)** **252-944-3685 (mobile)**
Josh Gibbs 6011 Quarter Rd. Swan Quarter, N. C. 27885 252-945-5564 (cell)	10/6/2008	**Kel.cb.davis@gmail.com**
Billy Williams 2784 Quarter Road Swan Quarter, N. C. 27885 252-926-8771 (home) 252-945-0628 (cell) ellenwilliams@beaufortco.com	5/16/2001	
Mitchell Newman 375 Main Street Swan Quarter, N. C. 27885 252-926-3771 (home)	5/16/2001	**Dick Tunnell** **Replace Mitchell Newman** **P.O. Box 263** **809 Main Street** **Swan Quarter, NC 27885** **252-926-1391 (home)** **252-926-2856 (office)** **252-944-3964 (cell)**
J. W. Spencer (S&W Board Liaiso 4131 Quarter Road Swan Quarter, N. C. 27885 252-926-1413 (home)	5/16/2001	**Chad Spencer (S & W Board Liaison)** **Replace J.W. Spencer** **4000 Quarter Road** **Swan Quarter, NC 27885** **252-944-8001 (mobile)**

MINUTES
Of
West Quarter & Swan Quarter Watershed Steering Committee
Held at: The Hyde Government Center in Swan Quarter, NC 27885

Meeting Number 6 Date: June 21, 2018

Members Present:
J.W. Spencer
Hiatt Cahoon
Chad Spencer
Tony Carawan
C. W. Cahoon

Others Present:
Daniel Brinn
Debbie Cahoon
Allie Mulligan

The meeting was called to order by Tony Carawan, Steering Committee Chairman.

The first item of business was review of the minutes taken at the December 20, 2017 meeting. After board review of the minutes, J.W. made a motion to approve minutes as presented, the motion was seconded by C.W. and the motion carried.

Next, the West Quarter and Swan Quarter Assessment for Fund 71 West Quarter and Fund 72 Swan Quarter were available for the committee members to review. Fund 71 West Quarter balance was $85,404.96 and Fund 72 Swan Quarter balance was $88,225.47.

Next, Daniel reported that the annual mowing of the Swan Quarter Watershed Dike had been started but had been delayed due to extremely wet weather. Reid Sadler will resume mowing once it is dry enough to do so. Committee discussed having Reid top the dike as soon as possible so that access would be available for pre-storm and post-storm inspections during the hurricane season. Tony asked Daniel to speak with Reid about getting this done prior to a storm event.

Next, Daniel presented to the committee quotes and sketch designs on trash grates and tidegates from Mike Silver, Cahoon Farms and Mike Blizzard. The quotes for the trash grates are as follows:

- $3296.60 from Mike Silver
- $2425.00 from Cahoon Farms
- $1800.00 from Mike Blizzard

A motion was made by J.W. to accept the bid from Mike Blizzard to build a trash grate and the motion was seconded by C.W. and the motion carried. The Committee discussed having the grates and gates identified west to east by a number. (Example - WQ#1) This will make it easier for installation and if needed removal of gates/grates and then re-

installing in the future. It was the recommendation of the committee to have all new grates and gates identified by a number.

In the next item of business, Daniel presented to the committee quotes for building a tidegate from Mike Silver and Cahoon Farms. The following quotes were presented for committee review:

- $11,000.00 from Mike Silver
- $11,745.00 from Cahoon Farms

The committee reviewed the designs submitted by both vendors and copies are attached as a matter of record. J. W. made a motion to accept the quote from Mike Silver for the side opening tidegate in the amount of $11,000.00. The gates will have an identifying number on them and will include zincs and lifting eyes and will be installed at Double Canal. The motion was seconded by Tony and the motion carried. Daniel will contact Mike Silver about building gate. Once the gates are complete and installed the committee will inspect the gate built by Mike Silver and installed at Double and the gate built by Cahoon Farms and installed at West Quarter and determine if one works better than the other and make a determination on the direction of building remaining gates.

Next, the committee reviewed a draft letter to Kelly Davis and family sharing our deepest condolences in the passing of her husband, Blythe Davis and recognizing his committed service on the Swan Quarter Watershed. A copy of the letter is attached as a matter of record.

