

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners

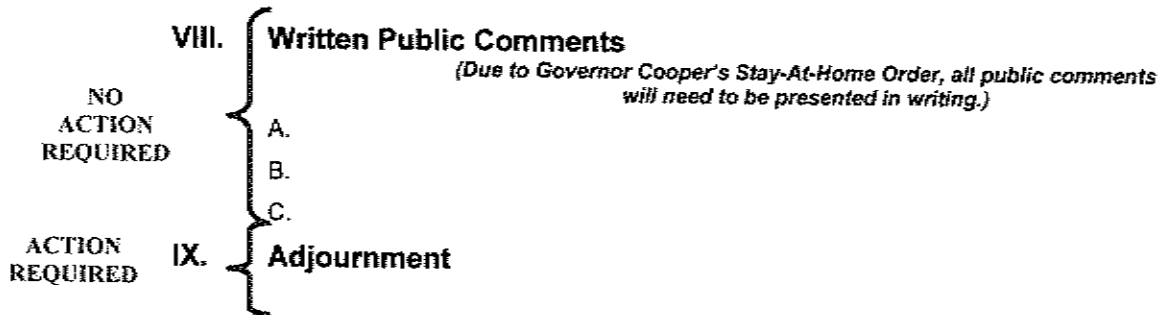
Courtroom - Old Courthouse

April 6, 2020

7:00 p.m.

**Please note change
in location.**

- I. **Call to Order**
 - II. **Prayer & Pledge**
 - III. **Approval of Agenda**
 - IV. **Consent Agenda**
(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)
 - A. Approval of Minutes: March 2, 2020 Regular Meeting, March 16, 2020 Work Session (cancelled), & March 17, 2020 Emergency Called Meeting
 - B. Personnel Matters
 - 1. Promotion: IMC III – Food & Nutrition Services
 - 2. Termination: IMC II
 - 3. Resignation: IMC II
 - 4. Resignation: Maintenance Supervisor
 - C. Merit/Step Increases
 - 1. Telecommunications (2)
 - 2. Social Services(1)
 - 3. EMS (1)
 - D. Budget Amendment No. 15
 - E. Resolution
 - 1. Spring Litter Sweep – April 11-25, 2020
 - F. Miscellaneous Documents
 - 1. FYE 2020 GASB 73 for LEO Special Separation Allowance
 - 2. Albemarle Plantation Fireworks – July 6, 2020
 - 3. Trillium Annual Report
 - V. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
 - C.
 - VI. **Old Business**
 - A. Updates from County Manager
 - B.
 - VII. **New Business**
 - A. Sale of Surplus Equipment
 - B.
 - C.
 - D.
 - E.
- ACTION REQUIRED** (Items I-IV)
- NO ACTION REQUIRED** (Items V-VI)
- ACTION REQUIRED** (Item VII)



FOR INFORMATION ONLY:



DEPARTMENT HEAD REPORT:

- Plat Log
- Sheriff's Report – February, 2020
- Sheriff's Report – March, 2020
- Tax Department Reports
- Building Inspector's Report
- Building Inspector's Quarterly Report
- Code Enforcement's Report
- Social Services Report
- Emergency Services Report

COMMITTEE WRITTEN REPORTS:



NOTES FROM THE COUNTY MANAGER

April 6, 2020

7:00 p.m.

- IV. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- VI.A. County Manager Heath will present several updates to the Board
- VII.A. On March 2, 2020, the County adopted a resolution to proclaim certain County property as surplus items and to proceed to sell them on GovDeals. The bid period for the following surplus item with GovDeals will close on April 6, 2020 at 11:00 a.m. The Board will need to consider the sale of the following items which has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	22 – Nortel/Norstar Model T316E Telephones	3/2/2020	\$50	
	24 – Grandstream Networks Telephones	3/2/2020	\$50	
	35 – Avaya Telephones	3/2/2020	\$100	

- VIII. Because of Governor Cooper's Stay-At-Home Order, all public comments will need to be presented in writing. These written comments need to be provided to the Clerk of the Board prior to the Commissioners' meeting at 7:00 p.m. You may e-mail it to rhunnicutt@perquimanscountync.gov or fax it to (252) 426-8484. Any questions, please contact the County Manager's Office at (252) 426-8484.

CONSENT AGENDA NOTES

(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner)

- A. **Enclosures:** Approval of Minutes – March 2, 2020 Regular Meeting, March 16, 2020 Work Session (Cancelled), & March 17, 2020 Emergency Called Meeting
- B. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Jovan Ward	IMC III – Food & Nutrition Services	Promotion (delayed from 4/1/2020)	63/8	\$36,151	05/01/2020
Cheryl Banks	IMC II	Termination			03/19/2020
Deanne Smith	IMC II	Resignation			04/03/2020
Robin Trueblood	Maintenance Supervisor	Resignation			03/13/2020

- C. **Enclosures:** During the Budget process, the following step increase was approved for the employee. The following individual is being recommended by their supervisor for step increase:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Sue Ann Cestaro	Certified Telecommunicator	62/4	\$31,376	04/01/2020
Annmarie Shine	Certified Telecommunicator Fill-In	62/2	\$14.37/hr.	04/01/2020
Caitlyn Gardner	IMC II	63/2	\$31,229	04/01/2020
Cody Chappell	Paramedic	68/2	\$38,916	04/01/2020

- D. **Enclosure:** The Board will need to take action of the enclosed Budget Amendment No. 15.
- E. **Enclosure:** The Board will need to consider the enclosed Resolution proclaiming April 11th – 25th, 2020 as Spring Litter Sweep in Perquimans County.
- F. **Enclosures:** The Board will need to consider the enclosed miscellaneous items:
 1. **FYE 2020 GASB 73 for LEO Special Separation Allowance:** The Board will need to consider the enclosed 2020 Memorandum of Participation for Separation Allowance Benefit with Cavanaugh Macdonald Consulting to complete the GASB 73 Report for FYE 2020. County staff recommends approval. Board action is being requested.
 2. **Albemarle Plantation Request for Fireworks – July 6, 2020:** Per the attached e-mail and contract, Albemarle Plantation is requesting that the Board approve their Fireworks display on July 6, 2020. Board action is being requested.
 3. **Trillium Annual Report:** Each year, Trillium presented their annual report. For information only, the Board needs to receive the attached report and make it a part of their official minutes. Board action is being requested.

states a general support for the 2nd Amendment but does not go as far to say that we are not going to follow the laws of the State of North Carolina. Mr. High further stated that some of the board members may want the more stringent Resolution but he has to warn you of the possible liabilities involved. It is the Board's decision to make. He is there to advise them and hopes that the Board would keep his advice in mind when taking action on this Resolution. No individual from the county has asked to speak on behalf of this Resolution but he understands that a couple of the Commissioners have received comments from the public. County Manager Heath stated that we did have one citizen contact him to enact a Resolution.

Commissioner Hoffer expressed his concerns. He stated that he is pro-2nd Amendment and pro-firearms protection. He does feel that a background check should be done before you are given a weapon. Most of the people want a background check. This does not infringe on anyone purchasing a weapon. Mr. Hoffer stated that he would like to read the proposed Resolution prior to taking action on it. Mr. High, Mr. Heath, and Ms. Hunnicutt explained that the draft Resolution was included in the Commissioners' Agenda Packet. Mr. Hoffer said that he had trouble with his internet and did not have the opportunity to review it. Mr. High provided Mr. Hoffer with a copy of the draft Resolution. No action will be taken tonight. We just wanted to share it with the Board so that the issues could be discussed. County Manager Heath said that he just wanted the Board to be aware and not walk into a meeting with 300 people there to discuss this Resolution. After further discussion regarding the language of the Resolution, it was the consensus of the Board to place the Resolution on the March agenda for action.

MISCELLANEOUS ITEMS

Chairman Nelson stated that he was at the NCAC Board of Trustees meeting last week and provided information on the following matters for information only:

- > **Federal Grants:** Mr. Nelson explained that the Commerce Centre Park is not included in the opportunity zone which scores a lot of points for federal grants. Hertford is an opportunity zone but it does not cover areas on the south side of US Highway 17 which is where our Commerce Centre Park is. He has talked to Congressman Greg Murphy's representative in Edenton about having Dr. Murphy come to Hertford to tour the Commerce Centre area the next time he is in Edenton to see if we could get the Commerce Centre Park in the opportunity zone.
- > **Opioid Litigation Settlement:** Mr. Nelson said that this is moving along. There has been a proposed settlement made in this case. A committee of five county attorneys, five county commissioners, and five other individuals was set up to review the proposed settlement. The settlement is for \$16 billion dollars (\$1 million per year for 16 years). County Manager Heath explained that this was for the State Department of Justice litigation not private litigation. This would include all the non-litigation counties as well and, at some point, the County would probably need to sign some paper to participate in the settlement and that possible financial payment may have to be given. It would not be like a Golden Leaf item but it will be funds given directly to the counties to combat the opioid epidemic. He further explained what programs this could be used for.
- > **1st District NCACC & Albemarle Commission Meeting:** They are having a Manager/Chairman meeting for each county represented by Albemarle Commission. They have had about three already. What they discuss are issues important to the counties. At the last meeting, they had representatives from the volunteer fire department program.
- > **Town of Hertford Meeting:** Mr. Nelson and Mr. Heath met with Eanell Browns, Hertford Mayor, and Pam Hurdle, Hertford Town Manager, to keep the discussion going about the 911 fees. County Manager Heath stated that it was a re-education meeting.
- > **Commissioners' Retreat:** Mr. Nelson reminded everyone about the Commissioners' Retreat on March 20th from noon until finished. If any of the Commissioners have items that they wish to discuss, please give them to him or to Mr. Heath.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:40 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

REGULAR MEETING
 March 2, 2020
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 2, 2020 at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- | | | |
|-------------------------|-------------------------------|------------------------------------|
| MEMBERS PRESENT: | Wallace E. Nelson, Chairman | Fondella A. Leigh, Vice Chair |
| | Joseph W. Hoffer | T. Kyle Jones |
| | Alan Lennon | Charles Woodard |
| MEMBERS ABSENT: | None | |
| OTHERS PRESENT: | Frank Heath, County Manager | Mary Hunnicutt, Clerk to the Board |
| | Hackney High, County Attorney | |

The meeting was called to order by Chairman Nelson. Commissioner Jones gave the invocation and the Chairman led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. There was one more change. Susan Chaney under Scheduled Appointments will not be here tonight. Fondella A. Leigh made a motion to approve the Agenda, as amended. The motion was seconded by Charles Woodard and unanimously approved by the Board.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Alan Lennon, seconded by Fondella A. Leigh.

1. **Approval of Minutes:** February 3, 2020 Regular Meeting & February 17, 2020 Work Session Minutes
2. **Tax Release & Refund Approvals:**

PERQUIMANS COUNTY TAX REFUNDS:

Winslow, Kay & Clinton Ray \$172.28
 Single wide on property had been removed for the entire 2019 year. Account No. 356092.
 Madre, Charles Phillip \$159.58
 Sold vehicle to dealership. Account No. 46018158.
PERQUIMANS COUNTY TAX RELEASE:
 Nowadajick, Williams \$106.39
 Boat and trailer sold 4/27/2018. Should not have been billed for 2020. Account No. 420805.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kevin Lane	Certified Deputy	Resignation			02/16/2020
Robin Gieske	Income Maintenance Worker II	Retirement			06/01/2020
Paul Loughlin	Bailiff	Removed from Roster			02/11/2020
Lacy "Max" Roberson III	Certified Deputy	Appointment	65/8	\$39,477	03/01/2020

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Lindsay Ford	Part-time/Fill-in Certified Telecommunicator	62/3	\$15,08/hr.	03/01/2020
Keely Cartwright	Certified Telecommunicator	62/5	\$32,143	03/01/2020
Andrea Storer	Certified Telecommunicator	62/2	\$29,852	03/01/2020
Jessica Velvic	Paramedic	68/3	\$39,865	03/01/2020
Jarrod Fowden	Investigator	68/4	\$40,863	03/01/2020

5. Budget Amendments:

BUDGET AMENDMENT NO. 12
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-001	Sheriff - Grants		
10-510-420	Sheriff - Grants	24,470	
EXPLANATION: To budget grant funds to be awarded thru the Courthouse Security Enhancement Project for FY 2019-2020.			

BUDGET AMENDMENT NO. 13
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	Grants - Emergency Management		4,600
10-530-330	EM - Performance Grant		2,600
10-530-461	EM - Water Rescue		2,000
EXPLANATION: To budget grant/decession funds received from Albemarle Community Trust (\$2,000) to be used for Water Rescue and from Farm Bureau (\$2,600) to be used to purchase a grain bin tube and auger in FY 2019-2020.			

BUDGET AMENDMENT NO. 14
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-301-000	Ad Valorem Taxes - Budget Year		47,305
10-610-191	DSS - Nutritional Prog. Aged		47,305
EXPLANATION: To budget funds for the NPA program for FY 2019-2020.			

6. Board Reappointment: The following reappointments were unanimously approved by the Board:

Name	Board/Committee	Action	Term	Effective Date
Lennex, Alan (Chairman)	Tourism Development Authority (Commissioners)	Reappointment	2 yrs.	04/01/2020
Yates, Fred	Tourism Development Authority (Winfall appointee)	Reappointment	2 yrs.	04/01/2020
Mehlis, Lynn W.	Albemarle Resource Conservation & Development Council	Reappointment	4 yrs.	04/01/2020

7. Proclamation & Resolutions: The Board adopted the following Proclamation and Resolutions:

> **Proclamation:** North Carolina 811 is requesting that the Board consider adopting the following Proclamation to designate April as "North Carolina 811 Safe Digging Month". The Board unanimously adopted the following Proclamation:

Proclamation

Perquimans County is designating the month of April 2020 as "North Carolina 811 Safe Digging Month."

WHEREAS, as utility owners, excavators, designers, and homeowners work to keep pace with North Carolina's economic development, it is important to minimize damages to underground utility lines, danger to workers and the general public, environmental impact, and loss of utility services to the citizens of North Carolina; and

WHEREAS, North Carolina 811, a utility service notification center and leader in education celebrates its 42nd year of continuous service to the State, is key to preventing injuries and damages when excavating; and

WHEREAS, this unique service provides easy, one-call notification about construction and excavation projects that may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage, minimizing utility service interruptions and protecting the environment; and

WHEREAS, this vital service, which began in 1978 serves the citizens of North Carolina from the mountains to the coast, educates stakeholders about the need for excavation safety whether the project is as small as planting a tree to designing and beginning construction on a new interstate; and

WHEREAS, in 2019, the North Carolina one call system received 2.2 million notification requests and transmitted over 12.2 million requests, providing protection to utility companies infrastructure, their employees, excavators, and customers;

NOW, THEREFORE, BE IT RESOLVED, That the Perquimans County Board of Commissioners has designated the month of April 2020 as "North Carolina 811 Safe Digging Month" to encourage all excavators and homeowners of Perquimans County to contact 8-1-1 either by dialing 8-1-1 or contacting NC811 via the webpage of NC811.org at least three working days prior to digging in order to "Know What's Below," avoid injury, protect the environment, prevent millions of dollars in damages and to remind excavators that three working days' notice is the law, for safe digging is no accident, and that more information may be obtained by visiting www.nc811.org.

