

Halifax County Board of Commissioners

Vernon J. Bryant, Chairman
J. Rives Manning, Jr., Vice-Chairman
Carolyn C. Johnson
Linda A. Brewer
Marcelle O. Smith
T. Patrick W. Qualls



Tony N. Brown
County Manager
Andrea H. Wiggins
Clerk to the Board
M. Glynn Rollins, Jr.
County Attorney

Monday February 3, 2020 Regular Meeting 9:30 AM

Halifax County Historic Courthouse
10 North King Street, Post Office Box 38, Halifax, North Carolina 27839
252-583-1131/Fax: 252-583-9921
www.halifaxnc.com

The mission of the Halifax County Board of Commissioners is to provide leadership and support for an effective county government that seeks to enhance the quality of life for the people of Halifax County.

Call to Order

Chairman Vernon J. Bryant

Invocation and Pledge of Allegiance

Adoption of the Agenda

Conflict of Interest

Chairman Vernon J. Bryant

In accordance with the Halifax County Board of Commissioners Rules of Procedures and N. C. G. S. Sec.153A-44, it is the duty of every member present to vote on all matters coming before the Board, unless there is a conflict of interest as determined by the Board or by law. Does any Board member have any known conflict of interest with respect to any matters coming before the Board today? If so, please identify the conflict and the remaining Board members will vote to consider the requested excuse.

1. Consent Agenda

County Commissioners

- A. Library Service and Technology Grant (LSTA)
- B. CADA's CSBG 20-21 Workplan
- C. Request Approval To Apply For Scholarship
- D. Property Tax Releases - January 2020
- E. Report of 2019 Property Tax Liens and Request to Advertise
- F. Approval of Minutes
- G. Budget Amendments

2. Special Recognition

- A. Retirement Resolution - Darlene P. Whitby - Social Services

3. Public Comment Period N. C. G. S. 153A - 52.1

- A. Public Comment Period

4. Public Hearing

- A. Proposed Zoning Map Amendment Request
- B. Proposed Installment Financing for Expansion of a County

**Chris D. Rountree, Planning and
Development Director**
M. Glynn Rollins, Jr., County Attorney

Industrial Building

5. Agenda Items

- A. Lake Gaston Community Task Force

**Sherry Herzing, 911 Community Task
Force**

6. Action on Public Hearing

- A. Proposed Zoning Map Amendment Request

**Chris D. Rountree, Planning and
Development Director**

7. Agenda Items

- A. Permission to Apply for Governor's Highway Safety Grant
B. Change Orders for Solid Waste Construction Contract
C. First Tryon Work Order #3
D. 4-H Rural Life Center Recreation Project - Grant Project Ordinance
E. USTA Facility Grant Application Approval
F. Exemption of Engineering Services for 4H Tennis Facility Project from Statutory Selection Process

**Wes Tripp, Sheriff
Greg Griffin, Public Utilities Director
Mary Duncan, Finance Director
Dia H. Denton, Deputy County
Manager
Joe Long, Ed.D., Cooperative
Extension
M. Glynn Rollins, Jr., County Attorney**

8. Board Appointments

- A. Board Appointments

County Commissioners

9. Economic Development Report

10. County Manager's Report

- A. Resolution - 100th Anniversary of the 19th Amendment

11. County Attorney's Report

12. Other Business

County Commissioners

13. Closed Session

County Commissioners

- A. Approval of Closed Session Minutes

14. Adjourn Until the February 17, 2020 Regular Meeting

County Commissioners

*Accommodations for individuals with disabilities may be arranged by contacting
the County Manager's office at 252-583-1131 at least 48 hours prior to the meeting.*



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Brenda Faithful/Library Director

SUBJECT: LIBRARY SERVICE AND TECHNOLOGY GRANT(LSTA)

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

ATTACHMENTS:

Description

- ▯ LSTA GRANT- NCPLDA CONFERENCE PAPERWORK

TOTAL COST:1000.00

COUNTY COST:0.00

REQUEST: Request to accept and spend funds from LSTA grant to attend the NCPLDA(North Carolina Public Library Director's Association) conference March 25th-27th.

GRANT AGREEMENT
LSTA 2019-2020 NCPLDA State Grant
 State Project Code: NC-19- 55

This is an agreement by and between, Halifax County Library
 hereinafter referred to as "the Library," and the State Library of North Carolina, Department of Natural and Cultural Resources, hereinafter referred to as the "State Library."

Institution and/or Library Name: Halifax County Library

Mailing address: P.O. Box 97

City, State, ZIP: Halifax NC 27839

Project manager name/title: Brenda Faithful

Project manager telephone: 252-826-5578

Project manager email: millsb@halifaxnc.com

DUNS number: '014305957

Federal Employer Identification Number: 56-6001836-F

Indirect cost rate for this award: N/A

Library fiscal year ending date: June 30

Federal Award Identification Information required by 2 CFR 200.331

Federal Award ID number: LS-00-19-0034-19

Federal Award Date: January 11, 2019

Grant Award Period Start and End Date: July 1, 2019 - June 30, 2020

Amount of Federal Funds Obligated by this Action: \$1000

Federal Award Project Description as required by FFATA: LSTA State Grants

Contact information for awarding official: Catherine Prince, Federal Programs Consultant, State Library of North Carolina, 4640 Mail Service Center, Raleigh, NC, 27699-4600, 919-814-6796, catherine.prince@ncdcr.gov.

CFDA Name / Number: LSTA State Grants / 45.310

This award is not R&D.

The State Library has agreed to fund this grant with federal Library Services and Technology Act (LSTA) funds to be disbursed through North Carolina Accounting System accounting fund 46011495410145.

**IN CONSIDERATION OF RECEIVING THE ABOVE REFERENCED GRANT FUNDING,
 THE LIBRARY HEREBY AGREES TO:**

1. Accept and administer an LSTA grant from the State Library in the amount of \$ 1000 for costs associated with the project represented in the Library's grant application, grant award letter, and any amendments thereto.
2. Abide by all Grant Provisions as certified in this document and the grant application; including any certifications submitted with this grant agreement such as Children's Internet Protection Act (CIPA) Compliance and Certification Regarding Debarment and Suspension; Lobbying; Federal Debt Status; and Nondiscrimination.

3. Regularly inform the State Library on the progress of project activities as defined in the grant application.
4. Encumber and expend project funds (grant and matching)
 - only upon or after the effective date of this grant agreement and before its termination;
 - in accordance with the project budget as submitted with the project application, or as modified in the grant award letter, or as amended and approved by the State Library; and
 - in accordance with all applicable local, state and federal laws and regulations.
5. Expend project funds in a manner that ensures free and open competition.
6. Submit grant reimbursement requests with appropriate documentation of eligible project expenditures (grant and matching) as defined in the grant application, at least quarterly, on or before October 15, January 15, and April 15.
7. Submit grant progress reports, briefly describing current and anticipated project expenditures and project activities, as requested by the State Library.
8. Complete all project expenditures (grant and matching) by **June 30, 2020**, or by the termination date of this agreement as amended by mutual consent.
9. On or before **July 15, 2020**, submit a single request for reimbursement.
10. If eligible, the Library and all subgrantees shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to N.C.G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.
11. Request prior written approval from the State Library for any equipment with a per unit price above \$5,000. List this equipment on the State Library Annual Equipment Tracking Survey, provided each January, for the remainder of its useful life. If fair market value at the time of surplus or disposal exceeds \$5,000, disposal must be cleared with the State Library.
12. Acknowledge the Institute of Museum and Library Services in all related publications and activities in conjunction with the use of grant funds as follows: "This publication/activity/program/etc. was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act (LSTA) as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources (IMLS grant number LS-00-19-0034-19)." Submit a copy of any publications or materials produced under the grant to the State Library.
13. Provide library services resulting from the grant to all members of the community served, in compliance with all Federal statutes relating to non-discrimination on the basis of race, color, national origin, sex, handicap, or age.
14. Request prior written approval from the State Library for any subcontracting or assignment to any subgrantee or assignee. Neither the Library nor any subgrantee or assignee is relieved of the duties and responsibilities of this agreement. Subgrantees and assignees agree to abide by the terms of this agreement and must provide all information necessary for the Library to comply with the terms of this agreement.
15. Only approved, awarded expenditures are allowable; any funds not expended as defined in the grant application will be repurposed by the State Library upon termination of this agreement.

16. Submit a final report to the State Library by **August 31, 2020**, providing a description of project expenditures, a narrative of project activities, and other elements required by the funder.
17. Certify upon completion of the grant that grant funds were received, used, and expended for the purposes for which they were granted.
18. Complete the Single Audit Certification as directed and maintain adequate financial records to ensure complete reporting, and retain programmatic, financial, and audit records relating to the grant for a minimum of three years from the due date of the final grant report at the end of the Five Year Plan, or until all audit exceptions have been resolved, whichever is longer. Provide access upon request to the Department of Natural and Cultural Resources, Office of the State Auditor, Institute of Museum and Library Services and the Comptroller General or their designees, to all records and documents related to the award, including audit work papers in possession of any auditor of the Library.
19. Ensure that grant funds are audited in compliance with state and federal audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations, and, as applicable, according to the standards of 2 CFR 200, Subpart F - Audit Requirements, as supplied by the Executive Office of the President, Office of Management and Budget, Washington, DC.
20. Comply with the requirements of North Carolina General Statute 143C-6-23: "State grant funds: administration; oversight and reporting requirements" and the corresponding rules of North Carolina Administrative Code, Title 9, Subchapter 03M, "Uniform Administration of State Grants," including submission of required financial reports within six months (or nine months for \$500,000 threshold) of the end of the Library's fiscal year(s) in which grant funds are received.
21. The State Auditor and the using agency's internal auditors shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during and after the term of the contract to verify accounts and data affecting fees or performance).
22. File with the State Library a copy of the Library's **policy addressing conflicts of interest** that may arise involving the Library's management employees and members of its board of directors, commissions, or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Library's employees or members of its board, commissions, or other governing body, from the Library's disbursing of grant funds and local matching funds and shall include actions to be taken by the Library or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. (N.C.G.S. 143C-6-23(b)). The policy shall be filed before the State Library may disburse the grant funds, unless the Library is covered by the provisions of N.C.G.S. 160A-479.11 and 14-234.
23. File with the State Library the Library's sworn written statement completed by the Library's board of directors or other governing body stating that, pursuant to N.C.G.S. 143C-6-23(c), the Library does not have any **overdue tax debts**, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. The policy shall be filed before the State Library may disburse the grant funds, unless the Library is covered by the provisions of G.S. 160A-479.11 and 14-234.

THE STATE LIBRARY AGREES TO:


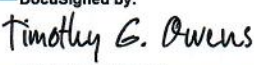
1. Award LSTA grant funds to the Library in the amount and under the terms and conditions stated above, subject to the availability of funds.

2. Pay LSTA grant funds upon receipt of reimbursement requests for approved, awarded expenditures submitted by the Library. Pay by **June 30, 2020**, all approved requests received on or before **April 15, 2020**, and by **August 31, 2020**, all approved requests received by **July 15, 2020**.
3. Assist the Library as appropriate and necessary with the implementation of this project. Provide monitoring and oversight through a combination of periodic emails, calls, visits, and review of reimbursement requests and reports.
4. Report on this project to the federal funding agency, the Institute of Museum and Library Services, and the North Carolina Office of State Budget and Management in accordance with all applicable federal and state requirements.

THIS AGREEMENT is in effect upon signing by all parties. It may be amended, if necessary, upon the mutual acceptance of a written amendment to this agreement signed and dated by the Library and the State Library. Such amendment(s) shall state any and/or all change(s) to be made. This agreement may be terminated by mutual consent with 60 days' prior written notice or as otherwise provided by law.

Returning signed agreements signifies accepting the grant award; awards not accepted by: Feb. 15, 2020 may be withdrawn.

[Please sign below.]

<p>DocuSigned by:  <small>DE68081A2AB04CA...</small></p> <hr/> <p>X Signature, Library Director</p> <p>Brenda Faithful</p> <hr/> <p>Printed Name</p>	<p>12/19/2019</p> <hr/> <p>Date</p>
<p>DocuSigned by:  <small>C0225B9A AFF541C...</small></p> <hr/> <p>X Signature, Local Government or Institutional Representative</p> <p>Tony Brown</p> <hr/> <p>Printed Name</p>	<p>12/19/2019</p> <hr/> <p>Date</p> <p>County Manager</p> <hr/> <p>Title</p>
<p>DocuSigned by:  <small>B82DE7FD98B2B483...</small></p> <hr/> <p>X Signature, Timothy G. Owens, State Librarian</p>	<p>12/19/2019</p> <hr/> <p>Date</p>

GRANT PROVISIONS

The following state and federal provisions apply to the LSTA grant program. Libraries awarded grants must agree to comply with these provisions.

1. Grant Agreement and Timing of Expenditures

Official notification of the grant award must be received from the State Library and a grant agreement (formal agreement between the grantee and the State Library) signed by both the representatives of the library and the State Librarian *before* any funds may be encumbered or expended for the project.

2. Allowable and Unallowable Costs

Grantees must carry out the grant project according to the approved grant application, and all federal funds must be expended solely for the purpose for which a grant was awarded.

The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

3. Legal and Regulatory Compliance

Grantees must expend grant funds in accordance with all applicable local, state, and federal laws and regulations.

4. Budget Revisions and Programmatic Changes

Grantees must not deviate from the approved budget and plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the State Library.

5. Records Retention

Grantees must maintain adequate records to ensure complete reporting, and retain programmatic and financial records relating to the grant for a minimum of three years from the due date of the final grant report at the end of the Five Year Plan, or until all audit exceptions have been resolved, whichever is longer.

6. Free and Open Competition

Purchases made from grant funds must be carried out to ensure free and open competition to the extent possible. Libraries eligible to purchase under state contract may use this option for grant purchases.

7. Debarment & Suspension

Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs and activities (Debarment and Suspension Certification). See Excluded Parties List System at <https://www.sam.gov>.

8. Equipment Purchases and Inventory

Equipment with a per unit price above \$5,000 requires advance written approval from the State Library. If fair market value at the time of surplus or disposal exceeds \$5,000, disposal must be cleared with the State Library.

9. Publicizing & Acknowledging Funds

Grantees are required to credit IMLS/LSTA in all related publications and activities in conjunction with the use of grant funds. Grantees should publicize grant-supported activities in available and appropriate media. The following statement must be used when meeting these requirements: "This publication/activity/program was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources." Copies of any publications or materials produced under the grant must be submitted to the State Library. IMLS logos are available at

http://www.imls.gov/recipients/imls_acknowledgement.aspx

10. Lobbying

Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over \$100,000 must file a certification regarding lobbying.

11. Non-discrimination

All library services provided as a result of federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex. Relevant legislation includes but is not limited to the following: Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d through 2000d-4); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); The Age Discrimination Act (42 U.S.C. 6101 *et. seq.*); 45 CFR 1110 - Nondiscrimination in federally assisted programs; 45 CFR 1170 - Nondiscrimination on the basis of handicap in federally assisted programs and activities; 45 CFR 1181 - Enforcement of nondiscrimination on the basis of handicap in programs or activities conducted by the Institute of Museum and Library Services.

12. Trafficking in Persons

Grantees must comply with 22 U.S.C. § 7104(g) which prohibits engaging in trafficking in persons, procuring a commercial sex act, or using forced labor.

13. Audit and Financial Reporting Requirements

LSTA grants must be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations. The following source documents outline the standards and requirements:

- United States Office of Management and Budget (OMB) 2 CFR 200, Subpart F - Audit Requirements
- North Carolina General Statute 143C-6-23 "State grant funds: administration; oversight and reporting requirements," and the corresponding rules of North Carolina Administrative Code, Title 09, Chapter 03M, "Uniform Administration of State Grants."

LEGAL REFERENCES:

- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [address grants and cooperative agreements pertaining to institutions of higher education, states, local governments, Indian tribes, and nonprofit organizations]
- 2 CFR Part 3185 - Nonprocurement debarment and suspension
- 2 CFR 3186 - Requirements for drug-free workplace

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION; LOBBYING; FEDERAL DEBT STATUS; AND NONDISCRIMINATION

1. DEBARMENT AND SUSPENSION

The grantee shall comply with 2 CFR Part 3185. The undersigned, on behalf of the grantee, certifies to the best of his or her knowledge and belief that neither the grantee nor any of its principals:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this submission.

The grantee is required to communicate the requirement to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) to persons at the next lower tier with whom the grantee enters into covered transactions.

2. LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the grantee certifies to the best of his or her knowledge and belief that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the grantee) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

3. FEDERAL DEBT STATUS

The undersigned, on behalf of the grantee, certifies to the best of his or her knowledge and belief that the grantee is not delinquent in the repayment of any Federal debt.

4. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the grantee, certifies that the grantee will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685- 86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the grantee, I hereby certify that the grantee will comply with the above certifications.

DocuSigned by:



Signature of Authorized Certifying Official

Tony Brown

County Manager

Print Name and Title of Authorized Certifying Official

12/19/2019

Date

I have attached my Conflict of Interest Policy

☒ My Conflict of Interest Policy is on file



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Christopher S. Moody, Manager of Community Services

SUBJECT: CADA's CSBG 20-21 Workplan

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

ATTACHMENTS:

Description

- ▢ Letter from CADA
- ▢ Documentation of Submittal to County
- ▢ CSBG FY20-21 Workplan

TOTAL COST:

COUNTY COST:

REQUEST: Request Board read CADA's CSBG 20-1 Workplan.



Choanoke Area Development Association of North Carolina Inc.
Post Office Box 530 * Rich Square, North Carolina 27869
Telephone: 252.539.4155 * Fax: 252.539.2048

January 7, 2020

Andrea H. Wiggins
Clerk to the Board
Halifax County Board of Commissioners
P.O. Box 38
Halifax, NC 27839

**Re: 2020 - 2021 CSBG Anti-Poverty Work Plan
Halifax County Board of Commissioners Meeting Agenda**

Dear Mrs. Wiggins:

Attached is a copy of the proposed CSBG Anti-Poverty Work Plan for 2020 - 2021 for review by the Halifax County Board of Commissioners at their meeting on February 3, 2020. This Work Plan will be submitted to the Office of Economic Opportunity for funding.

I have also enclosed an affidavit confirming workplan was submitted to the Board to be completed by the Chair. Please return the signed affidavit to this office at your earliest convenience.

Thank you for your assistance in this matter. Please do not hesitate to contact me if you have any questions.

Sincerely,

Sallie P. Surface
Executive Director

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

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

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

Agency Name: Choanoke Area Development Association of NC, Inc.

County: Halifax County

Date of Application Submission: January 7, 2020

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 14, 2020**.

Clerk to the Board should initial all items below.

_____ The agency submitted a complete grant application for Commissioner review.

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

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

Clerk to the Board

Date

Notary

Date

North Carolina Department of Health and Human Services



Community Services Block Grant Program

Fiscal Year 2020-21 Application for Funding

Project Period July 1, 2020 – June 30, 2021

Application Due Date: February 14, 2020

Agency Information			
Agency:		Choanoke Area Development Association of NC, Inc.	
Agency:		CADA	
Federal I.D.		560841757	
DUNS Number:		075568618	
Administrative Office Address:		120 Sessoms Drive, Rich Square, NC 27869	
Mailing Address (include the 4-digit zip code extension):		P.O. Box 530, Rich Square, NC 27869	
Telephone Number:		252-539-4155	
Fax Number:		252.539.2048	
Proposed Funding:	CSBG: \$428,745	Additional Resources: \$205,000	Agency Total Budget: \$11,000,000
Application Period:		Beginning: July 1, 2020	Ending: June 30, 2021
Board Chairperson:		Alfred Riddick	
Board Chairperson's Address: (where communications should be sent)		P.O. Box 530, Rich Square, NC 27869	
Board Chairperson's Term of Office (enter beginning and end dates):		January 2020 – December 2021	
Executive Director:		Sallie P. Surface	
Executive Director Email Address:		surface@nc-cada.org	
Agency Fiscal Officer:		Andre Rowe	
Fiscal Officer Email Address:		arowe@nc-cada.org	
CSBG Program Director:		Christopher S. Moody	
CSBG Program Director Email Address:		cmoody@nc-cada.org	
Counties Served with CSBG funds:		Bertie, Halifax, Hertford, Martin, and Northampton	
Agency Operational Fiscal Year:		July 1, 2020 to June 30, 2021	

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Planning Process Narrative**

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

- a. Low-Income Community:

The involvement of the low-income community in the planning process is fundamental to and continues throughout all phases of planning, development, and evaluation. During the program year, CADA staff attends community meetings to inform the low-income of current on-going CADA programs and the impact these programs are making on poverty causes, and to ascertain community needs and concerns for future planning. The low-income residents of the five-county area CADA represents, participate in the development of the annual work plan through community meetings, surveys, annual planning meetings, Head Start Policy Council and other advisory boards and membership on the CADA Board of Directors. CADA distributed surveys throughout our service area in order to identify the needs of low-income families.

- b. Agency Staff:

The staff, through daily contacts with the targeted population, through community meetings with the low-income and other agencies, and through an on-going monthly evaluation process, is directly involved in the planning, evaluation, and development of the grant application. A Community Needs Assessment Survey is completed to help determine the needs of the residents in the CADA service area. Staff participated in various community events throughout our service area in order to develop professional relationships.

- c. Agency's Board Members:

The Board is reflective of the community and has direct contact with the needs and resources that are available to impact the geographical areas/targeted populations they represent. Targeted populations such as Head Start, the elderly, and youth have representation on the Board, and thus, a direct voice in the planning and development of this strategic plan. In addition, staff presents information from community needs assessments and program evaluations to the CADA Board. The board reviews pertinent information, needs, and resources, and directs the development of the plan.

2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:

CADA conducted a Community Needs Assessment in January 2019, which the following was helpful in collecting data and distributing surveys. In analyzing the data, CADA has learned we can not address the many needs of the community; therefore, partnerships are needed in order to address these needs.

- a. Community-based organizations:

Community Needs assessment were distributed throughout the community in order to receive data on what services are needed throughout CADA's service area. Agencies such as CADA Community Centers, Boys and Girls Clubs, Angel's Closet, Union Missions, etc, were key in assessing with distributing and collecting data.

b. Faith-Based Organizations:

Assessments hardcopies and CADA webpage link was shared with local churches.

c. Private Sector:

Local businesses assisted with distributing assessments as well as assisted with sharing the link to CADA's webpage in order for clients to complete assessments online. Board members who represent the Private Sector also assisted with completing and distributing assessments.

d. Public Sector:

Various government organizations were helpful in assisting with gathering data from our Community Need Assessment. Board members who represent the Public Sector also assisted with completing and distributing assessments. County Commissioners also completed assessments and provided feedback.

e. Educational Sector:

Various school systems assisted with distributing Community Needs Assessments such as Public Schools and Community Colleges. Assessments were distributed to parents as well as school staff and faculty. Community Colleges distributed assessments to every student enrolled on campus. Headstart and Early Headstart were vital in getting parents to complete assessments.

3. Describe your agency's method and criteria for identifying poverty causes including how the agency collected and analyzed qualitative and quantitative data in identifying those causes.

To facilitate planning, a Needs Assessment is conducted or is reviewed/updated annually. Some programs use a one-year planning process; others use a three – five-year process. Choanoke Area Development Association conducted a community needs assessment in January 2019 throughout all five counties.

Information from the Needs Assessment, meetings with the low-income population; recommendations from the Head Start Policy Council and other standing program boards are presented to the CADA Board of Directors for consideration in establishing poverty causes or needs and their prioritization. The Board considers the identified community needs as they relate to CADA's stated mission and applies the following criteria to prioritize the cause of poverty: (a) magnitude of the problem – the number of people affected by the given cause; (b) intensity – the degree of suffering caused by the problem; and, (c) severity of the problem resulting from the cause – this is the combination of magnitude and intensity. Also considered is (a) the agency's capacity to impact the problem; (b) available resources to combat the problem; (c) methods to measure impact on the problem; and, (d) cost effectiveness. If a discussion/dialogue does not achieve a consensus, a formal ranking method will be utilized.

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

CADA has worked to address the issue of self-sufficiency and empowerment of low-income individuals by:

- Coordinating services with local human service agencies so families can get timely referrals and the services needed;
 - Providing space for low-income residents on the Board of Directors; currently low-income residents constitute 37% of the Board membership;
 - Providing counseling and referral assistance for skills training/education programs;
 - Helping low-income families remove the barriers to self-sufficiency such as: daycare and transportation
 - Partnering with NC Works Career Centers, which helps low-income families improve skills and find jobs;
 - Providing housing assistance to low-income families including rental, rehab, down payment assistance and individualized credit counseling.
 - Providing home ownership and financial literacy classes for low-income residents interested in becoming first-time homeowners.
 - Implementing a Home Protection Program;
 - Providing training opportunities through WIOA;
 - Implementing Parenting and Literacy Programs such as Parents as Teachers Too
 - Implementing a Head Start Male Involvement Program in four counties
 - Providing new housing opportunities for seniors and disabled individuals, such as Woodland Olney Apartments, Ahoskie High School Apartments and Enfield High School Apartments.
5. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

Many of the programs CADA administers have advisory boards that represent the community. CADA actively seeks to form/join partnerships to ensure that the low-income (1) have a voice; (2) are provided unduplicated services; and, (3) receive new services when needed. The membership of the community-at-large category on the CADA Board includes representatives of the faith community, youth and senior organizations, and service organizations. Several CADA staff members serve on interagency committees.

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

Copies of grant applications are furnished to local governing offices, and upon request, to other agencies that administer programs that affect the low-income. CADA staff attends interagency

coordination meetings, serves on agency boards, and maintains contact with other agencies to assure effective, non-duplicative delivery of services to the low income. An established interagency referral system assures that the low income has access to unduplicated resources and services.

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

Head Start offers a Male Involvement Program reaching out to fathers of Head Start students and our Parent as Teachers Too Program assists new mothers with young children with child development issues.

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

CADA has a food pantry in Northampton County to assist those in need and referral sources for our other counties. We have received and distributed fresh vegetables received from the Food Bank of the Albemarle on a sporadic basis throughout the years. In 2010, we embarked on a much more effective method of food distribution – the Mobile Food Bank from the Food Bank of the Albemarle. This mobile unit, provided by the Kraft Food for America Program, allows us to serve over 100 families in Northampton County with a wide option of food on a monthly basis. CADA is also the lead agency for the Emergency Food and Shelter program. Nutritional outreach programs are coordinated with Cooperative Extensions, WIC and the Health Department. Programs are provided at CADA offices/centers. Staff assists with commodity distribution and serves on interagency councils.

9. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. Provide the dollar amount of your allocation that will go towards employment training.

Choanoke Area Development Association is in partnership with NC Works County Career Center - a one stop employment resource that provides a myriad of services and resources to local residents. We work closely with both local community colleges with regards to Career Readiness and TABE Testing and share staff and resources so as not to duplicate services. All CSBG Case Managers are knowledgeable of the resources at the NC Works Career Center, DES Center and Roanoke Chowan Community College and Halifax County Community College and make frequent referrals to clients seeking employment or skills training.

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

CADA has established a referral system with the local Departments of Social Services. This referral system is a two-way process since some programs CADA administers must ensure that all other sources of assistance have been exhausted. CADA offices are used by DSS for intake for

the LIHEAP Program. CADA staff serves on local boards/councils for coordination and CADA actively seeks resources to complement those of DSS such as EnergyShare and Emergency Food and Shelter programs. Staff will continue to develop partnerships with agencies/organizations throughout our service area in order to maintain/increase a referral system to connect clients with much needed resources.

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

CADA has identified the following needs for low-income youth: a) lack of after-school programs, b) lack of organized recreational activities, c) lack of adult role models and opportunities to interact with adults, d) lack of tutoring programs, e) few opportunities to build self-esteem, f) lack of work experience opportunities, g) lack of pregnancy prevention programs, and h) poor nutritional habits. In an effort to meet these needs, CADA is currently operating in Bertie, Halifax and Martin Counties WIOA Year-Round Youth. Head Start provides services and counseling through its Male Involvement Program. CADA operates Parents as First Teachers Programs in Hertford County and Northampton County which serves young mothers

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

All case managers in various programs are ready to discuss child support issues – for mothers or fathers – and advocate on their behalf. CADA works with local DSS offices to ensure that children are being supported by their non-custodial parents and will assist clients in pursuing their options – either to obtain child support or to present themselves in court for fair adjudication of the matter. Head Start's Male Involvement Program particularly emphasizes the importance and the protocol to resolve child support issues.

13. Describe activities that your agency has undertaken or plans to undertake, to address the Department's priorities which includes:

- Combat the **Opioid Crisis** by focusing on policies and practices that prevent opioid misuse, addiction and overdose;

CADA has enrolled and is participating in NCCARE360, which will allow Case Managers to refer clients who are facing Opioid addictions to services that are able to address clients' needs. Staff will also participate in opioid crisis training in order to understand addictive opioid drugs and also the effect it has on the community and families.

