



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 17

Meeting Date: 02.20.12

Presenter(s):

Title:

Agency/Dept.:

Item Title: Supplemental Information/Department Reports

Attachments: Yes

Description: Staff has been asked to provide regular, monthly reports in 2012. For review at this meeting are reports from:

- a) Animal Control
- b) Elections
- c) Health Department
- d) Human Resources
- e) Planning and Economic Development
- f) Veteran's Services
- g) Water Department

Times Read: First

Impact on Budget: None

Recommendation: Read for understanding

MOTION MADE BY:

____ A. Byrd
 ____ B. Swindell
 ____ D. Styron
 ____ D. Tunnell
 ____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
 ____ B. Swindell
 ____ D. Styron
 ____ D. Tunnell
 ____ S. Spencer

Vote:

A. Byrd
 B. Swindell
 D. Styron
 D. Tunnell
 S. Spencer

Aye

Nay

**Hyde County Health Department
Animal Control Report
January 2012**

Total **Documented** Calls/Requests for Assistance - 6

Breakdown of Calls by Type:

- Nuisance – 4
- Bite – 0
- Vicious – 0
- Rabies – 0
- Cruelty – 1
- Other – 1

Detail of Calls by Type:

- **Nuisance (4):**
 - Caller reported numerous cats at her home in Rose Bay community that would not leave; afraid her husband would trip over cats; Animal Control Contract Coordinator (ACCO) dispatched to set traps; trapped four cats (*two trips*)
 - Caller reported a stray boxer that was apparently dropped off at her house in the Ponzer community; ACCO dispatched to pick dog up and bring back to Animal Shelter; animal will be held for adoption or euthanization
 - Caller reported several dogs, one with puppies, running at large at Shady Acres Mobile Home Park in the Ponzer community, tearing up garbage and not being fed; ACCO dispatched and, with assistance from Hyde County Sheriff's Department, eight dogs were caught; dogs returned to Animal Shelter for adoption or euthanization
 - Caller reported a dog running at large in Engelhard with a chain dragging from the dog's collar; ACCO dispatched to capture dog; unable to locate dog
- **Bite (0)**
- **Vicious (0)**
- **Rabies (0)**
- **Cruelty (1):**
 - Visitor to Ocracoke reported seeing several horses that were in bad condition; ACCO dispatched to speak with owner of horses (Morning Star Stables); at request of owner, ACCO returned to mainland Hyde with two of the horses in the worst condition; wormed both horses and grazed them for a couple of days; both horses taken to Veterinarian in Roper for evaluation, and returned to Ocracoke at owner's insistence; letter of concern issued to owner by Health Department (*2 trips*)
- **Other (1):**
 - Caller reported observing a dead horse in the Ponzer community; ACCO dispatched and discovered the horse alive and well; mom of colt had died about three weeks earlier and had been buried

Animal Control Contract Officer Dispatch Record:

- January 6th & 7th To Rose Bay community to set traps for stray cats (2 trips)
- January 9th To Ponzer community to pick up stray dog
- January 10th & 12th To Ocracoke to investigate horse cruelty complaint (2 trips)
- January 18th To Ponzer community to pick up 8 dogs at trailer park
- January 23rd To Ponzer community to investigate report of dead horse
- January 29th To Engelhard to retrieve at-large dog

Total Authorized by Health Director or Designee:

- Mainland – (additional payout of \$125.00 X 3 = \$375.00)
- Ocracoke – (payout of \$225.00 X 2 = \$450.00)

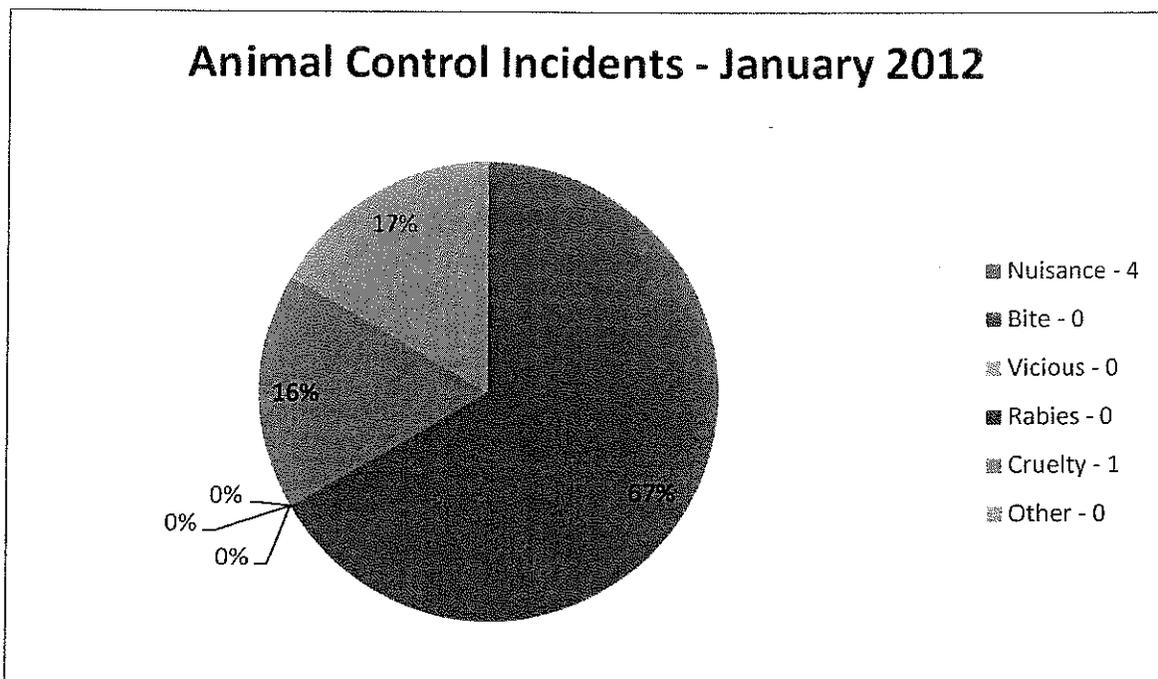
Report Compiled and Authorized by:

Wesley P. Smith

February 13, 2012

Wesley P. Smith, Health Director

Date



ELECTIONS OFFICE

February 14, 2012

Monthly progress report

Elections Office – As requested I am including dates for the upcoming Election cycle.

Candidate Filing began on February 13, 2012 at noon and runs through February 29, 2012 at noon. Filing is only done on Mondays, Wednesdays and Fridays from 9:00 a.m. til 1:00 p.m. I plan to go to Ocracoke on Saturday, February 18th for anyone who wishes to file there.

Local offices up for filing this year are:

County Commissioners

Fairfield

Ocracoke (last election was to fill the unexpired term – this will get back on a regular rotation)

Lake Landing

Board of Education – has two seats up this election

Sanitary Districts

Engelhard – two seats

Ocracoke – two seats

Swan Quarter – two seats

Soil & Water Conservation Supervisor* – has 1 seat up this election – files in June/July

The only person who has filed for office to date is Earl D. Pugh, Jr. for Lake Landing County Commissioner.

upcoming dates of importance

March 19, 2012 – Ballots are ready for Absentee by mail voters.

April 13, 2012 - The last day to register and vote in this election is– it is also possible to register and vote during one-stop.

April 13, 2012 – Last day to change party affiliation for voters.

April 19, 2012 – One-stop starts here in the office.

April 28, 2012 – One-stop voting on Ocracoke 9:00 a.m. – 6:00 p.m.

May 1, 2012 – Last day to request absentee ballots by mail – unless sick/disabled

May 5, 2012 – *Saturday* – Last day to vote one-stop in the office.

May 7, 2012 – Deadline to request ballots for sickness/disability

May 8, 2012 – Primary

*June 4, 2012 – July 6, 2012 Soil & Water Conservation Supervisor candidate filing begins at noon on the 4th and ends at noon on the 6th

Respectfully submitted,
Cindy Carawan

Candidate Filing on Ocracoke

Cindy Carawan, Director of Elections,
will be at the
Ocracoke Community Building
on
Saturday, February 18th

from
9:00 a.m. until 12:00 p.m.

If you would like to file for office,
please come by at that time.

If you have any questions, please call the office
at (252) 926-4194.

Offices for Election 2012

*Filing Starts on Monday, February 13th at noon and
ends on Wednesday, February 29th at noon*

Office	Filing Fee
COUNTY COMMISSIONERS	
Fairfield Township	\$41.00
Ocracoke Township <i>(to finish unexpired term and get back to regular rotation)</i>	\$41.00
Lake Landing Township	\$41.00
 BOARD OF EDUCATION	
2 seats	\$ 5.00
 SANITARY DISTRICTS	
Engelhard Sanitary 2 seats	\$ 5.00
Ocracoke Sanitary 2 seats	\$ 5.00
Swan Quarter Sanitary 2 seats	\$ 5.00
 SOIL & WATER CONSERVATION SUPERVISOR	
1 seat - candidates will file from June 14 - July 6	\$ 5.00

*Candidate Filing will be on
Monday, Wednesday and Friday only
from 9:00 a.m. until 1:00 p.m.*

**Hyde County Health Department
Monthly Summary Report – January 2012**

Clinic Nursing Services (Luana Gibbs, Margie Keech, Melissa Sadler):

<u>Program</u>	<u># Visits</u>	<u>Purpose</u>
Family Planning	17	Physicals (3); Depo Injections (8); Follow-up/IUD Checks (5); IUD Insertions (1)
Maternal Health	2	Return Visits (2)
Adult Health	3	Physicals (3)
BCCCP	1	Physicals (1)
Child Health	0	No Longer Providing Directly
Immunizations	6	Independent of Physical Exams (6)
STD	6	Exams (5); Treatments (1)
Communicable Disease	0	N/A
TB Control	11	Skin Tests (5); Readings (4); Medications p/u (1); Latent TB Infection Case (1)
Monitoring/Audits	0	N/A
Nursing Consults	0	N/A
Outreach/Community	1	Eat Smart/Move More/Weigh Less (Blood Pressures and Glucose Readings)
Lab Services	9	Independent of Physical Exams (5); Drug Screens (4)
Ocracoke Visit	2	OV – Yearly Physical (1); OV – Problem (1)
Trainings/Updates	2	Blood Pressure Mini-Course; Contraceptive Update Webinar
Update of Policies	-	N/A
Flu Vaccinations	8	Health Department (8)
Meetings	-	Epi Team; Staff; Radio Check; GETS card check; TB; Supervisor; Nurses; Public Health Preparedness; Post Clinic Meeting; PC Coordinators Meeting; PIO Meeting

Miscellaneous Desk Work that is required every month:

- E-mail, voicemail, copying, faxing, mailing
- Patient contacts by telephone
- Scheduling appointments, with follow-up to missed appointments
- Reminder notices for appointments/immunizations/final notices for Women's Health
- Pre & Post clinic review of charts/charting
- Daily NCEDDS check and follow-up
- Referrals and follow-ups
- Inventory (ordering, stocking, tracking) – Immunizations, clinic supplies
- Employee Travel Requests/Time Studies/Time Sheets
- Printing and mailing immunization records upon request
- Immunization consulting to parents/teachers
- Daily Lab check-in
- Blood lead notification letters to patients
- Results notification letters to patients
- Prep lab and exam rooms for clinic
- Calendar meeting, and preparation of Monthly Activity Report

Meetings/Coordination/Collaboration:

- MRC meeting in Elizabeth City
- Met with NCSU Industrial Extension Service regional consultant (Rex Raeford) to discuss building design
- Met with representatives from Albemarle Regional Hospital Foundation regarding pilot project for tele-medicine for Hyde County
- School Health Nurse regarding STD classes
- Epi Liaison conference call

Quality Improvement:

- QI 101 Meetings/Conference Calls (3)
- Lean Kaizen event – 2 days in Home Health
- Continue PDSA cycles
- Update of QI 101 Newspaper
- QI Council meeting to discuss new projects
- Research and gathering information for male STD herpes testing

Prep Work for Monitors/Audits:

- Working on TAR review due in April

Reports/Plans, Including Preparation:

- Capability #4 and 6 of Public Health Preparedness completed; began work on Capabilities #8, 9, 11 and 14

Assistance/Information Provided to Outside Providers/Agencies:

- Mandatory TB training for Dr. C. O. Boyette, Medical Director

Clinical Workgroup/Post Conference/Public Relations

- Post-Clinic Conference
- PR meeting to brainstorm ideas for Family Planning Outreach

Accreditation:

- Meeting with Team to discuss assignments

Other:

- Orientation for part-time PH Nurse (Home Health) – Employee Health/MSDS/Blood-borne Pathogens/TB

Health Education/Promotion (Elizabeth Mumm):

KBR – Program planning for Eat Smart/Move More/Weigh Less (ES/MM/WL) with Cooperative Extension, ECU interns, dates, times, locations, blood pressure/weight registration screenings with nurses, supplies

Community – Engelhard and Swan Quarter ES/MM/WL 15-week program (35 signed up; 5 no-shows; 30 present)

Health Education/Promotion – Community Transformation Grant (CTG) planning; child developmental screenings planning with WIC program; attended AHEC breathe-easy, living motivational interviewing counseling training

CHA – Presentation and distribution of document to Board of Commissioners and community; action planning meeting pre-survey and planning set for February 16th and March 15th

Administrative – Press releases (email/newspaper); reports; requisitions; budget; timesheets; administrative updates

Medication Assistance Program (Kristi Williams):

Total Patients (355) – Active (202), Inactive (153); Active Requests (248); New Patients (2); New Requests (6); Reorder Requests (35); Total Requests (41); Medications Requested (41); Medications Received (25); Medications Delivered (24); Average Wholesale Price of Medications Requested (\$20,399.65)

WIC Program (Angie Crets):

Total Contacts (69) – Phone (55), Email (8); Faxes (6); Certifications (17); Mid-Certification Assessments (6); Pick-Ups (31); Infant Assessment (3); Nutrition Consults (0); Transfers in (0); Transfers out (3); WIC Formula Change (1); WIC FI Replacement (0); Breast pump Consults (1); Breast pumps Returned/Cleaned (1); Breast pumps issued (1); 72-hour follow-up (1); WIC 1st birthday card (1); WIC receipts; Actions Due; WIC Self-Assessment completed and revised; WIC Consultant visit; WIC Webinar on "Integrity"; Lab continuing education (1 hour); WIC breastfeeding orientation for newest employee; WIC monitoring visit (2); WIC Vendor Transaction Guides sent out to three vendors; Weekly WIC post-clinic review, pending list, 72-hour contact follow-up

Other: Working on FDA on-line courses (completed 6); Food Talk Winter Edition letter sent out to all permitted facilities (45); Webinar on Food Safety; Monthly Activity Report; time sheet; time study; workgroup meeting; PR Committee meeting; Letters out helping to coordinate with CDSA; calendar meeting; accreditation committee meeting; CQI council meeting

Environmental Health Services (Hugh Watson, Angie Crets):

<u>Service Provided</u>	<u># Visits</u>	<u>Purpose</u>
F&L Inspections	15	Restaurant (2); Food Stand (4); Meat Market (3); Elderly Nutrition (1); School Building (4); Limited Food Service Establishment (1)
F&L Visits	0	N/A
F&L Pre-Opening Visits	0	N/A
F&L Permits Issued	1	LFSE (1)
F&L Complaint Invest.	0	N/A
F&L Consults	11	Restaurant (3); Food Stand (3); School Building (1); Child Daycare (4)
Transitional Permit	0	N/A
Communicable Disease	0	N/A
General Sanitation	10	Indoor Air Quality Visit (1); Consultative Contacts (9)