ADOPTED this 2nd day of March, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

> **Resolution - Supporting NC State Consumer & Family Advisers Committee (SCFAC):** The SCFAC has requested that the County adopt the following resolution supporting the SCFAC Committee. The Board adopted the following Resolution:

Resolution in Support
Of

NC State Consumer & Family Advisory Committee (SCFAC)

WHEREAS, North Carolina's 100 counties experience on a daily basis, short falls in treatment of its residents in resources to treat, support and sustain life and health;

WHEREAS, NC counties are challenged with the decision to spend tax dollars for needed services for those experiencing Mental Health/Intellectual Developmental Disabilities/Substance Use Disorder/Traumatic Brain Injury (MH/IDD/SUD/TBI) challenges;

WHEREAS, the NC State CFAC is tasked with seven (7) statutory mandates to advise the NC Department of Health and Human Services (DHHS) and the legislature;

- Review, comment on, and monitor the implementation of the State Plan for Mental Health, Developmental Disabilities, and Substance Abuse Services
- Identify service gaps and underserved populations
- Make recommendations regarding the service array and monitor the development of different services
- Review and comment on the State budget for mental health, developmental disabilities, and substance abuse services
- Participate in all quality improvement measures and performance indicators
- Receive the findings and recommendations by local CFACs regarding ways to improve the delivery of mental health, developmental disabilities, and substance abuse services
- Provide technical assistance to local CFACs in implementing their duties

THEREFORE, the NC State CFAC in its efforts to address the needs of MH/IDD/SUD/TBI individuals, their families and the larger community; requests county support for the engagement of:

- Systems Advocacy;
- Improved Service Delivery;
- Assurance of Quality Services and
- Cultivation of Community Engagement.

BE IT FURTHER RESOLVED that NC State CFAC is endorsed by Perquimans County Board of Commissioners to represent the needs of Perquimans County disability population, etc.

Adopted this the 2nd day of March, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Clerk to the Board

SEAL

> **Resolution:** The Board considered the following Resolution requesting the Board to declare telephones as surplus to be sold on GovDeals. The Board adopted the following Resolution:

RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County;

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

1. The following described personal property is hereby declared to be surplus to the needs of the County:
22 -- Nortel/Nortstar Model T316E Telephones -- taken out of service November, 2019
24 -- Grandstream Networks Telephones -- taken out of service in 2017
35 -- Avaya Telephones -- taken out of service November, 2019
2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale these surplus items on GovDeals.
3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.
4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 2nd day of March, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Clerk to the Board

TANYA TURNER, SUPERINTENDENT OF SCHOOLS

Ms. Turner introduced Martha Nixon, Chief Technology Officer, to present the Resolution that the Board of Education is asking the County to adopt which requests the County to provide appropriate funds for the continuing contract for capital outlay with Trinity3, LLC dba Trinity3 Financial Services. After Ms. Nixon answered several questions, Alan Lennox made a motion to adopt the following Resolution. The motion was seconded by Joseph W. Hoffer, and unanimously approved by the Board:

RESOLUTION

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Perquimans County Board of Education wishes to enter into a continuing contract for capital outlay under N.C. Gen. Stat. § 115C-528 with Trinity3, LLC dba Trinity3 Financial Services for the acquisition of certain computer hardware, software, and/or related equipment to be used for public school purposes; and

WHEREAS, the contract will require the Perquimans County Board of Education to pay to lessor monthly lease charges of \$10,725.00 plus taxes over 48 months, which totals to \$128,700 plus taxes per year and \$514,800 plus taxes over four (4) years, as reflected in more detail on the proposed contract; and

WHEREAS, the contract is considered a continuing contract for capital outlay subject to the provisions of N.C. Gen. Stat. § 115C-44(c)(5) and 115C-528; and

WHEREAS, the Perquimans County Board of Commissioners intends to fund the above acquisition.

NOW, THEREFORE, BE IT RESOLVED, that the Perquimans County Board of Commissioners agrees to appropriate sufficient funds to the Perquimans County Board of Education in the ensuing fiscal years to fund the contractual obligations set forth above, so long as the amount the Perquimans County Board of Education shall be obligated to pay under the contract shall not exceed the amounts recited above.

Resolved, this 2nd day of March, 2020, by the Perquimans County Board of Commissioners.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

STEVE LANE, INTELIPOINT

Mr. Lane appeared before the Board to request a letter of support for their grant application for Fiber to the X (the X stands for premise, pole, building, business and home) project which will be deployed throughout the county with funds obtained from USDA. Because USDA is not allowing the allotted time that they original stated, they are having to drop Chowan and Tyrrell Counties from the application. They will be added at the end of the year. They are requesting \$9 million plus for Perquimans County. After further explaining the process and their intentions, he asked if the Board would provide a letter of support for their grant application. County Manager Heath asked if he had a sample letter to use. Mr. Lane said that he would see about obtaining one. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Chairman and County Manager Heath will draft a letter of support for his grant application.

SHELBY WHITE, SHERIFF

Mr. White explained that, at the February 17, 2020 Work Session, he came to discuss the grant application that he wishes to apply for funds to hire a Grant Writer for the Sheriff's Department. The deadline for the application is March 11, 2020 so he needed to get approval as soon as possible. They are applying for two grants at \$100,000 each. This is a no match grant. He is requesting approval to proceed with application. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the approval of this grant.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings was unable to be present at the meeting to present his monthly report.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney was unable to be present at the meeting to present her monthly report.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioner's concerns/committee reports were given:

- > Wallace Nelson: Mr. Nelson asked Ashley Stoop of Albemarle Regional Health Services (ARHS) to come and present an update on the ALS Initiative that the Commissioners are working with. She presented a very beneficial and informative video. The Chairman and Commissioners thanked Ms. Stoop for her hard work and told her to thank Battle Bets, Director of ARHS.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Port Building Closing from Trillium: Mr. Heath stated that they closed on this building today and that gives Perquimans County another asset.
- > February 26th Flood Symposium: Mr. Heath stated that he attended the February 26th flood symposium at East Carolina University (ECU) where they were invited to discuss flooding in our communities. ECU will use this information in their study.
- > NCACC Regional Meeting - March 10, 2020: The NCACC Regional Meeting will be held at the Vernon James Center and it probably is not too late to register if any of the Board members would like to go.
- > April 2, 2020 - Meeting with Congressman Murphy: Mr. Heath explained that he has a meeting scheduled to meet with our new Congressman, Dr. Greg Murphy, on April 2, 2020.
- > Deaths in Community: Mr. Heath explained that he wanted to make it a part of the record of deaths in our community. Leo Higgins was a former commissioner and the coordinator for the Perquimans 20/20 Program and died on February 21, 2020. Dave Goss, our Economic Development Coordinator, lost his wife, Dee Goss, on February 23, 2020. Finally, Izell "Zeke" Jackson, retired Chief Building Inspector, died on February 24, 2020.

Chairman Nelson encouraged the Commissioners to attend the NCACC Regional Meeting if possible.

BOARD APPOINTMENT UPDATE

Chairman Nelson reported on the following Board appointments:

- > Community Advisory Committee & Board of Adjustment: Chairman Nelson recognized Mary Hurnsicut, Clerk to the Board, who explained that they had received a Volunteer Application for Gary Kurt Kellman requesting no particular board appointment. He said that he just wants to help in any way. She asked the Chairman if he would like for her to send him a letter asking if he was interested in serving on either of these Board. He said to proceed with the letter.
- > Albemarle Hospital Board of Trustees: Chairman Nelson said to remove this until we receive final information of its disbandment.

2ND AMMENDMENT RESOLUTION

County Manager Heath reported that, at their February 17, 2020 Work Session, the Board discussed the possibility of adopting a resolution that supports the Second Amendment right of its citizens to possess firearms and to use firearms for traditionally lawful purposes and that opposes the enactment of any legislation which infringes upon the right of its citizen to bear firearms and to use firearms for rationally lawful proposes. After the Chairman read the proposed Resolution, Alan Lennon made a motion to adopt the Resolution as presented. The motion was seconded by Charles Woodard and the following Resolution was adopted:

RESOLUTION OF THE PERQUIMANS COUNTY, NORTH CAROLINA BOARD OF COMMISSIONERS IN SUPPORT OF THE SECOND AMENDMENT TO THE UNITED STATES CONSTITUTION

WHEREAS, the Perquimans County Board of Commissioners supports the United States Bill of Rights and its guarantees of individual rights; and

WHEREAS, the Second Amendment to the United States Constitution and Article 1, Section 30 of the Constitution of North Carolina provide in part that "...the right of the people to keep and bear arms shall not be infringed.", and

WHEREAS, in *District of Columbia v. Heller*, 554 U.S. 570 (2008) the United States Supreme Court held that the Second Amendment protects an individual right to possess a firearm unconnected with service in a militia and to use that firearm for traditionally lawful purposes; and

WHEREAS, in *McDonald v. City of Chicago*, 561 U.S. 742 (2010) the United States Supreme Court held that the rights of an individual to keep and bear arms are protected by the Second Amendment; and

WHEREAS, the Perquimans County Board of Commissioners is concerned about any effort of the North Carolina General Assembly or the United States Congress to enact legislation which infringes upon the Second Amendment rights of its citizens to possess a firearm and to use a firearm for traditionally lawful purposes; and

WHEREAS, the Perquimans County Board of Commissioners supports the decisions of the United States Supreme Court that interpret the Second Amendment as providing individuals the right to bear arms and use firearms for traditionally lawful purposes; and

NOW THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

Section 1. The Perquimans County Board of Commissioners supports the Second Amendment right of its citizens to possess firearms and to use firearms for traditionally lawful purposes.

Section 2. The Perquimans County Board of Commissioners is opposed to the enactment of any legislation which infringes upon the right of its citizens to bear firearms and to use firearms for traditionally lawful purposes.

ADOPTED the 2nd day of March, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

FY 2019-2020 AUDIT CONTRACT

County Manager Heath presented the Audit Contract with Donna Winborne's Office for FY 2019-2020. This contract is to complete the audit for the County and for Tourism Development Authority (TDA). The cost is \$500 more than last year's cost. The staff recommends approval. On motion made by Charles Woodard, seconded by Fondella A. Leigh, the Board unanimously approved the FY 2019-2020 Audit Contract with Donna Winborne's Office.

AMENDMENT LEASE #4 – USDA OFFICES

County Manager Heath explained that the USDA office rents space in the Albemarle Commission Building. They are requesting an extension of three years at a cost of \$22,165.50 per year. On motion made by Joseph W. Hoffer, seconded by Fondella A. Leigh, the Board unanimously approved the following Amendment Lease #4 for the USDA Offices in the Albemarle Commission building for three years at a cost of \$22,165.50 per year:

GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE LEASE AMENDMENT	LEASE AMENDMENT No. 4
	TO LEASE NO. <u>Perquimans County, NC USDA Service Center</u>
ADDRESS OF PREMISES 542 S. Church Street Hertford, NC 27944	PDN Number: N/A

THIS AMENDMENT is made and entered into between County of Perquimans whose address is: P.O. Box 45, Hertford, NC 27944

hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease to extend lease term.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective upon execution by the Government as follows:

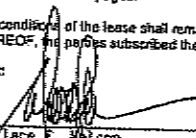
1. Effective upon execution by the Government, the lease period of the above described premises will be extended from January 1st, 2020 through December 31st, 2022.
2. The Government will pay the Lessor annual rent of \$22,165.50 payable at the rate of \$1,847.13* per month (representing \$10.50 per square foot for 2,111 net useable square feet) in arrears. (*Rates may be rounded.)
3. The Lessor must have an active/updated registration in the System for Award Management (SAM) System (<https://www.sam.gov>) upon receipt of this lease Amendment. The Government will not process rent payments to Lessors without an active/updated SAM Registration.

This Lease Amendment contains 1 pages.

All other terms and conditions of the lease shall remain in force and effect. IN WITNESS WHEREOF, the parties subscribed their names as of the below date.


FOR THE LESSOR:

FOR THE GOVERNMENT:

Signature: 
Name: Wallace E. Nelson
Title: Chairman
Entity Name: Perquimans County
Date: 3/2/2020

Signature: _____
Name: _____
Title: Lease Contracting Officer, USDA
Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: 
Name: Mary E. Hinnicutt
Title: Clerk to the Board
Date: 3/2/2020

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:05 p.m. on motion made by Joseph W. Hoffer, seconded by Alan Lennon.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

March 16, 2020

7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session scheduled for Monday, March 16, 2020, at 7:00 p.m. has been cancelled.

EMERGENCY CALLED MEETING

March 17, 2020

7:00 p.m.

The Perquimans County Board of Commissioners met in an Emergency Called Meeting on Tuesday, March 17, 2020, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Fondeila A. Leigh, Vice Chair
Joseph W. Hoffer T. Kyle Jones
Alan Lennon Charles Woodard

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board

The meeting was called to order by Chairman Nelson. Commissioner Woodard gave the invocation and the Chairman led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Charles Woodard made a motion to approve the Agenda. The motion was seconded by Alan Lennon and unanimously approved by the Board.

