

AGENDA



Andy Nickelston, Chairman
Jimmy Walker, Vice Chairman
Ronnie Mendenhall, Commissioner
Rick Morris, Commissioner
Jamie Yontz, Commissioner

REGULAR MEETING OF THE BOARD OF COUNTY COMMISSIONERS

Monday, August 12, 2019

1014 MAIN STREET

DANBURY, NC 27016

6:00 PM

Call to Order

Invocation

Pledge of Allegiance

I. Approval of the Agenda

II. Comments - Managers/Commissioners

III. Public Comments

IV. Consent Agenda

a. Budget Amendments

b. Minutes

V. Information Agenda

a. E-911 Updates

VI. Discussion Agenda

a. Tax Administration - Monthly Report

b. The Mercer Group

c. The American Legion- Department of N.C.

d. Water Project Committee

VII. Action Agenda

a. RFQ Draft - Meadows Water

b. Purchase Agreement

c. Appointments - Stokes County Voluntary Agricultural District Advisory Board

VIII. Adjournment

*Anyone with a disability(is) who needs an accommodation to participate in this meeting is requested to inform us 48 hours prior to the scheduled time of the affected group meeting

*Attachments may be delivered before or at the time of the meeting

*Times may vary due to times preset for agenda items



Board of County Commissioners

August 12, 2019

6:00 PM

Item number: IV.a.

Budget Amendments

Contact: Julia E. Edwards

Summary:

Budget Amendment #'s 10,11,12

Budget Amendment #14 - Sheriff's Department Amendment for radios for SRO's

ATTACHMENTS:

Description	Upload Date	Type
Budget Amendment #10 #11 #12	8/5/2019	Cover Memo
Budget Amendment #14 -Sheriff's Department	8/7/2019	Cover Memo

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Administration			
100.4120.000	Salaries & Wages	\$ 232,570.00	\$ 5,790.00	\$ 238,360.00
	Jail			
100.4320.000	Salaries & Wages	\$ 1,055,092.00	\$ 725.00	\$ 1,055,817.00
	Emergency Medical Services			
100.4370.000	Salaries & Wages	\$ 1,492,923.00	\$ 4,321.00	\$ 1,497,244.00
	Information Systems			
100.4210.000	Salaries & Wages	\$ 172,150.00	\$ 178.00	\$ 172,328.00
	Social Services			
100.5310.000	Salaries & Wages	\$ 2,639,285.00	\$ 248.00	\$ 2,639,533.00
	Planning			
100.4910.000	Salaries & Wages	\$ 302,863.00	\$ 295.00	\$ 303,158.00
	Contingency			
100.9910.300	Personnel Contingency	\$ 125,000.00	\$ (11,557.00)	\$ 113,443.00
	Total	\$ 6,019,883.00	\$ -	\$ 6,019,883.00

This budget amendment is justified as follows:

To transfer funds from leave payoff contingency for retired, resigned, terminated and comp time over limit payoff as of 07/19/19

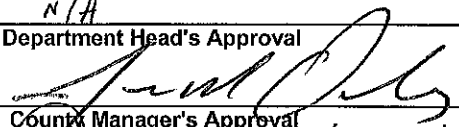
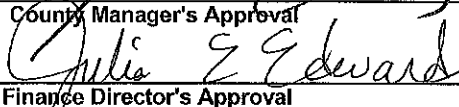
This will result in a net increase of \$0.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
				\$ -
				\$ -
	TOTALS	\$ -	\$ -	\$ -

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 12th day of August, 2019.

Verified by the Clerk of the Board

N/A	
Department Head's Approval	Date
	8-5-19
County Manager's Approval	Date
	8/5/19
Finance Director's Approval	Date

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	GENERAL FUND			
	Public Buildings			
100.4190.180	Professional Services	\$ -	\$ 35,000.00	\$ 35,000.00
	Total General Fund	\$ -	\$ 35,000.00	\$ 35,000.00
	Capital Reserve Fund			
201.4190.013	Public Buildings	\$ 315,760.00	\$ (35,000.00)	\$ 280,760.00
201.9810.000	Transfer to General Fund	\$ 306,484.00	\$ 35,000.00	\$ 341,484.00
	Total Capital Reserve Fund	\$ 622,244.00	\$ -	\$ 622,244.00

This budget amendment is justified as follows:

To transfer funds from Capital Reserve Fund for the building assessment.

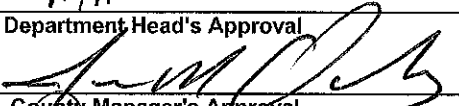
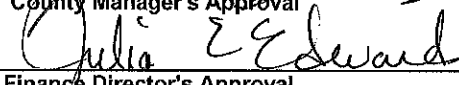
This will result in a net increase of \$35,000.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

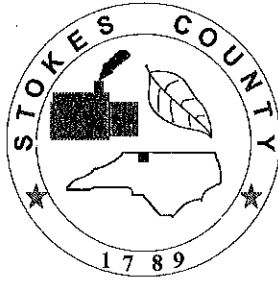
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	GENERAL FUND			
100.3982.960	Transfer from Capital Reserve Fund	\$ 306,484.00	\$ 35,000.00	\$ 341,484.00
	TOTALS	\$ 306,484.00	\$ 35,000.00	\$ 341,484.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 12th day of August, 2019

Verified by the Clerk of the Board


N/A	
Department Head's Approval	Date
	8-5-19
County Manager's Approval	Date
	8/5/19
Finance Director's Approval	Date



Stokes County
Purchasing Department

Memorandum

To: Stokes County Board of Commissioners

From: Glenda Pruitt, Support Services Supervisor 

Date: August 5, 2019

Re: Comprehensive Building Study

During the Budget process, the Board elected to move forward with a Comprehensive Building Study on county owned buildings. Attached is a budget amendment in the amount of \$35,000, which is the not to exceed amount received by Peterson/Gordon Architects to complete a building assessment on each county building. During the budget process it was also decided that we would complete a study of all schools, which will drastically impact both the price and timeline. That being said we are only planning to evaluate county buildings at the current time due to there are some buildings in need of immediate repairs such as the hospital. At a later date we will address the possibility of an assessment of the schools upon direction from the Board.

EXEMPTING *Building Condition Assessment of County Buildings*

FROM G.S. 143-64.31

G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee;

Stokes County proposes to enter into one or more contracts for design services for work on *Building Condition Assessment of County Building* and

G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

The estimated fee for design services for the above-described project is less than \$50,000.

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.5100.510	Equipment	\$ 167,706.00	\$ 4,473.00	\$ 172,179.00
				\$ -
				\$ -
	TOTALS	<u>\$ 167,706.00</u>	<u>\$ 4,473.00</u>	<u>\$ 172,179.00</u>

This budget amendment is justified as follows:

The Health Department received notice from the state of these additional WIC Program funds that were provided in order to further enhance the health department's ability to continue with the objective of the Special Supplemental Nutrition Program for WIC, including promoting increased program participation and encouraging participant retention. To achieve this goal, we have chosen to purchase Masimo Pronto non-invasive hemaglobin device and supplies. Non-invasive Hemoglobin analysis would replace current finger stick and bloodwork analysis, which can be a negative experience for both participant and parent/guardian.

This will result in a net increase of \$4,473.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been verified in the WIRM and must be expended by 10/31/19.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.3301.232	WIC CLIENT SERVICES	\$ 167,706.00	\$ 4,473.00	\$ 172,179.00
				\$ -
	TOTALS	<u>\$ 167,706.00</u>	<u>\$ 4,473.00</u>	<u>\$ 172,179.00</u>

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 12th day of August, 2019.

Verified by the Clerk of the Board

Sammy Martin
Department Head's Approval
Date 8/5/19

[Signature]
County Manager's Approval
Date 8-5-19

Julie E Edwards
Finance Director's Approval
Date 8/5/19

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.4310.511	EQUIPMENT NON-CAPITAL	\$ 45,275.00	\$ 7,616.00	\$ 52,891.00
				\$ -
				\$ -
				\$ -
				\$ -
	Total	\$ 45,275.00	\$ 7,616.00	\$ 52,891.00

This budget amendment is justified as follows:
To purchase radio equipment for the department

NO COUNTY FUNDING

This will result in a net increase of \$7,616.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.3301.413	STATE FINES & FORFEITURES		\$ 7,616.00	\$ 7,616.00
				\$ -
				\$ -
				\$ -
				\$ -
	TOTALS	\$ -	\$ 7,616.00	\$ 7,616.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 12th day of August, 201

Verified by the Clerk of the Board

Department Head's Approval

8/6/2019

Date

County Manager's Approval

8-6-19

Date

Finance Director's Approval

8/6/18

Date



Mobile Communications Inc
 119 Griffith Plaza Drive
 Winston Salem, NC 27103

Estimate

Date	Estimate #
8/6/2019	19-0465

Name / Address

Stokes County Sheriff's Office
 PO Box 20
 Danbury, NC 27016

Ship To

Stokes County Sheriff's Office
 1012 Main Street
 Danbury, NC 27016
 US

		P.O. No.	Terms	Rep
			Net 30	MC
Item	Description	Qty	Rate	Total
	Portable Radios with PHASE II TDMA & ADP Encryption(ARC4)			
VP5430F2	VIKING VP5430F2, 7/800 MHz, Standard Keypad, Black Housing, Antenna, Li-Ion 2600mAh battery, Analog FM, P25 CAI AMBE+2, Analog Conventional, P25 Phase I, Phase II TDMA, 1024 Channels, ARC4(ADP) Encryption, True Voice, 3-Year Warranty	4	1,775.80	7,103.20T
KSC-32	Kenwood Rapid Rate Single Unit Charger	4	0.00	0.00T
KMC-54WDM	Kenwood Multi-pin Public safety lapel mic, with IP67 rating, automatic noise reduction	4	98.50	394.00T
Programming	Programming charge Per Radio w/ County ID's	4	25.00	100.00T
SHIPPING	Shipping and Handling	1	18.00	18.00T
			Subtotal	\$7,615.20
Phone #	Fax #	Web Site	Sales Tax (6.75%)	\$514.03
3367938259	1-877-463-2830	www.mobilecomminc.com	Total	\$8,129.23



**Board of County Commissioners
August 12, 2019
6:00 PM**

Item number: IV.b.

Minutes

Contact: Shannon Shaver

Summary:

Minutes:

DSS Board July 15, 2019

Board of Health July 15, 2019

Regular Meeting July 22, 2019

ATTACHMENTS:

Description	Upload Date	Type
DSS Board Meeting Minutes	8/7/2019	Cover Memo
Board of Health Minutes	8/7/2019	Cover Memo
July 22, 2019 Regular Meeting Minutes	8/7/2019	Cover Memo

**DSS BOARD
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
MONDAY JULY 15, 2019**

Chairman Andy Nickelston
Vice Chairman Jimmy Walker
Board Member Ronnie Mendenhall
Board Member Rick Morris
Board Member Jamie Yontz

Chairman Nickelston called the meeting to order and welcomed those in attendance.

Vice Chairman Walker delivered the invocation.

Chairman Nickelston invited those in attendance to join the Board in the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairman Nickelston entertained a motion to approve the agenda.

Board Member Mendenhall moved to approve the agenda as presented.

Board Member Yontz seconded the motion.

Chairman Nickelston opened the floor for discussion.

With no further discussion, the Agenda was approved 5-0.

PUBLIC COMMENTS

Chairman Nickelston noted there were no individuals signed up for public comments.

INFORMATION

Chairman Nickelston turned the floor over to DSS Director Stacey Elmes.

DSS Director Stacey Elmes presented the following information to the Board:

All attachments presented on the agenda will be attached at the conclusion of the minutes with the exception of the minutes which are located under the minutes tab on the county website.

- I. DSS Dashboard**
- II. Audits and Technical Assistance**
 - a. E-Mail dates 7/2/19 regarding quarterly monitoring by Division of Health Service Regulation**
 - b. Corrective Action dates 6/26/19 regarding the audit performed by Martin and Starnes in June**
 - c. Letter from NCDHHS/Child Support for quality review held on 6/12/19**
 - d. PTRC monitoring of our HCCBG and Family Caregivers Programs dated May 24, 2019**
- III. Strategic Plan Draft**

Chairman Nickelston opened the floor for any discussion/questions/comments.

Vice Chairman Walker requested information on Foster Care in the county and inquired what the requirements are to be a foster parent, and asked if a single parent would qualify.

DSS Director Stacey Elmes provided an update on the status of Foster Care in the county and noted that they are always looking for new Foster Parents through various resources. It was also noted that in order to be a foster parent, the individual must be 21 or older, have a clean record, complete all classes required and go through a home assessment.

Vice Chairman Walker noted that he would like to be as knowledgeable as possible on this and be able to let people know who may be interested.

Vice Chairman Walker noted that he liked the strategic plan for replacing employees that may be retiring.

Commissioner Morris noted that the succession plan is good and that the county hiring process allows the internal candidate to have the opportunity first and as long as the candidates are trained and qualified this makes the process work. He also noted that the strategic plan should stress the Child Welfare and Adult Protective Services piece of DSS. A lot of people assume that DSS is just Income Maintenance but it's so much more than that.

Commissioner Mendenhall noted that he was thankful for all of the hard work that Social Services does and that he knows what a tough job it is. He commended the staff for the job they do and noted that he too was in favor of a strategic plan for the future.

Commissioner Yontz noted that he appreciated the report and noted that there seemed to be a spike in June for training for families for foster care.

DSS Director Stacey Elmes noted that this is just ongoing training for those already fostering and does not indicate new foster parents while they are always trying to increase the numbers.

NC Fast

Vice Chairman Walker asked DSS Director Stacey Elmes if she could change anything to make things go smoother what that would be.

DSS Director Stacey Elmes noted that NC Fast would be the one thing she would change if possible and that it continues to be a problem.

Vice Chairman Walker noted that it is hard to believe that as long as this has been in place that there are still so many issues with the operation and asked that the state be notified that we are still experiencing so many issues. He requested that we speak with our state representation on this matter.

After some discussion by the Board it was decided that a letter would be sent regarding the issues surrounding the deficiencies of NC Fast.

DSS Board

After some discussion by the Board, it was decided that the subject of the DSS Board and Board of Health being reconstituted would be added to the next regular meeting of the Board of Commissioners on July 22, 2019.

Adjournment

There being no further business to come before the Board, Chairman Nickelston entertained a motion to adjourn the meeting.

Board Member Mendenhall moved to adjourn the meeting.

Board Member Morris seconded and the motion carried unanimously.

Shannon Shaver
Clerk to the Board

Andy Nickelston
Chairman

Stokes County DSS Dashboard 2019

	January	February	March	Total
ADULT SOCIAL WORK SERVICES				
Guardianship Cases	29	30	35	
New APS Reports Received	13	15	7	35
APS Reports Accepted	6	7	2	15
Investigations Initiated Timely [Goal 95%]	100%	100%	100%	
Outreach Visits	5	7	5	17
In Home Aide Programs/Family Caregiver	38	38	38	
Community Alternatives Program (CAP/DA)	77	76	76	
Representative Payee	16	14	14	
SA - In-Home	65	65	66	
Placement	0	0	0	
Adult Care Homes Monitored	3	3	5	
Total Requests for CIP	100	37	39	176
CIP Expenditures	\$13,617	\$16,483	\$10,388	\$ 40,488
Total Requests for LIEAP	317	68	63	448
LIEAP Expenditures	\$58,000	\$31,300	\$12,200	\$ 101,500
Unclaimed Bodies	0	0	0	0
Staff Hours Spent at Shelters	72	0	0	72
CHILD CARE SUBSIDY				
Children Receiving Services	200	193	219	
Expenditures	\$82,926	\$88,408	\$99,899	\$271,233
Waiting List	198	153	170	
CHILD PROTECTIVE SERVICES				
CPS Reports Received	36	44	37	117
CPS Reports Accepted	21	19	26	66
Children Opened	43	41	43	127
Open Reports	35	28	33	
Reports Substantiated/Services Needed	4	10	10	
Open Case Management	13	9	11	
Courtesy Requests	5	3	2	10
Substance Affected Infants Reported to DSS	3	1	1	5
Substance Affected Infants Accepted for Inv.	3	1	1	5
Reports Initiated Timely [Goal 95%]	94%	100%	100%	
Reports Completed Timely [Goal 75%]	77%	75%	79%	
Children Remaining at Home [Goal 95%]	91%	76%	93%	
CHILD SUPPORT				
Number of Children Served	1,334	1,323	1,316	
Total Collections	\$193,973	\$199,694	\$235,874	\$629,541
Paternities Established	8	13	11	32
New Court Orders	15	10	11	36
FISHING LICENSE WAIVERS				
Fishing License Waivers	0	4	5	9
FOOD & NUTRITION SERVICES				
Total Households	2,455	2,512	2,391	
Total Individuals	5,075	5175	4,871	
Report Card (App. Timeliness) [Goal: 95%]	98%	99%	99%	
Report Card (Recert. Timeliness) [Goal: 95%]	unavailable	unavailable	unavailable	
Benefits Distributed	\$ 535,449	\$ 33,015	\$ 505,284	\$1,073,748

	January	February	March	Total
FOSTER CARE				
Children Entering Care	4	10	3	17
Total Children in Care	96	92	87	
Children Discharged	4	4	8	16
Children in Care Over 1 Year	29	33	25	
% Receiving a Monthly Visit [Goal 100%]	96%	96%	99%	
% Visited in the Home [Goal > 90%]	83%	83%	87%	
Foster Care 18-21	12	11	9	
Monitoring of Children No Longer in Custody	10	9	7	
Licensed Foster Homes	19	19	20	
Sanctioned Homes	12	13	13	38
# of Individuals/Families Receiving Training	18/11	29/19	23/31	
Recruitment Events Held	0	1	0	1
Foster Care Costs (county/state/fed)	\$58,751	\$47,648	\$ 39,306	\$145,704
Children Free For Adoption			11	
Children Open for LINKS	75	74	75	
Adoptions Completed	3	2	1	6
Adoption Assistance Cases	139	157	156	
Adoption Assistance Costs (fed & state)	\$16,099	\$1,365	\$19,870	\$37,334
MEDICAID [ADULT, FAMILY & CHILDREN'S]				
# of Cases	7,066	7,655	8,004	
Report Card (Timeliness) [Goal: 85%]	99%	96%	94%	
Public Assistance Hearings (All Areas)	2	6	7	
MEDICAID TRANSPORTATION				
Clients Served	287	387	373	
Trips Provided	1,474	1,571	1,786	4,831
Monthly Cost	\$58,037.02	\$63,287	\$ 66,080.87	\$ 187,405.22
PROGRAM INTEGRITY				
New Claims Established	\$ 9,192	\$ 530	\$ 9,574	\$ 19,296
Total Collections	\$2,586	\$4,538	\$9,255	\$16,379
Retained in County	\$370	\$476	\$1,371	\$2,217
SPECIAL ASSISTANCE				
# of Special Assistance Cases	121	131	151	
Benefits Distributed	\$50,933	\$56,679	\$60,446	\$168,058
SA/MH LIAISON				
Number of Referrals during the Month	10	9	14	10
Open Cases at end of Month	34	37	44	
VACANCIES				
Social Work	1	1	3	5
Clerical/Income Maintenance/Child Support	1	1	3	5
WORK FIRST				
Total Work First Cases	27	60	63	
Number of Child Only Cases	25	57	60	
Employment Cases	2	3	3	
Referrals for Drug Testing	0	0	1	
Applicants Testing Positive	0	0	1	
Benefits Distributed	unavailable	\$12,917	\$12,233	\$ 25,150
OTHER				
Walk-In Traffic	1,395	1,031	1,014	2,426

Stokes County DSS Dashboard 2019

	April	May	June	Total
ADULT SOCIAL WORK SERVICES				
Guardianship Cases	34	34	34	
New APS Reports Received	6	10	16	32
APS Reports Accepted	3	2	8	13
Investigations Initiated Timely [Goal 95%]	100%	100%	100%	
Outreach Visits	3	4	7	14
In Home Aide Programs/Family Caregiver	43	43	43	
Community Alternatives Program (CAP/DA)	78	78	80	
Representative Payee	14	13	13	
SA - In-Home	67	65	64	
Placement	0	0	0	
Adult Care Homes Monitored	3	4	4	
Total Requests for CIP	14	31	6	51
CIP Expenditures	2,931	\$3,525	\$6,602	\$ 13,058
Total Requests for LIEAP	0	0	0	0
LIEAP Expenditures	0	0	0	\$ -
Unclaimed Bodies	1	0	1	2
Staff Hours Spent at Shelters	0	0	0	0
CHILD CARE SUBSIDY				
Children Receiving Services	224	unavailable	unavailable	
Expenditures	\$91,766	\$119,572	unavailable	\$211,338
Waiting List	176	unavailable	unavailable	
CHILD PROTECTIVE SERVICES				
CPS Reports Received	41	45	43	129
CPS Reports Accepted	31	36	34	101
Children Opened	57	63	60	180
Open Reports	31	37	35	
Reports Substantiated/Services Needed	6	6	9	
Open Case Management	18	15	17	
Courtesy Requests	8	13	7	28
Substance Affected Infants Reported to DSS	1	1	0	2
Substance Affected Infants Accepted for Inv.	1	1	0	2
Reports Initiated Timely [Goal 95%]	unavailable	unavailable	unavailable	
Reports Completed Timely [Goal 75%]	unavailable	unavailable	unavailable	
Children Remaining at Home [Goal 95%]	88%	90%	98%	
CHILD SUPPORT				
Number of Children Served	1,342	1,345	1,320	
Total Collections	\$223,405	\$243,384	\$189,344	\$656,133
Paternities Established	6	9	10	25
New Court Orders	34	18	6	58
FISHING LICENSE WAIVERS				
Fishing License Waivers	6	3	3	12
FOOD & NUTRITION SERVICES				
Total Households	2,407	2,418	2,395	
Total Individuals	4,858	4,897	4,843	
Report Card (App. Timeliness) [Goal: 95%]	100%	100%	100%	
Report Card (Recert. Timeliness) [Goal: 95%]	97%	98%	unavailable	
Benefits Distributed	\$ 503,676	\$ 508,416	\$ 503,532	\$1,515,624

	April	May	June	Total
FOSTER CARE				
Children Entering Care	7	6	1	14
Total Children in Care	93	99	97	
Children Discharged	1	0	3	4
Children in Care Over 1 Year	35	39	37	
% Receiving a Monthly Visit [Goal 100%]	99%	99%	99%	
% Visited in the Home [Goal > 90%]	84%	90%	87%	
Foster Care 18-21	9	9	9	
Monitoring of Children No Longer in Custody	7	6	5	
Licensed Foster Homes	15	15	19	
Sanctioned Homes	10	14	9	33
# of Individuals/Families Receiving Training	25/15	37/21	47/25	
Recruitment Events Held	0	3	1	4
Foster Care Costs (county/state/fed)	\$38,119	\$47,756	unavailable	\$85,874
Children Free For Adoption	14	14	11	
Children Open for LINKS	75	74	69	
Adoptions Completed	0	0	5	5
Adoption Assistance Cases	154	154	160	
Adoption Assistance Costs (fed & state)	\$21,914	\$21,670	\$22,534	\$66,118
MEDICAID [ADULT, FAMILY & CHILDREN'S]				
# of Cases	8,017	8,123	8,142	
Report Card (Timeliness) [Goal: 85%]	98%	97%	99%	
Public Assistance Hearings (All Areas)	2	8	5	
MEDICAID TRANSPORTATION				
Clients Served	306	410	429	
Trips Provided	1,644	1,886	2,124	5,654
Monthly Cost	\$59,916.97	\$80,291.05	\$ 67,642.31	\$ 207,850.33
PROGRAM INTEGRITY				
New Claims Established	\$ 13,023	\$ 3,989	\$ 13,175	\$ 30,187
Total Collections	\$41,164	\$4,688	\$9,311	\$55,163
Retained in County	\$5,635	\$648	\$1,880	\$8,163
SPECIAL ASSISTANCE				
# of Special Assistance Cases	154	157	158	
Benefits Distributed	\$59,313	\$67,113	\$61,045	\$187,471
SA/MH LIAISON				
Number of Referrals during the Month	9	9	13	9
Open Cases at end of Month	39	46	39	
VACANCIES				
Social Work	4	1	1	6
Clerical/Income Maintenance/Child Support	3	2	2	7
WORK FIRST				
Total Work First Cases	65	67	66	
Number of Child Only Cases	61	61	59	
Employment Cases	4	6	7	
Referrals for Drug Testing	1	0	0	
Applicants Testing Positive	1	0	0	
Benefits Distributed	\$13,415	\$13,318	\$12,215	\$ 38,948
OTHER				
Voter Registrations	14	12	7	33
Walk-In Traffic	997	998	918	2,913

Stacey S. Elmes

From: Harrison, Carolyn <carolyn.harrison@dhhs.nc.gov>
Sent: Tuesday, July 2, 2019 10:21 AM
To: Donna G. Martin; Martina M. Tunat; Maria A. Lyons
Cc: Stacey S. Elmes; Oakley, Eva; Hamer, Tichina; Riggsbee, Tameka N
Subject: Third Quarter County Oversight Review

CAUTION: This email originated from outside of the County Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Donna;

It was nice to speak with you. As we discussed via telephone today, the quarterly monitoring, investigation and reporting requirements for the third quarter review have been met. Thank you all for your timely submission of all your reports and all your team member participation during DHSR/ACLS survey activities. Technical assistance had been provided to Maria Lyons, AHS regarding the penalty information needed and she is to talk with me for further instructions and information. Good job!

Regards,
Carolyn Harrison

Carolyn Harrison, RN, BSN
Central Region Team 3 Supervisor
Division of Health Service Regulation, Adult Care Licensure Section
[NC Department of Health and Human Services](#)

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Stokes County
Department of Social Services
Post Office Box 30
Danbury, North Carolina 27016
www.co.stokes.nc.us/dss

Stacey S. Elmes
Director

Agency - Phone - (336)593-2861 - Fax - (336)593-9362
Child Welfare Fax - (336)593-2431
Child Support Fax - (336)593-2477

Section II -- Findings Related to the Audit of the Basic Financial Statements

Finding: 2019-001

Name of Contact Person: Stacey Elmes, DSS Director

Corrective Action:

Management has advised staff to lock their computers when they leave their workstation. Computers have been updated with a control setting so they will go to screen saver mode after one (1) minute of non-use and require the user to type their password to unlock. Management will periodically check offices that are unattended to ensure staff are locking their computers before leaving their workstations and team leaders will address policy with staff who are out of compliance.

Most computers have a pink sticky note on them with "Window L" as a reminder for the worker to click that prior to their getting up from the computer---this will lock the computer. We will do a building check to ensure that all computers have this sticky note on them.

Security measures such as hall doors being locked and outside doors being locked are in place to ensure people are not randomly wandering thru the halls. It is also a requirement for workers to escort their clients back to the outside hall door or elevator to the lobby so as to ensure that folks are not left in the worker areas unattended.

Proposed Completion Date: Immediately and ongoing

Signature:

Stacey S. Elmes, Director

Date:

May 24, 2019

Stacey Elmes, Director
Stokes County Department of Social Services
PO Box 30
Danbury, NC 27016

Dear Stacey:

In compliance with the Older Americans Act, Section 307 (4), OMB Omni Circular (2 CFR Chapter I, Chapter II, Part 200, et al.), Section 308 of the AAA Policies and Procedures Manual, the Home and Community Care Block Grant (HCCBG) Agreement for the Provision of County Based Aging Services, and the Grant Agreement for the Provision of Family Caregiver Support Program (FCSP) Services, an on-site monitoring visit was made April 16, 17, & 26, 2019. The PTRC Area Agency on Aging staff members on site to monitor were Teresa Jackson, Family Caregiver Support Program Specialist, Wendy Leedy, Program Planner for Aging, and Joseph Dzugan, Aging Systems Coordinator. As a part of the procedure, programmatic compliance monitoring was conducted for the following HCCBG and FCSP services:

- In-home Aide
- Family Caregiver Support Program

This assessment letter reviews specific aspects of the services provided, including 14 compliance criteria defined for each funding source. The assessment process included a review of compliance with the NC Division of Aging and Adult Services Standards, unit verification as it relates to services, reimbursement, and verification of compliance with the conflict of interest policy requirement in G.S. 143-6.1.

The assessment report is designed to:

- Identify those items which are commendable or show high achievement.
- Identify compliance or non-compliance with the applicable 14 compliance criteria and the requirement that non-profit entities have a notarized policy addressing conflict of interest.
- Identify the items not in compliance with the NC Division of Aging and Adult Services Standards that must be addressed in a corrective action plan.
- Document any technical assistance offered by the Piedmont Triad Regional Council Area Agency on Aging to further improve the service provided.

The results of the monitoring visit are as follows:

Fund Source: Title III B Grant for Support Services and Senior Centers

CFDA: #93.044 Program Name(s): In-home Aide

Compliance Supplement Criteria Requirement	Compliance
a. Activities Allowed or Un-allowed:	Yes
b. Allowable Cost/Cost Principles:	Yes
c. Cash Management:	n/a
d. Reserved	n/a
e. Eligibility:	Yes
f. Equipment and Real Property Management:	n/a
g. Matching, Level of Effort, Earmarking:	Yes
h. Period of Availability of Federal Funds:	Yes
i. Procurement, and Suspension and Debarment:	Yes
j. Program Income:	Yes
k. Reserved	n/a
l. Reporting:	Yes
m. Sub-recipient Monitoring:	n/a
n. Special Tests and Provisions:	Yes
o. Conflict of Interest:	n/a

Description of Non-Compliance Findings

In-home Aide: None.

All the necessary policies and records for the In-home Aide program are in place. There were no unverified units for the month of February.

Stokes County Department of Social Services subcontracts its In-home Aide services with four In-home Aide providers. These In-home Aide providers are American Healthcare Services, ComForcare Home Care, ResCare HomeCare, and Senior Quality Care. The aide files of the four subcontracted In-home Aide providers were reviewed by the PTRC Area Agency on Aging using Subcontractor Monitoring Method 3. (Subcontractor Monitoring Method 3 is when the PTRC Area Agency on Aging accepts the completed Division of Aging and Adult Services In-home Aide monitoring tools and backup source documentation from the monitoring of the subcontractor completed by the service provider.) All aide files reviewed showed that competence has been demonstrated by those aides.

The subcontractor monitoring completed by Stokes County Department of Social Services was well documented. Stokes County Department of Social Services promptly addressed the several non-compliance issues found during subcontractor monitoring with two of the contracted In-home Aide agencies to ensure In-home Aide services continue to be provided according to the "NC Division of Aging In-home Aide Services – Policies and Procedures."

Fund Source: Title III E National Family Caregiver Support Program

CFDA: #93.052 Program Name(s): Family Caregiver Support Program

Compliance Supplement Criteria Requirement	Compliance
a. Activities Allowed or Un-allowed:	Yes
b. Allowable Cost/Cost Principles:	Yes
c. Cash Management:	n/a
d. Reserved	n/a
e. Eligibility:	Yes
f. Equipment and Real Property Management:	n/a
g. Matching, Level of Effort, Earmarking:	Yes
h. Period of Availability of Federal Funds:	Yes
i. Procurement, and Suspension and Debarment:	Yes
j. Program Income:	Yes
k. Reserved	n/a
l. Reporting:	Yes
m. Sub-recipient Monitoring:	n/a
n. Special Tests and Provisions:	Yes
o. Conflict of Interest:	n/a

Description of Non-Compliance Findings

Family Caregiver Support Program: None.

There were no unverified units.

Subcontractor Monitoring – In-home Aide Services

On August 22, 2013, the Division of Aging and Adult Services released Administrative Letter No. 13-15, entitled “Subcontractor Monitoring” followed on December 5, 2014 with Administrative Letter No. 14-14, also entitled “Subcontractor Monitoring.” The purpose of these administrative letters was to establish policies and procedures for creating, evaluating and monitoring subcontracts between community service providers and other entities for the provision of Home and Community Care Block Grant (HCCBG) and other funds administered by the Area Agency on Aging (AAA). The administrative letters require that the AAA includes subcontractor monitoring results in the monitoring report letter. The subcontractor monitoring of In-home Aide services was discussed above under the “In-home Aide” monitoring section. Stokes County Department of Social Services currently subcontracts In-home Aide services with four different subcontractors. Stokes County Department of Social Services has filed the HCCBG Subcontractor Performance Evaluation (SPE) forms for In-home Aide services with the PTRC AAA for SFY 2019.

Comments and Technical Assistance

Comments

The Family Caregiver Support Program (FCSP) client records are well organized, and FCSP monthly voucher usage has been expeditiously tracked. At the time of the monitoring visit, two Family Caregiver Support Program events had been planned for the month of May, and Family Caregiver Support Program funds were expected to be fully spent for SFY 2019.

Thank you and the staff of Stokes County Department of Social Services for your assistance during the monitoring visit.

Technical Assistance

There was one item of technical assistance for In-home Aide services. One subcontractor, Senior Quality Care, did not have “service objectives and goals” on the Plan of Care as required by “Subchapter 13 J – The Licensing of Home Care Agencies (13J .1202) (Division of Health Service Regulation). Stokes County Department of Social Services will work with Senior Quality Care to have this item added to the Plan of Care.

If you have any questions, please contact us at 336.904.0300 or jdzugan@ptrc.org. Thank you for your continued service to older adults and their caregivers.

Sincerely,



Joseph Dzugan, Aging Systems Coordinator
PTRC Area Agency on Aging

cc: Jake Oakley, Stokes County Manager
Julia Edwards, Stokes County Finance Director
Brad Lankford, Stokes County Aging Services Planning Committee
Donna Martin, Adult Services Social Work Supervisor II, Stokes County DSS
Blair Barton-Percival, Director, PTRC Area Agency on Aging
Adrienne Calhoun, Assistant Director, PTRC Area Agency on Aging
Kim Johnson, Senior Regional Long-Term Care Ombudsman, PTRC Area Agency on Aging
Bob Cleveland, Program Planner for Aging, PTRC Area Agency on Aging



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
WAYNE E. BLACK • Director

Stacey Elmes, DSS Director
Stokes County Department of Social Services
1010 State Hwy 8
Danbury, N.C. 27016

Dear Ms. Elmes:

On my visit to Stokes County Child Support Enforcement on June 12, 2019 I met with Lynn to discuss the agenda items shown in my memorandum dated June 10, 2019.

Incentive statistics are available through May 2019. The unit is just below the State Average for Total Collections (91.33%) at 89.35%. The unit has exceeded the 2018 - 19 goals for Paternity at 106.81% and Current Collections at 68.68%. The unit is very close to the 2018-19 goal for Cases Under Order (88.42%) at 87.54% and Arrears Collection (61.70%) at 59.97%. The unit is On Track with the exception of Cases Under Order and Arrears Collections; however, the unit is very close to the county goal for 2018-19I will continue to provide reports that may increase incentive areas. Reports that were provided/suggested during this visit: ADHOC 18 yr. old and Undistributed report.

Self-Assessment scores are available through May 2019. The unit is in compliance with five of the nine areas of Self -Assessment. The unit is currently out of compliance in Enforcement (74%), Establishment (74.43%), 6 month expedite (70.91%), and Interstate (74.29%). The compliance level for Enforcement, Establishment, 6 month expedite and Interstate needed is 75%. There have been increase in all of these Self - Assessment areas. This is good work! The unit continues to struggle in these areas. These areas continue to fluctuate up and down. Lynn and I discussed these areas and barriers to compliance. It is strongly recommended that the Pass/Fail Report be reviewed and worked in these areas. I will continue to work with the unit through reports, suggestions, and training. Reports that were provided/suggested during this visit: Pass/Fail Reports for all arears not in compliance.

A quality review of child support cases was completed. Cases are reviewed for quality, data reliability, and supporting documents. For the months of May, June, July only close cases will be reviewed as a special project to spotlight case closure processes. There will also

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

be an upcoming webinar on the topic. The outcome of our follow-up monitoring is outlined below. The Stokes County Child Support office has a compliance rate of 88.38%. Compliance in this area is 95%. Of the twelve cases reviewed; six had errors pertaining to Data Reliability. The cases that did not meet the quality review criteria were reviewed with the staff and/or Child Support Manager to correct if needed.

Number of Cases Reviewed	Month	Monthly Quality Review Score	Notes	Date to Correct Case(s)
4	April	96.55%	Copy of QR with CS Manager	April 30, 2019
4	May	83.87%	Copy of QR with CS Manager	May 31, 2019
4	June	84.62%	Copy of QR with CS Manager	June 30, 2019

* January Quality reviews were not completed due to the HB 630 Child Support Reports and Statistical Data presentations.

Should you have any questions about the items discussed during my visit or addressed in this email, please email (Kenya.Newsome@dhhs.nc.gov) or call me at (336) 788-5857.

Sincerely,

Kenya Newsome

Kenya Newsome
Child Support Program Representative

cc: Lynn Whitaker
Carla West

DRAFT

Stokes County
Department of Social Services
2019 – 2024 Strategic Plan



Presented by:
Stacey Elmes, Director
& Management Team

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STOKES COUNTY DSS MISSION

Stokes County DSS is here to improve the quality of life for all citizens by providing a wide range of quality services in the most cost-effective way to meet financial, medical, and social needs of those in our county. Treating people with dignity and respect is our number one goal. We are here to:

- Help people obtain the basic necessities of life;
- Assist and protect our elderly and disabled adults;
- Protect children and strengthen families; and
- Promote self-sufficiency.

OVERVIEW OF SERVICES PROVIDED

Social Services houses many different programs and services. Over time, services offered by DSS have expanded to address most areas affecting an individual's life. On one hand, you have social work services and these are generally considered "without regard to income." These are services such as Child Protective Services, Foster Care (Permanency Planning), Adoption, Adult Protective Services, and Guardianship. The other hand has economic services that are "with regard to income." These services are Medicaid, Food and Nutrition Services, Work First, Child Care and Child Support. The tie that brings these services together is our legal and administrative support. Overseeing all programs and functions of the agency is our management team and our DSS Director.

Funding for Social Services programs and services comes from county, state, and federal sources. Stokes County DSS is currently governed by the Stokes County Board of County Commissioners.

STRATEGIC PLAN GOALS

The primary goal of this strategic plan was to focus on long-range goals and objectives and link those goals to future budgetary requests. The secondary goal of this strategic plan was to look at internal and external strengths, weaknesses, opportunities, and threats (SWOT) influencing our services.

TIMELINE

This strategic plan outlines the major goals and objectives for Social Services for the next five years (July 2019 – June 2024). Changing state and federal policies, funding cuts, unfunded mandates, and competing social priorities will require the DSS to consistently review and update strategic plan goals and objectives.

At a minimum, Social Services will review this plan on an annual basis and make changes as needed. The Department of Social Services will inform the County Administration of changes and progress made on an annual basis.

PROGRAMMATIC OBJECTIVES

The Department of Social Services has 76 full-time positions and 7 part time contract workers to provide programs and services. Those services are as follows:

ECONOMIC SERVICES

Work First Family Assistance – Work First shifts the focus of welfare from a money payment to a plan to help families with children under age 18 to progress to employment and self-sufficiency. Eligible families are offered temporary cash assistance, Medicaid benefits, and assistance in locating and maintaining employment. Households with one or both parents in the home must be income and reserve eligible. If a child is residing with a relative, they must be deprived of parental support and care because of the absence of the parents from the home and be income and reserve eligible. Parents are required to accept responsibility for their families and work toward economic independence.

Emergency Assistance (EA) – Emergency Assistance provides limited short-term financial assistance to eligible families with children under age 21 who are in an emergency situation and can assist with things like power bill disconnect notices, eviction notices, etc.

Food & Nutrition Services (FNS) – The Food and Nutrition Services Program (formerly Food Stamps) is designed to help prevent hunger and malnutrition by increasing the food purchasing power of low-

income families. Eligibility is based upon certain income and reserve requirements.

Low Income Energy Assistance Program (LIEAP) – The Low Income Energy Assistance Program provides a one-time cash benefit to help eligible households with heating costs.

Child Support Enforcement (CSE) – The NC Child Support Services Program works to ensure that both parents are responsible for the support of their children to the best of their ability.

MEDICAID PROGRAMS

Medicaid for the Aged, Blind, or Disabled – This program is for individuals 65 years of age or older or, if under 65, be disabled based on the Social Security Administration's definition of disability. Blind persons of any age who meet the required definition of blindness may also receive Medicaid.

Medicare Qualified Beneficiaries (MQB) – MQB provides payment of the Medicare premium for those beneficiaries who have Medicare B and who meet program income and reserve guidelines. Under this program, Medicare recipients who meet the income limit for Medicaid but are over reserve can receive a MQB card which will pay the deductibles and co-payments for Medicare covered services.

Long Term Care (LTC) – LTC helps pay the cost of care for eligible individuals who are in a nursing facility or received extended care in a hospital setting.

Community Alternatives Program (CAP) – CAP provides an alternative to nursing home placement by allowing individuals to remain in their home with support services. The program does not provide 24-hour support but works in conjunction with existing caretaker support. Unlike other Medicaid programs, CAP considers the income of only the person who is receiving services.

Special Assistance (SA) – The Special Assistance Program provides a cash supplement and medical assistance to low-income, aged, blind, or disabled persons who reside in a rest home or family care home.

Special Assistance In-Home (SA-IH) – The Special Assistance In-Home Program provides an alternative to placement in an Adult Care Home for individuals who desire and are able to live home safely with additional supportive services in the form of a cash supplement.

Medicaid for Pregnant Women (MPW) – The MPW Program provides Medicaid to help with prenatal care, delivery, and postpartum care for women at or below 185% of the poverty level.

Medicaid for Infants and Children (MIC) – Medicaid for Infants and Children is a program for infants and children to age 19 who meet income and eligibility criteria. There is no reserve limit and no deductible for children who qualify for assistance under MIC.

Medicaid for Families with Dependent Children (MAF) – MAF provides medical assistance to low income families with children under 21 who meet the eligibility requirements. There is a reserve limit, and families with income exceeding the required limits must meet a deductible before Medicaid will pay.

NC Health Choice – NC Health Choice is an insurance program to provide medical coverage for children up to age 19 who are not eligible for Medicaid but whose families cannot afford private health insurance. Eligibility is based on an income of up to 200% of poverty level.

ADULT SERVICES

In-Home Aide Services – In-Home Aide Level II and Level III services are provided to eligible agency clients through private contractors who supply aides trained to do home management and personal care tasks. Services focus on assisting clients with daily living activities to enable clients to remain in their homes when they are not able to care for themselves without help.

Adult Protective Services – Services are provided to prevent or correct abuse, neglect, or exploitation of elderly, disabled, or handicapped adults.

Services for the Blind – Services are available to enable blind and visually impaired individuals to maintain the highest level of functioning possible and to prevent or reduce dependency.

FAMILY & CHILDREN SERVICES

Child Protective Services – The purpose of this service is to identify, evaluate, change, and/or prevent conditions causing child abuse, neglect, or exploitation.

Foster Care Services (Permanency Planning) – This service provides substitute care appropriate for children's needs once removed from situations of abuse, neglect, dependency, and/or exploitation.

Adoption – Adoption services are provided for children who are not able to live with their parents or other relatives and for families wanting to adopt a child. Children become available for adoption through natural parent's voluntary surrender of the children or by court order.

Child Care – Child care is needed by families and children for various reasons: (1) children whose parents are working or in school; (2) children who are in need of protection; or 3) children with disabilities or developmental needs. Eligibility is based on need and income, unless the purpose is child protection. A fee may be charged, according to a sliding scale.

WORK FIRST FAMILY ASSISTANCE

The Work First Family Assistance Employment Program provides employment counseling and assistance, short-term training, and supportive services to enable eligible Work First Family Assistance recipients to secure and maintain employment as quickly as possible with the goal of leaving public assistance.

CRISIS INTERVENTION

Crisis Intervention services help individuals and families who are faced with a crisis or emergency situation. Services include emergency financial assistance, crisis counseling, budgeting assistance, and referral services.

SWOT ANALYSIS

The Stokes County Department of Social Services management team conducted a SWOT analysis to determine any internal and external strengths, weaknesses, opportunities, and threats. Input from staff, legislation, day-to-day operations, and the inability to plan for the unknown were points for consideration during this analysis.

Strengths of the Department

- Strong and diverse management team
- Strong, ethical, dedicated, and knowledgeable workforce
- Response to community needs
- Positive community partnerships

Weaknesses of the Department

- Lack of staff retention/longevity in line staff
- Lack of community resources
- Inadequate space for future staff growth needs
- Lack of public knowledge and understanding concerning DSS services/rules/regulations
- Inability to recruit qualified staff

Opportunities for the Department

- Better collaboration and expansion of community partners
- Expand in-house training opportunities
- Strengthen supervisory structure and direct/line leadership

Threats to the Department

- Medicaid Transformation
- Decreased state/federal funding—Unfunded mandates
- Legislation impacting DSS administrative rules/regulations
- Increase in substance abuse/mental health and impacts on services
- Inadequate resources to address aging population
- Growing foster care population/inadequate permanency options

SOCIAL SERVICES GOALS AND OBJECTIVES

The Department of Social Services has chosen the following goals and objectives to address over the next five years.

Strategic Goal #1:

Promote knowledge and positive perception of DSS services and assistance.

Objective 1a: Participate in at least 10 events geared towards promotion of DSS services by June 30, 2024.

Objective 1b: Annually provide customer service training to staff.

Objective 1c: Use the already implemented service feedback system to follow through with suggestions/ideas/etc. from the public.

Objective 1d: At least twice per year, submit a DSS related story or DSS information to the media for print.

Strategic Goal #2:

Maximize state/federal funding and guidance to support local funding/resources.

Objective 2a: Achieve consistent spending of state-allocated subsidized childcare funds at 100% annually.