- Develop better outcomes for **Early Childhood** learners to ensure that they are healthy, safe and nurtured, learning and ready to succeed;

CADA has enrolled and is participating in NCCARE360, which will allow Case Managers to refer clients with early childhood learners to various services that will assist them with their health, safety and nurturing environment where they will be ready to learn and succeed. Case Managers will also work closely with Head Start and Early Head Start programs to help recruit and refer client to early childhood programs.

- Expand **NCCARE360**, a statewide database that provides resource information for medical providers and human services professionals in response to social determinants of health like housing stability, food security, transportation access and interpersonal safety.

CADA will be participating in NCCARE360 in order to assist client with connecting with resources that are available in the community. All program staff are enrolled in NCCARE360 and have access to connecting clients to available resources.

- Implement **Healthy Opportunities** that improve the health, safety and well-being of North Carolinians by addressing conditions in which people live that directly impacts health.

CADA will be participating in NCCARE360 in order to connect clients to available resources in the community. All program staff is enrolled in NCCARE360 and have access to connecting clients with needed resources. Staff will participate in local health/resources fairs to assist with promoting healthy opportunities within the community we serve.

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
OEO Form 210

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2020 to June 30, 2021

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

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

Analysis of data obtained through CADA's Community Needs Assessment (January 2019) reveals the barriers and challenges facing the residents of Bertie, Halifax, Hertford, Northampton and Martin Counties:

1. Lack of resources and motivation/education/skills training to increase family income to become self-sufficient
2. High unemployment – lack of industry
3. Lack of financial literacy
4. Lack of resources/knowledge/skills to access affordable, standard housing.
5. Lack of subsidized rental housing.
6. Lack of homeless shelters
7. Limited funds for emergency assistance programs.
8. Lack of awareness information and available resources/services to prevent abuse and neglect and the removal of at-risk children from home.
9. Lack of support services to enable single teenage parents and pregnant teenagers to complete high school requirements.
10. Lack of resources to provide transportation/medical/needs.
11. Lack of employment counseling
12. Lack of access to family support/family empowerment services
13. Lack of emergency childcare

14. Lack of resources and services for isolated elderly
 15. Lack of parental knowledge of child development stages and appropriate ways to stimulate learning for children 0-5 years of age. Lack of programs, mentoring for youth.
 16. Lack of Early Childhood Development programs/daycare to prepare children for school.
 17. Lack of child/parent literacy
Lack of child health and wellness
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).
- (A) Explain why the problem exists.

Historically, CADA's service area has been identified as some of the most economically distressed in North Carolina and the nation. Furthermore, they have been included in a crescent of counties beginning in Virginia and continuing south through North Carolina, South Carolina, Georgia, and Alabama where poverty has been entrenched over many decades. These counties have a higher percentage of African Americans, education and health system needs, higher unemployment, and lower paying jobs. The traditional economy and jobs of this region have declined or are no longer viable options. This region was historically an agrarian society but with the decline of family farms and traditional money crops such as tobacco and the changes in the mechanism of farming, jobs have been lost. Textiles and timber/wood product industries were also important traditional economic engines to the region that have declined and contributed to the loss of jobs. The jobs that have been created often do not pay a living wage. Revenue these counties receive to assist their residents does not provide for the many needs of families. All of this information has been used by the North Carolina Department of Commerce to rate the ability of these counties to be able to help themselves as very low. Bertie County was ranked number one in the state as the county with the fewest resources to economically improve the county. The data listed below reflects the causes and conditions of entrenched poverty in the

region. Just as these counties do not have the resources for change, residents do not have the resources and support needed for change.

Table 1: CADA's Service Area Tier/Poverty Comparison Ranking Out of 100 Counties in NC

<u>County</u>	<u>Allocation</u>	<u>% in poverty</u>	<u>Economic Distress Rank</u>	<u>Final 2020 Tiers</u>
BERTIE	\$62,807	23.5	6 (tie)	1
HALIFAX	\$179,711	22	4	1
HERTFORD	\$67,027	23.2	6 (tie)	1
MARTIN	\$59,587	20.3	10 (tie)	1
NORTHAMPTON	\$59,613	21.4	10 (tie)	1

Data Courtesy of:

* NC CSBG Allocation (Office of Economic Opportunity (OEO))

* County Development Tier Ranking (2020 NC Department of Commerce)

United States Census Bureau (Population estimate July 1, 2019)

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

Within CADA's service area and in Martin County, poverty is chronic and entrenched in these depressed "Tier one" rural communities where unemployment and poverty rates reflect percentages well above the state and national averages.

Table 2: Unemployment Figures and Families in Poverty in CADA Service Area

<u>County</u>	<u>November 2019</u>		<u>County</u>	<u>Population</u>	<u>Persons In Poverty</u>
Bertie	4.3%		Bertie	19,026	4,471
Halifax	5.5%		Halifax	50,574	11,126
Hertford	4.4%		Hertford	23,659	5,489
Martin	4.4%		Martin	22,671	4,602
Northampton	4.8%		Northampton	19,676	4,211
Avg. / Service Area	4.7%		Avg. /Service Area	27,121	5,980

North Carolina	3.4%		United States Census Bureau (Population estimate July 1, 2019)
* NC Commerce (November 2019 Report)			
Demand Driven Data Delivery System			

High rent with limited earnings has a major impact in CADA's service area including Martin County. Workers would need to earn well above minimum wage in order to afford Fair Market Monthly Rent (FMMR), when the average hourly wage is not sufficient for families to afford standard housing. Families earning minimum wage, working 40 hours per week would need to work an average 1.7 full time jobs in order to afford the FMMR. When you factor in other barriers that suppress individuals/families from gaining adequate employment, such as daycare, transportation, criminal background, lack of work history, lack of employable skills, etc., it makes it difficult for families to afford standard housing as well as support the overall family without the ability to acquire employment. CADA has proven through the years that we are capable of removing barriers for families within our service area.

(C) Provide demographic information of those adversely effected inclusive of:

(a) Gender

	Population	Male	Female
Bertie	19,026	50.5%	49.5%
Halifax	50,574	48%	52%
Hertford	23,659	49.1%	50.9%
Martin	22,671	47%	53%
Northampton	19,676	48.8%	51.2%

**U.S. Census Bureau QuickFact – Population estimates, July 1, 2019*

(b) Age

AGE OF THE SERVICE AREA POPULATION

A table 5 reflects the overall age breakdown for CADA's service area.

TABLE 5: Population by Age Group¹

	Bertie	Halifax	Hertford	Martin	Northampton
20 – 24	1281	3168	1540	1168	1089

25 – 29	1339	3083	1492	1337	1127
30 – 34	1149	2729	1362	1046	914
35 – 39	831	3004	1397	1289	770
40 – 44	1392	2722	1287	1082	1172
45 – 49	1271	3303	1487	1514	1240
50 – 54	1525	4047	1756	1631	1540
55 – 59	1613	3759	1785	1887	1823
60 – 64	1532	3941	1892	1951	1636
65 – 69	1247	3225	1708	1730	1557
70 – 74	929	2448	783	1163	1175
75 – 79	872	1772	699	969	857
80 – 84	487	1160	616	431	745
85 Years and over	470	1320	613	591	510

*U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

(C) Race/Ethnicity for the agency's service area

RACE AMONG THE SERVICE AREA POPULATION

Table 6 examines the race/ethnicity of CADA's service area.

Table 6: Population by Race and Ethnicity¹

	Bertie	Halifax	Hertford	Martin	Northampton
Non-Hispanic White	7,026	20,220	8140	12103	7876
Non-Hispanic Black	12,349	27,511	13935	9711	11622
Non-Hispanic American Indian	113	1841	266	82	100
Non-Hispanic Asian and Pacific	113	23	34	0	0
Hispanic or Latino	415	1,435	889	865	433

Source: U.S. Census Bureau, 2013 – 2017 American Community Survey 5 – Year Estimates

(D) Explain how the persons are adversely affected.

The dependent poor headed by persons over 65 years of age and/or disabled represent over 15% of the area poverty households and are not potentially employable. Children under the age of six who live in poverty represent 31% of the population. Minorities that live in poverty represent 80% and 52% are female-headed households. Only 34% of the family members aged 25 or older are high school graduates. They also lack marketable skills/training, have poor or non-existent work histories, display poor work attitudes, and need affordable childcare, transportation, and other supportive services.

High rent with limited earnings also has a major impact in the five counties that CADA serves. The North Carolina Housing Coalition suggests in order for individuals/families to afford rent and utilities for a safe, modest two-bedroom apartment at the fair market monthly rent, individuals/families will have to obtain an average hourly wage \$12.20, but individuals are currently making average wages of \$8.60. When housing is affordable, families do not have to choose between paying for housing and other needs, such as food and medicine. Combining these barriers to employment, the remoteness of the area and the lack of employment opportunities hinder individuals/families from becoming self-sufficient. Of the area population, approximately 73% are transportation disadvantaged.

As a result of community meetings, focus groups, and surveys, CADA has learned that the concerns of the residents in CADA's service area reflect the demographics and statistics presented in the following demonstration of need. Some of the most critical issues facing these Counties, as seen by its citizens are: Education, Teen Pregnancy, Children's access to library, Transportation, Gang activity/Need for teen activities, Substance abuse, Faith based availability, and Safety; where many of these issues are a result of poverty, unemployment, teen pregnancy, and an educational system that is not fulfilling its mission of preparing children for success and achievement. Data analyzed from surveys completed by Headstart/Early Headstart parents displayed the most important issues/concerns for families such as: summer care for school age children; EMPLOYMENT; after school care for school age children; affordable health insurance; and AFFORDABLE HOUSING AND UTILITIES.

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

(E) Resources Available:

a. Agency Resources:

Community Services Block Grant, Weatherization, Urgent Repair, Section 8, NC Works Career Center, Youth WIA, Parents as Teachers, Head Start, Early Head Start, Male Involvement, Emergency Food and Shelter, Energy Share, Senior Housing, Free Income Tax Preparation, Home Ownership, Foreclosure Prevention, Financial Literacy Education, and Comprehensive Referral System with Community Organizations.

b. Community Resources:

TANF, Food Stamps, LIEAP, Public Housing, Day Care Centers, Roanoke Chowan Community College, Martin Community College and Halifax County Community College, Boys & Girls Clubs, DES, Choanoke Public Transit System, Salvation Army, Martin County Transit, NC/Works/DES, Community Libraries, Union Mission, Juvenile Justice, and 4-H.

(F) Resources Needed:

c. Agency Resources:

Additional emergency funds, unrestricted funds, additional homeownership grants and loan programs; additional public housing units, mobilizing financial resources, fatherhood program, funding for disseminating information to public/private entities, and substandard housing program to assist seniors needing adaptations so they can remain in their homes as well as assist individuals/families with energy efficiency to better utilize limited incomes and improve health.

d. Community Resources:

Accessible/affordable housing, funds for infrastructure, public transportation, job training/employment counseling, youth programs, after school programs, assistance with buying a home, homeless shelter, assistance for minor home accessibility modifications for low-income disabled persons, emergency childcare, transportation emergencies, isolation of elderly, parenting education, child literacy programs and child health and wellness programs.

Section III: Objective and Strategy

(G) Objective Statement:

Leverage resources to provide resource and referral services to 150 participants by June 30, 2021 with a focus on employment, standard housing and emergency assistance.

Strategies for Objective:

- Provide a comprehensive client intake to more effectively assess the needs of our participants and expand our internal and external referral network.
- Provide a comprehensive Information & Referral program to assist those in poverty to improve quality of life.
- Deliver an effective interagency collaboration in order to assure services are not duplicated.
- Establish services with local human service agencies to provide needed assistance and facilitate coordination.
- Maintain a counseling and referral system for comprehensive skill-training/education programs.
- Continue to collaborate with local colleges to provide HRD classes to participants
- Provide a comprehensive case management system to assist family members in removing barriers to employment such as daycare, transportation, etc.

- Participate in economic development activities that will increase opportunities for self-sufficiency.
- Create a system for coordinating with NC Works Career Center/Department of Employment Security to ensure CSBG eligible customers access to the full array of services provided by the center.
- Maintain a system that focuses on individual employment plans and career path utilization.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals and follow-up services to low-income residents to help them attain self-sufficiency.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals and direct clients to the appropriate resources.
- Promote the Earned Income Tax Credit and free tax preparation assistance for families.
- Maintain an intake process that will allow case managers the opportunity to understand clients' needs and direct them to the appropriate resources/organizations.
- Provide employment, emergency and substandard housing assistance to families in need from July 1, 2020 to June 30, 2021.
- Identify low-income individuals/families in need of emergency or standard housing assistance and refer to appropriate programs for assistance.
- Continue services with local human service agencies to provide needed assistance and facilitate coordination.
- Distribute CADA brochures and promote services during community events.
- Promote CSBG services to local employers, community organizations, agencies, businesses, faith-based organizations, etc.

Section IV: Results Oriented Management and Accountability Cycle (use additional sheets if necessary)

Organizational Standard 4.3 requires that an agency's strategic plan and Community Action Plan document the continuous use of the ROMA cycle and use the services of a ROMA trainer.

- (H) Community Needs Assessment: Please summarize the primary needs of your community as determined through the Community Needs Assessment, and explain which of those are Family, Agency, or Community Needs, and why.

CADA's Community Needs Assessment reflected needs within various categories such as Employment, Education, Housing, Nutrition, Income, Transportation and Healthcare. The primary needs within CADA's service area (Bertie, Halifax, Hertford, Martin and Northampton Counties) from the Community Needs Assessment reflect the following needs: Individuals need job-readiness skills to obtain jobs, individuals need access to transportation, individuals need gainful employment which will assist with rising above poverty guidelines, individuals need assistance with obtaining their high school diploma/GED, individuals need affordable housing and individuals need assistance with obtaining knowledge on money matters (budgeting, money management, credit, savings, etc.)

1. Individuals need job-readiness skills to obtain jobs (Family / Agency) & Individuals need gainful employment which will assist with rising above poverty

guidelines (Community/Agency) – CADA needs to develop partnerships with resources that offer job-readiness training as well as register staff to participate in various trainings that will improve their ability to facilitate job-readiness workshops in-house. Once partnerships have been established and staff trained, job-readiness training will be offered to potential clients (Family). Individuals will have to opportunities to enroll in training sessions in order to obtain job-readiness skills to improve their ability to obtain gainful employment. Gainful employment is improved when clients have job-readiness skills to obtaining employment but it is vital for jobs that offer compatible salary/hourly wages that assist clients with rising above poverty guidelines. Another need identified on the assessment was – there is a lack of good paying jobs with benefits within CADA's service area. CADA will work with local business/ companies and key community leaders to assist with building partnerships that will allow clients access to potential gainful employment that will assist with rising above poverty guidelines.

2. Individuals need access to transportation (Family) – This need was mentioned on the assessment as the community lacks public transportation, and clients have issues with meeting the needs of down payment/credit issues for purchasing a vehicle. This would be considered a family need due to various services being offered to assist with transportation. Clients will need to be connected with the various services that provide transportation as well as assist clients with improving credit to purchase affordable transportation
3. Individuals need assistance with obtaining their high school diploma/GED (Family) – CADA will establish partnerships with organizations/community colleges that offer GED programs in the community.
4. Individuals need affordable housing (Family) – Client in CADA's service area need affordable housing.
5. Individuals need assistance with obtaining knowledge on money matters (Family) - Money Management services are offered throughout the service area as well as CADA offering these services. These services will continue throughout CADA's service area. CADA will stay abreast of the various workshops and trainings offered throughout the community and refer clients to these services.

- (I) Achievement of Results and Evaluation: Please discuss your agency's achievement of results from last year. What were the successes and why were those areas successful? What areas did not meet targets or expectations and why were those areas not as successful? What Improvements or changes will be made for this year's work plan to achieve desired results and better meet the needs of the community?

CADA achievement from last year's CSBG program consist of: 139 clients were enrolled in the program with 14 clients raising above federal poverty guidelines. 23 clients gained employment, 15 clients gained better employment, 9 clients obtained jobs with

medical benefits. The average hourly wage was \$11.58. 2 clients secured standard housing and 75 client received emergency assistance from programs such as Energyshare and Emergency Food and Shelter. 29 clients received employment support while 2 clients were assisted with education support.

Moving forward CADA will improve on the following: Obtaining ROMA training for CSBG staff members, work towards increasing client services funds in order to assist clients more with their needs to becoming self-sufficient.

CADA received more Energyshare funding last year which was a high demand on staff to address the needs of families in the community. CADA will improve in this area by seeking assistance from various sources such as volunteers, College interns, other program staff and Title V participants.

- (J) Please name the ROMA trainer who provided services used in developing this community Action Plan and describe what specific services were provided.

CADA has staff who participated in ROMA training and these individuals assessed with the overall planning and implementation of the 2020 – 2021 CSBG Workplan. Roy Moore and Christopher Moody assisted with developing the plan. These individuals assisted with the developing the Community Needs Assessment, conducting public hearings, program promoting by meeting with all County Commissioners throughout CADA's service area, and analyzing the data from the Community Needs Assessment.

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212

Section I: Project Identification				
1. Project Name:	Self Sufficiency (Bertie, Halifax, Hertford, Martin and Northampton Counties)			
2. Mission Statement:	To assist low income citizens, achieve self-sufficiency and a better quality of life.			
4. Objective Statement:	Provide case management and referral assistance to 150 participants by June 30, 2021 with a focus on employment, standard housing and/or emergency assistance.			
5. Project Period:	July 1, 2020 to June 30, 2021			
6. CSBG Funds Requested for this Project:	July 1, 2020	To	June 30, 2021	\$428,745
7. Total Number Expected to Be Served:	150			
a. Expected Number of New Clients	125			
b. Expected Number of Carryover Clients	25			

**One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
1. Individuals lack job readiness skills	12 clients will be referred to Human Resource Development Training & Career Readiness Certification Training by June 30, 2021.	Individuals will receive job readiness training	1.2	Case Managers, Lead Case Manager, Center Managers, and Manager of Community Services
2. Individuals need gainful employment which will assist with raising above poverty guidelines	30 clients will be assisted with job searching activities and referrals to employers by June 30, 2021.	Individuals will obtain employment which will assist with raising above poverty guidelines.	1.1	Case Managers, Lead Case Manager, Center Managers, and Manager of Community Services
3. Individuals need access/assistance with transportation to get to work.	8 clients will receive transportation assistance by June 30, 2021.	Clients will maintain employment	1.2, 6.2, 6.5	Case Managers, Lead Case Manager, Center Managers, and Manager of Community Services
4. Individuals need assistance with obtaining their GEDs	6 clients will be referred to Local Community College GED programs by June 30, 2021.	Clients will obtain their GED	1.2	Case Managers, Lead Case Manager, Center Managers, and Manager of Community Services
5. Individuals need assistance with obtaining knowledge on money management.	20 clients will be referred to Community Colleges' workshops/trainings on money management by June 30, 2021.	Clients will obtain money management knowledge/skills	N/A	Case Managers, Lead Case Manager, Center Managers, and Manager of Community Services
	Case Managers will provide 40 clients with budget review and money management training by June 30, 2021.	Clients will obtain money management knowledge/skills	N/A	Case Managers, Lead Case Manager, Center Managers, and Manager of Community Services
6. Individuals need affordable housing.	Assistance 10 individuals with increasing household income by June 30, 2021.	Clients obtain affordable housing	1.1, 1.2	Case Managers, Lead Case Manager, Center Managers, and Manager of Community Services
	10 clients will be referred to housing assistance programs.	Clients obtain affordable housing	1.2	Case Managers, Lead Case Manager, Center Managers, and Manager of Community Services
	4 clients will be referred to 1 st Time Homebuyers & Homebuyers Education programs.	Clients obtain affordable housing	1.2	Case Managers, Lead Case Manager, Center Managers, and Manager of Community Services

**One-Year Work Program
OEO Form 212 (continued)**

Section III: Program Administration and Operations						
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
1. <u>Development</u>						
1.1 Implement a comprehensive client intake/call-in process to more effectively assess the needs of our participants.	M/CS, CSMEA, CSMH, CM, LCM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21	
1.2 Research resources to assist families with achieving self-sufficiency	ED, B/D, DD, M/CS, CSMH, CSMEA	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21	
1.3 Implement training sessions for CADA staff on Housing options for low-income residence	ED, DD, M/CS, CSMEA, CSMH	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21	
1.4 Meet with community organization/ agencies to explain programs and solicit support and referrals	M/CS, CSMEA, CSMH, CM, LCM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21	
1.5 Establish cooperative working relationship with housing authority, landlords, and government officials	ED, DD	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21	
1.6 Coordinate and manage an emergency assistance program to assist those in need of emergency assistance.	ED, DD, M/CS	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21	
1.9 Organize/maintain partnerships with local Dept. of Social Services (DSS) in order to assure that no services have been duplicated as well as to assure DSS funds have been exhausted.	CM, LCM, M/CS, CSMH, CSMEA, DD	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21	
1.10 Coordinate a referral system that will connect 150 clients with services/agencies as needed.	CM, LCM, M/CS, CSMEA, CSMH	35	80 (45)	125 (45)	150 (25)	
1.11 Maintain a system of monitoring and tracking available funding allocations in order to assure that funds are exhausted properly to avoid pledging over program allocation.	CM, LCM, M/CS, CSMEA, CSMH	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21	
1.12 Maintain a system that tracks the demographic characteristics of individuals/families that have applied for/received services.	CM, LCM, M/CS, CSMEA, CSMH	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21	

1.12 Participate in economic development activities to increase opportunities for participants.	ED, B/D, M/CS, DD	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
1.13 Research and establish rapport with local employers.	ED, B/D, M/CS, DD, LCM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
1.14 Participate in community meetings/events with other agencies/organizations in order to build partnerships that will assist low-income families with removing barriers.	M/CS, DD, LCM, CSMH, CSMEA, CSM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
1.15 Build partnerships with local committees/groups in order to connect with additional resources to assist families.	M/CS, DD, LCM, CSMH, CSMEA, CSM,	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
<u>2. Training</u>					
2.1 Train staff on proper intake/call-in procedures including documentation, Emergency food and Shelter, Energyshare guidelines, and general information about other agency programs for which clients may qualify.	LCM, M/CS, CSMH, CSMEA, DD	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
2.2 Train staff on proper procedures of collecting information in order to determine if clients are eligible to receive emergency or housing assistance	LCM, M/CS, CSMH, CSMEA, DD	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
2.3 Train staff on in-house and community resource services in order to refer clients to needed services.	LCM, M/CS, CSMH, CSMEA, DD	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
2.4 Train staff on the proper policies/procedures to contacting agencies such as Ameri-Gas, Dominion Power, Roanoke Electric, Housing resources, etc in order to arrange pledges.	ED, LCM, M/CS, CSMH, CSMEA, DD	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
2.5 Train staff on monitoring and tracking available funding allocations in order to assure that funds are exhausted in the right manner.	M/CS, CSMH, CSMEA	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
2.6 Train/monitor staff in efficient use of Accountable Results for Community Action (AR4CA) for proper case management and data collection	M/CS LCM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
<u>3. Enrollment</u>					
3.1. Enroll (or carry over when applicable) eligible participants.	CSMH, CSMEA, CM, CSM LCM	35	80 (45)	125 (45)	150 (25)

3.2. Complete intake assessment and determine resources available for eligible participant.	CM, CSM, CSMH, CSMEA, LCM	35	80 (45)	125 (45)	150 (25)
3.3. Advise participants of available resources and programs.	CM, LCM	35	80 (45)	125 (45)	150 (25)
3.4. Provide a general orientation to eligible participant concerning expectations and possible results.	CM, CSM CSMH, CSMEA, LCM	35	80 (45)	125 (45)	150 (25)
3.5. Enter into written agreement between Case Manager and participant.	CM, CSM, CSMH, CSMEA, LCM	35	80 (45)	125 (45)	150 (25)
4. <u>Case Management</u>					
4.1. Staff will coordinate various services for 150 clients	LCM, CSMH, CSMEA, CM	35	80 (45)	125 (45)	150 (25)
4.2. Complete needs assessment to determine strengths and weaknesses of participant	CM, CSM, CSMH, CSMEA LCM	35	80 (45)	125 (45)	150 (25)
4.3. Develop a mutually agreed upon plan of action with the participant to be carried out while in the self-sufficiency program.	CM, CSM, CSMH, CSMEA, LCM	35	80 (45)	125 (45)	150 (25)
4.4. Staff will record individuals/families demographic characteristics for participants who have applied for/received services	LCM, CSMH, CSMEA, CM	35	80 (45)	125 (45)	150 (25)
4.5. Staff will verify that approved vendor payments for clients have been submitted/paid to clients' accounts	LCM, CSMH, CSMEA, CM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.6 Complete family data and certify eligibility for program	LCM, CSMH, CSMEA, CM	35	80 (45)	125 (45)	150 (25)
4.7 Coordinate services with local human service agencies to provide needed assistance.	CM, CSM, CSMH, CSMEA LCM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.8 Assess housing needs of participants.	LCM, CSMH, CSMEA, CM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.9 Provide counseling and referral assistance to skill-training education programs.	M/CS CM, CSM, CSMH, CSMEA, LCM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.10 Counsel participants to develop strategies and refer to appropriate resource program.	LCM, CSMH, CSMEA, CM	10	55 (45)	100 (45)	125 (25)

4.11 Establish and maintain file system for participants	LCM, CSMH, CSMEA, CM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.12 Provide participants referrals to Community Colleges for Human Resources Development classes on regular basis	M/CS CM, CSM CSMH, CSMEA, LCM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.13 Provide referrals to community colleges for skills training, development of individual employment plans and career path plans	M/CS CM, CSM, CSMH, CSMEA, LCM, CM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.14 Assist/advocate for participants applying for needed services.	LCM, CSMH, CSMEA, CM	35	80 (45)	125 (45)	150 (25)
4.15 Assist 75 clients with information and referral services.	LCM, CSMH, CSMEA, CM	10	35 (25)	60 (25)	75 (15)
4.16 Assist 30 clients with in-depth case management services (this will be longer term services compared to 100 participants in 4.15)	LCM, CSMH, CSMEA, CM	5	15 (10)	25 (10)	30 (5)
4.17 Coordinate regular involvement in the NC Works Career Center to insure CSBG eligible customers receive the full array of services.	M/CS CM, CSM, CSMH, CSMEA, LCM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.18 Assist participants with applying for standard housing	LCM, CSMH, CSMEA, CM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.19 Assist participants with completing applications for loans/grants for rehab or new construction.	LCM, CSMH, CSMEA, CM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.20 Monitor participants' applications to assure services are not duplicated.	LCM, CSMH, CSMEA, CM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.21 Provide/coordinate financial assistance consistent with participant's action plan to help remove barriers such as: transportation, housing, food, health, and any other needs to help them reach their goals.	M/CS CM, CSM LCM, CSMH, CSMEA	35	80 (45)	125 (45)	150 (25)
4.22 Through counseling and training, thirty-five (35) families will gain fulltime employment or upgrade their current employment status.	M/CS CM, CSM, CSMH, CSMEA, LCM	(5)	15 (10)	25 (10)	35 (10)
4.23 Provide direct client support to 15 families as needed to include payments for transportation, childcare, housing, utilities, skills training, tuition, uniforms, medical and food assistance, etc.	M/CS, CM, LCM, CSMH, CSMEA	(2)	10 (8)	14 (4)	15 (1)

4.24 Coordinate placement for 6 families in substandard housing.	LCM, CSMH, CSMEA, CM	(2)	4 (2)	5 (1)	6 (1)
4.25 Counsel families on energy conservation methods and programs.	LCM, CSMH, CSMEA, CM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
4.26 Refer participants to needed services: Weatherization, Emergency Assistance, Employment Assistance, Child Care, Urgent Repair, Single Family Rehab., etc.	LCM, CSMH, CSMEA, CM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
5. <u>Follow-up</u>					
5.1 Staff will follow up with 150 clients to assure needs have been met.	LCM, CSMH, CSMEA, CM	35	80 (45)	125 (45)	150 (25)
5.2 Staff will generate reports to track participants' characteristics and funding received.	LCM, CSMH, CSMEA, CM, M/CS	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
5.3 Staff meetings will be held in order to discuss various needs as well as assure all pledges have been paid in full.	ED, DD, LCM, CSMH, CSMEA, CM	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
5.4 Evaluate Program	BD, ED, M/CS, CMS	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21
5.5 Submit required reports	ED, DD, FD LCM, M/CS	07/19-06/21 09/20	07/19-06/21 12/20	07/19-06/21 03/21	07/19-06/21 06/21

KEY:

BD-Board of Directors

ED-Executive Director

FD – Finance Director

DD – Deputy Director

M/CS- Manager of Community Services

CSMEA-Community Services Center Manager-Emergency Assistance

CSMH - Community Services Center Manager - Housing

LCM-Lead Case Manager

CM-Case Managers

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

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

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2020-21 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (Self-Sufficiency Program)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	150
The number of low-income participant families rising above the poverty level.	25
The number of participant families obtaining employment.	35
The number of participant families who are employed and obtain better employment.	2
The number of jobs with medical benefits obtained.	6
The number of participant families completing education/training programs.	5
The number of participant families securing standard housing.	6
The number of participant families provided emergency assistance.	75
The number of participant families provided employment supports.	20
The number of participant families provided educational supports.	2
The average change in the annual income per participant family experiencing a change.	This measure does not require a target but must be reported.
The average wage rate of employed participant families.	This measure does not require a target but must be reported.