DISCUSSION OF CORONAVIRUS

Chairman Nelson explained the purpose of this Emergency Called Meeting was to discuss the outbreak of the Coronavirus through the United States and the entire world. A meeting of the Perquimans County Emergency Management Control Group met yesterday. The following individuals attended the meeting:

Earline Brown, Mayor of Hertford Pam Hurdle, Hertford Town Manager
Fred Yates, Mayor of Winfall Ken Rominger, Vice Mayor of Winfall
Jonathan Nixon, Emergency Services Director Julie Solesbee, Emergency Management Public Information Office
Ashley Stoop, Albemarle Regional Health Services (ARHS) Frank Heath, County Manager
Wallace Nelson, Chairman Board of Commissioners

This group has been keeping in touch with each other to discuss how to proceed with the spread of the Coronavirus. Chairman Nelson asked the following individuals to update the Board on how they are handling their offices and services during this pandemic:

- > Ashley Stoop, ARHS, presented updated information on the coronavirus and what is happening with up-to-date conditions.
- > Senior Center: The Chairman recognized County Manager Heath who explained that the purpose of the County is to focus on eliminating the exposure of large groups. The County has taken some actions to mitigate those situations. Earlier, the Governor presented an Order on March 10th to close the schools until March 27th and he will let Tanya Turner, School Superintendent, discuss this. He also included a prohibition of mass gatherings over a 100 people. Today, there was another Order that restaurants and bars would be closed for dine-in but allowed take out and drive thru. Also, yesterday they met with Mayor Yates, Mayor Brown, Health Department, and Emergency Services which was a very productive meeting. They had good discussions on how to work together to respond and get information out. Items were placed on our social media posts and reverse 911 calls to our citizens. The Pettigrew Library System has closed all their libraries for the next two weeks. At the Senior Center level which is the most vulnerable population, we have decided that we would go ahead and cancel things like exercise class, Zumba, and congregate meals are being offered as a to go option only. Based on the fact that they are the most vulnerable population, he is asking Board's direction to close the center until the end of the month. He asked the Board to give him some direction as to what to do after that. Based on a couple of health experts, we are asking that the seniors stay home since they are in that group that is most affected by this virus. Their biggest concern is that the individuals are able to get the meals that they usually receive. They have Beverly Gregory, Senior Center Coordinator, and Laura Alvarico, Albemarle Commission Area Agency on Aging, present tonight to further explain their plans. He then asked them to step forward to present their plan of action.
- Beverly Gregory, Senior Center Coordinator: Ms. Gregory said that Ms. Alvarico had already thought about this before the question arose. The people that were coming into the center for congregate meals have been given the option of curbside service. The people that were coming in via transportation and can no longer obtain that transportation have been placed on the Meals on Wheels Routes and possibly have someone to pick up a meal for one of those individuals. She believes for the safety of those individuals so she feels that closing the center was the best thing to do.
- Laura Alvarico, Albemarle Commission: Ms. Alvarico stated that as of today all the Senior Centers in the area have closed to the General Public but Perquimans County which the decision will be made tonight. They have many Meals on Wheels volunteers that are in this same vulnerable population so that she is concerned that they will have a mass exodus of volunteers and they are receiving new requests for Meals on Wheels. Their concern is the chance for malnutrition of clients rather than getting the virus. They are doing everything that they can to keep this program moving forward. County Manager Heath said that he appreciated everything that

Ms. Gregory and Ms. Alvarico are doing for the senior population and, should they need volunteers to run the routes, he would do what he could to get volunteers to help.

- County Manager Heath asked for a consensus from the Board as to the direction they wish Mr. Heath to take regarding the Senior Center. Alan Lennon made a motion to close the Senior Center to the end of the month. Charles Woodard seconded the motion which was unanimously approved by the Board. Mr. Heath further asked the Board if they would extend the discretion to extend that date after discussion with Chairman should that be necessary. Commissioners Lennon and Woodard agreed to Mr. Heath's request.
- > **Recreation Department:** Mr. Heath explained that the Recreation Department is another department that has large group meetings. Practices have been cancelled. We have shut down all recreational activities in anticipation of the meeting tonight. He also recommends closing down public activities at the center and delays the start of any games until after end of the month. He also asked the Board to give him the discretion to extend this date after talking to the Chairman as needed. Fondella A. Leigh made a motion to approve Mr. Heath's recommendation. The motion was seconded by Charles Woodard. The motion was unanimously approved.
- > **Water Department:** It has been decided that we will delay water cut-offs for a couple of weeks because people focus on handwashing and sanitary conditions so that was just an internal decision that they made today.
- > **Extension Office:** The Extension Office has cancelled their activities for the next couple of weeks but they will continue to work with the SHIP Program related to Medicare.
- > **Intercounty Transportation Authority:** As Ms. Gregory alluded to earlier, the Intercounty Transportation Authority has postponed their service until further notice except for dialysis or critical care cancer patients.
- > **School System:** Mr. Heath mentioned that he and Tanya Turner had a conference call yesterday morning with Steve Lane of Intelliport, Martha Nixon, and April Benton to discuss the things that we could do to extend WIFI to the residents of Perquimans County so that the children would be able to do their lessons that are being prepared for them. He discussed the various locations for use of WIFI within Hertford. They are also trying to talk to local churches to see if they could use their WIFI during this time in their communities.
- > **Control Group (listed above):** Mr. Heath explained that this group is the decision-making group during emergency events. This group will meet tomorrow at 3:30 p.m. at the Emergency Operations Center at the EMS Building to continue to discuss response to the coronavirus and to discuss the possibility of declaring a State of Emergency for the County, the Town of Hertford, and the Town of Winfall. Mr. Heath has a draft tonight that he will share with the Town Mayors and staff to see if it meets their needs. Many of the surrounding counties have already adopted the State of Emergency Declaration. The Albemarle Regional Health Services recommends that Perquimans County, Hertford, and Winfall adopt this Resolution declaring a state of emergency. This is an information tool and a possible tool for reimbursement for expenses incurred during this emergency situation from the Federal Level of Government. They also discussed how information is provided to the residents of the County and Towns. This information has been placed on the County's Website, the County's Facebook Page, the Emergency Services Facebook Page, and through the Code Red Reverse 911 Call System. Mr. Heath turned the meeting back over to the Chairman.

Mayor Earline Brown asked Mr. Nelson if the Housing Authority Director could be made part of the Control Group. Mr. Heath explained that we have another group under the Control Group called the Support Group. This is the group that she would fall under.

Chairman Nelson stated that Jonathan Nixon, Emergency Services Director/Emergency Management Coordinator, has been sending out a large number of e-mails regarding the situation. He has also been in contact with the Health Department and the Hospitals to keep abreast of the situation around us. He asked Mr. Nixon to make a few comments.

- > **Jonathan Nixon, Emergency Services Director/Emergency Management Coordinator:** Mr. Nixon explained that they have been monitoring this situation since January 31, 2020. He also explained that the Emergency Operations Center (EOC) was opened this morning at 8:00 a.m. and will remain open from 8:00 a.m. to 5:00 p.m. with monitoring throughout the night. Control Group Meeting is scheduled for tomorrow at 3:30 p.m. The Emergency Medical Services Systems have updated their protocols per the NC Office of EMS for handling these types of cases. From the 911 Center, it is also included in that guidance because emergency medical dispatch is a function of EMS and so their questions that they asking will be the same as EMS questions. They are continuing to add to that system. For citizens that request EMS or Law Enforcement Assistance, they are asking that the people meet EMS or Law Enforcement outside their residence so we do not put the responders into the resident's home. The Hertford Police Department is working on answering their calls via phone and take reports over the phone. The Sheriff's Department is also handling calls and is monitoring the situation. Brian Center, Hertford Manor, and DaVita Dialysis have all taken preventive measures including no visitors except under life ending or hospice cases. They are also taking temperatures on staff as they enter the facility and are approving visitors as they enter. Emergency Services partnered with Coastal Carolina Family Practice and Albemarle Village to establish safety procedures for their buildings.

County Manager Heath asked Chairman Nelson to notify the Commissioners that all the other County Departments are operating their business as usual but we are encouraging the public to handle their business via phone or internet. Mr. Nelson asked Tanya Turner, Superintendent of Schools, if she had anything to add tonight.

- > **Tanya Turner, Perquimans County School Superintendent:** Ms. Turner restated that the Governor has closed the schools through March 30th. Right now, all their work days are optional through next Friday because the Governor has asked that the school staff prepare for a marathon not a sprint. When the staff left on Friday, they were under the impression that they would stay open through Monday. Things changed over the weekend and the schools were closed. The school is now charged with feeding the children and educating the children. They have met with many obstacles. Some students have internet service and others do not. Some students have the capability to come to the WIFI spots and some will not. The staff is trying to provide paper learning packets as well as on-line resources for our students. If the students can access the internet, then they will proceed with their work. Those that do not have access to internet service will be given the opportunity each week to pick up their paper learning packets at the schools. The teachers are working frantically to get at least eight weeks of these packets prepared. They are trying to get it done over the next two weeks because of the uncertainty of if and when the schools will close completely. Tomorrow, they will begin the feeding of the students at two hubs that will continue to stay open: Hertford Grammar School and Perquimans Central School. They will serve breakfast from 7:30 a.m. to 9:00 a.m. and lunch from 11:00 a.m. to 1:00 p.m. for all children in Perquimans County from ages 0 through 18 years of age. If by chance that an out-of-county child is in daycare at a home of a resident of Perquimans County, they are going to try to feed that child also. On Thursday, they will be rolling out buses to deliver meals to eight other sites throughout the County (Snug Harbor & Holiday Island Clubhouses, Wynne Fork Court & Meads Trailer Park, New Hope Methodist and Longview Estates Trailer Park, Saunders Grove and UpRiver Friends Church). This information will go out to the students beginning tomorrow night. The State has said that our salaried employees will continue to get paid but their hourly wage people will not get paid unless they work. They are trying to do everything that they can do to employ those hourly wage people. The bus drivers have been contacted to see if they are willing to work with the delivery of these meals. As of today, 18 of those bus drivers have agreed to work. They will be driving the buses, sanitizing the buses, and assisting with delivering these meals. The Child Nutrition Workers have to work to provide these meals. The custodians will clean and sanitize the building on a daily basis.

Chairman Nelson asked Susan Chaney, Social Services Director, if she had anything to add to what their department is doing:

> Susan Chaney, Social Services Director: Ms. Chaney informed the Board that the Social Services Department has implemented these safety measures. They are looking at the need to wash their hands often and thoroughly. They have been asked to handle their business via telework. She is keeping track of how many people actually come into the center. They have set up a drop box in the foyer with a statement that says, if you are sick, please do not come into the building but drop your paperwork in the drop box. Go back to your car and call us and they will have their person talk to them. The boxes are checked several hours a day. Keeping everything clean as much as possible. Most training throughout the state has been cancelled. Child protective services have to go on. They have to keep in touch with the foster care children. That is now being handled via phone calls. She discussed the situations with the nursing and rest home monitoring. Food & Nutrition are asking if they have emergency food stamps. They have extended their six to twelve months depending on cases. They are looking for waivers for hot foods. Looking into having supplements for their children out of school. Other policies are becoming a little more flexible. Currently they are in some federal audits. Once these current cases have been completed, they will be suspending the audits but no time given as to when they will begin again. More direction from the State will be coming in the next day or two.

Chairman Nelson asked if Mayor Earnell Brown or Mayor Fred Yates had any comments to make. Mr. Yates stated that they have implemented what the Control Group talked about yesterday. Ms. Brown gave a synopsis of how they are sterilizing their facilities. Pam Hurdle, Town Manager, said that they had been notified by the NC DMV that they will need to monitor the number of people in the building. If they get more than they are allowed, they will be asked to leave their paperwork, return to their cars and wait for our call. She said that they did not experience that today. They are proceeding with training of their employees on how to handle sterilization of their work space, etc.

Chairman Nelson asked the Board if they had any questions. He further stated that if they have any questions or needs any assistance, please let County Manager Heath or himself and they will try to assist you in any way. Commissioner Woodard complimented Julie Solesbee for her one call last night.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:10 p.m. on motion made by Joseph W. Hoffler, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD
Terissa J. Blanchard, Chair
Dianne M. Layden
Charles Woodard

252-426-7373 -- FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: March 24, 2020

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board

From: Susan Chaney *Susan Chaney*

Subject: Extension of Income Maintenance Caseworker III Position

Due to the resignation of an Income Maintenance Caseworker II in the Adult Medicaid Unit of the Perquimans County Department of Social Services, I am formally requesting the delay of Ms. Jovan Ward to the Food & Nutrition Services Unit until May 1, 2020. Ms. Ward has graciously agreed to continue in her current position to assist the agency as the other two workers have less than six months' experience. While Ms. Ward continues as an IMC III, her current level of pay will be continued.

Please refer to the enclosed Employee Action Form with the new effective date.

If you have any questions, please don't hesitate to contact me at 426-7373 ext. 128.

Perquimans County's Vision

To be a community of opportunity in which to live, learn, work, prosper and play.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 24, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jovan Ward
POSITION: IMC III

SOC.: SEC. NO.:
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: MAY 1, 2020

GRADE: 63 STEP: 8 SALARY: \$ 36,151.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: March 24, 2020

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 3/25/2020

FINANCE OFFICER

DATE: _____

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Dianne M. Layden
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR

Susan M. Chaney

MEMORANDUM

Date: March 6, 2020

To: Frank Heath, County Manger
Tracy Mathews – County Finance
Mary Hunnicutt – Clerk to the Board
Nicole Elliott – DSS Admin. Officer

From: Susan Chaney – DSS Director *Susan Chaney*

Subject: Social Services Employee

Perquimans County Department of Social Services employee, Jovan Ward applied for and was selected for a new position within Social Services. Ms. Ward will begin her new position on April 1, 2020 as an Income Maintenance Caseworker II in the Food & Nutrition Program. She is currently an IMC III, Grade 65, Lead Worker with Adult Medicaid.

As you can see, the Food & Nutrition position is an IMC II position per the North Carolina Office of Human Resources and therefore she will be taking a small decrease in her salary. Ms. Ward will be a Grade 63 Step 8 with a salary of \$ 36,151.00 effective April 1, 2020.

If you have any questions, please don't hesitate to contact me at 426-7373 ext. 128.

Perquimans County's Vision

To be a community of opportunity in which to live, learn, work, prosper and play.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 6, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jovan Ward
POSITION: IMC II

SOC.: SEC. NO.:
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: April 1, 2020

GRADE: 63 STEP: 8 SALARY: \$ 36,151.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: March 6, 2020 _____

COUNTY MANAGER APPROVAL

Mark Heath

DATE: 3/9/2020 _____

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/19/2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cheryl Banks
POSITION: IMC II

SOC.: SEC. NO.:
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION: March 19, 2020

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan M Chaney

DATE: March 19, 2020 _____

DATE: _____

FINANCE OFFICER

DATE: _____

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Dianne M. Layden
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR

Susan M. Chaney

MEMORANDUM

Date: March 24, 2020

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board

From: Susan Chaney *Susan Chaney*

Subject: Employee Resignation

Perquimans County Department of Social Services employee, Deanne Smith, has submitted her letter of resignation. Her last day of employment with Perquimans County will be Friday, April 3, 2020. A copy of her letter is enclosed with this memorandum.

If you have any questions, please don't hesitate to contact me at 426-7373 ext. 128.

Perquimans County's Vision

To be a community of opportunity in which to live, learn, work, prosper and play.

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD
Dianne M. Layden Chair
Charles Woodard
Brenda Dillard

252-426-7373 - Fax 426-1240

DIRECTOR
Susan M. Chaney

March 24, 2020

Ms. Deanne Smith
1362 Millpond Road
Elizabeth City, NC 27909

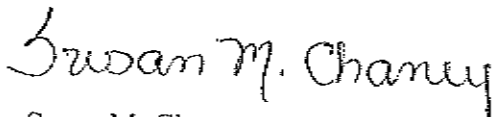
Dear Ms. Smith,

I received your letter dated March 23, 2020 formally notifying me of your resignation from the Perquimans County Department of Social Services effective April 6, 2020. According to your letter and our conversation, your last working day at Perquimans County Department of Social Services will be April 3, 2020.