Objective 2b: Identify/create/implement a program targeted to develop increased collections of child support by June 30, 2020.

Objective 2c: Annual training and education to DSS staff on funding sources and maximization of funding sources for their specific programs by June 30, 2020.

Strategic Goal #3:

Protect vulnerable populations and strengthen families.

Objective 3a: Develop and implement quality assurance activities that specifically address required policy for child welfare and for adult services by June 30, 2020.

Objective 3b: Collaborate with community partners to look into the creation of a Child Advocacy Center or shared Child Advocacy Center for Stokes by June 30, 2024.

Objective 3c: Fully implement the state's automated case management system (NC Fast) by June 30, 2024. [Dependent upon the state choosing to continue with NC Fast or choose another software system.]

Objective 3d: Consider the creation of a multi-disciplinary team for Adult Services cases by June 30, 2022 if feasible.

Strategic Goal #4:

Recruit and retain qualified workforce.

Objective 4a: Provide leadership training to DSS management team every quarter beginning September 2019.

Objective 4b: Pursue the use of interns and begin using them by June 30, 2020.

Objective 4c: Implement creative recruitment activities that target critical retention areas by June 30, 2022.

Objective 4d: Explore opportunities for alternative work schedules that improves work flow and addresses burn out by September 30, 2019.

STAFFING/PERSONNEL IMPACTS

Over the next five years, as the Department of Social Services works towards completing strategic goals and objectives, it is expected that four (4) additional staff will be needed – Quality Assurance Specialist I/Trainer for Social Work Services, Income Maintenance Supervisor II for Adult Medicaid, Quality Assurance Specialist I/Trainer for Economic Services, and an Administrative Assistant/Contract Manager . The Income Maintenance Supervisor II for Adult Medicaid was requested in the '19-'20 budget, but was not funded. In 2019, county departments of social services entered into performance contracts with the Department of Health and Human Services (DHHS). To ensure compliance, constant monitoring of cases and training of staff will be necessary by quality assurance staff. Failure to comply with mandated outcomes will result in financial penalties for the county. We also have many positions that are doing the work of a higher functioning title/pay grade. These positions are in our administrative unit and our adult services social work unit. This has been a problem for many years. It is hoped that the county salary study will address these discrepancies, but if not, it is imperative that these discrepancies be addressed.

NC FAST and the UNKNOWN

Stokes County DSS continues to implement various phases of NC Fast (state software case management system). Current implementations include Food and Nutrition Services, Medicaid, Child Care, and Crisis Intervention. Currently Child Welfare is being piloted in 26 counties across the state. Stokes County went live with child welfare in January 2019, but effective June 30, 2019 have pulled out of NC Fast in child welfare until system functionality shows improvement. The state will determine our return date.

SUCCESSION PLANNING

Succession planning involves identifying key positions where there may be staff changes, including anticipated retirements, gauge staff potential, and ensuring line/field staff receive the needed knowledge, skills, and abilities to apply for a promotion. While successful

planning involves identifying internal candidates who may be eligible for a promotion, the Department of Social Services will not pre-select staff for positions. Key positions included in succession planning include all supervisors, management team, and the Social Services Director.

ANTICIPATED RETIREMENTS/STAFF CHANGES

In the next five years, the Department of Social Services anticipates that the Income Maintenance Administrator, the Social Work Program Manager, the Director and two Supervisors will be eligible for retirement. Positions potentially eligible for retirement (full or early) represent the following units: Administration, Social Work, Food and Nutrition, and Child Support.

Additionally, the Department of Social Services anticipates approximately 8 non-supervisory staff who may be eligible for retirement. Non-supervisory staff potentially eligible for retirement (full or early) represent the following units: Child Support, Medicaid, Food and Nutrition, and Administrative Support. It is of extreme importance to note that the entire Child Support unit is eligible for retirement within the next five years.

Attached for your review is the current organizational chart for the way that business is currently conducted. It is titled "Current." The second organizational chart for your review is titled "By 2022." This organizational chart shows the needed new positions. New positions are in red lettering and are shown where they would be located within the department.

SUCCESSION PLANNING KEY STEPS

Over the next five years, the Department of Social Services will implement the following key steps to assist with succession planning:

- Begin a quarterly "leadership academy" of sorts to non-supervisory staff who would like to be considered for potential supervisory roles.
- Identify supervisor backups and cross-train staff.

- Recruit for key positions where internal candidates may not be eligible.
- Provide leadership training for all staff.
- Capture knowledge from outgoing positions using a formal retirement interview process.

BUDGETARY IMPACTS

Projected Requests for New Positions

- (1) Quality Assurance Specialist I/Trainer for Social Work Programs – Grade 70 - \$33,594.60 (without benefits) – linked with Strategic Goal #3, Objective 3a
- (2) Quality Assurance Specialist I/Trainer for Economic Services – Grade 69 - \$33,594.60 (without benefits) – linked with Strategic Goal #3, Objective 3a
- (3) Income Maintenance Supervisor II – Adult Medicaid – Grade 69 - \$32,302.53 (without benefits)
- (4) Administrative Assistant II – Grade 67 - \$29,864.77 (without benefits)

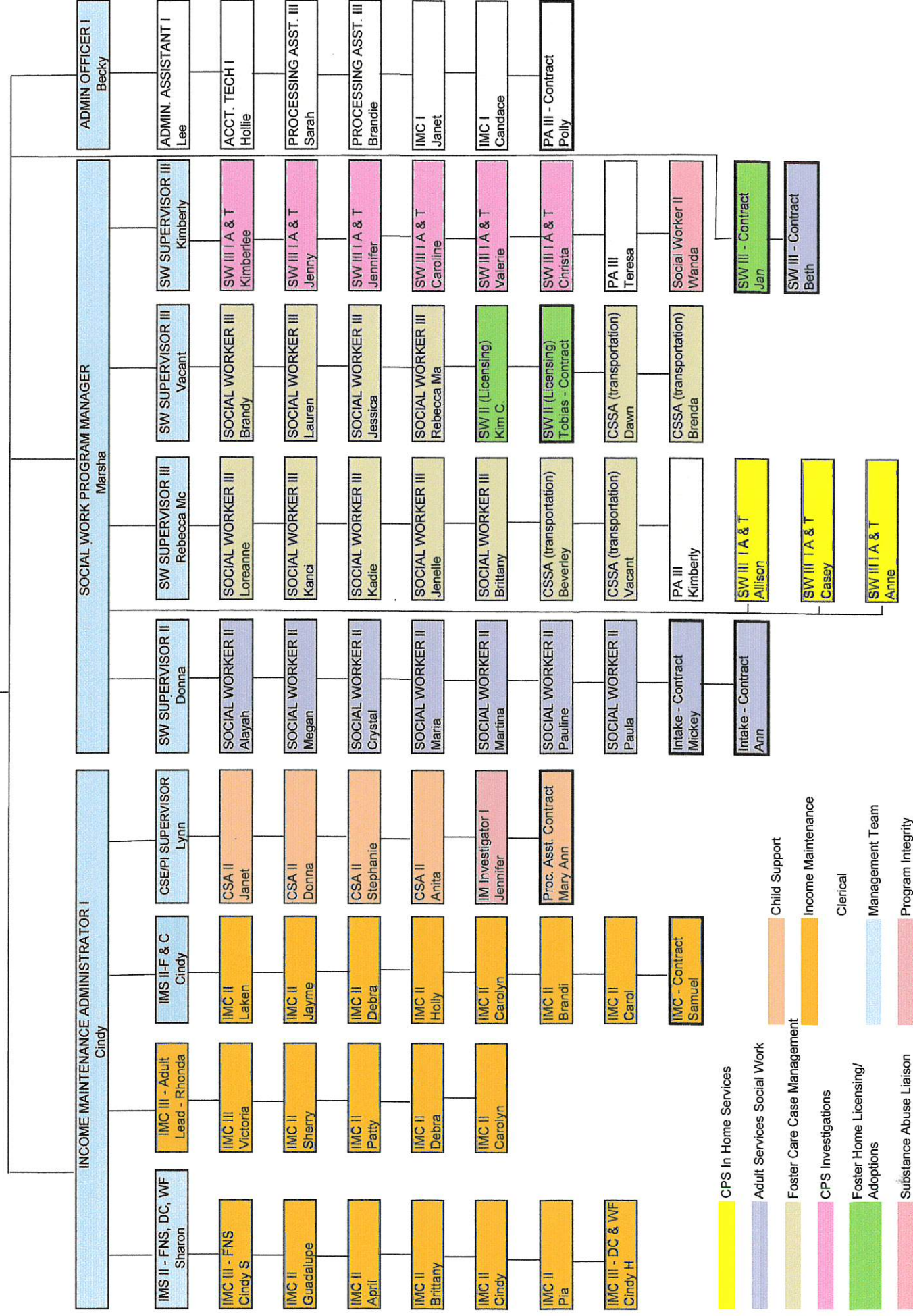
SUMMARY

The Stokes County Department of Social Services has many factors influencing the services provided to the citizens of Stokes County – state/federal mandates, local/state/federal funding, and staff turnover. Additionally, current legislative actions and DHHS initiatives add to the changes/challenges that will affect DSS operations and outcomes. This five-year strategic plan describes the current state of the Department of Social Services operations and identifies the measures needed to meet the challenges for the next five years.

The Department of Social Services Management Team and Director will review this plan on an annual basis to track progress made and will update the Board of Commissioners of any changes.

Stokes County Board of County Commissioners - effective 6-10-2013	Jake Oakley, County Manager	Stacey Elmes - Director
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Stacey Elmes - Director

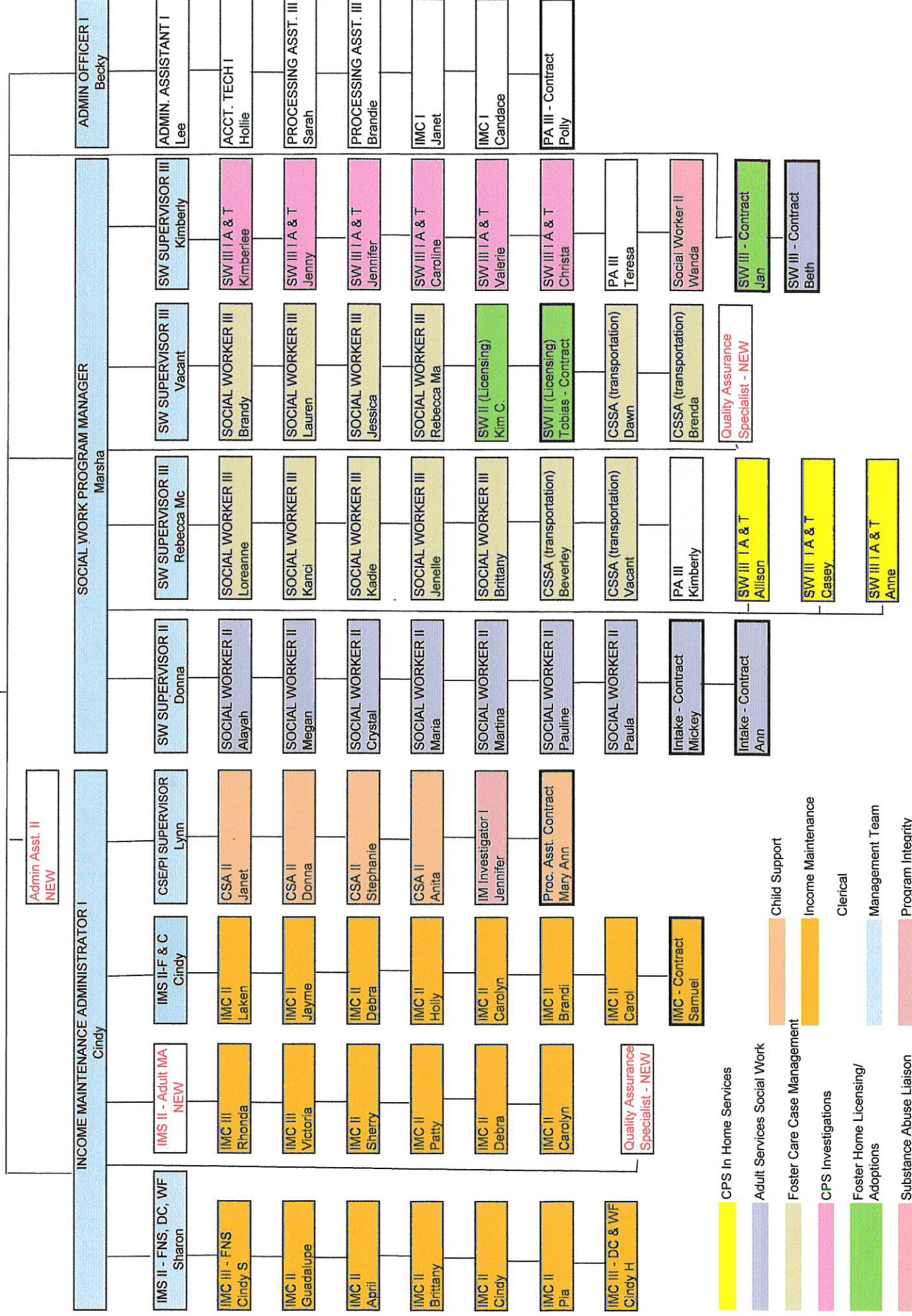


**Stokes County Department of Social Services
Organizational Chart
New -- 2020**

Stokes County Board of County
Commissioners - effective 6-10-2013

Jake Oakley, County Manager

Stacey Elmes - Director



- CPS In Home Services
- Adult Services Social Work
- Foster Care Case Management
- CPS Investigations
- Foster Home Licensing/Adoptions
- Substance Abuse Liaison
- Child Support
- Income Maintenance
- Clerical
- Management Team
- Program Integrity

**BOARD OF HEALTH
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
MONDAY JULY 15, 2019**

Chairman Andy Nickelston
Vice Chairman Jimmy Walker
Board Member Ronnie Mendenhall
Board Member Rick Morris
Board Member Jamie Yontz

Chairman Nickelston called the meeting to order and welcomed those in attendance.

Commissioner Yontz delivered the invocation.

Chairman Nickelston invited those in attendance to join the Board in the Pledge of Allegiance.

Chairman Nickelston entertained a motion to approve or amend the July 15th Agenda.

Board Member Yontz moved to approve the July 15th Agenda as presented.

Board Member Mendenhall seconded the motion.

Chairman Nickelston opened the floor for discussion.

With no further discussion the July 15th Agenda was approved with a 5-0 vote.

COMMENTS – BOARD MEMBERS

Chairman Nickelston noted there were no comments by the Board.

PUBLIC COMMENTS

Chairman Nickelston noted there were no individuals signed up for public comments.

CONSENT

All attachments presented on the agenda will be attached at the conclusion of the minutes with the exception of the minutes which are located under the minutes tab on the county website.

Minutes

Minutes from the Board of Health Meeting on March 18, 2019

Chairman Nickelston entertained a motion regarding the Consent Agenda.

Board Member Mendenhall moved to approve the Consent Agenda.

Board Member Yontz seconded.

Chairman Nickelston opened the floor for any discussion/comments/questions.

With no discussion by the Board the Consent Agenda was approved with a 5-0 vote.

INFORMATION / DISCUSSION

Chairman Nickelston turned the floor over to Health Director Tammy Martin, and Administrative Officer Hayley Shelton

New Administrative Officer

Health Director Tammy Martin introduced Hayley Shelton, the Administrative Officer hired recently to replace Wanda East who retired.

Lab Fee Changes

Health Director Tammy Martin presented the Board with a new Lab Fee Cost Schedule that requires Board approval.

BOCC as BOH Trainings

Health Director Tammy Martin requested that Chairman Nickelston and Board Member Morris complete their required trainings for accreditation.

No Tobacco Sign at the Reagan Building

Health Director Tammy Martin requested that the Board approve the posting of a no tobacco sign to be placed at the Reagan Building due to this is the building where Environmental Health is housed and this costs points for accreditation each time.

Plans and Policies to Review

- a. **Adjudication Policy**
- b. **Overall Operations Policy**

Health Director Tammy Martin requested that the Board approve the policies presented.

Board Member Yontz questioned would changes need to be made if the Board of Health is reestablished.

Health Director Tammy Martin noted that the only changes to be made would be to change the BOCC to the BOH.

There Board informed Health Director Tammy Martin that they would be placing the topic of reestablishing the Board of Health on the next Commissioners Meeting Agenda and not knowing when the next Board of Health Meeting would be held, these items could be moved to that agenda as well.

With full consensus of the Board the Lab Fee Changes, Tobacco Sign, Adjudication Policy, and Overall Operations Policy were placed on the Action Agenda at the Commissioners Meeting on July 22, 2019.

ACTION

Strategic Plan

Chairman Nickelston entertained a motion on the item presented.

Board Member Mendenhall moved to approve the Strategic Plan that was presented at the last Board of Health Meeting on March 18, 2019.

Board Member Yontz seconded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

Board Member Walker inquired if this plan could be completed every five years instead of yearly.

Health Director Tammy Martin noted that she did not see any reason that she could not change this to every 5 years but would check and be sure this was allowed under accreditation.

With no further discussion the motion carried with a 5-0 vote.

Workforce Development Plan 2019

Chairman Nickelston entertained a motion on the item presented.

Board Member Mendenhall moved to approve the Workforce Development Plan 2019 that was presented at the last Board of Health Meeting on March 18, 2019.

Board Member Yontz seconded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

With no further discussion the motion carried with a 5-0 vote.

SOTCH 2018

Chairman Nickelston entertained a motion on the item presented.

Board Member Mendenhall moved to approve the State of the County Health Report 2018 that was presented at the last Board of Health Meeting on March 18, 2019.

Board Member Walker seconded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

With no further discussion the motion carried with a 5-0 vote.

Adjournment

There being no further business to come before the Board, Chairman Nickelston entertained a motion to adjourn the meeting.

Board Member Mendenhall moved to adjourn the meeting.

Board Member Walker seconded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

With no discussion the motion carried unanimously.

Shannon Shaver

Clerk to the Board

Andy Nickelston

Chairman

Stokes County Health Department

Effective: May 2019

Date: _____

Diag. Code: _____

Total for Labs: _____

Amount Paid: _____

Test #	Test	Price	CPT
001396	Amylase, Serum	\$ 7.00	82150
008003	Anaerobic and Aerobic Culture \$55.00	\$ 51.00	87070
164855	Antinuclear Antibodies Direct \$12.00	\$ 11.00	86038
180224	B pertussis, Nasophar Culture	\$ 19.00	87070
322758	Basic Metabolic Panel (8)	\$ 7.00	80048
008300	Blood Culture, Routine	\$ 16.00	87040
024778	BUN+Creat	\$ 5.00	82575
004176	Catecholamines,Ur.,Free,24 Hr	\$ 25.00	82384
005009	CBC With Differential/Platelet	\$ 6.00	85025
977709	CBC With Differential/Default	\$ 6.00	85025
183194	Chlamydia/GC Amplification	\$ 44.00	87800
322000	Comp. Metabolic Panel (14) \$9.00	\$ 8.00	80053
010108	C-Peptide, Serum	\$ 19.00	84681
006627	C-Reactive Protein, Quant	\$ 11.00	86140
013672	Creatinine, Urine	\$ 7.00	82570
188698	Ct/Gc NAA, Pharyngeal	\$ 44.00	87491
008664	Culture (ID)	\$ 16.00	87077
008680	Culture (Sensitivity)	\$ 35.00	87186

** Culture (Sensitivity) is \$87.00 + \$10.00 per organism 1-5 found

725788	Drug Unbound (screen 7 drugs) RFX(110.0	\$ 19.00	80307
004598	Ferritin, Serum	\$ 11.00	82728
002014	Folate (Folic Acid), Serum \$12.00	\$ 11.00	82746
004309	FSH, Serum	\$ 16.00	83001
001958	GGT	\$ 5.00	87491
162289	H. pylori, IgG Abs (Bacteria) \$22.00	\$ 21.00	86677
550080	HCV REAL-TIME PCR	\$ 425.00	86803
015610	PTH	\$ 103.00	83970
180098	Chlamydia/GC Amplification \$46.00	\$ 42.00	87800
183160	Ct. NG, Trich vag by NAA \$96.00	\$ 88.00	87491
006510	HBsAg Screen (Hep B Titer) \$13.00	\$ 12.00	87340
322755	HEPATIC FUNCTION LIVER	\$ 23.00	80076
083935	HIV	\$ 30.00	86701
507800	HPV, High Risk \$48.00	\$ 44.00	87624
007401	Phenytoin (Dilantin), Serum	\$ 16.00	80185
004465	Prolactin	\$ 17.00	84146
010322	Prostate-Specific Ag, Serum \$13.00	\$ 12.00	84153
003277	Protein Total, Qn, 24-Hr Urine	\$ 7.00	84156
Test #	Test	Price	CPT
005199	Prothrombin Time (PT INR)	\$ 5.00	85610

Test #	Test	Price	CPT
140889	BNP	\$ 57.00	83880
140659	HCV Antibody (Hep C) \$13.00	\$ 12.00	86803
001453	Hemoglobin A1c \$12.00	\$ 11.00	83036
006726	Hep A Ab, Total	\$ 12.00	86708
098418	Hep B Profile	\$ 24.00	86704
006395	Hep B surface Ab	\$ 12.00	86706
303755	Hepatic Function Panel (6)	\$ 6.00	80076
322744	Hepatitis Panel (4) \$49.00	\$ 46.00	80074
008250	Herpes Culture and Typing	\$ 38.00	87255
164905	Herpes Simplex Virus I/II, IgG \$123.00	\$ 114.00	86694
004333	Insulin	\$ 12.00	83525
001321	Iron and TIBC	\$ 11.00	83550
001339	Iron, Serum	\$ 5.00	83540
001404	Lipase, Serum \$8.00	\$ 7.00	83690
303756	Lipid Panel \$8.00	\$ 7.00	80061
007708	Lithium (Eskalith(R)), Serum	\$ 13.00	80178
004283	Luteinizing Hormone(LH), S	\$ 16.00	83002
015271	Lyme IgG/IgM Ab	\$ 113.00	86618
163600	Lyme, Western Blot, Serum	\$ 88.00	86617
001537	Magnesium, Serum	\$ 5.00	83735
058495	Measles/Mumps/Rubella Immunity \$41.00	\$ 40.00	86735
140285	Microalb/Creat Ratio, Randm Ur	\$ 13.00	82043
006189	Mononucleosis Test, Qual \$12.00	\$ 11.00	86308
183467	MRSA Screening	\$ 35.00	87081
096552	Mumps Antibodies, IgG	\$ 13.00	86735
008623	Ova + Parasite Exam (Stool) reflex 10.00	\$ 18.00	87177
199330	Pap LB, HPV-hr (Age 30+) \$79.00	\$ 73.00	88142
199300	Pap Lb, rfx HPV ASCU \$32.00	\$ 29.00	88142
006072	RPR-LABCORP \$7.00	\$ 6.00	86592
235945	Varicella Zoster Abs, IgG/IgM	\$ 51.00	86787
096206	Varicella V Ab, IgG \$21.00	\$ 19.00	86787
004655	Vitamin B6, Plasma	\$ 38.00	84207
081950	Vitamin D, 25-Hydroxy \$31.00	\$ 29.00	82306
008003	Wound Culture reflex 10.00	\$ 51.00	87075
001503	Vitamin B12 \$14.00	\$ 13.00	82607

Prenatal Labs

Test #	Test	Price	CPT
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005207	PTT, Activated	\$ 5.00	85730
005280	Reticulocyte Count	\$ 7.00	85045
006502	Rheumatoid Arthritis Factor	\$ 8.00	86431
006072	RPR-LABCORP	\$ 6.00	86592
096537	Rubella Antibodies, IgM \$17.00	\$ 16.00	86762
005215	Sedimentation Rate	\$ 7.00	85652
008144	Stool Culture reflex 10.00 \$48.00	\$ 45.00	87045
182444	Strep Gp A Ag, IA	\$ 13.00	87081
001156	T3 Uptake	\$ 6.00	84479
004226	Testosterone, Serum \$21.00	\$ 19.00	84403
001149	Thyroxine (T4) \$7.00	\$ 6.00	84436
001974	Thyroxine (T4) Free, Direct, \$ \$12.00	\$ 11.00	84439
188052	Trich vag by NAA	\$ 44.00	87661
002188	Triiodothyronine (T3) \$35.00	\$ 32.00	84480
004259	TSH \$10.00	\$ 9.00	84443
001057	Uric Acid, Serum	\$ 5.00	84550
003772	Urinalysis, Complete	\$ 7.00	81001
008847	Urine Culture, Routine reflex 10.00	\$ 11.00	87086
007260	Valproic Acid (Depakote),S \$17.00	\$ 16.00	80164
15400	Borrelia Lyme	\$ 167.00	86618
016592	Rickettsia Panel	\$ 121.00	86757
164722	Ehrlichia	\$ 540.00	86666
138412	Detection Organism	\$ 366.00	87798
164630	Febrile antibody profile	\$ 538.00	86622(x2) 86757(x4)
161802	Anticardiolipin Ab IgG Igm	\$ 137.00	86147(x2)
163002	Beta-2 Glycoprotein lab G/M	\$ 170.00	86146
117892	Lupus Anticoagulant Reflex	\$ 181.00	85613

006049	ABO Grouping ad Rho (D) Typing \$23.00	\$ 21.00	86900
006015	Antibody Screen \$16.00	\$ 14.00	86850
005223	Sickle cell	\$ 68.00	85660
096537	Rubella-Antibodies, IgG	\$ 16.00	86762
235945	Varicella	\$ 51.00	86787
098418	Hep B	\$ 24.00	86704
008847	UA Culture \$12.00	\$ 11.00	87086
977709	CBC With Differential/default	\$ 6.00	85025
121679	HGB electrophoresis	\$ 166.00	85660
164905	HSV 1 and 2-Specific Ab, IgG	\$ 114.00	86695
007625	Lead, Blood (Adult)	\$ 13.00	83655
004283	Luteinizing Hormone(LH), S Prenatal	\$ 16.00	83002
197070	Pap LB, HPV-h+lr (Maternal Health)	\$ 112.00	88142
015610	Parathyroid Hormone (PTH)	\$ 103.00	83970
004317	Progesterone level (prenatal)	\$ 84.00	84144
006197	Rubella Antibodies, IgG \$12.00	\$ 11.00	86762
188130	Strep Gp B Cult/DNA Probe	\$ 78.00	87149
096206	Varcella-Zoster V Ab, IgG	\$ 19.00	81240
102277	Gest. Diabetes 1-Hr Screen	\$ 6.00	82950
101000	Gest. Diabetes 2-Hr Screen	\$ 14.00	82951
102004	Gest. Diabetes 3-Hr Screen	\$ 18.00	82952
004416	hCG,Beta Subunit, Qnt, Serum \$13.00	\$ 12.00	84702
005300	Hematopath Consultation smear	\$ 26.00	85060
017319	AFP Tetra	\$ 96.00	82105
480533	Cystic Fibrosis (prenatal)	\$ 307.00	81220
	Venipuncture Fee	\$ 11.00	36415

Part 2. Local Government Regulation of Smoking.

§ 130A-498. Local governments may restrict smoking in public places.

(a) Except as otherwise provided in subsection (b1) of this section, and notwithstanding any other provision of Article 64 of Chapter 143 of the General Statutes to the contrary, a local government may adopt and enforce ordinances, board of health rules, and policies restricting or prohibiting smoking that are more restrictive than State law and that apply in local government buildings, on local government grounds, in local vehicles, or in public places. A rule or policy adopted on and after July 1, 2009 pursuant to this subsection by a local board of health or an entity exercising the powers of a local board of health must be approved by an ordinance adopted by the Board of County Commissioners of the county to which the rule applies. The definitions set forth in G.S. 130A-492 in Part 1A of this Article apply to this section and shall apply to any local ordinance, rule, or law adopted by a local government under this section.

(b) Repealed by Session Laws 2009-27, s. 1, effective January 2, 2010.

(b1) A local ordinance or other rules, laws, or policies adopted under this section may not restrict or prohibit smoking in the following places:

- (1) A private residence.
- (2) A private vehicle.
- (3) A tobacco shop if smoke from the business does not migrate into an enclosed area where smoking is prohibited pursuant to this Article. A tobacco shop that begins operation after July 1, 2009, may only allow smoking if it is located in a freestanding structure occupied solely by the tobacco shop and smoke from the shop does not migrate into an enclosed area where smoking is prohibited pursuant to this Article.
- (4) All of the premises, facilities, and vehicles owned, operated, or leased by any tobacco products processor or manufacturer, or any tobacco leaf grower, processor, or dealer.
- (5) A designated smoking guest room in a lodging establishment. No greater than twenty percent (20%) of a lodging establishment's guest rooms may be designated smoking guest rooms.
- (6) A cigar bar if smoke from the cigar bar does not migrate into an enclosed area where smoking is prohibited pursuant to this Article. A cigar bar that begins operation after July 1, 2009, may only allow smoking if it is located in a freestanding structure occupied solely by the cigar bar and smoke from the cigar bar does not migrate into an enclosed area where smoking is prohibited pursuant to this Article. To qualify under this subsection, the cigar bar must satisfactorily report on a quarterly basis to the Department, on a form prescribed by the Department, the revenue generated from the sale of alcoholic beverages and cigars as a percentage of quarterly gross revenue. The Department shall determine whether any additional documentation is required of the cigar bar to authenticate or verify revenue data submitted by the cigar bar. This subdivision shall not apply to any business that is established for the purpose of avoiding compliance with this Article.
- (7) A private club.
- (8) A motion picture, television, theater, or other live production set. This exemption applies only to the actor or performer portraying the use of tobacco products during the production.

Attachment 2

(c) Repealed by Session Laws 2009-27, s. 1, effective January 2, 2010.

(c1) Continuing to smoke in violation of a local ordinance or other rules, laws, or policies adopted under this section constitutes an infraction, and the person committing the infraction may be punished by a fine of not more than fifty dollars (\$50.00). Conviction of an infraction under this section has no consequence other than payment of a penalty. A person smoking in violation of a local ordinance or other rules, laws, or policies adopted under this section may not be assessed court costs.

(d) Repealed by Session Laws 2009-27, s. 1, effective January 2, 2010.

(d1) Notwithstanding G.S. 130A-25 or any other provision of law, a violation of a local ordinance, rule, law, or policy adopted under this section shall not be punishable as a misdemeanor.

(d2) A local government may enforce an ordinance, rule, law, or policy under this section against a person who manages, operates, or controls a public place only as provided in G.S. 130A-22(h1).

(e) A county ordinance adopted under this section is subject to the provisions of G.S. 153A-122. (2007-193, ss. 2, 3.1; 2007-484, s. 31.7; 2008-95, s. 1; 2008-149, s. 4; 2009-27, s. 1.)

Standard: Facilities and Administrative Services
Benchmark 30: The local health department shall provide safe and accessible physical facilities and services.
Activity 30.9: The local health department shall prohibit the use of tobacco in its facility.
Documentation: <p style="text-align: center;">To be verified through observations by Site Visitors (refer to "Activities that Require Visual Observation" sheet):</p> <p>A. Signage prohibiting the use of tobacco in its facilities</p>
INTERPRETATION Intent <p>Tobacco, in any of its forms, has been demonstrated to cause adverse health effects and therefore is not allowed in the health department. This is a requirement of the Consolidated Agreement and should be an example to the community from the agency that promotes good health. This activity demonstrates that the health department is supportive of tobacco control. Through policy, signage and enforcement, the department should prohibit any tobacco use in its facilities. This activity applies to anyone who is in a department facility.</p> Guidance <p>The documentation used to show evidence for this activity is signage that will be verified by site visitor observations. The local health department should post signage at all entrances of all LHD facilities as well as at other places that clients and visitors congregate. Signage should also be placed in public areas, or other appropriate areas, in the facility. The department can have a policy on tobacco use, but the policy is not required as evidence for this activity. The type of signage does not matter, but since the activity refers to all tobacco use, 'no smoking' signage alone will not suffice; signage throughout the facilities should be consistent to prohibit tobacco, not just smoking. If any signage is in English, it must also be in other languages if your client and visitor populations dictate such. Signage can be professionally done or made within the health department.</p> <p>Signage must be at all facilities that the LHD operates or where the department has a full-time or permanent presence. A full-time or permanent presence is defined as space that is occupied or used by the department and whereby equipment, furniture, materials and/or records remain at the site when the department is not seeing clients or customers. Co-located facilities (such as an Environmental Health Office located at the main County Administrative building) are considered full-time and permanent and must have signage. A community facility or private building that the LHD uses on an occasional or scheduled basis (such as for health fair or health education presentation/class) does not have to have signage if the health department brings in all materials/equipment/records when it will use the site and removes all materials/equipment/records when leaving the site.</p> <p>For mobile units, signage must be present at the entrances to the unit unless it is parked on a tobacco free campus, such as a school or hospital. In those cases, signage is not necessary; however, the department should provide evidence that the campus is tobacco free. It is recommended that at any location where health department services are being provided, tobacco free signage be posted.</p>
Additional Guidance for District Health Departments None
Additional Guidance for Consolidated Human Services Agencies None
Pieces of Evidence Required A. On-site review
SVT Review and Guiding Questions

Stokes County Health Department Policy and Procedure

Manual: Administrative	
Title: BOCC Adjudication Policy	
Chapter:	Revised date: Sept. 2015
Distributed to: BOCC	
Effective Date: January 2012	
Review Date: 1/13, 1/14, 1/15, 11/16, 8/17, 7/18, 5/19	Health Director:

Purpose: BOCC Adjudication of public health legal matter

Policy:

The Stokes County Health Department Health Director has the power and duty to enforce public health laws and rules prescribed by and under the supervision of the Stokes County Board of County Commissioners and the NC Department (NCGS 130A-41). This enforcement may in some circumstances involve the institution of an administrative penalty in accordance with NCGS 130A-22.

Any appeal of the enforcement by the Health Director shall be in accordance with NCGS 130A-24. The Stokes County Board of County Commissioners shall serve as the adjudication body for any appeals concerning local public health rules or concerning the imposition of administrative penalties by the Health Director. The Health Director will notify the Board Chair when a request to appeal a decision has been received. The Board Chair will establish a date for the hearing and the Health Director and/or designee will notify the Board members, the appealing party and legal counsel of the date, time and location of the hearing.

The Board shall hold a quasi-judicial hearing and shall either confirm, modify or reverse the challenged action. A person who wishes to contest the Board's decision may appeal to the jurisdiction's district court in accordance with NCGS 130A-24(d).

Definitions: BOCC – Board of County Commissioners
NCGS – North Carolina General Statutes

Applicable Law, Rules, and References:

Reference: NC General Statutes 130A-24, 130A-22, 130A-41

Responsible Persons: BOCC

Part 2. Local Government Regulation of Smoking.

§ 130A-498. Local governments may restrict smoking in public places.

(a) Except as otherwise provided in subsection (b1) of this section, and notwithstanding any other provision of Article 64 of Chapter 143 of the General Statutes to the contrary, a local government may adopt and enforce ordinances, board of health rules, and policies restricting or prohibiting smoking that are more restrictive than State law and that apply in local government buildings, on local government grounds, in local vehicles, or in public places. A rule or policy adopted on and after July 1, 2009 pursuant to this subsection by a local board of health or an entity exercising the powers of a local board of health must be approved by an ordinance adopted by the Board of County Commissioners of the county to which the rule applies. The definitions set forth in G.S. 130A-492 in Part 1A of this Article apply to this section and shall apply to any local ordinance, rule, or law adopted by a local government under this section.

(b) Repealed by Session Laws 2009-27, s. 1, effective January 2, 2010.

(b1) A local ordinance or other rules, laws, or policies adopted under this section may not restrict or prohibit smoking in the following places:

- (1) A private residence.
- (2) A private vehicle.
- (3) A tobacco shop if smoke from the business does not migrate into an enclosed area where smoking is prohibited pursuant to this Article. A tobacco shop that begins operation after July 1, 2009, may only allow smoking if it is located in a freestanding structure occupied solely by the tobacco shop and smoke from the shop does not migrate into an enclosed area where smoking is prohibited pursuant to this Article.
- (4) All of the premises, facilities, and vehicles owned, operated, or leased by any tobacco products processor or manufacturer, or any tobacco leaf grower, processor, or dealer.
- (5) A designated smoking guest room in a lodging establishment. No greater than twenty percent (20%) of a lodging establishment's guest rooms may be designated smoking guest rooms.
- (6) A cigar bar if smoke from the cigar bar does not migrate into an enclosed area where smoking is prohibited pursuant to this Article. A cigar bar that begins operation after July 1, 2009, may only allow smoking if it is located in a freestanding structure occupied solely by the cigar bar and smoke from the cigar bar does not migrate into an enclosed area where smoking is prohibited pursuant to this Article. To qualify under this subsection, the cigar bar must satisfactorily report on a quarterly basis to the Department, on a form prescribed by the Department, the revenue generated from the sale of alcoholic beverages and cigars as a percentage of quarterly gross revenue. The Department shall determine whether any additional documentation is required of the cigar bar to authenticate or verify revenue data submitted by the cigar bar. This subdivision shall not apply to any business that is established for the purpose of avoiding compliance with this Article.
- (7) A private club.
- (8) A motion picture, television, theater, or other live production set. This exemption applies only to the actor or performer portraying the use of tobacco products during the production.

(c) Repealed by Session Laws 2009-27, s. 1, effective January 2, 2010.

(c1) Continuing to smoke in violation of a local ordinance or other rules, laws, or policies adopted under this section constitutes an infraction, and the person committing the infraction may be punished by a fine of not more than fifty dollars (\$50.00). Conviction of an infraction under this section has no consequence other than payment of a penalty. A person smoking in violation of a local ordinance or other rules, laws, or policies adopted under this section may not be assessed court costs.

(d) Repealed by Session Laws 2009-27, s. 1, effective January 2, 2010.

(d1) Notwithstanding G.S. 130A-25 or any other provision of law, a violation of a local ordinance, rule, law, or policy adopted under this section shall not be punishable as a misdemeanor.

(d2) A local government may enforce an ordinance, rule, law, or policy under this section against a person who manages, operates, or controls a public place only as provided in G.S. 130A-22(h1).

(e) A county ordinance adopted under this section is subject to the provisions of G.S. 153A-122. (2007-193, ss. 2, 3.1; 2007-484, s. 31.7; 2008-95, s. 1; 2008-149, s. 4; 2009-27, s. 1.)

Stokes County Health Department

Policy and Procedure

Manual: Administrative	
Title: Overall Operations Policy	
Chapter:	Revised date: Sept. 2015
Distributed to: All Personnel	
Effective Date: 3/20/12	
Review Date: 1/13, 1/14, 1/15, 9/15, 11/16, 8/17, 7/18, 6/19	Health Director:

Purpose: To state general policies that will guide the Board of County Commissioners in its delegation of duties.

Procedures: The mission of Stokes County Health Department is to promote healthy and safe living, prevent disease, care for the sick, protect the environment, and provide essential services to meet community needs.

Policies:

1. Delegation of authority to the Health Director:
 - a. The BOCC will employ a Health Director and delegate to him/her the authority and responsibility for the overall management of the affairs of the SCHD in accordance with written policies. In the absence of written policies, the Health Director is to be guided by an application of Board intent as established in other policies and counseled where appropriate by the officers of the Board.
 - b. The BOCC will ensure that a job description for the position of the Health Director includes appropriate qualifications of education, experience and skills according to the NC Office of State Human Resources. *See Attachment 1.*
 - c. The Health Director shall guide his/her activities by the content and requirements of the job description with duties and responsibilities outlined therein. *See Attachment 2.*
 - d. The BOCC strives to ensure that the Health Director administers the SCHD within conformance or a reasonable interpretation of North Carolina General Statutes and Related Laws.
 - e. The Health Director keeps the BOCC updated on program events through the data and information obtained through quality improvement activities, program monitoring, internal and external (state and federal) audits and other means as available.
 - f. The County Manager will evaluate the job performance of the Health Director on an annual basis as set forth by Accreditation requirements. The BOCC will establish criteria upon which such an evaluation will be necessary for any annual salary increase recommendation beyond county cost-of-living. The job description should be reviewed and revised at the time of the annual review.
 - g. The BOCC will be responsible for the hiring, discipline, and termination of the Health Director, as guided by the Stokes County Personnel Policy, the County Manager and the policies of the NC Office of State Human Resources.
2. BOCC Training/Orientation:

- a. Formal training for BOCC members will be provided through the recommendations of the Health Director or BOCC Chair and may be through the UNC School of Public Health - Institute of Public Health or through other opportunities available that meet the training needs identified. BOCC members will be provided general board member orientation by the Health Director or designee upon appointment.
 - b. BOCC members will receive a SCHD BOCC Manual and orientation material upon BOCC appointment.
3. Legal Counsel: The BOCC may request legal counsel and authorizes the Health Director to request legal counsel (generally the County Attorney) through County protocol. Legal counsel may be requested for advice regarding the adoption, dissemination, evaluation, improvement and enforcement of laws, rules, regulations and policies related to SCHD public health services. Legal counsel will review Bylaws, changes and proposed rules for compliance with local, state and federal statutes and regulations. Legal counsel may also be requested by the BOCC or the Health Director for personnel or contractual matters. Legal counsel may also be sought through the North Carolina Institute for Government, the Division of Public Health or the Attorney General, especially relating to public health rules and policy.
4. Local Rules:
 - a. The BOCC strives to assure the promotion and protection of health and the prevention of disease of the SCHD and Stokes County citizens through its adoption, dissemination, evaluation, improvement and enforcement of laws and regulations that govern the services provided.
 - b. Based on information presented, the BOCC will evaluate the necessity of additional rules, regulations or ordinances. The BOCC, SCHD Management Team, and legal counsel will collaborate to establish the best alternatives, and consider cost-effectiveness when making necessary additions to the rules, regulations, or ordinances.
 - c. The BOCC may adopt a more stringent rule in an area regulated by the NCCHS or the EMC where, in the opinion of the BOCC, a more stringent rule is required to protect the public health; otherwise, the rules of the CHS or the rules of the EMC shall prevail over local BOCC rules. As provided in N.C.G.S. 130A-39, the BOCC may not adopt a rule concerning the grading, operation, and permitting of food and lodging facilities as listed in Part 6 of Article 8 of Chapter 130A and as defined in N.C.G.S. 130A-335(c).
 - d. The BOCC shall follow the procedures for adopting rules outlined in N.C.G.S. 130A-39.
 - e. Rules adopted by the BOCC shall apply to all municipalities within the BOCC's jurisdiction. When adopting, amending, or repealing any BOCC rule, the following process shall occur:
 - i. Not less than 10 days before the adoption, amendment or repeal of any BOCC rule, the proposed rule shall be made available at the Stokes County Clerk to the Board and a notice shall be published in a newspaper having general circulation within the area of the BOCC's jurisdiction.
 - ii. The notice shall contain a statement of the substance of the proposed rule or a description of the subjects and issues involved, the proposed effective date of the rule, and a statement that copies of the proposed rule are available at the SCHD.
 - iii. Board rules shall become effective upon adoption unless a later effective date is specified in the rule.

- iv. Copies of all BOCC rules shall be filed with the secretary of the BOCC.
 - v. The BOCC may, in its rules, adopt by reference any code, standard, rule, or regulation which has been adopted by any agency of the state, another state, any agency of the United States or by a generally recognized association. Copies of any material adopted by reference shall be filed with the rules.
5. Appeals Process: The BOCC provides an appeals process for Stokes County citizens who wish to voice concerns regarding SCHD interpretation or enforcement of local rules and regulations. The process will consist of the following:
- a. The appeals procedure shall be conducted as provided in N.C.G.S. 130A-24, as described below. The appeals procedure will reflect the most current version of the relevant statute.
 - b. The aggrieved person shall give written notice of appeal to the SCHD within 30 days of the challenged action. The notice shall contain the name and address of the aggrieved person, a description of the challenged action and a statement of the reasons why the challenged action is incorrect.
 - c. Within 5 working days upon filing of the notice, the Stokes County Health Director shall transmit the notice of appeal to the BOCC along with the papers and materials upon which the challenged action was taken.
 - d. Within 15 days of the receipt of the notice of appeal, the BOCC shall hold a hearing.
 - e. The aggrieved person shall be given not less than 10 days' notice of the date, time and place of the hearing.
 - f. On appeal, the BOCC shall have authority to affirm, modify or reverse the challenged action. The BOCC's decision shall be provided in writing based on the evidence presented at the hearing. The written decision shall contain a concise statement of the reasons for the decision.
 - g. A person who wishes to contest a decision of the BOCC under subsection (b) of N.C.G.S. 130A-24 shall have a right of appeal to the Stokes County District Court within 30 days after the date of the decision by the BOCC. The scope of review in district court shall be the same as in N.C.G.S. 150B-51.
6. Non-discrimination Guidance:
- a. The BOCC strives to assure the SCHD is compliant as an equal opportunity employer. The SCHD will afford equal opportunity to all qualified employees and applicants for employment regardless of race, national origin, color, religion, age, sex, creed, physical handicap or political affiliation.
 - b. The BOCC strives to assure that the SCHD accepts all clients who qualify for the services provided without regard to race, national origin, color, religion, age, sex, creed, physical handicap or political affiliation or any other legally protected basis, and treats all clients accepted for services without discriminating on the basis of these categories in providing its services.
7. BOCC Policy Development/Review/Approval:
- a. The BOCC will establish methods and guidelines to be followed in the formulation and implementation of policies. These policies will be implemented to ensure compliance of services. The BOCC will enact policies to support the development, implementation and evaluation of SCHD programs and services.