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

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

Number of Families to be Served Per County											
Agency Name: Choanoke Area Development Association of NC, Inc											
Project Name: Self-Sufficiency											
County	Bertie	Halifax	Hertford	Martin	Northampton						Total
Total Planned	23	60	25	21	21						150

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

- a. Board of Directors:

The Board of Directors, as the governing body of the agency, is responsible for the establishment of policies, the direction of activities, and the development of programs and is assisted by the staff in planning, assessing, tracking and evaluating program progress, and recommending changes.

- b. Low-Income Community:

Low-income representatives are directly involved through participation on the Board of Directors and on other CADA Advisory Boards and committees that plan, track, and evaluate all CADA programs. Program reports are presented at county council and community organization meetings for review and recommendations. Monthly, the supervisory personnel of each program use the monthly reports generated by the CADA CSBG staff in the Community Service Centers to monitor and evaluate progress. The staff presents program reports to the Board of Directors for review.

- c. Program Participants:

Low-income representatives are directly involved in the planning, tracking, and evaluation of all programs. Program participants are encouraged to evaluate and recommend program changes through individual contacts with staff and group/community organization meetings and through needs assessment surveys and tracking of customer satisfaction.

- d. Others:

The Board of Directors has representation of faith-based, business, industry, and community members who would be included in this category. The membership of Advisory Boards/ committees includes other agencies and community organizations. CADA staff serves on consortium boards and collaborates with the community to maximize service without duplication.

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

- a) CADA staff ask clients who seek or who have received assistance from our programs about the quality of the services that CADA provides. CADA compiles the data from the surveys, evaluates the data and determines what works and what needs improvement. By analyzing the data CADA is able to determine if services are customer friendly, effective, respectful of others, and do they produce the intended results.
- b) The Manager of Community Services manages the collection of the surveys, compiles survey data each month and provides a report to the Board or designated Board Committee and CADA management staff.
- c) Each quarter the results are evaluated by CADA management staff to determine if changes are needed agency-wide or if any department is having difficulty providing good customer service. A report is compiled for the Board by Mr. Powers.
- d) The results of the surveys are used by the Board and management team to improve customer service and for planning.
- e) The tool, process and results/reports are part of CADA's annual compliance with the Organizational Standards.

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

All CADA employees and members of its governing body are given a copy of the agency's Personnel Policies and Procedures. The Administrative staff and Board monitor these policies. The Personnel and Grievance Committee of the Board of Directors reviews the policies annually and recommends amendments if needed to the Board for approval at a quorum meeting.

CADA has on file a copy of the Affirmative Action Plan approved by CADA's Board of Directors. CADA's Equal Opportunity Officer assures that this plan is adhered to.

Both the Board and the funding sources through monthly and quarterly reports monitor fiscal policies. A local CPA firm conducts an annual audit and copies of the report are transmitted to CADA's governing board and all funding sources.

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

At the monthly Board of Directors' meeting, program reports and recommendations are presented for advice, discussion, revision, and planning as a means of solving problems and improving implementation of service. Programmatic staff is available at Board meetings to answer questions and to provide additional information the

Board may need to consider. Through the board process, members make recommendations for Board actions and these are approved, disapproved or tabled for future action. Approval requires a majority of the members. Approval of the CSBG work plan is governed by this process.

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

Each year during the planning process, the agency conducts a self-assessment. This self-assessment is the basis for program planning and assures the responsiveness of the agency to community needs. Upon completion of a project – end of program year – an in-depth assessment of the project's goals, impact and cost effectiveness is conducted by staff, the Board and the low income. The Board is provided information for assessment through Committee/Staff/ Executive Director reports. This information is used by the Board to determine revisions/additions to the agency's work plan and strategic planning. Agency self-evaluation is an ongoing process. Proposals for funding are presented to the Board for approval each month.

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

Self-Assessments are conducted at the end of each fiscal year. The Board of Directors receives reports from the Executive Director and the managers of the self-sufficiency, housing and employment departments that outline expected and actual results. These reports are delivered each quarter and as needed. Evaluations are ongoing throughout the year and the process provides a foundation for program planning and a vehicle for modification when needed. Board members review the items presented, discuss any perceived problems and explore potential program revisions to insure the agency's continued responsiveness to community needs.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Roland J Tellier - Fire Marshal

SUBJECT: Request Approval To Apply For Scholarship

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

If awarded, the scholarship recipient receives \$1500 in financial assistance to be applied to a complimentary registration to the PRIMA's Annual Conference plus three nights lodging and a \$250 stipend.

ATTACHMENTS:

Description

No Attachments Available

TOTAL COST:\$1500

COUNTY COST:\$0

REQUEST: I'm asking for approval to apply attend PRIMA's 2020 Annual Conference, one of the leading public risk management events in the nation, being held June 14-17, 2020 at the Gaylord Opryland Resort & Convention Center, Nashville, TN.

At the conference, I will be able to choose from 55+ educational sessions and conduct a year's worth of business in a single day with 90+ exhibitors at the event's trade show. The information and ideas gained at this event will help us to be more efficient in our risk management processes and practices.

This conference has grown significantly in just a few short years, with many of last year's attendees saying they wanted to come back this year. Attendance includes two-and-half days of learning and networking, best practice sharing, hands-on training, and an interactive environment where I can learn about risk control, safety, leadership, worker's compensation and employee benefits/human resources—just to name a few.

In attending the conference, I will have a unique opportunity to interact directly with public risk management experts including risk and insurance consultants, attorneys and thought leaders within the industry. This event is the most impactful way to gain a deeper understanding of how PRIMA can help us accomplish our organizations goals.

I can also share relevant information with key personnel throughout our entity.

Thank you for considering this request. I look forward to your reply.

Thank You,

Roland J. Tellier

Fire Marshal/Safety Committee Chairman



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Doris Hawkins, Halifax County Tax Collector

SUBJECT: Property Tax Releases - January 2020

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

Report will be provided after the month-end process is completed on the last business day of the month.

ATTACHMENTS:

Description

No Attachments Available

TOTAL COST:

COUNTY COST:

REQUEST: Approve the January 2020 property tax releases.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Doris Hawkins, Halifax County Tax Collector

SUBJECT: Report of 2019 Property Tax Liens and Request to Advertise

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

In accordance with N.C.G.S. 105-369(a) the Tax Collector is to report to the County Board of Commissioners on the first Monday in February the status of unpaid taxes for the current year that are liens on real property. In order to comply with the statute, "upon receipt of the report, the governing body must order the Tax Collector to advertise the tax liens."

The advertising of the tax liens shall be made during the period March 1 through June 30. The advertising of said liens has historically been accomplished during the month of April in one or more newspapers having general circulation in Halifax County.

The report will be provided after the January 2020 month-end is completed on the last day of the month.

ATTACHMENTS:

Description

- ▮ N.C.G.S. 105-369(a)

TOTAL COST:\$15,000

COUNTY COST:\$15,000

REQUEST: Obtain Board approval to advertise the property tax liens on real property for failure to pay taxes.

§ 105-369. Advertisement of tax liens on real property for failure to pay taxes.

(a) Report of Unpaid Taxes That Are Liens on Real Property. - In February of each year, the tax collector must report to the governing body the total amount of unpaid taxes for the current fiscal year that are liens on real property. A county tax collector's report is due the first Monday in February, and a municipal tax collector's report is due the second Monday in February. Upon receipt of the report, the governing body must order the tax collector to advertise the tax liens. For purposes of this section, district taxes collected by county tax collectors shall be regarded as county taxes and district taxes collected by municipal tax collectors shall be regarded as municipal taxes.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the County Manager

SUBJECT: Approval of Minutes

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find draft minutes for your review.

ATTACHMENTS:

Description

- ▢ November 7, 2019 Joint Special Meeting
- ▢ November 18, 2019 Regular Meeting

TOTAL COST:

COUNTY COST:

REQUEST: Approve the draft minutes.

**MINUTES
HALIFAX COUNTY
BOARD OF COMMISSIONERS
JOINT SPECIAL MEETING
NOVEMBER 7, 2019**

***Note to Reader:** Although the printed agenda document for this Board meeting is not part of these minutes, the agenda document provides background information on most all of the items discussed by the Board at this meeting. The Clerk to the Board maintains the agenda document in accordance with the laws of North Carolina. One may see a copy of the agenda for this meeting by contacting the Clerk to the Board.*

The Halifax County Board of Commissioners held a Joint Special Meeting on Thursday, November 7, 2019, at 6:00 P. M. in the Halifax Community College, Ervin V. Griffin, Sr. Centre, Weldon, North Carolina.

PRESENT: Honorable J. Rives Manning, Jr., Vice Chairman
Honorable Carolyn C. Johnson
Honorable Marcelle O. Smith
Honorable Vernon J. Bryant, Chairman
Honorable T. Patrick W. Qualls
Honorable Linda A. Brewer

OTHERS: Tony N. Brown, County Manager
M. Glynn Rollins, Jr., County Attorney
Cathy A. Scott, Economic Development Director
Mary W. Duncan, Finance Director
Renee Perry, Human Resources Management Director
Ian M. Bumgarner, Senior Management Analyst
Michelle F. Moseley, Paralegal
Mary Anderson-Faison, Deputy Clerk

ABSENT: Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the County Manager
Dia H. Denton, Deputy County Manager

Northampton County Board of Commissioners

PRESENT: Honorable Charles R. Tyner, Sr., Chairman
Honorable Geneva Riddick-Faulkner, Vice Chairman
Honorable Nicole J. Boone
Honorable Joyce V. Buffaloe
Honorable Kelvin M. Edwards

OTHERS: Charles M. Jackson, County Manager

A. Scott McKellar, County Attorney
Tanya Smallwood, Clerk to the Board

Call to Order

Chairman Tyner called the Northampton County Board of Commissioners Meeting to order. Chairman Bryant called the Halifax County Board of Commissioners Meeting to order.

Adoption of the Agenda

Commissioner Faulkner moved to approve the Northampton County Board of Commissioners Agenda as presented. Commissioner Boone seconded the motion, which passed unanimously by voice vote.

Conflict of Interest

There was no conflict of interest noted by any member of the Northampton County Board of Commissioners.

Adoption of the Agenda

Commissioner Qualls moved that with all members of the Halifax County Board of Commissioners present, the agenda pursuant to N. C. G. S. 153A-40(b), Rules two and five of the Halifax County Board of Commissioners, that the agenda be amended to add Item 3. N. C. G. S. §143-318.11(a) to discuss (3) Legal Matters. He further stated that the Board finds in good faith that it was essential to discuss or act on this additional item immediately. Commissioner Manning seconded the motion, which passed unanimously by voice vote.

Conflict of Interest

There were no conflicts of interest noted by any member of the Halifax County Board of Commissioners.

Notice of Special Meeting pursuant to N. C. G. S. §153A-40(b)

Chairman Bryant stated that the Special Meeting was called Pursuant to N. C. G. S. §153A-40(b). He inquired if each member of the Board had received a copy of the Notice of Special Meeting at least 48 hours prior to the time of the meeting. Each member of the Board responded that a copy of the Notice of Special Meeting was received at least 48 hours prior to the Special Meeting.

Moment of Silence and Pledge of Allegiance

After a moment of silence, the Pledge of Allegiance was then recited.

1. Open Discussion

Opening remarks were provided by Chairman Bryant and Chairman Tyner regarding the purpose of the joint meeting which was to discuss and collaborate on matters affecting Halifax County and Northampton County. Discussions were held regarding the following: The recent closing of Odom Correctional Institute which could provide an opportunity for a regional jail. Economic Development opportunities were identified such as the proposed Weldon Amtrak Station. Halifax County had built a very strong case for an Amtrak Station in Weldon that would serve Halifax County and Northampton County. Northampton County had partnered with the Roanoke Rapids Sanitary District to receive its wastewater which had enhanced its economic growth potential in its industrial park. An update was provided regarding the Halifax-Northampton Regional Airport. Further discussions were held regarding the successfulness and effectiveness of the Halifax Community College to enhance workforce development programs through public education and ways to collaborate and improve public education, technology, broadband, water, recreation, and health outcomes in Northampton County and Halifax County.

2. Northampton County Board of Commissioners Adjournment

Commissioner Edwards moved to adjourn the meeting of the Northampton County Board of Commissioners. Commissioner Boone seconded the motion, which passed unanimously by voice vote.

3. Closed Session

Commissioner Qualls moved that Closed Session be entered pursuant to N. C. G. S. §143-318.11(a) to discuss (3) Legal Matters. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Commissioner Smith moved to return to Regular Session. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

4. Adjournment

Commissioner Smith moved to adjourn the meeting of the Halifax County Board of Commissioners. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

Andrea H. Wiggins, MMC, NCCCC, Clerk to the Board
Halifax County Board of Commissioners

**MINUTES
HALIFAX COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
NOVEMBER 18, 2019**

***Note to Reader:** Although the printed agenda document for this Board meeting is not part of these minutes, the agenda document provides background information on most all of the items discussed by the Board at this meeting. The Clerk to the Board maintains the agenda document in accordance with the laws of North Carolina. One may see a copy of the agenda for this meeting by contacting the Clerk to the Board.*

The Halifax County Board of Commissioners held a Regular Meeting on Monday, November 18, 2019, at 5:30 P. M. in the Historic Courthouse, Halifax, North Carolina.

PRESENT: Honorable J. Rives Manning, Jr., Vice Chairman
Honorable Carolyn C. Johnson
Honorable Marcelle O. Smith
Honorable Vernon J. Bryant, Chairman
Honorable T. Patrick W. Qualls
Honorable Linda A. Brewer

OTHERS: Tony N. Brown, County Manager
Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the County Manager
M. Glynn Rollins, Jr., County Attorney
Cathy A. Scott, Economic Development Director
Dia H. Denton, Deputy County Manager
Mary W. Duncan, Finance Director
Renee Perry, Human Resources Management Director
Ian M. Bumgarner, Senior Management Analyst
Michelle F. Moseley, Paralegal

Call to Order

Chairman Bryant called the meeting to order.

Invocation and Pledge of Allegiance

Commissioner Johnson provided the invocation and the Pledge of Allegiance was then recited.

Adoption of the Agenda

Tony N. Brown, County Manager, requested the addition of Item 2C. 2020 Schedule of

Values and Item 3B. PCB Piezotronics Expansion Project Grant Agreements. Commissioner Qualls requested the addition of Item 3A. North Carolina Department of Transportation Study at Days Crossroads. Commissioner Smith requested the addition of Legal Matters under Item. 4 Closed Session.

Commissioner Smith moved to adopt the agenda as amended. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Conflict of Interest

There was no conflict of interest noted by any member of the Board.

1. Consent Agenda

Commissioner Qualls moved to approve the following consent agenda. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

A. Ertie Boyd Warren Sain Memorial Fund

Brenda Faithful, Library Director, requested that the Board approve the receipt of \$2,660 from the Ertie Boyd Warren Sain Memorial Fund.

B. State Library of North Carolina Continuing Education Scholarship Grant Application

Brenda Faithful, Library Director, requested that the Board approve the submission of the State Library of North Carolina Continuing Education Scholarship Grant application, the receipt of funds if awarded, and to authorize the appropriate staff to execute the documents.

2. Agenda Items

A. Animal Welfare Ordinance Amendments

Bruce Robistow, Public Health Services Director, addressed the Board and reviewed the amendment to the Animal Welfare Ordinance as recommended by the Board. It was requested that the Board adopt the resolution to amend Article I, Chapter 14, of the Halifax County Code of Ordinances entitled Animals, effective January 1, 2020.

Commissioner Smith moved to adopt the resolution to amend Article I, Chapter 14, of the Halifax County Code of Ordinances entitled Animals, effective January 1, 2020. Commissioner Brewer seconded the motion.

The votes were as follows:

Commissioner Manning	No
Commissioner Johnson	Aye

Commissioner Smith	Aye
Commissioner Bryant	Aye
Commissioner Qualls	Aye
Commissioner Brewer	Aye

M. Glynn Rollins, Jr., County Attorney, advised that this matter would be placed on the agenda of the December 2, 2019 Regular Meeting.

B. JBB Packaging, LLC, Rail Spur Contract

Cathy A. Scott, Economic Development Director, addressed the Board and requested that the contract award for the JBB Packaging, LLC, Rail Spur Contract be awarded to STX Corporation in the amount of \$529,220. A copy of the bid tabulation and letter of recommendation was provided for the Board's review. The funding for the project was from the North Carolina Railroad in the amount of \$400,000 and the North Carolina Department of Transportation in the amount of \$200,000 for a total amount of \$600,000. The County had an executed contract with CivilSmith, LLC, for engineering, design, and construction administration/observation in the amount of \$74,260, resulting in a potential \$3,480 shortfall in total project funding. JBB Packaging, LLC, had agreed to cover the anticipated shortfall and provided a letter of commitment to the County prior to the October 21, 2019 Regular Meeting. She advised that the amended Grant Project Ordinance for JBB Packaging, LLC, Rail Spur Project would be presented for adoption during the December 2, 2019 Regular Meeting.

Commissioner Qualls moved to approve that the JBB Packaging, LLC, Rail Spur Contract be awarded to STX Corporation in the amount of \$529,220. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

C. 2020 Schedule of Values

C. Shane Lynch, County Assessor, addressed the Board stating that during the November 4, 2019 Regular Meeting a public hearing was held regarding the 2020 Schedule of Values. It was requested that the Board approve the 2020 Schedule of Values.

Commissioner Brewer moved to approve the 2020 Schedule of Values. Commissioner Bryant seconded the motion, which passed unanimously by voice vote.

3. Other Business

A. North Carolina Department of Transportation Study at Days Crossroads

Commissioner Qualls addressed the Board regarding Days Crossroads, North Carolina Highway 125 and Aurelian Springs Road, and the two consecutive automobile accidents with one of those accidents resulting in fatalities. He advised that anytime there was an automobile accident that included fatalities, the North Carolina Department of Transportation was required to conduct a traffic study. A preliminary traffic study had been completed and there would be some changes to the traffic pattern that may result in a four-way stop. The North Carolina Department of

Transportation was requesting support from the Board before moving forward with an additional traffic study.

Commissioner Qualls moved to approve that the North Carolina Department of Transportation be allowed to complete a traffic study regarding Days Crossroads and to further support the findings of the traffic study to include a four-way stop if necessary. Commissioner Johnson seconded the motion, which passed unanimously by voice vote.

B. PCB Piezotronics Expansion Project Grant Agreements

Cathy A. Scott, Economic Development Director, requested that the Board approve the receipt of the Golden LEAF Economic Catalyst Grant in the amount of \$535,000 and Rural Economic Development Building Reuse Grant funding in the amount of \$500,000. The grant funds were part of the financing for the expansion of the Halifax Industrial Building to support the PCB Piezotronics Expansion Project.

Commissioner Johnson moved to approve the receipt of the Golden LEAF Economic Catalyst Grant in the amount of \$535,000 and Rural Economic Development Building Reuse Grant funding in the amount of \$500,000. Commissioner Smith seconded the motion, which passed unanimously by voice vote.

4. Closed Session

Commissioner Johnson moved that Closed Session be entered pursuant to N. C. G. S. §143-318.11(a) to discuss (3) Legal Matters. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Commissioner Manning moved to return to Regular Session. Commissioner Qualls seconded the motion, which passed unanimously by voice vote.

5. Adjourn until the December 2, 2019 Organizational Meeting

Commissioner Qualls moved to adjourn the meeting until the December 2, 2019 Organizational Meeting. Commissioner Brewer seconded the motion, which passed unanimously by voice vote.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

Andrea H. Wiggins, MMC, NCCCC, Clerk to the Board
Halifax County Board of Commissioners



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Mary W. Duncan, Finance Director

SUBJECT: Budget Amendments

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached are copies of the budget amendments which transfer amounts from one fund to another, increase or decrease funds from an outside funding source or establish new budgets not set up in the original FY 17 Budget Adoption.

ATTACHMENTS:

Description

- ▢ BA Coversheet 2-3-20
- ▢ BA List 2-3-20

TOTAL COST:

COUNTY COST:

REQUEST: Approve budget amendments

Budget Amendments**Fiscal Year 19 - 20****February 3, 2020**

1	Sheriff - Budget insurance reimbursement proceeds for a deer collision	\$ 2,517.64
2	Library - Budget State E-Rate reimbursement for telephone/internet expenses	6,356.80
3	Central Communications - Budget transfer from General Fund for employee Christmas Bonus and fringes	1,960.14
4	Health - Budget transfer from General Fund for employee Christmas Bonus and fringes	5,995.62
5	DSS - Budget transfer from General Fund for employee Christmas Bonus and fringes	18,620.98
6	DSS - Budget additional revenue from Donations for Miscellaneous Revenue under Fees & Refunds	500.00
7	DSS - Budget additional CRISIS distribution per Funding Authorization #4 dated 12-31-19	57,000.00
8	DSS - Budget additional revenue for LIEAP per Funding Authorization #2 dated 1-13-20	23,500.00
9	EMS - Budget transfer from General Fund for employee Christmas Bonus and fringes	7,552.22
10	EMS - Budget insurance reimbursement proceeds for a not-at-fault MVA	5,378.56
11	EMS - Budget insurance reimbursement proceeds for a not-at-fault MVA	38,516.67
12	Jail Expansion Project - Transfer fund from project Contingency for architect reimbursables	335.96
13	Public Utilities - Water Division - Budget Fund Balance for employee Christmas Bonus and fringes	1,787.16
14	Public Utilities - Solid Waste Division - Budget Fund Balance for employee Christmas Bonus and fringes	1,210.76

Approved: February 3, 2020

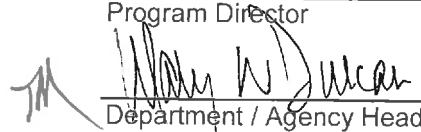
Vernon J. Bryant
Chairman

BUDGET AMENDMENT

Account Number / Name	Debit	Credit	Explanation
110-9205-5353-00 / Maint & Rep-Auto & Tks	2,517.64		Sheriff / Jail
110-4410-4839-97 / Insurance Claims Reimb		2,517.64	To budget insurance claims reimbursement for a deer collision
TOTALS	2,517.64	2,517.64	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation	
Human Resources Director	Date

Program Director	Date
	1-8-10
Department / Agency Head	Date

County Manager or Deputy County Manager or County Commissioner Chairman	Date
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BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
110-9700-5352-00 / Maint & Rep Equip	6,356.80		Library
110-4611-4840-00 / E-Rate Reimbursement		6,356.80	Budget e-rate reimbursement
TOTALS	6,356.80	6,356.80	

* To **increase** a **revenue** line item, you credit - to decrease, you debit

* To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director

Date

revised 5/14/08

Program Director

Date

Department / Agency Head

Date

County Manager or

Date

Deputy County Manager or

County Commissioner Chairman

FIN BA 01

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
121-5335-5395-08 Emp Reward Compensation	1,960.14		CENTRAL COMMUNICATIONS
121-4438-4986-80 T/F from Gen Fund-Emp Rew		1,960.14	TRANSFER FUNDS FROM GENERAL FUND FOR EMPLOYEE BONUS/FRINGES
TOTALS	1,960.14	1,960.14	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation	
Human Resources Director	Date



Program Director	Date
<i>Walter W. Duncan</i>	1-2-20
Department / Agency Head	Date
<i>Wes</i>	
County Manager or Deputy County Manager or County Commissioner Chairman	Date

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
124-6110-5395-08 Emp Reward Compensation	5,995.62		HEALTH DEPARTMENT
124-4410-4986-80 T/F from Gen Fund-Emp Rew		5,995.62	TRANSFER FROM GENERAL FUND FOR EMPLOYEE BONUS/FRINGES
TOTALS	5,995.62	5,995.62	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation	
Human Resources Director	Date

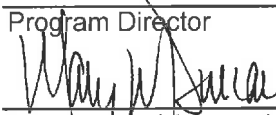

Program Director	Date
	1-2-20
Department / Agency Head	Date
	
County Manager or Deputy County Manager or County Commissioner Chairman	Date

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
125-6310-5395-08 Emp Reward Compensation	18,620.98		DSS
125-4531-4986-80 T/F from Gen Fund-Emp Rew		18,620.98	TRANSFER FROM GENERAL FUND FOR EMPLOYEE BONUS/FRINGES
TOTALS	18,620.98	18,620.98	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation	
Human Resources Director	Date

Program Director	Date
	1-2-20
Department / Agency Head	Date
	
County Manager or Deputy County Manager or County Commissioner Chairman	Date

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
125-6311- 5499-05 Miscellaneous Expense	500.00		DSS
125-4531-4839-03 Miscellaneous Revenue		500.00	Transfer donated funds to the appropriate expense line
TOTALS	500.00	500.00	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director Date


 Sherronda L. Edwards 1/14/2020
 Program Director Date

 Dona A. Carter 1/14/2020
 Department / Agency Head

County Manager or
 Deputy County Manager or
 County Commissioner Chairman

Date
FIN BA 01

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
			DSS
125-4531-4210-26 DSS CRISIS Program		57,000.00	Adjust to actual for client distribution per reallocation FA # 4 effective 12/31/2019
125-6480-5481-00 CRISIS Intervention	57,000.00		
TOTALS	57,000.00	57,000.00	

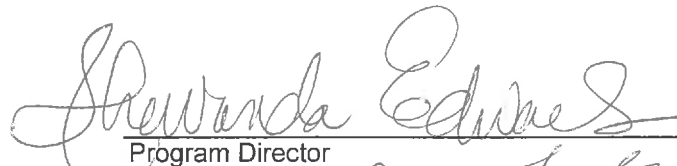
* To **increase** a **revenue** line item, you credit - to decrease, you debit


* To **increase** an **expense** line item, you debit - to decrease, you credit


Approval for Performance Compensation

Human Resources Director

Date

 1/2/2020
Program Director

 1/2/2020
Department / Agency Head Date


County Manager or
Deputy County Manager or
County Commissioner Chairman

Date

FIN BA 01

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
			DSS
125-4547-4211-00 DSS LIEAP Program		23,500.00	Adjust to actual for client distribution per reallocation FA # 2 effective 1/13/2020
125-6475-5481-04 LIEAP program	23,500.00		
TOTALS	23,500.00	23,500.00	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation	
Human Resources Director	Date

<i>Shevonda LeDugue</i>	1/13/2020
Program Director	
<i>Dana A. Carter</i>	1/13/2020
Department / Agency Head	Date
<i>W</i>	
County Manager or Deputy County Manager or County Commissioner Chairman	Date

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
130-5336-5395-08 Rmp Reward Compensation	7,552.22		EMS
130-4439-4986-80 T/F from Gen Fund-Emp Rew		7,552.22	TRANSFER FUNDS FROM GENERAL FUND FOR EMPLOYEE BONUS/FRINGES
TOTALS	7,552.22	7,552.22	

* To **increase** a **revenue** line item, you credit - to decrease, you debit

* To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director _____ Date _____

Program Director

Date

Department / Agency Head

Date

County Manager or
Deputy County Manager or
County Commissioner Chairman

Date

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
130-9800-5695-00 / Maint & Rep-Vehicles	5,378.56		EMS
130-4439-4839-97 / Insurance Claims Reimb		5,378.56	To budget insurance claims reimbursement for a not at fault accident (struck by another vehicle)
TOTALS	5,378.56	5,378.56	

* To **increase** a **revenue** line item, you credit - to decrease, you debit

* To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director

Date

Program Director

Date

Department / Agency Head

Date

County Manager or

Deputy County Manager or

County Commissioner Chairman

Date

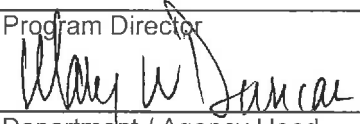
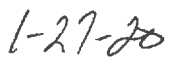
BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
130-9800-5550-00 / Inventory Equipment	38,516.67		EMS
130-4439-4839-97 / Insurance Claims Reimb		38,516.67	To budget insurance claims reimbursement for a not at fault accident (struck by another vehicle)
TOTALS	38,516.67	38,516.67	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
 * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director Date

Program Director	Date
	
Department / Agency Head	Date

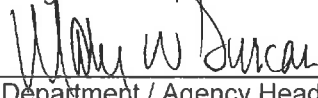
County Manager or Deputy County Manager or County Commissioner Chairman	Date
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BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
484-7161-5693-68 Architect/Reimbursables	335.96		JAIL EXPANSION PROJECT
484-7161-5412-09 Contingency		335.96	TRANSFER FUNDS TO COVER ARCHITECT/REIMBURSABLES
TOTALS	335.96	335.96	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation	
Human Resources Director	Date

Program Director	Date
	1-28-20
Department / Agency Head	Date

County Manager or Deputy County Manager or County Commissioner Chairman	Date
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BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
664-8110-5395-08 Emp Reward Compensation	1,787.16		PUBLIC UTILITIES-WATER
664-4711-4991-00 Fund Balance		1,787.16	APPROPRIATE FUNDS FOR EMPLOYEE BONUS/FRINGES
TOTALS	1,787.16	1,787.16	

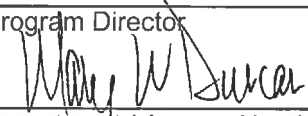
- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director


Date

Program Director



Date

Department / Agency Head



Date

County Manager or
Deputy County Manager or
County Commissioner Chairman

Date

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
666-8402-5395-08 Emp Reward Compensation	980.16		PUBLIC UTILITIES-SOLID WASTE
666-8410-5395-08 Emp Reward Compensation	230.60		APPROPRIATE FUNDS FOR EMPLOYEE BONUS/FRINGES
666-4740-4991-00 Fund Balance		1,210.76	
TOTALS	1,210.76	1,210.76	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation	
Human Resources Director	Date

Program Director	Date
<i>[Signature]</i>	1-2-20
Department / Agency Head	Date
County Manager or Deputy County Manager or County Commissioner Chairman	Date

WC



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: C. Renee Perry, HRM Director

SUBJECT: Retirement Resolution - Darlene P. Whitby - Social Services

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

Please present and adopt the Retirement Resolution for Darlene P. Whitby - Social Services

ATTACHMENTS:

Description

- ▢ Retirement Resolution - Darlene P. Whitby - Social Services

TOTAL COST:

COUNTY COST:

REQUEST: Retirement Resolution - Darlene P. Whitby - Social Services

Resolution

✧ **WHEREAS, DARLENE P. WHITBY**, decided to retire as a Child Support Supervisor III with the Halifax County Department of Social Services effective January Thirty-First of the Year Two Thousand and Twenty; and

✧ **WHEREAS**, she has spent Twenty six years with local government; Darlene has also served in many positions of honor in the community and State, as well as being a dedicated public servant to the citizens of Halifax County.