It is with mixed emotions that I accept your letter of resignation as an Income Maintenance Caseworker in the Adult Medicaid Unit.

On behalf of the entire agency, I wish you well with your new employment endeavors.

Sincerely,



Susan M. Chaney
Director

cc: personnel file

March 23, 2020

Perquimans County DSS
Po box 107
Hertford, NC 27944

Dear Susan,

Please accept this letter as notification of my resignation for the position of Income Maintenance Caseworker II. My last day will be effective on April 3, 2020.

Thank you for giving me the opportunity to work with Perquimans County DSS. This decision was not an easy one. I have learned a lot and enjoyed working with everyone.

Sincerely,


Deanne Smith

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 24, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Deanne Smith
POSITION: IMC II

SOC.: SEC. NO.:
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE RESIGNATION: APRIL 6, 2020

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: March 24, 2020

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 3/25/2020

FINANCE OFFICER

DATE: _____

Mary Hunnicutt

From: Frank Heath <frankheath@perquimanscountync.gov>
Sent: Monday, March 16, 2020 9:29 AM
To: Mary Hunnicutt
Subject: Robin Trueblood

Mary-

This morning, Robin Trueblood turned his keys and cell phone in to Tracy Mathews, Finance Officer, and indicated that he no longer wished to be employed with Perquimans County. Please mark Friday March 13th as his final day of employment with the County. Thanks,

Frank Heath
Perquimans County Manager
P.O. Box 45
Hertford, NC 27944
(252)426-8484

Perquimans County's Vision: To be a community of opportunity in which to live, learn, work, prosper and play.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 1, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sue Ann Cestaro

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator

DEPT.: 911 Communications

STATUS CHANGE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

4-1-20 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 4 SALARY: \$31,376 per year

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 4-1-2020

COUNTY MANAGER APPROVAL
[Signature]
DATE: 4/2/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 1, 2020

COUNTY OF PERQUIMANS

STATUS: **NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE**

NAME: Annmarie Shine SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PERMANENT PART-TIME FILL IN DEPT.: 911 Communications

STATUS CHANGE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: _____ STEP: _____ SALARY: _____

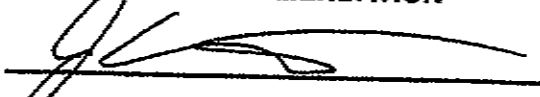
_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.


4-1-20 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 2 SALARY: \$14.37 per hour

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION


DATE: 4-1-2020

COUNTY MANAGER APPROVAL


DATE: 4/2/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 25, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Caitlyn Gardner
POSITION: IMC II

SOC.: SEC. NO.:
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION:

XX RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: 4/1/2020 GRADE: 63 STEP: 2 SALARY: \$ 31,229.00

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION
Suzan M Chaney

DATE: March 24, 2020

COUNTY MANAGER APPROVAL
Frank Heath

DATE: 3/26/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 3, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cody Chappell SOC. SEC. NO.: _____

POSITION: EMS Full-Time Paramedic DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ SALARY: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

4/1/2020 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 2 SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 3/8/2020

COUNTY MANAGER APPROVAL
[Signature]
DATE: 4/2/2020

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
WATER FUND
NO. 15

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF APRIL, 2020, PASSED THE FOLLOWING AMENDMENT TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-359-000	EMS/AMB. Service Franchise	3,000	
10-592-312	EMS/AMB. Service Franchise	3,000	
EXPLANATION: To amend FY 2019-2020 budget funds to include an agreement between Perquimans and Bertie County regarding transport service.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF APRIL, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF APRIL, 2020

 Chairman, Board of Commissioners

 Finance Officer



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON
CHAIRMAN
FONDELLA A. LEIGH
VICE CHAIR
JOSEPH W. HOFFLER
T. KYLE JONES
ALAN LENNON
CHARLES WOODARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION LITTER SWEEP SPRING 2020 IN PERQUIMANS COUNTY

WHEREAS, the North Carolina Department of Transportation organizes an annual Spring statewide roadside cleanup to ensure clean and beautiful roads in North Carolina; and

WHEREAS, the Spring 2020 "Litter Sweep" roadside cleanup will take place April 11 – April 25, 2020, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

WHEREAS, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Correction inmates and community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during "Litter Sweep" and may receive certificates of appreciation for their participation; and

WHEREAS, the great natural beauty of our State and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

WHEREAS, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

WHEREAS, the 2020 LITTER SWEEP cleanup will celebrate the 32nd Anniversary of the North Carolina Adopt-A-Highway program and its over 5,760 volunteer groups that donate their labor and time year round to keep our roadsides clean.

WHEREAS, the LITTER SWEEP cleanup will be a part of educating the children of this Great State regarding the importance of a clean environment to the quality of life in North Carolina;

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim April 11 – April 25, 2020, as "SPRING LITTER SWEEP" time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

ADOPTED the 6th day of April, 2020.

(SEAL)

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

Mary P. Hunnicutt, Clerk to the Board
Perquimans County Board of Commissioners

From: Tracy Mathews [mailto:tracymathews@perquimanscountync.gov]
Sent: Thursday, March 12, 2020 1:41 PM
To: Mary Hunnicutt
Cc: 'Frank Heath'
Subject: FW: [External] FYE 2020 GASB 73 for LEO Special Separation Allowance

For May BOC meeting - See attached 2020 Memorandum of Participation for Separation Allowance Benefit. I think we have been including on the BOC agenda for information/permission for Frank to sign the agreement.

From: Karen Hodges [mailto:KarenH@CavMacConsulting.com]
Sent: Thursday, March 12, 2020 12:58 PM
To: ncssaleo@cavmacconsulting.com
Subject: [External] FYE 2020 GASB 73 for LEO Special Separation Allowance

We're attaching the actuarial data request forms for the Law Enforcement Officers' Special Separation Allowance (LEOSSA) for Fiscal Year ending **June 30, 2020**. If you would like Cavanaugh Macdonald Consulting to complete the GASB 73 report for FYE 2020, we have attached the following information for completion:

1. Memorandum of Participation and Data Collections Sheet
2. Excel Spreadsheet template for **12/31/2019** LEOSSA Retirees, if applicable. (*Disregard the spreadsheet if no retirees receiving the separation allowance on 12/31/2019*)

The completed information should be emailed to ncssaleo@cavmacconsulting.com.

If you have any questions regarding GASB reporting for OPEB Plans, you can contact our OPEB Team at ncopeb@cavmacconsulting.com.

Completed LEOSSA GASB 73 reports will be emailed on July 31, 2020.

Please let us know if you have any questions. Thank you.

Joseph Walls
 Senior Consultant
 Cavanaugh Macdonald Consulting, LLC
 3550 Busbee Parkway
 Suite 250
 Kennesaw, GA 30144
 Direct: 678 388 1704
 Fax: 678 388 1730



Cavanaugh Macdonald
 CONSULTING, LLC
The actuarial and administrative solutions

JosephW@CavMacConsulting.com
www.cavmacconsulting.com

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Memorandum

To: Finance Directors and Human Resource Directors
From: Joseph Walls & Todd Green
Date: March 11, 2020
Subject: **GASB 73 Reporting for Special Separation Allowance**

Cavanaugh Macdonald Consulting, LLC (CMC) is offering local governments the chance to have actuarial studies performed for the Special Separation Allowance for Law Enforcement Officers. The separation allowance is a locally administered benefit provided to certain law enforcement officers upon their departure from service.

CMC is a premier actuarial consulting firm founded solely for the purpose of providing actuarial services to state and local governments. CMC also performs the actuarial valuation for Other Postemployment Benefits (OPEB) in accordance with GASB 74 and 75. A separate data request is issued for OPEB valuations.

GASB Statement No. 73 establishes accounting and financial reporting requirements for pensions that are not within the scope of GASB 68. GASB 68 relates to pension plans that are administered through qualified trusts. **For most units, GASB 73 will apply to the Law Enforcement Officers, Special Separation Allowance (LEOSSA).** *If you currently administer the Special Separation Allowance for Law Enforcement Officers through a qualified trust, please contact Joseph Walls at CMC for the data request related to the preparation of the actuarial valuation report required under GASB Statement 68.*

The reporting date for GASB 73 will be June 30, 2020. The valuation date will be December 31, 2018 and the measurement date will be December 31, 2019. For measurement of the Total Pension Liability and Pension Expense, the December 31, 2018 accrued liability will be rolled forward to the measurement date of December 31, 2019 using standard roll-forward procedures. If alternative valuation or measurement dates are requested for GASB 73 reporting, additional fees will apply.

If your local government participated in the actuarial study in 2019, the retired participant data provided last year will be used for the Fiscal Year 2020 report. The active participant data is provided by the Local Government Employees Retirement System (LGERS). In addition, we are requesting information that will be necessary for Fiscal Year 2021 reporting. Additional information is provided on the following pages.



NOTE: You must complete the attached forms in order to participate, even if you participated in previous years. The cost to your local unit of government and the procedures you must follow are outlined below:

- 1) The base fee for all Units will be **\$525** per local unit, plus **\$3.75** per covered employee and retiree. If your local government offers the Separation Allowance benefit to any other employee groups (General Employees, Firefighters, etc.), a base fee of \$525 will apply to each additional employee group, plus \$3.75 per additional covered employee and retiree.
- 2) Units must return the 2020 Memorandum of Participation to Cavanaugh Macdonald Consulting, LLC indicating their desire to participate and the Data Collection Sheet no later than **May 15, 2020** to receive the pricing above. If the forms are received after May 15th, the reports will be completed as soon as possible following receipt of the required information. Additional fees may apply if the information is not received by the deadline.
- 3) Units are to receive copies of their actuarial reports by **July 31, 2020** provided the required information is received by the deadline above. Units will be billed directly by Cavanaugh Macdonald Consulting, LLC. **DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**
- 4) Units may negotiate other services with Cavanaugh Macdonald Consulting, LLC outside the scope of the agreement. The hourly rates for consulting services range from \$136 to \$412.
- 5) Additional fees may apply if corrected data collection items are provided after the report is issued and/or time is accrued answering auditor questions.

Note: Unless Cavanaugh Macdonald Consulting, LLC has questions, you may not hear from them until you get your copy of the actuarial report.

The main contact persons with Cavanaugh Macdonald Consulting, LLC are Joseph Walls and Todd Green (NCSSALEO@CavMacConsulting.com). If you have any questions, please contact Joseph at (678) 388-1704 or Todd at (678) 388-1705.

Cavanaugh Macdonald Consulting, LLC
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144
NCSSALEO@CavMacConsulting.com



2020 MEMORANDUM OF PARTICIPATION FOR SEPARATION ALLOWANCE BENEFIT

UNIT: _____

MAILING ADDRESS: _____

CITY: _____ ZIP CODE: _____

NAME: _____

TITLE: _____

PHONE #: () _____

EMAIL ADDRESS: _____

On behalf of the unit government noted above, we agree to engage Cavanaugh Macdonald Consulting, LLC to prepare the disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers.

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel. In order to complete the report in time for Fiscal Year 2020 reporting, CMC will need to receive all requested information no later than May 15th, 2020.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2020. **DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**

By signing this document I have accepted the terms and conditions outlined in the cover memorandum and agree to pay Cavanaugh Macdonald Consulting upon the completion of all work.

Signed this _____ day of _____, 2020.

(SIGNATURE)

(TITLE)

Cavanaugh Macdonald Consulting, LLC
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144
NCSSALEO@CavMacConsulting.com



**DATA COLLECTIONS SHEET FOR
SEPARATION ALLOWANCE BENEFIT
FOR FISCAL YEAR ENDING JUNE 30, 2020**
(Article 12D of Chapter 143 N.C. General Statutes)

This form should be completed and returned by **May 15, 2020**.

UNIT: _____

UNIT'S RETIREMENT SYSTEM (LGERS) I.D. NUMBER (if available): _____

- 1) The active participant data as of December 31, 2018 has been provided by the North Carolina Local Government Employees' Retirement System for use in the actuarial study. Typically, the Separation Allowance benefit is provided only to law enforcement officers (LEO). Please check the box(es) below if any of the following employee groups have been extended this benefit at the option of the local government. If only LEO are offered the separation allowance benefit, please skip to #2.

- Firefighters
- General Employees

- 2) Please provide the total gross separation allowance payments made to all retired members for Calendar Year 2019 (January 1, 2019 to December 31, 2019):

\$ _____

- 3) Please provide the administrative expenses* for Calendar Year 2019

(January 1, 2019 to December 31, 2019): _____

* Costs incurred by the employer related to the administration of the separation allowance benefit (e.g. actuarial report fees, costs to process separation allowance payments, costs to send annual tax statements, staff time to assist employees in projecting retirement amount, staff time in preparing the data needed for the actuarial report, etc.). If no amount is provided, \$0 administrative expenses will be assumed for GASB 73 purposes.

If you have questions about the form, please contact **Joseph Walls** or **Todd Green** (NCSSALEO@CavMacConsulting.com) at Cavanaugh Macdonald Consulting at (678) 388-1704 or (678) 388-1705.

Cavanaugh Macdonald Consulting, LLC
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144
NCSSALEO@CavMacConsulting.com



SUPPLEMENTAL DATA COLLECTIONS SHEET FOR FISCAL YEAR ENDING JUNE 30, 2021

In preparation for the GASB 73 reporting required for Fiscal Year ending June 30, 2021, please provide a Microsoft Excel file of any retired employees receiving a separation allowance as of **December 31, 2019**. The file should contain the following information and can be emailed to NCSSALEO@CavMacConsulting.com. Please include the name of the local government in the email. We are enclosing a template to use for providing the retiree information.

- Name
- Separation Allowance Payment Amount **PER PAY PERIOD** as of **December 31, 2019**
- Pay Period: Bi-weekly, monthly, semimonthly, weekly, etc.
- Date of Birth (MM/DD/YYYY)
- Gender (Male/Female)
- Date of Retirement (MM/DD/YYYY)

This information will be used for the Fiscal Year 2021 reporting period. We are requesting this information since it may be easier for your unit to provide the retiree information as of December 31, 2019 now instead of producing the information in 2021.