- b. The BOCC enacts policies that promote public health collaborative activities, diagnosing, investigating and/or responding to public health threats and emergencies through community collaboration.
- c. The BOCC requests the Health Director present all matters requiring policy guidance by the BOCC in written form. The primary responsibility for initiating policy actions rests with the BOCC members and the Health Director and the BOCC.
- d. The following guidelines will be followed by the BOCC in carrying out its responsibility for policy and planning.
 - i. All potential issues, problems, concerns likely to require policy determination will be referred to the Health Director.
 - ii. The Health Director will make an initial determination of whether an applicable policy exists, whether current policy is ambiguous or whether current policy is incomplete or absent.
 - iii. The Health Director will follow the SCHD Policy on Policies.
- e. Except in case of an emergency, the BOCC will follow these steps in approving BOCC policies and other SCHD policies requiring BOCC approval:
 - i. Draft policy presented in type-written format in advance to BOCC members for review, discussion and recommendations at BOCC meeting.
 - ii. Draft policy is presented as a discussion item under Discussion. And then moved to action item on the next agenda unless it is time sensitive.
 - iii. During the accreditation or monitoring process when the volume of policies to be reviewed significantly increases, the BOCC Chair may appoint a special committee to meet with the Health Director and/or the Nursing Supervisor to review the policies. Required policies will be presented as a recommendation from committee for approval. These committee members act as liaison between SCHD and the BOCC.
- f. The Health Director is responsible for implementing the policies approved by the BOCC.
- g. The BOCC shall review the BOCC policies, personnel policies and fiscal policies annually, and update each policy as needed.
- 8. Strategic Planning: The BOCC is encouraged to have input during the SCHD annual review of the Strategic Plan. The annual review ensures collaboration and input from various community organizations, stakeholders and the community-at-large in identifying the community's needs and establishing priorities. This effort evaluates the SCHD services; the BOCC's involvement in adhering to current rules and regulations; developing and establishing rules, regulations, or ordinances to protect the citizens of Stokes County; and presenting them to elected officials in order to implement and enforce these activities.
- 9. Staff Training: The BOCC strives to ensure that the SCHD follows policies, procedures, guidelines, standing orders and statutes in providing all services. This process can only be accomplished with Licensed, credentialed and trained staff. Training will be provided upon initial hire and on-going training and continuing education opportunities throughout employment.
- 10. Quality Improvement: The SCHD follows the "Plan-Do-Study-Act" Model for improving organizational performance.
- 11. BOCC Responsibilities to the Community:

- a. The BOCC reviews reports that identify the Community's health and needs. The State of the County Health Report or the Community Health Assessment will be reviewed to observe identified needs and to monitor the progress of direct services being provided by the SCHD in achieving positive outcomes.
 - b. The BOCC advocates for laws and regulations that better enhance and protect the health and safety of the citizens of Stokes County. The BOCC may lobby for laws and regulations that require changes.
 - c. The BOCC is actively involved in looking at the pros and cons of public health issues and potential changes, and balancing the most efficient and effective outcome.
 - d. The BOCC will also assist in ensuring that the community is given the opportunity to become aware of services, changes in services or regulations, and are given the opportunity to participate in and voice their concerns, whether positive or negative. The BOCC will strive to ensure that the SCHD addresses these issues prior to making a final decision and also interacts with the community to enhance partnerships and improve agency services.
 - e. SCHD staff may serve on community boards, committees, etc. as appropriate and with the approval of the Health Director. This is to be used as a means of developing collaboration between the SCHD and the community.
 - f. BOCC members will report to the BOCC any personal or business conflict of interest that might impact his/her decisions on public health issues.
12. Public Health Funding:
- a. The BOCC will support the SCHD's efforts in applying for and receiving/securing grants, diversifying funding sources and approves an annual budget that facilitates implementation and maintenance of the SCHD's services. Not all services have fees associated; however, services that are chargeable are assigned a fee for service.
 - b. Review of SCHD cost of services provided, Medicaid rates and local market rates will be among criteria that may be reviewed by the BOCC in setting fees.
 - c. The BOCC will be an advocate for public health funding requirements with state and federal legislators.
13. Human Services Advisory Committee: According to the General Statutes (153A-77) the BOCC will appoint a Human Services Advisory Committee meeting all requirements of the N.C.G.S. 153A-77

Definitions: BOCC: Board of County Commissioners
 SCHD: Stokes County Health Department
 NCCHS: NC Commission for Health Services
 EMC: Environmental Management Commission

ATTACHMENT 1

NC 09928
OSP 10/98

LOCAL HEALTH DIRECTOR

This is directive/managerial work in serving as the chief executive officer of a county health department, district health department or public health authority executing the powers and duties as defined in GS 130A-41 and GS 130A-45.5. Employees direct other managers/supervisors, professional, technical and support staff in the delivery of agency services to protect and promote public health. Work involves providing leadership and directing program development and implementation, establishing program standards and monitoring and evaluating quality of service delivery systems. Employees supervise budget activities and may maintain direct involvement in conflict/complaint resolution, staffing and personnel issues and serve as the principle spokesperson for the agency relative to public health issues. Work also involves representing the agency with government officials, medical/dental societies, health care providers, public/private schools and a variety of advocacy groups to influence the decision making process in order to insure adequate resources for program maintenance and expansion and the delivery of comprehensive services.

Employees are appointed by and report to a local board of health or public health authority board.

Employees in a public health authority serve at the pleasure of the public health authority board to whom they report.

RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities- General knowledge of management principles, techniques, and practices. Thorough knowledge of the principles and practices of public health. Working knowledge of applicable federal and state laws, rules, and regulations. Ability to exercise sound judgment in analyzing situations and making decisions; direct employees and programs in the various areas of responsibility; and, develop and maintain effective working relationships with the general public, and with federal, state, and local officials.

Minimum Education and Experience Requirements- A master's degree in public health administration and at least one year of employment experience in health programs or health services; or a master's degree in a public health discipline other than public health administration and at least three years of employment experience in health programs or health services; or a master's degree in public administration and at least two years' experience in health programs or health services; or a master's degree in a field related to public health and at least three years of experience health programs or health services; or a bachelor's degree in public health administration or public administration and at least three years' experience in health programs or health services.

Note: Minimum training and experience requirements are in accordance with GS 130A-40 and GS 130A-45.5. For master's degree related to public health, the determination must be made by the State Health Director.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this but may not be applicable to all positions.

ATTACHMENT 2

STATE OF NORTH CAROLINA

OFFICE OF STATE PERSONNEL

POSITION DESCRIPTION FORM (PD-102R)

APPROVED CLASSIFICATION:

EFFECTIVE DATE: Updated 4/3/2018

ANALYST:

(This Space for Personnel Department Use Only)

<p>1. Present Classification Title of Position:</p> <p>Health Director</p>	<p>7 Present 15 Digit Position Number: 543-16-220</p>	<p>Proposed 15 Digit Position Number: N/A</p>
<p>2. Usual Working Title of Position:</p> <p>Health Director</p>	<p>8. Department, University, Commission, or Agency</p> <p>Stokes County Health Department</p>	
<p>3. Requested Classification of Position:</p>	<p>9. Institution & Division:</p> <p>N/A</p>	
<p>4. Name of Immediate Supervisor:</p>	<p>10. Section and Unit:</p> <p>Health</p>	
<p>5. Supervisor's Position, Title & Position Number:</p>	<p>11. Street Address, City and County:</p> <p>1009 North Main Street Danbury Stokes County</p>	
<p>6. Name of Employee:</p>	<p>12. Location of Workplace, Building and Room</p> <p>Number: Danbury</p>	

I. A. Primary Purpose of Organizational Unit:

Stokes County Health Department strives to protect and preserve the health of our community. Our goal is to ensure that every person benefits from high quality public health service through promotion of health, prevention of disease, and care of the sick. We recognize that the health needs of the community are ever-changing, that early intervention is most effective, that the environment affects health, that health information is essential for making choices for healthy living, that SFHC must work to create a healthy community, and that individual health affects the community health and the community health affects individual health. We believe that providing services without discrimination of race, ethnicity, marital status, religion, gender, economic status, health status, lifestyle preferences or age, that individuals are valued and deserve courtesy and respect, that individuals have a responsibility for their own health, and that quality services are essential. The Health Center operates under the direction of the Health Director at the discretion of the Board of Health. There are basically seven divisions within the Health Department: Clinical and Outreach Nursing and Social Work Services, Education and Community Health Promotion, Management Support, Public Health Laboratory, WIC, Environmental Health, Emergency Planning and Administration.

B. Primary Purpose of Position:

This position serves as the chief executive officer of the Stokes County Health Department. The Local Health Director is responsible for the overall operation of the Agency. Along with the Board of Health, this position is responsible for promoting and protecting the public's health in Stokes County and for carrying out all applicable federal, state and county, and local Board of Health rules and regulations.

Work involves providing leadership and directing program development and implementation, establishing program standards and monitoring and evaluating the quality of service delivery systems. Program implementation includes delegating duties relative to Accreditation, the quality assurance program that allows the Health Department to recoup Medicaid funding.

The employee supervises budget activities and maintains direct involvement in conflict/complaint resolution,

staffing and personnel issues and serves as the principle spokesperson for the agency relative to public health issues.

Work also involves representing the agency with government officials, medical/dental societies, health care providers, public/private schools and a variety of advocacy groups to influence the decision making process in order to insure adequate resources for program maintenance, expansion, and the delivery of comprehensive services.

C. Work Schedule

The normal work schedule for this position is Monday through Friday from 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 5:30 p.m. with every other Friday off. Due to the nature of this position, after hours work is sometimes necessary, especially in the areas of emergency response and attendance at public meetings.

D. Change in Responsibilities or Organizational Relationship:

There are constant changes in rules, regulations, laws, and minimal staffing and resources, increasing demands through expanded requirements and major additions to programs, higher expectations to do more with less by the public and elected officials. Program emphasis and new directions are subject to political, funding, and technology changes.

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used:

Order of importance Sequential order

Management – 50%

The Health Director serves as chief executive officer of the health center with overall responsibilities for agency planning, organizing, implementing, directing, and evaluating department services and programs.

This position is responsible for overseeing and management of the department, approving all staff assignments, hiring staff, firing staff, approving promotions and increases, developing and/or approving all program

plans and policies, negotiating and implementing contractual agreements, budget development and presentation to the Board of Health/ BOCC and the public, approval of expenditures, development of fee schedules, and mediation of problems and conflicts.

Planning – 20%

Responsibility for a local public health department under conditions of constant change in rules, regulations, and laws, and minimal staffing and resources, with ever increasing demands through expanded requirements and major program additions, coupled with higher expectations on the part of the public and elected officials to do more with less, requires a great deal of planning and study of health department operations. Program emphasis and new directions are subject to political change, funding changes, technology changes, and changing need. The Health Director has or ensures that agency staff has expertise and training to collect, manage, integrate, and display health-related data. Responsible for planning and initiating changes within the agency such as the development of the agency's adult health program, expansion of family care coordination services, reorganization of staff responsibilities and duties, medical records, expansion of health promotion services, development of a Community Care Network, health check coordinator program, expansion of language interpretation services, expansion of the Stokes County Healthy Carolinians Program, establishment of a HIPAA compliance program, development of the Department's Public Health Preparedness Plan, and compliance with Accreditation benchmarks.

Leading/Delegating – 10%

Effective management requires constant involvement in daily program activities. Contact with program supervisors and coordinators is maintained in order to provide support for the staff and guidance when an issue arises during the course of guideline implementation. Programmatic issues are generally delegated to staff. Attention is given to ensure program policies and procedures are carried out. The Health Director is briefed routinely on program performance, levels of activity, and operational impediments. The Nursing Supervisor, Environmental Health Supervisor, CC4C/PCM Supervisor, Emergency Preparedness Coordinator

as needed, Administrative Officer, WIC Director, and Home Health Nursing Supervisor report directly to the Health Director.

Enforcement and Program Administration – 10%

As a local health director, the N.C. General Statutes charge the director with the following duties: to administer programs as directed by the local board of health, to enforce the rules of the Board of Health, to investigate the causes of infectious, communicable, and other diseases, to exercise quarantine authority and isolation authority pursuant to G.S. 130A-145, to disseminate public health information and to promote the benefits of good health, to advise local officials concerning public health matters, to enforce State immunization requirements and laws, to examine and investigate cases of venereal disease pursuant to the State General Statutes, to examine and investigate cases of tuberculosis pursuant to the State General Statutes, to examine, investigate, and control rabies pursuant to State General Statutes, and to abate public health nuisances and imminent hazards pursuant to the State General Statutes. This position ensures that the necessary qualified staffs are available to carry out the above duties. Since the legislative responsibility rests with the local health director, this position must oversee the broad functioning of these duties.

Quarantine authority, isolation authority, and the declaration of public health nuisances and imminent hazards are powers and duties given only to the local health director and State health director. The Health Director is directly involved and responsible for these determinations and signing of such orders. In addition, in consultation with medical staff at the local and State level, this position makes the final decisions on community vaccination efforts to control communicable disease outbreaks in the community. Such decisions can result in thousands of exposed residents being vaccinated in the aftermath of a communicable disease case. The county health director serves as the local registrar for the registration of births and deaths in Stokes County. These duties are performed by deputy registrars within the Department.

Public Relations/Governing Board Administration Functions – 10%

This position serves as chief spokesperson for the Department. With the support of the Public Health Epidemiologist, the health director deals with all media inquiries and interviews during times of crisis or public health activation. The Health Director is routinely contacted by the media on public health issues and problems. This position works closely with staff to establish the factual information on each issue/- inquiry and report back to the media. This role takes a great deal of skill in communicating the appropriate message to the media.

The Local Health Director serves on numerous boards and committees as County Health Director. These may include, but not limited to: the Northwest Partnership for Public Health, the Stokes County Partnership for Children, the N.C. Association of Local Health Directors; the Stokes County Child Fatality Prevention Team, Healthy Carolinians of Stokes County, Stokes County Child Protection Team, School Health Advisory Committee and Northwest Community Care Network. A major component of the job is representing the needs and services of the Department throughout the community through the various organizations and community partners.

This position reports to the Stokes County Board of Health/BOCC with guidance from the County Manager.

The Stokes County Health Director position requires a great deal of interaction with medical providers, Dental providers, state officials, community groups, human service agencies, contractor, vendors, Developers, real estate agents, attorneys, auditors, local churches, schools, child care providers, governing board members, and staff. Conflict resolution and mediation is often necessary.

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

N/A

2. Consequence of Error: N/A

3. Instructions Provided to Employee:

Instructions are provided from the Stokes County BOH/Board of Commissioners by the County Manager through the personnel policy manual and by occasional directives. Health Director receives input and guidance from BOH/BOCC via formal contact at commissioner meetings as well as the Human Services Advisory Committee meeting.

4. Guides, Regulations, Policies and References Used by Employee:

North Carolina State and Local Government rules and regulations, personnel policies, both state and county, Stokes County Board of Health minutes, local county classification and pay grade scales, Department of Environment, Health and Natural Resources regulations, Standards for local health departments in North Carolina, Stokes County Health Department policies, Public Health and related laws in North Carolina, CDC manual, and MWR reports. Periodic communications from the various state health programs are also utilized.

5. Supervision Received by Employee:

Health Director works very independently receiving guidance from the Board of Health.

6. Variety and Purpose of Personal Contacts:

An "Open Door" policy is available to all employees and casual contact with them is daily. Formal contact is maintained with the management team members individually as needed and as a group at regular team

meetings. Monthly general staff meetings provide regular staff contact. Also contact with the general public is regular as well as contact with state officials and other health department administrators. County and state officials are regularly contacted.

7. Physical Effort:

Physical effort is minimal.

8. Work Environment and Conditions:

Adequate, but aging facility.

9. Machines, Tools, Instruments, Equipment, and Materials Used:

Telephone, calculator, PDA, copier, computer, general office machines.

10. Visual Attention, Mental Concentration, and Manipulative Skills:

Closely monitor budget functions.

11. Safety for Others:

Safety for staff, clients and the general public is considered in OSHA/Bloodborne Pathogens training, personal protective equipment, facility safety, etc.

12. Dynamics of Work:

Work includes managing multiple and changing priorities.

As a Public Health First Responder, employee may be expected to work extended hours in the event of a major emergency, disaster and/or pandemic, including, but not limited to any natural disaster, bioterrorist event, and/or public health emergency such as H1N1, communicable disease outbreak, etc. or any other situation as deemed appropriate by the Health Director.

III. A. KNOWLEDGES, SKILLS, & ABILITIES:

General knowledge of management principles, techniques, and practices. Thorough knowledge of the principles and practices of public health. Working knowledge of applicable federal and state laws, rules, and regulations. Ability to exercise sound judgment in analyzing situations and making decisions; direct employees and programs in the various areas of responsibility; and develop and maintain effective working relationships with the general public, and with federal, state, and local officials.

B. 1. Required Minimum Training:

A master's degree in public health administration and at least one year of employment experience in health programs or health services; or a master's degree in a public health discipline other than public health administration and at least three years of employment experience in health programs or health services; or a master's degree in public administration and at least two years' experience in health programs or health services; or a master's degree in a field related to public health and at least three years of experience in health programs or health services; or a bachelor's degree in public administration and at least three years' experience in health programs or health services.

Note: Minimum training and experience requirements are in accordance with GS 130A-40 and GS 130-45.5. For master's degree related to public health, the determination must be made by the State Health Director.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.

2. Additional Training/Experience:

N/A

3. Equivalent Training and Experience:

As above.

IV. License or Certification Required by Statute or Regulation:

Valid Driver's License

ICS Trainings

V. Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Personnel Director's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____

**Stokes County Health Department
Strategic Plan
January 2019**

Mission Statement

To promote healthy and safe living, prevent disease, care for the sick, protect the environment, and provide essential services to meet community needs.

Vision Statement

Partnering with other health care providers, community agencies and the citizens of Stokes County to achieve a healthier community.

Values

- Excellence: Commitment to the highest quality health services through education, competence, and doing the right thing at the right time for the client.
- Credibility: Action based on honesty and fairness.
- Integrity: Commitment to the highest ethical and professional standards.
- Dependability: Commitment to meet deadlines and standards.
- Communication: Exchange of information and ideas to create mutual understandings among our partners, staff and citizens.

Public Health Core Functions

The Stokes Health Department/Family Health Center works to ensure that the core functions of the 10 Essential Public Health Services are carried out to fulfill the mission of public health within Stokes County. The 10 Essential Public Health Services are:

- Monitor health
- Diagnose and investigate
- Information, educate and empowerment
- Mobilize community partnerships
- Develop policies
- Enforce of public health law
- Link people to provider care
- Assure competent workforce
- Evaluate
- Research

I. Community Health Assessment (CHA)/State of the County Health Report (SOTCH)

The community health assessment is conducted on a four-year cycle and the Stokes County Health Department compiled the results of the comprehensive research in the most recent CHA in 2016. The Stokes County Community Health Assessment Committee, after reviewing the data from the 2016 CHA Community survey, decided to choose the following three health priorities:

- Substance Abuse
- Mental Health
- Chronic Disease

The latest version of the SOTCH in 2018 identified the following major causes of death in Stokes County. Four out of five issues fall into the category of “Chronic Disease”.

- Cancer
- Heart Disease
- Cerebrovascular Disease
- Chronic lower respiratory diseases
- All other unintentional injuries

Through a collaborative effort with many agencies and partners, all of the above issues are still being addressed. Listed below are examples of how the Stokes County Health Department has collaborated with other agencies to make strides in combating priority conditions from the latest versions of the CHA and SOTCH.

II. Health Department and Collaborative efforts addressing current health issues:

Ongoing Collaboration:

- At the Health Department, a counselor is in attendance on-site in the clinic every other Tuesday to provide mental health evaluations through **DayMark** and also connects people to necessary resources such as housing, job opportunities, and food.
- DayMark Mobile Crisis provides on-site emergency counseling services to people who in emergency mental health situations.
- Cardinal Innovations, as a part of the **Stokes County Stakeholders/Stokes Community Partners** has agreed to fully fund a **MedAssist** event in April 2019 after stakeholder input and encouragement. This event will dispense over-the-counter medication for free, hoping to draw large crowds, at which time various agencies including the Health Department will dispense medication lock boxes and information to people about the Opioid Epidemic.
- Other Stokes County groups including **Insight Human Services** and **Youth Haven** participate in providing mental health services to county citizens. Youth Haven, for example, has started to offer counseling for adults as well as youth.
- The county implemented the **211 service**, a telephone service that connects citizens to resources including mental health, jobs, transportation, food, housing, etc.

- The Stokes County rate for smoking during pregnancy shows Stokes County rate at 16.4% of women smoking during pregnancy, where NC's rate is 9.4%. Smoking during pregnancy is a concern for Stokes County since the 2013 and 2017 statistics are well above the state average. Smoking during pregnancy is addressed with each client when their test results return positive for a pregnancy. Currently our nursing staff use the 5A's program to educate individuals on the benefits of not smoking. Individuals are referred into the **Stokes County Pregnancy Care Management Programs**. Currently Stokes County Health Department has a prenatal clinic staffed with physicians from **Wake Forest Baptist Hospital**. The prenatal clinic has been very successful and has increased the number of patients we see for our Child Health Program as well. Our prenatal clinic is open to see patients every Tuesday, with rotating physicians. This necessary service costs us \$75,000 to provide. We also have an agreement with the **Wake Forest PA Program**; WFBU sends the health department on average one PA student per month to shadow our PA Mara Fortin.
- Stokes County has a long history of having one of the highest percentage rates for suicides in North Carolina. The 2016 CHA shows the most recent percentage shows Stokes county at 18.4% compared to the 12.7% for NC. Suicide Prevention and Mental Health issues are being addressed through a collaborative effort with, Stokes County Schools, Cardinal Innovations, InSight Human Services, Youth Haven, Stokes County DSS, Stokes County EMS, and Stokes County Sheriff's Department.
- Youth Tobacco Use is being addressed through a collaborative effort with the Stokes Health Department and Appalachian District Health Department. The Appalachian District has appropriated grant money to the Health Department which was used to purchase informational materials and signage for schools that designates them as "smoke and vape free" facilities.

II. 2018 SOTCH Report

Based on the 2018 SOTCH Report, the current trends and concerns are listed below and the rates of death compared to North Carolina:

Rank	Cause	Number	%
1	Cancer	139	23.2
2	Diseases of heart	120	21.1
3	Cerebrovascular diseases	47	7.8
4	Chronic lower respiratory diseases	41	6.8
5	All other unintentional injuries	35	5.8
6	Alzheimer's disease	26	4.3
7	Influenza/pneumonia	20	3.3
8	Motor vehicle injuries	13	1.0

9	Intentional self-harm (suicide)	10	1.6
10	Diabetes Mellitus	6	1.0
	All other causes (Residual)	140	23.4
	Total Deaths – All Causes	597	100.0

III. Top 3 Strategic Priorities for 2019

The priorities listed in this Strategic Plan were compiled from a Strength, Weaknesses, Opportunities, and Threats (SWOT) analysis of all departments done by the Health Director.

Although many health issues exist within Stokes County, there are many agencies and collaborative efforts (as noted above) working on these issues that were identified in the 2016 CHA and 2018 SOTCH Report.

2019 Strategic Goals

Problem 1			
Staffing turnover and salary increase: Historically it is hard to recruit new nurses and other professional positions with the health department. Pay always has been and continues to be a big problem in recruiting nurses for all areas of the health department. Salaries across the board are just not competitive with neighboring counties, and especially not competitive with the private industry. Tenured employees are at risk of seeking higher paying employment. To retain tenured employees and not be a “training ground”, Stokes County must offer competitive salaries. This is the #1 Health Department issue again, as it was in 2018.			
Goals to be completed by	Activity	Responsibility/Collaborative Partners	Actions/Outcomes
Ongoing	Work in conjunction with the BOCC and HSAC to advocate for the salary study to be performed.	Health Director BOCC (Board of County Commissioners) HSAC (Human Services Advisory Committee)	Salaries raised for all employees. Step increases for Nursing Staff (RN & LPN's). This will help in the retention of experienced nurses.
Completed 2018	Strongly advocate for salary study. Do own independent salary study and present to BOH	Health Director Human Services Advisory Committee	Salary study done on county employees, resulting in increased pay and retention

	Support salary study that has funding allocated from the BOCC		Support letter to the BOCC from HSAC
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Problem 2

The decrease in state funds and revenues for the Stokes County Health Department. This is due to the fact that the Federal and State government are reducing funds for specific programs, which results in decrease of funds to local health departments. This puts a burden on local government to fund programs that are required by General Statutes. Along with funding reduction from insurance claims and with Medicaid this has a compounding effect on revenues within the health department.

Goals to be completed by	Activity	Responsibility/Collaborative Partners	Actions/Outcomes
Ongoing	<p>Work with management team, state consultants and the county to seek additional funds through grants. In addition, work within the means of the funding that is being provided by the state contract addendums.</p> <p>Seek other ways to save money, increase patients with the addition of our new provider in 2018. Work to increase patients in all programs by community outreach, education and marketing strategies.</p>	<p>Health Director State Consultants Management Team BOCC</p>	<p>Grant approval by the BOCC when needed. Seek increase in funds with ongoing grants. Look at applying for the maximum amount when appropriate.</p> <p>Work with State and Regional Consultants to increase marketing within the county.</p> <p>Advertisement of new provider and update the public on new services that they may not be aware of (prenatal clinic).</p>

Problem 3

Medicaid transformation is impending: July 2019, Medicaid will shift into managed care, meaning instead of billing one entity, there will be several (5+). In addition, there will be several sets of deliverables, one for each MCO (managed care organization). This will quite possibly increase the administrative and billing work load on an already small billing staff. One out of two billing staff is relatively new and one is able to retire effective summer 2019. In addition to Medicaid transformation, the county recently started Debt Setoff, increasing the workload of billing staff. Other staff may be impacted, like those funded through CCNC "the Network".

Goals to be completed by	Activity	Responsibility/Collaborative Partners	
January 2019	Enlist help of CCNC Practice Transformation to audit and give recommendations to staff on clinic flow	Health Director Admin Officer Nursing Supervisor Clinic Staff CCNC Staff	
Ongoing	Familiarize billing staff member with current billing best practices by sending to adjacent counties for training. Sign contracts with providers through CAQH	Admin Officer Billing Staff	Ensure billing department has strong foundation on which to build When Medicaid transforms, health department will already be grandfathered in to strong contracts
April 2019	Assess the need to hire a new, trained billing staff member	Admin Officer Health Director	Prepare billing department for additional responsibilities and administrative burden

Goals and Objectives Derived from Health Status Data:**Health Status Data: Problem #1**

Substance Abuse issues including Opioids and Alcohol: Opioid use and accidental overdose by substance abuse has caused a strain on the Stokes County community. According to NC Data Card compiled by NC Child, Stokes County averages 18.6 out of 1,000 children in foster care. Much of this statistic is due to the strain of substance abuse.

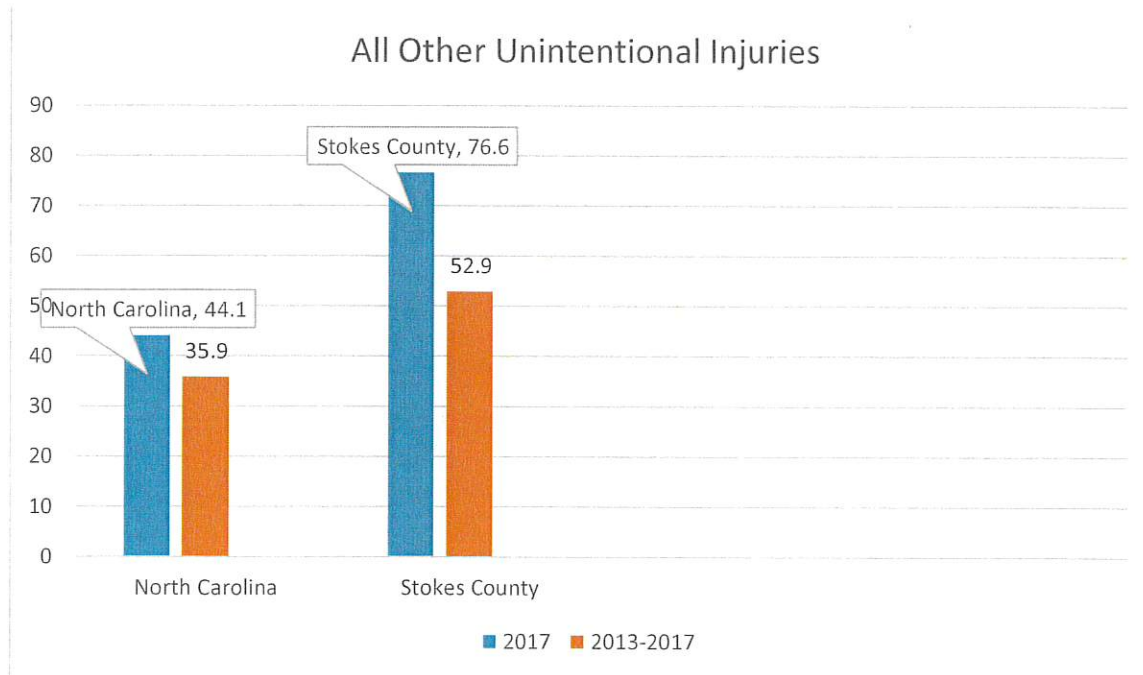
County	Children in Foster care per 1,000
Stokes	18.6
Forsyth	3
Surry	8.1
Davie	8.8
Rockingham	13.7
Guilford	6.1
North Carolina	7.1

***Chart: Children in Foster care per 1,000 in North Carolina Counties and as a Whole**

Goal: Decrease morbidity and mortality of substance abuse.

Tactics: Naloxone purchased and carried by emergency responders, County participating in “lock your meds” campaign including distributing medication lock boxes at community events (including MedAssist Event) and at the Health Department. Educational material distributed by the health department including the purchase of hands on substance use models to be used in the schools. Health Dept. staff are trained in safe prescribing and use the CSRS (Controlled Substance Registration System).

-The Stokes County commissioners have also entered into a lawsuit (along with many other NC counties) against several drug manufacturers, alleging the companies engaged in “false, deceptive, and unfair marketing and/or unlawful diversion of prescription opioids.” Among the drug companies in the suit include Cardinal Health, McKesson, Johnson & Johnson, and Janssen Pharmaceuticals (stokesnews.com).



-With MOE money from DSS we purchased Comprehensive Drug Identification Displays for all three middle schools in Stokes County. The displays identify many dangerous drugs and lists

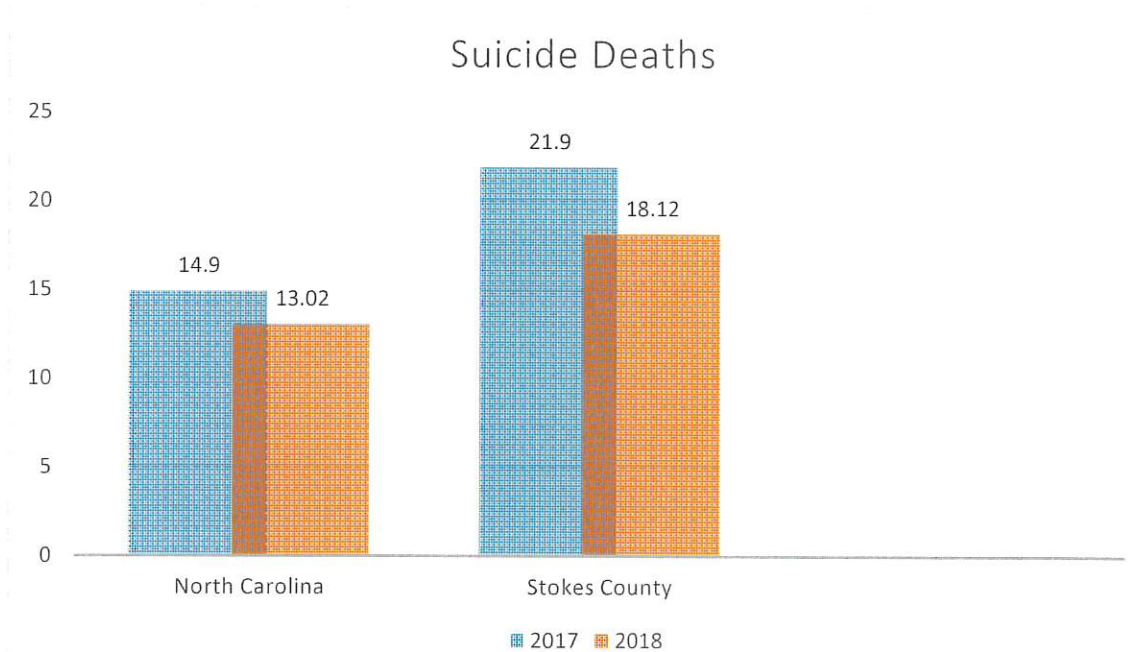
short and long-term effects of drug use. This resource raises awareness of the many drugs of abuse, what they look like, how they are taken, and their damaging effects. It covers a variety of different substances such as: Narcotics, anti-depressants, hallucinogens, stimulants, alcohol, and inhalants.

(See Attachment A for Stokes County 2018 NC Data Card).

(See Attachment B for Emergency Department Overdose Report: January-December 2017).

Health Status Data: Problem #2

Mental Health and Suicide Awareness: The following chart displays the age adjusted suicide death rate per 100,000 people for Stokes County and North Carolina. Stokes County has a higher death rate of 18.12 deaths related to suicide compared to 13.02 for NC as a whole for 2018. Stokes County has a higher rate of 21.9 deaths related to suicide compared to 14.9 for NC as a whole for 2017.



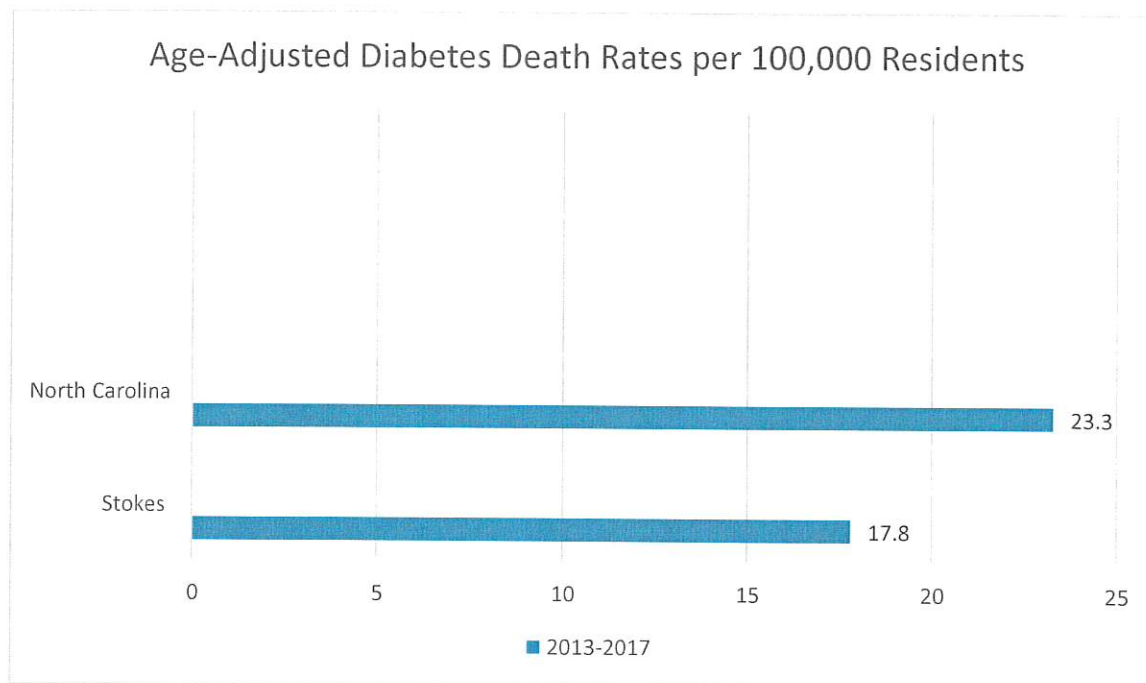
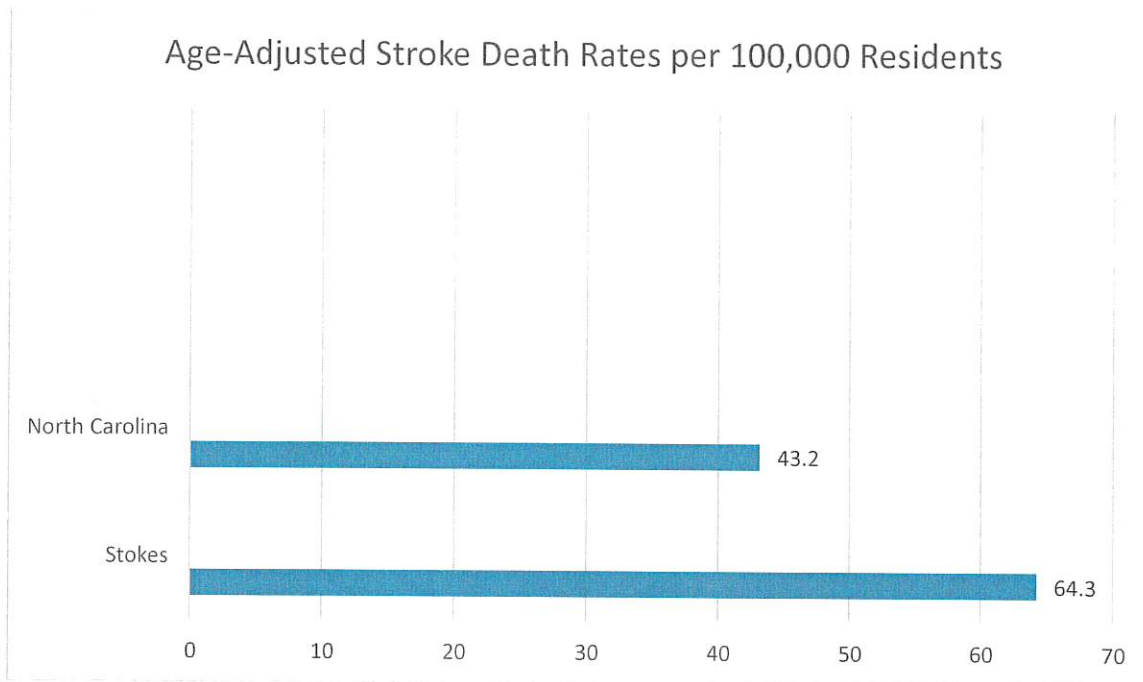
Source: NC State Center for Health Statistics 2018

Goal: Decrease suicide rate and raise awareness. Work to minimize the stigma that is associated with mental illness.

Tactics: The Department of Social Services in Stokes County houses a position that serves as a link to refer people to treatment and other resources (Wanda Pearman). Health Department will refer to her. DayMark does evaluations at the HD every other Tuesday, and several community groups have outpatient therapy or will connect to resources including the 211 information line. -Community member Mary Lee started the Sid Lee Memorial Mental Health Association after her adult son committed suicide in December 2017. This grass-roots nonprofit group has members from many disciplines dedicated to suicide awareness and mental health issues.

Health Status Data: Problem #3

Chronic Disease Morbidity and Mortality: Stokes County has Lung Cancer death rates that surpass the North Carolina average, as well as Cardiovascular Disease rates. This chart is an example of chronic disease health outcomes that are influenced by diet and lifestyle.



Goals: To encourage healthy living, active lifestyles, and nutritious diets to help citizens decrease their risk of preventable chronic disease. Create opportunities for education about smoking cessation in every demographic.

Tactics: The NCALHD Region 3 received funding for Youth Tobacco Cessation this FY 2018. This money was to be used for education to discourage youth tobacco use. It was spent on signage to be posted at each of Stokes County's Schools informing people that the school is a Tobacco and Vape free area. The grant money was also used to purchase anti-tobacco educational models for the three middle schools in the county. The models will be incorporated into the Health Class curriculum.

-The Health Department also intends to support any project that will create access to healthy living for citizens, including a new recreation center.

-This year, the WIC Program "rolled out" a statewide e-WIC program which we predict will increase the participation in the WIC program, which promotes healthy eating in pregnant women and young children. The e-WIC program replaces paper vouchers with a debit-style card that connects to a phone App, enabling more tech-savvy users to keep up with their benefits.

-Brenner Fit Program will be a telemedicine program held at the Health Department focusing on childhood obesity.

The Stokes County Health Department Management Team will review the strategic plan yearly. All updates, modification and changes will be approved by the Stokes County Board of County Commissioners and Human Services Advisory Committee.

Stokes County Health Department Workforce Development Plan

Manual: Administrative Policy Manual	
Title: Workforce Development Plan	
Chapter:	Revised date: May 1 2018
Distributed to: BOCC	
Effective Date: February 2012	
Review Date: 2/13, 2/14, 2/15, 2/16, 2/17, 2/18,2/19	Health Director: Tammy Martin, MSHE

INTRODUCTION

Stokes County was founded in 1789 and is a member of the regional Northwest Piedmont Council of Governments. County government is made up of 5 Elected County Commissioners with an appointed County Manager and appointed Tax Administrator. Other elected officials are the Sheriff, Clerk of Court, and Register of Deeds. School Board Members are elected to a 5-member board that appoint a Superintendent and present the budget to County Commissioners for approval.

The Health Department is a department within the County Government System. There are nine major divisions (Executive, Clinical Services, Environmental Health, Health Administration, Home Health, CC4C/PCM, WIC and Health Education & Emergency Preparedness) within the department and those together employ personnel totaling 31 FTEs who deliver multiple public health programs and services to the citizens of Stokes County. There are two facilities from where team members work to serve the public: Danbury and King.

According to the U. S. Census Bureau the county has a total area of 456 square miles (1,181 km²), of which, 452 square miles (1,170 km²) of it is land and 4 square miles (10 km²) of it (0.89%) is water. The county lies within the Piedmont region of western North Carolina, and most of the terrain consists of gently rolling countryside. However, the Sauratown Mountains run across the center of the county. The Sauras are named after the Saura Native American tribe which lived in the county before European settlement. A chain of jagged ridges, the Sauratown Mountains are an isolated remnant of the Blue Ridge Mountains far to the west. Although the Sauratown Mountains occupy only 5% of Stokes County, they dominate the scenery from almost any direction, abruptly rising from 800 to 1,700 feet (520 m) above the surrounding terrain. Moore's Knob, the highest point in the chain, rises to 2,579 feet (786 m). Most of the county is less than 1,000 feet (300 m) above sea level. The Dan River runs from the Northwest Corner to the Southeastern section of Stokes County (Covering over 56 Miles of River Recreation). Stokes County home to Hanging Rock State Park and also has the mass majority of Belews Lake (located in the southeast corner).



Mission, Vision & Goals

Mission:

To promote healthy and safe living, prevent disease, care for the sick, protect the environment, and provide essential services to meet community needs.

Vision:

- Partnering with the public to achieve a healthier community.

Core Values:

- **Excellence:** Commitment to the highest quality public health services.
- **Credibility:** Action based on honesty.
- **Integrity:** Commitment to the highest ethical and professional standards.
- **Dependability:** Commitment to meet deadlines and standards.
- **Communication:** Exchange of information and ideas to create mutual understanding.

Stokes County Demographics

Population Trend	2017	2018	Percent change since 2016
Population	46,097	45,717	-3.6%
Gender	Number	Percent	
Female	23,417	50.8	
Male	22,679	49.2	
Race	Number	Percent	
White alone		94.0	
Black or African American alone		3.0	
Hispanic		3.0	

Quickfacts.census.gov

Purpose Statement

The purpose of the Stokes County Health Department's workforce development planning process is to maximize employee performance, create leadership capabilities, create new expertise, train for specific skills, minimize lost work time, reduce recruiting costs and retain valuable employees. The workforce development plan (WFDP) identifies workforce competency needs, recruitment needs, training and retraining needs. It also aids with placing the right workforce member in a position that best matches their current and potential strengths.

Policy

1. The SCHD requires access to new employee orientations and ongoing trainings to meet necessary competencies.
2. Supervisors assure employees are clear about job expectations.
3. Supervisors evaluate competencies during the probationary period and thereafter.
4. The SCHD addresses employees that are not able to demonstrate competency on initial or on subsequent attempts.
5. The SCHD plans a systematic approach to workforce development which links a variety of training opportunities with the workforce.
6. The SCHD plans for current and future workforce development needs.

Definitions

1. **Competencies:** are a set of behaviors that involve skills, knowledge, abilities, and personal attributes that taken together are critical to successful work accomplishments.
2. **Gap Analysis:** is a process of identifying the differences between the workforce of today and the workforce that will be needed in the future.
3. **Individual Competencies:** are those that each employee brings to his or her position.
4. **Team Competencies:** are those that a team, as a whole, brings to an agency.
5. **Training:** is an organized activity aimed at providing information and/or instructions to improve the workforce member's performance or to help the employee to attain a required level of knowledge or skill.
6. **Turnover:** in a human resources context refers to the characteristic of a given company or industry, relative to the rate at which an employer gains and losses staff.
7. **Workforce:** means employees, volunteers, trainees and other persons under the direct control of a covered entity, whether or not they are paid by the covered entity.
8. **Workforce planning:** in simplest terms, getting the right number of people with the right skills, experiences, and competencies in the right jobs at the right time. The shorthand definition covers a comprehensive process that provides managers with the framework for making staffing decisions based on an organization's mission, strategic plan, budgetary resources and a set of desired workforce competencies.

Workforce Assessment & Policy and Procedures

Assessing the SCHD workforce is accomplished in several ways including reviewing workforce demographics, identifying current and future training and retraining needs and forecasting future recruitment threats and needs. The strategic planning process also has identified workforce needs to accomplish agency goals.