Vector Control	4	Consultative Contacts (4)
Animal Control	17	Consultative Contacts (17) (See separate report from Health Director)
Health Education	52	Group Meetings (1); Professional Meetings (3); Consultative Contacts (48)
Other	-	N/A
On-Site Wastewater	107	Sites Visited/Evaluated (15); Improvement Permits Issued (9); Construction Authorizations (10); Sewage Complaints Investigated (1); Consultative Consults (67); Operation Permits Issued (5)
On-Site Well Activity	14	Well Site Evaluated (1); Grouting Inspection (1); Well Head Inspected (1); Well Construction Permit Issued – New (1); Well Certificate of Completion – New (1); Bacteriological Sample Collected (1); Other Sample Collected (1); Consultative Contacts (7)

Hydeland Home Care Agency:

Patients Served	84	Medicare (14); Medicaid (48); Private (2); Homemaker (10); CAP (8); Proj. Care (2)
Referrals	10	Medicare (7); Medicaid (2); Private (1)
Admissions	6	Medicare (5); Project Care (1)
Discharges	5	Medicare (2); Medicaid (2); Private (1)

Health Director Activity: Attended Board of Commissioner meetings; attended Belhaven/Hyde Coalition meeting; attended Hyde JCPC/CFST/SHAC meeting; attended Hyde County Community Collaborative; visited Public Safety Building to discuss NC OSH complaint filed regarding mold; participated in CQI Lean Kaizen Event (Home Health) via telephone; participated in Meals-on-Wheels; attended Eastern NC Stroke Network quarterly meeting in Greenville; met with representative from Sound Side Group to discuss HIPAA manual; met with representatives of Albemarle Regional Hospital Foundation to discuss tele-health project for Hyde County; participated in Electronic Health Record/Health Information Technology webinar; met with DOT representative to discuss Health Department parking lot paving estimate; attended Beaufort/Hyde Partnership for Children Board meeting; attended Hyde County Hotline, Inc. Advisory Committee meeting; participated in NENCPPH Finance Committee conference call; attended NC Association of Local Health Directors business meeting in Raleigh; attended State Health Directors' Conference in Raleigh; pre-meeting with Hyde County Extension Agent to discuss water quality issue on Ocracoke; monthly staff meeting; compiled and submitted mandatory monthly program reports; other daily work

Accomplishments:

- Annette Swindell, Administrative Assistant I, recognized as Employee of the Month for January 2012 (Congratulations, Annette!)
- Elizabeth Mumm, Public Health Educator II, completed, submitted and presented Hyde County's 2011 Community Health Assessment (Great Job, Liz and Team!)
- NENCPPH (Region 9) awarded \$429,146 Community Transformation Grant (CTG) award by CDC
- Hyde County Health Department, Engelhard Medical Center, and Ocracoke Health Center selected by the Albemarle Regional Hospital Foundation for a pilot project to introduce tele-medicine as a means to improve access to medical care – supported by Kate B. Reynolds planning grant in the range of \$50,000 to \$70,000
- Entering year two (2) of our KBR Community Change Model grant program

Challenges:

- Hugh Watson, Environmental Health Programs Coordinator, announced his retirement effective October 31, 2012 – his plan is to return in December 2012 to work part-time (Hate to see you retire, Hoss, but you deserve it!)
- Angie Crets, Environmental Health Specialist (Food & Lodging)/Registered Dietitian (WIC Program) tendered her resignation to accept a job with the State of North Carolina, effective February 24, 2012 – Vacancy notice for Environmental Health Specialist (Grade 67) has been posted (Hate to see you go, Angie, but congratulations on your new job!)



Since 1712

HYDE COUNTY

NORTH CAROLINA

Hyde County Human Resources Department
Shelley Carawan

February 2012

Employees to Retire: 0

New Full-time Employees: 2

Employees to Exit: 3

Workman's Comp Claims: 0

What's Happening in HR?

- ✓ Vacation/Sick Accrual for all employees- all vacation hours over 240 must be rolled over to sick for the new year and extra days for years of service must be added to vacation. Tallies for employees have been calculated and are being double checked.
- ✓ Personnel Policy Revision Efforts- comparing surrounding county policy to ours.
- ✓ Webinar- Presentation on a new software that could benefit the County in payroll efforts.
- ✓ 401K and 457 Retirement Plan Meeting- Met with a representative regarding the County adopting the 457 Plan as a retirement plan option for employees at no cost to the County.
- ✓ Payroll- for February.
- ✓ Daily Operations- Answering questions regarding, time, salary, insurance, retirement, FMLA, payroll deductions, etc.

Hyde County Office of Planning and Economic Development

Monthly Report

January 11, 2012 through February 14, 2012

I. Community Development Activities:

- ❖ **CDBG-SS 2010 Grant for Scattered Site Housing:** Grant in amount of \$400,000.00 is being used to repair and/or replace homes in Hyde County for low income households. Project is well under way and bids have been awarded.

- ❖ **Hyde County Hazard Mitigation Grant (HMA) 2010** – Still working with NC Department of Emergency Management regarding implementation of this grant. Eight (8) homes were approved to be elevated that were damaged by Hurricane Isabel. Awaiting advisement of status from NCDEM.