12/31/2019 Retiree Data

Enter MUNICIPALITY/UNIT Name:					
Please refer to the Memorandum of Participation for details.					
Data represents Separation Allowance Retirees as of 12/31/2019 .					
Do not include Retirees that terminated or retired after 12/31/2019 .					
Disregard this file if you had no Separation Allowance Retirees as of 12/31/2019 .					
<i>i.</i>	<i>ii.</i>	<i>iii.</i>	<i>iv.</i>	<i>v.</i>	<i>vi.</i>
Name ENTER: Last, First (fe: Smith, John)	Allowance AMOUNT Per PAY PERIOD as of 12/31/2019	Pay Period FREQUENCY (Weekly, Biweekly (26 pymts/yr), Monthly, Semi-monthly (24 pymts/yr))	Date of Birth (MM/DD/YYYY)	Gender (M/F)	Date of Retirement (MM/DD/YYYY)

From: Tara Taylor [<mailto:CommunityManager@albemarleplantation.com>]
Sent: Monday, February 04, 2019 2:43 PM
To: mhunnicutt@perquimanscountync.gov
Cc: Nikki Brown
Subject: [External] Albemarle Plantation Independence Day Fireworks

Hi Mrs. Hunnicutt,

I'm reaching out on behalf of Albemarle Plantation in regard to our annual Independence Day fireworks on July 6, 2019 (documents attached. Would you please put me on the Commissioner's agenda for approval?

This is my first time handling this, so please let me know if you need any additional information from me. Thank you in advance for your time. Have a great day!

Thank you,

Tara Taylor
Community Manager
Albemarle Plantation
Office – (252) 426-2985
CommunityManager@albemarleplantation.com



INVOICE

Remit Check to:

Pyrotecnico Fireworks, Inc.
 PO Box 645844
 Pittsburgh, PA 15264-5844
 (724) 652.9555

Date: February 4, 2020
 INV #: SO-C41540

Sold to:

Albemarle Plantation Holdings, LLC
 1 Plantation Drive
 Hertford, NC 27944

Description	Amount
July 1, 2020 Fireworks Display	\$6,600.00
July 11, 2020 Rain Date	
Pre-Show Advance due March 1, 2020	\$3,000.00

We also accept ACH & wire payments:

ACH:

Account Number: 6004720221
 Routing Number: 043300738

WIRE:

PNC Bank, 500 First Avenue, Pittsburgh, PA 15219
 ABA: 043000096
 Account Number: 6004720221
 SWIFT Code: PNCCUS33



FIREWORKS DISPLAY AGREEMENT

THIS FIREWORKS DISPLAY AGREEMENT ("Agreement") is made effective as of the later of the dates set forth below the signatures below ("Effective Date") by and between Pyrotecnico Fireworks Inc. ("Pyrotecnico") and Albemarle Plantation Holdings, LLC ("Sponsor"), sometimes referred to individually as "Party" or collectively as "Parties." In consideration of the mutual promises and covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

GENERAL TERMS:

Scope of services to be provided by Pyrotecnico ("Services"):	Aerial Fireworks Display
Date(s) of Show (to be provided by Sponsor):	July 1, 2020
Rain Date(s) of Show (if negotiated - to be provided by Sponsor):	July 11, 2020
Compensation to be paid to Pyrotecnico for providing the Services ("Compensation"):	\$6,600.00 (*includes \$300.00 permit fees)
Pre-Show Advance:	\$3,000.00
Pre-Show Advance Due Date:	March 1, 2020
Payment Terms:	Net 10
Postponement Fee:	\$1,875.00
Cancellation Fee:	\$5,025.00

SERVICE TERMS:

Pyrotecnico will provide Sponsor with a fireworks display subject to the terms and conditions of this Agreement. The pricing provided in this Agreement is valid only for 60 days from the date this Agreement is sent to the Sponsor via any means. Pyrotecnico may, but is not required to, accept this Agreement if the Sponsor does not return the signed Agreement within this time.

PRE-SHOW ADVANCE, COMPENSATION AND PAYMENT TERMS

Sponsor shall pay Pyrotecnico the Compensation and the Pre-Show Advance on or before the dates set forth above. The Pre-Show Advance includes, among other things, the purchase of products necessary for the show, permit costs, the hiring of any necessary equipment, show programming, the assembly and packing of the show, and is necessary in order for Pyrotecnico to finally confirm availability for your event.

Sponsor must pay interest at the rate of 1.5% per month on any unpaid balance until paid in full. Payment must be made by check or otherwise as agreed by the Parties to Pyrotecnico at PO Box 149, New Castle, PA 16103. If Sponsor fails to perform its obligations and responsibilities under this Agreement, and Pyrotecnico must enforce its rights by hiring an attorney or other third party, Sponsor must pay all fees and costs incurred by Pyrotecnico to collect the full amount owed under this Agreement.

RAIN DATES

Rain Dates must be negotiated by the Parties and are NOT available July 1st through July 7th unless specifically negotiated.

DISPLAY RESPONSIBILITIES

Pyrotecnico and Sponsor shall collaborate in the performance of all tasks relating to the fireworks display. These tasks include, but are not limited to:

- A) procuring and furnishing a place suitable for the fireworks display (the "Display Site").
- B) applying for, obtaining and securing all permits, licenses and approvals required by all applicable local, state and federal laws and regulations as well as those required by any local police and fire departments for the Fireworks Display (collectively, the "Required Approvals"). Unless otherwise stated in this Agreement, Sponsor is responsible for the payment of all governmental fees and expenses imposed or applied to this show including any fees or expenses incurred after the signing and execution of contract for the show.
- C) securing an acceptable location with private or public security personnel to park the Pyrotecnico fireworks truck(s) overnight (or for such longer or shorter period as Pyrotecnico may reasonably require in order to effectively provide the fireworks display),
- D) unless otherwise specified by Pyrotecnico the Sponsor is solely responsible for securing adequate protection (via private or public security, police and fire protection, as may be appropriate) to prevent all motor vehicles and individuals, other than those authorized by Pyrotecnico, from entering the security area (display site, fallout area and safe zone) designated by Pyrotecnico.

The Parties shall fulfill their responsibilities in accordance with all local, state and federal rules, laws, orders and regulations, including those of the National Fire Protection Association (NFPA).

SCRIPTED SHOW AND MUSIC SOUNDTRACKS

For displays designated as "scripted" exhibitions:

- A) Sponsor must complete, sign and return this Agreement, at least 40 days prior to the show date.
- B) Sponsor must either provide a pre-approved music soundtrack for the display OR to give final approval to a soundtrack created by Pyrotecnico, at least 30 days before the show date (at least 45 days prior for 4th of July shows). If Sponsor fails to do either, then Pyrotecnico will complete the soundtrack without Sponsor's prior approval and the scripting process will be completed based on the soundtrack created by Pyrotecnico.
- C) Proposal pricing is based upon Pyrotecnico creating one (1) soundtrack and the first set of revisions requested by Sponsor. Any additional revisions requested by the Sponsor will be billed at the rate of \$125 per set of revisions.

If Pyrotecnico provides a show which includes music or commercial video of any type that is protected under intellectual property law, Sponsor is solely responsible for payment of any applicable licensing fees, and/or BMI, ASCAP or other fees, and shall indemnify Pyrotecnico against any claims or liabilities which may arise from the use of the intellectual property.

POSTPONEMENT

If on the show date either the Authority Having Jurisdiction or Pyrotecnico (in its sole and absolute discretion) determines that the conditions make the show either impossible or would increase the risk of damage or danger to person or property, the Parties agree as follows:

- A) If the Parties agree to reschedule the display to a date within 6 months of the original date, then the Sponsor shall pay the Postponement Fee in addition to the original Compensation.
- B) If the Sponsor elects to cancel the display, the Sponsor shall pay the Cancellation Fee in full satisfaction of its obligations under this Agreement within 10 days of the show date.

CANCELLATION

If Sponsor cancels this Agreement for any reason other than Pyrotecnico's default, or, if it is or will be impossible for Pyrotecnico to perform all of its obligations under this Agreement for reasons outside of its control regardless of its best efforts, the Parties agree as follows:

- A) If the display is cancelled more than 30 days prior to the show date, Sponsor shall pay the Postponement Fee in full satisfaction of its obligations under this Agreement.
- B) If the display is cancelled 30 days or less prior to the show date, Sponsor shall pay the Cancellation Fee in full satisfaction of its obligations under this Agreement.

If Sponsor elects to cancel this Agreement, it must do so by sending a written notice by either overnight mail via nationally recognized courier or certified mail addressed to Pyrotecnico, PO Box 149, New Castle PA 16103. Notice is effective upon receipt by Pyrotecnico and will determine the fee owed by Sponsor under this paragraph.

In the event of any force majeure occurrences (e.g. floods, strikes, civil unrest, etc.) which prevent the display, Sponsor shall pay to Pyrotecnico the Postponement Fee in full satisfaction of its obligations under this Agreement.

INDEMNIFICATION & INSURANCE

Sponsor shall indemnify and defend Pyrotecnico and its shareholders, directors, officers, employees, agents, representatives and insurers from any and all demands, claims, causes of action, judgments or liability (including the costs of suit and reasonable costs of experts and attorneys) arising from damage to or destruction of property (including both real and personal) or bodily or personal injuries (including death), whether arising from tort, contract or otherwise, that occur directly or indirectly from (a) the gross negligence or willful misconduct of Sponsor or its employees, agents, contractors or representatives, or (b) the failure of Sponsor to comply with its obligations and responsibilities. If Sponsor is not the owner of the property being used by Pyrotecnico as the show site (shooting location), Sponsor further agrees to defend Pyrotecnico, its officers and/or employees against any claims brought or actions filed against Pyrotecnico with respect to Pyrotecnico's use of the show site. Sponsor will not under any circumstances be entitled to recover any consequential, incidental, exemplary, special or punitive damages from Pyrotecnico, including loss of income, business or profits.

Pyrotecnico will provide a certificate evidencing general liability insurance coverage as required by Sponsor. Pyrotecnico agrees to name as additional insureds parties to whom Sponsor has written, contractual obligations to insure. Additional insureds are limited to Sponsor, sponsors of Sponsor, property owners in and around the show site, municipal corporations (including authorities and public safety departments) and employees and volunteers of any of these. This coverage specifically does not include coverage for any independent acts of negligence of those additionally insured.

CREDITING


Sponsor will credit Pyrotecnico as "Fireworks by Pyrotecnico" in all advertising or marketing materials that are within the Sponsor's authority.

MISCELLANEOUS


- A) For all purposes under this Agreement, a "week" is defined as that period from Sunday at 0:00 through the immediately following Saturday at 23:59.
- B) Neither this Agreement nor any part of this Agreement may be transferred, conveyed or assigned by Sponsor without the prior written consent of Pyrotecnico.
- C) This Agreement contains the entire Agreement between the Parties for this show and any prior agreements are terminated. This Agreement may only be amended, revised or terminated by a written instrument executed by the Party against which enforcement of the amendment, revision or termination is asserted. Any terms conflicting with or in addition to the terms of this Agreement, regardless of how communicated and regardless of the timing, are not a part of this Agreement.
- D) Tender of either the pre-show advance or full payment by Sponsor, without a signed contract, will represent Sponsor's acceptance of this Agreement as written.
- E) Nothing contained in this Agreement will create or be construed as creating a partnership, employment, joint venture or agency relationship between the Parties and no Party shall have the authority to bind the other in any respect.
- F) All of the terms of this Agreement apply to and are binding upon the Parties, and shall inure to the benefit of their successors, assigns, heirs and legal representatives, and all other persons claiming by, through or under them.
- G) The term of this Agreement ("Term") shall begin on the Effective Date and end 3 days after the later of 1) the final Show Date or Rain Date under this Agreement, or 2) any delayed performance date agreed to either orally or in writing by the Parties. The provisions of this Agreement that by their nature extend beyond termination or expiration of this Agreement survive such termination or expiration.
- H) All parties have been advised to seek their own independent counsel concerning the interpretation and legal effect of this Agreement and have either obtained such counsel, or have intentionally refrained from doing so and have knowingly and voluntarily waived such right. Consequently, the normal rule of construction to the effect that any drafting ambiguities are to be resolved against the drafting party will not be employed in the interpretation of this Agreement or any amendments or exhibits.
- I) If either Party fails to enforce any of its rights under any provision of this Agreement or fails to exercise any election provided in this Agreement, it will not be considered to be a waiver of those provisions, rights or elections or in any way affect the validity of this Agreement. The failure of either Party to exercise any of these provisions, rights or elections will not prevent or prejudice such Party from later enforcing or exercising the same or any other provision, right or election which it may have under this Agreement.
- J) If any part of this Agreement is held by a court of competent jurisdiction to be unenforceable, the remainder of this Agreement will remain in full force and effect and will in no way be affected, impaired or invalidated. Pyrotecnico reserves the right to substitute products of equal or greater value.
- K) All notices must be in writing and will must be delivered personally with receipt acknowledged, or sent by certified mail, return receipt requested, or sent by nationally recognized overnight courier for next day delivery, to Pyrotecnico, 299 Wilson Road, New Castle PA 16101.
- L) The Parties agree that in the event of any difference of interpretation, or in the event of any controversy, claim or breach of this Agreement or any amendments, the Parties will immediately make good faith efforts to negotiate a written voluntary resolution of the matter prior to instigating legal proceedings.
- M) This Agreement may be executed by facsimile and PDF and in any number of counterparts, and each of the counterparts will be deemed an original. Sponsor represents by his/her signature that he/she has the authority to enter into this Agreement.

ACCEPTED AND AGREED as of the later of the dates set forth below the signatures below.

PYROTECNICO

By (sign): 
 Name: Lynn Ann Hamed
 Title: Secretary
 Date: February 4, 2020
 Address: PO Box 149
New Castle PA 16103
 Phone: (724) 652-9555
 Email: contracts@pyrotecnico.com

SPONSOR:

By (sign): 
 Name: Tara Taylor
 Title: General Manager
 Date: 1/29/20
 Address: 128 Lakeside Drive
Hertford NC 27944
 Phone: 252-426-2985
 Email: Tara.Taylor@albemarleplantation.com



CONTACT/INSURANCE INFORMATION FORM

You must return this form with your signed agreement, for the certificate of insurance to be issued, and for the permit application to be completed and submitted. If information isn't applicable, please state such by indicating "N/A".

Sponsor Name: Albemarle Plantation Property Owners Association
 Sponsor Contact Name: Tara Taylor
 Address: 128 Lakeside Drive
 City, State & Zip: Hertford NC 27932
 Phone: 252-420-2985 Fax: N/A
 Email: Tara.Taylor@albemarleplantation.com
 Accounts Payable Contact: Hayley Pippens
 Accounts Payable Email: AccountsPayable@Albemarleplantation.com
 Show Date: 7/11/20 Show Time: 9:00 PM
 Rain Date: 7/11/20
 Day-of-Show Contact Name: Tara Taylor
 Day-of-Show Mobile Phone Number: 252-455-1088
 Day-of-Show Email: Tara.Taylor@albemarleplantation.com
 Display Site Location and Address: 371 Albemarle Blvd, Hertford, NC 27944.