Workforce Demographics

SCHD annually monitors workforce demographics to provide data for budget planning, strategic planning to address recruitment, retention, and adjust workforce mix based on changing strategies and encourage a workforce that is reflective of the community. For recruitment purposes, the SCHD does not discriminate in any area but hires the best candidate to successfully accomplish job duties to serve the community. For a complete breakdown of the SCHD staff please see Attachment (A) SCHD Organizational Chart.

Recruitment: The Health Director, environmental health, health educators, and nursing, are a few areas that have been hard to attract competent candidates for vacant positions. Labor shortage for public health related disciplines, insufficient skill levels of eligible candidates, reduced funding at the state and county level along with non-competitive salaries are barriers to successful and timely recruiting.

Productivity & Efficiency: A high turnover rate equates to more resource needs to recruit and train new employees. The SCHD realizes that many new employees do not become fully qualified and may not reach their productivity until they have been trained and gain experiences, a process that usually takes several months. The time, effort and money invested in those employees leave when there is a premature resignation or when an employee has to be terminated.

Verify Qualifications & Competencies

The SCHD assesses the capacity of the workforce to meet the demands of ensuring the public's health is safe from emerging diseases and other health threats.

Validate Qualifications:

Where appropriate, the SCHD requires original transcripts, certificates, diplomas, or licensures prior to SCHD placement and the SCHD verifies the ongoing status. There is an ongoing assessment of qualifications and proper documentation is maintained in the administrative personnel records.

Verify Competency (knowledge and skills):

General competency strengths and weaknesses are assessed using job specific assessment tools to assist with directing training needs for newly recruited employees. Existing employees, where appropriate, may utilize the additional assessments and take advantage of further training opportunities. Individual and coaching reports help the division director identify employee training needs. Employee specific trainings are offered to increase competencies and performances.

Supervisors Evaluate Competencies:

During the probationary period and thereafter supervisors may evaluate individual employee competencies. The SCHD conducts probationary and annual performance evaluations to assess and address competency issues and training needs. The employee being evaluated, his/her supervisor, the division director, and the health director are involved in the annual performance evaluation. Additionally, the action plan for performance factors below standard is documented during the employee evaluation process and is acknowledged in the employee's performance review. The SCHD follows procedures under the Office of State Personnel and Stokes County Personnel to address issues where employees are not able to demonstrate competencies.

During new employee orientation individuals are required to learn about different core competencies for public health and emergency preparedness needs, as required by the Department

of Public Health and determined by the core competency emergency preparedness survey conducted by the DPH. Furthermore, the training for Incident Command System is required at various levels for SCHD staff, as directed by NC Office of Emergency Preparedness. The certificates that verify trainings are kept in the administrative personnel record.

Future Recruitment Threats and Needs

Situation Statement 1:

Today's baby boomer generation (born 1946 – 1964) are looking toward retirement. An increasing number of employees at or approaching retirement age can result in a less experienced workforce. The SCHD workforce continuously needs to be prepared to meet the demands of ensuring the public's health is safe from emerging diseases and to provide best-practices throughout the agency to offer quality services.

Plan: Continual workforce development with the cross training of staff, leadership development for the management team through continuing education and outside training.

Situation Statement 2:

The aging population in the US, regionally and in Stokes County will create an increased demand for nurses to support healthcare services; therefore, the SCHD will be in competition with other healthcare agencies for nurses.

Plan: Flexible work hours, competitive salaries, benefits, partnerships with universities or colleges to increase interest in the public health nursing profession.

Situation Statement 3:

Recruitment and retention of qualified staff have been and continues to be a problem in Stokes County especially with the midlevel provider, health director, registered nurses, and health educators. With Stokes County being a small rural health department; these individuals in supervisory roles are often asked to perform duties not normally done by their peers in other larger health departments. Combined with lower than average salaries, there is a higher risk for turnover within the health department.

Plan: Continued recruitment of staff with similar work experience who demonstrate potential for training and growth. Provide specialized on the job training in order to give new employees and current staff the tools needed to perform in these increasingly specialized jobs. Offer competitive salaries as budget allows. Advocate for competitive salaries and merit based pay increases.

Training

New Employee Orientation

The Stokes County Human Resources Department along with the SCHD provides orientation for new employees. The orientation schedule is posted by the Human Resources Department. Below is a list of topics covered during the new employee orientations.

Employment Eligibility I-9 Form/Selective Services Registration	Holidays	Workers Compensation Procedures (Reporting & Medical Treatment) Return to Work Program
Probationary Period	Wellness Program	Vehicle Policy
Salary Range/Job Classification/Salary Increase/Job Postings	Retirement	Outside Employment Policy
Performance Review Process	Deferred Compensation: 401(K), 457	Credit Union, Savings Bonds
Pay Day (Tax Forms, Direct Deposit/Time Sheets)	Cafeteria Plan – Flexible Benefits Medical/Childcare. Cancer, Disability, Life, Accident & Dismemberment	Rules of Conduct: Sexual Harassment Drug/Alcohol Policy Political Activity/Conflict of Interest
FLSA – Overtime	Social Security FICA	Disciplinary Actions: Performance/Conduct Issues
HIPAA: County's Health Plan & HR's Notice of Privacy Practice	Hospitalization Insurance – Overview, Waiting Periods, COBRA	Grievance Procedure Resignations
Leave Accumulation – Vacation & Sick. Other: Military, Jury, Educational & FMLA	Travel, Training & Development	Reduction in Force
Safety Program Awareness & Principles of Safety <ul style="list-style-type: none"> • Preventing Back Injuries • Electrical Safety Work Practices • Brief Summary of Slips, Trips & Falls 		
An information packet is given to each new employee. The packet includes Stokes County employee handbook, hospitalization/dental/life benefits booklet, voluntary insurance product information, employee ID Card and electronic key. The Stokes County handbook is provided to each employee and the employee agrees to read the provisions of the handbook and to conform to the policies, procedures, rules and regulations contained in the handbook. The handbook is provided as a reference guide during the period of employment. Updates to the handbook are provided by Human Services Division on an as needed basis.		

SCHD Agency New Employee Orientation

The SCHD provides an orientation to all new employees to ensure public health care practices, administrative and program policies are followed. Division managers are responsible for ensuring orientation of new employees regarding issues relating to their divisions. This divisional orientation is tracked on the SCHD Employee Orientation Checklists are stored in each individual's administrative personnel file. See Attachment B (Stokes County Health Department Orientation Policy)

Identified New & Emerging Training Needs

Current and New Training Needs: As new training needs are identified staff training will be arranged as needed and as budget and time allows.

All	Administration	Executive	Clinical	EH	Health Education and Emergency Planning
<ul style="list-style-type: none"> ▪ Cultural Sensitivity & Cultural Competence ▪ Non-Discrimination ▪ Health Disparities ▪ Shelter training for special medical need population ▪ MS Office 2010 ▪ Generation Gaps (intergenerational diversity) ▪ Recruitment Techniques ▪ Retention Techniques ▪ Others as they are identified in the future. ▪ Core Competencies ▪ IS 100b, 200b (responders) ▪ IS 700a, 800b (responders) ▪ OSHA/BBP/Infection control 	<ul style="list-style-type: none"> ▪ Software Management (MS Office 2010) ▪ Vital Records (new program) ▪ Annual - Debt Set-Off EMR ▪ Candidate Qualification training ▪ State Personnel ▪ Software and Programs to keep IT staff up to date 	<ul style="list-style-type: none"> ▪ Project Planning ▪ Leadership Development ▪ Emergency Management Radio operations ▪ Project Planning tools and techniques ▪ Leadership Development ▪ Workforce Development ▪ ICS 300, 400 	<ul style="list-style-type: none"> ▪ EMR ▪ Patagonia ▪ Title X 	<ul style="list-style-type: none"> ▪ Federal food Code ▪ Waste water/well update 	<ul style="list-style-type: none"> ▪ Dealing with health disparities in minority and special needs population ▪ Working with health disparities within the minority and special need population ▪ Shelter training for special medical need population

Occupation Specific Training Needs

Training accomplishments are documented on divisional specific tracking forms within each division and kept in the individual's personnel folder.

Occupational Category	Training Emphasis
Administration <i>Administrative Staff</i>	1. Licensure/Certification Required: N/A 2. Other State or Agency Required: <ul style="list-style-type: none"> ▪ <i>Emergency Management:</i> ICS requirements as outlined in the 2017 NC Public Health Workforce NIMS Training Plan; Public Communication (Non-Emergency) and Advocacy; Public Health Law; Community Assessment, Response and Referral and Technology Needs 3. Qualifications/Trainings Desired: <ul style="list-style-type: none"> ▪ Additional knowledge of government policy and procedure, Patagonia, Excel, Word, and other Microsoft Office products.
Clerical Support <i>Support Staff</i>	1. Licensure/Certification Required: N/A 2. Other State or Agency Required: <ul style="list-style-type: none"> ▪ <i>Emergency Management:</i> ICS requirements as outlined in the 2017 NC Public Health Workforce NIMS Training Plan; Public Communication (Non-Emergency) and Advocacy; Public Health Law; Community Assessment, Response and Referral and Technology Needs, program specific training related to specific job duties. * (See Clinical Services Employee Training and Development Policy for specific training requirements).

	<p>3. Qualifications/Trainings Desired:</p> <ul style="list-style-type: none"> Customer service, telephone etiquette, dealing with difficult people, medical documentation/ imaging, coding, typing and data entry skills. Use of the Language Line for translating and interpreting.
<p>Clinical Care Provision</p> <p>Providers</p> <p>Nurses</p> <p>MOA</p> <p>Physician Extenders</p>	<p>1. Licensure/Certification Required:</p> <ul style="list-style-type: none"> <i>Nurses: A current license to practice as a Registered Nurse or LPN in North Carolina by the NC Board of Nursing.</i> <i>Physician Extenders: "Approval to practice medical acts" based on education and experience by the N.C. Board of Medical Examiners. Licensure by the North Carolina Board of Nursing to practice as a Nurse Practitioner.</i> <p>2. Other State or Agency Required:</p> <ul style="list-style-type: none"> <i>Emergency Management: ICS requirements as outlined in the 2011 NC Public Health Workforce NIMS Training Plan; Public Communication (Non-Emergency) and Advocacy; Public Health Law; Community Assessment, Response and Referral and Technology Needs.</i> <i>CPR</i> <i>Working knowledge of current Contract Addendum (program specific)</i> <i>Other:</i> <ul style="list-style-type: none"> <i>Nurses: *</i> <i>MOA: * - Memorandum of Agreement</i> <i>Physician Extenders: *</i> <p><i>* See Clinical Services Employee Training and Development Policy for specific training requirements).</i></p> <p>3. Qualifications/Trainings Desired:</p> <ul style="list-style-type: none"> Additional emphasis and hours based upon the North Carolina PH Nursing Continuing Education Advisory Committee's individualized RN/LPN Competency Evaluation and public health community focus such as tobacco cessation, breastfeeding, pharmacy, diabetes education, child development, GAINS assessment, and each individual's public health role.
<p>Executive</p> <p><i>Health Director</i></p> <p><i>Administrative Officer/ Assistant to the Health Director</i></p>	<p>1. Licensure/Certification Required:</p> <ul style="list-style-type: none"> <i>Health Director: The SCHD health director must meet NC General Statutes 130A and be approved by the State Health Director to hold the position as a county Health Director.</i> <p>2. Other State or Agency Required:</p> <ul style="list-style-type: none"> <i>Emergency Management: ICS requirements as outlined in the 2017 NC Public Health Workforce NIMS Training Plan; Biological and Chemical Terrorism Readiness; Communication Equipment and Procedures; Public Communication (Non-Emergency) and Advocacy; Public Health Law; Community Assessment, Response and Referral and Technology Needs</i> <i>Other:</i> <ul style="list-style-type: none"> <i>Health Director: Continuing education to keep current on Public Health issues as needed.</i> <ul style="list-style-type: none"> -Public health law -Administrative/HR law -Environmental Health Law and regulations -Current clinical issues such as Medicaid and insurance regulations. -Financial and budgeting <i>EOC operation and WEB EOC operation. See job description for additional trainings desired. Any specific training needed to lead the SCHD's full scope of public health programs and services. As primary PIO need IS 100.b, 200.b, 250, 700.a, 702.a, 800.b and CERC-basic training.</i> <p>3. Qualifications/Trainings Desired:</p> <p>Additional emphasis based on the North Carolina Public Health Association's recommendations and on strategic planning, community organization and public health advocacy</p> <ul style="list-style-type: none"> <i>Health Director: See job description.</i> <i>Administrative Officer/Assistant to Health Director: See job description.</i>
Environmental Health	<p>1. Licensure/Certification Required:</p>

<p><i>Environmental Health Specialists</i></p>	<ul style="list-style-type: none"> Environmental Health Specialists: Completion of the Registered Sanitarian requirements set forth by the Board of Sanitarian Examiners within 1 year of employment. Authorization is required for each program area in which work will be performed. The Division of Environmental Health, Office of Education & Training, has Centralized Intern Training components (including homework), which must be completed prior to a request for Delegation of Authority. Passing of a written exam and a series of successful site visits with the DHHS regional specialist are the final steps before written authorization is granted from the Division of Environmental Health. <p>2. Other State or Agency Required: (DHHR requires)</p> <ul style="list-style-type: none"> <i>Emergency Management:</i> ICS requirements as outlined in the 2017 NC Public Health Workforce NIMS Training Plan; Public Communication (Non-Emergency) and Advocacy; Public Health Law; Community Assessment, Response and Referral and Technology Needs. <p>3. Qualifications/Trainings Desired:</p> <ul style="list-style-type: none"> Additional emphasis based upon the North Carolina State of Practice Committee (SOP) or NC State Board of Sanitarian Examiners requirements and recommendations
<p>Emergency Preparedness</p> <p><i>EPI Team Members</i> <i>Emergency Management</i></p>	<p>1. Licensure/Certification Required:</p> <ul style="list-style-type: none"> Emergency preparedness coordinator: <i>N/A, except when required by specific job.</i> <i>PIO: N/A, except when required by specific job.</i> <i>EPI Team Members: N/A, except when required by specific job.</i> <p>2. Other State or Agency Required:</p> <ul style="list-style-type: none"> Emergency Management: ICS requirements as outlined in the 2017 NC Public Health Workforce NIMS Training Plan; Biological and Chemical Terrorism Readiness; Communication Equipment and Procedures; Public Communication (Non-Emergency) and Advocacy; Public Health Law; Community Assessment, Response and Referral and Technology Needs <i>Other:</i> <ul style="list-style-type: none"> <i>PIO: N/A</i> <i>EPI Team Members:</i> There is no specific training required; however, the EPI team should utilize the NIMS-ICS to manage projects or events and therefore knowledge of this system is required. Additionally, completion of a variety of scheduled exercises is required. Ongoing training through the NC Center for Public Health Preparedness. <p>3. Trainings/Qualifications Desired:</p> <ul style="list-style-type: none"> Additional emphasis on the Strategic National Stockpile, Epi-Info, Outbreak Investigations and Epidemiology, EOC operation and WEB EOC operation.
<p>Health Promotion</p> <p><i>Health Promotion/Health Education</i></p>	<p>1. Licensure/Certification Required:</p> <ul style="list-style-type: none"> <i>CHES optional</i> <p>2. Other State or Agency Required:</p> <ul style="list-style-type: none"> <i>Emergency Management:</i> ICS requirements as outlined in the 2011 NC Public Health Workforce NIMS Training Plan; Public Communication (Non-Emergency) and Advocacy; Public Health Law; Community Assessment, Response and Referral and Technology Needs <i>Other:</i> <ul style="list-style-type: none"> <i>Health Education Specialist:</i> gathering statistical data and interpret information/data <i>Health Educator:</i> CPR instructor, prenatal education <i>Emergency Preparedness Coordinator:</i> EOC operation and WEB EOC operation <p>3. Trainings/Qualifications Desired:</p> <ul style="list-style-type: none"> Additional emphasis placed upon child health, family planning and maternal health issues, car seat safety and chronic disease prevention, WIC, and Breastfeeding.
<p>Laboratory</p>	<p>1. Licensure/Certification Required:</p> <ul style="list-style-type: none"> <i>Medical Lab Assistant:</i>

	<ul style="list-style-type: none"> ▪ <i>Medical Lab Technician: N/A</i> ▪ <i>Specific Certification as dedicated by CLIA Certificate and in accordance to State Lab Guidelines.</i> <p>2. Other State or Agency Required:</p> <ul style="list-style-type: none"> ▪ <i>Emergency Management:</i> ICS requirements as outlined in the 2017 NC Public Health Workforce NIMS Training Plan; Public Communication (Non-Emergency) and Advocacy; Public Health Law; Community Assessment, Response and Referral and Technology Needs, specific training in proper use of equipment and procedures for processing laboratory specimens. ▪ <i>Other:</i> <ul style="list-style-type: none"> ▪ <i>If an RN or LPN holds this position or has collateral duties as the Lab Technician, this individual must maintain their current nursing license.</i> <p>3. Trainings/Qualifications Desired:</p> <ul style="list-style-type: none"> ▪ Additional emphasis on new lab equipment, testing procedures, and CPR updates.
Nutrition (WIC) <i>WIC Nutritionists</i>	<p>1. Licensure/Certification Required:</p> <ul style="list-style-type: none"> ▪ <i>Registered Dietitian: License to practice as a Registered Dietitian by the Commission on Dietetic Registration of the American Dietetic Association</i> ▪ <i>Nutritionist: N/A</i> <p>2. Other State or Agency Required:</p> <ul style="list-style-type: none"> ▪ <i>Emergency Management:</i> ICS requirements as outlined in the 2017 NC Public Health Workforce NIMS Training Plan; Public Communication (Non-Emergency) and Advocacy; Public Health Law; Community Assessment, Response and Referral and Technology Needs, see specific training requirements of individual positions. <p>3. Trainings/Qualifications Desired:</p> <ul style="list-style-type: none"> ▪ Breast feeding training, training related to specific WIC program guidelines and continual nutrition training, where appropriate.
Social Work <i>CC4C</i> <i>PCM</i>	<p>1. Licensure/Certification Required:</p> <ul style="list-style-type: none"> ▪ <i>CC4C</i> ▪ <i>PCM</i> <p>Required to have a BSW in clinical social work to work within the NC CCNC Network. However, individuals hired before October 2011 and meet the SOP guidelines for Social Workers may hold this position but cannot transfer into another position unless they are qualified as a BSW.</p> <p>2. Other State or Agency Required:</p> <ul style="list-style-type: none"> ▪ <i>Emergency Management:</i> ICS requirements as outlined in the 2017 NC Public Health Workforce NIMS Training Plan; Public Communication (Non-Emergency) and Advocacy; Public Health Law; Community Assessment, Response and Referral and Technology Needs, Introduction to Public Health in NC ▪ <i>Other:</i> <ul style="list-style-type: none"> ▪ <i>PCM/CC4C Orientation and basic training within first year.</i> <p>3. Trainings/Qualifications Desired:</p> <ul style="list-style-type: none"> ▪ Additional emphasis as prioritized by the PH Social Work Continuing Education and Training, training to perform duties as a SIDS counselor.
	<ul style="list-style-type: none"> ▪

List of Training Resource

Many resources are also available, including those offered by in-house professionals, private sector companies, professional associations, schools of public health, universities and community colleges, public health training centers, and centers for public health preparedness. Training sources include:

- Divisional In-Service Training - Sponsored by specific Health Department Divisions (Administrative, Executive, Clinical Services, Environmental Health, Health Education & Emergency Management)
- Local Community Colleges and regional and state universities
- American Red Cross and AHA CPR Training.
- The North Carolina Center for Public Health Preparedness
<http://www.sph.unc.edu/nccphp/>
 The North Carolina Center for Public Health Preparedness (NCCPHP) offers online training modules, training packages, courses, and certificate programs. Train-the-trainer and face-to-face trainings are also available, and NCCPHP can provide technical assistance and content expertise upon request. Most trainings are free and can be completed in an hour or less.
- The North Carolina Institute for Public Health at
 The University of North Carolina School of Public Health
<http://www.sph.unc.edu/nciph/>
- Federal Emergency Management Agency
http://www.fema.gov/tab_education.shtm
- United States Department of Health and Human Services
<http://www.hhs.gov/emergency/index.shtml>
- North Carolina Public Health Law – UNC School of Government
<http://www.ncphlaw.unc.edu/>
- North Carolina State University Soil Science Department
<http://www.soil.ncsu.edu/training>
- FEMA Independent Study Program (ICS and NIMS)
<http://training.fema.gov/IS/crslist.asp>
- NC State Personnel Office
- North Carolina State Vital Records Office
- Various Authorized Technology Trainers
- North West AHEC –North West Area Health Education Center
www.northwestahec.wfubmc.edu

Placement Planning

The SCHD uses the following list of avenues to provide appropriate individuals who are suitable candidates for public health positions.

- Volunteers
- Temporary Agency Placements
- North Carolina Public Health Alliance

- Accept interns and students from Wake Forest University Baptist Medical Center PA (Physician's Assistant) Program, Winston-Salem State University FNP program, UNC @ Greensboro NP Program and RN to BSN program, UNC Chapel Hill FNP program, East Carolina University FNP program, and Methodist University PA program (Fayetteville, NC).

Internal & External Research Resources

The following internal and external recourses were used for this policy and workforce development report and work plan.

- Stokes County Human Resources
- SCHD Administration
- SCHD Management Team Members
- Workforce Development Plans from Surry, Gaston, Iredell and Guildford Counties
- Accreditation Benchmark Activity Requirements and Health Department Self-Assessment Instrument

Resources Needed

- **PERSONNEL:** Entire SCHD Workforce and Stokes County Human Resources
- **EQUIPMENT/SUPPLIES:** Computers, projector, MS Word, Excel and PowerPoint Software, server, paper and writing utensil, internet access
- **OTHER RESOURCES (FUNDING):** Other needed resources include personnel, training space, funding, orientation check lists, job descriptions, training documentation logs, personnel records, and fax.

Cost/Benefit Impact

Turnover costs are very high and can significantly affect the financial performance of the SCHD. Direct costs include recruitment, selection, and training of new employees. Indirect costs include increased workloads and overtime expenses for coworkers, as well as reduced productivity associated with low employee morale. Labor market conditions affect general turnover rates and can be very difficult to manage. Also, compensation, high stress, working conditions, repetitiveness, poor supervision, poor fit between the employee and the job, inadequate training, poor communications, and organization practices have an affect on turnover.

Legal Authority

- Occupational Safety and Health Act (OSHA) of 1972 and updates and outlined in A Guide to Voluntary Training and Training Requirements in OSHA Standards, Division of Occupational Safety and Health, NC Department of Labor, 11/00.
- Title VI Civil Rights Act, 1964, Policy Guidance on the Title VI prohibition against National Origin Discrimination As it Affects Persons with Limited English Proficiency, Section C 3(a), Federal Register, February 1, 2002.
- Health Insurance Portability and Accountability Act (HIPAA) 1996, Standards for Privacy of Individually Identifiable Health information, 45 CFR 164.530 (b)1 and (B)2, August 14, 2002
- American's with Disabilities Act of 1990, Titles I & V
- Clinical Laboratory Improvement Act (CLIA)

- State of NC Public Health Laws and Regulations
- NC State Board of Sanitarian Examiners
- Stokes County Personnel Policies and Procedures
- Stokes County Accounting Policies & Procedures
- NC State Office of Personnel
- NC State Office of Vital Records
- NC Board of Nursing
- NC Board of Medical Examiners

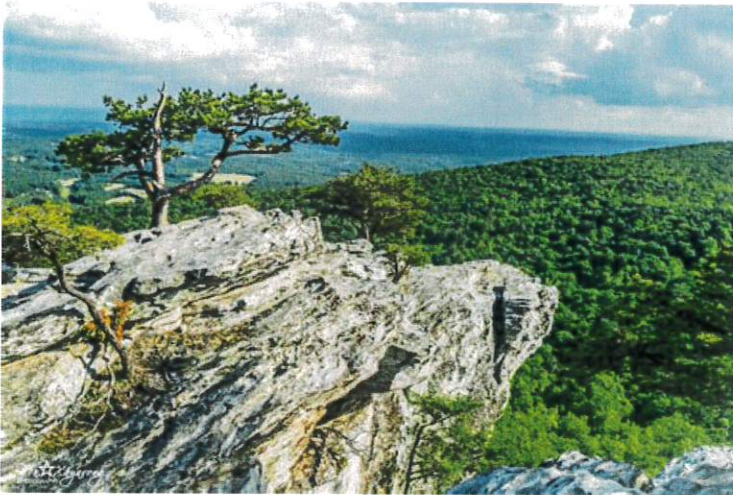
Related Policies & Procedures, with Similar Content

- Clinical Services Employee Training and Development Policy

Management of Policy

- The **Management Team** collectively sets priority for workforce development and creates the workplace environment. Individual Division Managers recruit, hire, assure on-going credentialing, manage, and support professional growth.
- The **Health Director** is responsible to the BOCC for workforce strategy, priority setting, and a development of a productive and cohesive work environment. The Health Director ensures a comprehensive agency workforce development and strategic plan is assessed annually.
- The **Board of County Commissioners (BOCC)** is ultimately accountable for assuring the resources are available to ensure a competent workforce; therefore, the quality of public health services.
- The agency **Program Directors/Supervisors** review and revise as needed position descriptions annually as part of the performance agreement. In addition, each staff member is required during their annual review to review their job descriptions and revised as needed and verifies all duties listed. Revisions will be made as needed and the employee will verify that he/she has reviewed by signature and date. The SCHD assures a comprehensive orientation for all staff. Program Directors/Supervisors focus on assessment of development needs, individual training plans, and reporting. Program Directors/Supervisors report to and collaborate with the Division Managers on workforce issues. The Program Directors/Supervisors plan and coordinates the orientation of all new employees in program duties and responsibilities. They provide resources, including formal programs, online options, and hands on practicum.

2018 Stokes County State of the County Health Report



**Stokes County Health Department
1009 Main Street
Danbury, NC 27016
(336) 593-2400
<http://www.co.stokes.nc.us/index.htm>**

Overview: Stokes County SOTCH Report

During the years between county Community Health Assessments (CHA), county health departments conduct and provide an abbreviated State of the County Health report (SOTCH report). The SOTCH report is intended as a quick overview of community health data rather than a comprehensive review of the priority.

Health issues identified during the 2016 CHA, can be found in this document. The priority areas identified in this report are guided by findings from the 2016 CHA, SOTCH reports, community surveys, and state and local data. This report provides an annual review of the health of the community, tracks progress regarding health priorities and compares statistics. It also identifies new programs and partnerships in the community, as well as emerging issues that affect the health status of county residents.



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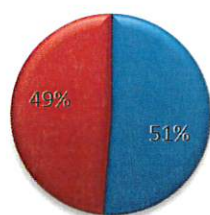
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Demographics and Social Economic Issues of Stokes County

Stokes County located in northwestern North Carolina consists of both incorporated and unincorporated towns. The incorporated towns include the City of King, the largest municipality in the county with a population of 6,904 residents; Walnut Cove with a population of 1,363 residents; and Danbury with a population of 183 residents. Stokes County demographics show the overall county population of 45,717. This is a 1% decrease since the last Community Health Assessment in 2016.

As for race analysis, the population consists of 93 % Caucasian, 4% African American, Hispanic of any race 2%, and races of two or more 1%. The breakdown of population by age is as follows: 4.5 % are under the age of five years old, 19% are under the age of 18, 21% are 65 years of age or older. The majority of the population, 55.5% is between the ages of 18-64 years of age. The per capita income for 2017 was \$23,500 and the median household income range from 2013-2017 was \$44,490 compared to \$57,652 for North Carolina. In Stokes County, 14.1% of individuals live below the poverty level compared to North Carolina's overall average of 12.3%.

**Gender of Stokes County
Citizens**



■ Female ■ Male

Within the Stokes County Population, the female population is 51%, while the male population stands at 49%.

Leading Causes of Death in Stokes County 2016

Rank	Cause	Number	%
1	Cancer	139	23.2
2	Diseases of heart	120	21.1
3	Cerebrovascular diseases	47	7.8
4	Chronic lower respiratory diseases	41	6.8
5	All other unintentional injuries	35	5.8
6	Alzheimer's disease	26	4.3
7	Influenza/pneumonia	20	3.3
8	Motor vehicle injuries	13	2.1
9	Intentional self-harm (suicide)	10	1.6
10	Diabetes Mellitus	6	1
	All other causes (Residual)	140	23.4
	Total Deaths – All Causes	597	100.0

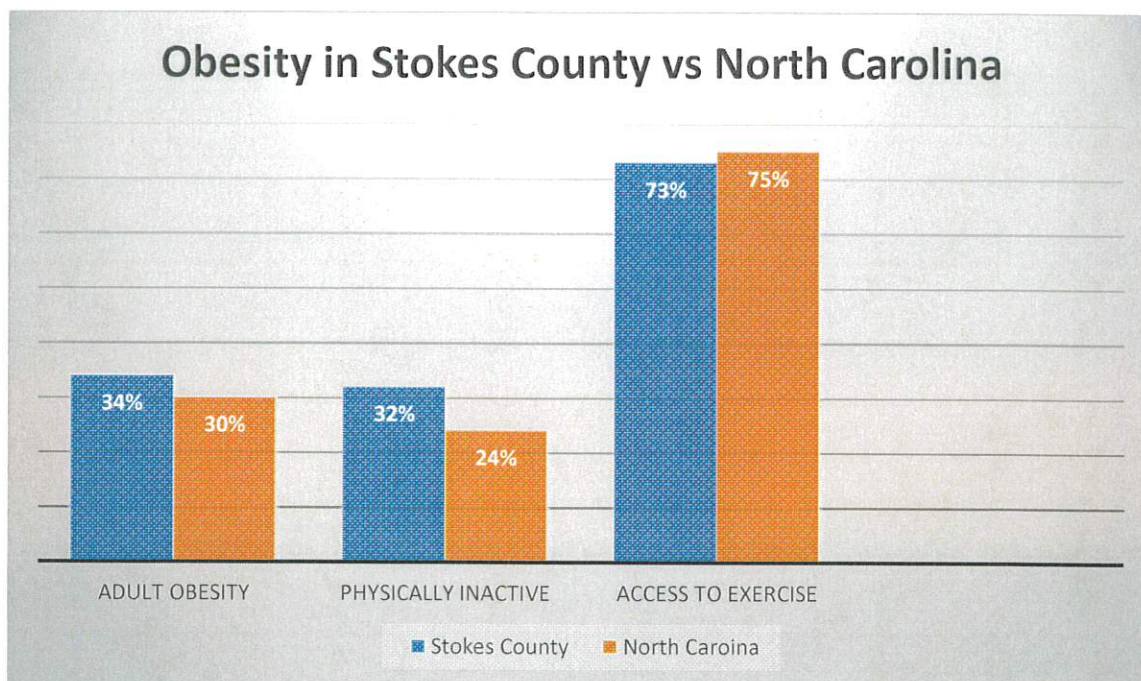
Source: State Center for Health Statistics, North Carolina

Priority Health Concerns

Stokes County Community Health Assessment was completed in 2016. At this time surveys were distributed within our health department as well made available on line for everyone in Stokes County.

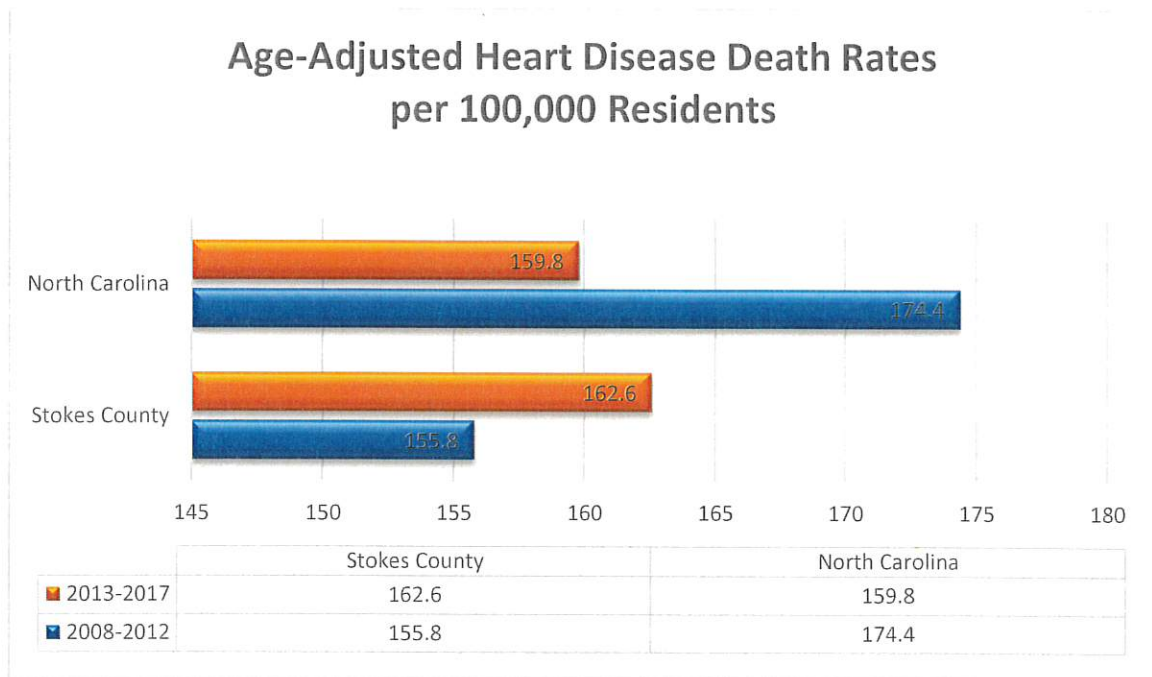
The report concluded that the top three biggest issues in our county were:

1. Substance Abuse
2. Mental Health
3. Chronic Disease



Source: State Center for Health Statistics, North Carolina

Stokes County is a rural county located in northwestern North Carolina. The population of Stokes County exhibits a higher incidence of disease in a number of areas including heart disease, respiratory disease, and disability associated with chronic health conditions, and obesity. Rural populations disproportionately suffer from chronic disease relative to the general public. Access to quality health care in rural areas is restricted by poor infrastructure and a smaller health care workforce thus hindering the utilization of preventative health services and compromising the implementation of wellness and healthy lifestyle programs.

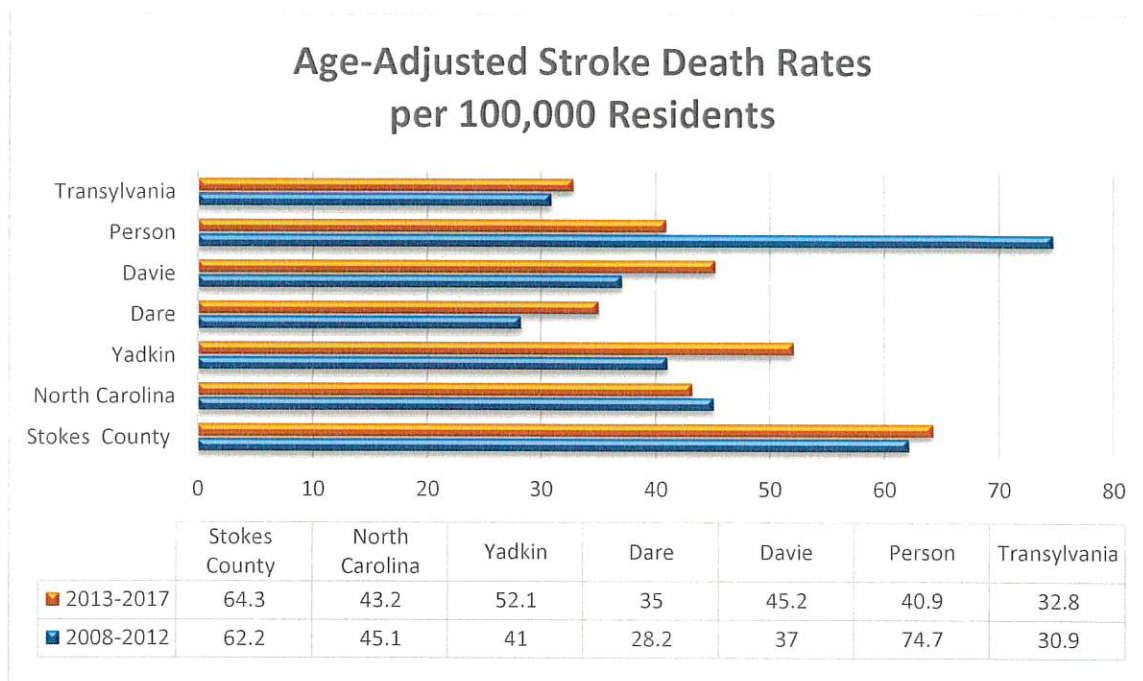


Source: North Carolina State Center for Health Statistics

This chart compares the number of age-adjusted Heart Disease related deaths between Stokes County and the state of North Carolina during the time periods of 2008-2012 and 2013-2017. During the period of 2008-2012, Stokes County had a lower death rate from Heart Disease than the North Carolina average. However, during the time span of 2013-2017, Stokes County had an increase in Heart Disease related deaths as well as having a higher death rate than the state of North Carolina average. Heart Disease mortality contributors include but are not limited to tobacco use, physical inactivity, obesity, and alcohol consumption.

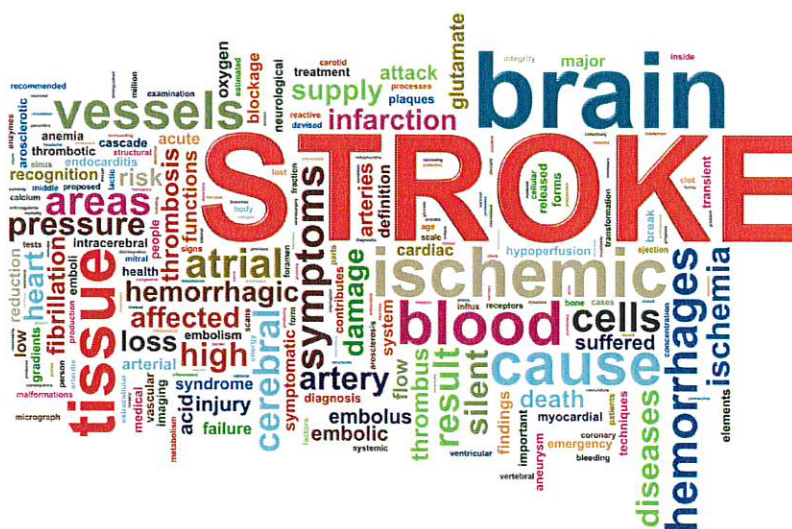
The Healthy NC 2020 Target = 161.5

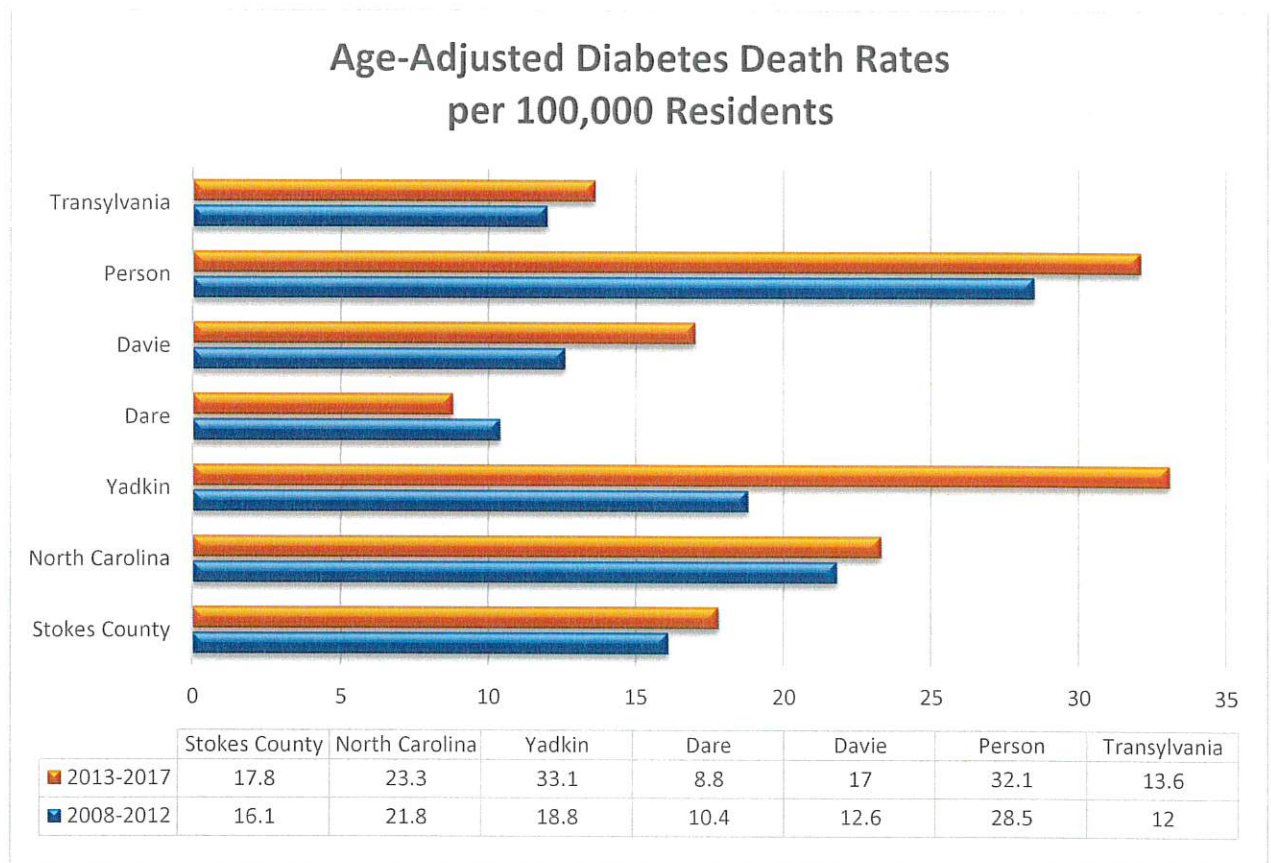




Source: North Carolina State Center for Health Statistics

The chart above compares Stokes County and North Carolina's age-adjusted stroke related death rates during the time periods of 2008-2012 and 2013-2017. Stokes County's stroke related death rates are higher when compared to the average North Carolina rates. In comparison to Stokes peer counties, only Person County has a higher stroke death rate than Stokes County during the time period of 2008-2012.



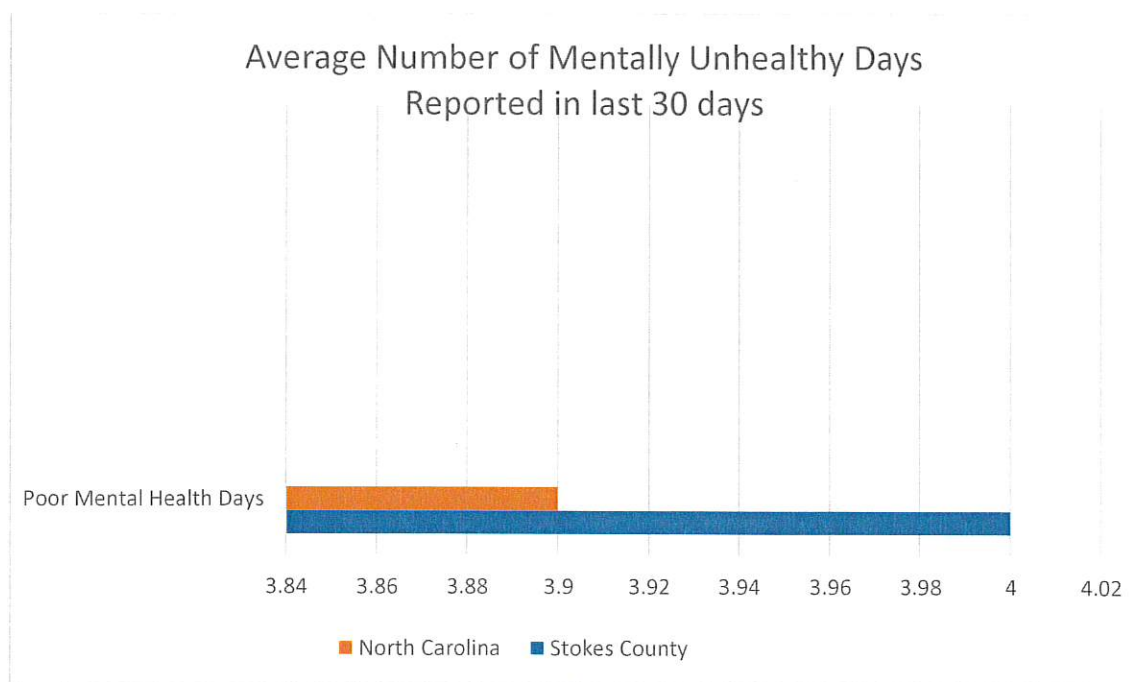


Source: North Carolina State Center for Health Statistics

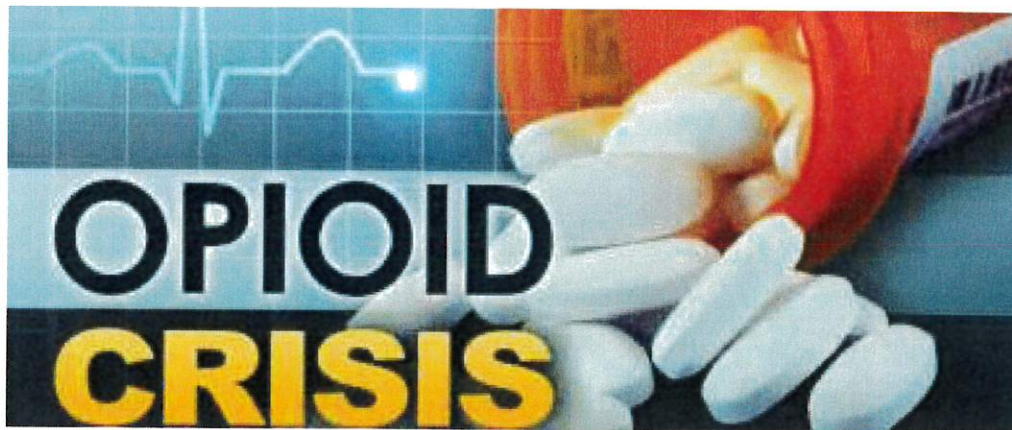
This chart displays the trends in Age-Adjusted Diabetes Death Rates for Stokes County related to several peer counties along with the state of North Carolina during two time periods, 2008-2012 and 2013-2017. When compared to the peer counties, Stokes County is the third highest in diabetes deaths; however, it has a lower death rate than the state average. This trend indicates that Stokes County has increased in deaths due to diabetes since the 2008-2012 period.