The last item of business was committee discussion of a replacement for the vacant seat on the committee left by Blythe's passing. It was consensus of the committee to approach Kelly Davis about serving in this capacity. Tony will talk with Kelly about serving on this committee. The committee also discussed the vacant position not currently filled, left by Mitchell Newman and it was the consensus of the committee to approach Dick Tunnell to fill this position as soon as his responsibility as a County Commissioner representative on the committee has been fulfilled. J.W. requested that the committee replace him as a voting member on the committee as the Hyde Soil & Water Conservation District representative with Chad Spencer, Hyde Soil & Water Conservation District Supervisor. It was the consensus of the board to have Daniel Brinn to continue to serve as the County of Hyde liaison to the board and would not be a voting member. A motion was made by C.W. to accept these changes as presented, it was seconded by Tony and the motion carried.

J.W. made a motion to adjourn the meeting and the motion was seconded by C.W. and the motion carried.

Respectfully submitted by:

Josh Gibbs

Josh Gibbs, Secretary for West/Quarter SQ Watershed Committee

Date 7-11-18

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: **September 4, 2018**
Presenter: **County Manager Kris Cahoon Noble**
Attachment: **No**

ITEM TITLE: **MAINLAND RECREATION COMMITTEE APPOINTMENTS**

SUMMARY: In an effort to move forward with mainland recreation projects, a Mainland Recreation Committee will consist of the following appointments and terms:

Name	Term
Ben Simmons, BOC Liaison	August 2020
Natalie Wayne	August 2020
Emma C. Williams	August 2020
Edward Torres	August 2020
Barry Swindell	August 2022
Lee Brimmage	August 2022
Brandon Marshall	August 2022
Andy Holloway	August 2022
Daryl Smith	August 2022

RECOMMEND: **APPROVE APPOINTMENTS**

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

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: September 4, 2018
Presenter: Luana Gibbs
Attachment: Yes

ITEM TITLE: REQUEST FOR NEW POSITION

SUMMARY: This request is for a new position of Practical Nurse II to be created within the Hyde County Salary Plan for Fiscal Year 2018-19. This requires BOC approval.

This position will work as the Laboratory Manager while assisting in clinic, telehealth, and referral duties. This position is entirely funded for three years through NC Rural Health grant funds.

RECOMMEND: APPROVE

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

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: September 4, 2018
Presenter: Donnie Shumate
Attachment: None. Structural analysis and drawings available upon request.

ITEM TITLE: REPLACEMENT OF PROPOSED MICROWAVE ANTENNA ON TOWER LOCATED AT 21015 US HWY 264, SWAN QUARTER, NC.

SUMMARY: T-Mobile has submitted a permit application to replace a microwave antenna on the proposed tower located at 21015 US HWY 264. The microwave antenna being replaced was listed in the original design plan submitted by T-Mobile and approved by this board on October 2, 2017. The new microwave antenna will improve the service provided by this tower.

Hightower Communications will be contractors handling the installation. All parties involved have submitted the necessary paperwork and the application meets the requirements of the Hyde County Wireless Telecommunications Facility Ordinance.

RECOMMEND: APPROVE

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

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: September 4, 2018
Presenter: Kris Cahoon Noble
Attachment: Yes – Resolution: Designation of Applicant's Agents
North Carolina Division of Emergency Management

ITEM TITLE: **Designation of Agents for FEMA Federal Disaster Assistance applicants**

SUMMARY: The County of Hyde currently has a HMGP Rescopement project in process. Approval is requested to designate a primary and secondary agent who will be authorized on behalf of Hyde County to execute and file applications for federal and/or state assistance through FEMA. The above named agents will be authorized to represent and act for Hyde County in all dealings with the State of North Carolina and FEMA for all matters pertaining to such disaster assistance required by the grant agreements. This resolution reflects a change in the designated agent's official title

RECOMMEND: **APPROVE**

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

RESOLUTION
DESIGNATION OF APPLICANT'S AGENT
North Carolina Division of Emergency Management

Organization Name (hereafter named Organization):	Disaster Number:
Hyde County	Hurricane Irene Hazard Mitigation Grant Program

Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):
North Carolina Department of Crime Control and Public Safety