✧ **NOW THEREFORE BE IT RESOLVED** that on this day, Monday, February Third of the Year Two Thousand and Twenty, the Halifax County Board of Commissioners did honor Darlene P. Whitby with formal adoption of this resolution, to be recorded in the minutes of the meeting of this day.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:

Andrea H. Wiggins
Clerk to the Board



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Mary Anderson-Faison, Deputy Clerk

SUBJECT: Public Comment Period

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find the Public Comment Period Statement.

ATTACHMENTS:

Description

Public Comment Period Statement

TOTAL COST:

COUNTY COST:

REQUEST:



OPENING STATEMENT PUBLIC COMMENT PERIOD

As required by G.S. 153A-52.1, the Halifax County Board of Commissioners provides a public comment period once a month as an item of business on its regular meeting agenda. Now is the scheduled time for the public comment period.

When I call your name, please come to the podium, state your name and address, and begin speaking. You will have three minutes to address the board. If you have documents that you want to give to the board, please hand those out before going to the podium.

I will not go over the rules for the public comment period because they were posted by the door of this room. By signing up to speak, you have acknowledged that you are familiar with the rules and that you will abide by them.

We will do our best to hear from everyone who has signed up to speak, but if we are unable to accommodate everyone in the time allotted, you will be invited to speak during our next public comment period, at which time you will be given priority without having to sign up again.

We appreciate your interest in Halifax County government, and we look forward to hearing from you.

At this time, I invite our first speaker to come to the podium and give us your remarks.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Chris D. Rountree, Planning and Development Director

PRESENTER: Chris D. Rountree, Planning and Development Director

SUBJECT: Proposed Zoning Map Amendment Request

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

1. The applicant James A. Carlisle, II has requested that a portion of tax parcel #09-04276 (1.83 acres) be rezoned from RA - Residential / Agriculture to HB - Highway Business.
2. The property has approximately 270 ft of road frontage along US Hwy 158.
3. The rezoning to the HB - Highway Business district will allow for a wider range of highway-orientated business uses.
4. The Halifax County Planning Board met on November 20, 2019 and unanimously recommended approval of the proposed zoning map amendment changes.

ATTACHMENTS:

Description

- ▢ Public Hearing Opening Statement
- ▢ Notice of Public Hearing
- ▢ BOC memo - Zoning map amendment request #2019-02
- ▢ Resolution - Amend Zoning Map - Hockaday

TOTAL COST:0

COUNTY COST:0

REQUEST: Request the Board approve the zoning map amendment to change the zoning classification from RA - Residential / Agriculture to HB - Highway Business district.



OPENING STATEMENT PUBLIC HEARING

Public hearings are held for the purpose of receiving comments from the public regarding a specific subject. Those persons desiring to speak will give their name, their physical address, their phone number and the name of the organization they are speaking for, if applicable. We request that each speaker limit their comments solely to the issue at hand and not direct comments toward specific individuals. In the interest of time, please do not repeat facts or issues covered by previous speakers.

If you wish to comment, you should express your opinion on the subject matter and give the Board an understanding of whether you favor, or oppose, the issue being discussed.

The Board of Commissioners values and appreciates the opportunity to listen to the citizens of Halifax County and respectfully requests that the above guidelines be followed.

NOTICE OF PUBLIC HEARING

The Halifax County Board of Commissioners will hold a public hearing on February 3, 2020 at 9:30a.m. in the Commissioners' Meeting Room located on the second floor of the Historic Courthouse in Halifax, North Carolina, concerning the following matter:

Proposed Zoning Map Amendment - Rezoning Request # 2019-02, James A. Carlisle, II, proposes to rezone the remaining 1.83± acres of tax parcel # 09-04276 from a RA – Residential / Agricultural district to a HB-Highway Business district. The property is identified as Hockaday Funeral & Cremation Service, 507 Hwy 158, Roanoke Rapids, NC. The area for the proposed rezoning is located in the Roanoke Rapids Township.

A copy of the proposed rezoning map amendment can be obtained by contacting the Halifax County Planning and Development office at (252) 583-1082.

All persons interested in this matter are encouraged to attend the public hearing to express their views. The County of Halifax will provide reasonable accommodation and service for any qualified disabled person who wishes to attend the Public Hearing. To request such accommodations please contact Chris D. Rountree, Planning Director, at (252) 583-1082 three (3) days prior to the public hearing.

JANUARY 22, 29, 2020



Halifax County Planning & Development Services

PO Box 69 - 15 W. Pittsylvania Street, Halifax, NC 27839

(252) 583-1082 Planning & Zoning

(252) 583-4891 Building Inspections

(252) 583-2288 E911 Addressing

(252) 583-2735 Fax

TO: Halifax County Board of Commissioners

FROM: Chris D. Rountree, Director *CDR*

DATE: January 15, 2020

SUBJECT: Rezoning Request #2019-02 - **Meeting Date 2-3-2020**

ITEM

Rezoning Request #2019-02, James A. Carlisle, II, proposes to rezone the remaining 1.83± acres of tax parcel # 09-04276 from a RA – Residential / Agricultural district to a HB-Highway Business district. The property is identified as Hockaday Funeral & Cremation Service, 507 Hwy 158, Roanoke Rapids, NC. The area for the proposed rezoning is located in the Roanoke Rapids Township.

GENERAL INFORMATION:

Applicant:	James A. Carlisle, II
Address:	507 Hwy 158 Roanoke Rapids, NC 27870
Owner:	Carlotta, LLC
Address:	507 Hwy 158 Roanoke Rapids, NC 27870
Proposed District:	HB – Highway Business
Existing Zoning & Land Use:	
North:	RA (Residential/Agriculture)/ Dwelling
South:	RA (Residential/Agricultural)/ Timber
East:	B4 (Residential/Agricultural)/ Vacant
West:	RA(Residential/Agricultural)/ Dwelling
Applicable Regulations	Halifax County Zoning Regulations

COMMENTS

The applicant is requesting to rezone the remaining 1.83 acres of the 2.83-acre tract to HB – Highway Business in order to have the entire lot zoned commercial. Currently, the Funeral Home building and the majority of the parking lot are zoned HB(1 acre) and has been this classification for many years. A zoning designation of this type (HB) allows for a range of highway-oriented businesses. The property has close to 270 ft of road frontage along Hwy 158. This parcel is adjacent to business zoned property-(B-4) on the eastern side (City of Roanoke Rapids zoning).

PLANNING STAFF RECOMMENDATION

Staff recommends approval of the rezoning application. The Comprehensive Development Plan for Halifax County shows the proposed area for rezoning is within the US 158 Economic Development Area on the Growth Strategy Map, which is an area for potential commercial development.

This request for rezoning is consistent with these policies of the Comprehensive Development Plan.

Policy PC -1: Coordinated inter-governmental planning for economic development, land use and development, transportation and centralized water / sewer services shall be among Halifax County's highest priority concerns.

Policy ED-1: Economic development shall be the number one priority for policies and actions of Halifax County.

HALIFAX COUNTY
REZONING APPLICATION

\$175.00

RECEIPT # 14392

Application No.: 2019-02

Date: 9/26/2019

Applicant: JAMES A. CARLISLE II

Tele. No.: 252-537-6144
252-536-1465 CELL

Address: 507 Hwy 158, ROANOKE RAPIDS NC 27870

Owner: CARLISLE, LLC, JAMES A. CARLISLE, II, MEMBER + MANAGER, LORA M. CARLISLE, MEMBER +

Address: 507 Hwy 158, ROANOKE RAPIDS, NC 27870 MANAGER

Location of

Property: 507 Hwy 158, ROANOKE RAPIDS, NC 27870

Current Zoning District: HB-1.0 ACRE/RA-1.83 ACRES Requested Zoning: REZONE REMAINING 1.83+ ACRES
Township: ROANOKE RAPIDS To HB

Acreage of Area Proposed for Rezoning: 1.83+ ACRES

Please provide the PIN (Parcel ID Number) for each parcel wholly or partially included in the proposed change, a map of the property (either tax or surveyed map) and a description of the boundaries (deed). 0904276

Are you the sole property owner of the property requested for zoning classification change? No, CARLISLE, LLC
If not, are you the owner of one or more of the parcels requested for rezoning? Yes

Notice of Hearing: All property owners within 300 feet of the perimeter of the property must be notified by first class mail. Please provide a list of all such property owners as listed in the Halifax County Tax Department with current mailing addresses, township, map number and parcel number.

I, JAMES A. CARLISLE II, hereby petition the Halifax County Board of Commissioners for a Zoning Classification change of the above listed parcels as classified in the Halifax County Zoning Ordinance. I understand that if greater than 25% of the proposed parcels' property owners object to the request the petition will not be forwarded to the County Commissioners. Property owners will have the opportunity to comment on the request by mail and/or at the Public Meeting held by the Planning Board at least 10 days prior to the County Commissioners meeting.

J. A. Carlisle II
Applicant's Signature

9/26/19
Date

COMBINED FACTOR 1.0000893
 S 76°30' E 581.06' (GRTD)
 S 81.01' (GROUND)

U.S. # 158 (100' R/W)

N.I.R.
 NAD 1983
 N = 983,003.78
 E = 2,388,736.31

TO ROADWAY RAPIDS >
 R/W

CONTROL
 CORNER



2.83 ACRES ±

STORAGE
 BUILDINGS

LEONARD HICKADAY
 D.B. 623, PG. 276
 D.B. 623, PG. 277

ROY LEE FERRELL, JR.
 D.B. 1435, PG. 162



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A RESOLUTION TO AMEND
THE OFFICIAL ZONING MAP OF HALIFAX COUNTY

(Hockaday Funeral Home property Rezoned from RA District to HB District)

WHEREAS, on February 3, 2020, James A. Carlisle, II petitioned the Halifax County Board of Commissioners, regarding a proposed amendment to the Official Zoning Map of Halifax County, wherein he proposed that the following property be rezoned from Residential-Agricultural (RA) District to Highway Business (HB) District, to wit: that certain real property located in Roanoke Rapids Township, Halifax County, North Carolina, and for purposes of identification and description designated in the county tax records as follows: a portion of Tax Parcel Number 0904276, consisting of 1.83 acres, more or less; and

WHEREAS, this proposal was submitted to the Halifax County Planning Board for review and recommendation as required by GS 153A-344, GS 153A-341, and Section 902.01 of the county zoning ordinance; and

WHEREAS, the Planning Board conducted its review at its regular meeting on November 20, 2019, and by unanimous vote has recommended the adoption of the proposed amendment; and

WHEREAS, pursuant to GS 153A-323(a) and Section 900 of the county zoning ordinance, a public hearing was held by the Halifax County Board of Commissioners regarding the proposed amendment at its regular meeting on Monday, February 3, 2020, at 9:30 a.m. after notice of the public hearing had published in the manner required by said statute and ordinance, delivered by first class mail to those persons or entities entitled to notice under GS 153A-343(a), and posted on the Property as required by GS 153A-343(d);

WHEREAS, the proposed rezoning is consistent with the following policies of the Halifax County Comprehensive Development Plan, to wit: Policy PC-1 and Policy ED-1; and

WHEREAS, the Board of Commissioners has fully considered all of the permissible uses of property within the Highway Business (HB) District, and finds that such uses are compatible with the areas surrounding the proposed HB District;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Official Zoning Map of Halifax County be and hereby is amended by changing the designated use district (zoning district) of the land within the boundary of the Property as described above from Residential-Agricultural (RA) District to Highway Business (HB) District.

Adopted this 3rd day of February, 2020.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:

Andrea H. Wiggins, MMC



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: M. Glynn Rollins, Jr., County Attorney

PRESENTER: M. Glynn Rollins, Jr., County Attorney

SUBJECT: Proposed Installment Financing of Expansion of a County Industrial Building

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

The Board of Commissioners is considering an installment financing contract in an amount not to exceed \$1,000,000 to finance a portion of the construction of a 25,000 sq. ft. expansion of an industrial building owned by the County and leased to PCB Piezotronics of North Carolina, Inc. This property is located at 10869 NC Hwy 903, Halifax, NC. The financing will involve the execution and delivery of such security instruments (deed of trust, security agreement, fixture filings, etc.) related to the County's fee simple interest in the Property as may be required by the entity providing the funds to the County under the installment financing contract. Pursuant to GS 160A-20, the Board must conduct a public hearing concerning the proposed financing.

ATTACHMENTS:

Description

- ▢ Public Hearing Opening Statement
- ▢ Notice of Public Hearing

TOTAL COST:TBD

COUNTY COST:TBD

REQUEST: Conduct a public hearing on the proposed installment financing to facilitate the construction of a 25,000 sq. ft. expansion of the county industrial building now leased to PCB Piezotronics of North Carolina, Inc.



OPENING STATEMENT PUBLIC HEARING

Public hearings are held for the purpose of receiving comments from the public regarding a specific subject. Those persons desiring to speak will give their name, their physical address, their phone number and the name of the organization they are speaking for, if applicable. We request that each speaker limit their comments solely to the issue at hand and not direct comments toward specific individuals. In the interest of time, please do not repeat facts or issues covered by previous speakers.

If you wish to comment, you should express your opinion on the subject matter and give the Board an understanding of whether you favor, or oppose, the issue being discussed.

The Board of Commissioners values and appreciates the opportunity to listen to the citizens of Halifax County and respectfully requests that the above guidelines be followed.

NOTICE OF PUBLIC HEARING

The Board of Commissioners (the “*Board*”) of the County of Halifax, North Carolina (the “*County*”) is considering (1) entering into an installment financing contract in an amount not to exceed \$1,000,000 (the “*Contract*”) to finance a portion of the construction of an expansion of an industrial building owned by the County and leased to PCB Piezotronics of North Carolina, Inc. (the “*Project*”) and (2) executing and delivering a deed of trust, security agreement and fixture filing (the “*Deed of Trust*”) related to the County’s fee simple interest in the Project, together with the improvements thereon (collectively, the “*Mortgaged Property*”), as may be required by the entity providing the funds to the County under the Contract. The Project is located at 10869 N.C. Highway 903, Halifax, North Carolina.

The Contract and the Deed of Trust permit the County to enter into amendments to finance additional projects using the Mortgaged Property as collateral and to refinance projects, and the County may or may not grant additional collateral in connection with such amendments. On the County’s payment of all installment payments due under the Contract, the Deed of Trust and any lien created thereunder would terminate and the County’s title to the Mortgaged Property would be unencumbered.

NOTICE IS HEREBY GIVEN, pursuant to Section 160A-20 of the General Statutes of North Carolina, that on February 3, 2020 at 9:30 a.m. in the Historic Courthouse, 10 North King Street, Halifax, North Carolina, a public hearing will be conducted concerning the approval of the execution, delivery and performance of the Contract and the Deed of Trust and the Project to be financed thereby. All interested parties are invited to present comments at the public hearing regarding the execution, delivery and performance of the Contract and the Deed of Trust and the Project to be financed thereby.

/s/ Andrea H. Wiggins
Clerk to the Board of Commissioners
County of Halifax, North Carolina

Published: January 23, 2020



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Sherry Herzing, 911 Community Task Force

PRESENTER: Sherry Herzing, 911 Community Task Force

SUBJECT: Lake Gaston Community Task Force

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

Presentation is to educate the public in order to save lives and aid in improving 911 operations in the 5 counties surrounding Lake Gaston.

ATTACHMENTS:

Description

▣ 911 Presentation

TOTAL COST:

COUNTY COST:

REQUEST: N/A



**COMMUNITY
TASK
FORCE**



***Raising
Awareness
to Save Lives***



BACKGROUND

WHY THE LKG 911 COMMUNITY TASK FORCE WAS FORMED

- **Sherry Herzing lost her husband, Bob, when he suffered a heart attack in August 2018.**
- **Rescuers arrived too late to save him because -**
 - 911 Cell phone calls were going to the wrong county
 - 911 Centers could not transfer the call to the correct county
 - 911 Center instead gave a 10 digit number to the people performing CPR to call Brunswick County – Impossible!
 - Neighbors called 911 from their landline before their location could be determined



LKG 911 COMMUNITY TASK FORCE MISSION

**To Educate the Public in
Order to Save Lives &
Aid in Improving 911
Operations in the 5
Counties Surrounding
Lake Gaston.**

LKG SURROUNDING COUNTIES

Brunswick County

Halifax County

Mecklenburg County

Northampton County

Warren County



WHAT DO YOU NEED TO KNOW

Cell Phones Don't Work Like Landlines When Calling 911

&

**First Responders Can't *HELP* You
If They Can't *FIND* You!**



WHAT'S THE PROBLEM WITH CELL PHONES?

Brunswick County Sheriff B.K. Roberts made 24 calls from his cellphone to 911 from around his County and this is what happened...





WHAT'S THE PROBLEM WITH CELL PHONES?

Of the 24 calls made:

- ✓ **Only 4 calls went to Brunswick's 911 call center!**
- ✓ 1 call never went through
- ✓ 1 call went to Colorado!
- ✓ **7 went to Northampton county**
- ✓ **11 went to Warren county**





WHAT'S THE PROBLEM WITH CELL PHONES (Cont.)?

Do you know if your phone is a landline?

- Some people have Magic-Jack, or Voice Over Internet Protocol (VOIP) phones
- These work much like cellphones and result in the same problems!



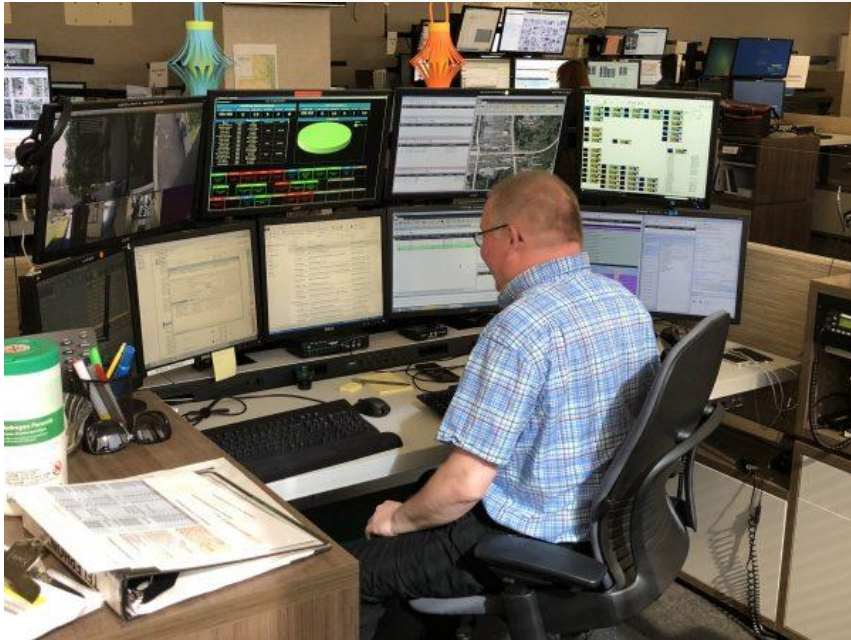
WHAT'S THE PROBLEM WITH CELL PHONES (Cont.)?

- Some cell phones now provide a means for registering your 911 address with your cell phone number.
- If you are unsure whether you can use this updated feature, please contact your cell phone carrier.





BE PREPARED FOR AN EMERGENCY!



ALWAYS CALL 911 FIRST!

**BUT WHAT IF CALLING 911
DOESN'T CONNECT ME TO THE
CORRECT COUNTY???**

In the event that your cell phone call gets misdirected, each County's 911 Operations Center has an alternate phone number to call.



BE PREPARED FOR AN EMERGENCY!

ALWAYS CALL 911 FIRST!

SAVE THESE NUMBERS INTO YOUR CELL PHONE

COUNTY	ALTERNATE 911 PHONE #
Brunswick County	434-848-3133
Halifax County	252-583-7051
Mecklenburg County	434-738-6191
Northampton County	252-574-1041
Warren County	252-257-3456



**BE PREPARED FOR AN
EMERGENCY!**

CALL 911 FROM A LANDLINE  WHENEVER POSSIBLE!

911 DISPATCHERS NEED THE FOLLOWING INFO:

- **Your Location (We have a resource to help you with this!)**
- **Nature of the Emergency**
- **Remain Calm**
- **Stay on the line!**
- **Send someone out to meet the First Responders at your driveway entrance**



**BE PREPARED FOR
AN EMERGENCY!
911 HELP CARDS ARE
AVAILABLE**

911 HELP

WHENEVER POSSIBLE PLACE 911 CALLS FROM A LANDLINE

Street Address: _____

City: _____

State: _____ County: _____

Call Back #: _____

Subdivision: _____

(note: some subdivisions cross state lines so be specific)

Nearest major roads/intersections/landmarks

Alternate 911 Number: _____

Medically Trained Neighbors: _____

Nearest Defibrillator: _____

Emergency Kit Location: _____

Fire Extinguisher: _____

Emergency Contacts: (Name, Phone, Relationship)

#1 _____

#2 _____



BE PREPARED FOR AN EMERGENCY!

**ENSURE 911 HELP CARDS ARE VISIBLY
DISPLAYED FOR ALL:**

FAMILY MEMBERS 
GUESTS 
RENTERS 

AT HOME  & AT YOUR BOAT HOUSE 



**THEY CAN'T HELP YOU IF THEY
CAN'T FIND YOU!**

PURCHASE:

REFLECTIVE HOUSE NUMBERS

- Numbers should be 3-4 inches high
- Placed on both sides of your mailbox or on a sign post next to your driveway
- Numbers should be placed 4 to 7 feet off the ground for headlights to hit at night





BE PREPARED FOR AN EMERGENCY!

**Make a list of neighbors who have
experience in -**

- Being First Responders (Police, Fire, EMS)
- First Aid or Medical backgrounds
- Attend CPR, AED and/or First Aid classes



BE A SURVIVOR, NOT A STATISTIC!



**BE PREPARED FOR AN EMERGENCY
KNOW CPR and How to Use an AED!**

CPR – Cardiopulmonary Resuscitation

An emergency lifesaving procedure performed when the heart stops beating. Immediate CPR can double or triple chances of survival after cardiac arrest.

AED - Automated external defibrillator

A portable electronic device that automatically diagnoses the life-threatening abnormal heart beats, and is able to treat them through defibrillation



BE PREPARED FOR AN EMERGENCY!

PURCHASE:

Flashing Emergency Lights:



Ace Hardware — Smart bulb for emergency flashing strobe

Amazon — Seco-Larm clear Security Strobe Light



Automatic External Defibrillator (AED):



American AED - Purchase online at AmericanAED.Com or call 800-884-6480.



TASK FORCE ACCOMPLISHMENTS

Educating the public on how to be better prepared for an emergency through -

- **Providing 911 Help Resource Packets**
✓ Over 1,100 have been distributed!
- **Providing information on reflective address signs**
- **Presenting information at HOA meetings**
✓ 45 HOA presentations!
- **Handing out information at events around the lake, as well as direct person to person contact**



TASK FORCE ACCOMPLISHMENTS

- For the first time, the 5 county's 911 Emergency Services have come together!
 - ✓ *All five counties now talk to each other!*
- We are learning from Maryland 911 officials who deal with similar cell towers problems on the Chesapeake Bay.



TASK FORCE ACCOMPLISHMENTS

We have the support of several community organizations including:

- Duke Energy Renewables
- Lions Club
- Lake Gaston Ladies Club
- Lake Gaston Chamber of Commerce
- Lake Gaston Realtors
- Lake Gaston Association (LGA)
- South Hill Rotary Club

NC & VA Delegates and Senators are hearing about the problems of the 911 system in our rural counties and are offering assistance



OTHER INITIATIVES TO IMPROVE 911 RESPONSE TIMES

THE TASK FORCE CONTINUES TO -

- **Educate the public on how to be better prepared for an emergency**
- **Work closely with all 5 Counties to provide resources including a Lake Map, which will include buoy markers**
- **Working with first responders, dive teams and others to identify boat launch sites on the Lake Map**



LKG 911 COMMUNITY TASK FORCE IS FUNDED STRICTLY BY DONATIONS

IF YOU WISH TO DONATE...

- Donation are tax deductible
- Checks should be made out to the –

“Lake Gaston Foundation”

(Please indicate “LKG 911 Community Task Force” in the memo field)

- Donation may be delivered or mailed to –
Lake Gaston Chamber of Commerce
ATTN: Christina Wells
2357 Eaton Ferry Rd. Littleton, NC 27850



CONTACT INFO

To request a presentation for your group or to learn more, contact

Sherry Herzing - 434-636-4027 (SherryHerzing@Gmail.Com)

or

Alison Mundy - 540-974-6661(AlisonMundy@CenturyLink.Net)

Like us  on  at “LKG 911 Community Task Force”



QUESTIONS???

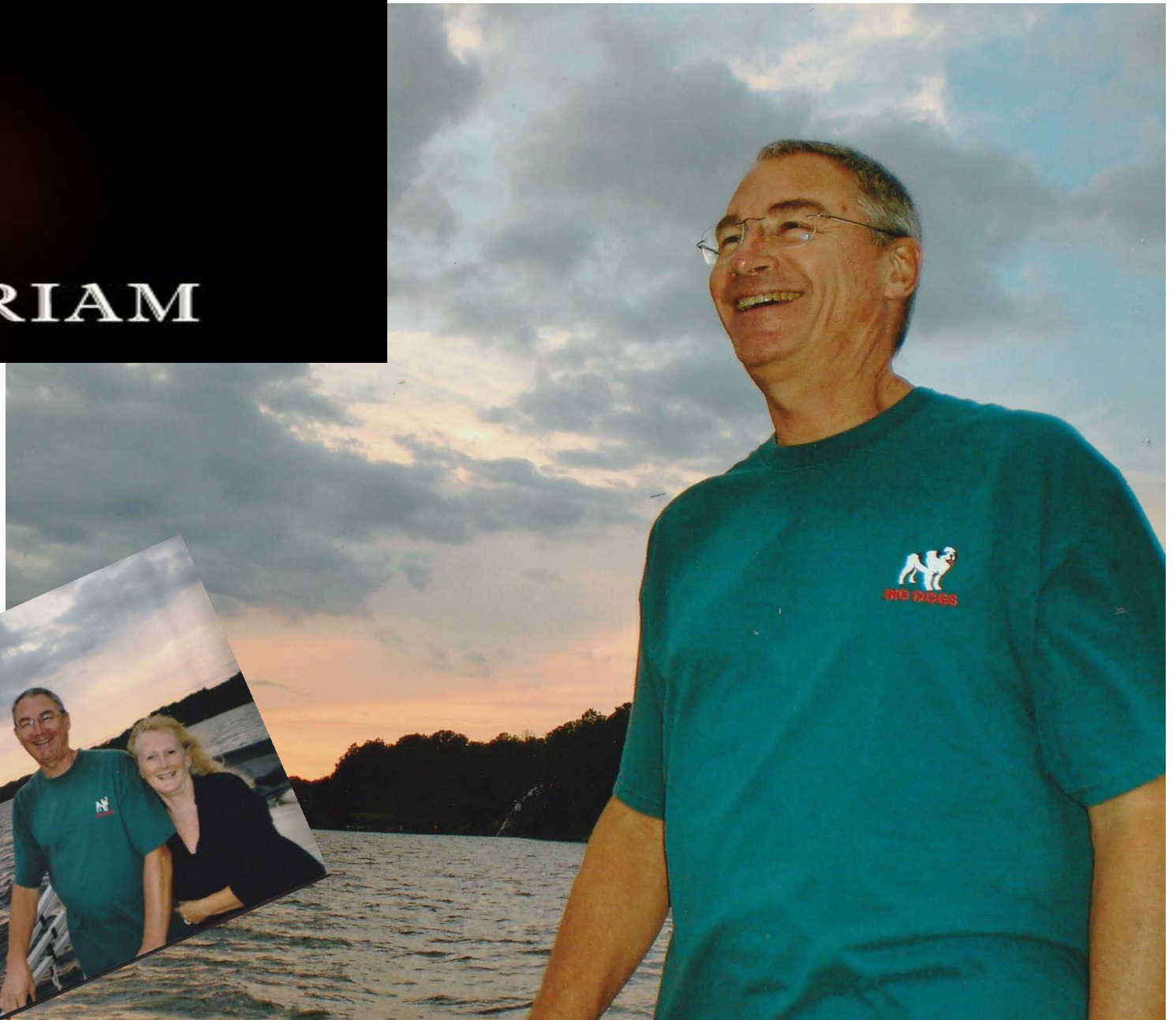




IN MEMORIAM

BOB HERZING

**December 26, 1953 –
August 27, 2018**





AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Chris D. Rountree, Planning and Development Director

PRESENTER: Chris D. Rountree, Planning and Development Director

SUBJECT: Proposed Zoning Map Amendment Request

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

1. The applicant James A. Carlisle, II has requested that a portion of tax parcel #09-04276 (1.83 acres) be rezoned from RA - Residential / Agriculture to HB - Highway Business.
2. The property has approximately 270 ft of road frontage along US Hwy 158.
3. The rezoning to the HB - Highway Business district will allow for a wider range of highway-orientated business uses.
4. The Halifax County Planning Board met on November 20, 2019 and unanimously recommended approval of the proposed zoning map amendment changes.