Stokes County is confronted with a deficiency of mental health resources. The individuals that experience mental health issues typically cycle through county services such as hospital emergency departments and social services. Even with access to care, there are cultural stigmas to mental illness that are particularly acute in rural areas and may keep people from seeking care. For example, in a small community where each individual is well known, most do not want others knowing they are seeking help with a behavioral health specialist. Despite all of the obstacles, a movement toward changing the balance of access and care in rural regions is showing improvement.

Research shows that individuals with mental health issues that do not seek help or treatment will often become involved in a substance abuse problem. These individuals may turn to prescription (opioids, depressants, stimulants, etc.) or illicit drugs in order to combat the mental health conditions from which they suffer instead of seeking help from a professional.



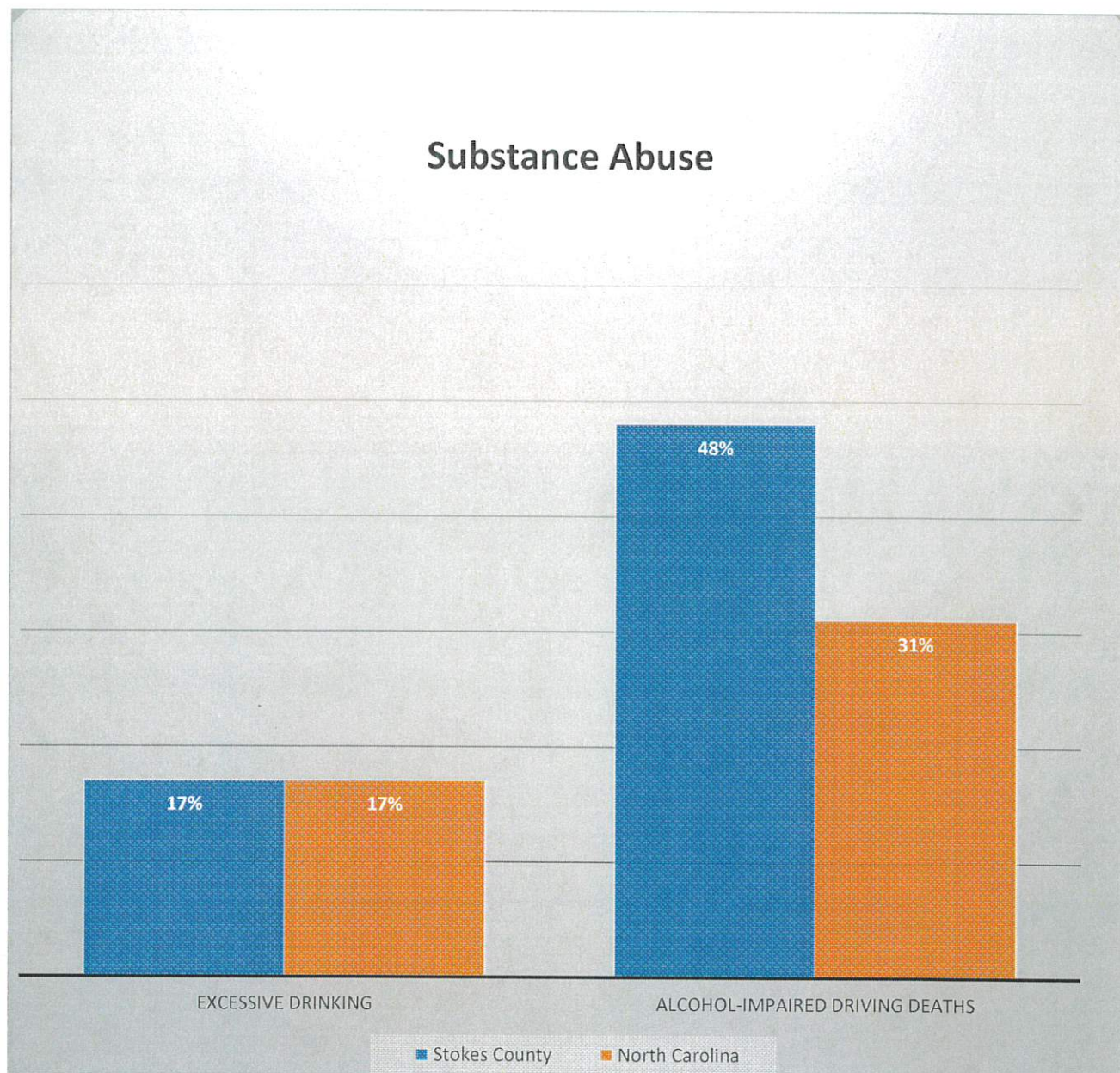
Source: County Health Rankings and Roadmaps



One of the biggest issues in Stokes County is the significant number of drug overdoses (opioids, heroin, etc.) that have become more prevalent in recent years. In addition, there has been a statistically substantial increase in drug overdose death rates. In North Carolina, the death from heroin overdose increased 22.3% from 2016 to 2017. Heroin use has increased in recent years among both men and women, with almost all age groups, and all income levels. Many of the highest increases have occurred in demographic groups with historically low rates of heroin use: women, the privately insured, and those individuals with higher incomes. In particular, heroin use has more than doubled in the past decade among young adults aged 18 to 25 years. The majority of drug overdose deaths (more than six out of ten) involve an opioid.

Most individuals that abuse prescription opioids obtain them from a friend or relative. However, those at highest risk of overdose (using prescription opioids non-medically for two hundred or more days a year) acquire them in ways that are different from those who use them less frequently. These individuals obtain opioids using their own prescriptions (27 percent), from friends or relatives at no cost (26 percent), buying from friends or relatives (23 percent), or purchasing from a drug dealer (15 percent). Those at the highest risk of overdose are about four times more likely than the average user to buy the drugs from a dealer or stranger.

Source: Center for Disease Control (CDC)



Source: County Health Rankings and Roadmaps

Chronic Disease Prevention/Intervention

Women, Infants, and Children

Women, Infants, and Children (WIC), is a federal program that helps provide high quality, nutritious foods to low-income pregnant women, post-partum and breastfeeding women, as well as infants and children until they reach the age of five. WIC provides education on proper nutrition, supplemental foods, and breastfeeding support. Stokes County Health Department's WIC program reaches out to the community through our Little Folks Festival, Pre-K screenings and continuous contact with Smart Start programs in the county.

Brenner's Fit Program

Stokes County Health Department has partnered with Wake Forest Baptist Health Brenner Children's Hospital to begin offering the Brenner F.I.T. Program to our rural families for free. During these hands-on cooking classes, families will prepare a quick meal and learn how it meets Brenner FIT recommendations. Each meal follows the Balanced Plate concept and will include a protein, grain, fruit and vegetable.

National Walk to School Day

The Stokes County Health Department has continued to partner with Active Routes to School along with other organizations within the county such as the local sheriff's department and Stokes County Schools. Our goal is to promote walking and biking as exercise that could lead to a healthier lifestyle. Active Routes to School is an organized effort to increase safety for children who walk and bike for exercise not only at school but at home as well. The overall goal of the event is to educate students as well as parents on how important it is for kids to become more active and how to do so safely.

For the 2017 and 2018 school years we had two schools in Stokes County participate in the National Walk to School day which takes place in October. These schools consisted of one elementary and one middle school. During this event students and teachers took time during the school day to walk on the school grounds or other walkways around the school. This was a successful event that both the students and teachers enjoyed while learning at the same time.



Youth Tobacco Fund

The Stokes County Health Department received the Youth Tobacco Grant through the Appalachian Health District for the years of 2017-2018 and 2018-2019. Stokes County was able to purchase “No Tobacco Permitted” signage in both English and Spanish for the 11 elementary schools, 3 middle schools and 5 high schools in the county. The grant was also used to purchase anti-tobacco educational models for the 3 middle schools in the county. The models will be incorporated into the Health Class curriculum.



Mr. Gross education model shows the effects of smokeless tobacco use.



This educational model cast from real specimens graphically illustrates the effects of smoking on the lungs.



Simulated Smoker's Lung - This hands-on demonstration of how lungs work and the effects of prolonged smoking by using real swine lungs.

Mental Health / Substance Abuse Intervention

Stokes County Community Partners

This group of community partners meet monthly to discuss and find ways to help provide mental health services to the citizens of Stokes County as well as assist with the substance abuse epidemic. There are several organizations that are members of this group including Stokes County Emergency Medical Services (EMS), Stokes County Sheriff's Department, Stokes County Health Department, Cardinal Innovations, DayMark Recovery, Youth Haven, and Yveddi. In addition, several other individuals from Stokes County participate in the meetings. The Stokes County Health Department offers mental health services through DayMark two days a month with hopes of adding additional dates in the future. This group has also helped to create the Stokes Connector Public Transportation Route with the assistance of YVEDDI. This route has helped to address the problem with patients being unable to obtain transportation for an appointment.

Stokes Citizens for Safe and Healthy Communities

Lock Your Meds Program

Stokes County Health Department has collaborated with STOP and Insight to conduct several prescription drug take back events as well as educate students in the Stokes County School system of the dangers of prescription and illegal drugs. Since 2017, this partnership has disseminated educational information to schools for distribution to students in hopes of reaching their parents or guardians with the help of the Lock Your Meds program. Lock Your Meds is a national multi-media campaign designed to reduce prescription drug abuse by making adults aware they are the "unwilling suppliers" of prescription medications being used in unintended ways, especially by the youth of today. Produced by National Family Partnership (NFP), the campaign includes a wide array of high-quality advertisements, posters, educational materials, publicity opportunities, interactive games and slide show presentations, along with a website where visitors can obtain more information and ask questions.

The target audience for Lock Your Meds is 20 to 80 year old adults with the primary focus on keeping prescription and over-the-counter pharmaceuticals away from drug abusers. Many adults may be unwilling suppliers and by making them aware of this problem, drug abuse can be greatly reduced. This information will also be available in several locations within Stokes County along with being distributed at health fairs within the area.

NC 211

Stokes County is providing and promoting information regarding the United Way of North Carolina's 2-1-1 initiative through county resources such as the Health Department and the Department of Social Services. NC 211 is a bilingual information and referral service in which families and individuals can call to obtain free and confidential information regarding resources within their community.



Need Assistance?

No matter where you are in NC, dial 2-1-1, and talk 24/7/365, with a trained call specialist, to find local health and human service resources.

Mental Health

Physical Health

Aging & Disability Services

Homelessness Prevention

Food & Utilities

Dial 2-1-1 or 888-992-1162 or go to www.NC211.org

Calls are FREE & confidential -- in any language

NC211 is a United Way program

Community Events

On December 18, 2018, an Opioid Discussion Panel was held at North Stokes Senior High School in Danbury, North Carolina. The purpose of this event was to discuss and educate parents as well as the community on opioid abuse by teens. This event was a collaborative effort with Insight, STOP Coalition, Stokes County Health Department, Youth Haven, Daymark and Cardinal Innovation.

New Initiatives

Opioid Community Education

On May 18, 2018, Stokes County Community Partners provided opioid education and lock boxes at the NC MedAssist event in Walnut Cove, North Carolina. Currently, Stokes County Community Partners is helping to plan the 2019 NC MedAssist, which will take place on April 26 in King, North Carolina. The event will once again offer opioid education and lock boxes to the community. NC MedAssist is a nonprofit pharmacy program providing access to lifesaving prescription medications, patient support, advocacy and related services to poor, vulnerable, and uninsured North Carolina residents

Drug Identification Initiative

The Stokes County Health Department collaborates with the Stokes County Department of Social Services to provide Comprehensive Drug Identification Displays for all three middle schools in Stokes County. The display identifies many dangerous drugs and lists short- and long-term effects of drug abuse. This resource raises awareness of the many drugs of abuse, what they look like, how they are taken, and their damaging effects. It covers a variety of drugs, including narcotics (opioid pain relievers) such as hydrocodone (Vicodin), depressants such as Xanax and Ativan, hallucinogens, stimulants, marijuana, cocaine, alcohol and inhalants. The display will be incorporated into the Health Class curriculum.



Stokes County Health Department

1009 Main Street
Danbury, NC 27016
(336) 593-2400

Hours:

Monday-Thursday 8:00 am-5:30 pm

Friday

8:00 am- 5:00pm

Mailing Address:

PO BOX 187
Danbury, NC 27016

Telephone

(336) 593-2400
Fax: (336) 593-9361

Health Dept. Director: Tammy Martin (336)593-2435
Health Educator: Wendy Tucker (336)593-2400 ext.1229
Environmental Health: (336)593-2403
Child Health: (336)593-2412
Family Planning: (336)593-2420
WIC: (336)593-2402

King Office-WIC Services Only:

Monday, Tuesdays and Wednesdays 8:00-5:00

Address:

102 Hartgrove Rd.
King, NC 27021

Telephone:

(336)985-2727
Fax: (336)985-2654

To report a communicable disease outbreak, an environmental health emergency or a public health threat after hours, weekends or holidays please call 1-877-514-9259 or dial 9-1-1.

Non-Discrimination Statement

In accordance with Federal Law and Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992(Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**STATE OF NORTH
CAROLINA

COUNTY OF STOKES**

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**OFFICE OF THE
COMMISSIONERS
STOKES COUNTY
GOVERNMENT
DANBURY, NORTH
CAROLINA
MONDAY JULY 22, 2019**

CALL TO ORDER

Chairman Nickelston called the Regular Meeting of the Board of Commissioners to order.

INVOCATION

Commissioner Mendenhall delivered the invocation.

PLEDGE OF ALLEGIANCE

Chairman Nickelston lead the Board in the Pledge of Allegiance and invited those in attendance to join.

APPROVAL OF AGENDA

Commissioner Mendenhall moved to to approve the Consent Agenda as presented.

Commissioner Morris seconded the motion. The motion Passed.

COMMENTS - Managers/Commissioners

Commissioner Morris welcomed those in attendance and those watching at home through YouTube.

Vice Chairman Walker welcomed those in attendance and those watching at home.

Commissioner Yontz welcomed those in attendance and watching at home and noted that he was happy to see the much needed rain this evening.

Commissioner Mendenhall welcomed those in attendance and those watching at home and noted that he always likes to see people participate in local government.

Chairman Nickelston welcomed those in attendance and those watching at home.

County Manager Oakley welcome those in attendance and those watching at home.

PUBLIC COMMENTS

Ellen Peric
Wheeler Smith Road
Lawsonville, NC 27022

RE: Arts Update

The Apple Gallery – July

The Stokes County Arts Council presents Belinda Eldridge in the Apple Gallery. Belinda is a photographer and many of her subjects are from Stokes County – where she grew up.

4th Tuesday Paint Night - "Portrait in Charcoal"

Join Artist Craig Richards through this easy to learn process to create a portrait. Craig will teach how to lay out a portrait, how smooth charcoal to create form and how to add those details that matter.

Time: 6-8pm Location: The Arts Place Artist's Loft Fee: \$30

Danbury Songwriters July 25th 7pm Robin Bullock

Danbury Songwriters featuring Robin Bullock. Hailed as a "Celtic guitar god" by Baltimore City Paper and "one of the best folk instrumentalists in the business" by Sing Out! Magazine, Robin Bullock is one of the preeminent acoustic music masters of our time.

The 17th-century harp tunes of legendary Irish bard Turlough O'Carolan, the spirited jigs and reels of rural Ireland, the haunting ballads of the southern Appalachians and the timeless compositions of Bach, Dowland and Francesco da Milano all find a musical common ground in Robin's music, where lightning-fast fingerwork one moment is perfectly balanced with tender, quiet intimacy the next.

Tickets are \$5 in advance and at the door.

July 26th -Songs and Stories with John Berry (Full Band Performance)- 7pm at The Arts Place of Stokes

During the 1990's, John Berry placed 20 singles on the Country Music Charts, six which landed in the Top 5, scoring one #1 with "Your Love Amazes Me." He has earned multiple Gold and Platinum records over the years. John was nominated for the ACM Top New Male Vocalist in 1994, won a Grammy Award in 1996 for his participation in Amazing Grace: A Country Salute to Gospel Vol. 1, was nominated for another Grammy in 1995 for his smash hit Your Love Amazes Me and was nominated for the CMA Horizon Award and Top Male Vocalist Award in 1995. In 1997 he was nominated for Vocal Event of the Year (for Long Haired Country Boy with Charlie Daniels and Hal Ketchum) and in 2013 John was nominated for the Mainstream Country Male Artist by the ICM Awards. And thanks to the miracles of modern technology, he even sang a duet with the late, great Patsy Cline.

General Admission Tickets \$40

Stokes County Arts Council Member Tickets - \$35

Tickets available for purchase online via brownpapertickets.com

July 27th Barn Quilt Class – 9am to 3pm -Sarah Maddox

Our next Barn Quilt Class with instructor Sarah Maddox is Saturday, July 27, 2019 from 9:00 am until 3:00 pm. Your instructor will guide you through the painting process, no prior painting experience is necessary. Light snacks and refreshments will be provided.

Nine designs to choose from. View designs at <http://artsplaceofstokes.org/3-x-3-barn-quilt-class/>

Registration in our 3 x 3 Barn Quilt Class is \$90 (non-refundable) and includes all materials – 3ft by 3ft Birchwood Quilt Square and paints.

*2 x 2 Option also available - Cost \$55

Danbury Songwriters – Aug 1st Riley Baugus – 7pm

The Danbury Songwriters present Riley Baugus at The Arts Place of Stokes.

Riley Baugus represents the best of old time American banjo and song. His powerful singing voice and his expert musicianship place him squarely in the next generation of the quality American roots tradition.

Tickets are \$5 in advance and at the door.

August 3rd – “Once Upon a Saturday” - “Stories That Sing!”

Our new monthly "Once Upon a Saturday" series for bright, imaginative young minds returns on August 3rd with "Stories That Sing!"

Stories That Sing is an interactive story time that features books that have been illustrated from songs. Join the Burgess Family as we embark on a musical adventure through time and cultures, fables and legends, to discover that we are all connected through our songs, stories, and laughter.

Admission is **FREE!** Bring the entire family and join in on the fun.

Danbury Songwriters –Aug 8th, 2019 – Leah Kaufman

The Danbury Songwriters welcome Leah Kaufman to The Arts Place of Stokes.

Based in Raleigh, NC, Leah Kaufman's music features a clear voice, ear-catching melodies and beautifully crafted lyrics. Her songwriting takes a love for old-time music's drive and melodic simplicity and marries it with the evocative lyricism of contemporary songwriting. An accomplished finger-style guitar player as well as fine flat-picker, whether her songs slide into bluegrass, swing or blues, the common core of exquisite lyrics, fine guitar work and a clear strong voice holds true.

Tickets are \$5 in advance and at the door.

Kids Camps

- Take the Lead Dance Camp – July 22-26th The Arts Place
Our Dance camp will be taught by professional dancers Julianne Harper and David Hawk at The Arts Place of Stokes July 22-July 26, 10am to 1pm daily. We will explore hip-hop, jazz, and contemporary styles in this camp. All levels are welcome, no previous dance experience is necessary. Friday Final Presentation: 12:00 pm

This camp is made possible by a collaboration of Take the Lead North Carolina, Our Communities of NW Stokes, and the Stokes County Arts Council.

- New Perspectives on Art Camp – July 29 –Aug 2nd The Arts Place
- Art of Cooking Camp – Aug 12 – 16th The Arts Place

Note:

***We hosted our first Bridal Shower at The Arts Place – It was beautiful. Everyone commented on what a great space we have.**

CONSENT AGENDA

All attachments presented on the Agenda are available in the attachments of the Agenda on the County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

Minutes

Budget Amendments

Tax Administration - Monthly Report

Tax Administration - Fiscal Year End

Capital Project Ordinances

Commissioner Mendenhall moved to to approve the Consent Agenda as presented.

Commissioner Morris seconded the motion. The motion Passed.

INFORMATION AGENDA

Register Of Deeds - 4th Quarter Report

Register of Deeds Brandon Hooker presented the Board with a quarterly report and noted that he hired the part time position approved in the budget and expressed his thanks to the Board for this much needed position.

DISCUSSION AGENDA

LifeBrite Hospital

Assistant County Manager/Clerk to the Board Shannon Shaver presented information to the Board related to the bylaws of the SRMH Board of Trustees and setting a date for a meeting.

After some discussion by the Board the meeting date for the Board of Trustees for the Hospital was set for August 12th at 5:00pm in the Commissioners Chambers.

RFQ Draft - Meadows Water

Public Works Director Mark Delehant presented the Board with further information on the RFQ for the Meadows Water Project.

There was some discussion among the Board regarding the RFQ and a current water study being conducted through a grant.

After a brief discussion and some requested changes to the RFQ, this item was placed on the

Action Agenda at the next meeting on August 12th.

Purchase Agreement

County Manager Oakley presented the Board with the Purchase Agreement for the Fulp Garage Property and the updated Addendum to the purchase agreement.

After a brief discussion among the Board, this item was placed on the Action Agenda at the next meeting on August 12th.

Appointments - Stokes County Voluntary Agricultural District Advisory Board

County Manager Oakley presented the Board with a request from the Voluntary Agricultural District Advisory Board for two new members:

Robert P. Lindsay
George Cuthins

Chairman Nickelston opened the floor for the nominations.

Commissioner Mendenhall moved to to close the floor for nominations.

Vice Chairman Walker seconded the motion. The motion Passed.

DSS Board/Board of Health - Organizational Structure

Assistant County Manager/Clerk to the Board Shannon Shaver presented information to the Board regarding reconstituting the DSS Board and Board of Health and setting a date for the Public Hearing.

After some discussion by the Board, the Public Hearing date was set for September 9, 2019 at the beginning of the Regular Commissioners Meeting.

ACTION AGENDA

Salary Study Proposals

Chairman Nickelston entertained a motion on the item presented.

Assistant County Manager/Clerk to the Board Shannon Shaver presented the Board with information on reference checks on the companies that submitted proposals.

After some discussion by the Board, the Board elected to approve The Mercer Group to perform the Salary Study.

Commissioner Yontz moved to to approve the Mercer Group to perform the Salary Study for Stokes County.

Vice Chairman Walker seconded the motion. The motion Passed.

YMCA Recreation Contract

Chairman Nickelston entertained a motion on the item presented.
Commissioner Morris moved to to approve the YMCA Recreation Contract.

Commissioner Yontz seconded the motion. The motion Passed.
Ayes: Mendenhall, Morris, Nickelston, Yontz
Nays: Walker

Resolution for Storage/Maintenance Building

Chairman Nickelston entertained a motion on the item presented.
Commissioner Mendenhall moved to to approve the Resolution for the Storage/Maintenance Building.

Commissioner Morris seconded the motion. The motion Passed.

Resolution for Walnut Cove EMS Station

Chairman Nickelston entertained a motion on the item presented.
Commissioner Mendenhall moved to to approve the Resolution for the Walnut Cove EMS Station.

Commissioner Yontz seconded the motion. The motion Passed.

Resolution for Walnut Cove Solid Waste Transfer Station

Chairman Nickelston entertained a motion on the item presented.
Commissioner Morris moved to to approve the Resolution for the Walnut Cove Solid Waste Transfer Station.

Commissioner Yontz seconded the motion. The motion Passed.

Stokes County Health Department Lab Fee Changes

Chairman Nickelston entertained a motion on the item presented.
Commissioner Yontz moved to to approve the Stokes County Health Department's new lab fee schedule presented at the Board of Health Meeting on July 15th.

Commissioner Mendenhall seconded the motion. The motion Passed.

Tobacco Sign - Reagan Building

Chairman Nickelston entertained a motion on the item presented.
Commissioner Morris moved to to approve the posting of a no tobacco sign at the Regan Building which information was presented about at the Board of Health meeting on July 15th.

Commissioner Yontz seconded the motion. The motion Passed.
Ayes: Mendenhall, Morris, Nickelston, Yontz
Nays: Walker

Stokes County Health Department - Adjudication Policy

Chairman Nickelston entertained a motion on the item presented.
Commissioner Morris moved to to approve the Stokes County Health Department's Adjudication Policy presented at the Board of Health Meeting on July 15th.

Commissioner Yontz seconded the motion. The motion Passed.

Stokes County Health Department -Overall Operations Policy

Chairman Nickelston entertained a motion on the item presented.

Commissioner Morris moved to to approve the Stokes County Health Department's Overall Operations Policy presented at the Board of Health Meeting on July 15th.

Commissioner Mendenhall seconded the motion. The motion Passed.

Adjournment

With no further business to come before the Board, Chairman Nickelston entertained a motion to adjourn. Commissioner Mendenhall moved to to adjourn the meeting.

Commissioner Yontz seconded the motion. The motion Passed.

Shannon Shaver
Clerk to the Board

Andy Nickelston
Chairman



**Board of County Commissioners
August 12, 2019
6:00 PM**

Item number: V.a.

E-911 Updates

Contact: Del Hall & 911 Board Staff

Summary:

ATTACHMENTS:

Description	Upload Date	Type
911 Board Presentation August 12, 2019	8/7/2019	Cover Memo

Understanding the State of NC NG911 Program

The following information seeks to provide a high-level framework of the essentials of the Next Gen 911 contract with AT&T. A tremendous amount of time and resources has gone into the planning for the State's migration to NG911. A major result of that planning led to the award of the ESInet and hosted call handling contract with AT&T. Soon to come are the contracts for GIS based (NENA I3) call routing and the creation of a Statewide 911 monitoring and assistance center. The end vision is to have a statewide interconnected 911 network of PSAPs that will allow call routing irrespective of geography, local exchange carrier boundaries, site capacity, or CPE manufacturer.

Vendor Support: Concerning who does what, the NG911 contract provides for all hardware, software, and NG911 services to be provided by AT&T. This includes the following system elements

- Fiber based ESInet access circuits
- ESInet policy based call routing with diverse building access
- Dual homed Hosted Call Handling application(s) (Vesta and Vlper) to include on site layer 2 data network connectivity, network routers, and desktop PC call taker terminals (exclusive of PC Monitors)
- All maintenance and replacement of parts on supplied hardware
- Life of the contract release updates.
- All required user training and ongoing training updates as functions evolve

The PSAP is responsible for CAD systems and CAD integration interfaces, headsets, and other miscellaneous user devices. All the above services, except for PSAP provided system elements, are paid for directly by the 911 board with no invoicing to the PSAP.

NMAC Support: The 911 board will provide the Network Monitoring and Assistance Center (NMAC) that will provide centralized monitoring of all AT&T provided network services and call delivery applications. The NMAC will provide support to every PSAP for the following network management responsibilities:

- Standard moves, adds, and changes
- Tier 1&2 incident management and ticket resolution
- NMAC will have change management acceptance authorization for AT&T initiated system and network changes and release updates.
- The NMAC will be staffed 24/7 by SoNC personnel with access by email or toll-free phone lines.
- The NMAC will utilize monitoring and capacity management tools provided by AT&T and other selected vendors to monitor all call traffic volume, call quality, and the system's overall health.
- Network outages of any kind will be reported to the NMAC as well as outages reported by the LEC and all cellular carriers.

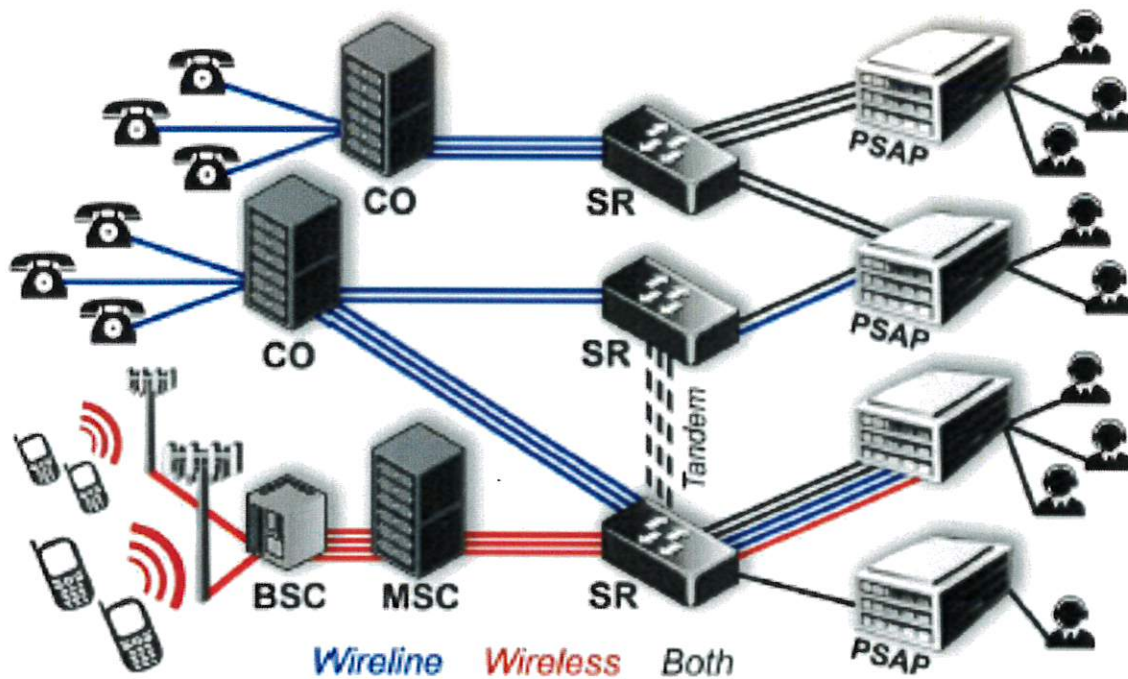
The NMAC will maintain a configuration management database (CMDB) for all PSAP sites to aid in the rapid diagnosis and recovery for any incident. The CMDB will also aid in the quick analysis of the impact of any system and/or service outage.

Admin Lines: AT&T has agreed to add the SoNC requested feature of SIP based admin lines to the Hosted Call Handling service offer. AT&T is developing a project enhancement roadmap and timeline for the addition of this feature that will enable admin call traffic to be delivered over the same ESInet interface as 911 traffic. Prioritization of calls will be developed in the policy routing rules required for each PSAP. By using SIP PSTN access, the feature will allow admin line call receipt and call initiation to follow the call taker. Hence admin call delivery can be exclusive of location, carrier, or physical gateway capacity limitations. Current projections anticipate this function to be available by early 2019. In the interim the NG911 service offer can accept traditional phone lines of any type as a direct interface to the Hosted Call Handling application(s). Sites using ESInet only will maintain their existing admin line configurations.

Financial Support: The 911 Board established a new ceiling for reimbursements of traditional 911 expenses. The Board entered into a contract that can substantially reduce 911 network operational cost while improving efficiency. The current eligible amount for reimbursement for call-handling equipment is \$866.96 per approved seat per month. The Board recommends that PSAPs not enter into long-term contracts because funding demands may change. However, if you choose to do so, it is suggested that the funds available (i.e. funding out) clause in your contract include 911 funds as well as your general appropriations. The NG911 contract establishes a "direct pay" relationship between the Board and AT&T. Consequently, PSAPs on the Hosted Call Service will not be invoiced for any expenses covered by the NG911 contract described above. This also includes the ESInet access and call routing services. Sites that only use the ESInet will be responsible for payment of call handling CPE expenses at the rate shown above.

It is incumbent upon the Board to regularly evaluate eligible expenditures to ensure funds are being utilized in the most cost-effective manner while meeting the Board's statutory requirements. Annual funding distributions are approved by the Board and subject to change.

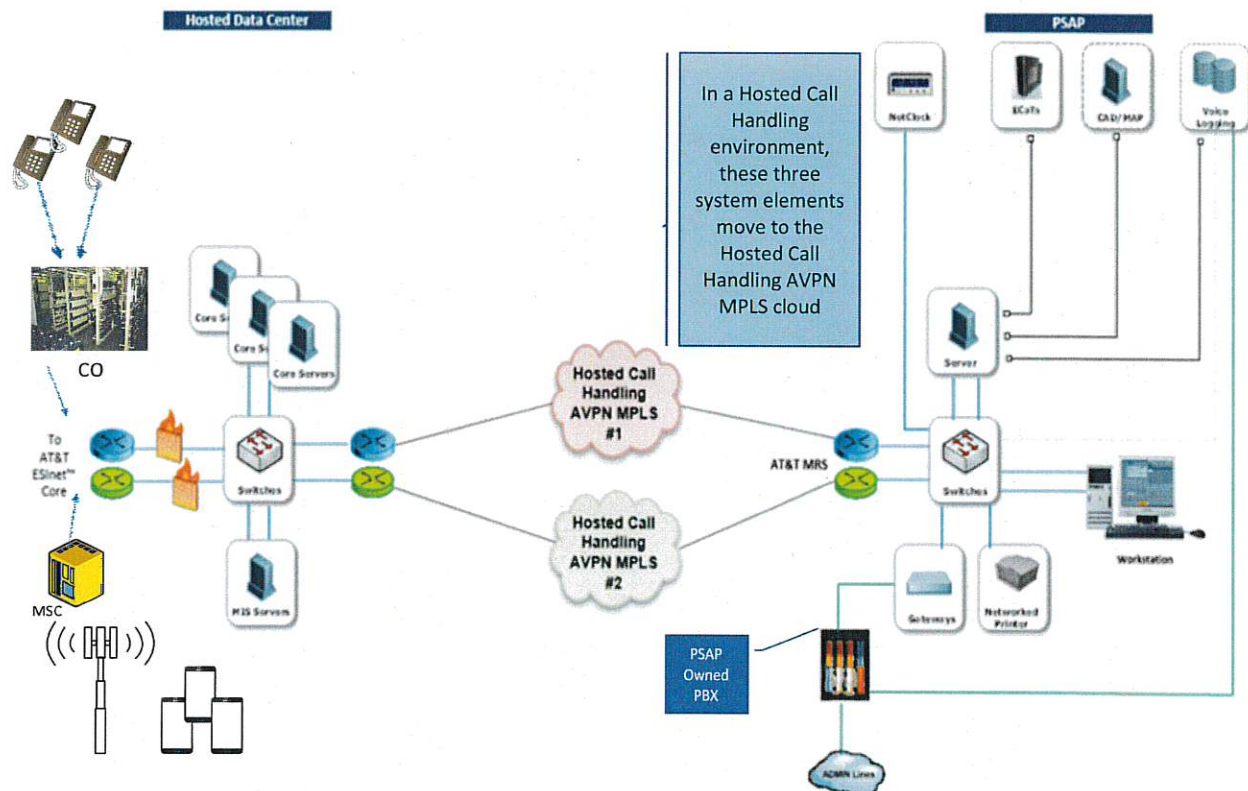
Current Legacy 911 Network



Ne

Call delivery is location specific and determined by the LEC boundaries. Call redirection is determined by the boundaries of the LEC service area/and/or physical circuit capacity. Technology based on legacy TDM architecture.

NG911 Network



Next Gen 911 architecture based on IP network routing protocols and security elements. Call routing based on user defined policy rules. Access is maintained between Legacy and NG911 until all traffic is removed from legacy selective routers (SR). Enables true GIS routing.

Next Gen 911 GIS Update

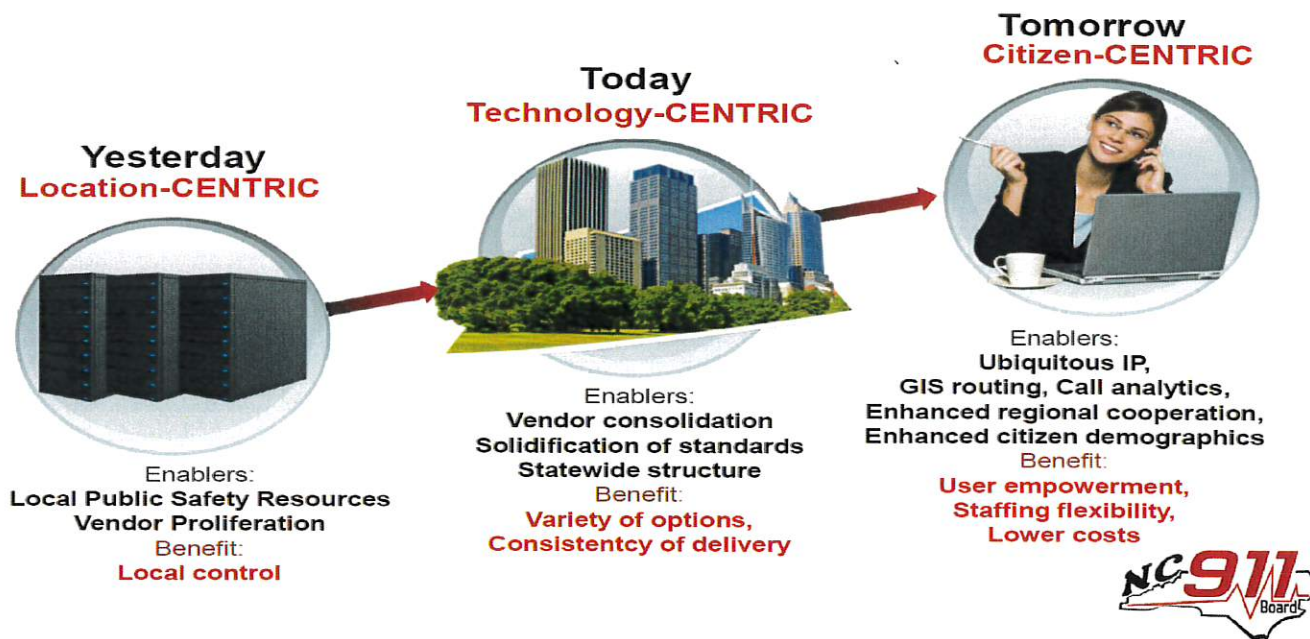
Pokey Harris
Executive Director
911 Board

Gerry Means
Network Engineer
911 Board Staff

July 2019



911Transformation Journey



NC NG911: Project Progress

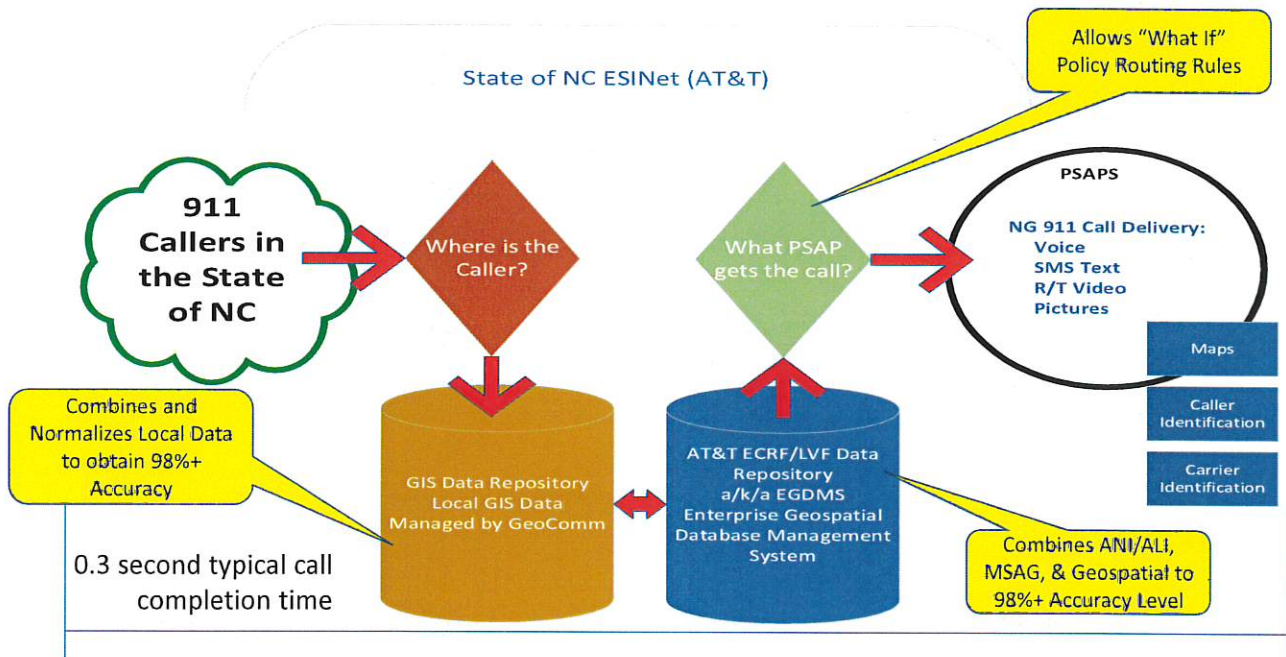
- Highlights

- On track to achieve migration goal of 40 PSAPS in production on the NG911 network by EoY 2019
- 90%+ Project participation rate among approved PSAPs and growing
- Project goal is 100% migration to ESINet by EoY 2021

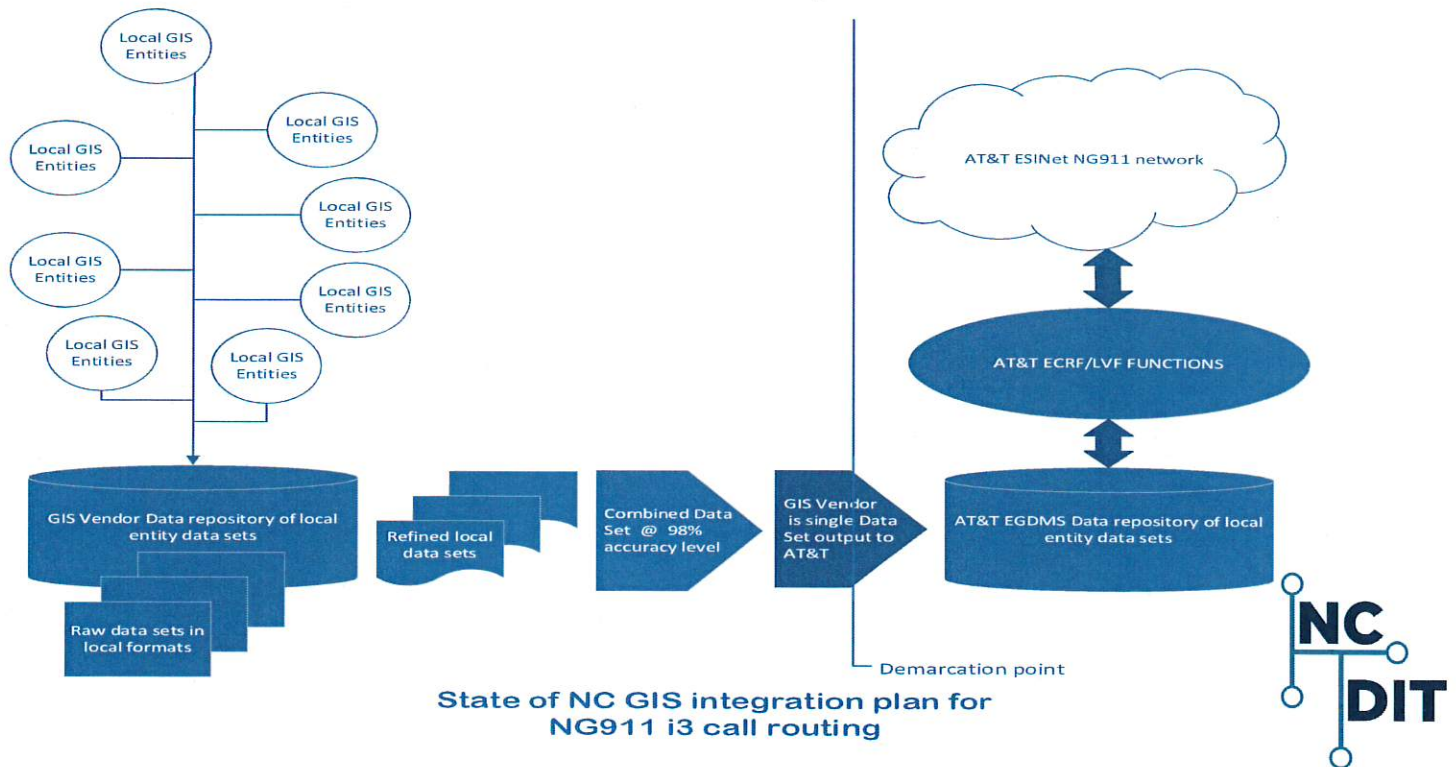
[NC NG911 Deployment Map](#)

Live status of project updated frequently on website that will include GIS i3 migration as the project matures

NC NG911: The GIS view



NC NG911: The GIS view, con't



NC NG 911: GIS Vendor Selection

Program Timeline

Procurement



Project Initiation

- Project Kickoff for NG911 GIS data assimilation : April 16, 2019
- Pilot PSAP GIS coordination work began May 3rd with kickoff call
- Regional Kickoff sessions begin June 4th through June 25th



NC NG911:GIS Vendor Deliverables

GIS Managed Services system: GIS Data Hub

- Initial system installation and configuration
- Ongoing quality control feedback loop – GIS data and ALI/MSAG synchronization
- Ongoing statewide aggregated dataset updates and changeset deliveries to AT&T

Educational sessions/trainings by regions

Onsite meetings with each individual jurisdiction

Stitch point layer along boundaries between jurisdictions

Optional:

- Cell sector and cell site layer for the State depending on need and availability of resources
- GeoComm Maintainer ArcGIS Desktop toolbar
- GeoComm Resolver ArcGIS Desktop add-in for QC error management

QUESTIONS?