If Pyrotecnico has produced a show at this site, has the geography changed (i.e. new structures, new terrain, etc.)? If yes, please describe:

No Change

Additionally Insured - If Applicable:

N/A

****PLEASE RETURN THIS COMPLETED 4-PAGE AGREEMENT TO****

FAX: +1.724.652.1288 (Attn: Mary Killingsworth)

EMAIL: mkillingsworth@pyrotecnico.com

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

2/4/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Britton-Gallagher and Associates, Inc. One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114		CONTACT NAME: PHONE (A/C, No. Ext): 216-658-7100 FAX (A/C, No.): 216-658-7101 E-MAIL: Address: info@brittongallagher.com															
INSURED Pyrotechnico Fireworks Inc. P.O. Box 149 299 Wilson Road New Castle PA 16103		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Everest Indemnity Insurance Co.</td> <td>10851</td> </tr> <tr> <td>INSURER B: Everest Denali Insurance Company</td> <td>16044</td> </tr> <tr> <td>INSURER C: Arch Speciality Ins Co</td> <td>21199</td> </tr> <tr> <td>INSURER D: Everest National Insurance Company</td> <td>10120</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Everest Indemnity Insurance Co.	10851	INSURER B: Everest Denali Insurance Company	16044	INSURER C: Arch Speciality Ins Co	21199	INSURER D: Everest National Insurance Company	10120	INSURER E:		INSURER F:	
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COVERAGES

CERTIFICATE NUMBER: 411934336

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			S18ML00891-201	1/14/2020	1/14/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/PROP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			S18CA00141-201	1/14/2020	1/14/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS			UXP1035252-00	1/14/2020	1/14/2021	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NK) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	Excess Liability #2			S18EX01314-201	1/14/2020	1/14/2021	Each Occr Aggregate \$5,000,000 Total Limits \$10,000,000


DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
 Fireworks Display Date: July 1, 2020 Rain Date: July 11, 2020
 Location: Albemarle Plantation, 371 Albemarle Blvd., Hertford, NC 27944
 Additional Insureds: Albemarle Plantation Holdings, LLC; Perquimans County, NC

CERTIFICATE HOLDER Albemarle Plantation Holdings, LLC 1 Plantation Drive Hertford NC 27944	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

TRILLIUM HEALTH RESOURCES
ANNUAL REPORT PERQUIMANS COUNTY


BLAND BAKER, BA
NORTHERN REGIONAL DIRECTOR

Transforming Lives
 Trillium
HEALTH RESOURCES

TRILLIUM UPDATE

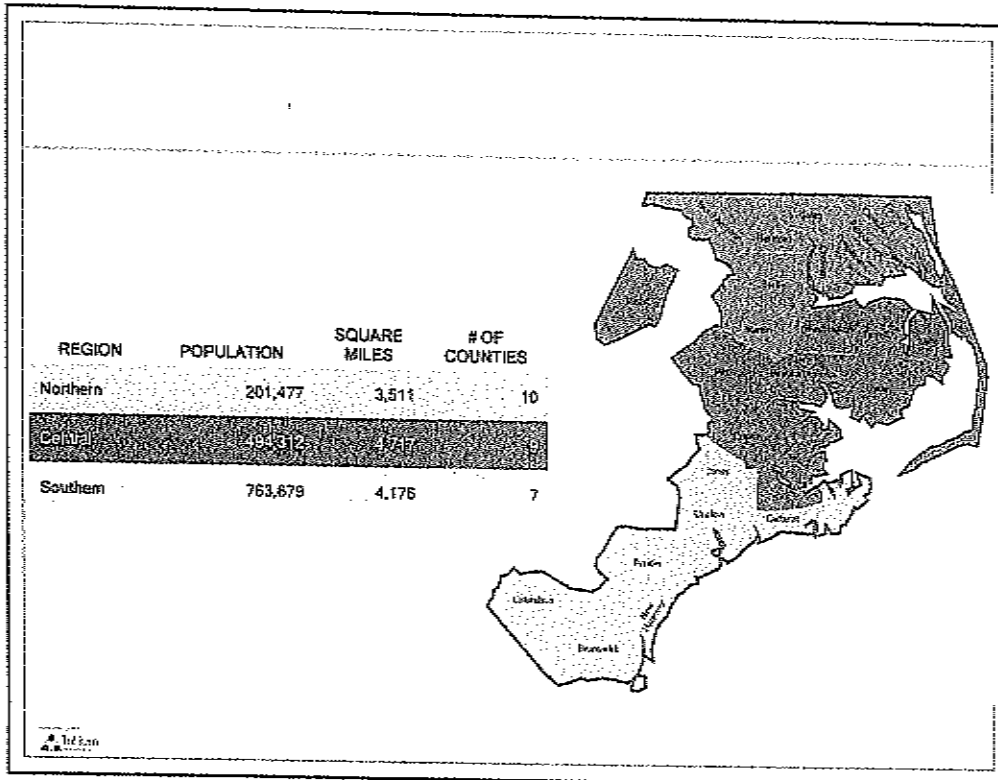
Trillium's mission: Transforming lives and building community well-being through partnership and proven solutions.

- ✦ Who We Are
- ✦ Medicaid Transformation Changes
- ✦ Insurance company partner
- ✦ Organizational changes- call center/contracts/neighborhood connections
- ✦ County Data

 Trillium
HEALTH RESOURCES

Who We Are - Numbers

- 26 Counties
- 1,411,829 total population
- 266,000 Medicaid Eligible
- Served almost 57,000 individuals from mild to severe mental health needs
 - 71.4% with MH needs
 - 19.3% with SUD
 - 9.3% with IDD
- Approximately 500 Providers
- \$475,921,857.00 spent on services last year
- Smallest County- Tyrrell 4,131- Largest County -New Hanover 232,274
- Cover over 12,000 square miles



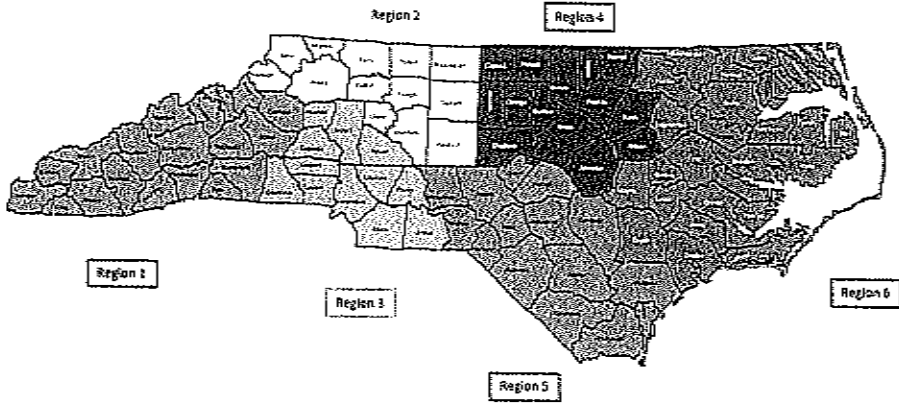
Medicaid Transformation

- o Standard Plan- 5 companies were awarded
 - o AmeriHealth Caritas NC Inc.
 - o Blue Cross Blue Shield of NC
 - o UnitedHealth care of NC Inc.
 - o WellCare of NC Inc.
 - o Carolina Complete Health- only covers regions 3, 4 and 5
- ❖ These Plans will be managing the mild to moderate Medicaid behavioral health recipients



Map of Standard Plan Regions

Managed Medicaid Coverage Regions



Medicaid Transformation continued:

Tailored Plan

- 5-7 Managed Care Organizations- NCACC recommended the current LME/MCO map
- Managing the high risk/high cost individuals with mental health, developmental disabilities and substance use
- Applications due late winter 2020
- Managing the whole person- both physical health and behavioral health



Medicaid Transformation continued

- The original plan had 2 phases
- November 1st 2019, phase 1- was moved to phase 2 -February 2020.
- November 20th, 2019 DHHS suspended the implementation of Medicaid Transformation for Standard Plan Insurance Companies
- They have not put a timeframe on when they will go live
- Tailored Plan will still be applying in late winter, with the potential of going live July 2021



Impact today

- Consumers will remain with the same services with their MCO
- We will still move forward with developing the infrastructure to serve the whole person
- Work towards contracting with pharmacies and primary care services



Organizational changes

- Transition Team
- Contracts with primary care and pharmacy's
- Dr. Paul Garcia- Utilization Management
- Care Management changes
- Community Development and Member Engagement
- Call Center changes coming
- Head of DSS and DJJ
- Network Department Changes



Funding Changes

- Since Standard Plans will be run by insurance companies, they will be managing a part of the Medicaid dollars
- Tailored plans which cover the higher risk individuals, our PMPM will be higher, but total number served under us will be lower
- Developing a whole person care model to cover costs of the physical issues along with the behavioral health issues
- The 1115 Waiver is required to be cost neutral



Project Updates

- Oxford Houses- 2 - 8 bed facilities in Nash County
- Food Trucks- 2- Located in Hertford and Craven County
- Eat the Rainbow- Healthy eating classes in all counties
- Peloton Bikes- 63 bikes to 19 providers at 55 different locations in our 26 counties
- Naloxone Kits- received in all 26 counties
- CHAT- Mobile App when dealing with crisis- received an award last year



Project Updates Cont.

- Hurricane Response teams in Hyde and Dare counties
- Hope4NC Grant- offers Crisis Counseling after hurricanes
- Chalk About Mental Health day in August- addressing suicide
- Safe Schools/Health Kids- online training on a variety of topics
- OUTreach project- helping foster kids in the LGBTQ community
- CIT classes for Law Enforcement
- Mental Health 1st Aid



Consumers served in Perquimans County

Total Consumers served - 517


- Mental Health - 409
- Substance Use - 97
- I/DD - 74

Total is unduplicated, since a single individual may receive services in more than one category



2

QUESTIONS?

Transforming Lives
 **Trilium**
HEALTH RESOURCES

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

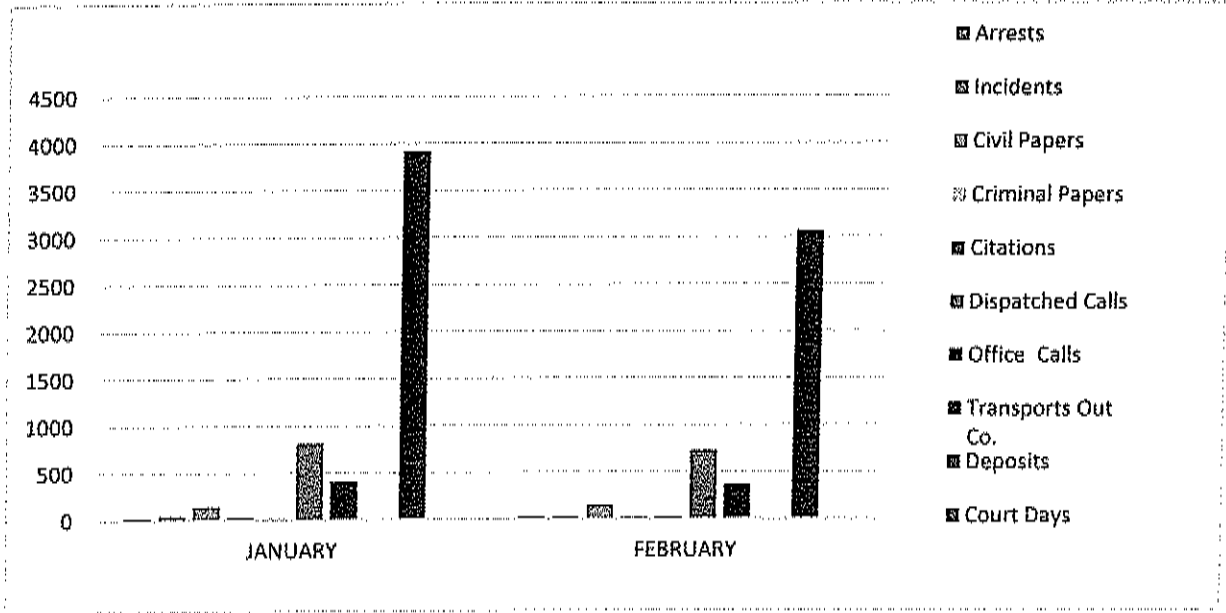
PLAT REVIEW LOG - PERQUIMANS COUNTY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
J H MILLER	X	3-2--2020	X	RECOMBINATION SURVEY 1-0005-0057
LORID RANDOLPH				&PART 1-0005-0056B 9.00 ACRES
TONY WEBB	X	3-10-2020	X	PLAT FOR PARCEL 3-0047-00021A
JOEY BYRUM & PELICAN				67.21

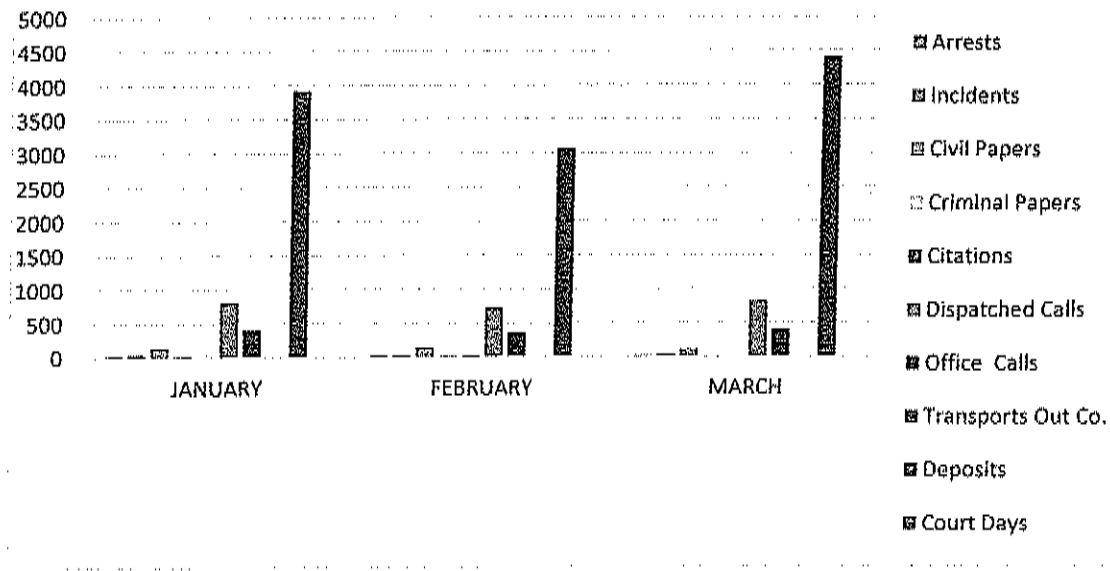
BISELL PO BOX 1068 KITTY HAWK, NC 27949 (252) 261-3266	J H MILLER JR 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	MCKIM & CREED 504 E ELIZABETH ST STE 1 ELIZABETH CITY, NC 27909 338-2929	ROBEY 159 US HWY 158 W EAST CAMDEN, NC 27921 335-1888	SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 330-4016
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 27909 357-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804	GLORIA ROGERS 215 B STREET CAMDEN, NC 27921 338-1415/333-8781	SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-00928	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161	RACKLEY LAND SURVEYING 1015 MACEY JO CT ELIZABETH CITY, NC 27909 (252)679-7670	SAUNDERS SURVEYING 510 AVENUE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777	TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252) 621-5030

TONY WEBB PO BOX 381 EDENTON, NC 27932 (252) 482-3066

Perquimans County Sheriff's Office --- February 2020 Activity Report										
	Arrests	Incidents	Civil Papers	Criminal Papers	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	22	45	145	36	13	812	406	4	\$3,918.00	9
FEBRUARY	21	25	143	27	15	727	364	1	\$3,066.84	10



Perquimans County Sheriff's Office --- March 2020 Activity Report										
	Arrests	Incidents	Civil Papers	Criminal Papers	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	22	45	145	36	13	812	406	4	\$3,918.00	9
FEBRUARY	21	25	143	27	15	727	364	1	\$3,066.84	10
MARCH	17	31	112	17	8	819	410	2	\$4,407.00	7





107 N. Front Street
Post Office Box 7
Hertford, NC 27944

Phone: (252) 426-7010
(252) 426-5564
Fax: (252) 426-3624

**PERQUIMANS COUNTY
TAX DEPARTMENT**

3/30/2020

Re: Agenda Packet Information

To: County Commissioners

From: Bill Jennings
Tax Administrator

County Commissioners:

The Tax Office has been busy working on the tax books so that we can balance and get totals to Mr. Heath for budgeting purposes.