ATTACHMENTS:

Description

- ▢ BOC memo - Zoning map amendment request #2019-02
- ▢ Resolution - Amend Zoning Map - Hockaday

TOTAL COST:0

COUNTY COST:0

REQUEST: Request the Board approve the zoning map amendment to change the zoning classification from RA - Residential / Agriculture to HB - Highway Business district.



Halifax County Planning & Development Services

PO Box 69 - 15 W. Pittsylvania Street, Halifax, NC 27839

(252) 583-1082 Planning & Zoning

(252) 583-4891 Building Inspections

(252) 583-2288 E911 Addressing

(252) 583-2735 Fax

TO: Halifax County Board of Commissioners

FROM: Chris D. Rountree, Director *CDR*

DATE: January 15, 2020

SUBJECT: Rezoning Request #2019-02 - **Meeting Date 2-3-2020**

ITEM

Rezoning Request #2019-02, James A. Carlisle, II, proposes to rezone the remaining 1.83± acres of tax parcel # 09-04276 from a RA – Residential / Agricultural district to a HB-Highway Business district. The property is identified as Hockaday Funeral & Cremation Service, 507 Hwy 158, Roanoke Rapids, NC. The area for the proposed rezoning is located in the Roanoke Rapids Township.

GENERAL INFORMATION:

Applicant:	James A. Carlisle, II
Address:	507 Hwy 158 Roanoke Rapids, NC 27870
Owner:	Carlotta, LLC
Address:	507 Hwy 158 Roanoke Rapids, NC 27870
Proposed District:	HB – Highway Business
Existing Zoning & Land Use:	
North:	RA (Residential/Agriculture)/ Dwelling
South:	RA (Residential/Agricultural)/ Timber
East:	B4 (Residential/Agricultural)/ Vacant
West:	RA(Residential/Agricultural)/ Dwelling
Applicable Regulations	Halifax County Zoning Regulations

COMMENTS

The applicant is requesting to rezone the remaining 1.83 acres of the 2.83-acre tract to HB – Highway Business in order to have the entire lot zoned commercial. Currently, the Funeral Home building and the majority of the parking lot are zoned HB(1 acre) and has been this classification for many years. A zoning designation of this type (HB) allows for a range of highway-oriented businesses. The property has close to 270 ft of road frontage along Hwy 158. This parcel is adjacent to business zoned property-(B-4) on the eastern side (City of Roanoke Rapids zoning).

PLANNING STAFF RECOMMENDATION

Staff recommends approval of the rezoning application. The Comprehensive Development Plan for Halifax County shows the proposed area for rezoning is within the US 158 Economic Development Area on the Growth Strategy Map, which is an area for potential commercial development.

This request for rezoning is consistent with these policies of the Comprehensive Development Plan.

Policy PC -1: Coordinated inter-governmental planning for economic development, land use and development, transportation and centralized water / sewer services shall be among Halifax County's highest priority concerns.

Policy ED-1: Economic development shall be the number one priority for policies and actions of Halifax County.

HALIFAX COUNTY
REZONING APPLICATION

\$175.00

RECEIPT # 14392

Application No.: 2019-02

Date: 9/26/2019

Applicant: JAMES A. CARLISLE II

Tele. No.: 252-537-6144
252-536-1465 CELL

Address: 507 Hwy 158, ROANOKE RAPIDS NC 27870

Owner: CARLISLE, LLC, JAMES A. CARLISLE, II, MEMBER + MANAGER, LORA M. CARLISLE, MEMBER +

Address: 507 Hwy 158, ROANOKE RAPIDS, NC 27870 MANAGER

Location of

Property: 507 Hwy 158, ROANOKE RAPIDS, NC 27870

Current Zoning District: HB-1.0 ACRE/RA-1.83 ACRES Requested Zoning: REZONE REMAINING 1.83+ ACRES
Township: ROANOKE RAPIDS To HB

Acreage of Area Proposed for Rezoning: 1.83+ ACRES

Please provide the PIN (Parcel ID Number) for each parcel wholly or partially included in the proposed change, a map of the property (either tax or surveyed map) and a description of the boundaries (deed). 0904276

Are you the sole property owner of the property requested for zoning classification change? No, CARLISLE, LLC
If not, are you the owner of one or more of the parcels requested for rezoning? Yes

Notice of Hearing: All property owners within 300 feet of the perimeter of the property must be notified by first class mail. Please provide a list of all such property owners as listed in the Halifax County Tax Department with current mailing addresses, township, map number and parcel number.

I, JAMES A. CARLISLE II, hereby petition the Halifax County Board of Commissioners for a Zoning Classification change of the above listed parcels as classified in the Halifax County Zoning Ordinance. I understand that if greater than 25% of the proposed parcels' property owners object to the request the petition will not be forwarded to the County Commissioners. Property owners will have the opportunity to comment on the request by mail and/or at the Public Meeting held by the Planning Board at least 10 days prior to the County Commissioners meeting.

J. A. Carlisle II
Applicant's Signature

9/26/19
Date

COMBINED FACTOR 1.0000893
 S 76°30' E 581.06' (GRTD)
 S 81.01' (GROUND)

U.S. # 158 (100' R/W)

N.I.R.
 NAD 1983
 N = 983,003.78
 E = 2,388,736.31

TO ROADWAY RAPIDS >
 R/W

CONTROL
 CORNER

N 10°17' E 465.07'

2.83 ACRES ±

LEONARD HICKADAY
 D.B. 623, PG. 276
 D.B. 623, PG. 277

ROY LEE FERRELL, JR.
 D.B. 1435, PG. 162

STORAGE
 BUILDINGS

N.I.R.

N 11°22' E 173.74'

E.I.P.
 CONTROL
 CORNER





0904583

0907898

0907886

0900732

0919188

0919187

0900734

0905676

0905679

Highway Business

Hwy 158

HB

0906149

0925113

Highway Business

HB

0904276

PROPOSED
REZONING
TO
HB
1.83± AC.

0919735

B-4

0919734

0906283

0900476

0910720

Highway Business

HB

0900476

0904081

0905672

0919697

0919699

0919701

0919703

0919702

0919704

0919700

0919698

0904188

16706813

Zoning Not Available - Contact City of Roanoke Rapids

Hales Branch Dr

A RESOLUTION TO AMEND
THE OFFICIAL ZONING MAP OF HALIFAX COUNTY

(Hockaday Funeral Home property Rezoned from RA District to HB District)

WHEREAS, on February 3, 2020, James A. Carlisle, II petitioned the Halifax County Board of Commissioners, regarding a proposed amendment to the Official Zoning Map of Halifax County, wherein he proposed that the following property be rezoned from Residential-Agricultural (RA) District to Highway Business (HB) District, to wit: that certain real property located in Roanoke Rapids Township, Halifax County, North Carolina, and for purposes of identification and description designated in the county tax records as follows: a portion of Tax Parcel Number 0904276, consisting of 1.83 acres, more or less; and

WHEREAS, this proposal was submitted to the Halifax County Planning Board for review and recommendation as required by GS 153A-344, GS 153A-341, and Section 902.01 of the county zoning ordinance; and

WHEREAS, the Planning Board conducted its review at its regular meeting on November 20, 2019, and by unanimous vote has recommended the adoption of the proposed amendment; and

WHEREAS, pursuant to GS 153A-323(a) and Section 900 of the county zoning ordinance, a public hearing was held by the Halifax County Board of Commissioners regarding the proposed amendment at its regular meeting on Monday, February 3, 2020, at 9:30 a.m. after notice of the public hearing had published in the manner required by said statute and ordinance, delivered by first class mail to those persons or entities entitled to notice under GS 153A-343(a), and posted on the Property as required by GS 153A-343(d);

WHEREAS, the proposed rezoning is consistent with the following policies of the Halifax County Comprehensive Development Plan, to wit: Policy PC-1 and Policy ED-1; and

WHEREAS, the Board of Commissioners has fully considered all of the permissible uses of property within the Highway Business (HB) District, and finds that such uses are compatible with the areas surrounding the proposed HB District;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Official Zoning Map of Halifax County be and hereby is amended by changing the designated use district (zoning district) of the land within the boundary of the Property as described above from Residential-Agricultural (RA) District to Highway Business (HB) District.

Adopted this 3rd day of February, 2020.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:

Andrea H. Wiggins, MMC



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Wes Tripp, Sheriff

PRESENTER: Wes Tripp, Sheriff

SUBJECT: Permission to Apply for Governor's Highway Safety Grant

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

See the attached grant application.

ATTACHMENTS:

Description

▢ Grant Application

TOTAL COST: unknown total

COUNTY COST: 15% of unknown total

REQUEST: Requesting permission to apply for a Governor's Highway Safety Grant to pay for traffic enforcement including equipment, man hours and overtime relating specifically to traffic enforcement. This will be a 85/15 grant where the grant will pay 85% of the total and the county will pay 15% of the total. At this time the total is not known.

Application Details

Description: HALIFAX COUNTY
Grantee ID/Name: 1000006579 / HALIFAX COUNTY
Grantee Contact: Christopher Gurnell
Program ID: GHSP2024-PERSONNEL/EQU / GHSP Traffic Safety Project
Last Changed By/On: WF-BATCH / 01/24/2020
Service Organization: Service
Employee Responsible: Stacy Daans
Start Date: 01/01/2020
End Date: 12/31/2021
External Reference: STATUS: Submitted

Application Amounts

Requested Amount: 265,743.00 USD

% Local Funding:	15.00000	State Share %:	0.00000
% Non-Dilutable (Fed):	0.00000	Federal Share %:	85.00000

WBS Element	
FA Project Number:	
Grant Dept:	CFDA Number:

DBE Goals - %:	0.00	WBE Goals - %:	0.00	MBE Goals - %:	0.00
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Attachments

Filter:

No result found

Upload Document(s) From Local Hard Disk:

Browse...

Transaction History

North Carolina Governor's Highway Safety Program Traffic Safety Project Contract – Form GHSP-01

SECTION A – GENERAL INFORMATION

1. Agency: HALIFAX COUNTY	4. Contact Person for Agency: Christopher Guyant				
2. Agency Address: SHERIFF PO Box 36 HALIFAX, NC 27839-0036	5. Telephone Number: * +1 (252) 583-8201				
	6. Cell Phone:				
3. Physical Location of Agency * 355 Ferrell Lane Halifax, NC 27839	7. Email of Contact Person * guyantc@halifaxnc.com				
8. Federal Tax ID Number / Type of Agency Federal Tax ID Number: *56-6001836 DUNS No : * 14305957 County: *HALIFAX COUNTY Type of Agency <input type="radio"/> State <input type="radio"/> Non-Profit <input checked="" type="radio"/> County <input type="radio"/> Higher Education <input type="radio"/> Municipality <input type="radio"/> Hospital	9. Project Year * <input checked="" type="radio"/> New <input type="radio"/> Continuation Year: <input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+				
	10. Allocation of Funding * <table style="width: 100%;"> <tr> <td style="text-align: right;">Federal %</td> <td style="text-align: right;">85.00</td> <td style="text-align: right;">Local %</td> <td style="text-align: right;">15.00</td> </tr> </table>	Federal %	85.00	Local %	15.00
Federal %	85.00	Local %	15.00		

11. Project Title: * Halifax County Selective Traffic Enforcement Program - FY2021

12. Budget	Total Project Amount	Source of Funds	
		Federal Amount	State/Local Amount
Personnel Costs	\$204,188.00	\$173,560.00	\$30,628.00
Contractual Services			
Commodities Costs			
Other Direct Costs	\$108,450.00	\$92,183.00	\$16,267.00
Indirect Costs			
Total Project Costs	\$312,638.00	\$265,743.00	\$46,895.00

13. Specify How Non-Federal Share Will Be Provided: *

15% allocation will be paid from the budget of the Halifax County Sheriff's Office.

Project Number: _____	CFDA#: 20. Work Type: _____
---------------------------------	--

SECTION B – DESCRIPTION OF PROJECT

Statement of Problem (Provide detailed information of the highway safety problems in your area to be addressed through this project. Include countywide crash data for the last three years and any other relevant information to validate the statements. For more detailed information see "How to write an effective traffic safety project" located at:

<https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>)

PROBLEM STATEMENT

As of 2017, Halifax County has an estimated population of 52,300. Furthermore, we have thousands of visitors that pass through our county each day using the federal interstate system (I-95), and several state highways. Alarming, Halifax County is ranked 43rd in the state for traffic-related fatalities, 38th in speed-related deaths, and 35th in unrestrained fatalities. Sheriff Wes Tripp recognizes that there is more we can do to serve and protect those traveling our roadways. The purpose of this grant is to seek funding to train, equip, and deploy a Selective Traffic Enforcement Program (STEP). Furthermore, we desire funding that will enable us to better educate the public, enforce traffic laws, and deter criminal activity, thus reducing traffic-related fatalities, personal injury, and property damage. Our specific focus will be traffic enforcement with efforts directed towards the reduction of traffic-related deaths by seatbelt use enforcement, speed violation enforcement, and DWI alcohol and drug-related

detection and enforcement.

Currently, the Halifax County Sheriff's Office budgetary constraints have restricted any efforts to move forward with specific traffic-related enforcement. With the acceptance of this proposal, the Sheriff's Office will have the needed funds to be able to allocate appropriate personnel to work a Selective Traffic Enforcement Program (STEP). The team will devote 100% of their time enforcing traffic related laws, making significant impacts towards lowering traffic-related fatalities and injuries, and increasing the use of seat belts within our county.

According to "Traffic Enforcement, 2004," the shift of most law enforcement agencies toward community-oriented policing has changed the way departments conduct business. Focusing more efforts on more community-oriented interactions has resulted in a significant shortfall in traffic enforcement. Due to this shift, law enforcement agencies have failed to recognize the negative impact traffic violators have on communities. Thus, this has promoted disorder, lawlessness, and emboldening offenders regarding their operations of motor vehicles. Continually implemented well-planned traffic control programs bring communities together (Traffic Enforcement, 2004).

The top moving force deployed by law enforcement agencies nationwide to reduce vehicle crashes that cause fatalities is speed enforcement. According to the National Highway Traffic Safety Administration (NHTSA), in 2012 one-third of the 42,815 deaths was a result of vehicle crashes were directly speed-related (Dewey & Kollen, 2005). According to (NHTSA), the economic burden to taxpayers for traffic accidents on US Highways was \$205 billion in 2006 (NHTSA, 2007). Law enforcement agencies have sought to combat this alarming statistic through the development of proactive traffic enforcement. The development and use of these types of enforcement by specific trained units target problematic areas that directly affect the safety of the public (Vaicaro, 2008).

A Selective Traffic Enforcement Program (STEP) can save lives and prevent injuries. Not to mention it can have direct effects on reducing criminal behavior. Furthermore, a Selective Traffic Enforcement Program (STEP) can work with the community to improve seatbelt usage, decrease speeding, and identify alcohol and drug impaired drivers. Since 2017, there has been a shortage of North Carolina State Highway Patrol (NCSHP) troopers assigned to Halifax County. These troopers are devoted to assisting local law enforcement with traffic enforcement. The lack of traffic oriented law enforcement officers has put a strain on the enforcement of motor vehicle offenses.

In 2018, there were 1,600 troopers in North Carolina patrolling 78,000 miles of NC Highways. There were 1,037 traffic-related fatalities in North Carolina in 2018 and 15,910 driving while impaired (DWI) arrests. According to First Sergeant Crissman (NCSHP), 50% of the traffic fatalities in Halifax County were due to a failure to use the seatbelt and proper child restraints. In 2019, the following were reported by (NCSHP):

- 899 citations issued for improper seatbelt or child restraint use,
- 1,638 collisions,
- 2,700 speeding citations,
- 2,510 written warnings for speeding
- 172 DWI arrests,
- 168 chemical tests performed for DWI

The Halifax County Sheriff's Office is confident that funds from this grant will allow us the ability to create a Selective Traffic Enforcement Programs (STEPs). Reducing traffic related fatalities, increasing seat belt usage, and identifying and prosecuting alcohol and drug-impaired drivers is a primary mission of this program. Furthermore, marketing and making public our goals and objectives is additionally important to the success of this program. We care about our citizens, and the hundreds of thousands of motorists that pass through our county each day. With a major stretch of I-95, and several state highways, we experience a significant amount of motor vehicle traffic. Being one of the first large counties motorist meet when travelling into our great state we want to make sure they feel safe on our highways. Setting a tone of safety and adherence to the law is vital to the reduction of traffic related deaths and injury. Furthermore, to our own citizens we want to make sure that they can travel to home, work, school and church knowing that they are equally safe.

REFERENCES:

Crissman, James (2020). North Carolina Highway Patrol First Sergeant. Troop C.

Dewey-Kollen, J. (2005). Speed management to reduce crash fatalities. Law & Order, 53(9), 12-16.

Hurley, J. J. (1998). Traffic enforcement a key to crime reduction. Law & Order, 46(10), 16-18.

National Highway Traffic Safety Administration (NHTSA; 2007). Traffic safety facts 2006. Washington, DC: NHTSA's National Center for Statistics and Analysis.

Traffic enforcement. (2004). TELEMASP Bulletin, 11(3), 1-7.

Vaicaro, V. J. (2008). Selective enforcement: Does increased traffic enforcement have an impact on lowering traffic accidents? (Order No. 1459146).

To be completed by law enforcement agencies seeking first year grant:

Provide the agency's number of sworn officers	67
Does the agency currently have a dedicated traffic or DWI unit?	Yes <input type="radio"/> No <input checked="" type="radio"/>
If a dedicated traffic or DWI unit exists, how many officers are assigned to the unit?	

For applicants requesting enforcement grants, please provide the following county fatality rankings:

Information can be located at:

<https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>

Overall Fatality Ranking:	43
Alcohol Fatality Ranking:	32
Unrestrained Fatality Ranking:	35
Speed Related Fatalities:	38
Other Applicable Rankings: (Specify)	Young drivers: 38

As part of this project all law enforcement agencies must enter traffic enforcement citations data of their agency for the past three years.

Year 2017	Occupant Protection Citations	16	DWI Citations	3	Speed Citations	101
Year 2018	Occupant Protection Citations	15	DWI Citations	4	Speed Citations	102
Year 2019	Occupant Protection Citations	18	DWI Citations	2	Speed Citations	119

Goals and Objectives (Provide at least one SMART (Specific, Measurable, Attainable, Realistic and Timely) goals and objectives. For more detailed information see "How to write an effective traffic safety project" located at:

<https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>

Goal #1: Our goal is to reduce speed related fatalities by 10% throughout the county. Halifax County has many major roadways, including Interstate 95, Hwy 48, 903, 158, 481, 125, 561, 4, and 301. These roadways are traveled on quite frequently on each day. By the engagement of the Selective Traffic Enforcement Programs (STEPS), we are confident we will reduce the number of speed related fatalities in Halifax County.

Objectives: According to the National Highway Traffic Safety Administration (NHTSA), speeding, exceeding the posted speed limit, or driving too fast for conditions has consistently been estimated to be a contributing factor in approximately one-third of all fatal crashes with annual costs exceeding \$40 billion. Speed challenges also include a lack of consistency in the application of enforcement and adjudication of speed and enforcement thresholds that often reflect outdated responses to the national mandatory speed limit. An example is a perception that drivers can exceed the speed limit by ten miles per hour before any action might happen. We will allocate a four-person team consisting of 40 hours a week dedicated explicitly to motor vehicle enforcement. We will combat these alarming statistics by deploying trained and equipped deputies with speed measuring instruments (SMI's). These deputies will utilize line, saturation, and conspicuous patrols to deter motorists from speeding throughout Halifax County. Due to the fact that our agencies has been unable to attend to traffic enforcement as a priority it is a foregone conclusion that these specific Selective Traffic Enforcement Programs (STEPS) will yield the results to satisfy this goal of reducing traffic-related fatalities by 10%.

Goal #2: Our goal is to reduce seatbelt and improper child restraint fatalities by 10%. Several thousand drivers pass through Halifax County each day. Whether they are residents to the county, or are just travelers on our highways, it is important to stress that seat belt usage saves lives in a crash. By pro-actively enforcing the laws associated with this fact, we are confident achieving our goal will be achieved.

Objectives: The Office of Highway Safety motto is "Buckle-Up, Every Trip, Every Time." "Click-it-or-Ticket" is NHTSA's seatbelt message and works best in states with primary seatbelt laws. According to the National Highway Traffic Safety Administration (NHTSA), studies show that proper use of lap/shoulder seat belts reduces the risk of fatal injury by 50%. This statistic roughly calculates to 15,000 lives saved through seat belt use and cost-saving of \$50 billion in annual medical costs. Using the Selective Traffic Enforcement Programs (STEPS), we will actively engage in "Click-it-or-Ticket" campaigns, educate the public, and operate strict seat belt related enforcement throughout Halifax County. We will strictly enforce seat belt laws and deliver educational opportunities at public events. We will attend

expos throughout the county to further an awareness of how seatbelt use and child restraints save lives. Utilizing these tools we are confident that we will satisfy this goal of reducing seatbelt and improper child restraint fatalities by 10%.

Goal #3: Our goal is to reduce DWI related fatalities by 10%. A Selective Traffic Enforcement Programs (STEPS) will enable law enforcement time to protect citizens driving on the roadways from impaired drivers. Furthermore, we will educate our citizens on the dangers of driving under the influence of alcohol.

Objectives: According to the National Highway Traffic Safety Administration (NHTSA), almost 30 people die every day in drunk-driving crashes that is one person every 50 minutes. In 2018, 10,511 people died in drunk-driving crashes, costing over \$44 billion in 2018. With a Selective Traffic Enforcement Programs (STEPS), we will participate in "Booze-it-Loose-it," specific DWI detection training, and increased education throughout Halifax County to achieve this goal of reducing DWI related fatalities by 10%. Furthermore, will set up a time where we can run a DWI campaign and have the "BatMobile" on scene and partner with other agencies in combating DWI statistics, ultimately reducing the 172 drunk-driving arrests in 2019 and saving lives.

Below are the 5-year goals of the NC Governor's Highway Safety Program (GHSP). To be eligible for funding, your traffic safety project should match one or more of the GHSP goals. Check all that apply.

- ☒ Reduce NC's traffic-related fatalities by 12% from the 2014-2018 average of 1,392 to 1,228 by December 31, 2021.
- ☒ Reduce NC's alcohol-related fatalities by 10% from the 2014-2018 average of 401 to 361 by December 31, 2021.
- ☒ Reduce NC's unrestrained fatalities by 10% from the 2014-2018 average of 398 to 358 by December 31, 2021.
- ☒ Reduce NC's speed-related fatalities by 5% from the 2014-2018 average of 472 to 448 by December 31, 2021.
- ☒ Reduce NC's young driver-involved fatal crashes by 10% from the 2014-2018 average of 170 to 153 by December 31, 2021.
- ☒ Reduce NC's motorcycle fatalities by 5% from the 2014-2018 average of 187 to 178 by December 31, 2021.
- ☒ Increase NC's seat belt usage rate 2.9 percentage points from the 2015-2019 average of 90.5% to 93.4% by December 31, 2021.

SECTION C – BUDGET DETAIL

Personnel Costs

#	Personnel Position	Salary
1	Position #1 (Supervisor) Sworn law enforcement officer.	\$55,343.00
2	Position #2 (Deputy Sheriff) Sworn law enforcement officer.	\$37,655.00
3	Position #3 (Deputy Sheriff) Sworn law enforcement officer.	\$37,655.00
4	Position #4 (Deputy Sheriff) Sworn law enforcement officer.	\$37,655.00
5		
6		
7		
8		
9		
10		

Total Salaries Cost: \$168,308.00

#	Personnel Fringe Benefits	Cost
1	Position #1 (LEO retirement- 8.25%, FICA- 6.2%, Medicare- 1.45%, GL/WC- 3.37%, and Unempl	\$11,799.00
2	Position #2 (LEO retirement- 8.25%, FICA- 6.2%, Medicare- 1.45%, GL/WC- 3.37%, and Unempl	\$8,027.00
3	Position #3 (LEO retirement- 8.25%, FICA- 6.2%, Medicare- 1.45%, GL/WC- 3.37%, and Unempl	\$8,027.00
4	Position #4 (LEO retirement- 8.25%, FICA- 6.2%, Medicare- 1.45%, GL/WC- 3.37%, and Unempl	\$8,027.00
5		
6		
7		
8		
9		
10		

Total Fringe Benefits Cost: \$35,880.00

Total Personnel Costs: \$204,188.00

Contractual Services

#	Contractual Service To Be Provided	Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Total Contractual Services:

Commodities Costs

#	Commodities	Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Total Commodities Cost:

Other Direct Costs

#	Equipment	Quantity	Cap Amount	Cost
1	Patrol Vehicle-Includes emergency lighting, siren, radio, console,	1	\$35,000.00	\$35,000.00
2	Mobile Data Terminal-Includes hardware, software, modem, data	4	\$6,000.00	\$24,000.00
3	Radar-Includes installation and shipping	4	\$2,500.00	\$10,000.00
4	Light Tower and Generator-Includes shipping	1	\$8,000.00	\$8,000.00
5	Traffic Cones w/reflective stripping	50	\$35.00	\$1,750.00
6	In-Car Video System-Includes installation and shipping	4	\$6,000.00	\$24,000.00
7	Traffic Vest	4	\$50.00	\$200.00
8	Equipment Trailer-Includes striping and shipping	1	\$5,000.00	\$5,000.00

Total Equipment Cost \$107,950.00

#	Other Items and Equipment Direct Cost: (Cost Limited to Less Than \$5000 Per Item)	Cost
---	--	------

1		
2		
3		
4		
5		
6		
7		
8		

Total Other Items and Equipment Direct Cost:

#	Travel	Cost
1	In-State Travel	\$500.00
2	Out-of-State Travel	

Total Travel Cost: \$500.00

Total Other Direct Costs: \$108,450.00

Indirect Costs

#	Indirect Costs	Cost
1		
2		
3		
4		

Total Indirect Costs

SECTION D – SCHEDULE OF TASKS BY QUARTERS

List the schedule of tasks by quarters, referring specifically to the objectives in Section B. Tasks should be a bulleted list of activities to be performed in each quarter.

Conditions for Enforcement Projects Only

By checking this box, the above agency agrees to the terms below as additional activities to be performed as part of this project.

- A minimum of one (1) nighttime and one (1) daytime seat belt initiative per month;
- A minimum of one (1) impaired driving checkpoint per month;
- A minimum of 50% of seat belt initiatives must be conducted at night between the hours of 7:00 p.m. and 7:00 a.m.;
- Participation in all "Click It or Ticket" and "Booze It & Lose It" campaigns;
- Participation in any event or campaign as required by the GHSP;
- Attempt to utilize one of the Forensic Tests for Alcohol Branch's Mobile Breath Alcohol Testing (BATMobiles) units during at least one of the impaired driving checkpoints.

First Quarter (October, November, December)

Training of newly selected unit members. Establishing logistics to begin reporting and operating within policies and guidelines. After the first month of calibrating the team the unit will begin to focus on the goals established as part of this grant.