- ❖ **Hurricane Irene Hazard Mitigation and Crisis Housing Assistance:** Although no formal programs have yet been formally announced, Hyde County plans to apply for hazard mitigation and disaster recovery funds provided by North Carolina state agencies in response to Hurricane Irene. It appears to be in the best interest of Hyde County to be PROACTIVE (compiling the information in advance) rather than REACTIVE (waiting for the program(s) to be announced and not having time to put required information together). Hyde County has sent out applications for anyone wishing to have their home elevated, acquired or requesting relocation. Averí Simmons is working with the Office of Planning and Economic Development, along with Justin Gibbs, Mazie Smith and Holland Consulting Planners, Inc. to make sure that we are ready to apply for funds when the programs are announced.
A spreadsheet has been compiled by Justin Gibbs and updated by Averí Simmons using information provided by Hyde County residents who suffered flood damage due to Hurricane Irene. This spreadsheet will be used to determine who will qualify to receive financial assistance in elevating their home. The Hyde County Office of Planning & Economic Development is currently in the process of contacting applicants who did not complete their applications or did not provide enough information as to damages sustained by Hurricane Irene, including elevation certificates.
On Thursday, February 9, 2012, Reed Whitesell, Averí Simmons, Alice Keeney and Mazie Smith met to discuss the Hurricane Irene Housing Strategy. (Please see Memo to Mazie Smith (attached) for a summary of that meeting. As a result of that meeting, a Mitigation Advisory Committee has been established. The first meeting will be Wednesday, February 15, 2012 at 9:30 AM. Members of the Mitigation Advisory Committee are:

- Alice Keeney
- Averí Simmons
- Justin Gibbs

- Jerry Hardison
- Hugh Watson
- Barry Swindell
- Mazie Smith

Following the Mitigation Advisory Committee Meeting, Reed Whitesell from Holland Consulting Planners, Inc. will be meeting with the group to discuss Hurricane Irene Housing Strategy. Reed Whitesell will be preparing a Letter of Interest for Hazard Mitigation Assistance for Hyde County to be submitted by February 22, 2012 to North Carolina Department of Emergency Management.

- ❖ **Additional Hurricane Irene Outreach:** The Hyde County Office of Planning and Economic Development has met with numerous hurricane victims regarding housing issues, FEMA status, referrals to United Methodist Disaster Relief Group, NC Department of Emergency Management, assistance with getting homes repaired so that Insurance Checks made payable to Homeowner and County of Hyde could be signed off by Hyde County Finance Officer, and many other Hurricane Irene related duties.
- ❖ **CDBG – Community Revitalization (CR) – Lake Swamp Road Project -**
The CR project is currently underway. The project includes housing (new construction, renovation and demolition), extension of water lines, extension of sanitary service and basic grading and paving to the residents on Lake Swamp Road in Engelhard. Holland Consulting Planners has been competitively selected to perform the administration of the project while Quibble has been competitively selected for engineering services. Kris Noble is serving as the county liaison for the project. Clint Berry is advising on utility design and Jerry Hardison is being consulted with regarding the construction of the structures. Glen Credle from the Water Department is serving as construction inspector of water lines while a private inspector has been hired by Quibble for overall construction inspection. The following permit approvals for the Lake Swamp Road water and sewer extensions project have been obtained:
 - NCDOT Encroachment Agreement for Water
 - NCDOT Encroachment Agreement for Sewer
 - Wastewater Collection System Extension Permit Approval
 - PWSS Permit

After coordination with DWQ and Land Resources, it was determined that no Storm water Management Permit nor ESC permit approval was necessary for this project.

Two homes have been renovated in the Lake Swamp Road Community. A contractor has been selected through a competitive bidding process to build two new homes and construction will start in the coming weeks. One structure will be demolished. Public works including County water and sewer service from the Engelhard Sanitary District will be installed at each of the home sites. Sealed bids were received by

Hyde County in the Manager's Office on Wednesday, August 10, 2011, and Carolina Marine Structures of Wanchese was contracted with for this work.

The project consists, but is not limited to, the following work:

- Installation of approximately 1,835 lf of 6-inch diameter potable water supply line extension, two post type hydrants, service laterals, and all related appurtenances.
- Installation of approximately 1,500 lf of 2-inch diameter sanitary force main extension, six 1,000 gallon septic tanks with simplex pumps, service laterals, and all related appurtenances.

Also, under the local option funds that are a part of the CDBG-CR program, two homes in other areas of the County, Scranton and Swan Quarter, are receiving elevation and/or replacement assistance.

The project has had one time extension and one amendment to the contract to provide additional time for the inspector. A final punch list has been completed and the engineer is working with the contractor for final inspection.

II. **Business Development:**

- ❖ **CDBG-SBEA 2009 Grant for Small Business Entrepreneurship Assistance:** Grant in amount of \$245,000.00 is in progress. Grant Awarded in January 2010 to County of Hyde to support small business expansion for three businesses and for entrepreneurial advancement efforts. After grant was awarded, two of the businesses withdrew their commitments (due to health reasons and economic conditions) and Hyde County re-advertised for other businesses to replace the two that had withdrawn. Another business was selected via proper procurement procedures and was approved by the Hyde County Board of Commissioners and the NC Department of Commerce's Division of Community Assistance. With funds from the CDBG-SBEA 2009 Grant, Williford Auto Supply, Inc. will be building a new NAPA Store in Engelhard, Williams Markets, Inc. will add a garden center to Swan Quarter Supply and Tackle, and entrepreneurship training will be offered.
- ❖ **Small Business Requests for Assistance** - The Office of Economic Development and Planning receives approximately 10 - 15 requests each month from existing and potential business owners for assistance in start-up and operation of their businesses. Each requesting business is educated on the importance of planning, particularly business planning, and then referred to a Business Counselor, Michael Twiddy, with the Small Business Technology Development Center. The relationship between those small businesses and the SBTDC is fostered by the Office of Economic Development and Planning with continued support, requested information and facilitation of meetings and meeting space.