The monthly collection report should be calculated by Friday, April 3, and given to Ms. Hunnicutt. She will then pass it on for your review.

The Board of Equalization and Review will need to convene at next month's Commissioners meeting. I have no scheduled appointments at this time and do not anticipate any appeals.

Thank you,
Bill Jennings
Tax Administrator
Perquimans County



107 N. Front Street
Post Office Box 7
Hertford, NC 27944

Phone: (252) 426-7010
(252) 426-5564
Fax: (252) 426-3624

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections- March 2020

GARNISHMENTS: \$3013.27

PAYMENT AGREEMENTS: \$21,831.37

DEBT SETOFFS: \$1571.75

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: March 2020

Board of Commissioners:
Finance Officer:

I wish to report that during March 2020 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS	#	ELECTRICAL PERMITS	#	PLUMBING PERMITS	#	INSULATION PERMITS	#	MECHANICAL PERMITS	#	MOBILE HOME	#	STATE TAX	MISC	TOTAL DEPOSITED
3/1/2020															\$0
3/2/2020			\$114	2											\$114
3/3/2020	\$324	1							\$55	1			\$10		\$389
3/4/2020					\$70	1			\$110	2					\$180
3/5/2020			\$90	2											\$90
3/6/2020															\$0
3/7/2020															\$0
3/8/2020															\$0
3/9/2020	\$632	1							\$220	4			\$10		\$762
3/10/2020	\$1,931	3	\$30	1			\$100	2					\$10		\$2,071
3/11/2020			\$30	1	\$195	2			\$195	2					\$420
3/12/2020															\$0
3/13/2020			\$146	2											\$146
3/14/2020															\$0
3/15/2020															\$0
3/16/2020			\$110	2											\$110
3/17/2020			\$60	1					\$110	2					\$170
3/18/2020									\$165	3					\$165
3/19/2020	\$271	1	\$310	1	\$200	2	\$50	1					\$10		\$841
3/20/2020									\$55	1				\$75	\$130
3/21/2020															\$0
3/22/2020															\$0
3/23/2020														\$100	\$100
3/24/2020			\$50	1			\$50	1	\$110	2			\$10		\$220
3/25/2020			\$640	1	\$50	1			\$110	2					\$800
3/26/2020	\$210	2	\$278	2			\$50	1							\$538
3/27/2020	\$50	1	\$55	1	\$140	2									\$245
3/28/2020			\$50	1											\$50
3/29/2020															\$0
3/30/2020															\$0
3/31/2020															\$0
TOTAL	\$3,318	9	\$1,963	18	\$655	8	\$250	5	\$1,130	19	\$0	0	\$50	\$175	\$7,541

Signed: _____ Building Inspector

Permit Report

3/1/2020 - 3/30/2020

Permit Type	Permit #	Permit Date	Applicant Name	Description	Type of Improvement	Project Cost	Total Fees	Parcel Address
Mechanical	466	3/30/2020	George & Company	HVAC Change out		850	\$55.00	149 Red Maple Avenue
Building	465	3/30/2020	James Walker	Enclosing wood carport	Alteration	2,000	\$50.00	239 HUNT CLUB TRL
Plumbing	464	3/27/2020	Standard Plumbing Sewer & Drain Inc.	Plumb new doublewide	New Building	1,800	\$50.00	149 Red Maple Avenue
Building	463	3/27/2020	Angela Chappell	Add deck to home	Addition	1,200	\$50.00	1872 BELVIDERE RD
Mechanical	462	3/27/2020	Moonlight Mechanical	HVAC for new construction	New Building	5,900	\$55.00	119 BRANCH BAY CT
Plumbing	461	3/27/2020	Richard Donald White	plumbing new construction	New Building	6,000	\$90.00	119 BRANCH BAY CT
Electrical	460	3/26/2020	Wayne's Wacky Wires	rewire fellowship hall and kitchen	Repair, replacement	4,500	\$80.00	1664 NEW HOPE RD
Building	459	3/26/2020	Eure & Sons Const Co.	added closed in garage from the original permit # and wiring	Addition	6,000	\$298.00	466 BALLAHACK RD
Building	458	3/26/2020	Kenneth Byrum	16x40 deck	Addition	2,200	\$160.00	1203 NEW HOPE RD
Electrical	457	3/25/2020	Scott's Electrical Service	adding 400 amp service to shop	Other	15,000	\$640.00	771 LAKE RD
Plumbing	456	3/25/2020	Twiford's Plumbing Service, Inc.	Plumbing permit # 5438 reinstate		0	\$50.00	134 RIVER COVE LN
Mechanical	455	3/25/2020	Armstrong & Sons	HVAC Change out	Repair, replacement	3,000	\$55.00	200 WYNNE FORK DR
Mechanical	454	3/25/2020	Armstrong & Sons	HVAC change out	Repair, replacement	3,000	\$55.00	102 COOPER CIR
Electrical	453	3/24/2020	Scott A. Williams Electric, Inc.	Re-issue old permit		0	\$50.00	134 RIVER COVE LN
Mechanical	452	3/24/2020	George & Company	HVAC change out	Repair, replacement	4,560	\$55.00	138 FOWLER FORK RD
Mechanical	451	3/24/2020	George & Company	HVAC change out	Repair, replacement	5,504	\$55.00	1035 WOODVILLE RD
Building	450	3/24/2020	Swimme & Son	Remodel single family dwelling	Repair, replacement	24,500	\$110.00	230 BALD EAGLE POINTE DR
Building	449	3/23/2020	Eric W. Cross	(2) Decks on modular	Alteration	3,000	\$88.00	279 DEEP CREEK RD
Electrical	448	3/23/2020	Fred Trueblood Plumbing & Electrical	Wiring for the swimming pool	Other	2,400	\$40.00	391 TWO MILE DESERT RD
Building	447	3/23/2020	William Randy Jackson	Storage Shed 30x30 plus 12x30 lean too on the shed	New Building	17,200	\$315.00	119 BRANCH BAY CT

Fire	446	3/20/2020	The Learning Center of Perquimans County	Fire Inspection		0	\$75.00	103 BEAR GARDEN RD
Mechanical	445	3/20/2020	Allstar Heating and Cooling LLC	HVAC Change out	Repair, replacement	9,000	\$55.00	158 CAMP PERRY RD
Building	444	3/19/2020	Eure & Sons Const Co.	Addition of master suite to home	Addition	127,762	\$331.00	208 RIVERWOOD DR
Plumbing	443	3/19/2020	S.E. Brabble & Sons Plumbing Co.	plumb new dwelling	New Building	20,000	\$140.00	339 Suttons Landing Road
Plumbing	442	3/19/2020	S.E. Brabble & Sons Plumbing Co.	sink & toilet for a bathroom		1,500	\$60.00	594 SNUG HARBOR RD
Electrical	441	3/19/2020	H&P Electric Company of Chesapeake VA	wiring the new dwelling	Other	6,000	\$310.00	119 BRANCH BAY CT
Mechanical	440	3/18/2020	George & Company	HVAC change out	Repair, replacement	2,550	\$55.00	754 NEW HOPE RD
Mechanical	439	3/18/2020	George & Company	HVAC change out	Repair, replacement	2,750	\$55.00	658 OCEAN HWY
Mechanical	438	3/18/2020	George & Company	HVAC change out	Other	3,350	\$55.00	1113 WOODVILLE RD
Electrical	437	3/17/2020	River City Electric	change panel box		900	\$60.00	2098 NEW HOPE RD
	436	3/17/2020	George & Company	HVAC change out at 129 Hollowell Drive		5,285	\$55.00	150 HOLLOWELL DR
	435	3/17/2020	George & Company	HVAC change out		5,750	\$55.00	157 BROAD RIVER DR
Electrical	434	3/16/2020	River City Electric	change service disconnect on trailer		800	\$60.00	1118 NEW HOPE RD
Electrical	433	3/16/2020	Jimmy Wallace Electric	double wide electrical	Other	925	\$50.00	149 Red Maple Avenue
Electrical	432	3/13/2020	Water's Edge Construction	wiring addition	Other	1,000	\$86.00	103 NIXON ST
Electrical	431	3/13/2020	Anthony Evans Electric	100 amp service for solar switch	Other	800	\$60.00	728 OCEAN HWY
Mechanical	430	3/11/2020	Doug Williams/Rick Gilbert	new HVAC system, replace ductwork in old system	Addition	11,500	\$85.00	1664 NEW HOPE RD
Mechanical	429	3/11/2020	Doug Williams/Rick Gilbert	2 HVAC units for new constructions		13,000	\$110.00	113 MORGANA DR
Plumbing	428	3/11/2020	Doug Williams/Rick Gilbert	1 gas line, 2 fixtures for new construction		1,200	\$60.00	113 MORGANA DR
Plumbing	427	3/11/2020	Doug Williams/Rick Gilbert	plumb new construction, 17 fixtures		10,000	\$135.00	113 MORGANA DR
Electrical	426	3/11/2020	Garrett Electric	T-Pole	Addition	100	\$30.00	104 KEMP LN

Building	425	3/10/2020	Charles Shuman	Swimming pool	Other	13,100	\$50.00	391 TWO MILE DESERT RD
Building	424	3/10/2020	Meads Home Builders, Inc.	New Dwelling	New Building	230,000	\$786.00	200 CEDARWOOD BLVD
Building	423	3/9/2020	Cody Lamb	New Dwelling	New Building	301,500	\$1,235.00	225 AINSLEY RD
Mechanical	422	3/9/2020	Armstrong & Sons	HVAC Change out	Repair, replacement	4,000	\$55.00	125 PARKERS LN
Mechanical	421	3/9/2020	Armstrong & Sons	2 hvac systems	New Building	12,000	\$110.00	398 NEW HOPE RD
Mechanical	420	3/9/2020	George & Company	HVAC change out	Repair, replacement	5,795	\$55.00	236 CREEK DR
Building	419	3/9/2020	Down East Home Greenville	New Dwelling Modular	New Building	199,000	\$542.00	
Electrical	418	3/5/2020	Garrett Electric	T-Pole		500	\$30.00	1132 DON JUAN RD
Electrical	417	3/5/2020	Hoggard Heat-Cool & Electric Service, Inc.	service upgrade from 100 to 200	Repair, replacement	1,000	\$60.00	203 MAIN ST
Mechanical	416	3/4/2020	Brock Electric	HVAC Change out	Repair, replacement	6,000	\$55.00	964 OCEAN HWY
Fire	415	3/4/2020	Coastal Fire Protection Company, Inc.	Sprinkler system Camp Cale Bunkhouse #1 & #2	Other	25,000	\$305.00	377 Camp Cale Road
Plumbing	414	3/4/2020	Camden Services	Run gas line for restaurant		1,000	\$70.00	1148 OCEAN HWY
Mechanical	413	3/4/2020	George & Company	HVAC C/O	Repair, replacement	5,825	\$55.00	130 BLUE BIRD LN
Building	412	3/3/2020	Williamson & King, LLC	New Dwelling Modular	New Building	128,000	\$334.00	618 SWAMP RD
Mechanical	411	3/3/2020	George & Company	HVAC c/o & ductwork	Repair, replacement	15,175	\$55.00	1300 DON JUAN RD
Electrical	409	3/2/2020	Bill's Electrical Service	t-pole	Other	500	\$30.00	458 TWO MILE DESERT RD
Electrical	408	3/2/2020	Michael Robertson	running electric house to shed	Other	500	\$84.00	199 MAIN ST
						1,281,681	\$8,294.00	

Total Records: 56

3/30/2020

MARCH 2020

DATE	NEW RESIDENCE			NEW COMMERCIAL			ADDITIONS			REVISIONS			DELETIONS			MODIFICATIONS			TOTAL
	County	Hartford	Windsor	County	Hartford	Windsor	County	Hartford	Windsor	County	Hartford	Windsor	County	Hartford	Windsor	County	Hartford	Windsor	
3/1/2020																			\$ -
3/2/2020																			\$ -
3/3/2020																			\$ -
3/4/2020																			\$ -
3/5/2020																			\$ -
3/6/2020																			\$ -
3/7/2020																			\$ -
3/8/2020																			\$ -
3/9/2020																			\$ -
3/10/2020	\$	531,500.00																	\$ 531,500.00
3/11/2020																			\$ -
3/12/2020																			\$ -
3/13/2020																			\$ -
3/14/2020																			\$ -
3/15/2020																			\$ -
3/16/2020																			\$ -
3/17/2020																			\$ -
3/18/2020																			\$ -
3/19/2020																			\$ -
3/20/2020																			\$ -
3/21/2020																			\$ -
3/22/2020																			\$ -
3/23/2020																			\$ -
3/24/2020																			\$ -
3/25/2020																			\$ -
3/26/2020																			\$ -
3/27/2020																			\$ -
3/28/2020																			\$ -
3/29/2020																			\$ -
3/30/2020																			\$ -
3/31/2020																			\$ -
TOTAL	\$	531,500.00																	\$ 531,500.00

2020 QUARTER BUILDING INSPECTORS REPORT

July, Aug, Sept Oct, Nov, Dec Jan, Feb, March April, May, June

	COUNTY	HERTFORD	WINFALL	TOTAL PERMITS ISSUED
I. # OF BUILDING PERMITS ISSUED	34	4	4	42.00
II. # OF PLUMBING PERMITS ISSUED	23	7	1	31.00
III. # OF MECHANICAL PERMITS ISSUED	53	7	0	60.00
IV. # OF ELECTRICAL PERMITS ISSUED	49	8	3	60.00
V. # OF INSULATION PERMITS ISSUED	16	3	2	21.00
VI. # OF MOBILE HOMES PERMITS ISSUED	2			2.00
TOTAL NUMBER OF PERMITS ISSUED	177	29	10	216