Second Quarter (January, February, March)

Campaigns selected by GHSP. Daytime and nighttime initiative in at least one area of the county not to be repeated in the next quarter. BATMobile operation with other jurisdictions within the county. Begin to forge a partnership with school to present driving related information within high schools and our community college.

Third Quarter (April, May, June)

Campaigns selected by GHSP. Daytime and nighttime initiative in at least two areas of the county not to be repeated in the next quarter. Begin planning an event that can be presented at the Night Out Against Crime event in August. Begin to create community events within neighborhoods to identify areas that can assist in meeting the goals established by this grant.

Fourth Quarter (July, August, September)

Campaigns selected by GHSP. Daytime and nighttime initiative in at least three areas of the county not to be repeated in the next quarter. Participate in the Night Out Against Crime event held in August. Perform community events within neighborhoods

to identify areas that can assist in meeting the goals established by this grant. Have a welcome back to school event for high school students that stresses the importance of highway safety.

Note:

1. Submitting grant application is not a guarantee of grant being approved.
2. Once form has been submitted, it cannot be changed unless it has a status of "Return".



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Greg Griffin, Public Utilities Director

PRESENTER: Greg Griffin, Public Utilities Director

SUBJECT: Change Orders for Solid Waste Construction Contract

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

- Glover Construction Co., Inc. has completed construction of the Ash Monofill Closure and Area 1 C&D Landfill Closure Project.
- Change Order 1A is a Final Adjusting Change Order for the Ash Monofill portion of the contract and reduces the \$2,378,380.00 contract amount \$26,494.25 to \$2,351,885.75.
- Change Order 1B is a Final Adjusting Change Order for the C&D portion of the contract and reduces the \$592,841.00 contract amount \$8,124.75 to \$584,716.25.
- Both Change Orders include a 215 day increase in contract performance time due to wet weather and includes the Temporary Suspension of Work approved by the Board January 22, 2019.

ATTACHMENTS:

Description

- ☐ Change Order 1A
- ☐ Change Order 1B

TOTAL COST:(34,619.00)

COUNTY COST:(34,619.00)

REQUEST: Public Utilities requests the Board of Commissioners vote to approve Change Order 1A and Change Order 1B for the Ash Monofill Closure and Area 1 C&D Closure Project construction.

SMITH GARDNER

Change Order No. 1A

Project:	Halifax County Landfill Facility Ash Monofill & Area 1 C&D Landfill Closures
Owner:	Halifax County Department of Public Utilities 26 N. King Street (Public Works Building) Halifax, NC 27839
Contractor:	Glover Construction Co., Inc. ATTN: Mark Short 4493 US 301 Highway Pleasant Hill, NC 27866

Contract No. (If Applicable):	Ash Monofill
Date of Contract:	October 15, 2018
Original Contract Price:	\$2,378,380.00
Original Contract Period:	Nov. 7, 2018 - April 6, 2019

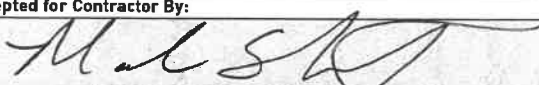
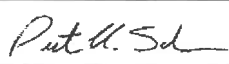
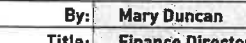

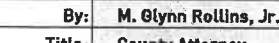
It is agreed to modify the Contract referred to above as follows. Note that the changes included in this Change Order are to be accomplished in accordance with the terms, stipulations, and conditions of the original Contract (as amended) as though included herein.

Item No.	Description	Contract Price		Contract Time (Days)	
		Increase	Decrease	Increase	Decrease
1	Time Extension - Weather and Wet Site Conditions (Project Substantially Complete as of 11/7/2019)			215	
2	Base Bid Schedule A: Unit Price Item Quantity Adjustments [See Attached]		(\$26,494.25)		
Subtotal:		\$0.00	(\$26,494.25)	215	0
Net Difference:			(\$26,494.25)	215	

Contract Price Prior to this Change Order:	Contract Time Prior to this Change Order (Days):
\$2,378,380.00	150

Net Increase [Decrease] of this Change Order:	Net Increase [Decrease] of this Change Order (Days):
(\$26,494.25)	215

Revised Contract Price with all Approved Change Orders:	Revised Contract Time with all Approved Change Orders (Days):
\$2,351,885.75	365

Accepted for Contractor By:	Recommended for Approval By (S+G):
	
By: Mark Short	By: Peter K. Scheer, P.E.
Title: Engineer	Title: Vice President, Senior Engineer
Date: 12/31/19	Date: December 16, 2019
Approved for Owner By:	Approved By (Other - When Required):
	
By: Mary Duncan	By: Vernon J. Bryant
Title: Finance Director	Title: Chairman, Board of Commissioners
Date:	Date:
Approved for Owner By:	
	
By: M. Glynn Rollins, Jr.	
Title: County Attorney	
Date:	

Distribution: ☒ Owner ☒ Contractor ☒ S+G ☐ Field ☐ Other

SMITH + GARDNER

Change Order - Line Item Breakdown:

Item No.	Description (Units)	Unit Cost		Total Cost	
		Quantity	Unit Cost	Increase	Decrease
2. Base Bid Schedule A: Unit Price Item Quantity Adjustments:					
2-1	Pay Item 3.3 (Misc. Additional Embankment) - Subtract 3,000 CY (Revised Quantity = 0 CY)	-3,000	\$4.00		(\$12,000.00)
2-2	Pay Item 6.2 (Silt Fence) - Subtract 347 LF (Revised Quantity = 2,353 LF)	-347	\$3.00		(\$1,041.00)
2-3	Pay Item 6.3 (Stone Filter Fence) - Subtract 200 LF (Revised Quantity = 0 LF)	-200	\$12.50		(\$2,500.00)
2-4	Pay Item 6.11 (DC-11) - Subtract 30 LF (Revised Quantity = 200 LF)	-30	\$11.00		(\$330.00)
2-5	Pay Item 6.12 (DC-12) - Subtract 5 LF (Revised Quantity = 135 LF)	-5	\$11.00		(\$55.00)
2-6	Pay Item 6.13 (DC-13) - Subtract 50 LF (Revised Quantity = 50 LF)	-50	\$110.00		(\$5,500.00)
2-7	Pay Item 6.14 (DC-31) - Subtract 7 LF (Revised Quantity = 263 LF)	-7	\$10.00		(\$70.00)
2-8	Pay Item 6.15 (DC-32) - Subtract 185 LF (Revised Quantity = 185 LF)	-185	\$10.00		(\$1,850.00)
2-9	Pay Item 6.16 (Erosion Control Blanket) - Subtract 1,799 SY (Revised Quantity = 6,201 SY)	-1,799	\$1.75		(\$3,148.25)
Subtotal:				\$0.00	(\$26,494.25)
Net Difference:				(\$26,494.25)	

SMITH + GARDNER

Change Order No. 1B

Project:	Halifax County Landfill Facility Ash Monofill & Area 1 C&D Landfill Closures
Owner:	Halifax County Department of Public Utilities 26 N. King Street (Public Works Building) Halifax, NC 27839
Contractor:	Glover Construction Co., Inc. ATTN: Mark Short 4493 US 301 Highway Pleasant Hill, NC 27866

Contract No. (if Applicable):	C&D Landfill
Date of Contract:	October 15, 2018
Original Contract Price:	\$592,841.00
Original Contract Period:	Nov. 7, 2018 - April 6, 2019

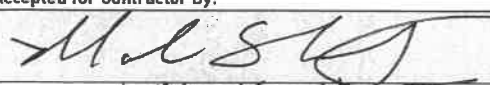
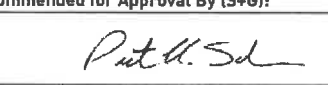

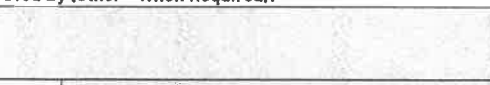
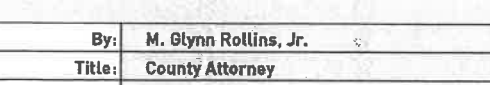
It is agreed to modify the Contract referred to above as follows. Note that the changes included in this Change Order are to be accomplished in accordance with the terms, stipulations, and conditions of the original Contract (as amended) as though included herein.

Item No.	Description	Contract Price		Contract Time (Days)	
		Increase	Decrease	Increase	Decrease
1	Time Extension - Weather and Wet Site Conditions (Project Substantially Complete as of 11/7/2019)			215	
2	Base Bid Schedule B: Unit Price Item Quantity Adjustments (See Attached)		(\$8,124.75)		
Subtotal:		\$0.00	(\$8,124.75)	215	0
Net Difference:			(\$8,124.75)	215	

Contract Price Prior to this Change Order:	Contract Time Prior to this Change Order (Days):
\$592,841.00	150

Net Increase (Decrease) of this Change Order:	Net Increase (Decrease) of this Change Order (Days):
(\$8,124.75)	215

Revised Contract Price with all Approved Change Orders:	Revised Contract Time with all Approved Change Orders (Days):
\$584,716.25	365

Accepted for Contractor By:		Recommended for Approval By (S+G):	
			
By:	Mark Short	By:	Pieter K. Scheer, P.E.
Title:	Engineer	Title:	Vice President, Senior Engineer
Date:	12/31/19	Date:	December 16, 2019
Approved for Owner By:		Approved By (Other - When Required):	
			
By:	Mary Duncan	By:	Vernon J. Bryant
Title:	Finance Director	Title:	Chairman, Board of Commissioners
Date:		Date:	
Approved for Owner By:			
			
By:	M. Glynn Rollins, Jr.		
Title:	County Attorney		
Date:			

Distribution: ☒ Owner ☒ Contractor ☒ S+G ☐ Field ☐ Other

SMITH + GARDNER

Change Order - Line Item Breakdown:

Item No.	Description (Units)	Unit Cost		Total Cost	
		Quantity	Unit Cost	Increase	Decrease
2. Base Bid Schedule B: Unit Price Item Quantity Adjustments:					
2-1	Pay Item 1.1 [Abandon Piezometers Completed in Soil] - Subtract 61 VF (Revised Quantity = 321 VF)	-61	\$95.00		(\$5,795.00)
2-2	Pay Item 3.1 (Overexcavation & Backfill) - Subtract 50 CY (Revised Quantity = 0 CY)	-50	\$10.00		(\$500.00)
2-3	Pay Item 3.2 (Misc. Additional Embankment) - Subtract 1,100 CY (Revised Quantity = 900 CY)	-1,100	\$4.00		(\$4,400.00)
2-4	Pay Item 6.1 (Temp. Gravel Construction Entrance/Exit) Subtract 1 (Revised Quantity = 0)	-1	\$5,000.00		(\$5,000.00)
2-5	Pay Item 6.2 (Silt Fence) - Add 730 LF (Revised Quantity = 2,130 LF)	730	\$3.00	\$2,190.00	
2-6	Pay Item 6.3 (Stone Filter Fence) - Subtract 60 LF (Revised Quantity = 40 LF)	-60	\$12.50		(\$750.00)
2-7	Pay Item 6.11 (DC-12B) - Add 86 LF (Revised Quantity = 366 LF)	86	\$5.00	\$430.00	
2-8	Pay Item 6.12 (DC-12B) - Subtract 43 LF (Revised Quantity = 587 LF)	-43	\$10.00		(\$430.00)
2-9	Pay Item 6.12 (DC-21) - Add 75 LF (Revised Quantity = 435 LF)	75	\$10.00	\$750.00	
2-10	Pay Item 6.13 (Erosion Control Blanket) - Add 3,703 SY (Revised Quantity = 6,201 SY)	3,703	\$1.75	\$6,480.25	
2-11	Pay Item 6.14 (Revegetation) - Subtract 0.4 AC (Revised Quantity = 16.6 AC)	-0.4	\$2,750.00		(\$1,100.00)
Subtotal:				\$9,850.25	(\$17,975.00)
Net Difference:				(\$8,124.75)	



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Mary Duncan, Finance Director

PRESENTER: Mary Duncan, Finance Director

SUBJECT: Financial Advisor Work Order #3 for services related to PCB Building Expansion

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

Halifax County engaged First Tryon Advisors in October 2016 to assist in debt service actions such as RFP for financing vendors, estimated debt costs, loan closing, LGC applications, bond refinancing, etc.

Each project requires a Work Order stating the provided services and the related costs. Work Order #3 is for the expansion of the PCB building. Previous Work Orders were created for the DSS/Inborden Elementary refinancing and GO Water Refundings.

ATTACHMENTS:

Description

- ▢ Work Order #3
- ▢ Schedule of Issuance Cost WO #3

TOTAL COST:\$15,000

COUNTY COST:\$15,000

REQUEST: Request the Board of Commissioners approve Work Order #3 for services related to financing the PCB Expansion Project

WORK ORDER NUMBER 3

WORK ORDER to the Agreement dated October 17, 2016 by and between Halifax County, North Carolina (the "Client") and First Tryon Securities, LLC, d/b/a First Tryon Advisors ("First Tryon").

SERVICES

In connection with the Client's proposed issuance of an Installment Financing Agreement to finance the renovation and expansion of the PCB building (the "Financing") First Tryon will provide the following Services under this Work Order:

- 1) Provide recommendations regarding the Financing, including such elements as the date of sale, interest payment dates, schedule of principal maturities, security / collateral provisions and such other provisions as may be appropriate to make the issue attractive to banks while achieving the objectives of the Client.
- 2) Establish and maintain financing calendar and working group contact list and provide assistance in procurement of additional professionals necessary to complete the financing, as necessary.
- 3) Produce quantitative schedules outlining sources and uses of funds, debt service requirements, bond statistics, and other data required by the Client or its bond counsel in connection with the financing.
- 4) Serve as the primary point of contact between the Client and the LGC prepare the Client for, and participate in, any meetings and calls with LGC staff, including, preparation of customary materials for any required "pre-application" meeting.
- 5) Assist in preparing the Client's application to the LGC for approval of the Financing.
- 6) Review and provide comments, as appropriate, on all bond documentation.
- 7) Advise the Client of current bond market conditions, other related forthcoming bond issuances and economic announcements, which might normally be expected to influence interest rates or bidding conditions so that the date of sale of the debt instruments may be set at a favorable time.
- 8) Advise the Client with respect to terms and pricing, assist in development of a bank RFP, market the Client's financing to an expansive list of local, national and regional banks in an attempt to maximize bids for the Client, independently engage potential bidders to ensure the RFP is being given proper consideration, review bids and provide a summary comparison analysis, negotiate terms and conditions with bidders, make recommendations and provide any final amortization schedules.
- 9) Attend meetings of the governing body of the Client, its staff, representatives or committees as requested when First Tryon may be of assistance or service and the subject of the Financing or related topics are to be discussed.
- 10) Maintain liaison with Bond Counsel in the preparation of all legal documents pertaining to the authorization, sale and issuance of the transactions.
- 11) Provide advice and assistance in the closing of the transactions.
- 12) Provide ongoing responses to routine/miscellaneous questions.

TERM

Until the closing of the Financing unless terminated earlier in accordance with the Agreement.

COMPENSATION

In establishing fees, First Tryon takes into account multiple factors, including the efficiency with which the work was done, the result achieved, the complexity of the matter and any special experience or expertise applied to it, any extraordinary scheduling or preemptive attention devoted to the project, and the degree of professional responsibility or liability undertaken by the firm.

For services to be performed in connection with this Work Order, First Tryon's proposes a fee of \$15,000 to be paid out of bond proceeds upon closing.

Such fees may vary if (1) the contemplated financing structure or assignment changes materially during the course of the Term or (2) unusual or unforeseen circumstances arise which require a significant increase in the type or scope of First Tryon's responsibilities. First Tryon will consult with the Client if at any time First Tryon believes that circumstances require an adjustment to its fees beyond the estimate set forth above.

In addition to the compensation outlined above, the Client will reimburse First Tryon for out-of-pocket expenses incurred in connection with the Services. Customary out-of-pocket expenses include, without limitation, costs of travel, meals, lodging, printing/copying, etc. First Tryon will bill the Client for such expenses at cost, with no mark-up.

[Signatures Begin on Following Page]

AGREED AND ACCEPTED this ____ day of January 2020.

HALIFAX COUNTY, NORTH CAROLINA

By: _____
Name: _____
Title: _____

FIRST TRYON SECURITIES, LLC,
D/B/A FIRST TRYON ADVISORS



By: _____
Name: David Cheatwood
Title: Managing Director



By: _____
J. Walter Goldsmith
Managing Director

Halifax County, North Carolina

2020 Installment Financing

Costs of Issuance

Estimated Cost of Issuance		
Bond Counsel		20,000
<i>Parker Poe Adams & Bernstein</i>		
Financial Advisor		15,000
<i>First Tryon Advisors</i>		
Local Government Commission		1,250
Bank Counsel (if necessary)		5,000
<i>TBD</i>		
Title Insurance		1,700
Miscellaneous		4,550
Total	\$	47,500



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Dia H. Denton, Deputy County Manager

PRESENTER: Dia H. Denton, Deputy County Manager

SUBJECT: 4-H Rural Life Center Recreation Project - Grant Project Ordinance

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

Staff is moving forward with plans to further enhance amenities at the 4-H Rural Life Center. BayWa r.e. Solar Projects, LLC intends to contribute \$110,000 towards the project and has agreed to let these funds serve as part of a match towards a Parks and Recreation Trust Fund (PARTF) grant. The project includes erecting a fence around the multi-purpose court, finishing the pier at the newly constructed pond, and constructing multiple tennis courts. The attached grant project ordinance lists the sources of funding along with the expected expenses for the project. A memo is also attached that provides further details.

ATTACHMENTS:

Description

- ▢ Grant Project Ordinance
- ▢ Memorandum

TOTAL COST:\$522,000

COUNTY COST:\$10,000

REQUEST: Request approval of grant project ordinance.

**Grant Project Ordinance
4-H Rural Life Center Recreation Project
Halifax County, North Carolina**

BE IT ORDAINED by the Board of Commissioners of Halifax County that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1: The project authorized is the 4-H Rural Life Center Recreation Project, which provides for construction of improvements to serve 4-H Rural Life Center recreational operations located on US Highway 903 near Halifax, NC.

Section 2: The officers of this unit of government are hereby directed to proceed with the grant project within the terms of the grant agreements, the rules and regulations of the granting agencies, and the budget contained herein.

Section 3: The following revenues are anticipated for this project:

Parks & Recreation Trust Fund (PARTF) Grant	\$256,000
US Tennis Association Grant	\$140,000
BayWa r.e. Solar Projects, LLC	\$110,000
Halifax County	\$ 10,000
Total	\$516,000

Section 4: The following expenses are estimated for this project:

Master Park Plan	\$3,500
Engineering Design	\$6,500
Pier Construction	\$10,000
Multi-purpose Court Fencing	\$11,000
Educational Shelter	\$19,000
Tennis Courts	\$466,000
Total	\$516,000

Section 5: The Finance Officer is hereby directed to maintain within the Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agencies, the grant agreements, and federal regulations, if applicable.

Section 6: County funds have been transferred from the General Fund in the amount of \$10,000 for the purpose of making payments as due. Reimbursement requests will be made to the grantor agencies identified above in an orderly and timely manner.

Section 7: If all grant agreements identified in this project ordinance are in proper order, funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests will be made to the grant agencies in a timely and effective manner, with immediate repayment to the General Fund upon receipt.

Section 8: The county manager shall have the authority to approve change orders for this project which do not exceed the revenues appropriated hereunder.

Section 9: Copies of this Grant Project Ordinance shall be entered into the minutes of the governing board within five days after adoption and be filed with the Finance Director, Budget Officer, County Manager, and the Clerk to the Board.

Adopted this 3rd day of February, 2020.

Vernon J. Bryant, Chairman

ATTEST:

Clerk to the Board



County of Halifax
State of North Carolina

Halifax County Historic Courthouse
10 North King Street, Post Office Box 38 Halifax, North Carolina 27839
252-583-1131 · Fax 252-583-9921
www.halifaxnc.com

Tony N. Brown
County Manager
brownt@halifaxnc.com

MEMORANDUM

TO: Halifax County Board of Commissioners

FROM:  Dia H. Denton, Deputy County Manager

RE: 4-H Rural Life Center Project

DATE: January 24, 2020

I wanted to give you more details regarding the 4-H Rural Life Center Project. Several months ago, we met with representatives from BayWa r.e. Solar Projects, LLC, who were interested in investing in the community, especially in the area of recreation. They had had a previous conversation with Chairman Bryant who asked that the county manager and I meet with them to discuss more specific projects.

After some discussion, we settled on working to further enhance the work that has already been completed at the Rural Life Center. BayWa also agreed to allow its funds to serve as a match to a PARTF grant, which doubles the funding. In the meantime, staff has researched and wishes to apply for a US Tennis Association (USTA) grant, which can also be used as a match along with the funding from BayWa. This is all detailed in the grant project ordinance. One point to note is that the grant from the USTA is somewhat of an unknown, as there are different levels of funding. The amount listed on the ordinance is our estimation. The ordinance may have to be amended based on how much the county is awarded, if any. If we are awarded less than the amount listed, or none at all, we will reduce the number of tennis courts to reduce the cost of the project.

Staff is also requesting that you appropriate \$10,000 from Contingency to support this project. The request for this is three-fold. 1) It allows us to move forward with a park plan that is centered around this project, and will be completed by an ECU graduate student from the Department of Recreation Sciences. We are working with them to get a contract and the cost is \$3,500 as listed in the ordinance. It allows us to move forward with an engineering design for the plans for the tennis courts, and the cost is \$6,500 as listed in the ordinance. We will also request you approve a resolution exempting the engineering services for the project, as we have

Where the Spirit of Independence Was Born

identified a local engineer to complete this work at a cost well below the threshold to require obtaining qualifications from firms. 2) It both saves the funding from BayWa and the USTA grant to keep the PARTF grant as large as possible and we won't have to wait for the PARTF grant to be awarded (Fall 2020). 3) Finally, it shows that Halifax County has "skin in the game", which is looked upon favorably by granting agencies. Contingency currently has about \$100,000 on the line.

Staff will be requesting approval on three items during this meeting. They are listed below.

1. Grant Project Ordinance – Dia Denton
2. Resolution exempting the engineering services for the design of the tennis facilities – Glynn Rollins
3. Apply for a USTA grant and accept the funds, if awarded. – Joe Long

Joe will appear before you again at one of the April meetings (probably April 20th) to request approval to apply for the PARTF grant and accept the funds if awarded. Mike Scott is assisting Joe with this application as it is extensive and the deadline is May 1, 2020.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Joe Long, Ed.D., Cooperative Extension

PRESENTER: Joe Long, Ed.D., Cooperative Extension

SUBJECT: USTA Facility Grant Application Approval

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

As part of the larger overall recreational improvements planned for the 4-H Rural Life Center, staff requests to submit an application for a USTA Facility Grant to construct up to 12 tennis courts at the 4-H Rural Life Center. Funds requested total \$140,000, but it is unknown how much, if any, funds will be awarded. The number of tennis courts to be constructed will be determined by how much funding is received. The project can be modified. This is a rolling grant period, so we should know the status in a short period of time. These funds are planned to be partnered with a PARTF application that will be submitted for your review and approval in April before the May 1st deadline.

ATTACHMENTS:

Description

- ▢ USTA Facility Grant Application

TOTAL COST:\$140,000

COUNTY COST:\$0

REQUEST: Approve application for the 2019 USTA Facility Grant, and to accept funds if awarded.



2019 Facility Grant Application

Grant Summary and Eligibility

The United States Tennis Association Incorporated (USTA) is pleased to offer the 2019 USTA Facility Grant (Grant). The Grant is for facilities open to the public.

All communities completing the Grant Application (Application) must have received the electronic application from facilities@usta.com

Grant Categories:

Category I: Basic Facility Improvements: including fixed court amenities (i.e. backboards, fencing, windscreens, etc.). **Grants up to 50% of the total project cost (\$5,000 max)**

Category II: Resurfacing: Resurfacing of existing courts at tennis facilities. Lighting. **Grants up to 50% of the total project cost (\$30,000 max) See below for court breakdown -**

2 – 3 courts = \$10,000 maximum
4 – 11 courts = \$20,000 maximum
12 + courts = \$30,000 maximum

Category III: New Construction or Existing Facility Reconstruction & Expansion: Grants up to 50% of the total project cost (\$100,000 max) **See below for court breakdown -**

2 – 3 courts = \$30,000 maximum
4 – 11 courts = \$50,000 maximum
12 + courts = \$100,000 maximum

Grant Deadlines and Award Announcements

2019 Applications will be offered and reviewed on an ongoing monthly basis.
Applicants will receive feedback within 15 days of submission from their project consultant.

Use this page as a Resource and Guide when completing the Application

A. Facility Information.

1. Facility Name – please give the entire name (i.e., City of Smashville: John Racquet Memorial Park Tennis Complex).
2. Facility Address - please give the physical location of the courts.
3. Facility E-mail/website – The webpage can be facility specific or a city/gov. web page that gives information on tennis court hours/times, costs and program information.
4. Number of Courts at Facility – please indicate the total # 78', 60' & 36' currently at the facility and the total number that will be at the facility after construction / reconstruction or new lines are added.
5. Type of Surface – please give the number of courts with each type of surface specified. Information is easily determined by court surface contractors.
6. USTA Membership Number (required) - This can be a facility membership or sponsoring association membership, but not an individual membership.
7. Please confirm which level of funding you are seeking.

B. Agency / Applicant information.

1. Organization Name – agency that owns the existing or proposed tennis facility.
2. Applicant Name – if different than the Owner of the tennis facility. Applicant shall have authority from the Owner to bind the Organization to the terms and conditions of this Application. Collectively referred to in this Application as Applicant.
3. Contact person – person who may be contacted during the Grant application review process to answer questions on the request.
4. Address - complete mailing address of Applicant.
5. E-mail address of contact person.
6. Phone numbers for contact person, with descriptor (i.e. cell, work, recreation center) and extension(s).

C. Information about Improvements.

1. A. Describe improvements – This must be a written description and should identify improvements completed to date and those improvements for which the applicant wishes funding assistance.
1. B. Detailed timeline from conception to completion. Include dates of fundraisers and award notifications of pending grants.
2. Detailed sketch or construction drawings of Facility.

Use this page as a resource when completing the application

APPLICATION

A. Facility Information:

1. Facility Name (include TPA #): Halifax County Tennis Complex TPA-12640
2. Facility Address (street, city, state, and zip): 13763 NC HWY. 903, Halifax, NC 27839
Joe_long@ncsu.edu
3. Facility Email Address and/or Website*: <https://www.halifaxnc.com/159/4-H-Rural-Life-Center>
4. USTA Section: _____
5. Court Numbers: Existing 0 78' 0 60' 0 36' Completion 12 78' 0 60' 0 36'
6. Surface _____ If hard courts, _____
- Type: X Hard _____ Clay please indicate: _____ Asphalt X Concrete _____ Other _____
7. USTA Organizational Membership #: _____

**By providing your email address, you authorize the USTA and any Official Sponsors to contact you via electronic mail.*

8. Please confirm the level of funding for which you are applying:

Category	Description	Funding Amount	Requested Level of Funding
Category I	Basic facility improvements including fixed court amenities (i.e. backboards, fencing, windscreens, etc.)	Up to 50% of total project cost (\$5,000 maximum).	<input checked="" type="checkbox"/>
Category II	Resurfacing of existing 36', 60' and 78' courts. Converting an existing 78' court to stand-alone 36' courts. Lighting.	Up to 50% of total project cost (\$30,000 maximum). <ul style="list-style-type: none"> • 2 – 3 courts = \$10,000 maximum • 4 – 11 courts = \$20,000 maximum • 12 + courts = \$30,000 maximum 	<input checked="" type="checkbox"/>
Category III	New construction or existing facility reconstruction of 36', 60' and 78' courts.	Up to 50% of total project cost (\$100,000 maximum). <ul style="list-style-type: none"> • 2 – 3 courts = \$30,000 maximum • 4 – 11 courts = \$50,000 maximum • 12 + courts = \$100,000 maximum 	<input checked="" type="checkbox"/>

B. Agency / Applicant Information:

1. Organization Name: Halifax County Tennis Complex
2. Applicant Name: Halifax County
3. Contact Person: Joe Long, Ed.D
4. Address: PO Box 37, Halifax, NC 27839
5. Email Address: Joe_long@ncsu.edu
6. Phone Numbers*: Primary: 252-583-5161 Ext. 4523 Alternate: 252-583-1683

**By providing your email address and phone number, you authorize the USTA and any Official Sponsors to contact you via electronic mail and/or phone.*

C. Information About Improvements: (Label all attachments with facility name and TPA #)

1. All Applicants must submit the following:
 - a. Description of planned improvements; and
 - b. A detailed timeline
2. In addition to the above, Applicants must also submit a detailed sketch or construction drawings as indicated below by Category:
 - a. Category I: In addition to the materials identified in C.1, Applicants must include a detailed sketch of the proposed project. The sketch must include dimensions from the playing lines to fixed obstructions (i.e. fencing, light poles, walls, columns, back drops, curtains, etc.). Access for wheel chair tennis players should be clearly marked on the detailed sketch.
 - b. Category II: In addition to the materials identified in C.1 and C.2.a., Applicants must submit the contractor's latest proposal.
 - c. Category III: In addition to the materials identified in C.1 and C.2.a, Applicants must include construction drawings and specifications of the proposed project.
3. Plans must provide sufficient dimensional information to ascertain adequacy of court(s) size and placement on the property. Please refer to the "Typical Construction Document Contents" information distributed with the application.