III. Strategic Planning –

- ❖ On January 18, 2012, the Office of Planning and Economic Development met with Lee Padrick, Brad Hufford and Tre Smith from the NC Division of Community Planning to discuss updating the Strategic Economic Development Plan for Hyde County. It was explained to NCDCP that the County Manager, having a specialization in organizational development, would like the strategic plan to encompass planning for the entire county and not just for economic development goals. To get further definition of what the strategic plan should encompass, a pre-steering committee meeting will be held on Monday, February 20 from 2 pm to 5 pm on Ocracoke. NCDCP will be facilitating the meeting. Attendees include the County Manager, Hyde BOC Chair, Ocracoke's Commissioner, County Planner and Grant Administrator and individuals identified by the Ocracoke community. The Office of Economic Development and Planning will also attend a community meeting in Ocracoke on March 1, to hear the report back to the community from Saltwater Connections. Saltwater Connections has been working with scenic byway coastal communities, including Ocracoke, to develop a strategic plan for scenic byway coastal communities. Public input gathered by Saltwater Connections will possibly be incorporated into the overall County Strategic Plan to avoid duplication of effort by community groups.

IV. Special Projects

- ❖ **Engelhard Sanitary District (ESD)** – The ESD has been placed on moratorium for violations in regard to the liner of the wastewater treatment lagoon. The Moratorium has been advertised as required by NCDENR. A civil penalty was assessed by mail on December 30, 2011, in the amount of \$2,768.

On January 12, 2012 the Engelhard Sanitary District Board met along with the task force members and representatives from Enviro-tech to discuss all aforementioned correspondences and to develop a plan of action. The Board voted to submit to NC DENR an application for a Special Order of Consent. In order to accurately predict a compliance schedule, identify funding sources and certify the application independent professional services are required. The ESD Board further voted to issue a Request for Proposals with services to include completing the SOC application and completing an alternative analysis for the repairs and/or replacement of the lagoon.

The Request for Proposal was reviewed at the regular ESD Board meeting held on February 9, 2012. The Board will issue the request on February 20, 2012 and accept the proposals to be reviewed by the ESD Board in March. An independent consultant and plan of action will be selected at that time and the fully certified and complete SOC application will be submitted to NC DNER by April 2012. The Grant Administrator is working as a liaison between the ESD Board and NC DNER.

- ❖ **CDBG-Contingency Infrastructure** – The CDBG-Contingency Grant in the Infrastructure category The \$600,000 sewer improvement grant will connect 44 residential lots to the Engelhard Sanitary District through construction of a 7,650 LF 6-inch SDR 21 PVC force main extension eastward from the existing western terminus of the existing ESD force main. The project was permitted prior to the moratorium on the ESD and it is allowable to move forward with this project while the ESD Lagoon failure is being examined and rectified. Holland Consulting Planners (HCP) has been selected to complete the CDBG administration and Hobbs Upchurch & Associates (HUA) has been selected to provide engineering services. Kris Noble met with representatives from HCP and HUA for a progress meeting on Wednesday, January 11. Bid documents will be complete by the end of February with construction expected to begin in May 2012.

- ❖ **Mattamuskeet Lodge Sewer** – While construction at the Mattamuskeet Lodge is slow at best, Hyde County still holds grant receipts to move forward with the sewer. Grants from the NC Rural Center, Clean Water Management Trust Fund and Golden Leaf are on hold until the \$241,120.00 shortfall in funding can be reached. The NC Department of Commerce is contributing to the project through the CDBG-Infrastructure Grant mentioned above. A total grant allocation of \$2,264,950.00 has been awarded at this point. All grant funders require reporting which is being completed by the Office of Economic Development and Planning. **Please see attached reports submitted during February for CWMTF and GLeaf funds for more detailed information on the individual grant awards.**

- ❖ **Historic Courthouse** –
Renovation of the first floor of the Historic Courthouse is near completion. Two issues remain including repair of the plaster in the two eastward rooms and mold remediation. Hyde County has received a recommendation for repair of the plaster from the NC Historic Preservation Society. The NCHPS must approve any renovation that modifies the structure's historic integrity.

A meeting was held on 2/8/2012, to coordinate the General Contractor's scope of work with Allied Environmental Services scope of work. Electrical conduit and lighting to be removed by February 17. AES is slated to complete mold remediation the week of February 20. Plaster repair and painting of entire first floor is slated to occur the week of February 27. All work is slated to be completed by March 1, 2012. A final inspection will take place on March 5. At that point, the first floor of the building should be tenant ready; however, with construction, particularly in a historic structure, unknown variables can occur which could alter the timeline. The Office of Economic Development and Planning will keep stakeholders abreast of any changes in the construction schedule.

After final inspection a Request for Proposals should be issued by Hyde County for potential tenants for the space. The Friends of the 1854 Historic Courthouse have expressed an interest in occupying space for the use of an Arts Center. After

proposals are received, Hyde County can make a more informed decision about future use of the space.

The NCSTEP grant that provided the majority of the funds for this project is in the closeout stages with reports and financial reports being prepared by the Office of Economic Development and Planning. All quarterly reports for 2011 have been completed along with a recent Reimbursement Request. Final Reports and Reimbursement requests are being compiled and due by the end of February.