To: Whom It May Concern (OSP)
From: **Del Hall, Stokes County Emergency Communications**
Date: August 12, 2019

Re: Authorization/Appointment if AT&T Corp. as 9-1-1 Service Provider

Please be advised that AT&T Corp. ("AT&T"), has been designated as the provider of AT&T ESInet™ Services, to provide Next Generation IP Call-Routing services for Enhanced 9-1-1 services for the **Stokes County Emergency Communications** ("Customer"). As such, Customer hereby grants authority to AT&T to procure and receive any and all information (data, network routing diagrams, etc.) and to take all necessary steps to enable a safe and timely migration of wireline, wireless, VoIP (both Fixed and Nomadic) and MLTS 9-1-1 services to the AT&T ESInet™ Services.

Please provide AT&T the same level of cooperation and information related to network routing, transport elements and related data systems as those provided to my current 9-1-1 Service Provider. Also, please ensure your agents and/or third-party providers extend similar cooperation to AT&T project implementation and management team. Your cooperation will ensure a timely, safe and successful migration. At a minimum, AT&T will be contacting you for the follow types of information:

- The type of facility transport currently in use (inclusive of signaling protocols, quantity of trunks, DACS location, etc.)
- Existing call transfer arrangements between my jurisdiction and other Public Safety Answering Points.
- Service Order Input (SOI) information (e.g. data formats, transfer mediums, subscriber address information) for all subscribers within the Company emergency serving area, inclusive of ESRK/ESRD/ESQK pANI records and related ALI steering tables.

The data obtained by AT&T will be used solely for the purpose of provisioning, testing, migrating, activating and operating Customer's new AT&T ESInet™ services in accordance with agreements and executed between AT&T and **Stokes County Emergency Communications**.

The undersigned represents that he/she is authorized to grant this authority to AT&T which shall remain in full force and effect until written notice of revocation is executed by a duly authorized representative of Customer.

Should you have any questions about your 911 interconnection to ESInet™, please feel free to contact AT&T at DL-ESInetOSPPM@att.com.

Sincerely,

Del Hall

Emergency Communications Director
Stokes County Emergency Communications

Stokes County Primary PSAP- HOSTED VESTA CALL HANDLING

Juky 10, 2019

Quantity

MAIN PSAP-

Commad Post position (not approved by SoNC) 1

Genovation Keypads (24-button) 1

FXO modules (to connect the additional 6 Adm Lines) Each module supports four ADM lines 2

Touchscreen Monitor for commad post 1

TOTAL

NRC & MRC to be paid by Stokes County

Non-rec charge- per unit	TOTAL NRC	Monthly -rec Charge- per unit	Total MRC
\$ 11,445.18	\$ 11,445.18	\$ 561.32	\$ 561.32
	\$ -	\$ 5.00	\$ 5.00
\$ 91.00	\$ 182.00	\$ 17.00	\$ 34.00
\$ 91.00		\$ 14.00	\$ 14.00
	\$ 11,627.18		\$ 614.32
	\$ 11,627.18		\$ 614.32



**Board of County Commissioners
August 12, 2019
6:00 PM**

Item number: VI.a.

Tax Administration - Monthly Report

Contact: Richard Brim, Tax Administrator

Summary:

ATTACHMENTS:

Description	Upload Date	Type
Tax Administration - August 12, 2019	8/7/2019	Cover Memo



Stokes County Board of Commissioners

Meeting Date: August 12, 2019

Presenter: Richard T. Brim, Tax Administrator

AGENDA

☐

Consent

☒

Regular

Presentation Equipment: ☐ Laptop ☐ Projector

ITEM TO BE CONSIDERED

Discussion:

1. Monthly Reports for the month of July 2019.
 - a. Tax Collections Status Report FY 2019-2020.
 - b. Real and Personal Releases less than \$100.00 per N.C.G.S. 105-381(b).
 - c. Real and Personal Refunds less than \$100.00 per N.C.G.S. 105-381(b).
2. Real and Personal Releases more than \$100.00.
3. Real and Personal Refunds more than \$100.00.
4. Present-Use Value Late Application.
5. Late Application Elderly Exemption and Late Application Disabled Veteran Exclusion.
6. Agreement for SouthData for Online Listing Service and the Resolution for Implementation.
7. Imaging Service Agreement.
8. Collection of Motor Vehicle Billings. (Information Only).

Items for Approval on August 26, 2019.

1. Real and Personal Releases more than \$100.00.
2. Real and Personal Refunds more than \$100.00.
3. Present-Use Value Late Application.
4. Late Application Elderly Exemption and Late Application Disabled Veteran Exclusion.
5. Agreement for SouthData for Online Listing Service and the Resolution for Implementation.
6. Imaging Service Agreement.

Signature

Department

Tax Administration

Date

Attachments

☒ Yes

☐ No

CERTIFICATION OF ACTION

Finance Director

☐ Yes ☐ No

Budget Amendment Necessary

☐ Yes ☐ No

County Attorney

☐ Yes ☐ No

County Manager

☐ Yes ☐ No

Other

☐ Yes ☐ No

Certified to be a true copy of the action taken by the Stokes County Board of Equalization and Review.

Chairman

Date

Shannon Shaver, Clerk to the Board

Date

TAX COLLECTION STATUS REPORT
TOTAL AMOUNT COLLECTED BY MONTH FY 2019-2020

CURRENT 2019 TAX	COUNTY REG & MV	SCHOOL OPERATING EXP	USE VALUE TAX BILLS	INTEREST PEN & FEES	DOGS	KING (FIRE)	RURAL HALL (FIRE)	WALNUT COVE (FIRE)	SERVICE (FIRE)	CITY OF KING	TOWN OF WALNUT COVE	DANBURY	EDU DEBT BLDG FUND
JULY	282,215.69	325,652.79	1,530.57	279.41	1,386.05	12,334.01	1,895.81	8,413.77	39,265.03	80,279.63	7,484.45	346.96	39,343.75
AUGUST	-	-	-	-	-	-	-	-	-	-	-	-	-
SEPTEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-
OCTOBER	-	-	-	-	-	-	-	-	-	-	-	-	-
NOVEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-
DECEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-
JANUARY	-	-	-	-	-	-	-	-	-	-	-	-	-
FEBRUARY	-	-	-	-	-	-	-	-	-	-	-	-	-
MARCH	-	-	-	-	-	-	-	-	-	-	-	-	-
APRIL	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTAL	\$ 282,215.69	\$ 325,652.79	CONT'D	CONT'D	\$ 1,386.05	\$ 12,334.01	\$ 1,895.81	\$ 8,413.77	\$ 39,265.03	\$ 80,279.63	\$ 7,484.45	\$ 346.96	CONT'D
BUDGET AMT	\$ 10,048,919.00	\$ 11,584,170.00	CONT'D	CONT'D	\$ 30,000.00	\$ 331,879.00	\$ 64,745.00	\$ 235,082.00	\$ 1,668,185.00				CONT'D
BALANCE	\$ 9,766,703.31	\$ 11,258,517.21			\$ 28,613.95	\$ 319,544.99	\$ 62,849.19	\$ 226,668.23	\$ 1,628,919.97				
PERCENTAGE	2.81%	2.81%			4.62%	3.72%	2.93%	3.58%	2.35%				
PRIOR	COUNTY REG & MV	SCHOOL OPERATING EXP	USE VALUE TAX BILLS	INTEREST PEN & FEES	DOGS	KING (FIRE)	RURAL HALL (FIRE)	WALNUT COVE (FIRE)	SERVICE (FIRE)	CITY OF KING	TOWN OF WALNUT COVE	TOWN OF DANBURY	EDU DEBT BLDG FUND
JULY	60,343.17	30,668.90	-	15,141.58	50.95	1,181.15	109.03	878.80	7,486.00	8,164.23	1,351.27	166.91	6,554.82
AUGUST	-	-	-	-	-	-	-	-	-	-	-	-	-
SEPTEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-
OCTOBER	-	-	-	-	-	-	-	-	-	-	-	-	-
NOVEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-
DECEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-
JANUARY	-	-	-	-	-	-	-	-	-	-	-	-	-
FEBRUARY	-	-	-	-	-	-	-	-	-	-	-	-	-
MARCH	-	-	-	-	-	-	-	-	-	-	-	-	-
APRIL	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTAL	\$ 60,343.17	\$ 30,668.90	\$ 1,530.57	\$ 15,420.99	\$ 50.95	\$ 1,181.15	\$ 109.03	\$ 878.80	\$ 7,486.00	\$ 8,164.23	\$ 1,351.27	\$ 166.91	\$ 45,898.57
BUDGET AMT	\$ 278,700.00	\$ 321,700.00	\$ 40,000.00	\$ 198,490.00	\$ 1,000.00	\$ 5,000.00	\$ 600.00	\$ 6,000.00	\$ 42,000.00				\$ 1,395,683.00
BALANCE	\$ 218,356.83	\$ 291,031.10	\$ 38,469.43	\$ 183,069.01		\$ 3,818.85	\$ 490.97	\$ 5,121.20	\$ 34,514.00				\$ 1,349,784.43
PERCENTAGE	21.65%	9.53%	3.83%	7.77%	5.10%	23.62%	18.17%	14.65%	17.82%				3.29%

ORIGINAL

STOKES COUNTY TAX ADMINISTRATION RELEASE REPORT FOR JULY, 2019

REAL AND PERSONAL PROPERTY RELEASES LESS THAN \$100 PER NCGS 105-381(b)

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>AMOUNT</u>
LEWIS, DON C LEWIS, SHELVEY L	2343 HAWKINS RD, GERMANTON, NC 27019	6052-2019-2019	\$49.67
SCICLI, ROBERT LEE	PO BOX 273, GERMANTON, NC 27019	849269-2019-2019	\$16.38
P&J SOUTHARD LLC	245 BROOK FARM TRL, LEWISVILLE, NC 27023	289187-2019-2019	\$44.40
BIGGS, LARRY O BIGGS, LINDA	1555 SAM CORNS RD, LAWSONVILLE, NC 27022	295920-2019-2019	\$71.04
VEON, DALE ALAN JR	1387 CHESTNUT GROVE RD, KING, NC 27021	6487-2019-2019	\$41.73
WATKINS, BRADLEY S	420 LOGAN CT, KING, NC 27021	7824-2019-2019	\$5.95
HEATH, HAROLD L	2002 CARROLL RD, GERMANTON, NC 27019	284846-2019-2019	\$3.70

TOTAL AMOUNT \$232.87

Richard T. Brim
RICHARD T. BRIM
TAX ADMINISTRATOR

8/6/19
DATE

ORIGINAL

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR JULY, 2019

REAL AND PERSONAL PROPERTY REFUNDS LESS THAN \$100 PER NCGS 105-381(b)

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>LEDGER</u>	<u>AMOUNT</u>
LEWIS, DON C	2343 HAWKINS RD	6052-2018-2018	100.4140.390	\$21.04
LEWIS, SHELVEY L	GERMANTON, NC 27019		112.3100.160	\$21.04
			208.3100.160	\$5.43
			211.3100.160	\$2.72
LEWIS, DON C	2343 HAWKINS RD	6052-2017-2017	100.4140.390	\$41.15
LEWIS, SHELVEY L	GERMANTON, NC 27019		208.3100.160	\$5.31
			211.3100.160	\$2.66
LEWIS, DON C	2343 HAWKINS RD	6052-2016-2016	100.4140.390	\$41.16
LEWIS, SHELVEY L	GERMANTON, NC 27019		208.3100.160	\$4.98
			211.3100.160	\$2.66
LEWIS, DON C	2343 HAWKINS RD	6052-2015-2015	100.4140.390	\$38.85
LEWIS, SHELVEY L	GERMANTON, NC 27019		208.3100.160	\$4.39
			211.3100.160	\$2.50
LEWIS, DON C	2343 HAWKINS RD	6052-2014-2014	100.4140.390	\$36.04
LEWIS, SHELVEY L	GERMANTON, NC 27019		208.3100.160	\$3.91
			211.3100.160	\$2.40

TOTAL AMOUNT

\$236.24

Richard T. Brim 8/6/19
RICHARD T. BRIM DATE
TAX ADMINISTRATOR

Julia Edwards 8/6/19
JULIA EDWARDS DATE
FINANCE DIRECTOR

ORIGINAL

STOKES COUNTY TAX ADMINISTRATION RELEASE REPORT FOR JULY, 2019

REAL AND PERSONAL PROPERTY RELEASES MORE THAN \$100

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NO.</u>	<u>AMOUNT</u>	<u>REASON</u>
MARSHALL, SYLVIA KAY MARSHALL, KENNETH C	113 WALL ST, KING, NC 27021	858217-2019-2018	\$306.42	VEHICLE DOUBLE BILLED NC & VA
STONE, LARRY EDWARD	2091 PILOT-WESTFIELD RD PILOT MOUNTAIN, NC 27041	290026-2019-2019	\$538.72	LATE USE VALUE ADJUSTMENT

TOTAL AMOUNT \$845.14

Richard T. Brim
RICHARD T. BRIM
TAX ADMINISTRATOR

DATE

ANDY NICKELSTON
CHAIRMAN-STOKES COUNTY
BOARD OF COMMISSIONERS

DATE

ORIGINAL

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR JULY, 2019

REAL AND PERSONAL PROPERTY REFUNDS MORE THAN \$100 PER NCGS 105-381(b)

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>LEDGER</u>	<u>AMOUNT</u>	<u>REASON</u>
BULLINS, ROBERT LEE	PO BOX 382 WALNUT COVE, NC 27052	42764749	100.3100.113	\$95.74	VEHICLE SOLD
			100.2130.069	\$61.77	
			211.3100.001	\$6.17	
EATON, R B	114 FAYE CT KING, NC 27021	37785388	100.3100.113	\$84.79	VEHICLE SOLD
			100.2130.068	\$57.71	
			211.3100.001	\$5.47	

TOTAL AMOUNT \$311.65

Richard T. Brim
RICHARD T. BRIM
TAX ADMINISTRATOR

8/6/19
DATE

ANDY NICKELSTON DATE
CHAIRMAN-STOKES COUNTY
BOARD OF COMMISSIONERS

COUNTY OF STOKES

ORIGINAL

Richard T. Brim
Tax Administrator



Phone (336) 593-2811 **TAX ADMINISTRATION** **Fax** (336) 593-4019
Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

August 12, 2019

To: Stokes County Commissioners
From: Richard T. Brim, Tax Administrator
Subject: Present-Use Value Late Application

Per NCGS 105-277.4(a1), "Late Application.....an application may be approved by the board of equalization and review or, if that board is not in session, by the board of county commissioners."

We have (4) Present-Use Value late applications for Year 2019 on which the Tax Office is recommending approval:

<u>Taxpayer</u>	<u>Parcel</u>	<u>Acreage</u>	<u>Reason</u>
Larry Edward Stone	5988-00-12-3080	12.58	Late Delivery of Agriculture Use Value Application
APPROVAL _____ DENIAL _____			
Robert A. Hunter Deborah N. Hunter	5978-00-74-2484	13.25	Late Delivery of Agriculture Use Value Application
APPROVAL _____ DENIAL _____			
Nathan Lynn Carmichael Christine Carmichael	6945-03-03-3835	11.21	Late Delivery of Agriculture Use Value Application
APPROVAL _____ DENIAL _____			
Rodney Middleton Norma-Kay Snow Middleton	5982-02-96-9186	26.10	Late Delivery of Agriculture Use Value Application
APPROVAL _____ DENIAL _____			

Date 8/6/19

Date _____

Richard T. Brim

Richard T. Brim
Tax Administrator

Andy Nickelston, Chairman
Stokes County Board of Commissioners

COUNTY OF STOKES

ORIGINAL

Richard Brim
Tax Administrator



Jackie Hostetter
Business Personal Property
Appraiser

Phone (336) 593-2811

TAX ADMINISTRATION

Fax (336) 593-4019

Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

August 6, 2019

To: Board of Commissioners

From: Richard Brim

Re: Gilda Ann Mendenhall
Late application for elderly exemption for 2019

Abstract No: 291768

Parcel No: 5992-15-54-5894

The above taxpayer owns 1 lot and a dwelling located at 122 Brae Ridge Ln, King. She is requesting acceptance of a late application for the year 2019 for the elderly exemption. A review of her application and accompanying documents indicate that she qualify for the exemption.

North Carolina General Statute 105-282.1(a1) states "...Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by...the board of county commissioners...as appropriate. An untimely application for exemption or exclusion approved under this subsection applies only to the property tax levied by the county or municipality in the calendar year in which the untimely application is filed."

Due to the circumstances of this request, and discussion with Ms. Mendenhall, the Tax Administration recommends approval by the Board of this late application.

Approval_____

Denial_____

Date 8/6/19

Richard Brim
Richard Brim
Stokes County Tax Administrator

Andy Nickelston
Chairman, Board of Commissioners

COUNTY OF STOKES

ORIGINAL

Richard Brim
Tax Administrator



Jackie Hostetter
Business Personal Property
Appraiser

Phone (336) 593-2811

TAX ADMINISTRATION

Fax (336) 593-4019

Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

August 1, 2019

To: Board of Commissioners

From: Richard Brim

Re: Joyce A. Ledford
Late application for elderly exemption for 2019

Abstract No: 288992

Parcel No: 5984-13-02-1671

The above taxpayer owns .60 acres of land and a dwelling located at 1111 Roy Tuttle Rd, Pinnacle. She is requesting acceptance of a late application for the year 2019 for the elderly exemption. A review of her application and accompanying documents indicate that she qualify for the exemption.

North Carolina General Statute 105-282.1(a1) states "...Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by...the board of county commissioners...as appropriate. An untimely application for exemption or exclusion approved under this subsection applies only to the property tax levied by the county or municipality in the calendar year in which the untimely application is filed."

Due to the circumstances of this request, and discussion with Ms. Ledford, the Tax Administration recommends approval by the Board of this late application.

Approval_____

Denial_____

Date 8/6/19

Richard Brim
Richard Brim
Stokes County Tax Administrator

Andy Nickelston
Chairman, Board of Commissioners

COUNTY OF STOKES

ORIGINAL

Richard Brim
Tax Administrator



Jackie Hostetter
Business Personal Property
Appraiser

Phone (336) 593-2811

TAX ADMINISTRATION

Fax (336) 593-4019

Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

August 1, 2019

To: Board of Commissioners

From: Richard Brim

Re: Kyle Lynn Pepin
Late application for elderly exemption for 2019

Abstract No: 284442
Parcel No: 5090-00-83-6574

The above taxpayer owns 29.18 acres of land and a dwelling located at 1239 Collins Rd, Westfield. She is requesting acceptance of a late application for the year 2019 for the elderly exemption. A review of her application and accompanying documents indicate that she qualify for the exemption.

North Carolina General Statute 105-282.1(a1) states "...Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by...the board of county commissioners...as appropriate. An untimely application for exemption or exclusion approved under this subsection applies only to the property tax levied by the county or municipality in the calendar year in which the untimely application is filed."

Due to the circumstances of this request, and discussion with Ms. Collins, the Tax Administration recommends approval by the Board of this late application.

Approval_____

Denial_____

Date 8/6/19

Richard Brim
Richard Brim
Stokes County Tax Administrator

Andy Nickelston
Chairman, Board of Commissioners

COUNTY OF STOKES

ORIGINAL

Jake Oakley
Tax Administrator



Jackie Hostetter
Business Personal Property
Appraiser

Phone (336) 593-2811

TAX ADMINISTRATION

Fax (336) 593-4019

Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

August 1, 2019

To: Board of Commissioners

From: Richard Brim

Re: Johnny Fulton
Late application for Disabled Veteran Exclusion for 2019

Abstract No: 300994

Parcel No: 6903-03-10-6567

The above taxpayer owns a tract of land and a dwelling located at 168 Hartgrove Rd, King with an assigned tax value of \$207,100. He is requesting acceptance of a late application for the year 2019 for the veteran exclusion. A review of his application and accompanying documents indicate that he qualifies for the exemption.

North Carolina General Statute 105-281.1(a1) states "...Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by...the board of county commissioners...as appropriate. An untimely application for exemption or exclusion approved under this subsection applies only to the property tax levied by the county or municipality in the calendar year in which the untimely application is filed."

Due to the circumstances of this request, and discussion with Mr. Fulton, the Tax Administration recommends the Board approve the late application.

Approval _____

Denial _____

Date 8/6/19

Richard Brim
Richard Brim
Stokes County Tax Administrator

Andy Nickelston
Chairman, Board of Commissioners

SOUTHDATA

AND

STOKES COUNTY , NORTH CAROLINA

AGREEMENT REGARDING ON-LINE LISTING SYSTEM FOR THE FILING OF BUSINESS
PERSONAL PROPERTY TAX LISTINGS
FOR LISTING PERIOD: 2020

This contract made and entered into this 16th day of August, **2019**, by and between the County of Stokes County, (hereinafter "COUNTY"), a political subdivision of the State of North Carolina, and SouthData, (hereinafter "SouthData") a corporation authorized to conduct business in North Carolina.

WITNESSETH:

WHEREAS, the County desires to obtain access to the On-Line Listing System, (hereinafter "OLLS") for the purpose of allowing County taxpayers to file Individual Personal Property and Business Personal Property Tax Listings electronically.

WHEREAS, SouthData agrees to provide said access of the OLLS to the COUNTY pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the promises mutually herein exchanged, the parties agree as follows:

GENERAL TERMS AND CONDITIONS:

1) SERVICES

- A. In accordance with the charges, terms and conditions contained in this Agreement, SouthData, through a partnership with County Tax Services Incorporated will provide the COUNTY and the taxpayers of COUNTY access to the OLLS via a web-site interface for the purpose of taxpayers to list and file extensions on their Individual Personal Property and Business Personal Property Tax Listings electronically.
- B. Prior to the listing period of January 1, SouthData will work with COUNTY personnel to upload prior year data into the OLLS.
- C. Information submitted for listing purposes by taxpayers will be stored by SouthData and PDF files of the completed listings will be either sent to COUNTY in an agreed to format or be available to COUNTY via an internet portal venue.

2) RESPONSIBILITY OF COUNTY

- A. Resolution for Electronic Listing:
COUNTY will be responsible for passing a resolution to allow the electronic submission of a Business Personal Property Listing statement as provided by North Carolina General Statute 105-304 (a1) and 105-310.1 Electronic Listing of Personal Property.
- B. Provide SouthData access to COUNTY computer database files and Information Technology staff for downloading and/or possibly uploading of files necessary for the OLLS.

3) COMPENSATION

- A. SouthData agrees to provide the OLLS to the county based on a fee of \$1.00 per business personal property account number. The number of Business Personal Property accounts will be determined based on the computer database files provided to SOUTHDATA, INC. as referenced in Section 2) B "Responsibility of County". The OLLS fee will be billed to the COUNTY on or about January 1 of each year. Payment to SouthData under this agreement will be due within thirty (30) days from the date of invoice.
- B. SouthData agrees to provide the OLLS to the county based on a fee of \$.45 per individual personal property account number. The number of Individual Personal Property accounts will be determined based on the computer database files provided to SOUTHDATA, INC. as referenced in Section 2) B "Responsibility of County". The OLLS fee will be billed to the COUNTY on or about January 1 of each year. Payment to SouthData under this agreement will be due within thirty (30) days from the date of invoice.
- C.

4) TERM OF AGREEMENT

- A. The initial term of this agreement will become effective from the date of this agreement and will expire on December 31, 2020. Upon expiration of the initial term and each term thereafter, this agreement will be subject to renewal on October 1st of each year, unless either party provides written notice at least ninety (90) days, before the expiration of the current period. At which time the expiration of the contract will be the year the cancelation notice is received.
- B. COUNTY acknowledges and agrees that SouthData's role is a transfer of data and a service to both the COUNTY and its TAXPAYER's (hereinafter referred to as TAXPAYER). SouthData in no way provides a review of or recommendations of the content of that information. SouthData will correct any errors that are due to system flaws, bugs or other like technical difficulties which are of no fault of the COUNTY or the TAXPAYER.

5) OWNERSHIP

- A. All rights and title to the OLLS software, including all ownership, copyright, patent, trademark, service mark, trade secret, and other proprietary rights, belong to SOUTHDATA, INC.. SOUTHDATA, INC. Warrants that the software discussed and described herein will be available to operate via internet through a link on the COUNTY's web-site.

6) GENERAL

- A. This Agreement will be governed by the laws of the State of North Carolina.
- B. This Agreement is not assignable, by either party, by operation of law or otherwise.
- C. Should any provision, portion or application thereof of this Agreement be determined by a court of competent jurisdiction to be illegal, unenforceable or in conflict with any applicable law or constitutional provision, the Parties shall negotiate an equitable adjustment in the affected provisions of this Agreement with a view toward effecting the purpose of this Agreement, and the validity and enforceability of the remaining provisions, portions or applications thereof, shall not be impaired.
- D. The subject headings of the paragraphs are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Agreement shall be deemed to have been drafted by both parties, and no purposes of interpretation shall be made to the contrary.

- E. This agreement including any attachments, will constitute the entire understanding between COUNTY and SouthData and will supersede all prior understandings and agreements relating to the subject matter hereof. Any modification, revision or amendment to this agreement must be in writing and executed by both parties. This Agreement may not be orally modified.
- F. COUNTY acknowledges that it has read this agreement, understands it, and agrees to be bound by its terms and conditions.

7) NOTICES

Notices to be given or submitted by either party to the other, pursuant to this agreement, will be sufficiently given or made in writing and sent by certified mail, postage prepaid to:

SouthData: SouthData Inc.
201 Technology Lane
Mount Airy, NC 27030

COUNTY: Stokes County
1014 Main Street
Danbury, NC 27016

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement; COUNTY through _____ County Commissioner _____, authorized to execute same by _____ and SouthData, Inc., signing by and through its duly authorized representative.

SouthData, Inc.

COUNTY OF: Stokes

BY: _____ (Seal)

BY: _____

TITLE: _____

TITLE: _____

ATTESTED BY:

BY: _____

TITLE: _____

**RESOLUTION PROVIDING FOR ELECTRONIC LISTING AND EXTENDING THE
TIME FOR FILING ELECTRONIC LISTINGS OF PERSONAL PROPERTY FOR
PROPERTY TAX PURPOSES**

WHEREAS, North Carolina General Statute § 105-310.1 authorizes Counties to permit electronic listing of personal property, and

WHEREAS, North Carolina General Statute § 105-307 permits the Board of County Commissioners to extend the deadline for filing electronic listings of personal property under G.S. § 105-304, and

WHEREAS, North Carolina General Statute 105-311(b) authorizes electronic signature of personal property listings which are submitted electronically,

NOW THEREFORE BE IT RESOLVED as follows:

Section 1. The Stokes County Board of Commissioners hereby authorizes personal property listings to be submitted and signed electronically.

Sec. 2. The following procedures will apply to electronic tax filings. Electronic listings must be submitted online. Facsimiles will not be accepted as electronic listings. In order to file electronically, the taxpayer must use an electronic listing application approved by the County. To request an extension to electronically file personal property listings after January 31st, the taxpayer must file an online request for extension of time during the month of January and must provide an Account ID provided by the County and associated with the location for which the extension is requested. Once an extension of time has been granted by the assessor the electronic filing must be received by the Stokes County Assessor no later than April 15th in order to avoid late list penalties.

Sec. 3. This resolution shall be recorded in the minutes of the Stokes County Board of Commissioners and notice of the procedure and extension of time for electronic filing of personal property listings shall be published as required by G.S. § 105-296(c).

Sec. 4. This resolution is effective for all tax years after its adoption and at such time as the Assessor has the ability to implement a system for electronic listing.

Sec. 5. This resolution hereby delegates its authority to provide for electronic listing of personal property to the Stokes County Assessor.

Andy Nickelston – Chairman

Jimmy Walker – Vice Chairman

Ronnie Mendenhall – Commissioner

Rick Morris – Commissioner

Jamie Yontz - Commissioner

Attest:

Shannon Shaver – Clerk to the Board

Stokes County North Carolina
Imaging Service Agreement

This Agreement is made the 16th Day of August, 2019, by and between **SouthData, An OSG Company**, a North Carolina corporation, with its primary office at 201 Technology Lane, Mount Airy, North Carolina 27030 (hereinafter "SouthData") and Stokes County Tax Administration (hereinafter "Client").

1. Responsibilities of SouthData

SouthData shall furnish all labor, materials, equipment, quality control, and supervision needed to provide document imaging services to create data and images for use by Client.

2. Responsibilities of Client

Client shall provide SouthData with documents to be scanned and indexed through the SouthData imaging service process. Client shall pay all invoices within thirty (30) days.

3. Charges for Service

- A. **Initial Application Setup** – Covers the initial set-up functions, such as, development of Client's imaging application, Client's indexing requirements and project management.
- B. **Programming Costs** – If custom programming is needed in order to comply with a client request then the client shall be charged \$125.00 per hour for custom programming.
- C. **Account Fees** – There are no processing fees or monthly or periodic charges for account maintenance, account availability, or online access for tracking orders.
- D. **Postage** – If SouthData is required to mail items, postage is not included in the delivered price and will appear on the invoice.
- E. **Prices** – Detailed in Addendum B, Fee Schedule.
- F. **Options** – SouthData can provide additional services at additional fees.
- G. **Changes to Services** – Either party may propose changes to the scope, nature and time schedule of the Services being performed under this Agreement. All changes to the Agreement must be approved in writing by both parties.
- H. **Post-Imaging Paper Document Disposition** – Unless otherwise directed in writing, SouthData will return original documents to Client upon completion of imaging process.
- I. **Pricing Changes** – The prices reflected in this proposal are based on current costs and are valid for the initial term of this Agreement. After that time, SouthData reserves the right to review prices based on market conditions. Any price changes after the initial term of this Agreement shall be made in writing and must be approved by the Client.

4. Term Of Agreement

The initial term of this Agreement shall be for one year.

5. Cancellation

This Agreement may be cancelled for a documented breach of the terms of the Agreement. The party wishing to cancel the Agreement must provide written notice of cause and allow the other party thirty (30) days to remedy the breach. If the breach is not remedied within the thirty-day period, a final written notice must be provided to the breaching party. The Agreement will be cancelled thirty (30) days from receipt of the final notice.

Stokes County Tax Administration Imaging Agreement



6. Outsourcing

SouthData shall perform all services at its facilities and agrees not to outsource any work unless authorized by Client.

7. Independent Contractor

Both parties acknowledge that SouthData is at all times performing as an independent contractor. Nothing in this agreement shall constitute or be construed as a creation of a partnership or joint venture between the parties.

8. Severability

If any part of this Agreement is found to be invalid or unenforceable, the remaining parts of the Agreement shall continue in force.

9. Waiver ability

A party's waiver of a breach of any item of this Agreement shall not constitute a waiver of any subsequent breach of the same or another provision of this Agreement.

10. Governing Law

The laws of the State of North Carolina shall govern the provisions of this Agreement.

11. Indemnity

In the event of a breach of SouthData's security resulting in claims, damages, attorney's fees or any judgement against Client, SouthData shall indemnify and hold harmless Client therefrom.

Stokes County Tax Administration

SouthData, Inc.

Lora Southard

Vice President of Sales

_____(SEAL)

_____(SEAL)

Attest:

Attest:

Addendum A Scope of Work

This Addendum A, Scope of Work, is made the 16th day of August, 2019 by and between **SouthData, Inc.**, a North Carolina corporation, with its primary office at 201 Technology Lane, Mount Airy, North Carolina 27030 (hereafter "SouthData") and Stokes County Tax Administration (hereafter "Client").

1. Definition of Project

- A. Approximately 10,000 2020 Listings forms (hereafter "documents") will be mailed from tax payers to SouthData. The documents will need to be scanned, indexed, categorized and quality checked and made available to the Client via a data file and image file.
- B. Both sides of the documents, as well as, all attached paper documents will be scanned at 200 DPI into single-page TIF images
- C. Images will be quality checked against the paper documents for index accuracy
- D. If Client requests DVD file delivery, the fees are on Addendum B, Fee Schedule
- E. Original paper documents will be returned to Client. If Client requests delivery services, there is an additional mileage fee listed as an option in Addendum B

2. Responsibilities of SouthData

- A. Receive all documents via PO Box
- B. Prepare all documents for scanning
- C. Scan, index and quality check the documents
- D. To configure workable queues using the client provided categories
- E. To provide, via FTP, a data file and an image file for each segregated category

3. Responsibilities of Client

- A. Provide correct return address on all return envelopes
- B. To provide the list and specs of requested queues

In Witness Whereof, the parties have caused the execution of this instrument, by authority duly given on the day and year first written above.

Addendum B Fee Schedule

This Addendum B, Fee Schedule, is made the 16th day of August, 2019, by and between **SouthData, Inc.** (hereafter "SouthData") and **Stokes County Tax Administration** (hereafter "Client").

Imaging Services

Initial Application Setup.....	\$395.00
Scan (per image)	\$0.065
Indexing Lead Page (per record)	\$0.08

File Delivery

Via SFTP.....	Included
Via DVD's (per DVD)	\$50.00

Programming

Custom Programming (per hour)	\$125.00
-------------------------------------	----------

Miscellaneous Services

Pick-up or Delivery (per mile)	\$0.75
Pull and Seek (per document)	\$25.00
Destruction of Documents (per lb.).....	\$0.15
Post Office Box Annual Fee	\$180.00

COUNTY OF STOKES

Richard T. Brim
Tax Administrator



Rhonda Shelton
Motor Vehicle Appraiser

Phone (336) 593-2811

TAX ADMINISTRATION

Fax (336) 593-4019

Post Office Box 57 • 1014 Main Street • Administration Building • Danbury, NC 27016

July 31, 2019

To: Stokes County Board of Commissioners
From: Richard T. Brim, Tax Administrator
Re: Collection of Motor Vehicle Billings

The requested report by the Stokes County Board of Commissioners shows the State reporting on collections of Motor Vehicles for each taxing districts

NCVTS MOTOR VEHICLE BILLINGS & COLLECTIONS FISCAL YEAR 2018/2019 REPORT – July 1, 2018 – June 30, 2019

Tax Code Jurisdiction	Number of Vehicles To Date	Levy Billed To Date	Interest Paid To Date	Adjustment Made To Date	Billing Cost To Date	Total Collected To Date	Avg. Billing Cost Per Bill
King City	6,290	\$244,920	\$1,301	(\$2,244)	(\$12,528)	\$231,449	\$1.99
King Car Fee	5,858	\$29,290	\$0	(\$155)	(\$0)	\$29,135	\$0
W.C. Town	1,442	\$41,788	\$191	(\$153)	(\$1,850)	\$39,976	\$1.28
Dan. Town	186	\$2,583	\$16	(\$21)	(\$114)	\$2,464	\$0.61
Edu. Fund	54,399	\$164,985	\$825	(\$656)	(\$7,455)	\$157,699	\$0.14
King Fire	8,309	\$55,266	\$299	(\$19)	(\$2,514)	\$53,032	\$0.30
R.H. Fire	1,519	\$10,229	\$56	(\$19)	(\$457)	\$9,809	\$0.30
W.C. Fire	5,614	\$32,365	\$123	(\$135)	(\$1,437)	\$30,916	\$0.26
Gen. County	54,399	\$2,550,510	\$12,867	(\$10,142)	(\$115,307)	\$2,437,928	\$2.12
Service Fire	31,225	\$177,301	\$887	(\$709)	(\$8,011)	\$169,468	\$0.26

TOTALS 54,399 \$3,309,237 \$16,565 (\$14,253) (\$149,673) \$3,161,876

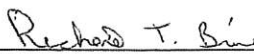
TOTAL REFUNDS (\$14,397)

TOTAL COLLECTED \$3,147,479

Cost in the New VTS system is calculated in all areas of billing (staffing, contracting, postage, DMV, software, etc.) by the N.C. Department of Revenue and prorated on each taxing district per bill.

- Billing Cost in car fees for the City of King are calculated in the King City Bills.
- Lowest cost billed = \$2.52 Highest cost billed = \$4.25 Average cost per bill = \$2.75
(County, Education Fund, Ser. Fire-tax rates) (County, Education Fund, King City-tax rates)

Sincerely,


Richard T. Brim
Stokes County Tax Administrator



Board of County Commissioners
August 12, 2019
6:00 PM

Item number: VI.b.

The Mercer Group

Contact: Phil Roberston

Summary:

At the meeting on July 22, 2019 the Board elected to accept the proposal from The Mercer Group to conduct a salary study for Stokes County. The Board requested that a representative from The Mercer Group attend a meeting to clarify any questions or concerns the Board may have concerning the study.

ATTACHMENTS:

Description	Upload Date	Type
Mercer Proposal	8/5/2019	Cover Memo

Stokes County, North Carolina

Classification and Compensation Study 2019

28 June 2019

THE MERCER GROUP, INC.
www.mercergroupinc.com

Corporate Headquarters:
5579 B Chamblee-Dunwoody
Suite 511
Atlanta, GA 30338
770-551-0403

Raleigh Office:
Phillip G. Robertson
3443 Highway 39 North
Louisburg, North Carolina 27549
919-496-2080
MercerNC@aol.com



The Mercer Group, Inc.

Consultants to Management

3443 Highway 39 North
Louisburg, North Carolina 27549
919-496-2080
FAX 919-496-7995
E-mail: mercernc@aol.com

28 June 2019

Glenda Pruitt
Support Services Supervisor
Stokes County
P.O. Box 20
Danbury, N.C. 27019
Via Email: gpruitt@co.stokes.nc.us

RE: RFP: Classification and Compensation Study 2019

Dear Ms Pruitt:

The Mercer Group, Inc. is pleased to provide this proposal for a Classification and Compensation Study. If selected, we can begin work promptly.

Our experience has shown that good classification and compensation studies are a combination of sound technical processes and an understanding of human nature. Our approach is sensitive to this in several ways. Our position evaluation system uses a factor evaluation system that is industry standard and is sufficiently straightforward, therefore transparent, so that how the process works and how factor scores and total scores for a position are derived is easily explainable and easily understood by employees, supervisors, and the executive board.

- We provide orientation sessions for all employees so that they understand the methodology of the study and how their positions will be evaluated, thus reducing anxiety.
- We will meet with every employee to discuss his/her questionnaire answers and get clarification.
- We provide an appeals process for any employee who feels that his/her position has been classified incorrectly.
- We work closely with you and your management team throughout the process to assure that you are informed and that there are no “surprises.”

The Study should take approximately three months to complete, given prompt responses to the Market Survey by the market organizations.

We welcome the opportunity to discuss our proposal in person or teleconference.

This proposal is valid for 120 days from the date of receipt by you. We abide by all applicable rules of federal, state, and local entities. The Mercer Group, Inc. and the staff proposed have no conflicts of interest.

We thank you for this opportunity and look forward to working with you on this important project. If you have any questions, please contact me at (919) 496-2080.

Sincerely,

A handwritten signature in cursive script, reading "Phillip G. Robertson", is displayed on a light-colored rectangular background.

THE MERCER GROUP, INC.

Phillip G. Robertson, Senior Vice-President

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Stokes County, North Carolina
Proposal for Classification and Compensation Study 2019

PROJECT SUMMARY

The proposed Classification and Compensation Study will provide the following:

Classification Study

Employees will respond to a written questionnaire and participate in interviews to discuss and clarify the roles and responsibilities of their positions. Stokes County Government has a total of 315 full time employees, and 181 part-time employees under approximately 232 job classifications. Every employee will be given the opportunity to submit a questionnaire and participate in these interviews, individually or as a group, where appropriate. At a minimum a questionnaire and interview will be completed for every unique position classification (the definition of “unique position classification” is totally at the discretion of the County).

Current Salary Evaluation

Stokes County's pay practices and salary structure will be reviewed and analyzed.

Benchmark Survey

Other counties, municipal jurisdictions, and private sector employers will be surveyed to provide information to develop a competitive and local market-based salary structure, including salary ranges. Stokes County will work with The Mercer Group in identifying these entities.

Class Specifications

Class specifications will be developed for each classification. Class Specifications will be in a standard format that include at a minimum a Position Overview, Responsibilities, Knowledge and Abilities, and Education and Experience.

Fair Labor Standards Act Designations

A recommendation of “Exempt” or “Non-Exempt”, via-a-vis overtime eligibility, will be made for each employee.

Final Report

A written final report will contain a recommended salary structure, discussion of methods, techniques and data used to develop the classification and compensation plan and identify Stokes County’s position in their specified market. This report will include an analysis of the financial impact for various implementation strategies.

Training and On-going Support

To assure consistency with the methods of this study, Stokes County Human Resources Department will be provided instructional information to permit periodic salary reviews and adjustments to salary and position requirements. We provide free telephone support following completion of the project for as long as the County considers itself our client.

Stokes County, North Carolina

Proposal for Classification and Compensation Study 2019

CONSULTING FIRM

Legal Name of Firm: The Mercer Group, Inc.
Street and Mailing Address: 3443 NC Highway 39 North
Louisburg, North Carolina 27549
Telephone Number: (919) 496-2080
Email: mercernc@aol.com

Name of Authorized Representative: Phillip G. Robertson

Title of Authorized Representative: Senior Vice President

Overview: The Mercer Group, Inc. is a management consulting firm incorporated in the State of Georgia and operating nationwide. Founded by James L. Mercer, a long-term public management consultant, The Mercer Group, Inc., provides management consulting services to state and local governments, special districts, and private sector clients. The company's services include:

Compensation and classification studies;	Executive recruitment;
Performance management systems;	Organization and operations analysis;
Productivity improvement;	Strategic planning;

The Mercer Group, Inc. is a *consortium model firm*, with a core of key staff members supplemented by associated independent consultants and specialty firms. The consortium members work together regularly and have long personal and professional relationships. This business model allows us to address each project with consulting professionals who have the specific managerial, functional, and technical skills needed to fully satisfy the project objectives.

History: The Mercer Group, Inc., as it is today, has been in operation for 28 years. Mr. Mercer started his firm in 1981 and, in 1984, merged with another consulting firm, Wolfe & Associates, Inc. On June 1, 1986, Mr. Mercer acquired the Human Resource and Organizational Consulting Practice of Wolfe & Associates, Inc. This acquisition formed the basis for Mercer, Slavin & Nevins, Inc. Early in 1990, Mr. Mercer sold his interest in Mercer, Slavin & Nevins, Inc. and founded The Mercer Group, Inc.

Philosophy: The Mercer Group, Inc. believes that the Classification and Compensation Study must have extensive client participation. Our experience has shown that successful assignments are characterized by:

- A mutual understanding between the client and the consultant staff of the objectives, study process, timing, and end products of the study;

- A thorough understanding of the current situation by the consultants before proceeding with detailed analysis;
- Providing opportunities for participation and input by staff; and,
- A thorough review of draft reports with the County Manager and others of the County's choosing.

Our work plan includes provision for each of the items listed above. The specific participation of County officials and staff is described as follows:

County Manager - The County Manager (or designee) is the principal client(s) for the project. The principal client will receive a thorough briefing and description of the study process and methodology. At the end of the study, the principal client will receive a briefing on all findings and recommendations as well as briefings throughout the process as appropriate. It is important that the principal client be involved in the key policy issues to ensure the overall effectiveness of the resulting Classification and Compensation systems to meet the needs of the organization.

Management (Department/Division Heads) - Management will be involved in the study by participating in a briefing session with the consultants, completing questionnaires, meeting individually with the consultants to review the scope of their operations, and identifying any specific concerns they may have with respect to their current classification, compensation or organizational systems. Key management will likewise be involved in reviewing a draft of all job analysis recommendations including position placement recommendations and class specifications.

Employees - All employees whose positions are included in the study must feel that they have a role in the process and that their input is both sought and welcomed. That role and input will be introduced and explained by a thorough and accurate initial presentation about the project. Employees then will be asked to complete position questionnaires and will be given opportunities to be involved further in the process through interviews, job audits (when necessary), and appeal procedures.

Administrative Staff - Designated Administrative Staff will be asked to assist in the distribution and collection of the position questionnaires and assist the consultants in setting up meetings and interviews.

QUALIFICATIONS AND PERSONNEL

This project will be conducted out of the North Carolina Office located in Louisburg, North Carolina. The North Carolina Office is staffed by Senior Vice President Phillip Robertson and Vice President Joan Miller. The staff specializes in Compensation and Classification Studies, Performance Evaluation Systems, FLSA Compliance, and Executive Recruitment. The staff has over 65 years' experience.

Principal in Charge: James L. Mercer.

Mr. Mercer, President of The Mercer Group, Inc., is a Certified Management Consultant and has extensive experience in all phases of management consulting including compensation, classification, and performance appraisal. Mr. Mercer will be available if needed to assist in this project.

Primary Consultant (Project Manager): Phillip Robertson, Senior Vice President.

Mr. Robertson possesses extensive knowledge of all phases of staffing studies, compensation and classification and all areas of local government management. He will be responsible for assuring the quality of our work, the adherence to expected schedules and the delivery of our work products.

Research: Joan L. Miller, Vice President.

Ms. Miller has a background in research in support of local, state and federal reporting, grant management and program design.