D. Funding Information:

By checking this box, I verify that completion of this Application does not guarantee funding ☒

- | | |
|---|------------------|
| 1. Grant amount requesting: | <u>\$140,000</u> |
| 2. Total estimated cost of project: | <u>\$466,000</u> |
| 3. Total amount of committed funds available now: | <u>\$110,000</u> |

4. Please complete the below (a) Funds and (b) Expenses breakdowns, noting back-up documents must be provided to support the identified Funds and Expenses breakdown:

a. Funds Breakdown

Funds	Amount
USTA National office	\$100,000
USTA Section office	
TA State/ District Office	\$40,000
Park and Recreation	\$216,000
Government Grants	
Foundations	
Corporations	\$110,000
Fundraising Efforts	
Local Sponsors	
Others (specify) Halifax County	
Total Funds	\$466,000

Note: Letters of commitment from all funding sources identified above must be submitted with this Application.

b. Expenses Breakdown

Expenses	Amount
Professional Fees	
Construction Costs	\$466,000
Other Costs (specify)	
Total Expenses	\$466,000

Note: Please submit with this Application all professional estimates, bids, and/or actual costs. Estimates, bids and/or actual costs must match Expense amounts presented

above and reflect the improvements identified in the description of planned improvements provided in item C1 above.

Bids and prices should be dated within 3 months of application submission date.

Please Note: If your project needs to go out to bid you must go out to bid and submit your bid tabulation. The USTA will not make a funding decision until the bid tabulation is submitted. Should you need clarification as to the documentation required and/or this process, please contact your Project Consultant.

If the Total Expenses exceeds the Total Funds, please explain in detail and with back-up documentation (if available) how the difference will be covered:

E. Facility's Potential:

1. **Media/Marketing Plan:** Briefly describe how a USTA grant would grow and/or enhance the game of tennis in the community (i.e. increased number of players and programs). Describe how the community/tennis facility will commit to publicizing the Grant, the participants, the local donors, and post renovation programs.
2. Provide a detailed tennis programming plan identifying the current tennis programs provided at the facility, and plans for future tennis programming after proposed improvements are completed.
 - a. Please include participant numbers, dates, times, and age groups within each current program that you offer.
 - b. A USTA employee or volunteer may be following up in the future with a progress check on your programs.

Priority for funding may be given to facilities that can and will use 36' & 60' courts and/or blended lines.

F. Terms and Conditions:

1. By signing this Application, Applicant affirms that the information provided and submitted in connection with this Application is true and correct.
2. By signing this Application, Applicant affirms, verifies, and agrees to the following:
 - a. The Facility shall disclose or provide information regarding all usage fees prior to Grant assistance;
 - b. The Facility shall utilize its best efforts to comply with all applicable American with Disabilities Act (A.D.A.) requirements and remain open to the public;
 - c. The Facility shall provide a safe, properly constructed and functional facility, including other amenities (i.e. shade areas, water fountains, backboards, lighting, etc.) to make the game of tennis more enjoyable and to encourage the growth of tennis;

- d. The Facility provide photos and documentation of publicity of opening after renovations, and are subject to the terms herein;
 - e. The Facility will be constructed as documented in the Application and approved by the USTA's Tennis Venue Design Team;
 - f. The Facility agrees to develop new tennis players by providing clinics, beginner or retention programs. These programs must be identified in detail within the Application;
 - g. Incomplete Applications will result in the Application being returned without consideration for funding;
 - h. I understand that if this Application is successfully funded the amount awarded will be distributed on a draw basis as accountability forms are submitted to and approved by the USTA.
 - i. Changes to the project scope of work after a funding award is announced must be reviewed by and approved by the USTA. Any changes can affect the total amount of the funding award, at the USTA's sole discretion.
3. By signing this Application, Applicant affirms, verifies, and commits its Facility and other entity or agent CTA (when appropriate), to maintain the Facility and to actively promote programs at this Facility for a period of five (5) years from the completion date of the funded project. Further, Applicant for the Facility understands that painting other sport lines on tennis courts violates the rules of tennis and may make this Facility ineligible to hold sanctioned USTA events, leagues and/or tournaments. Therefore, Applicant for the Facility pledges it will not line its tennis court/s with playing lines for pickleball, volleyball, basketball or any sport other than tennis during this five (5) year commitment unless you receive USTA approval.
4. By signing this Application, Applicant agrees that any photographs, brochures, or materials submitted in connection with this Application are considered the property of the USTA and will not be returned. Further, by submitting this Application, Applicant grants to the USTA and its assignees the right to use Facility's name, history, description, photographs, rendering, or any other materials submitted in connection with this Application for any and all promotional purposes. In addition, Applicant and Facility hereby grants to the USTA (and grants to the USTA the right to grant to others), as well as their successors and assigns, in perpetuity, the irrevocable right (but not the obligation), in perpetuity, with or without Applicant's knowledge, to film, tape, photograph, record, exhibit, edit, alter, copy, reproduce, license, sell, rent, disclose, display, publish, distribute, broadcast, webcast, prepare derivative works from or otherwise preserve, use and/or exploit in any format and/or manner now known or hereafter developed, whether commercial or non-commercial in nature. Applicant and Facility shall not be entitled to receive any compensation whatsoever in connection with the USTA's exercise of its use and materials rights.
5. By signing this Application, and in consideration for being provided the Grant, the Owner, Applicant, and Facility hereby releases, waives, discharges and covenants not to sue the USTA and all of its assigns, directors, officers, agents, volunteers and employees, from any and all liability to the undersigned, his/her personal representatives, assigns, heirs and next of kin for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned arising out of or related to the event as connected with this Application. Further, Owner,

Applicant, and Facility hereby agrees to indemnify, defend, save, and hold harmless the USTA from any loss, liability, damage, or cost they may incur arising out of the related events in connection with this Application and any funding provided, whether caused by the negligence of the USTA or otherwise.

6. By signing this Application, Applicant affirms and understands that the issuance of the Grant and the guidance it may receive from the USTA are provided as part of this Application, and that the USTA is making recommendations only as to facility design, construction, and improvements. The Applicant for the Facility shall have ultimate responsibility for the design, construction, oversight, and completion of improvements to its Facility and agrees to hold the USTA and all of its assignees, directors, officers, agents, employees, volunteers, and assigns harmless for any damages arising therefrom and agree to defend the USTA from any and all claims or suits arising therefrom.

APPLICANT HAS COMPLETED THIS APPLICATION, CONFIRMS, AND VERIFIES THAT APPLICANT HAS READ, UNDERSTANDS, AND AGREES TO ALL THE TERMS AND CONDITIONS HEREIN.

Signature: _____

Applicant Name: _____

I affirm I have the authority to agree and bind the Owner and Facility to the Terms and Conditions herein

☐

Date: _____

Signature: _____

Name: _____

Facility Owner
or Authorized
Facility
Representative

Date: _____

Check list – please include this checklist with the application and retain one copy of each application component for your records.

DID YOU REMEMBER TO INCLUDE THE FOLLOWING? (1 COPY OF EACH)

Check Here:

Pages 4-9 of the application ☐

Description of Improvements **C1** ☐

Project time line **C2** ☐

Cat III Construction documents **C3** ☐

Proof of committed funds **D5** ☐

Estimates or bids and/or Price list **D6** ☐

Marketing plan **E1** ☐

Program Plan **E2** ☐

Important Reminders:

- Submit application to your Project Consultant via email
- Be sure to label all submitted materials (i.e. application, drawings, photos, program, letter of support, etc.)
- If you need help, call or e-mail your Project Consultant.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: M. Glynn Rollins, Jr., County Attorney

PRESENTER: M. Glynn Rollins, Jr., County Attorney

SUBJECT: Exemption of Engineering Services for 4-H Tennis Facility Project from Statutory Selection Process

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

Halifax County intends to pursue grant funding for the development of tennis facilities at the Halifax County 4-H Rural Life Center. Application for certain grant funding (in particular, the USTA) will require that the county have sealed plans and specifications for the proposed tennis facilities. Ordinarily, G.S. 143-64.31 would require that selection of a firm to perform engineering be based upon demonstrated competence and qualification without regard to fee (ie, by "RFQ"). County staff have had discussions with Nick Rightmyer, of Joyner Keeny, PLLC, a firm in Rocky Mount, regarding the need for engineering services for this project. The estimated cost of engineering services associated with this project is \$6,500.00. This is far less than the \$50,000.00 statutory limit required in order to qualify engineering services for exemption from the statutory selection process. Staff recommends that the board exempt this project from the statutory selection process, allowing us to proceed with negotiation of a contract with Joyner Keeny for engineering services.

ATTACHMENTS:

Description

- ▣ Proposed Resolution

TOTAL COST: NTE \$6,500

COUNTY COST: NTE \$6,500

REQUEST: Consider adoption of the attached resolution exempting engineering services for the contemplated 4-H Tennis Facilities Project from the statutory selection process prescribed by G.S. 143-64.32.

**Resolution Exempting Engineering Services
For Halifax County 4H Rural Life Center Tennis Court Facilities
From the Selection Process Required by G.S. 143-64.31**

WHEREAS, Halifax County intends to pursue grant funding for the development of tennis facilities at the Halifax County 4H Rural Life Center (the Project); and

WHEREAS, application for certain grant funding will require that the county have sealed plans and specifications for the proposed tennis facilities; and

WHEREAS, G.S. 143-64.31 requires the initial selection of firms to perform architectural, engineering, and surveying services on the basis of demonstrated competence and qualification without regard to fee;

WHEREAS, Halifax County (the County) proposes to enter into a contract for engineering services for the Project in furtherance of the grant applications; and

WHEREAS, Joyner Keeny, PLLC, 1051 N. Winstead Ave., Rocky Mount, NC, is a qualified firm familiar with the needs of the County with regard to the Project; and

WHEREAS, the estimated professional fees for engineering services associated with the Project is \$6,500.00, which is less than the \$50,000.00 statutory limit required in order to qualify engineering services for exemption from the selection process set forth in G.S. 143-64.31;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF HALIFAX COUNTY RESOLVES:

1. Pursuant to G.S. 143-64.32, the above-described Project is hereby made exempt from the provisions of G.S. 143-64.31 for the reasons stated in this resolution.
2. The County Manager and appropriate staff are authorized to negotiate a contract with Joyner Keeny, PLLC, for the engineering work associated with this Project.
3. This resolution shall be effective upon passage.

Adopted this 3rd day of February, 2020.

Vernon L. Bryant, Chairman
Halifax County Board of Commissioners

ATTEST:

[Deputy] Clerk to the Board



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Mary Anderson-Faison

PRESENTER: County Commissioners

SUBJECT: Board Appointments

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

ATTACHMENTS:

Description

- ▢ Board Appointments
- ▢ Board Vacancies Without Recommendations

TOTAL COST:

COUNTY COST:

REQUEST: Approve the board appointments that require action.

BOARD APPOINTMENTS

- A. Halifax County Board of Adjustment
- B. Halifax County Planning Board
- C. Lake Gaston Weed Control Council
- D. Roanoke Canal Commission
- E. Board Vacancies Without Recommendations

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: MARY ANDERSON-FAISON, DEPUTY CLERK

SUBJECT: HALIFAX COUNTY BOARD OF ADJUSTMENT

According to our records, the Halifax County Board of Adjustment has four (4) members who are appointed by the Board of Commissioners with terms that will expire on February 28, 2020:

Jeffrey Faison, Lee Bone, Jason Myrick, and James Whitaker

The following action is requested, if the Board so chooses:

- Receive nominations reappoint Jeffrey Faison
- Receive nominations to waive the term limit and reappoint Lee Bone
- Receive nominations to reappoint Jason Myrick
- Receive nominations to reappoint James Whitaker

Halifax County Board of Adjustment

2	Thomas Littleton	Myrick, Jr. (Vacant)	Alternate White Male	6/2/2014 through 2/28/2017 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
1	Lee Roanoke Rapids	Bone	Member White Male	3/1/2017 through 2/28/2020 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No
5	Jeffrey Roanoke Rapids	Faison	Alternate White Male	3/1/2017 through 2/28/2020 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
4	Jason Littleton	Myrick	Member White Male	2/4/2019 through 2/28/2020 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
3	James Enfield	Whitaker	Member Black Male	2/5/2018 through 2/28/2020 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
7	James Roanoke Rapids	Burroughs, Jr.	Member Black Male	3/1/2018 through 2/28/2021 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
8	Levi Enfield	Scott	Alternate Black Male	3/1/2018 through 2/28/2021 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
6	John Scotland Neck	Smith	Member Black Male	3/1/2018 through 2/28/2021 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? No



Halifax County Planning & Development Services

PO Box 69 - 15 West Pittsylvania Street, Halifax, NC 27839

(252) 583-1082 Planning & Zoning

(252) 583-4891 Building Inspections

(252) 583-2288 E911 Addressing

(252) 583-2735 Fax

January 03, 2020

Andrea H. Wiggins, MMC, NCCCC
Clerk to the Board /Assistant to the County Manager
Post Office Box 38
Halifax, North Carolina 27839-0038

Re: Halifax County Board of Adjustment Reappointment

Dear Mrs. Wiggins:

Please be advised that Board of Adjustment permanent member Mr. Jeffrey Faison will serve out his 1st term with the term expiring on February 28th, 2020. Mr. Faison has agreed to serve another term; therefore, I am requesting that your Board appoint Mr. Faison to a 2nd term.

Sincerely,

Chris D. Rountree, Director
Planning & Development Services



**Halifax County
Planning & Development Services**

PO Box 69 - 15 West Pittsylvania Street, Halifax, NC 27839

(252) 583-1082 Planning & Zoning

(252) 583-4891 Building Inspections

(252) 583-2288 E911 Addressing

(252) 583-2735 Fax

January 15, 2020

Andrea H. Wiggins, MMC
Clerk to the Board /Assistant to the County Manager
Post Office Box 38
Halifax, North Carolina 27839-0038

Re: Halifax County Board of Adjustment Reappointment

Dear Mrs. Wiggins:

Please be advised that Board of Adjustment permanent member Mr. Lee Bone will serve out his 6th term with the term expiring on February 28th, 2020. Mr. Bone has agreed to serve another term; however the 3 year term limit will have to be waived. Therefore, I am requesting that your Board appoint Mr. Bone to a 7th term or appoint a replacement to serve a new term.

Sincerely,

Chris D. Rountree, Director
Planning & Development Services



Halifax County

Planning & Development Services

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(252) 583-2735 Fax

January 03, 2020

Andrea H. Wiggins, MMC, NCCCC
Clerk to the Board / Assistant to the County Manager
Post Office Box 38
Halifax, North Carolina 27839-0038

Re: Halifax County Board of Adjustment Reappointment

Dear Mrs. Wiggins:

Please be advised that Alternate Board of Adjustment member Mr. Jason Myrick will serve out his 0 term with the term expiring on February 28th, 2020. Mr. Myrick has agreed to serve a complete term; therefore, I am requesting that your Board reappoint Mr. Myrick to serve his 1st term.

Sincerely,

Chris D. Rountree, Director
Planning & Development Services



Halifax County

Planning & Development Services

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(252) 583-2735 Fax

January 03, 2020

Andrea H. Wiggins, MMC, NCCCC
Clerk to the Board /Assistant to the County Manager
Post Office Box 38
Halifax, North Carolina 27839-0038

Re: Halifax County Board of Adjustment Reappointment

Dear Mrs. Wiggins:

Please be advised that Board of Adjustment permanent member Mr. James Whitaker will serve out his 1st term with the term expiring on February 28th, 2020. Mr. Whitaker has agreed to serve another term; therefore, I am requesting that your Board appoint Mr. Whitaker to a 2nd term.

Sincerely,

Chris D. Rountree, Director
Planning & Development Services

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: MARY ANDERSON-FAISON, DEPUTY CLERK

SUBJECT: HALIFAX COUNTY PLANNING BOARD

According to our records, the Halifax County Planning Board has three (3) members who are appointed by the Board of Commissioners with terms that will expire on February 28, 2020:

Neal Davis, Tyrone Hewlin, and Bentley Mohorn

The following action is requested, if the Board so chooses:

- Receive nominations to waive the term limit and reappoint Neal Davis
- Receive nominations to waive the term limit and reappoint Tyrone Hewlin
- Receive nominations to reappoint Bentley Mohorn

Halifax County Planning Board

1	T. Patrick W. Qualls <i>Roanoke Rapids</i>	Ex-Officio <i>White Male</i>	1/5/2015 through <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	Neal Davis <i>Littleton</i>	Alternate <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 8</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
7	Tyrone Hewlin <i>Enfield</i>	Member <i>Black Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
6	Bentley Mohorn <i>Halifax</i>	Member <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
9	Danford Josey <i>Scotland Neck</i>	Member <i>White Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 7</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
8	Portia Shields <i>Scotland Neck</i>	Member <i>Black Female</i>	3/12/2018 through 2/28/2021 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
10	Tyrone Williams <i>Enfield</i>	Member <i>Black Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Greg Browning <i>Roanoke Rapids</i>	Member <i>Black Male</i>	3/1/2019 through 2/28/2022 <i>Term Number: 7</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
3	Thomas Hedgepeth <i>Hollister</i>	Alternate <i>Black Male</i>	3/1/2019 through 2/28/2022 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	Thomas Wrenn <i>Roanoke Rapids</i>	Member <i>White Male</i>	3/1/2019 through 2/28/2022 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>



Halifax County Planning & Development Services

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(252) 583-1082 Planning & Zoning

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(252) 583-2735 Fax

January 03, 2020

Andrea H. Wiggins, CMC, NCCCC
Clerk to the Board / Assistant to the County Manager
Post Office Box 38
Halifax, North Carolina 27839-0038

Re: Halifax County Planning Board

Dear Ms. Wiggins:

Please be advised that Alternate Planning Board member Mr. Neal Davis will serve out his 8th term with the term expiring on February 28th, 2020. Mr. Davis stated that he will be willing to serve another term; however the 3 year term limit will have to be waived. Therefore, I am requesting that your Board reappoint Mr. Davis to serve his 9th term or appoint a replacement to serve a new term.

Sincerely,

Chris D. Rountree, Director
Planning & Development Services



Halifax County Planning & Development Services

PO Box 69 - 15 West Pittsylvania Street, Halifax, NC 27839

(252) 583-1082 Planning & Zoning

(252) 583-2288 E911 Addressing

(252) 583-4891 Building Inspections

(252) 583-2735 Fax

January 03, 2020

Andrea H. Wiggins, CMC, NCCCC
Clerk to the Board / Assistant to the County Manager
Post Office Box 38
Halifax, North Carolina 27839-0038

Re: Halifax County Planning Board

Dear Ms. Wiggins:

Please be advised that Permanent Planning Board member Mr. Tyrone Hewlin will serve out his 6th term with the term expiring on February 28th, 2020. Mr. Hewlin stated that he will be willing to serve another term; however the 3 year term limit will have to be waived. Therefore, I am requesting that your Board reappoint Mr. Hewlin to serve his 7th term or appoint a replacement to serve a new term.

Sincerely,

Chris D. Rountree, Director
Planning & Development Services



Halifax County Planning & Development Services

PO Box 69 - 15 West Pittsylvania Street, Halifax, NC 27839

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(252) 583-2735 Fax

January 03, 2020

Andrea H. Wiggins, CMC, NCCCC
Clerk to the Board / Assistant to the County Manager
Post Office Box 38
Halifax, North Carolina 27839-0038

Re: Halifax County Planning Board

Dear Ms. Wiggins:

Please be advised that Permanent Planning Board member Mr. Bentley Mohorn will serve out his 1st term with the term expiring on February 28th, 2020. Mr. Mohorn stated that he will be willing to serve another term; therefore, I am requesting that your Board reappoint Mr. Mohorn to serve his 2nd term.

Sincerely,

Chris D. Rountree, Director
Planning & Development Services

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: MARY ANDERSON-FAISON, DEPUTY CLERK

SUBJECT: LAKE GASTON WEED CONTROL COUNCIL

According to our records, the Lake Gaston Weed Control Council has three (3) members who are appointed by the Board of Commissioners with terms that will expire on February 28, 2020:

Tony Brown, Ian Bumgarner, and Dia Denton

The following action is requested, if the Board so chooses:

- Receive nominations to waive the term limit and reappoint Tony Brown
- Receive nominations to reappoint Ian Bumgarner
- Receive nominations to waive the term limit and reappoint Dia Denton

Lake Gaston Weed Control Council

2	J. Rives <i>Roanoke Rapids</i>	Manning, Jr.	Alternate <i>White Male</i>	through <i>Term Number: 0</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
4	Tony <i>Halifax</i>	Brown	Member <i>Black Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 3</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
5	Ian <i>Halifax</i>	Bumgarner	Alternate <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 1</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
1	Dia <i>Halifax</i>	Denton	Alternate <i>White Female</i>	3/1/2017 through 2/28/2020 <i>Term Number: 3</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>
5	Quinton <i>Littleton</i>	Qualls	Member <i>White Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 1</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? Yes</i>
3	Robert <i>Littleton</i>	Etheridge	Member <i>White Male</i>	3/1/2019 through 2/28/2022 <i>Term Number: 5</i>	Appointed by: Halifax County Commissioners <i>Eligible for reappointment? No</i>

Andrea Wiggins

From: wally sayko <wasay1943@gmail.com>
Sent: Friday, December 20, 2019 3:22 PM
To: Andrea Wiggins
Subject: Re: 2020 Lake Gaston Weed Control Council

Good afternoon Andrea we would have no concerns with the three individuals noted in your email continuing their participation in the weed control council

Thank you

Wally Sayko

Secretary lake Gaston weed control council

Sent from my iPhone

On Dec 19, 2019, at 1:51 PM, Andrea Wiggins <wigginsa@halifaxnc.com> wrote:

Mr. Sayko:

According to my records, Tony Brown, Dia Denton, and Ian Bumgarner serve on the Lake Gaston Weed Control Council and are appointed by the Halifax County Board of Commissioners with a term that will expire on February 28, 2020. If possible, please contact me no later than Friday, January 17, 2020 with a recommendation regarding the reappointment or replacement of these members.

If you have any questions regarding this matter, please feel free to contact this office.

With kindest regards, I am

Sincerely,

Andrea H. Wiggins, MMC, NCCCC
North Carolina Certified County Clerk
Clerk to the Board/Assistant to the County Manager
Halifax County Manager's Office
10 North King Street
Post Office Box 38
Halifax, North Carolina 27839
Phone: (252)583-1131
Fax: (252)583-9921
www.halifaxnc.com
<image001.jpg>

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: MARY ANDERSON-FAISON, DEPUTY CLERK

SUBJECT: ROANOKE CANAL COMMISSION

According to our records, the Roanoke Canal Commission has one (1) member appointed by the Board of Commissioners who has resigned:

James Frazier, Jr.

The following action is requested, if the Board so chooses:

- Receive nominations to appoint Greg Brown to fill the unexpired term of James Frazier, Jr.

Roanoke Canal Commission

1

James Frazier, Jr.
Roanoke Rapids

Member
White Male

7/1/2017 through 6/30/2020
Term Number: 1

Appointed by: Halifax County Commissioners
Eligible for reappointment? Yes



THE ROANOKE CANAL MUSEUM AND TRAIL

December 11, 2019

To Halifax County Commissioners;

The Roanoke Canal Commission request that Greg Brown be appointed to the Roanoke Canal Commission. His application is attached. We believe Greg will be an outstanding member of the Roanoke Canal Commission.

Greg and his family have been active users of the Canal Trail for 24 years both hiking and bicycling. Greg has been volunteering to help maintain the bicycles for the free bicycle loaner program for the Canal Trail for the last few years. He has checked on the bicycles a couple of times of year making needed repairs typically providing needed replacement parts at his own expense.

Greg lives in Greenbrier outside of Roanoke Rapids and is the president of Creative Playthings a playground equipment manufacturing facility in Emporia. We believe Greg's proven volunteer spirit and service combined with his business and management background will make him a great addition to the Canal Commission

He will be replacing Jim Frazier who has decided to not be reappointed to the Commission after serving 13 years. Before being appointed to the Commission Jim served several years as co-chair of the Canal Museum Committee and played a very major role in the development of the Canal Museum project and improvements to the Canal Trail. Jim will still be an active supporter of the Canal Museum and Trail, but felt it was time to step down from the Commission and have others take lead.

Best regards,

Mike Green
Chairman, Roanoke Canal Commission



State of North Carolina
County of Halifax

HISTORIC COURTHOUSE - PO BOX 38 - KING STREET - HALIFAX, NC 27839
252-583-1131 - FAX: 252-583-9921



Date Received _____

APPLICATION FOR: AUTHORITIES, BOARDS, COMMISSIONS, and COMMITTEES

Note: All information on this document will be released to the public on request.

Name: GREG BROWN Nickname: _____

ETHNIC BACKGROUND: African American ___ Caucasian ☒ Hispanic ___ Native American ___ Other ___

SEX: (M) ☒ (F) ___ AGE: Under 18 ___ 18-30 ___ 31-50 ___ 50-65 ☒ Over 65 ___

Home Phone Number: 252-326-9199 Home Fax Number: _____

Email Address: GBROWN143@EMBARCMAIL.COM

Home Address: 143 MINA STREET RE NC 27870
street city state zip

Mailing Address: SAME

Are you a full-time resident of Halifax County? Yes ☒ No ___ Township: _____

Do you live within any corporate or town limits? Yes ___ No ☒ Which: _____

Employer: CREATIVE PLAYTHINGS

Business Address: 861 INDUSTRIAL DRIVE EMPIRIA VA 23847
street city state zip

Business Phone Number: 434-634-6450 Business Fax: _____

Name of Authority/Board/Commission/Committee you are interested in:
THE CANAL COMMISSION

If Applicable - Specific category applying for: (e.g. Nurse, Attorney, At-Large, etc.)

Qualification for specific category: 24 YEARS OF RECREATIONAL USE AND SERVICE ON THE CANAL TRAIL.

Name of any Halifax County Board/Commission/Committee on which you presently serve:

NONE

If reapplying for a position you presently hold, how long have you served? _____

Based on your qualifications and experiences, briefly describe why your services on this Authority/
Board/Commission/Committee would be beneficial to the County:

MYSELF AND MY FAMILY ARE DEEPLY
INVESTED IN THE USE AND PRESERVATION
OF THE COWPATEAU.

Is your property tax listing current? Yes ☒ No ☐

Are your Halifax County property and motor vehicle taxes paid in full on a current basis? Yes ☒ No ☐

Do you have any delinquent Halifax County taxes? Yes ☐ No ☒

Other information you consider pertinent: (i.e., education, occupational background, civic memberships, related work experiences, etc.):

(If necessary, you may add additional pages - Check here if additional pages are added: ☐)

Note: All information on this document will be released to the public on request.

Date:

11-26-2019

Applicant's Signature:



Return application to:

Clerk to the Board of County Commissioners
Halifax County Manager's Office
Post Office Box 38
Halifax, NC 27839

Fax: (252) 583-9921

MEMORANDUM

TO: HALIFAX COUNTY COMMISSIONERS

FROM: ANDREA H. WIGGINS, CLERK TO THE BOARD

SUBJECT: BOARD VACANCIES WITHOUT RECOMMENDATIONS

For Information Only – No Action Required

No action is necessary at this time unless a member of the Board has a recommendation for an appointment.

According to our records, the **Adult Care Home Advisory Committee** has one position that is appointed by the Board of Commissioners that is vacant:

Fred Brown

According to our records, the **Community Child Protection Team** has two positions that are appointed by the Board of Commissioners that are vacant:

Susan Horrell and Lakeshia Jones

According to our records, the **Five County Community Operations Center Oversight Board** has one position that is appointed by the Board of Commissioners that is vacant:

Dean Smith

According to our records, the **Halifax County Board of Adjustment** has one position that is appointed by the Board of Commissioners that is vacant:

Thomas Myrick, Jr.