- ❖ **ARRA Energy Grant** – The Grant Administrator has resumed the administration of the ARRA Energy Grant formerly administered within the Finance Office. Averi Simmons has completed a check off sheet issued by the State Energy Office. Davis Bacon regulations are strict on ARRA funded projects and contractors must comply with all reporting to get paid and for the County to be reimbursed. The goal before that meeting is to have all reporting brought up to compliance, all vendors paid, a comprehensive and correct detail of monies spent and a plan of action to draw down the remaining funds in energy saving measures that will save the county money. A pre-audit meeting was conducted in December to aid in the close-out of the grant. All paperwork associated with the ARRA Grant has been organized according to a check-list issued by the State Energy Office by Averi Simmons, Administrative Assistant and is ready for close-out.

The ARRA Energy Grant is in the closeout stages. The Energy Grant has addressed energy savings issues at County owned buildings and modifications have included lighting changes, installation of LED lighting, weather stripping and weatherization, and new energy efficient VFD pump installation at the water plants. The grant is given to Hyde by the NC Department of Commerce State Energy Office and has required a tremendous amount of administrative time. Final audits by the State Energy Office were held in February. An inspector visited all project sites on February 2-3. An Energy Auditor visited all project sites on February 6-8. The Grant Administrator coordinated the work with both auditors during inspections. A final audit of the grant paperwork is slated for February 14, 2012. Final payments to all vendors will be made during February.

- ❖ **Engelhard Marine Industrial Park (EMIP)** – Development of the Engelhard Seafood Industrial Park is well underway. Design Build Services for Improvements to the Engelhard Industrial Seafood Park made possible by a Golden Leaf Grant have been let for bid. A contract has been executed with Godfrey Construction from Kill Devil Hills for design build services for a 5,000 SF metal building to be constructed on Lot 1, Engelhard Industrial Seafood Park, and Hill Street, Engelhard, NC. Earthwork has been completed at this time. Footers are slated to be poured February 14. Building materials are on site. All permits have been acquired. A budget revision has been requested by Golden Leaf to move funds from Contingency to Electrical to cover the costs to upgrade the site to III Phase service by Tideland EMC.

The Office of Economic Development and Planning is actively working with the Department of Commerce and the Wanchese Industrial Seafood Park to plan and

implement action to develop the entire park. A tenant has been selected to provide Agricultural and Marine Diesel Repair at the site.

- ❖ **185 Landing Road** –The Landing Road is a critical area of interest for the Office of Economic Development and Planning and our offices will be particularly focused on this area under the project entitled: Predevelopment and Design: 185 Landing Road funded by the NC Division of Marine Fisheries through Waterfront Access and Marine Industry Funds. This project is scheduled from January 2012 to June 2012 and includes the predevelopment of the site located at 185 Landing Road for commercial dockage. This property is owned by the state of NC but will be leased to Hyde County after a successful management plan has been established during the Predevelopment and Design Project.

The goal was to develop a management plan for 185 Landing Road which could be applied to the other County owned properties on Landing Road and in the entire Swan Quarter Township. The planning grant is in the amount of \$40,000 and will cover engineering, design, permitting and administrative cost. The office of Economic Development and Planning does not recommend displacing the fishermen that have been on the County docks for fifteen plus years when there is a plan to address the issue already in progress and slated to be complete by mid-year. It has been agreed that after dock restoration and clean up the management plan would require leases and rules in regard to such things as gear storage and area cleanup. We had planned to partner with Wanchese Industrial Park Authority and the NC Wildlife Commission for collaboration and advice on our management plan given some of their great successes with such projects. The condition of the County docks should be of great concern to the County but a plan is in progress to address the entire Landing Road peninsula as a whole. A management plan must be devised that serves the traditional users, generates revenue through traditional means and ecotourism avenues, makes the area aesthetically pleasing to generate tourism dollars and protects our resources which are environmental, social and cultural. Displacing another ten commercial vessels after the displacement of the ten plus vessels that left 185 Landing Road will be a hit the commercial industry does not need in the absolute worst time of the year to try to make it financially as a fishermen. It would behoove the County to approach this issue with a more long range plan in mind.

Hyde County has requested and been awarded an extension to be given on the grant until June 30, 2012. This will give staff adequate time to complete the grant requirements and ensure that the property at 185 Landing Road is developed in accordance with Waterfront Access and Marine Industry goals and objectives. We are excited to move forward on this project and allow access to the property again, as it has been left idle since the demolition of the existing structure.

The Office of Economic Development and Planning will submit to the Division of Marine Fisheries a detailed plan of action with milestones in February and will immediately begin implementation of that plan of action. Hyde is also working with the Council of State to sign a lease agreement on the property. All grant activities will be completed by June 30, 2012.

V. Capacity Building

- ❖ **CDBG-TEDG** – The Talent Enhancement Demonstration Grant was an effort by the NC Department of Commerce Office of Rural Development Programs to create for selected eastern local units of governments the opportunity to help build capacity in areas to develop appropriate and competitive CDBG grants, grant writing, economic impact analyses, community survey research and design, and feasibility study preparation.

Hyde County received this \$75,000 grant and the Grant Administrator completed a 2 year certificate program at East Carolina University entitled Grants Management and Administration. The grant was used to develop a sanitary survey along the route of Mattamuskeet sewer which was used to successfully acquire CWMTF monies. The TEDG process also led to the successful application and funding of the CDBG-Contingency in the Infrastructure category project.

A public hearing is being conducted on February 20, 2012 to close out the grant. All required reports are being compiled to be submitted upon closeout.