James L. Mercer, President

Mr. Mercer holds a Master of Business Administration degree from the University of Nevada, Reno, and a Bachelor of Science degree in Industrial Management from the same institution. He has also received a Certificate in Municipal Administration from the University of North Carolina at Chapel Hill and is a graduate of the Executive Development Program at Cornell University. Mr. Mercer has more than 26 years' experience in management consulting. He has authored three books, co-authored three books, and has written more than 250 articles on various phases of public management.

Prior to forming The Mercer Group, Mr. Mercer was President of Mercer, Slavin, & Nevins, Inc. and a Regional Vice President of Wolfe & Associates, Inc., with which he previously merged his own local government consulting firm, James Mercer & Associates, Inc. He has been Director of Government Consulting Services for Coopers & Lybrand, a National Program Director with Public Technology, Inc., and, served as Assistant City Manager of Raleigh, North Carolina.

Mr. Mercer is a recipient of the prestigious George C. Franklin Memorial Award from the North Carolina League of Municipalities for Excellence in Public Administration and election to Beta Gamma Sigma, the national honor society in business and administration. He has served on several private and public Boards, including the University of Nevada Foundation, the School of Business Advisory Board at California Polytechnic State University in San Luis Obispo, and the Public Administration Program at the University of South Carolina. Mr. Mercer has been quoted in The New York Times, Forbes, Public Management, American City and County, and many other national and local publications. His professional affiliations include:

- International City/County Management Association;
- American Society for Public Administration;
- Institute of Industrial Engineers (past Chapter President);
- The Technology Transfer Society (Board of Directors - 5 terms); and,
- International Association of Quality Circles.

Phillip Robertson, Senior Vice-President

3443 NC Highway 39 North
Louisburg, North Carolina 27549
Office: (919) 496-2080 Cell: (919) 349-7239
Email: mercernc@aol.com

Mr. Robertson has 40 years' experience in the public sector. Mr. Robertson joined The Mercer Group, Inc. in 1998.

- **Compensation and Classification studies performed and managed by Mr. Robertson:**

Hernando County, Florida; Housing Authority of Covington, Kentucky; East Point, Georgia; Martin County, Florida; Ouachita Parish, Louisiana, Public Library; Monmouth, Oregon; Monroe, Georgia; Peachtree City, Georgia; The Development Authority of Peachtree City, Georgia; **Pitt County, North Carolina**; Okaloosa County, Florida; Okaloosa County, Florida, Detention Center; Martin County, Florida, Sheriff's Office; Henderson, Nevada; Berlin, Connecticut; Choctawhatchee Electric Cooperative, Defuniak Springs, Florida; Duncan, Oklahoma; Calcasieu Parish, Louisiana, Public Library System; Colonial Heights, Virginia; Nye County, Nevada; Decatur, Illinois, Housing Authority; Rochester Hills, Michigan; Garden City, Georgia; Glastonbury, Connecticut; **Kitty Hawk, North Carolina; Holly Springs, North Carolina**; Sun 'N Lake of Sebring, Florida, Improvement District; Okaloosa, Florida, Gas District; Sunny Isles Beach, Florida; Frankfort, Kentucky; Peachtree City, Georgia, Tourism Association; Sioux City, Iowa; Glen Heights, Texas; Daytona Beach, Florida; Jacksonville, Florida; Osawatomie, Kansas; Gordon College, Barnesville, Georgia; Assisted Housing Risk Management Association, Illinois; Iowa League of Cities; Peachtree City Water and Sewerage Authority, Georgia; Minturn, Colorado; Loma Linda, California; Public Agency Risk Sharing Authority of California, Sacramento; Hercules, California; **Mooreville, North Carolina**; Salt River Landfill, Scottsdale, Arizona; **Jackson County, North Carolina**; Clayton State University, Morrow, Georgia; Rhode Island Airport Authority; Vernon, California; Metropolitan District Commission in Hartford, Connecticut; Glenwood Springs, Colorado; Eagle, Idaho; Wethersfield, Connecticut; Davie, Florida; Yankton County, South Dakota; Pensacola, Florida; **North Carolina State Firefighters Association; Craven Community College, New Bern, North Carolina**; Lee County, Georgia; **Cumberland County ABC Board, Fayetteville, North Carolina**; Portland, Maine; **Goldsboro, North Carolina**; Cheyenne, Wyoming; **Huntersville, North Carolina; Spring Lake, North Carolina**; Southland Utility Services, Florida; Kentucky League of Cities; **Cabarrus County, North Carolina**; Nevada City, California; **Johnston County, North Carolina**; Defuniak Springs, Florida; **Lexington, North Carolina**; Kiawah Island, South Carolina; **Fletcher, North Carolina**; and, **North Carolina Association of County Commissioners**.

- **Executive Searches:**

Arkansas City, Kansas - City Manager (2006); Federal Heights, Colorado - City Manager (2007); Liberty, Texas - City Manager (2007); Hanover Park, Illinois - Chief Information Officer (2007); Union City, Georgia - City Administrator (2008); Choctawhatchee Electric Cooperative - Chief Operating Officer (2007); Tipp City, Ohio - City Manager (2008); Mooreville, North Carolina - Engineering Manager (2008); Mooreville, North Carolina - City Manager (2008); Orange County, North Carolina - Emergency Services Director (2008); Orange County, North Carolina - County Attorney (2009); Harrisburg, North Carolina - Finance Director (2008); Orange County, North Carolina - County Manager (2009); Decatur, Illinois, Housing - Executive Director (2010); Lee County, Georgia - County Manager (2011); Tipp City, Ohio - Library Director (2011); Holland, Michigan - City Manager (2012); Troy, Michigan - City Manager (2012); Yankton, South Dakota - City Manager (2012); Milliken, Colorado - Town Administrator (2014); Petoskey, Michigan - City Manager (2015); Clinton County, Ohio, Port Authority - Executive Director (2015); Lebanon, Ohio - Finance Director (2017); and, Goldsboro, North Carolina - City Manager (2019).

- **Organizational and Staffing Studies:**
Frankfort, Kentucky; Okaloosa Gas District, Florida; Peachtree City, Georgia, Tourism Association; Choctawhatchee Electric Cooperative, Florida; and, Hercules, California.
- **Performance Evaluation Systems:**
Pitt County, North Carolina; Colonial Heights, Virginia; Sun’N Lake Improvement District, Florida; Peachtree City, Georgia, Water and Sewerage Authority; and The Village of Carol Stream, Illinois; Rockaway Township, New Jersey; and, Durham, North Carolina (Ongoing).
- **Organizational Climate Surveys**
Assisted Housing Risk Management Association, Illinois and Horizons of Okaloosa County, Florida.
- **Additional Experience:**
 - Former Management Information Systems Director for the North Carolina Division of Employment and Training.
 - Extensive experience in organizational analysis at the local and state government levels.
 - Former Human Resources Director for a Division of the North Carolina State Government.
 - Former Assistant City Manager for Town of Clayton, North Carolina.
 - Extensive experience in Grant Management at the Federal, State, and Local levels.
 - Extensive experience and expertise with information systems management at the Federal, State, and Local levels.

Mr. Robertson has a MA in Public Administration from Appalachian State University in Boone, North Carolina and a BA in History from Wake Forest University in Winston-Salem, North Carolina. He has also undertaken doctoral work at North Carolina State University in Raleigh, North Carolina.

Joan L. Miller, Vice President

3443 NC Highway 39 North
Louisburg, North Carolina 27549
Office: (919) 496-2080
Email: mercer.robertson@aol.com

Ms. Miller has 26 years of experience in municipal government as a planner, housing specialist, grants manager and inspector. Her areas of expertise include:

- Policy and Procedure Research, Development, and Implementation
- Fiscal Analysis as a Function of Policy Options
- Transportation and Recreation Program Planning and Implementation
- Water Quality Improvements
- Code Enforcement and Residential Rental Inspection
- Comprehensive Plan Development, Modification, and Interpretation
- Environmental Review
- Grants Development, Administration, Reporting and Closeout
- Housing Rehabilitation Program Planning, Development, and Implementation

Ms. Miller is a graduate of North Carolina State University.

REFERENCES

Public-sector references, all of whom can comment on our organization's relevant experience, are listed below.

(Ms.) Lu Hickey
Human Resources Director
Johnston County, North Carolina
919-938-4703
Full Classification Study 2016
Full Compensation Study 2017

Kevin Leonard, Executive Director
North Carolina Association of Counties
323 W. Jones Street, Suite 500, Raleigh, NC 27603.
919-715-4369
Full Compensation and Classification Study 2019

Susan Nunn
Human Resources Director
Lexington, North Carolina
(Also, Deputy HR Director in Cabarrus County during the study there)
336-243-2489 x 3222
Compensation Studies and Focused Classification
Ongoing.

Kay Godwin
Deputy County Manager
Okaloosa County Human Resources Department
Crestview, Florida
850-651-7515
Compensation and Classification Study for Board of County Commissioners and Supervisor of Elections.
The original project was completed in 2000. The Mercer Group maintained the system for the County through 2004. The Mercer Group was contacted again in 2006 and has continued provided services through 2019.

Susan Van Buren, PhD.
Director of Human Resources and Organizational Development
Choctawhatchee Electric Cooperative
Defuniak Springs, Florida
850-892-2111
Compensation and Classification Study
The original project was completed in 2000.
A comprehensive update was conducted in 2004.
Full Compensation and Classification Study 2012.
Full Classification Study 2017.
Ongoing Focused Classification

PROJECT MANAGEMENT AND APPROACH

The Mercer Group, Inc. (The Mercer Group) will examine the County's classification and compensation system and provide recommendations for compensation policies, procedures, and practices and conduct a market study of comparable labor markets, including both private and public-sector employers.

Classification and Compensation: The Mercer Group will develop a comprehensive classification/compensation plan for the County's employees based upon an objective analysis and evaluation of job content utilizing a Position Questionnaire (PDQ) and interviews with employees and supervisors. Questionnaires will be evaluated utilizing a 10 Factor Evaluation System. This study will be the basis for recommending the appropriate classifications and will allow the County, in consultation with The Mercer Group to address any discrepancies identified in the existing classifications and make correction while implementing the proposed classification program.

Meetings: The Mercer Group will schedule an initial meeting with the County Manager and others so designated by the County to discuss the process and tasks to be performed in the study to include reasonable dedication of key personnel and meet with senior management, all department heads and employees to explain study and processes to be used.

Weekly progress reports will be communicated to the Administrative Services Director with additional updates, if so required.

Existing Methodology: The Mercer Group will review current classification grade methodology and propose recommended strategies for the County. All employees will complete a Position Questionnaire and participate in interviews. Interviews may be conducted individually or in groups based upon classification. Should job audits be required, that need will be determined at meetings with senior management, department heads and employees prior to scheduling and conducting onsite reviews.

Market Study: The Mercer Group, with the County, will review existing and identify additional comparable labor markets, including both private and public-sector employers, for compensation survey. From the results of that survey, The Mercer Group will recommend appropriate salary ranges for each position based on the classification plan, the compensation survey results, and internal relationships and equity. An updated salary structure based on the results of the survey and best practices will be developed and supplied to the County for review, approval and implementation along with a calculation of the costs of implementing such plan. We will:

- Identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations;
- Make recommendations and provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay;
- Provide system documentation and computer formats/software to administer the compensation plan;
- Provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance will include annual activities such as a market survey; and,
- Conduct a comprehensive training program for appropriate staff to ensure that the staff can explain and administer the new system in the future.

METHODOLOGY / PLAN/ TIMELINE

To meet the client's specific objectives for this project, we have developed a work plan, as follows:

Phase I

STEP 1. Orientation

Because of the significance of a classification and compensation study, a clear understanding of and agreement to the work plan is critical. We will begin the project by meeting with all appropriate officials including but not limited to the County Manager, department heads and others necessary to clarify the following issues:

- Specific issues regarding the current classification and pay structure(s);
- Specific issues regarding individual Departments and Divisions;
- Understanding of the objectives for the systems;
- Review of The Mercer Group, Inc. classification and analysis methodology, including specific forms such as the position questionnaire;
- Policies regarding review and employee appeal of recommendations;
- Begin development of a list of organizations for the "market analysis," including public and private employers (Management will participate in the process of development of the comparable organization list); and
- Implementation strategy for results of the study.

At the orientation, we will also obtain information on current practices. We will then provide the initial communication to employees through group meetings, written explanations, or both, depending on the needs of the organization. The Mercer Group, Inc. prefers to meet with employee groups to review the process and how the employees are going to be asked to participate.

Classification and Compensation Studies can produce anxiety with employees. We have found that open discussions with employees at the beginning of the study helps employees understand what to expect from us and what we are going to ask of them. It also allows employees the opportunity to voice any concerns or questions and meet the consultants. During orientation, we generally provide our contact information to employees and encourage them to contact us at any point during the process if they have questions or concerns.

Phase II

STEP 2. Classification Process

The job analysis classification portion of the study will begin with the distribution of Position Questionnaires to all employees. This process will permit a high degree of accuracy in collecting information from the locality of its employees.

The Position Questionnaire is typically distributed and reviewed during the Employee Group Orientation meetings. The Position Questionnaire is important to the Classification and Compensation process because the information obtained becomes the basis for the classification system and the development of "benchmark" positions.

Because the questionnaire is important, we will review and edit our questionnaire with management to ensure its appropriateness. A draft of the Position Questionnaire is included as Attachment A.

Upon receipt of the questionnaires, we will interview positions for employees having submitted questionnaires to confirm and clarify the information. At a minimum, we must have a sufficient sample

size of each class or job title to ensure a thorough understanding of each position. We will also conduct job audits when necessary.

All reasonable accommodation will be made to ensure that all employees who wish to participate in the interview process will be given the opportunity to do so. Our history has been that on average, 90% of all employees participate in interviews. Employees who have the same job title and agree that they are performing the same job duties can interview as group with a sufficient sample size.

Employees who have the same job title and do NOT agree that they are performing the same job duties will be interviewed separately. It may be that at the end of the study we recommend that these positions remain in the same classification or the duties and responsibilities may be such that a separate classification is recommended. If we do not allow employees to choose if they want to interview together or separately it greatly undermines the results of the study and the employee “buy in”.

We will begin interviews in each department with the lowest classifications and work up to the Department Heads. This approach allows us to obtain a good understanding of the organization and to discuss issues and problems at each succeeding level. Interviews generally take 15 minutes for individuals and 30 minutes for groups. During the interviews the consultant will review the submitted questionnaire with the employee and as clarification questions. This is also an opportunity to employees who communicate more effectively in an oral format the opportunity to discuss their position with the consultant.

Upon completion of the position questionnaire and interview process, we will analyze classifications by the duties and responsibilities. As a result of the questionnaire and interview process, we obtain information regarding organizational and personnel issues outside of the scope of this project. We will provide an informal report to the principal client covering those issues which appear to be significant, if desired.

To develop the proper classifications and provide internal equity, we will use The Mercer Group Factor Evaluation System (FES). Such systems are used to provide numerical rankings for classifications and positions. A detailed description of our job measurement methodology is included as Attachment B: Factor Evaluation. During the classification process, we will address the issues of parity among departments, appropriate titles, consolidation of classifications, creation of new classifications and logical career ladders.

After the completion of the interviews and the application of the Factor Evaluation System, the consultants will meet with each Department Head to review the preliminary factoring for the position is her/his department. This is a time that the consultants will be able to obtain clarifications on issues with any positions that were not clear in the interview and questionnaire. These meetings help familiarize the Department Heads with how the classification system works. The preliminary factoring will also be reviewed with the principal client(s) from an organizational prospective.

After the recommendations have been approved, copies of the recommended class specifications, and title changes should be provided to incumbents for review. Should an employee feel that his/her recommended classification is inaccurate; an appeal may be made to the Review Committee. The make-up of the Review Committee will be established at project orientation. We will recommend a methodology to make the process fair and non-threatening to the individual employees.

A copy of the Position Questionnaire and the Factor Evaluation System are attached. Please see, Attachment A and Attachment B.

Phase III

STEP 3. Market Analysis

Using the specifications developed through the questionnaire/interview process, we will work with the organization to select a representative number of positions to be used as "benchmarks" for a market comparison survey, including data for each market organization.

The survey instrument will be developed as part of our assessment and understanding of the needs of the organization. We recommend that a broad base of private and public organizations be used. Through meetings with management we will work together to identify the organizations to be included in this survey.

The survey instrument will be customized for the organization and left with the organization for continued use in maintaining the system. All information will be analyzed by The Mercer Group, Inc. and a detailed report will be prepared regarding the responses. This analysis and report will be done on Excel spreadsheets and provided to the organization with training on how to update the spreadsheets in maintaining the system.

We recommend that the market analysis survey be repeated in its entirety at least once every two years with parts of it used more often. We will provide the organization with the instrument and training in the analysis of data.

Using the market research data, a set of specific recommendations regarding the level of Compensation for all classes will be developed. In this part of the study, we will:

- Provide pay levels for all classes;
- Provide recommendations on policy decisions such as range widths, new-hire level guidelines, and mechanisms for slotting; and
- Provide alternative implementation strategies for the system, including the cost of each alternative.

Phase IV

STEP 4. FLSA Analysis

Once classifications (jobs) are identified for the new system each position will be preliminarily reviewed and analyzed for the appropriate FLSA designation of Exempt or Non-Exempt, keeping in mind that the final determination of the status must be made for each employee – **employees are exempt or non-exempt, not positions.**

STEP 5: Training and System Maintenance

Training will be provided for all appropriate personnel in the administration of the new Compensation and Classification systems, including:

- The Factor Evaluation System for classification of new positions and reclassifications as they occur;
- The market survey instrument for continued update of the salary system; and
- Implementation procedures.

We provide telephone consultation for one year following the study. Many of our clients keep us on contract following the first year to assistance as needed. We provide this assistance on at an hourly rate.

STEP 6. Reporting and Documentation

Throughout the project The Mercer Group, Inc. will provide the organization with written or oral updates. Specifically, we will provide:

- Status reports at each step of the process.
- Special reports or requests when policy decisions need to be made.
- Preliminary final report for review by appropriate officials.
- Final report.

We will also make a presentation of findings and recommendations to management, staff and the governing board, as necessary.

RESULTS OF THE CLASSIFICATION PHASE:

- Classification standards for all classes and levels proposed;
- Class specifications for all classifications;
- FLSA designation for exempt or non-exempt status for each employee included in the study (keep in mind that these recommendations [especially for the Administrative and Executive Exemptions] may need to be revisited -at no additional charge - as the proposed 12/2016 changes to FLSA are currently in litigation);
- Allocation of each position to an appropriate classification to ensure internal equity.

RESULTS OF THE COMPENSATION PHASE:

- Development of comprehensive market survey instrument for continued use by the organization;
- Detailed analysis and attendant recommendations regarding total compensation;
- Development of appropriate salary guidelines;
- Assignment of appropriate salary range to each classification;
- Development of written guidelines of the total system.

PROPOSED COSTS/ PRICE PROPOSAL

The not-to-exceed total cost of your **Classification and Compensation Study** will be \$19,750.

This includes all expenses related to 10 days on site spread across 3 separate trips during the course of the study. *If the successful completion of the study should require more trips or more time on site there will be no additional charges.*

If the county desires true job descriptions (the best example here would be a tailored description for the administrative assistant position in department A as well as a separate tailored descriptions for the administrative assistant positions in departments B, C, and D) the additional cost would be \$75 per description. Class specifications – detailed descriptions of each classified position are included in the price quoted above. If this distinction is unclear, please call us for clarification and discussion – 919-496-2080).

The County's cost for The Mercer Group, Inc. for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized in writing by the organization. We will comply with all applicable laws, rules and regulations of federal, state and local government entities.

Our ability to carry out the work required will be drawn greatly from our experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

The results obtained, our recommendations and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

This proposal constitutes the agreement between The Mercer Group and Stokes, County. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of North Carolina.

ATTACHMENT A: POSITION QUESTIONNAIRE

(Allocation of space for questions has been reduced for the purpose of including this questionnaire within the body of the response to an RFP from the County)

Stokes County, North Carolina
POSITION QUESTIONNAIRE

PLEASE PRINT YOUR ANSWERS OR IF YOU WISH TO COMPLETE THIS QUESTIONNAIRE IN ELECTRONIC FORMAT, A TEMPLATED VERSION WILL BE EMAILED TO YOU UPON YOUR REQUEST

Job Title: _____

Name of the person currently in this position: _____

Department: _____

Work station location: _____

This questionnaire was prepared by: _____

Name of this position's supervisor: _____

Title of this position's supervisor: _____

Signature of supervisor indicating that this questionnaire has been reviewed:

In a brief summary, state the basic purpose of your position and how it contributes to the work of your unit, department, or the organization as a whole.

List the duties that best describe the major areas of your job. State the approximate % of time or frequency (daily, weekly, monthly, annually) for each duty.
If the space provided for any item is not sufficient, please continue on another page.

Specific Duty or Job Area:	Frequency or % of Time
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

1. **Education and Experience:** Please list the level of education, years of experience, and any courses, certifications, or licenses that you think should be required to be hired into your job.

2. **Assignment, Review, and Approval of Work:**

a. Describe how your work is assigned, reviewed, and approved. Who does this review and approval, and how often?

b. Describe any work that does not require approval.

3. **Supervision Given:** Are there other employees of your organization for whom you approve requests for time off, provide input on their performance evaluation, initiate disciplinary action, or provide input on decisions to hire or fire? If yes, please complete pages 4 and 5. Please provide information on pages 4 and 5 for any temporary employees, volunteers, or interns that you may supervise or if you are the supervisor in the absence of your supervisor. If you have no supervisory responsibilities please skip to question 4 at the top of page 6.

3.a.

(Your Supervisor)

(Your Position)

<div>Position Title:</div> <div># of employees holding this title that you supervise.</div>	<div>Position Title:</div> <div># of employees holding this title that you supervise.</div>	<div>Position Title:</div> <div># of employees holding this title that you supervise.</div>	<div>Position Title:</div> <div># of employees holding this title that you supervise.</div>

(Draw additional boxes if necessary.)

Complete the Organization Chart above indicating the job title and name of your immediate supervisor, your own position, and any subordinate positions that report directly to you, including the number of employees holding that position. If available, please attach an organizational chart for your unit or Department.

3.b. List below the primary functions and responsibilities of any *Subordinate Positions* that report directly to your position. Where multiple employees holding the same job title and who are performing the same job functions are involved, group these together and indicate the total number of positions in the parenthesis following the job title.

Job Title	Number of employees	Primary Function/Duties
_____	()	_____
_____	()	_____
_____	()	_____
_____	()	_____
_____	()	_____
_____	()	_____
_____	()	_____
_____	()	_____
_____	()	_____
_____	()	_____
_____	()	_____
_____	()	_____
_____	()	_____

4. **Guidelines:** What job duties do you perform for which there are no policies, procedures, guidelines or industry standards?

5. **Complexity:** What job duties do you perform that: 1) Were extremely difficult to learn or; 2) Involve a large number of intricate tasks or; 3) You must use creative or original thinking to decide how to begin or complete?

6. **Scope and Effect:** Within the organization or the general public, whom does your work affect? Describe this effect.

7. Personal Contacts outside the Organization:

Outside the Organization, what types of personal contacts must you make to do your job?:

8. Purpose of Contacts Outside of the Organization:

What is the purpose of each of the personal contacts listed above?

9. Physical demand: How much physical exertion or mobility does your position require? How often are you required to be mobile or use physical strength?

10. Work environment: List any dangers or severe or unusual environmental conditions connected with your job and how often you must deal with these dangers or conditions. What special protection is needed or is available to protect you while working?

11. List the types of equipment that you use to do your job.

12. Hardest Part of Your Job: What is the hardest or most difficult part of your job? Why?

13. Additional Information:

Provide any additional information that you feel should be in this Position Questionnaire in order to accurately describe the duties and responsibilities of your position. This can include information for topics covered in the questionnaire, or comments about any other areas of your job that will give a better understanding of the work that you do.

REVIEW BY IMMEDIATE SUPERVISOR

1. Please provide your comments, exceptions, or additions to any of the employee's responses to the topic areas of this Position Questionnaire.

2. What do you consider to be the most important duties of this position?

REVIEW BY DEPARTMENT HEAD

Please provide your own comments relating to the responses of the incumbent and/or the Supervisor, and any additional information that might be appropriate to properly define the duties and responsibilities of this position.

Signature of the Department Head indicating review of the questionnaire:

ATTACHMENT B: FACTOR EVALUATION

THE MERCER GROUP, INC.

FACTOR EVALUATION SYSTEM OVERVIEW

Each functional position will be analyzed and assigned a level for all 10 factors outlined below, based on the completion of a position questionnaire followed by an interview. **In cases where employees hold the same position title but are of the opinion that their duties are materially different, separate interviews and factoring will be done.**

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Factor 1 measures the nature and extent of information or facts which the worker must understand to do acceptable work (e.g. steps, procedures, practices, rules, policies, theories principle, and concepts) and the nature and extent of the skills needed to apply that knowledge. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

FACTOR 2. SUPERVISORY CONTROLS

“Supervisory controls” covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee’s responsibility, and the review of completed work. Controls are exercised by the supervisor in the way the assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives.

The degree of review of completed work depends upon the nature and extent of the review (close and detailed review of each phase of the assignment, detailed review of the finished assignment, spot-check of finished work for accuracy, or review only for adherence to policy).

FACTOR 3. SUPERVISION EXERCISED

Factor 3 measures the knowledge that may be required to supervise or manage small or specialized organizational units, mid-level divisions, and major operations within the total organization or the entire organization.

FACTOR 4. GUIDELINES

This factor covers the nature of guideline and the judgment needed to apply them. Guides may include manuals, established policies and procedures, engineering handbooks or the organization’s personnel manual. The guidelines may be related to the specific occupation rather than organizational. For instance, a CPA may work under specific guidelines imposed by the profession rather than the organization.

Individual jobs in different occupations vary in the specificity, application and availability of guidelines for performance of assignments. Consequently, the constraints and judgmental demand placed upon employees also vary. For example, the existence of specific instructions, procedures and policies may limit the opportunity of the employee to make or recommend decisions or actions. In the absence of procedures or under broadly stated objectives, employees in some occupations may use considerable judgment in researching literature and developing new methods.

FACTOR 5. COMPLEXITY

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

FACTOR 6. SCOPE AND EFFECT

Scope and effect covers the relationship between the nature of the work, i.e. the purpose, breadth and the depth of the assignments and the effect of the work products or services both within and outside the organization. Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of decisions.

FACTOR 7. PERSONAL CONTACTS

This factor includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. Levels described under this factor are based on what is required to make the initial contact, the difficulty of the communicating with those contacted, and the setting in which the contact takes place.

Above the lowest level, points should be credited under this factor only for contacts which are essential for successful performance of the work and which have a demonstrable impact on the difficulty and responsibility of the work performed.

The relationship of Factors 7 and 8 presumes that the same contacts will be evaluated for both factors. Therefore, use the personal contact which serves as the basis for the level selected for Factor 8 as the basis for selecting a level for Factor 7.

FACTOR 8. PURPOSE OF CONTACTS

Purpose of personal contact range from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals or objectives. The personal contacts which as the basis for the level selected for this factor must be the same as the contact which are the basis for the level selected in Factor 7.

FACTOR 9. PHYSICAL DEMANDS

The "Physical Demands" factor includes physical characteristics and abilities (e.g. agility and dexterity requirements) and the physical exertion involved in the work (e.g. stooping, bending, climbing, walking, or running). To some extent the frequency or intensity of physical exertion must be considered, e.g. is the exertion continuous or on an infrequent basis.

FACTOR 10 WORK ENVIRONMENT

The "Work Environment" factor considers the risks and discomfort in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situation typically place additional demands upon the employee in carrying out safety regulations or wearing protective equipment.



**Board of County Commissioners
August 12, 2019
6:00 PM**

Item number: VI.c.

The American Legion- Department of N.C.

Contact: Chairman Andy Nickelston

Summary:

ATTACHMENTS:

Description	Upload Date	Type
American Legion	8/5/2019	Cover Memo



American Legion Baseball
Tar Heel Boys State
High School Oratorical
Veterans' Service

THE AMERICAN LEGION DEPARTMENT OF NORTH CAROLINA

4 North Blount Street • Suite 100 • P. O. Box 26657

Raleigh, North Carolina 27611-6657

(919) 832-7506 • (919) 832-6428 (fax)

www.nolegion.org



Scouting
Jr. ROTC
Student Trooper Program
Nursing Scholarship

22 July 2019

Dear County Chairman:

As Adjutant of The American Legion Department of North Carolina, and on behalf of our nearly 40,000 members, I wish to encourage you to honor the memory of the North Carolinians who served in the 30th Division (1917-1918). These soldiers played a critical role in hastening the end of World War 1.

The American Legion supports this program of the North Carolina National Guard Museum Foundation which is worthy of your consideration. The Foundation is requesting each county donate \$1000 dollars, along with 8 ounces of county soil, to be placed in the base of each monument mentioned below.

The following website tells the story, a story that is not well known or appreciated in our State. Serving in France, a total of 85 of 100 North Carolina counties lost a soldier on 29 September 1918. The 30th Division, led by North Carolinians, broke the impregnable Hindenburg line. All 100 counties suffered casualties on this day. Please visit <https://ncww1monument.org/> for more information about the project.

No marker exists in France honoring the accomplishments of the North Carolinians. A replacement statute is needed on State Capitol grounds to correct the oversight of their remarkable achievement.

The North Carolina National Guard Museum Foundation (NCNGMF) has taken on the task of raising the funds to accomplish this and other tasks, including collecting World War 1 archives and mementos to be installed in the Guards new museum to be constructed in Raleigh.

Founded on the battlefields of France, The American Legion is celebrating 100 years of service to our nation (1919 - 2019). We strongly encourage your support of this noble effort of the NCNGF. Contributions and soil should be sent to:

Mr. Norman G. Dean
Treasurer, North Carolina National Guard Museum Foundation
60th Troop Command
1636 Gold Star Drive
Raleigh, NC 27607.

Thank you for your consideration.

Very Respectfully,

A handwritten signature in black ink, appearing to read "Tierian Cash". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Tierian Cash
Captain, Chaplain Corps, United States Navy, Retired
Adjutant, The American Legion Department of North Carolina



**Board of County Commissioners
August 12, 2019
6:00 PM**

Item number: VI.d.

Water Project Committee

Contact: Jake Oakley

Summary:

In response to the RFQ for the Meadows Water Project, it has been discussed by the Board to form a committee to oversee this. I am requesting the Board to give me the authority to select this committee. I am requesting that 2 Board Members be on this committee selected by the Board.

The following are the individuals I am considering for the committee:

(2) Commissioners
Mark Delehant
Glenda Pruitt
Will Carter
David Sudderth
Brandon Joyce
Shannon Shaver
Scott Aaron
Brandon Gentry
Mike Marshall
Jake Oakley



**Board of County Commissioners
August 12, 2019
6:00 PM**

Item number: VII.a.

RFQ Draft - Meadows Water

Contact: Mark Delehant, Director of Public Works

Summary:

RFQ draft included for Board review regarding Meadows Water project and after some discussion at the meeting on July 8th this item at the request of the Board was placed back on the Discussion Agenda for the meeting on July 22nd and then moved to the Action Agenda for August 12th with some changes requested by the Board.

ATTACHMENTS:

Description	Upload Date	Type
RFQ- Meadows Water	7/2/2019	Cover Memo
Map	7/18/2019	Cover Memo
RFQ - Updated for August 12, 2019	8/7/2019	Cover Memo

REQUESTS FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ENGINEERING SERVICES
WATER SYSTEM IMPROVEMENTS

Stokes County proposes to secure funding and complete construction of the water system to serve the Meadows community consisting of approximately 8,500 lf of water main, supply well, and elevated storage tank. Although other funding sources are to be explored, the primary funding of the project is anticipated to be provided through USDA – Rural Development. The County is seeking the services of a professional engineer or professional engineering firm to assist with the Preliminary Engineering Report, Environmental Report, USDA funding application, explore design, construction administration, inspection, and initial startup of the proposed project. The engineer or engineering firm must be licensed to practice engineering in North Carolina for this type of project.

Stokes County proposes to select a professional engineer or professional engineering firm based on the following criteria each of which is deemed to have equal importance:

1. Availability and interest in providing services.
2. Experience especially as related to providing these services for similar clients and for similar projects and familiarity with project described above, including specific USDA Rural Development experience in the last 5 years.
3. Qualifications of the personnel to be assigned to the project, including but not limited to qualifications of the project engineer, the design engineer(s), and the resident inspector(s).
4. Past performance history in terms of providing timeliness of services, project cost control, and project startup services.
5. A list of three references with contact names and phone numbers. References should be from similar projects and to the extent possible from similar clients.

Any interested professional engineering firm or professional engineer working as a sole proprietor may submit proposals for consideration. Proposals should provide ample information for evaluation in accordance with the above criteria. Since funding for the project is anticipated to be provided by Rural Development, the amount of engineering fees eligible for that funding will be determined by the agency. Because of limited availability of funds, Stokes County desires to procure these services for fees that will be determined totally eligible for funding by Rural Development.

Written proposals from interested engineers and engineering firms will be received by Stokes County, Attn: Mr. Mark Delehant, Public Utilities Director at the Stokes County Administration Building, 1014 Main Street, (or by mail at P.O. Box 20) Danbury, North Carolina 27016, Phone (336) 593-2415 until 5:00 pm **July 23, 2019**. Stokes County will then evaluate proposals and will make a selection of an engineering firm

based on consideration of the above criteria. It is the intention of Stokes County to select an engineer or engineering firm that best meets the County's needs for this project. All firms submitting proposals will be notified in writing as to the outcome of the selection process. Any questions regarding this request for proposals should be directed to the above contact person.

Stokes County is an Equal Opportunity Employer. Local, minority, female-owned, and small businesses are encouraged to submit proposals. Stokes County reserves the right to accept or to reject any or all proposals.

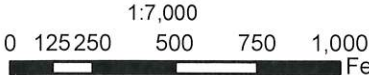
MEADOWS, NC
7,724 FEET TOTAL OF
PROPOSAL 8 INCH WATER



Disclaimer
This map was prepared using the most reliable sources from government and private industry sources. There are no guaranties (implied or expressed) regarding this map by the Stokes County Mapping/GIS Department. Furthermore, the Stokes County Mapping/GIS Department shall not be held responsible to any party, under any circumstance for damages arising from the use or misuse of this map. Any and all errors brought to our attention will be corrected in later revisions.

Stokes County GIS Mapping

PROPOSAL FOR MEADOWS WATER SYSTEM



Printed
Date: 4/2/2019



REQUESTS FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ENGINEERING SERVICES
WATER SYSTEM IMPROVEMENTS

Stokes County proposes to secure funding and complete construction of the water system to serve the Meadows community consisting of approximately 8,500 lf of water main, supply well, and elevated storage tank. Although other funding sources are to be explored, the primary funding of the project is anticipated to be provided through USDA – Rural Development. The County is seeking the services of a professional engineer or professional engineering firm to assist with the Preliminary Engineering Report, Environmental Report, USDA funding application, explore design, construction administration, grant funding and management, inspection, and initial startup of the proposed project. The selected engineer or engineering firm will be expected to pursue all available funding options in addition to USDA – Rural Development. The engineer or engineering firm must be licensed to practice engineering in North Carolina for this type of project.

Stokes County proposes to select a professional engineer or professional engineering firm based on the following criteria each of which is deemed to have equal importance:

1. Availability and interest in providing services.
2. Experience especially as related to providing these services for similar clients and for similar projects and familiarity with project described above, including specific USDA Rural Development experience in the last 5 years.
3. Qualifications of the personnel to be assigned to the project, including but not limited to qualifications of the project engineer, the design engineer(s), and the resident inspector(s).
4. Past performance history in terms of providing timeliness of services, project cost control, and project startup services.
5. Grant funding and management.
6. A list of three references with contact names and phone numbers. References should be from similar projects and to the extent possible from similar clients.

Any interested professional engineering firm or professional engineer working as a sole proprietor may submit proposals for consideration. Proposals should provide ample information for evaluation in accordance with the above criteria. Since funding for the project is anticipated to be provided by Rural Development, the amount of engineering fees eligible for that funding will be determined by the agency. Because of limited availability of funds, Stokes County desires to procure these services for fees that will be determined totally eligible for funding by Rural Development.

Written proposals from interested engineers and engineering firms will be received by Stokes County, Attn: Mr. Mark Delehant, Public Utilities Director at the Stokes County Administration Building, 1014 Main Street, (or by mail at P.O. Box 20) Danbury, North Carolina 27016, Phone (336) 593-2415 until 5:00 pm August XX, 2019. Stokes County will then evaluate proposals and will make a selection of an engineering firm based on consideration of the above criteria. It is the intention of Stokes County to select an engineer or engineering firm that best meets the County's needs for this project. All firms submitting proposals will be notified in writing as to the outcome of the selection process. Any questions regarding this request for proposals should be directed to the above contact person.

Stokes County is an Equal Opportunity Employer. Local, minority, female-owned, and small businesses are encouraged to submit proposals. Stokes County reserves the right to accept or to reject any or all proposals.



Board of County Commissioners
August 12, 2019
6:00 PM

Item number: VII.b.

Purchase Agreement

Contact: Jake Oakley

Summary:

Purchase Agreement, with Phase I and II Testing Results for Fulp Garage

Budget Amendment #13

ATTACHMENTS:

Description	Upload Date	Type
Purchase Agreement	7/17/2019	Cover Memo
Addendum I	7/17/2019	Cover Memo
Addendum II	7/17/2019	Cover Memo
Exhibit B- Contract Addendum	7/17/2019	Cover Memo
Phase I - Environmental Testing	7/17/2019	Cover Memo
Phase II- Environmental Testing	7/17/2019	Cover Memo
Budget Amendment #13	8/5/2019	Cover Memo
Addendum for August 12, 2019	8/7/2019	Cover Memo

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The words and format of the forms are to be utilized without modification.

IF ANY CHANGES ARE MADE TO THE TERMS SET OUT IN THE FORM:

- 1) **THE LOGO MUST BE REMOVED, AND**
- 2) **ANY REFERENCES TO THE NORTH CAROLINA ASSOCIATION OF REALTORS® AND/OR THE NORTH CAROLINA BAR ASSOCIATION MUST BE REMOVED, AND**
- 3) **A CONSPICUOUS STATEMENT MUST BE INCLUDED (BOLD, ALL CAPS) CLEARLY INDICATING THAT THE FORM HAS BEEN MODIFIED FROM ITS ORIGINAL AND THAT IT IS NOT A "NORTH CAROLINA ASSOCIATION OF REALTORS®" AND/OR "NORTH CAROLINA BAR ASSOCIATION" FORM.**



AGREEMENT FOR PURCHASE AND SALE OF REAL PROPERTY

THIS AGREEMENT, including any and all addenda attached hereto ("Agreement"), is by and between
The County of Stokes("Buyer"), and

Michael Ray Fulp ("Seller").
(individual or State of formation and type of entity)

FOR AND IN CONSIDERATION OF THE MUTUAL PROMISES SET FORTH HEREIN AND OTHER GOOD AND
VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, THE
PARTIES HERETO AGREE AS FOLLOWS:

Section 1. Terms and Definitions: The terms listed below shall have the respective meaning given them as set forth adjacent to each
term.

(a) **"Property":** (Address) 1286 NC 8 & 89S

the tax parcel number of the Property is 6946654986; and, (ii) some or all of the Property, consisting of approximately 3.26
acres, is described in Deed Book 393, Page No 1797, Stokes County.)

together with all buildings and improvements thereon and all fixtures and appurtenances thereto and all personal property, if any,
itemized on **Exhibit A**.

\$250,000.00 (b) **"Purchase Price"** shall mean the sum of Two Hundred Fifty Thousand and no/100 Dollars,
payable on the following terms:

\$ -0- (i) **"Earnest Money"** shall mean -0- Dollars

Buyer Initials Rm

Seller Initials

MA

☐ ANY EARNEST MONEY DEPOSITED BY BUYER IN A TRUST ACCOUNT MAY BE PLACED IN AN INTEREST BEARING TRUST ACCOUNT, AND: (check only ONE box)

☐ ANY INTEREST EARNED THEREON SHALL BE APPLIED AS PART PAYMENT OF THE PURCHASE PRICE OF THE PROPERTY AT CLOSING, OR DISBURSED AS AGREED UPON UNDER THE PROVISIONS OF SECTION 10 HEREIN. (Buyer's Taxpayer Identification Number is: _____)

☐ ANY INTEREST EARNED THEREON SHALL BELONG TO THE ACCOUNT HOLDER IN CONSIDERATION OF THE EXPENSES INCURRED BY MAINTAINING SUCH ACCOUNT AND RECORDS ASSOCIATED THEREWITH.

\$ _____ (ii) Proceeds of a new loan in the amount of _____ Dollars for a term of _____ years, with an amortization period not to exceed _____ years, at an interest rate not to exceed _____ % per annum with mortgage loan discount points not to exceed _____ % of the loan amount, or such other terms as may be set forth on Exhibit B. Buyer shall pay all costs associated with any such loan.

\$ _____ (iii) Delivery of a promissory note secured by a deed of trust, said promissory note in the amount of _____ Dollars being payable over a term of _____ years, with an amortization period of _____ years, payable in monthly installments of principal, together with accrued interest on the outstanding principal balance at the rate of _____ percent (_____ %) per annum in the amount of \$ _____, with the first principal payment beginning on the first day of the month next succeeding the date of Closing, or such other terms as may be set forth on Exhibit B. At any time, the promissory note may be prepaid in whole or in part without penalty and without further interest on the amounts prepaid from the date of such prepayment. (NOTE: In the event of Buyer's subsequent default upon a promissory note and deed of trust given hereunder, Seller's remedies may be limited to foreclosure of the Property. If the deed of trust given hereunder is subordinated to senior financing, the material terms of such financing must be set forth on Exhibit B. If such senior financing is subsequently foreclosed, the Seller may have no remedy to recover under the note.)

\$ _____ (iv) Assumption of that unpaid obligation of Seller secured by a deed of trust on the Property, such obligation having an outstanding principal balance of \$ _____ and evidenced by a note bearing interest at the rate of _____ percent (_____ %) per annum, and a current payment amount of \$ _____.

\$250,000.00 (v) Cash, balance of Purchase Price, at Closing in the amount of Two Hundred Fifty Thousand and no/100 Dollars.

(c) "Closing" shall mean the date of completion of the process detailed in Section 11 of this Agreement. Closing shall occur on or before March 31, 2019

(d) "Contract Date" means the date this Agreement has been fully executed by both Buyer and Seller.

(e) "Examination Period" shall mean the period beginning on the first day after the Contract Date and extending through 5:00pm (based upon time at the locale of the Property) on

February 28, 2019. **TIME IS OF THE ESSENCE AS TO THE EXAMINATION PERIOD.**

(f) "Broker(s)" shall mean: N/A

("Listing Agency"),

("Listing Agent" – License # _____)

Buyer Initials Em Seller Initials MA

Acting as: ☐ Seller's Agent; ☐ Dual Agent

and _____ ("Selling Agency"),

("Selling Agent" - License # _____)

Acting as: ☐ Buyer's Agent; ☐ Seller's (Sub)Agent; ☐ Dual Agent

(g) **"Seller's Notice Address"** shall be as follows:

3154 NC 8 Hwy N Danbury NC 27016

except as same may be changed pursuant to Section 12.

(h) **"Buyer's Notice Address"** shall be as follows:

c/o Jake Oakley, Stokes County Manager, PO Box 20 1014 Main St. Danbury, NC 27016

except as same may be changed pursuant to Section 12.

☒ (i) If this block is marked, additional terms of this Agreement are set forth on **Exhibit B** attached hereto and incorporated herein by reference. (Note: Under North Carolina law, real estate agents are not permitted to draft conditions or contingencies to this Agreement.)

☐ (j) If this block is marked, additional terms of this Agreement are set forth on the Additional Provisions Addendum (Form 581-T) attached hereto and incorporated herein by reference.

Section 2. Sale of Property and Payment of Purchase Price: Seller agrees to sell and Buyer agrees to buy the Property for the Purchase Price.

Section 3. Proration of Expenses and Payment of Costs: Seller and Buyer agree that all leases, rents, mortgage payments and utilities or any other assumed liabilities as detailed on attached **Exhibit B**, if any, shall be prorated as of the date of Closing. Seller shall pay for preparation of a deed and all other documents necessary to perform Seller's obligations under this Agreement, excise tax (revenue stamps), any deferred or rollback taxes, and other conveyance fees or taxes required by law, and the following:

Seller shall pay all unpaid property taxes on all property owned by Seller in Stokes County due and owing through December 31, 2018, as well estimated taxes on all property owned by Seller in Stokes County for the tax year 2019, including estimated taxes for the full year for 2019 on the property being sold herein.

Buyer shall pay recording costs, costs of any title search, title insurance, survey, the cost of any inspections or investigations undertaken by Buyer under this Agreement and the following:

N/A

Each party shall pay its own attorney's fees.

Section 4. Deliveries: Seller agrees to use best efforts to deliver to Buyer as soon as reasonably possible after the Contract Date copies of all material information relevant to the Property in the possession of Seller, including but not limited to: title insurance policies (and copies of any documents referenced therein), surveys, soil test reports, environmental surveys or reports, site plans, civil drawings, building plans, maintenance records and copies of all presently effective warranties or service contracts related to the Property. Seller authorizes (1) any attorney presently or previously representing Seller to release and disclose any title insurance policy in such attorney's file to Buyer and both Buyer's and Seller's agents and attorneys; and (2) the Property's title insurer or its agent to release and disclose all materials in the Property's title insurer's (or title insurer's agent's) file to Buyer and both Buyer's and Seller's agents and attorneys. If Buyer does not consummate the Closing for any reason other than Seller default, then Buyer shall return to Seller all materials delivered by Seller to Buyer pursuant to this Section 4 (or Section 7, if applicable), if any, and shall, upon Seller's request, provide to Seller copies of (subject to the ownership and copyright interests of the preparer thereof) any and all studies, reports, surveys and other information.
Buyer Initials Am Seller Initials MS

relating directly to the Property prepared by or at the request of Buyer, its employees and agents, and shall deliver to Seller, upon the release of the Earnest Money, copies of all of the foregoing without any warranty or representation by Buyer as to the contents, accuracy or correctness thereof.