Applicant's Fiscal Year (FY) Start	Month:	Day:
	July	1

Applicant's Federal Employer's Identification Number:
56-6000308

Applicant's Federal Information Processing Standards (FIPS) Number:

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Kris Cahoon Noble	Agent's Name Corrinne Gibbs
Organization Hyde County Government	Organization Hyde County Government
Official Position County Manager	Official Position Finance Officer
Mailing Address 30 Oyster Creek Road, PO Box 188	Mailing Address 30 Oyster Creek Road, PO Box 188
City, State, Zip Swan Quarter, NC 27885	City, State, Zip Swan Quarter, NC 27885
Daytime Telephone 252-926-4400, Extension 4178	Daytime Telephone 252-926-4192
Facsimile Number 252-926-3701	Facsimile Number 252-926-3701
Pager or Cellular Number	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and **the assurances printed on the reverse side hereof**. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally.

PASSED AND APPROVED this _____ day of _____ ,20 .

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title Hyde County Board of Commissioners	Name Lois Stotesberry
	Official Position Clerk to the Board of Commissioners
Name and Title Chairman, Hyde County Board of Commissioners	Daytime Telephone 252-926-4400

CERTIFICATION

I, _____ (Name) duly appointed and _____ (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of _____ (Organization) on the _____ day of _____ 20 .

Date: _____ **Signature:** _____

Rev. 03/04

HYDE COUNTY BOARD OF COMMISSIONERS
2011/2012 BUDGET *REVISIONS*

			MEETING DATE 9/4/2018	"+" EXP BUDGET "-" REV BUDGET	"-" EXP BUDGET "+" REV BUDGET
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	DEBIT	CREDIT
4-19	WIC	10-5970.3300	Department Supplies	$ 1,177.00	
		10-3480.0006	Women, Infant, & Children Revenue		$ 1,177.00
				$ 1,177.00	$ 1,177.00
			This is funding provided by NC DPH for WIC special approved equipment. A laptop is being purchased for the WIC administration position. ***Budget is increased but no local appropriations are required.***		
Notes:					

REQUESTED Diana C Gibbs DATE 9-4-18

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

ENTERED LEDGER/DATE_____

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: September 4, 2018
Presenter: Chair, Vice-Chair, Commissioners, Manager
Attachment: Yes

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

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: September 4, 2018
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: **September 4, 2018**
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: (Enter)	Motion Seconded By:	Vote:
___ Earl Pugh, Jr.	___ Earl Pugh, Jr.	___ Earl Pugh, Jr.
___ Barry Swindell	___ Barry Swindell	___ Barry Swindell
___ Dick Tunnell	___ Dick Tunnell	___ Dick Tunnell
___ Ben Simmons	___ Ben Simmons	___ Ben Simmons
___ Tom Pahl	___ Tom Pahl	___ Tom Pahl

Motion Made By: (Exit)	Motion Seconded By:	Vote:
___ Earl Pugh, Jr.	___ Earl Pugh, Jr.	___ Earl Pugh, Jr.
___ Barry Swindell	___ Barry Swindell	___ Barry Swindell
___ Dick Tunnell	___ Dick Tunnell	___ Dick Tunnell
___ Ben Simmons	___ Ben Simmons	___ Ben Simmons
___ Tom Pahl	___ Tom Pahl	___ Tom Pahl

Action Taken In Open Session:

_____

_____

_____

_____

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

Department Reports

Human Resources Dept. Report – September 2018

- Verified information for vacation/sick leave for employees
- Completed monthly payroll
- 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, retirement, deposit changes, etc.
- Enrolled three full-time and two part-time employees
- Generated the monthly Human Resources employee newsletter
- Coordinated drug testing of Mainland employees
- Generated one FMLA case
- Updated the County's Classification Pay Plan
- Attended LGFCU Advisory Council Luncheon in Greenville
- Assisted MedCost in correcting insurance information
- Assisted one employee with retirement process
- Assisted Financial Auditors with compiling audit information
- Completed the Workers Compensation audit with Travelers
- Attended the Dept. of Commerce Division of Employment Security