VI. Code Enforcement

- ❖ Subdivision Reviews =- The Hyde County Office of Planning and Economic Development continues to oversee that the process for subdivisions is carried out and processed as determined by the Hyde County Subdivision Ordinance.
- ❖ Review Officer Duties – Kris Noble and Alice Keeney, from the Hyde County Office of Planning and Economic Development, along with Justin Gibbs from GIS and Emergency Services, continue to fulfill the duties of Review Officer in order that maps/plats can be recorded by the Register of Deeds Office. No plat or map can be recorded without a Review Officer's signature.

VII. Training & Events -

- ❖ On January 13, the Grant Administrator attended the **Northeast Economic Developers (NEED)** meeting in Edenton. This is an opportunity for all of the Northeast Economic Developers to regionally strategize in the name of Economic Development. A presentation was given in regard to NC Commerce's recent efforts to attract boat builders and related businesses to the Northeast Region. A regional marketing piece including Wanchese, Perquiman's County and the Engelhard site is being put together for promotion of the area to marine related businesses.
- ❖ On February 10, the Economic Developer and Planner attended the **Northeast Economic Developers (NEED)** meeting in Edenton. This is an opportunity for all of the Northeast Economic Developers to regionally strategize in the name of Economic Development. Among other topics of discussion was Hyde's effort to

promote marine industry through the Northeast Commission's Marine Cluster group.

- ❖ On February 24, the Planner and Grant Administrator will attend the **State of the Region Event with North Carolina's Northeast**.
- ❖ Alice Keeney attended the **Northeast Rural Broadband (NERB)** meeting at Martin County Community College on February 9, 2012. The meeting was conducted by Paul Tine and other NERB members, hosted by North Carolina's Northeast Commission. A future joint meeting will be scheduled for Hyde County, Dare County and Currituck County. It will be very important to have strong representation from Hyde County at that future meeting to ensure that Hyde County receives broadband internet access, which is a key component in economic development.
- ❖ On February 8 and 9 the Grant Administrator attended the **Coastal Resources Commission** at Jennette's Pier in Nags Head as a Coastal Resources Advisory Committee member. The CRAC worked on priorities for 2012 which included:
 - Access – both estuarine and ocean
 - Pursuing grant monies aside from CAMA grants under the CRAC umbrella to achieve a joint application synergy
 - Reducing cost and complication to Public Access permitting
 - Working Waterfronts
 - Inlet access
 - Wind farm studies – onshore and offshore

Topics of discussion during the joint CRC/CRAC meeting included beach nourishment, shoreline restoration, terminal groin structures and House Bill 110, Inlet Management, Sea level rise and permit variances were heard.

- ❖ On February 13, the Grant Administrator attended the **Outer Banks Catch Executive Committee** via conference call. OBX Catch is sponsoring an Outer Banks Seafood Festival in conjunction with the Outer Banks Chamber of Commerce in October. Attached is an update from the OBX Catch Group. The Grant Administrator serves as an appointed board member of the OBX Catch Executive Committee.
- ❖ On February 21-22 the Grant Administrator will attend the **North Carolina Catch Summit**, where all NC Catch groups including OBX Catch and Ocracoke Fresh will meet to discuss the incorporation of an umbrella agency which would encompass all NC Catch Groups. As one statewide group, members will have a united front towards the common goal of promoting fresh local wild caught seafood, in turn supporting commercial fishermen and their contribution to our local economies.

Trainings:

- ❖ The Northeast Workforce Development Board (NWDB) is offering classes through a State Energy Sector Partnership Grant in Green areas. Classes including energy auditing and installing, lead renovation, asbestos removal and mold remediation and inspection. Also Geo-Thermal and Solar Thermal classes are offered. All tuition is covered by the grant and the classes are available to the public and Hyde County employees.

A mold remediation course will be held on site at the Hyde County Government Center. This class will teach the basic principles of mold remediation. It is tentatively scheduled for April 11th and 12th. A mass email was sent to various

County departments, urging them to sign up for the class. In addition, a letter was mailed to many local general, electrical, heat/AC and plumbing contractors, motel and bed & breakfast owners, and realty companies with information regarding the class. A memo was issued to all Volunteer Fire Departments. Currently, eight(8) County employees, two(2) school employees, and two(2) contractors have signed up to take the class. A draft application for Hyde County has been completed and sent to Mark Sawyer of NWDB for review. An article was printed in the February 7, 2012 edition of The Coastland Times advertising the class to anyone who may be interested. Dave Whitmer of NWDB has been contacted in regards to providing training sessions on Ocracoke Island for the Mold Worker class and other various courses offered through NWDB. Averi Simmons, Administrative Assistant is coordinating the training.

VETERANS SERVICES OFFICE

February 14, 2012

Monthly progress report

Veterans Services – Things are starting to wind down a little in the Veterans office as they are beginning to speed up in Elections. I have one more widow that is meeting with me next week to finalize her medical expense report. The others have been turned in ahead of the deadline.

We had a new award this month for a veteran that will receive back pay for a claim that was started in June of 2010. He will receive a back check of \$61,611.00 due to an Agent Orange declaration.

I have also met with the Homeless Veterans Services to see what benefits may help homeless veterans in the county. Most of the programs they have would require the veteran to move to Durham. I am not aware of any homeless veterans in Hyde County at this time.

The Greenville District officer continues to visit twice a month and I am now taking weekly training via teleconference. We have 2 scheduled for his next meeting.

Since the last monthly report, we have had 3 veterans come in to find out what benefits are due them. Two of those have filed for benefits.

Respectfully submitted,
Cindy Carawan