According to our records, the **Halifax County Council on Aging** has one position that is appointed by the Board of Commissioners that is vacant:

Jennifer Cooper

Continued

According to our records, the **Halifax County Human Relations Commission** has two positions that are appointed by the Board of Commissioners that are vacant:

George Branch, Jr. and Doris Richardson

According to our records, the **Halifax County Joseph Montfort Amphitheater Advisory Board** has one position that is appointed by the Board of Commissioners that is vacant:

Christopher Mayo

According to our records, the **Halifax-Northampton Regional Airport Authority** has four positions that may be appointed by the Board of Commissioners that are vacant:

Alternates

According to our records, the **Health Board** has one position that is appointed by the Board of Commissioners that is vacant:

Delisha Moore

According to our records, the **Industrial Facilities and Pollution Control Financing Authority** has one position that is appointed by the Board of Commissioners that is vacant:

Rick Gilstrap

According to our records, the **Juvenile Crime Prevention Council** has nine positions that are appointed by the Board of Commissioners that are vacant:

Diane Pridgen, Fred Draper, Ronna Graham, Linda Vaughan, Janyah Alston, Niasia Anthony,
Bettina Flood, Levi Scott, and Clarette Glenn

According to our records, the **Nursing Home Community Advisory Committee** has three positions that are appointed by the Board of Commissioners that are vacant:

Delores McGriff, Nannie Lynch, and Hattie Squire

According to our records, the **Roanoke Rapids Board of Adjustment** has one position that is appointed by the Board of Commissioners that is vacant:

Tillman Long

Continued

According to our records, the **Roanoke Rapids Planning Board** has two positions that are appointed by the Board of Commissioners that are vacant:

Tillman Long and Robert Moore, Jr.

According to our records, the **Solid Waste Advisory Board** has two positions that are appointed by the Board of Commissioners that are vacant:

Bill Dickens and John Lovett

According to our records, the **Tourism Authority** has one position that is appointed by the Board of Commissioners that is vacant:

Kathy White

According to our records, the **Upper Coastal Plain Board of Directors** has one position that is appointed by the Board of Commissioners that is vacant:

Norlan Graves

Adult Care Home Advisory Committee

3	Fred Brown (Vacant) <i>Roanoke Rapids</i>	Member <i>Black Male</i>	7/1/2016 through 6/30/2019 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
1	Hattie Staton <i>Scotland Neck</i>	Member <i>Black Female</i>	7/1/2017 through 6/30/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	Prudence Boseman <i>Littleton</i>	Member <i>White Female</i>	7/1/2018 through 6/30/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	Ozie Ruffin <i>Weldon</i>	Member <i>Black Female</i>	7/1/2018 through 6/30/2021 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
2	Alberta Greene <i>Weldon</i>	Member <i>Black Female</i>	7/1/2019 through 6/30/2022 <i>Term Number: 7</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

Community Child Protection Team (CCPT)

5	Susan Horrell (Vacant) <i>Halifax</i>	Member <i>White Female</i>	4/1/2015 through 3/31/2018 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	Lakeshia Jones (Vacant) <i>Roanoke Rapids</i>	Parent of Deceased Child <i>Female</i>	9/8/2015 through 3/31/2018 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	Magda Baligh <i>Roanoke Rapids</i>	Member <i>White Female</i>	4/1/2018 through 3/31/2021 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Florine Bell <i>Roanoke Rapids</i>	Citizen <i>Black Female</i>	4/1/2018 through 3/31/2021 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	Kevin Kupietz <i>Roanoke Rapids</i>	Firefighter <i>White Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	Bobby Martin <i>Roanoke Rapids</i>	Law Enforcement <i>White Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Shannon McAllister <i>Littleton</i>	Member <i>White Female</i>	4/1/2018 through 3/31/2021 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Michael Pittman <i>Halifax</i>	Member <i>Black Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

Five County Community Oper. Center Oversight Board

1	Dean Smith (vacant) <i>Roanoke Rapids</i>	Consumer/Family Member of Co <i>White Male</i>	7/1/2012 through 6/30/2015 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Marcelle Smith <i>Scotland Neck</i>	County Commissioner <i>Black Male</i>	7/1/2015 through 6/30/2018 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Regina Dickens <i>Littleton</i>	Community Stakeholder/Citizen <i>White Female</i>	7/1/2016 through 6/30/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

Halifax County Board of Adjustment

2	Thomas <i>Littleton</i>	Myrick, Jr. (Vacant)	Alternate <i>White Male</i>	6/2/2014 through 2/28/2017 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	Jeffrey <i>Roanoke Rapids</i>	Faison	Alternate <i>White Male</i>	3/1/2017 through 2/20/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Lee <i>Roanoke Rapids</i>	Bone	Member <i>White Male</i>	3/1/2017 through 2/28/2020 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	Jason <i>Littleton</i>	Myrick	Member <i>White Male</i>	2/4/2019 through 2/28/2020 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	James <i>Enfield</i>	Whitaker	Member <i>Black Male</i>	2/5/2018 through 2/28/2020 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	James <i>Roanoke Rapids</i>	Burroughs, Jr.	Member <i>Black Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	Levi <i>Enfield</i>	Scott	Alternate <i>Black Male</i>	3/1/2018 through 2/28/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	John <i>Scotland Neck</i>	Smith	Member <i>Black Male</i>	7/1/2017 through 6/30/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

Halifax County Council on Aging

12	Carolyn <i>Littleton</i>	Johnson	County Commissioner <i>Black Female</i>	through Term Number:	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
10	Jennifer <i>Enfield</i>	Cooper (Vacant)	Member <i>Other Female</i>	7/1/2016 through 6/30/2019 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
5	Brenda <i>Roanoke Rapids</i>	Ausby	Member <i>Black Female</i>	7/1/2017 through 6/30/2020 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
2	Helen <i>Roanoke Rapids</i>	Bush	Member <i>White Female</i>	7/1/2017 through 6/30/2020 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
16	James <i>Halifax</i>	Walden	Member <i>Black Male</i>	7/1/2017 through 6/30/2020 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? No
9	Gail <i>Roanoke Rapids</i>	Walker	Member <i>White Female</i>	7/1/2017 through 6/30/2020 Term Number: 8	Appointed by: Halifax County Commissioners Eligible for reappointment? No
11	Greg <i>Roanoke Rapids</i>	Browning	Member <i>Black Male</i>	7/1/2018 through 6/30/2021 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? No
13	Undine <i>Roanoke Rapids</i>	Garner	Member <i>White Female</i>	7/1/2018 through 6/30/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No
14	Marion <i>Littleton</i>	Lewis	Member <i>Black Female</i>	7/1/2018 through 6/30/2021 Term Number: 7	Appointed by: Halifax County Commissioners Eligible for reappointment? No
3	Ernestine <i>Scotland Neck</i>	Ware	Member <i>Black Female</i>	7/1/2018 through 6/30/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
15	Belinda <i>Halifax</i>	Belfield	Member <i>Black Female</i>	7/1/2019 through 6/30/2022 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
4	Katherine <i>Halifax</i>	Lee	Member <i>Black Female</i>	7/1/2019 through 6/30/2022 Term Number: 9	Appointed by: Halifax County Commissioners Eligible for reappointment? No
7	Tillman <i>Roanoke Rapids</i>	Long	Member <i>White Male</i>	7/1/2019 through 6/30/2022 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
1	William <i>Roanoke Rapids</i>	Mueller	Member <i>White Male</i>	7/1/2019 through 6/30/2022 Term Number: 1	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
8	Sandra <i>Roanoke Rapids</i>	Rosser	Member <i>Black Female</i>	7/1/2019 through 6/30/2022 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? No
6	Gladys <i>Halifax</i>	Walden	Member <i>Black Female</i>	7/1/2019 through 6/30/2022 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No

Halifax County Human Relations Commission

1	George Branch, Jr. (Vacant) <i>Roanoke Rapids</i>	Member <i>Black Male</i>	11/1/2010 through 10/31/2013 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
9	Doris Richardson (vacant) <i>Hollister</i>	Member <i>Indian Female</i>	11/1/2012 through 10/31/2015 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
6	Robert Bigham <i>Tillery</i>	Member <i>White Male</i>	11/1/2015 through 10/31/2018 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
5	Sandra Bryant <i>Roanoke Rapids</i>	Member <i>Black Female</i>	11/1/2016 through 10/31/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
2	Sheldon Deaton <i>Roanoke Rapids</i>	Member <i>White Male</i>	11/1/2016 through 10/31/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Susie Hodges <i>Littleton</i>	Member <i>Black Female</i>	11/1/2016 through 10/31/2019 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	J. Rives Manning <i>Roanoke Rapids</i>	Member <i>White Male</i>	11/1/2016 through 10/31/2019 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
8	Terry Buffaloe <i>Roanoke Rapids</i>	Member <i>Black Male</i>	11/1/2017 through 10/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	Michael Felt <i>Roanoke Rapids</i>	Member <i>White Male</i>	11/1/2017 through 10/31/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

Amphitheater Advisory Board

9	Christopher Mayo (Vacant) <i>Halifax</i>	Member <i>White Male</i>	8/1/2016 through 3/31/2018 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	George Daniel <i>Scotland Neck</i>	Member <i>White Male</i>	7/10/2017 through 3/31/2019 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	Lori Medlin <i>Roanoke Rapids</i>	Member <i>White Female</i>	4/1/2016 through 3/31/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	Richard Woodruff <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2016 through 3/31/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	William Cox <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2017 through 3/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Jeff Dickens <i>Littleton</i>	Member <i>White Male</i>	4/1/2017 through 3/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Judy Evans-Barbee <i>Roanoke Rapids</i>	Member <i>White Female</i>	4/1/2017 through 3/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
10	Curtis Strickland <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2017 through 3/31/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Frances King <i>Halifax</i>	Member <i>White Female</i>	4/1/2018 through 3/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	J. Rives Manning, Jr. <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
11	W. Turner Stephenson III <i>Roanoke Rapids</i>	Member <i>White Male</i>	4/1/2018 through 3/31/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

Airport Authority

15	Vacant		Alternate Member		through	Appointed by: Halifax County Commissioners	
				Term Number:		Eligible for reappointment?	Yes
14	Vacant		Alternate Member		through	Appointed by: Halifax County Commissioners	
				Term Number:		Eligible for reappointment?	Yes
13	Vacant		Alternate Member		through	Appointed by: Halifax County Commissioners	
				Term Number:		Eligible for reappointment?	Yes
12	Vacant		Alternate Member		through	Appointed by: Halifax County Commissioners	
				Term Number:		Eligible for reappointment?	Yes
3	Ian	Bumgarner	Ex-Officio		through	Appointed by: Halifax County Commissioners	
	Halifax		White Male	Term Number: 0		Eligible for reappointment?	Yes
2	Mary	Duncan	Ex-Officio		through	Appointed by: Halifax County Commissioners	
	Halifax		White Female	Term Number: 0		Eligible for reappointment?	Yes
4	Nicole	Boone		3/18/2019	through 1/31/2020	Appointed by: Northampton County Commissioners	
	Rich Square		Black Female	Term Number: 0		Eligible for reappointment?	Yes
1	Chris	Canady	Member	2/1/2017	through 1/31/2020	Appointed by: Roanoke Rapids City Council	
	Roanoke Rapids		White Male	Term Number: 1		Eligible for reappointment?	Yes
10	Robert	Clark	Member	2/1/2017	through 1/31/2020	Appointed by: Halifax County Commissioners	
	Roanoke Rapids		Black Male	Term Number: 4		Eligible for reappointment?	No
5	Andrew	Roy	Member	2/1/2017	through 1/31/2020	Appointed by: Halifax-Northampton Airport Authority	
	Rocky Mount		White Male	Term Number: 2		Eligible for reappointment?	Yes
9	Joyce	Buffaloe	Member	3/18/2019	through 1/31/2021	Appointed by: Northampton County Commissioners	
	Margarettsville		Black Female	Term Number: 0		Eligible for reappointment?	Yes
8	Calvin	Potter	Secretary	2/1/2018	through 1/31/2021	Appointed by: Roanoke Rapids City Council	
	Roanoke Rapids		White Male	Term Number: 9		Eligible for reappointment?	No
11	Vernon J.	Bryant	Member	2/1/2019	through 1/31/2022	Appointed by: Halifax County Commissioners	
	Roanoke Rapids		Black Male	Term Number: 2		Eligible for reappointment?	Yes
7	Ralph	Johnson, Jr.	Member	10/7/2019	through 1/31/2022	Appointed by: Halifax County Commissioners	
	Roanoke Rapids		White Male	Term Number: 0		Eligible for reappointment?	Yes
6	Julia	Meacham	Member	2/1/2019	through 1/31/2022	Appointed by: Halifax County Commissioners	
	Weldon		White Female	Term Number: 6		Eligible for reappointment?	No

Health Board

7	Delisha Moore (vacant) <i>Roanoke Rapids</i>	Optometrist <i>White Female</i>	1/1/2017 through 12/31/2019 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
11	Justin Blackmon <i>Roanoke Rapids</i>	Engineer Position <i>White Male</i>	1/1/2019 through 12/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Donald Crowder <i>Roanoke Rapids</i>	At-Large Member <i>White Male</i>	1/1/2019 through 12/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Eloise P. Hardee <i>Roanoke Rapids</i>	Registered Nurse <i>White Female</i>	1/1/2019 through 12/31/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
10	Belinda Hill <i>Roanoke Rapids</i>	At-Large Member <i>Black Female</i>	1/1/2019 through 12/31/2021 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
9	Kimberly Mack <i>Littleton</i>	At-Large Member <i>Black Female</i>	1/1/2019 through 12/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Eric Nicholson <i>Roanoke Rapids</i>	Dentist <i>White Male</i>	1/1/2019 through 12/31/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	Carol Anne Rupe <i>Roanoke Rapids</i>	Physician <i>White Female</i>	1/1/2019 through 12/31/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	Melissa Woodruff <i>Weldon</i>	Pharmacist <i>White Female</i>	1/1/2019 through 12/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	Carolyn Johnson <i>Littleton</i>	County Commissioner <i>Black Female</i>	1/1/2020 through 12/31/2022 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
5	Louis V. Mann, III <i>Roanoke Rapids</i>	Veterinarian <i>White Male</i>	1/1/2020 through 12/31/2022 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>

Industrial Facilities & Pollution Control

5	Kenny Deloatch Roanoke Rapids	Member White Male	2/1/2013 through 1/31/2019 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
6	Carl Ferebee Roanoke Rapids	Member Black Male	3/11/2013 through 1/31/2019 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
7	G. Wayne Long Roanoke Rapids	Member White Male	2/1/2013 through 1/31/2019 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
1	Rick Gilstrap (Vacant) Roanoke Rapids	Member White Male	2/1/2015 through 1/31/2021 Term Number: 5	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
2	Clay Shields Scotland Neck	Member White Male	2/1/2015 through 1/31/2021 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
3	Michael Knudson Roanoke Rapids	Member White Male	2/1/2017 through 1/31/2023 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
4	Marvin Newsom, III Littleton	Member White Male	2/1/2017 through 1/31/2023 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes

Juvenile Crime Prevention Council

9	Diane Pridgen (Vacant) <i>Scotland Neck</i>	Substance Abuse Professional <i>White Female</i>	2/1/2010 through 1/31/2012 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	Fred Draper (Vacant) <i>Roanoke Rapids</i>	Non-Profit or United Way Repres <i>White Male</i>	2/1/2011 through 1/31/2013 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
25	Ronna Graham (Vacant) <i>Halifax</i>	At-Large Member <i>White Female</i>	2/1/2013 through 1/31/2015 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
16	Linda Vaughan (Vacant) <i>Roanoke Rapids</i>	At-Large Member <i>White Female</i>	5/6/2013 through 1/31/2015 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
10	Janyah Alston (Vacant) <i>Scotland Neck</i>	Representative under 18 years ol <i>Black Female</i>	3/10/2014 through 1/31/2016 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	Niasia Anthony (Vacant) <i>Scotland Neck</i>	Representative under 18 years ol <i>Black Female</i>	2/1/2014 through 1/31/2016 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Bettina Flood (Vacant) <i>Halifax</i>	Juvenile Defense Attorney <i>Black Female</i>	2/1/2014 through 1/31/2016 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
26	Levi Scott (Vacant) <i>Enfield</i>	Business Community Member <i>Black Male</i>	8/3/2015 through 1/31/2016 <i>Term Number: 0</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
12	Clarette Glenn (Vacant) <i>Henderson</i>	Mental Health Representative <i>Black Female</i>	2/1/2017 through 1/31/2019 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	Ellen Burnette <i>Roanoke Rapids</i>	At-Large Member <i>White Female</i>	2/1/2018 through 1/31/2020 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
6	Anzell Harris <i>Halifax</i>	Halifax Sheriff Office <i>Black Male</i>	2/1/2018 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	Joe Long <i>Halifax</i>	Parks & Recreation Representati <i>White Male</i>	2/1/2018 through 1/31/2020 <i>Term Number: 11</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	Joseph Sandoval <i>Weldon</i>	Faith Community Representative <i>White Male</i>	2/1/2018 through 1/31/2020 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
14	Valerie Asbell <i>Halifax</i>	District Attorney <i>White Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
20	Brenda Branch <i>Roanoke Rapids</i>	District Court Judge <i>Black Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
13	Tony N. Brown <i>Halifax</i>	County Manager <i>Black Male</i>	2/1/2019 through 1/31/2021 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

23	Terry <i>Roanoke Rapids</i>	Buffaloe	At-Large Member <i>Black Male</i>	2/1/2019 through 1/31/2021 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
24	Eric <i>Halifax</i>	Cunningham	School Superintendent Designee <i>Black Male</i>	2/1/2019 through 1/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
17	Chuck <i>Roanoke Rapids</i>	Hasty	Police Chief <i>White Male</i>	2/1/2019 through 1/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
11	Robin <i>Halifax</i>	Johnson	Social Services representative <i>White Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Teresa <i>Enfield</i>	King	At-Large Member <i>Black Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
21	Sonynia <i>Halifax</i>	Leonard	Chief Court Counselor <i>Black Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
18	Doris <i>Littleton</i>	Mack	At-Large Member <i>Black Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 11</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
15	Angela <i>Roanoke Rapids</i>	Moody	Public Health Representative <i>White Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
22	Barbara <i>Weldon</i>	Plum	At-Large Member <i>Black Female</i>	2/1/2019 through 1/31/2021 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
19	Marcelle <i>Scotland Neck</i>	Smith	County Commissioner <i>Black Male</i>	2/1/2019 through 1/31/2021 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

Nursing Home Advisory Committee

5	Carolyn <i>Littleton</i>	Johnson	Ex-Officio <i>Black Female</i>	through <i>Term Number:</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment?</i> Yes
3	Delores <i>Enfield</i>	McGriff (vacant)	Member <i>Other Female</i>	9/3/2013 through 6/30/2014 <i>Term Number: 1</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment?</i> Yes
1	Nannie <i>Hollister</i>	Lynch (vacant)	Member <i>Black Female</i>	7/1/2012 through 6/30/2015 <i>Term Number: 4</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment?</i> No
7	Hattie <i>Roanoke Rapids</i>	Squire (Vacant)	Member <i>Black Female</i>	7/1/2012 through 6/30/2015 <i>Term Number: 4</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment?</i> No
6	Prudence <i>Littleton</i>	Boseman	Member <i>White Female</i>	2/1/2016 through 6/30/2018 <i>Term Number: 0</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment?</i> Yes
2	Clarence <i>Scotland Neck</i>	Pender	Member <i>Black Male</i>	7/1/2017 through 6/30/2020 <i>Term Number: 1</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment?</i> Yes
4	Isabelle <i>Scotland Neck</i>	Pender	Member <i>Black Female</i>	7/1/2017 through 6/30/2020 <i>Term Number: 1</i>	<i>Appointed by:</i> Halifax County Commissioners <i>Eligible for reappointment?</i> Yes

Roanoke Rapids Board of Adjustment

1	Tillman Long (vacant) Roanoke Rapids	ETJ Member White Male	6/1/2011 through 5/31/2014 Term Number: 4	Appointed by: Halifax County Commissioners Eligible for reappointment? No
2	Greg Browning Roanoke Rapids	Alternate Member Black Male	6/1/2018 through 5/31/2021 Term Number: 6	Appointed by: Halifax County Commissioners Eligible for reappointment? No

Roanoke Rapids Planning Board

2	Tillman Long (vacant) <i>Roanoke Rapids</i>	ETJ Member <i>White Male</i>	6/1/2011 through 5/31/2014 <i>Term Number: 8</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
1	Terry Campbell <i>Roanoke Rapids</i>	ETJ Member <i>Black Male</i>	6/1/2016 through 5/31/2019 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
3	Robert Moore, Jr. (Vacant) <i>Roanoke Rapids</i>	ETJ Member <i>Black Male</i>	6/1/2017 through 5/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	Greg Browning <i>Roanoke Rapids</i>	ETJ Member <i>Black Male</i>	6/1/2018 through 5/31/2021 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

Solid Waste Advisory Board

5	Bill <i>Enfield</i>	Dickens (vacant)	Enfield <i>White Male</i>	2/1/2011 through 1/31/2014 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
11	John <i>Halifax</i>	Lovett (vacant)	Member <i>White Male</i>	2/1/2011 through 1/31/2014 <i>Term Number: 3</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
2	Danny <i>Roanoke Rapids</i>	Acree	Roanoke Rapids <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	Jeffrey <i>Weldon</i>	Elks	Weldon <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
8	Gregory <i>Enfield</i>	Griffin	Ex-Officio <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
3	James <i>Scotland Neck</i>	Gunnells	Scotland Neck <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
7	Al <i>Littleton</i>	Haskins	At-Large Member <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
1	Ann <i>Littleton</i>	Jackson	At-Large Member <i>White Female</i>	2/1/2017 through 1/31/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
9	John <i>Scotland Neck</i>	Smith	At-Large Member <i>Black Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 7</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>
4	Robert <i>Hobgood</i>	Sykes, Jr.	Hobgood <i>White Male</i>	2/1/2017 through 1/31/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
10	Betty <i>Littleton</i>	Willis	Littleton <i>White Female</i>	2/1/2017 through 1/31/2020 <i>Term Number: 5</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? No</i>

Tourism Authority

4	Mary Duncan <i>Halifax</i>	Ex-Officio <i>White Female</i>	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? No
2	Cathy Scott <i>Roanoke Rapids</i>	Ex-Officio <i>White Female</i>	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? No
1	Jim Trzinki <i>Littleton</i>	Ex-Officio <i>White Male</i>	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? No
3	Arthur Whitehead <i>Halifax</i>	Ex-Officio <i>White Male</i>	through Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? No
6	Kathy White (Vacant) <i>Roanoke Rapids</i>	Member <i>White Female</i>	8/1/2016 through 7/31/2019 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
10	Sandra Bryant <i>Roanoke Rapids</i>	Member <i>Black Female</i>	8/1/2017 through 7/31/2020 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? No
9	James Carlisle <i>Roanoke Rapids</i>	Member <i>White Male</i>	8/1/2017 through 7/31/2020 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? No
8	Jessica Hedgpeth <i>Roanoke Rapids</i>	Member <i>Indian Female</i>	7/9/2018 through 7/31/2020 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
13	Christina Gregory <i>Roanoke Rapids</i>	Member <i>White Female</i>	8/1/2018 through 7/31/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
12	Brent Lubbock <i>Scotland Neck</i>	Member <i>White Male</i>	6/3/2019 through 7/31/2021 Term Number: 0	Appointed by: Halifax County Commissioners Eligible for reappointment? Yes
11	Percilla West <i>Roanoke Rapids</i>	Member <i>Black Female</i>	8/1/2018 through 7/31/2021 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
7	Yvonne Thompson <i>Littleton</i>	Member <i>White Female</i>	8/1/2019 through 7/31/2022 Term Number: 3	Appointed by: Halifax County Commissioners Eligible for reappointment? No
5	Curtis Wynn <i>Roanoke Rapids</i>	Member <i>Black Male</i>	8/1/2019 through 7/31/2022 Term Number: 2	Appointed by: Halifax County Commissioners Eligible for reappointment? No

Upper Coastal Plain Board of Directors

3	Tony <i>Halifax</i>	Brown	County Manager <i>Black Male</i>	7/1/2018 through 6/30/2020 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
2	Ian <i>Halifax</i>	Bumgarner	Alternate Member <i>White Male</i>	7/1/2018 through 6/30/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
6	Dia <i>Halifax</i>	Denton	Alternate Member <i>White Female</i>	7/1/2018 through 6/30/2020 <i>Term Number: 4</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
4	Norian <i>Roanoke Rapids</i>	Graves (Vacant)	At-Large/Private Sector <i>Black Male</i>	7/1/2018 through 6/30/2020 <i>Term Number: 2</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
1	Barbara <i>Enfield</i>	Simmons	At-Large/Private Sector <i>Black Female</i>	7/1/2018 through 6/30/2020 <i>Term Number: 1</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>
5	Marcelle <i>Scotland Neck</i>	Smith	Elected Official <i>Black Male</i>	7/1/2018 through 6/30/2020 <i>Term Number: 6</i>	<i>Appointed by: Halifax County Commissioners</i> <i>Eligible for reappointment? Yes</i>



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Tony N. Brown

SUBJECT: Resolution - 100th Anniversary of the 19th Amendment

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

ATTACHMENTS:

Description

- ▣ LWV Letter to Board of Commissioners
- ▣ Resolution - 100th Anniversary of the 19th Amendment

TOTAL COST:

COUNTY COST:

REQUEST: Adopt Resolution



August 23, 2019

Dear Commissioner,

Thank you for your service to the people of your county, the state and yes, our nation. The League of Women Voters, a non-partisan organization that includes women and men, founded in February, 1920, has as its mission "Empowering Voters. Defending Democracy". We strongly advocated then and now for full participation in the voting process and educating voters on the issues.

This year marks the one hundredth anniversary of the passage of the 19th Amendment to the US Constitution giving women the vote. As you are aware, it had to be ratified by two-thirds of the states and this was not accomplished until August 18, 1920, when Tennessee cast its vote of support. Tennessee was the last of 36 states to ratify and had it not been for a young East Tennessee lawyer member of the House of Representatives, who after receiving a letter from his widowed mother imploring him to vote for suffrage, changed his vote on the third reading of the bill, the 19th amendment would not have been ratified at that time. This is but one historic example of the importance of one vote; one elected official who dared to be courageous and do that which is just and right.

Leagues across the country, along with numerous other organizations, will be commemorating this 100th anniversary throughout 2020. The League of Women Voters of North Carolina invites you to be a part of this most important commemoration specifically through the passage of the attached resolution. We believe this action will raise awareness of the importance of voting and increase understanding that the vote did not come easily to many. Your action will also provide the opportunity to enhance civic education as well as reminding all of us of the privilege we enjoy from living in a Democracy.

Your vote on the resolution may occur at a time of your choosing. We suggest that it be done in early 2020. If possible, please let me know when the vote will take place or if you need additional information as soon as possible. We will urge League members and friends in your surrounding area to be there at the time of your board's vote. Thank you for your consideration of our request to pass this important resolution.

Yours truly,

Mary Klenz, 100th Anniversary Committee
lwvklenzm@gmail.com; 704-968-0664

Committee: Jo Nicholas, President, LWVNC, Willie Taylor, Vicki Boyer, Dorsey Harris

**RESOLUTION IN CELEBRATION OF THE 100TH ANNIVERSARY OF THE PASSAGE OF THE
NINETEENTH AMENDMENT TO THE CONSTITUTION OF THE UNITED STATES AND
FOUNDING OF THE LEAGUE OF WOMEN VOTERS**

WHEREAS: an organized movement to enfranchise women began in July 1848, at a convention in Seneca Falls, NY; and

WHEREAS: through the efforts of brave and courageous women, referred to as suffragists, who sacrificed family, their personal life and their financial resources for over seventy years to gain equal rights for women, especially the right to vote; and

WHEREAS: women and men, black and white, supported the woman's suffrage movement for women to gain the constitutional right of having a voice in making the laws that govern them; and

WHEREAS: the woman's suffrage movement led to the passage of the 19th Amendment to the Constitution of the United States in 1919; with ratification by the states by the summer of 1920; and

WHEREAS: The National Woman's Suffrage Association dissolved in 1920 to create the League of Women Voters of the United States to register voters and educate all voters; and

WHEREAS: The League of Women Voters of North Carolina was launched on October 7, 1920, on the steps of the Guilford County Courthouse by Gertrude Weil, a politically active and tireless young woman from Goldsboro, NC; and

WHEREAS: More than 120,000 women were registered to vote in North Carolina by 1920; and

WHEREAS: women today constitute a majority vote in our state and the United States and are running for office in higher numbers and more active in the election process than ever before in history.

NOW, THEREFORE, BE IT RESOLVED that the 100th anniversary of women gaining the right to vote and the founding of the League of Women Voters in the United States and in North Carolina is recognized for the impact these historic accomplishments have on citizen engagement and the civic life of the community, the state and the nation.

BE IT FURTHER RESOLVED, that the Halifax County Board of Commissioners goes on public record this 3rd day of February 2020 in support of the foregoing resolution and was duly adopted at said meeting.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

Mary Anderson-Faison
Deputy Clerk to the Board



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Andrea H. Wiggins, MMC, Clerk to the Board/Assistant to the County Manager

PRESENTER: County Commissioners

SUBJECT: Approval of Closed Session Minutes

DATE: February 3, 2020 Regular Meeting

SUPPORTING INFORMATION:

The draft minutes of the November 7, 2019 Closed Session Meeting and November 18, 2019 Closed Session Meeting has been previously provided for your review and approval. A copy of these minutes will also be provided during the meeting.

ATTACHMENTS:

Description

No Attachments Available

TOTAL COST:

COUNTY COST:

REQUEST: Approve the Closed Session Minutes.