Respectively submitted,

Tammy Blake

Health Department Monthly Summary Report – July 2018		
CLINICAL SERVICES	**Current Month**	**Year To Date**
Family Planning	21	21
Maternal Health	7	7
Adult Health: Wellness/Primary Care/Chronic Disease/Telemedicine	61	61
BCCCP	11	11
Immunizations	3	3
Seasonal Flu Shots/Flu Mists		
Adults	0	0
Children	0	0
STD Treatments	4	4
Communicable Disease Cases/Investigations	1	1
TB Treatments (Latent) & Skin Tests	1	1
Child Health (Wellness)	14	14
Child Health (Sick Care)	10	10
Rabies Treatments/Investigations**	1	1
Dental Varnishing	4	4
Lab Services	43	43
WIC (Women, Infant & Child Nutrition Assistance)		
WIC – Mainland		
Certifications	9	9
Mid-Certification Assessments	6	6
Pick-ups	17	17
Vendor Trainings	0	0
WIC – Ocracoke (Quarterly)		
Certifications	0	0
Mid-Certification Assessments	0	0
Pick-ups	0	0
Vendor Trainings		
PREGNANCY/EARLY CHILDHOOD SERVICES		
Pregnancy Care Management (for healthy pregnacies and births)		
Current Case Load	3 m, 0 l, p 0	////////////////////
Contacts this Month	25	////////////////////
Attempts (No Contact)	1	////////////////////
Care Coordination for Children (for healthy children 0-5 years)		
Current Case Load	h 0, m 7, l 0, p 0	////////////////////
Contacts this Month	75	////////////////////
Attempts (No Contact)	3	////////////////////
BEHAVIOR HEALTH AND SUBSTANCE ABUSE SERVICES		
Behavior Health Services		
Licensed Clinical Counselor visits		
Psychiatrist Visits		
Substance Abuse Services		
Educational Programs in the Community		
Navigated Services		
Media Events		
Needle Exchange Pick Ups		
Narcan dispensed		

FOREIGN INTERPRETER/OUTREACH WORKER		
Outreach programs		
Home visits:	1	////////////////////
Phone calls:	15	////////////////////
Letters sent:	8	////////////////////
Patients served in clinic:	50	////////////////////
Community work:		////////////////////
Request for transportation:	9	////////////////////
Other: Ocracoke E.H.; NNO; Focus Groups; Matt Seafood		////////////////////
ENVIRONMENTAL HEALTH		
Food and Lodging		
F&L Inspections	7	7
F&L Visits	7	7
F&L Pre-Opening Visits	1	1
F&L Permits Issued	1	1
F&L Permits Suspended	1	1
F&L Suspensions Lifted		
F&L Complaint Investigations		
F&L Consults	22	22
General Sanitation		
Vector Control		
Animal Control		
Health Education	1	1
On-Site Wastewater		
Sites Visited/Evaluated	16	16
Improvement Permits Issued	4	4
Construction Authorizations	5	5
Other Authorizations	3	3
Consultative Contacts	55	55
Operation Permits Issued	5	5
Migrant Housing Inspections		
On-Site Wells		
Well Site Evaluated		
Grouting Inspections		
Well Site Construction Visits		
Well Construction Permits Issued		
Well Certificate of Completion		
Bacteriological Samples Collected		
Other Sample Collected		
Well Consultative Contacts		

NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
DAVID A. KING • Director, Office of the Internal Auditor

August 29, 2018

Corrinne Gibbs, Finance Officer
Hyde County Government
P.O. Box 188
Swan Quarter, NC 27885-0188

Dear Ms. Gibbs:

We received and reviewed Hyde County's (the County) Corrective Action Plan and response to the findings and recommendations contained in the Single Audit Report for the fiscal year ended June 30, 2017. The Auditor's Report on Compliance, Internal Control, and/or Schedule of Findings and Questioned Costs disclosed findings of noncompliance with laws and regulations for which the North Carolina Department of Health and Human Services (the Department) is responsible for resolution. The findings are outlined below:

Finding 17- 01: Repeat Finding (16-01)

PROGRAM: All State and Federal Programs

Financial Statement Finding

Material Weakness

CONDITION: Account Reconciliations: In reviewing records and testing certain account balances, we noted that several accounts were not reconciled and adjusted. Several adjustments had to be proposed to correct the financial statements.

AUDITOR'S RECOMMENDATION: The finance office should make sure that timely reconciliations are prepared for all accounts. Year end entries should be made by the finance staff prior to year-end closing.