Section 5. Evidence of Title: Seller agrees to convey fee simple insurable title to the Property without exception for mechanics' liens, free and clear of all liens, encumbrances and defects of title other than: (a) zoning ordinances affecting the Property, (b) Leases (as defined in Section 7, if applicable) and (c) specific instruments on the public record at the Contract Date agreed to by Buyer (not objected to by Buyer prior to the end of the Examination Period), which specific instruments shall be enumerated in the deed referenced in Section 11 (items 5(a), 5(b) and 5(c) being collectively "Permitted Exceptions"); provided that Seller shall be required to satisfy, at or prior to Closing, any encumbrances that may be satisfied by the payment of a fixed sum of money, such as deeds of trust, mortgages or statutory liens. Seller shall not enter into or record any instrument that affects the Property (or any personal property listed on Exhibit A) after the Contract Date without the prior written consent of Buyer, which consent shall not be unreasonably withheld, conditioned or delayed.

Section 6. Conditions: This Agreement and the rights and obligations of the parties under this Agreement are hereby made expressly conditioned upon fulfillment (or waiver by Buyer, whether explicit or implied) of the following conditions:

N/A (a) **New Loan:** The Buyer must be able to obtain the loan, if any, referenced in Section 1(b)(ii). Notwithstanding, after _____, Seller may request in writing from Buyer a copy of the commitment letter. If Buyer fails to provide Seller a copy of the commitment letter within five (5) days of receipt of Seller's request, then Seller may terminate this Agreement by written notice to Buyer at any time thereafter, provided Seller has not then received a copy of the commitment letter, and Buyer shall receive a return of Earnest Money.

N/A (b) **Qualification for Assumption:** The obligations of Buyer under this Agreement are conditioned upon Buyer being able to assume the existing loan described above. If such assumption requires the lender's approval, Buyer agrees to use its best efforts to secure such approval and to advise Seller immediately upon receipt of the lender's decision. Approval must be granted on or before _____. On or before this date, Buyer has the right to terminate this Agreement for failure to be able to assume the loan described above by delivering to Seller written notice of termination by the above date, *time being of the essence*. If Buyer delivers such notice, this Agreement shall be null and void and Earnest Money shall be refunded to Buyer. If Buyer fails to deliver such notice, then Buyer will be deemed to have waived this condition. Unless provided otherwise in Section 3 hereof, Buyer shall pay all fees and costs associated with any such assumption, including any assumption fee charged by the lender. At or before Closing, Seller shall assign to Buyer all interest of Seller in any current reserves or escrows held by the lender, any property management company and/or Seller, including but not limited to any tenant improvement reserves, leasing commission reserves, security deposits and operating or capital reserves for which Seller shall be credited said amounts at Closing.

(c) **Title Examination:** After the Contract Date, Buyer shall, at Buyer's expense, cause a title examination to be made of the Property before the end of the Examination Period. In the event that such title examination shall show that Seller's title is not fee simple insurable, subject only to Permitted Exceptions, then Buyer shall promptly notify Seller in writing of all such title defects and exceptions, in no case later than the end of the Examination Period, and Seller shall have thirty (30) days to cure said noticed defects. If Seller does not cure the defects or objections within thirty (30) days of notice thereof, then Buyer may terminate this Agreement and receive a return of Earnest Money (notwithstanding that the Examination Period may have expired). If Buyer is to purchase title insurance, the insuring company must be licensed to do business in the state in which the Property is located. Title to the Property must be insurable at regular rates, subject only to standard exceptions and Permitted Exceptions.

(d) **Same Condition:** If the Property is not in substantially the same condition at Closing as of the date of the offer, reasonable wear and tear excepted, then the Buyer may (i) terminate this Agreement and receive a return of the Earnest Money or (ii) proceed to Closing whereupon Buyer shall be entitled to receive, in addition to the Property, any of the Seller's insurance proceeds payable on account of the damage or destruction applicable to the Property.

(e) **Inspections:** Buyer, its agents or representatives, at Buyer's expense and at reasonable times during normal business hours, shall have the right to enter upon the Property for the purpose of inspecting, examining, conducting timber cruises, and surveying the Property; provided, however, that Buyer shall not conduct any invasive testing of any nature without the prior express written approval of Seller as to each specific invasive test intended to be conducted by Buyer. Buyer shall conduct all such on-site inspections, examinations, testing, timber cruises and surveying of the Property in a good and workmanlike manner, at Buyer's
Buyer Initials DM Seller Initials MA

expense, shall repair any damage to the Property caused by Buyer's entry and on-site inspections and shall conduct same in a manner that does not unreasonably interfere with Seller's or any tenant's use and enjoyment of the Property. In that respect, Buyer shall make reasonable efforts to undertake on-site inspections outside of the hours Seller's or any tenant's business is open to the public. Buyer shall provide Seller or any tenant (as applicable) reasonable advance notice of and Buyer shall cause its agents or representatives and third party service providers (e.g. inspectors, surveyors, etc.) to give reasonable advance notice of any entry onto the Property. Buyer shall be obligated to observe and comply with any terms of any tenant lease which conditions access to such tenant's space at the Property. Upon Seller's request, Buyer shall provide to Seller evidence of general liability insurance. Buyer shall also have a right to review and inspect all contracts or other agreements affecting or related directly to the Property and shall be entitled to review such books and records of Seller that relate directly to the operation and maintenance of the Property, provided, however, that Buyer shall not disclose any information regarding this Property (or any tenant therein) unless required by law and the same shall be regarded as confidential, to any person, except to its attorneys, accountants, lenders and other professional advisors, in which case Buyer shall obtain their agreement to maintain such confidentiality. Buyer assumes all responsibility for the acts of itself, its agents or representatives in exercising its rights under this Section 6(e) and agrees to indemnify and hold Seller harmless from any damages resulting therefrom. This indemnification obligation of Buyer shall survive the Closing or earlier termination of this Agreement. Except as provided in Section 6(c) above, Buyer shall have from the Contract Date through the end of the Examination Period to perform the above inspections, examinations and testing. **IF BUYER CHOOSES NOT TO PURCHASE THE PROPERTY, FOR ANY REASON OR NO REASON, AND PROVIDES WRITTEN NOTICE TO SELLER THEREOF PRIOR TO THE EXPIRATION OF THE EXAMINATION PERIOD, THEN THIS AGREEMENT SHALL TERMINATE, AND BUYER SHALL RECEIVE A RETURN OF THE EARNEST MONEY.**

Section 7. Leases (Check one of the following, as applicable):

☒ If this box is checked, Seller affirmatively represents and warrants that there are no Leases (as hereinafter defined) affecting the Property.

☐ If this box is checked, Seller discloses that there are one or more leases affecting the Property ("Leases") and the following provisions are hereby made a part of this Agreement.

(a) A list of all Leases shall be set forth on **Exhibit B**. Seller represents and warrants that as of the Contract Date, there are no other Leases, oral or written, recorded or not, nor any subleases affecting the Property, except as set forth on **Exhibit B**;

(b) Seller shall deliver copies of any Leases to Buyer pursuant to Section 4 as if the Leases were listed therein;

(c) Seller represents and warrants that as of the Contract Date there are no current defaults (or any existing situation which, with the passage of time, or the giving of notice, or both, or at the election of either landlord or tenant could constitute a default) either by Seller, as landlord, or by any tenant under any Lease ("Lease Default"). In the event there is any Lease Default as of the Contract Date, Seller agrees to provide Buyer with a detailed description of the situation in accordance with Section 4. Seller agrees not to commit a Lease Default as Landlord after the Contract Date, and agrees further to notify Buyer immediately in the event a Lease Default arises or is claimed, asserted or threatened to be asserted by either Seller or a tenant under the Lease.

(d) In addition to the conditions provided in Section 6 of this Agreement, this Agreement and the rights and obligations of the parties under this Agreement are hereby made expressly conditioned upon the assignment of Seller's interest in any Lease to Buyer in form and content acceptable to Buyer (with tenant's written consent and acknowledgement, if required under the Lease). Seller agrees to deliver an assignment of any Lease at or before Closing, with any security deposits held by Seller under any Leases to be transferred or credited to Buyer at or before Closing. The assignment shall provide: (i) that Seller shall defend, indemnify and hold Buyer harmless from claims, losses, damages and liabilities (including, without limitation, court costs and attorneys' fees) asserted against or incurred by Buyer which are caused by or the result of any default by Seller under any Lease prior to the date of Closing, and (ii) that Buyer shall defend, indemnify and hold Seller harmless from claims, losses, damages and liabilities (including, without limitation, court costs and attorneys' fees) asserted against or incurred by Seller which are caused by or the result of any default by Buyer under any Lease after the date of Closing.

(e) Seller also agrees to execute and deliver (and work diligently to obtain any tenant signatures necessary for same) any estoppel certificates and subordination, nondisturbance and attornment agreements in such form as Buyer may reasonably request.

Section 8. Environmental: Seller represents and warrants that it has no actual knowledge of the presence or disposal, except as in Buyer Initials Rm Seller Initials MJ

accordance with applicable law, within the buildings or on the Property of hazardous or toxic waste or substances, which are defined as those substances, materials, and wastes, including, but not limited to, those substances, materials and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 CFR Part 172.101) or by the Environmental Protection Agency as hazardous substances (40 CFR Part 302.4) and amendments thereto, or such substances, materials and wastes, which are or become regulated under any applicable local, state or federal law, including, without limitation, any material, waste or substance which is (i) petroleum, (ii) asbestos, (iii) polychlorinated biphenyls, (iv) designated as a Hazardous Substance pursuant to Section 311 of the Clean Water Act of 1977 (33 U.S.C. §1321) or listed pursuant to Section 307 of the Clean Water Act of 1977 (33 U.S.C. §1317), (v) defined as a hazardous waste pursuant to Section 1004 of the Resource Conservation and Recovery Act of 1976 (42 U.S.C. §6903) or (vi) defined as a hazardous substance pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (42 U.S.C. §9601). Seller has no actual knowledge of any contamination of the Property from such substances as may have been disposed of or stored on neighboring tracts.

Section 9. Risk of Loss/Damage/Repair: Until Closing, the risk of loss or damage to the Property, except as otherwise provided herein, shall be borne by Seller. Except as to maintaining the Property in its same condition, Seller shall have no responsibility for the repair of the Property, including any improvements, unless the parties hereto agree in writing.

Section 10. Earnest Money Disbursement: In the event that any condition hereto is not satisfied, then the Earnest Money shall be refunded to Buyer. In the event of breach of this Agreement by Seller, the Earnest Money shall be refunded to Buyer upon Buyer's request, but such return shall not affect any other remedies available to Buyer for such breach. In the event of breach of this Agreement by Buyer, the Earnest Money Deposit shall be paid to Seller as liquidated damages and as Seller's sole and exclusive remedy for such breach, but without limiting Seller's rights under Section 6(e) or Section 22 of this Agreement. It is acknowledged by the parties that payment of the Earnest Money to Seller in the event of a breach of this Agreement by Buyer is compensatory and not punitive, such amount being a reasonable estimation of the actual loss that Seller would incur as a result of such breach. The payment of the Earnest Money to Seller shall not constitute a penalty or forfeiture but actual compensation for Seller's anticipated loss, both parties acknowledging the difficulty determining Seller's actual damages for such breach.

NOTE: In the event of a dispute between Seller and Buyer over the disposition of the Earnest Money held in escrow, a licensed real estate broker is required by state law (and Escrow Agent, if not a broker, hereby agrees) to retain the Earnest Money in the Escrow Agent's trust or escrow account until Escrow Agent has obtained a written release from the parties consenting to its disposition or until disbursement is ordered by a court of competent jurisdiction. Alternatively, if a broker or an attorney licensed to practice law in North Carolina is holding the Earnest Money, the broker or attorney may deposit the disputed monies with the appropriate clerk of court in accordance with the provisions of N.C.G.S. §93A- 12.

Seller and Buyer hereby agree and acknowledge that the Escrow Agent assumes no liability in connection with the holding of the Earnest Money pursuant hereto except for negligence or willful misconduct of Escrow Agent. Escrow Agent shall not be responsible for the validity, correctness or genuineness of any document or notice referred to under this Agreement. Seller and Buyer hereby agree to indemnify, protect, save and hold harmless Escrow Agent and its successors, assigns and agents pursuant to this Agreement, from any and all liabilities, obligations, losses, damages, claims, actions, suits, costs or expenses (including attorney fees) of whatsoever kind or nature imposed on, incurred by or asserted against Escrow Agent which in any way relate to or arise out of the execution and delivery of this Agreement and any action taken hereunder; provided, however, that Seller and Buyer shall have no such obligation to indemnify, save and hold harmless Escrow Agent for any liability incurred by, imposed upon or established against it as a result of Escrow Agent's negligence or willful misconduct.

Section 11. Closing: At or before Closing, Seller shall deliver to Buyer a special warranty deed unless otherwise specified on Exhibit B and other documents customarily executed or delivered by a seller in similar transactions, including without limitation, a bill of sale for any personalty listed on Exhibit A, an owner's affidavit, lien waiver forms (and such other lien related documentation as shall permit the Property to be conveyed free and clear of any claim for mechanics' liens) and a non-foreign status affidavit (pursuant to the Foreign Investment in Real Property Tax Act), and Buyer shall cause to be delivered the funds necessary to pay to Seller the Purchase Price. The Closing shall be conducted by Buyer's attorney or handled in such other manner as the parties hereto may mutually agree in writing. Possession shall be delivered at Closing, unless otherwise agreed herein. The Purchase Price and other funds to be disbursed pursuant to this Agreement shall not be disbursed until the Buyer's attorney's (or other designated settlement agent's) receipt of authorization to disburse all necessary funds.

Section 12. Notices: Unless otherwise provided herein, all notices and other communications which may be or are required to be given or made by any party to the other in connection herewith shall be in writing (which shall include electronic mail) and shall be deemed to have been properly given and received (i) on the date delivered in person or (ii) the date deposited in the United States mail, registered or certified, return receipt requested, to the addresses set out in Section 1(g) as to Seller and in Section 1(h) as to Buyer Initials RM Seller Initials WA 9

Buyer, or at such other addresses as specified by written notice delivered in accordance herewith, (iii) upon the sender's receipt of evidence of complete and successful transmission of electronic mail or facsimile to the electronic mail address or facsimile number, if any, provided in Section 1(g) as to Seller and in Section 1(h) as to Buyer or (iv) on the date deposited with a recognized overnight delivery service, addressed to the addresses set out in Section 1(g) as to Seller and in Section 1(h) as to Buyer, or at such other addresses as specified by written notice delivered in accordance herewith. If a notice is sent by more than one method, it will be deemed received upon the earlier of the dates of receipt pursuant to this Section.

Section 13. Counterparts; Entire Agreement: This Agreement may be executed in one or more counterparts, which taken together, shall constitute one and the same original document. Copies of original signature pages of this Agreement may be exchanged via facsimile or e-mail, and any such copies shall constitute originals. This Agreement constitutes the sole and entire agreement among the parties hereto and no modification of this Agreement shall be binding unless in writing and signed by all parties hereto. The invalidity of one or more provisions of this Agreement shall not affect the validity of any other provisions hereof and this Agreement shall be construed and enforced as if such invalid provisions were not included.

Section 14. Enforceability: This Agreement shall become a contract when signed by both Buyer and Seller and such signing is communicated to both parties; it being expressly agreed that the notice described in Section 12 is not required for effective communication for the purposes of this Section 14. The parties acknowledge and agree that: (i) the initials lines at the bottom of each page of this Agreement are merely evidence of their having reviewed the terms of each page, and (ii) the complete execution of such initials lines shall not be a condition of the effectiveness of this Agreement. This Agreement shall be binding upon and inure to the benefit of the parties, their heirs, successors and assigns and their personal representatives.

Section 15. Adverse Information and Compliance with Laws:

(a) **Seller Knowledge:** Seller has no actual knowledge of (i) condemnation(s) affecting or contemplated with respect to the Property; (ii) actions, suits or proceedings pending or threatened against the Property; (iii) changes contemplated in any applicable laws, ordinances or restrictions affecting the Property; or (iv) governmental special assessments, either pending or confirmed, for sidewalk, paving, water, sewer, or other improvements on or adjoining the Property, and no pending or confirmed owners' association special assessments, except as follows (Insert "None" or the identification of any matters relating to (i) through (iv) above, if any):

N/A

Note: For purposes of this Agreement, a "confirmed" special assessment is defined as an assessment that has been approved by a governmental agency or an owners' association for the purpose(s) stated, whether or not it is fully payable at time of closing. A "pending" special assessment is defined as an assessment that is under formal consideration by a governing body. Seller shall pay all owners' association assessments and all governmental assessments confirmed as of the date of Closing, if any, and Buyer shall take title subject to all pending assessments disclosed by Seller herein, if any.

Seller represents that the regular owners' association dues, if any, are \$_____ per _____.

(b) **Compliance:** To Seller's actual knowledge, (i) Seller has complied with all applicable laws, ordinances, regulations, statutes, rules and restrictions pertaining to or affecting the Property; (ii) performance of the Agreement will not result in the breach of, constitute any default under or result in the imposition of any lien or encumbrance upon the Property under any agreement or other instrument to which Seller is a party or by which Seller or the Property is bound; and (iii) there are no legal actions, suits or other legal or administrative proceedings pending or threatened against the Property, and Seller is not aware of any facts which might result in any such action, suit or other proceeding.

Section 16. Survival of Representations and Warranties: All representations, warranties, covenants and agreements made by the parties hereto shall survive the Closing and delivery of the deed. Seller shall, at or within six (6) months after the Closing, and without further consideration, execute, acknowledge and deliver to Buyer such other documents and instruments, and take such other action as Buyer may reasonably request or as may be necessary to more effectively transfer to Buyer the Property described herein in accordance with this Agreement.

Section 17. Applicable Law: This Agreement shall be construed under the laws of the state in which the Property is located. This form has only been approved for use in North Carolina.

Section 18. Assignment: This Agreement is freely assignable unless otherwise expressly provided on Exhibit B.

Buyer Initials EM Seller Initials WJ

Section 19. Tax-Deferred Exchange: In the event Buyer or Seller desires to effect a tax-deferred exchange in connection with the conveyance of the Property, Buyer and Seller agree to cooperate in effecting such exchange; provided, however, that the exchanging party shall be responsible for all additional costs associated with such exchange, and provided further, that a non-exchanging party shall not assume any additional liability with respect to such tax-deferred exchange. Seller and Buyer shall execute such additional documents, at no cost to the non-exchanging party, as shall be required to give effect to this provision.

Section 20. Memorandum of Contract: Upon request by either party, the parties hereto shall execute a memorandum of contract in recordable form setting forth such provisions hereof (other than the Purchase Price and other sums due) as either party may wish to incorporate. Such memorandum of contract shall contain a statement that it automatically terminates and the Property is released from any effect thereby as of a specific date to be stated in the memorandum (which specific date shall be no later than the date of Closing). The cost of recording such memorandum of contract shall be borne by the party requesting execution of same.

Section 21. Authority: Each signatory to this Agreement represents and warrants that he or she has full authority to sign this Agreement and such instruments as may be necessary to effectuate any transaction contemplated by this Agreement on behalf of the party for whom he or she signs and that his or her signature binds such party.

Section 22. Brokers: Except as expressly provided herein, Buyer and Seller agree to indemnify and hold each other harmless from any and all claims of brokers, consultants or real estate agents by, through or under the indemnifying party for fees or commissions arising out of the sale of the Property to Buyer. Buyer and Seller represent and warrant to each other that: (i) except as to the Brokers designated under Section 1(f) of this Agreement, they have not employed nor engaged any brokers, consultants or real estate agents to be involved in this transaction and (ii) that the compensation of the Brokers is established by and shall be governed by separate agreements entered into as amongst the Brokers, the Buyer and/or the Seller.

Section 23. Attorneys Fees: If legal proceedings are instituted to enforce any provision of this Agreement, the prevailing party in the proceeding shall be entitled to recover from the non-prevailing party reasonable attorneys fees and court costs incurred in connection with the proceeding.

☐ **EIFS/SYNTHETIC STUCCO:** If the adjacent box is checked, Seller discloses that the Property has been clad previously (either in whole or in part) with an "exterior insulating and finishing system" commonly known as "EIFS" or "synthetic stucco". Seller makes no representations or warranties regarding such system and Buyer is advised to make its own independent determinations with respect to conditions related to or occasioned by the existence of such materials at the Property.

THE NORTH CAROLINA ASSOCIATION OF REALTORS®, INC. AND THE NORTH CAROLINA BAR ASSOCIATION MAKE NO REPRESENTATION AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION OF THIS FORM IN ANY SPECIFIC TRANSACTION. IF YOU DO NOT UNDERSTAND THIS FORM OR FEEL THAT IT DOES NOT PROVIDE FOR YOUR LEGAL NEEDS, YOU SHOULD CONSULT A NORTH CAROLINA REAL ESTATE ATTORNEY BEFORE YOU SIGN IT.

BUYER:

Individual

~~Ronnie Mcdermott~~

Date: ~~1/24/19~~

Date: _____

Business Entity

Buyer Initials ~~RM~~ Seller Initials _____

SELLER:

Individual

Michael Ray Fulp

Michael Ray Fulp

Date: 1/24/19

Date: _____

Business Entity

County of Stokes
(Name of Entity)

By: Ronnie Mendenhall

Name: Ronnie Mendenhall

Title: Chairman Board of Commissioners

Date: 1/24/17

(Name of Entity)

By: _____

Name: _____

Title: _____

Date: _____

Buyer Initials _____ Seller Initials _____

ORIGINAL

ADDENDUM TO AGREEMENT FOR PURCHASE AND SALE OF REAL PROPERTY

Seller: Michael Ray Fulp

Buyer: The County of Stokes

Contract Date: January 24, 2019

Property: Stokes County Tax Parcel 6946654986 containing 3.26 acres and described in Book 393 Page 1797 Stokes County Register of Deeds.

The above referenced contract is hereby amended as follows:

1. Section 1 (c) is amended to change the Closing Date from May 15, 2019 to June 30, 2019.
2. Section 1 (e) is amended to change the end date of the Examination Period from April 15, 2019 to June 15, 2019.

Except as amended herein, all of the terms of the above reference contract shall remain in full force and effect.

Seller:

Buyer: The County of Stokes

Michael Ray Fulp
Michael Ray Fulp

by: Andy Nickelston
Andy Nickelston
Chairman
Board of Commissioners

Date: 4/16/19

Date: 4-8-19

**SECOND ADDENDUM TO AGREEMENT FOR PURCHASE
AND SALE OF REAL PROPERTY**

Seller: Michael Ray Fulp

Buyer: The County of Stokes

Contract Date: January 24, 2019

Property: Stokes County Tax Parcel 6946654986 containing 3.26 acres and described in Book 393 Page 1797 Stokes County Register of Deeds.

The above referenced contract is hereby amended as follows:

1. Section 1 (c) is amended to change the Closing Date to July 31, 2019.
2. Section 1 (e) is amended to change the end date of the Examination Period to June 21, 2019.
3. Seller shall remove all containers of petroleum products from the Property, under the supervision of Buyer, no later than the closing date.
4. Seller shall also remove all vehicles and trash from the property no later than the closing date.

Except as amended herein, all of the terms of the above reference contract shall remain in full force and effect.

Seller:

Buyer: The County of Stokes

Michael Ray Fulp

by: _____
Andy Nickelston
Chairman
Board of Commissioners

Date: _____

Date: _____

EXHIBIT B

CONTRACT ADDENDUM

Seller: Michael Ray Fulp

Buyer: County of Stokes

Property: Tax Parcel 6946654986, being approximately 3.26 acres described in Deed Book 393 Page 1797, and being located at 1286 NC 8 & 89S.


Purchase Price: \$250,000.00

As a condition of the above referenced contract, the parties agree that at closing, the Seller shall pay all unpaid and outstanding real and personal property taxes due from him on the above referenced property, and on all other real and personal property owned by him in Stokes County. The Seller shall also prepay all estimated taxes for the calendar year 2019 on the above referenced property, and on all other real and personal property owned by him in Stokes County. Any balance due on said 2019 taxes shall be promptly paid by the Seller upon receipt of tax bills for 2019. Any overpayment on said 2019 taxes shall be refunded to Seller upon mailing of tax bills for 2019.

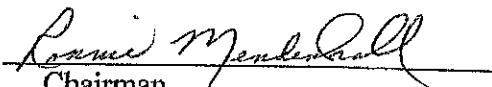
Seller hereby authorizes the settlement agent to withhold and pay all of said taxes at closing.

Seller:

Buyer:


Michael Ray Fulp

County of Stokes

By: 
Chairman
Board of Commissioners

Phase I Environmental Site Assessment

Location:

1286 NC 8 & 89 Highway South
Walnut Cove, North Carolina 27052

Prepared for:

Mr. Mark Delehant
Stokes County
P.O. Box 20
Danbury, North Carolina 27016

LaBella Project No. 2181971.02

March 29, 2019



1520 South Boulevard, Suite 120 | Charlotte, North Carolina | p 704-376-6423



LaBella Associates, D.P.C. (LaBella) has been contracted by Stokes County to perform an All Appropriate Inquiry (AAI) Phase I Environmental Site Assessment (ESA) report for 1286 NC 8 & 89 Highway South, Town of Walnut Cove, Stokes County, North Carolina, 27052 (PIN #6946-65-4986), hereinafter referred to as the "Site".

The findings of this report are based upon a preliminary assessment of the condition of the Site within the Scope of Work and objective described below as of the date of our site observations and documentation review. This assessment was prepared according to the American Society for Testing and Materials (ASTM) Standard Practice E1527-13 to satisfy the due diligence requirements set for Stokes County. The information contained in this report is considered privileged and confidential and is intended solely for the use of Stokes County as it applies to the Site.

1.0 EXECUTIVE SUMMARY

Based on the results of this assessment, the following Recognized Environmental Conditions (RECs) have been identified associated with the Site at this time.

SECTIONS #5.5.7 and 6.0 and – Use of the Site and Poor Housekeeping

The Site Building has been utilized for automotive repair operations since 1992. At the time of the site visit, at least 23 unlabeled 55-gallon drums were observed throughout the exterior of the Site. Several large areas of apparent petroleum staining were observed on the gravel and vegetation proximate unlabeled drums. In addition, discarded vehicles, tires, scrap metal, and automobile parts were observed throughout the exterior of the Site. Staining was also observed within the Site Building, including in the vicinity of a 150-gallon waste oil aboveground storage tank (AST). There is the potential for impact to the subsurface of the Site based on the use of the Site for automotive repair operations and the conditions observed at the time of the site visit.

2.0 INTRODUCTION

2.1 Purpose

This investigation was requested to identify, to the extent feasible, Recognized Environmental Conditions in connection with the Site, including the identification of conditions indicative of releases and threatened releases of hazardous substances on, or in the vicinity of the Site. This AAI Phase I ESA report was conducted in general conformance with the Scope and Limitations of ASTM Standard Practice E1527-13.

The performance of ASTM Standard Practice E1527-13 is intended to reduce, but not eliminate, uncertainty regarding the potential for RECs (defined below) and the potential liability for contamination to be present in connection with the Site recognizing reasonable limits of time and cost. It is also intended to add protection from Comprehensive Environmental Response Compensation and Liability Act (CERCLA) liability for innocent landowner defense, bona fide prospective purchaser, contiguous property owners and grantors who meet certain statutory requirements.

The objective of this AAI Phase I ESA was to determine the following, using our professional judgment, by means of the Scope of Work hereafter described.

1. A general description of the Site.
2. The current and historical usage of the Site and adjoining properties.



7.2 Local Government Officials

A FOIL request was submitted to the Town of Walnut Cove Clerk, Ms. Amanda Bryant on March 4, 2019 requesting copies of building department, assessment and fire marshal records on file for the Site with the Town of Walnut Cove. A response has not been received from the Town of Walnut Cove as of the date of this report. Refer to Sections 3.3., 3.4 and 3.4.3 for current records associated with the Site.

7.3 Tribal Records

There do not appear to be any Native American Sovereign Territories on or within one mile of the Site. In accordance with ASTM Standard Practice E1527-13, tribal records will only be reviewed if the subject Site falls on or within one mile of Native American Sovereign Territory. Therefore, tribal government representatives were not contacted as part of this AAI Phase I ESA report.

7.4 North Carolina Department of Environmental Quality

A FOIL request was submitted to the NCDEQ on March 4, 2019. A response was received from the NCDEQ on March 15, 2019. According to the NCDEQ, after a diligent search, no records could be located for the names and addresses provided. Copies of the FOIL request and response are included in Appendix 6.

7.5 Stokes County Health Department

A FOIL request was submitted to the SCHD on March 4, 2019. A response was received from the SCHD on March 5, 2019. According to the SCHD, no health records were on file for the Site. Copies of the FOIL request and response are included in Appendix 6.

8.0 FINDINGS, OPINIONS AND CONCLUSIONS

We have performed a Phase I ESA in conformance with the scope and limitations of ASTM Practice E1527-13 for 1286 NC 8 & 89 Highway South, Town of Walnut Cove, Stokes County, North Carolina, 27052, the Site.

8.1 Findings

Any exceptions to, or deletions from, this practice are described in Section 2.5 of this report. Based on the results of this assessment, the following REC has been identified associated with the Site at this time.

SECTIONS #5.5.7 and 6.0 and – Use of the Site and Poor Housekeeping

The Site Building has been utilized for automotive repair operations since 1992. At the time of the site visit, at least 23 unlabeled 55-gallon drums were observed throughout the exterior of the Site. Several large areas of apparent petroleum staining were observed on the gravel and vegetation proximate unlabeled drums. In addition, discarded vehicles, tires, scrap metal, and automobile parts were observed throughout the exterior of the Site. Staining was also observed within the Site Building, including in the vicinity of a 150-gallon waste oil aboveground storage tank (AST). There is the potential for impact to the subsurface of the Site based on the use of the Site for automotive repair operations and the conditions observed at the time of the site visit.

8.1.1 Additional Findings

Based on the results of this assessment, no apparent HRECs, CRECs, or de minimis conditions have been identified associated with the Site at this time.



8.2 Data Failures and Data Gaps

8.2.1 Data Failures

ASTM E1527-13 defines a data failure as a failure to achieve the historical research objectives of AAI even after reviewing the standard historical sources that are reasonably ascertainable and likely to be useful. Specifically, the historical research objectives include identifying all obvious uses of the Site from the present, back to the Site's first developed use, or back to 1940, whichever is earlier.

A data failure was encountered within the scope of this assessment. Specifically, the use or occupancy of the Site prior to 1951 was not identified. Based on the undeveloped nature of the Site in 1951 this data gap does not appear significant.

8.2.2 Data Gaps

ASTM E1527-13 defines a data gap as a lack of or an inability to obtain information required by this practice despite *good faith* efforts by the *Environmental Professional* to gather such information. Data gaps may result from incompleteness in any of the activities required by this practice, including, but not limited to site reconnaissance, interviews, data failure, or lack of a User Questionnaire.

Data gaps were encountered within the Scope of Work of this assessment. The first data gap includes the historical data failure discussed above. This data gap does not appear significant. The second data gap includes the lack of FOIL response from the Town of Walnut Cove. The receipt of relevant environmental information as a result of FOIL requests has the ability to change the Findings and Conclusions of this report. This data gap does not appear significant based on the local, state, and federal records reviewed during this assessment.

8.3 Opinion of Findings

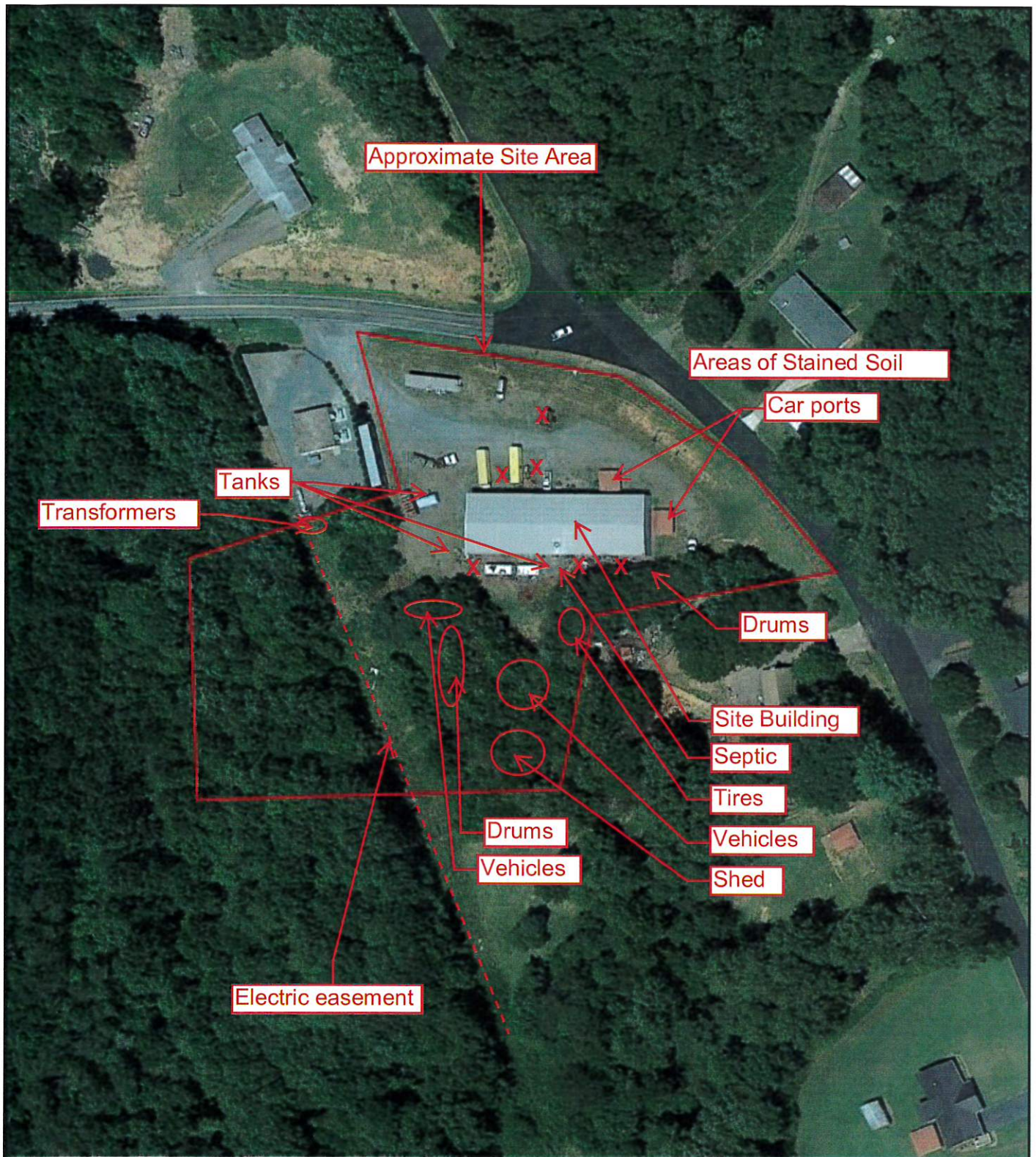
Based on the findings of this assessment, further investigation appears warranted at this time.

9.0 DEVIATIONS

No deviations were made to the report, other than the Limitations and Exceptions as stated in Section 2.5.

10.0 ADDITIONAL SERVICES

No additional services were provided or agreed upon as part of this assessment.



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NOT TO SCALE

FIGURE 3 SITE SKETCH

1286 NC 8 & 89 Highway South
Walnut Cove, North Carolina 27052

 **LaBella**
Powered by partnership.

PROJECT NO. 2181971.02

Phase II Environmental Site Assessment

Location:

1286 NC 8 & 89 Highway South
Walnut Cove, North Carolina 27052

Prepared for:

Mr. Mark Delehant
Stokes County
P.O. Box 20
Danbury, North Carolina 27016

LaBella Project No. 2191036

July 10, 2019



400 S Tryon Street, Suite 1300 | Charlotte, NC 28285 | p 704-376-6423



6.0 CONCLUSIONS

LaBella was retained by Stoke County to conduct a Phase II ESA at the Mike Fulp Tire and Auto Repair located at 1286 NC 8 & 89 Highway South Walnut Cove, North Carolina. The ESA consisted of the advancement of seven (7) soil test borings, and laboratory analysis of four (4) soil and one (1) groundwater samples. This ESA was performed to evaluate the Site subsurface based on the historical use of the Site. In addition, testing was limited to the exterior. The following conclusions have been made:

- Low-level PID readings were detected up to 9 ppmv during soil screening.
- VOCs, SVOCs, and PCBs were not detected above laboratory MDLs in any soil samples, including the interval with the highest PID reading.
- Chromium, lead and mercury were detected above laboratory MDLs in soil samples; however, the concentrations were below the North Carolina protection of groundwater remediation goals.
- VOCs were not detected above laboratory MDLs in groundwater.

7.0 RECOMMENDATIONS

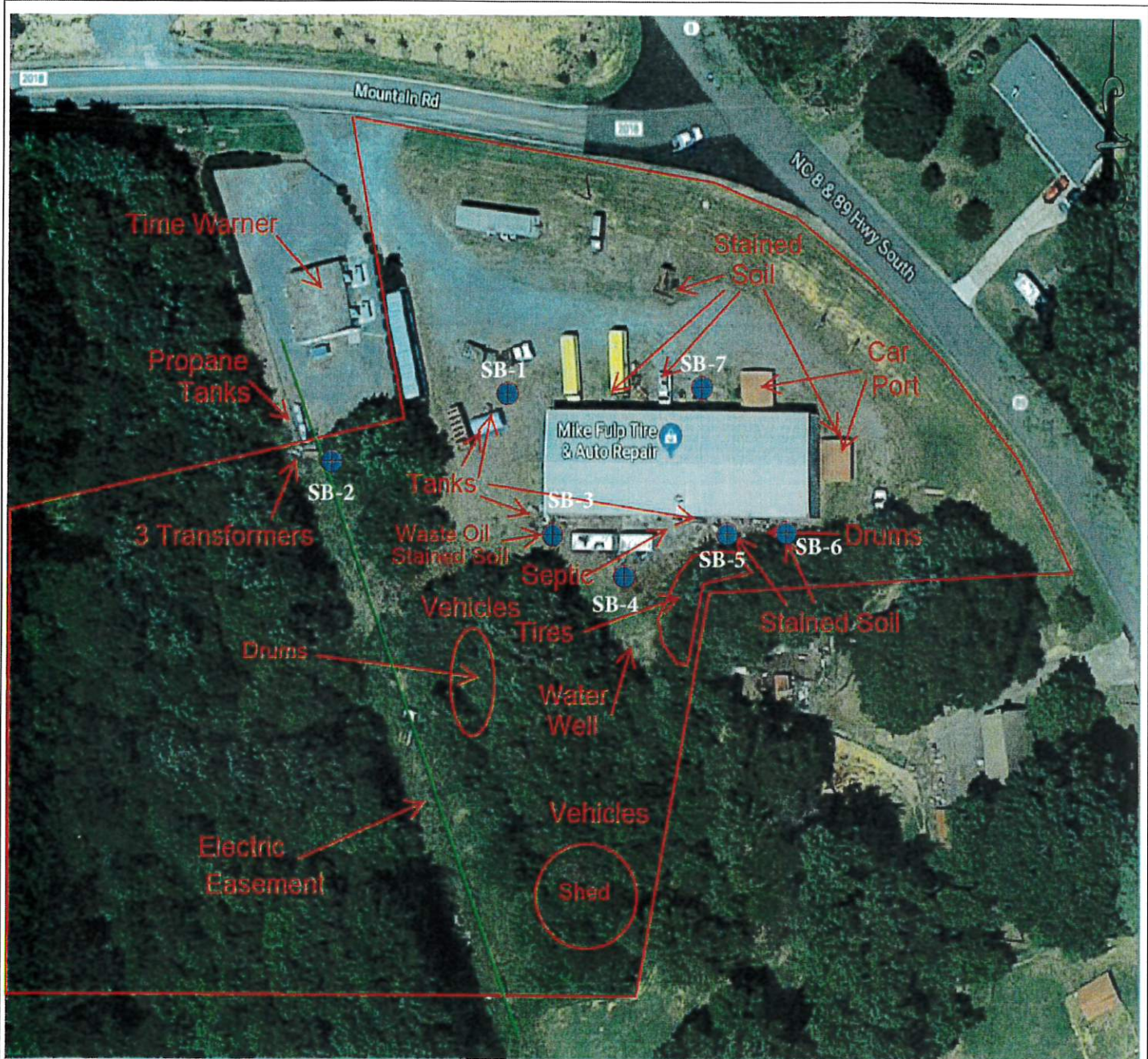
Based on the lack of compounds detected above laboratory MDLs in soil and groundwater, further investigation or remediation does not appear warranted.

A copy of all information collected during this assessment, including maps, notes, analytical data and other material will be kept on file at the offices of LaBella Associates, D.P.C. This information is available upon the request.

8.0 SIGNATURES OF ENVIRONMENTAL PROFESSIONALS

Miguel A Vázquez, PG
Senior Technical Consultant

Richard Rote, CIH
Carolinas Environmental Manager



Legend



Approximate Soil Test Boring Location

SB-1 Soil Test Boring Identification Number



2211 WEST MEADOWVIEW, SUITE 101
GREENSBORO NC, 27407
PHONE: (336) 323-0092

labellapc.com

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It is a violation of New York Education Law Article 145 Sec 7209, for any person, unless acting under the direction of a licensed architect, professional engineer, or land surveyor, to alter in any way, if an item bearing the seal of an architect, engineer, or land surveyor is altered, the altering architect, engineer, or land surveyor shall alter to the item their seal and notation "altered by" followed by their signature and date of such alteration, and a specific description of the alteration.

DRAWING NAME:
SOIL TEST BORING LOCATION MAP

PROJECT NAME:
STOKES COUNTY GROUNDWATER ASSESSMENT
WALNUT COVE, NORTH CAROLINA

ISSUED FOR:
GROUNDWATER ASSESSMENT REPORT

DRAWN BY:
RWH

DATE:
07/10/2019

PROJECT NO.:
2181971.02

DRAWING NUMBER:

2

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Public Buildings			
100.4190.580	Building and Land	\$ -	\$ 250,000.00	\$ 250,000.00
	Total	\$ -	\$ 250,000.00	\$ 250,000.00

This budget amendment is justified as follows:

To appropriate fund balance for the purchase of Fulp's property.

This will result in a net increase of \$250,000.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	GENERAL FUND			
100.3991.000	Fund Balance	\$ 4,289,688.00	\$ 250,000.00	\$ 4,539,688.00
	TOTALS	\$ 4,289,688.00	\$ 250,000.00	\$ 4,539,688.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

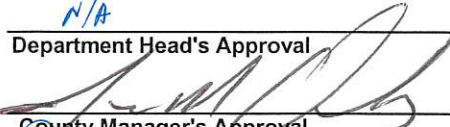
Adopted this 12th day of August, 2019

Verified by the Clerk of the Board



N/A
Department Head's Approval

Date


County Manager's Approval

8-5-19
Date


Finance Director's Approval

8/5/19
Date

**SECOND ADDENDUM TO AGREEMENT FOR PURCHASE
AND SALE OF REAL PROPERTY**

Seller: Michael Ray Fulp

Buyer: The County of Stokes

Contract Date: January 24, 2019

Property: Stokes County Tax Parcel 6946654986 containing 3.26 acres and all structures and described in Book 393 Page 1797 Stokes County Register of Deeds.

The above referenced contract is hereby amended as follows:

1. Section 1 (c) is amended to change the Closing Date to August 31, 2019.
2. Section 1 (e) is amended to change the end date of the Examination Period to August 20, 2019.
3. Possession shall be delivered to Buyer at closing; however, Seller have ninety (90) days after closing to remove all of Seller's personal property, including all vehicles, trash, containers of petroleum products and all other barrels and drums from the Property, under the supervision of Buyer.
4. Seller authorizes closing attorney to hold \$10,000.00 in escrow to insure Seller's compliance with paragraph 3 above. In the event that Seller fails to fully comply with paragraph 3 within 90 days after closing, then closing attorney shall pay the \$10,000.00 escrow funds to Buyer; and Buyer may dispose of all of Seller's remaining personal property as it deems appropriate.

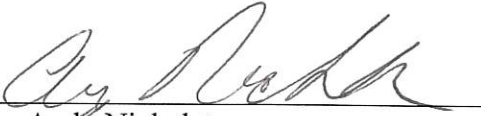
Except as amended herein, all of the terms of the above reference contract shall remain in full force and effect.

Seller:

Buyer: The County of Stokes



Michael Ray Fulp

by: 

Andy Nickelston
Chairman
Board of Commissioners

Date: 8/4/19

Date: 7-22-19



**Board of County Commissioners
August 12, 2019
6:00 PM**

Item number: VII.c.

Appointments - Stokes County Voluntary Agricultural District Advisory Board

Contact: Jake Oakley

Summary:

Request received from Tom Smith, District Soil/Watershed Conservationist for the approval of two new members to the Voluntary Agricultural District Advisory Board were presented at the meeting on July 22nd for approval at the meeting on August 12th.

The request is for:

Robert P. Lindsay
George Cuthins