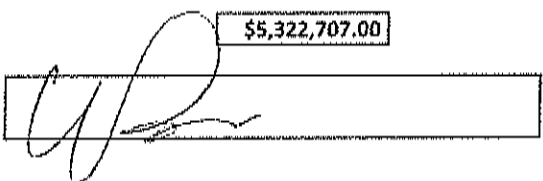
VII. FEES COLLECTED	33732			33732
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VIII. # OF INSPECTIONS PERFORMED	563
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	COUNTY	HERTFORD	WINFALL	TOTAL
A. NEW RESIDENTIAL	2187228	0	0	2187228.00
B. NEW COMMERCIAL	775000	0	18000	793000.00
C. ADDITIONS	274607	8100	40000	322707.00
D. REMODELING	126247	262500	0	388747.00
E. ACCESSORY BUILDING	169962	0	0	169962.00
F. MOBILE HOMES	106100	0	0	106100.00
G. MODULAR HOMES	288000	0	0	288000.00
H. OTHER	948788	96375	21800	1066963.00

TOTAL VALUE	\$4,875,932.00	\$366,975.00	\$79,800.00	\$5,322,707.00
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GRAND TOTAL VALUE	\$5,322,707.00
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SIGNED 



Case Detail Report

3/1/2020 - 3/30/2020

Case #	Case Date	Assigned To	Main Status	Violation	Parcel Address
32	3/19/2020	Erle Solesbee	Open	Solid Waste	249 DOGWOOD DR
31	3/11/2020	Erle Solesbee	Open		895 WYNNE FORK RD
30	3/6/2020	Erle Solesbee	Open	Nuisance Vehicles	883 PENDER RD
29	3/6/2020	Erle Solesbee	Open	Solid Waste/Nuisance Vehicle	696 SNUG HARBOR RD
28	3/6/2020	Erle Solesbee	Open	Solid Waste/Nuisance Vehicle	710 SNUG HARBOR RD
27	3/6/2020	Erle Solesbee	Open	Solid Waste/Nuisance Vehicle	710 SNUG HARBOR RD
26	3/6/2020	Erle Solesbee	Open	Solid Waste/Nuisance Vehicle	715 SNUG HARBOR RD
25	3/6/2020	Erle Solesbee	Open	Solid Waste/AMH	1034 SNUG HARBOR RD

Total Records: 8

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD
Dianne M. Layden, Chair
Brenda Dillard
Charles Woodard

252-426-7373 - Fax 426-1240

DIRECTOR
Susan M. Chaney

**REPORT TO THE PERQUIMANS COUNTY COMMISSIONERS
APRIL 6, 2020**

The citizens of Perquimans County and the Perquimans County Department of Social Services are adjusting to a different delivery system for services. Prior to closing our office to the public on March 20, 2020, our agency conducted the majority of our business in person. At this time, we have information to teach clients how to apply for services by telephone, fax, USPS, or through the E-Pass system (electronically) in our foyer along with telephone numbers, email addresses and paper applications available to the public. Our new system delivery has been very positive. To date, I have not had any complaints from the community.

As you can imagine, as a result of the corona virus and the loss of employment for our citizens, the number of applications have risen, especially in Food & Nutrition Services. During the month of March, Social Services has processed 41 applications. There were 11 In-Person (prior to closing our office to the public on March 20), 3 mail in's, 6 dropped off (in our drop box), and 21 submitted through the state E-Pass system. This is 2 ½ times the amount of applications we generally receive during a month.

The workers are able to concentrate on applications at this time, due to the state extending March and April recertification periods for existing FNS beneficiaries as well as the state completing the additional supplements and workers not having to key each case.

Medicaid: As I have previously reported, the Perquimans County Department of Social Services began the REDA (Recipient Eligibility Determination Audit) in February. In each of the months of February and March, there were 20 (40 total) cases pulled and reviewed. Perquimans results are:

FEBRUARY – Active Eligibility Accuracy Rate – 100%

Negative Eligibility Accuracy Rate – 70% (3 cases had eligibility errors but zero charge backs to the county.

MARCH - Active Eligibility Accuracy Rate – 100%

Negative Eligibility Accuracy Rate – 80% (2 cases had internal control errors/not eligibility errors) and zero charge back to the county.

The REDA audit has been suspended by the state due to COVID 19.

Perquimans County's Vision
To be a community of opportunity in which to live, learn, work, prosper and play.



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-1875 Fax

Jonathan A. Nixon, Director

Emergency Services Update – March 2020

Call Volume by Department – March 2020			
Department	# of Calls	Department	# of Calls
911 CALLS RECEIVED	535	<i>NC State Highway Patrol</i>	<i>35</i>
<i>Belvidere Fire Dept.</i>	<i>13</i>	<i>NC Wildlife</i>	<i>2</i>
<i>Bethel Fire Dept.</i>	<i>5</i>	<i>Nightingale</i>	<i>3</i>
<i>Chowan EMS</i>	<i>0</i>	<i>Pasquotank-Camden EMS</i>	<i>0</i>
<i>Durants Neck Fire Dept.</i>	<i>8</i>	<i>Perq. Dept. of Social Services</i>	<i>5</i>
<i>Eastcare</i>	<i>0</i>	<i>Perq. Emergency Management</i>	<i>7</i>
<i>Gates EMS</i>	<i>0</i>	<i>Perq. EMS</i>	<i>182</i>
<i>Hertford Fire Dept.</i>	<i>13</i>	<i>Perq. Fire Marshal</i>	<i>2</i>
<i>Hertford Police Dept.</i>	<i>493</i>	<i>Perq. Sheriff's Office</i>	<i>819</i>
<i>Hertford Public Works</i>	<i>8</i>	<i>Perq. Water Department</i>	<i>0</i>
<i>Inter-County Fire Dept.</i>	<i>8</i>	<i>Perq. Volunteer Water Rescue Team</i>	<i>0</i>
<i>Magistrate</i>	<i>42</i>	<i>Winfall Fire Dept.</i>	<i>8</i>
<i>NC Dept. of Transportation</i>	<i>7</i>	<i>Winfall Police Dept.</i>	<i>3</i>
<i>NC Forestry</i>	<i>1</i>	<i>Winfall Public Works</i>	<i>0</i>
<i>NC Probation</i>	<i>0</i>		

Completed Projects / Trainings / Community Preparedness Activities

- Emergency Services Administration Team Meeting – March 4, 2020
- EMS Crews to the Senior Center for blood pressure checks – March 4, 2020
- Employee attends EMS Officer 1 Class – March 4 - 5, 2020
- Post Overdose Response Team Meeting – March 5, 2020
- Pediatric Advanced Life Support Class – March 6, 2020
- Albemarle Regional Preparedness Committee Meeting – March 6, 2020

- Davita On-Shift Training for EMS Crews – March 6, 2020
- Emergency Services Presentation at the Senior Center – March 11, 2020
- Emergency Services Director attends the NC EMS Administrators Conference – March 12 – 13, 2020
- Durants Neck Fire Department host a Live Burn – March 14, 2020
- Emergency Services Staff Conference Call – March 16, 2020
- Long Term Facilities Call – March 17, 2020
- Control Group met to address COVID-19 Response – March 18, 2020
- Public Safety Answering Point Continuity of Operations Conference Call – March 20, 2020
- Public Safety Answering Point Grant Workshop – March 24, 2020
- Chowan ESINet Conference Call – March 26, 2020
- ECaTS Training – March 27, 2020

Throughout the month of March, Emergency Services Staff has participated in numerous conference calls with Albemarle Regional Health Services, NC Emergency Management, Northeastern Regional EMS Administrators, the Eastern Preparedness Healthcare Coalition, leaders from the Public Safety Answering Point, and the Division of Public Health.

Community Emergency Response Teams (CERT)

- Albemarle Plantation CERT activated this month to help others in their community who had grocery/pharmacy shopping needs.
- Deep Creek Shores in conjunction with their Homeowner's Association have put and Automated External Defibrillator in service.

Pending Projects / Trainings / Community Preparedness Activities

- Web EOC Training - March 17, 2020 - POSTPONED
- Sheltering Mini-Exercises – March 27, 2020 – POSTPONED
- CPR Class – April 3, 2020 - POSTPONED
- Advanced Cardiac Life Support – May 1, 2020
- Orion Damage Assessment Training – May 6, 2020
- Hurrevac Training – May 28, 2020
- Breakfast with the Chamber and Business Preparedness– May 29, 2020
- Public Assistance Workshop – June 4, 2020 – POSTPONED, NEW DATE PENDING
- Active Shooter Exercise funded through Perquimans County Schools Safety Grant – June 2020
- Chowan-Perquimans Local Emergency Planning Committee awarded Exercise Grant through the Hazardous Material Emergency Preparedness Grant Program – Summer 2020
- Water Search and Rescue Exercise funded through the Homeland Security Grant Program – Fall 2020
- Active Shooter Exercise funded through the Homeland Security Grant Program - 2021

Press Releases / Public Service Announcements

- Closure of US 17 Business in Perquimans County for one week - March 2, 2020

- Statewide Tornado Drill – March 4, 2020
- Lightning Safety – March 5, 2020
- Regional Preparedness Committee Meeting – March 7, 2020
- Daylight Savings Time, Change Your Clocks and Change Your Batteries – March 7, 2020
- Grain Bin Exercise – March 11, 2020
- Press Release - COVID-19 Response – March 12 –
- US 17 Business to remain closed for an additional week – March 13, 2020
- Census 2020 Forms – March 14, 2020
- Perquimans EMS helps set up Triage Tent at SAMC – March 15, 2020
- Text to Enroll in CodeRED – March 17, 2020
- Perquimans County services that are impacted – March 17, 2020
- Perquimans County, the Town of Hertford, and the Town of Winfall declare a State of Emergency – March 18, 2020
- Press Release #3– COVID-19 Response – March 18, 2020
- Bethel Volunteer Fire Department Dinner has been cancelled – March 19, 2020
- School Meals Distribution Sites – March 19, 2020
- COVID-19 Assistance on 2-1-1 – March 19, 2020
- Albemarle Regional Health Services Press Release – March 19, 2020
- Support Local Restaurants – March 19, 2020
- We're all in this TOGETHER – March 20, 2020
- Preparing Your Business for the Threat Webinar – March 20, 2020
- SBA Guidance and Resources – March 20, 2020
- Vidant Medical Center Update regarding visitors – March 20, 2020
- Part- Time Telecommunicator Posting - March 21, 2020
- When should I be tested for COVID-19? – March 21, 2020
- When/How should I seek medical advice? – March 22, 2020
- What happens if someone in my family tests positive for COVID-19? – March 22, 2020
- How can I help? – March 22, 2020
- What to expect if I dial 911. – March 23, 2020
- Albemarle Regional Health Services Press Release regarding confirmed case of COVID-19 in Hertford County. – March 23, 2020
- Changes to the Register of Deeds Operations during COVID-19 – March 23, 2020
- Emergency versus Information – March 23, 2020
- Shared the Business Bingo post from the Perquimans Chamber of Commerce Facebook Page. – March 23, 2020
- Sentara Albemarle guidelines regarding visitors during COVID-19 – March 23, 2020
- NC Governor Cooper's Executive Order 120 – March 23, 2020
- Shared information from the Perquimans Chamber of Commerce Facebook Page requesting that businesses provide information on how they are essential to the community. – March 23, 2020
- What EMS is doing to protect me if I have a medical emergency? – March 24, 2020
- Albemarle Regional Health Services Press Release regarding confirmed case of COVID-19 in Bertie County. – March 24, 2020
- Request for Volunteers from the NC Department of Health and Human Services – March 24, 2020

- National Ag Day post and additional information on how COVID-19 is impacting the agricultural industry. – March 24, 2020
- What is the difference? – March 25, 2020
- NC Works Flyer regarding agencies that are currently hiring. – March 25, 2020
- Protect yourself from Coronavirus Scams. – March 25, 2020
- Unemployment Flyer from Northeastern Workforce Development Board. – March 25, 2020
- Albemarle Regional Health Services Press Release regarding symptoms and testing for COVID-19. – March 25, 2020
- Center for Disease Control guidance on managing symptoms at home. – March 26, 2020
- Albemarle Regional Health Services Press Release regarding changes to WIC Services. – March 26, 2020
- Disaster Distress Helpline – March 26, 2020
- Shared information from School Nutrition Facebook Page regarding New Meal Distribution Sites added to the school routes. – March 26, 2020
- Keep Your Distance and Stay Connected – March 27, 2020
- Albemarle Regional Health Services Press Release regarding confirmed case in Perquimans County. – March 27, 2020
- NC Governor Cooper's Executive Order 121 and Frequently Asked Questions around EO 121. – March 27, 2020
- Shared Autism Society of NC Flyer sharing ideas to help with changes. – March 28, 2020
- Shared Integrated Family Services, PLLC Flyer regarding small things that can be done to make a big difference. – March 28, 2020
- Integrated Family Services Poster for Crisis Chat Line – March 28, 2020
- Integrated Family Services Contact information – March 30, 2020
- Shared Albemarle Regional Health Services post on Executive Order 121 – March 30, 2020
- National Doctor's Day post – March 30, 2020
- Albemarle Regional Health Services Press Release urging residents to comply with Stay-at-Home Order – March 30, 2020
- Shared Albemarle Regional Health Services post on Boating and COVID-19 – March 31, 2020
- Albemarle Regional Health Services contact information for COVID-19 Call Center – March 31, 2020
- Shared Perquimans County Schools post on the cancellation of the meal delivery sites for April 1, 2020 due to the weather – March 31, 2020
- Weather Briefing – March 31, 2020

The month of March has been an extremely challenging time for our community and our staff. As things have progressed, we have been in awe of the way that our community has continued to pull together to support one another. As you may be aware, there is a shortage of personal protective equipment due to this pandemic. Even though we made purchases prior to this impacting our area, most are backordered for months. Our community has blessed us through numerous donations that we are able to use and to also package for distribution for our first responders and providers in the area.

We would like to thank Perquimans County Schools, Mike and Karen Throckmorton, NCDOT, Albemarle Plantation Community Emergency Response Team and Dr. Yiping Fang for their generous PPE donations.

Over the last couple of weeks, Mrs. Pam Hadden and Tommy's Pizza have also provided our staff with lunch which was a wonderful surprise. These gestures of kindness are truly appreciated by our teams as these last couple of weeks have been all consuming in this uncertain environment.

Partnerships are important at a time like this, and we are truly thankful for our partnership with Albemarle Regional Health Services, who has led the way during this pandemic.



COMMITTEE REPORTS