MANAGEMENT RESPONSE/CORRECTIVE ACTION PLAN: The County agrees with this finding and will implement procedures and processes to reconcile material general ledger accounts on a periodic basis.

Name of Contact Person: William Rich, County Manager

Proposed Completion Date: The board will implement this procedure immediately.

DEPARTMENT OF HEALTH AND HUMAN SERVICES RESPONSE: The Department agrees with the auditor's recommendation and management response. The condition described is a repeat of the condition from the County's 2016 Single Audit finding number **2016-01**. Therefore, the Department requests that the County submit a copy of the Corrective Action Plan (CAP) implemented to ensure the accounts are reconciled as required. The CAP should include written procedures, training, and/or communication provided to the appropriate parties to prevent reoccurrence of this condition in the future.

Finding 17- 02: Repeat Finding (16-02)

PROGRAM: All State and Federal Programs

Financial Statement Finding

Significant Deficiency

CONDITION: Segregation of Duties: There is a lack of segregation of duties among County personnel in the following areas: revenues, receipts, and receivables for both the governmental and proprietary funds.

AUDITOR'S RECOMMENDATION: The duties should be segregated as much as possible and alternative controls should be used to compensate for lack of separation. The governing board should provide some of these controls.

MANAGEMENT RESPONSE/CORRECTIVE ACTION PLAN: The County agrees with this finding and will segregate duties as much as possible and alternative controls will be used to compensate for lack of segregation of duties.

Name of Contact Person: William Rich, County Manager

Proposed Completion Date: The board will implement this procedure immediately.

DEPARTMENT OF HEALTH AND HUMAN SERVICES RESPONSE: The Department agrees with the auditor's recommendation and management response. The condition described is a repeat of the condition from the County's 2016 Single Audit finding number **2016-02**. Therefore, the Department requests that the County submit a copy of the specific procedures implemented to ensure segregation of duties and provide reasonable assurance that transactions are handled appropriately.

Finding 17- 03: Repeat Finding (16-03)

PROGRAM: All State and Federal Programs

Financial Statement Finding

Significant Deficiency

CONDITION: Budget Violation: The County reflected no budgeted amounts for the Revolving Loan Fund.

AUDITOR'S RECOMMENDATION: A budget should be prepared for each fund.

MANAGEMENT RESPONSE/CORRECTIVE ACTION PLAN: The County agrees with this finding and proper budgets will be approved in the future.

Name of Contact Person: William Rich, County Manager

Proposed Completion Date: The board will implement this procedure immediately.

DEPARTMENT OF HEALTH AND HUMAN SERVICES RESPONSE: The Department agrees with the auditor's recommendation and management response. The condition described is a repeat of the condition from the County's 2016 Single Audit finding number **2016-03**. Therefore, the Department requests that the County submit a copy of the CAP implemented, including policies and procedures, to ensure compliance with the budget ordinance.

Finding 17- 04: Repeat Finding (16-04)

PROGRAM: All State and Federal Programs

Financial Statement Finding

Significant Deficiency

CONDITION: Deficit Fund Balance: The County has five funds with a negative fund balance: Hurricane Irene Fund, CAPS/Personal Care Chore Health, CDBG Revitalization Strategies, PDM Program Fund, and Hurricane Matthew Fund.

AUDITOR'S RECOMMENDATION: The County should be more aware of spending in each of the funds to reduce the negative impact on unassigned fund balance in the General Fund.

MANAGEMENT RESPONSE/CORRECTIVE ACTION PLAN: The County agrees with this finding and will be more aware of future spending to ensure that these funds do not absorb the General Fund unassigned fund balance in the future.

Name of Contact Person: William Rich, County Manager

Proposed Completion Date: The board will implement this procedure immediately.

DEPARTMENT OF HEALTH AND HUMAN SERVICES RESPONSE: The Department agrees with the auditor's recommendation and management response. The condition described is a repeat of the condition from the County's 2016 Single Audit finding number **2016-04**. Therefore, the Department requests that the County submit a copy of the CAP implemented to ensure the County maintains a positive fund balance in each of its funds and prevent reoccurrence of this condition in the future.

Finding 17- 05:

PROGRAM: Medical Assistance Program (Medicaid; Title XIX) - CFDA # 93.778
Grant Number: XIX-MAP17

Federal Award Findings and Questioned Costs

Material Weakness – Material Noncompliance

CONDITION: Eligibility: Proof of verification of property checks were not present in 25 files.

QUESTIONED COST: None

AUDITOR'S RECOMMENDATION: Files should be reviewed internally to ensure proper documentation is in place for eligibility. Workers should be retrained on what files should contain and the importance of complete and accurate record keeping stressed. We recommend that all files include a print out as evidence that the Register of Deeds was checked and the results found or documentation made in case notes that clearly indicates what actions were performed and the results of those actions.

MANAGEMENT RESPONSE/CORRECTIVE ACTION PLAN: The DSS Director agrees with 9 of the findings. Supervisors perform second party reviews to ensure proper documentation is contained in files to support eligibility determinations. Workers will be retrained on what information should be maintained in case files, the importance of complete and accurate record keeping, and reserve calculations. This corrective action is ongoing.

Name of Contact Person: Laurie Potten, Director; Ilis Clayton, Supervisor

Proposed Completion Date: Ongoing (June 2018)

DEPARTMENT OF HEALTH AND HUMAN SERVICES RESPONSE: The DHHS' Division of Medical Assistance (DMA) agrees with the auditor's finding and recommendation. DMA Office of Compliance and Program Integrity (OCPI) reviewed each case identified by the auditor and verified that the County has corrected the cases. The Division finds the County's corrective action sufficient to address the deficiency identified by the auditor. *There is no further action required and this finding is closed.*

Finding 17- 06:

PROGRAM: Medical Assistance Program (Medicaid; Title XIX) - CFDA # 93.778
Grant Number: XIX-MAP17

Federal Award Findings and Questioned Costs

Material Weakness – Material Noncompliance

CONDITION: Eligibility: Of the files tested, there were 15 errors noted in 105 files.

QUESTIONED COST: $9,001

AUDITOR'S RECOMMENDATION: Files should be reviewed internally to ensure proper documentation is in place for eligibility. Workers should be retrained on what files should contain and the importance of complete and accurate record keeping stressed. Workers should also be retrained on what is countable and non-countable for purposes of determining eligibility with regards to reserve / liquid asset calculation. If vehicles are not in a client's possession but there are hits on the OLV, documentation should be obtained from the client that the car was junked, in someone else's possession, etc. and that statement signed by the client.

MANAGEMENT RESPONSE/CORRECTIVE ACTION PLAN:: The DSS Director agrees with 1 of the 15 errors noted. Supervisors perform second party reviews to ensure proper documentation is contained in files to support eligibility determinations. Workers will be retrained on what information should be maintained in case files, the importance of complete and accurate record keeping, and reserve calculations. This corrective action is ongoing.

Name Of Contact Person: Laurie Potten, Director; Ilis Clayton, Supervisor

Proposed Completion Date: Ongoing (June 2018)

DEPARTMENT OF HEALTH AND HUMAN SERVICES RESPONSE: DMA's Quality Assurance Analyst reviewed the cases identified by the auditor and determined that the errors were due to lack of controls in place to ensure complete documentation in the case files. There is no questioned cost associated with this finding. The Division verified that the County has corrected the errors, and finds the County's CAP sufficient to address the deficiency identified. *There is no further action required and this finding is closed.*

Please submit the requested information in response to finding numbers **17-01**, **17-02**, **17-03**, and **17-04** noted above on or before **September 29, 2018** to DHHS_Local_Government_Audit@dhhs.nc.gov. We appreciate your cooperation and assistance in the resolution of this audit. The audit will remain open until the Department receives the requested documentation from your organization. If you have questions, please contact Tabitha Mbaka via phone at (919) 527-6846.

Sincerely,

MANDY COHEN, MD, MPH
SECRETARY

Lisa Allnutt, CIA, CISA
OIA Senior Manager – Risk Mitigation and Audit Monitoring

cc: Earl Pugh, Jr. (Board Chairperson)
Kris Noble (County Manager)
Betty Dumas-Beasley (DHHS-DMA)
Mary Spivey (DHHS-DMA)
Kimberly Goodwin (DHHS-DSS)
Kathy Sommese (DHHS-DSS)