

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA**

**August 16, 2021**

**6:00 PM**

**I. Call to Order**

**II. Invocation/Pledge of Allegiance**

**III. Adjustments/Approval of Agenda**

**IV. Public Comments**

**V. Approval of Consent Agenda**

1. Administration - Surplus Property Offers for Upset Bid Process  
Request that the Board of Commissioners accept, subject to the upset bid process, offers that have been submitted for surplus parcels that meet the value parameters previously established by the Board.
2. Clerk to the Board - 2023-2027 5311 Designee Certification Form  
Request the Board of Commissioners approve the attached Resolution provided by Brunswick Transit System Inc.
3. Clerk to the Board - Meeting Minutes  
Request that the Board of Commissioners approve the Draft Minutes from the August 2, 2021 Regular Meeting.
4. County Attorney - Ocean Ridge Plantation Ph 3, Sec 2, Barrington Lots # 18-32 DOD  
Consider accepting the Deed of Dedication for water and sewer infrastructure in Ocean Ridge Plantation, Ph 3, Sec 2, Barrington Lots # 18-32.
5. County Attorney - Retreat at Ocean Isle Beach, Ph 4B, Sec 1, Lots 140-171 & 194-197 DOD  
Consider accepting the Deed of Dedication for water and sewer infrastructure in Retreat at Ocean Isle Beach, Ph 4, Sec 1, Lots 140-171 & 194-197.
6. Finance - Fiscal Items  
Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature on the consent agenda.  
  
**-Navassa Water System Rehabilitation Project Grant Correction Budget Amendment and CPO**  
Due to correction from the State, expenditures will not be eligible for the 2% loan fee and the fee will need to be paid to the State. Return budget to the 2% loan fee originally budgeted for payment to State.
7. Health and Human Services - Health Services - AA - 543 ELC Enhanced Detection Activities - FY22 Rollover  
Request that the Board of Commissioners approve the Agreement Addendum for 543 ELC Enhancing Detection Activities for FY22.
8. Health and Human Services - Health Services - AA - 716 CDC COVID-19 Vaccination Program - FY22 Rollover  
Request that the Board of Commissioners approve the Agreement Addendum for 716 CDC COVID-19 Vaccination Program.
9. Health and Human Services - Health Services - Contract for School Nursing FY

21-22

Request that the Board of Commissioners approve the FY 2021-2022 contract agreement with Brunswick County Schools for funding school nurses utilizing state-restricted funds.

10. Health and Human Services - Social Services - Non-Emergency Medicaid Transportation Contract for FY 21-22 - Ivory's Accessible Transport Service, Inc.

Request that the Board of Commissioners approve the Non-Emergency Medicaid Transportation contract with Ivory's Accessible Transport Service, Inc. for FY 21-22.

11. Human Resources - Temporary Advancement of Sick Leave Policy

Request that the Board of Commissioners approve the Temporary Advancement of Sick Leave Policy.

12. Operation Services - Generator Transfer Switch Replacement

Request that the Board of Commissioners approve and appropriate funds for a replacement transfer switch for the generator that services the courthouse, building I and part of the detention center.

13. Tax Administration - August 2021 Releases

Request the Board of Commissioners approve the August 2021 releases.

## **VI. Presentation**

1. Clerk to the Board- Resolution Commemorating the 40th Anniversary of Brunswick Family Assistance Agency, Inc. (Commissioner Marty Cooke)

Request that the Board of Commissioner adopt a Resolution Commemorating the 40th Anniversary of Brunswick Family Assistance Agency, Inc.

2. Clerk to the Board - Resolution In Support of Brunswick Business and Industry Development

Request the Board of Commissioners approve the attached Resolution In Support of the Brunswick Business & Industry Development

3. Engineering - County Complex Site and Buildings Master Plan Study (Wm. L. Pinnix, P.E.)

Request that the Board of Commissioners receive the final complex site and buildings master plan presentation by Charles Boney, FAIA, of LS3P Associates.

4. Presentation - Health and Human Services - COVID-19 Update (David Stanley, Deputy County Manager)

Request that the Board of Commissioners receive an update on the Coronavirus (COVID-19).

## **VII. Administrative Report**

1. Health and Human Services - Social Services: Social Worker III Child Welfare Positions (Catherine Lytch, DSS Director)

Request the Board of Commissioners approve four new full-time Social Worker III positions and reclassify a vacant Social Worker II to a Social Worker III position in the Child Welfare Division Social Services.

2. Human Resources - Temporary Employee Referral Bonus Program

Request that the Board of Commissioners review the enclosed Temporary Employee Referral Bonus Program and provide staff with direction.

3. Human Resources - Temporary Sign-On Bonus Program

Request that the Board of Commissioners review the enclosed Temporary Sign-on

Bonus Program and provide staff with direction.

**VIII. Other Business/Informal Discussion**

**IX. Closed Session**

1. Closed Session

Request that the Board hold a closed session pursuant to G.S. 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body.

**X. Adjournment**



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 1.**

**From:**

Steve Stone, Deputy County Manager

Administration - Surplus Property Offers for Upset Bid Process

**Issue/Action Requested:**

Request that the Board of Commissioners accept, subject to the upset bid process, offers that have been submitted for surplus parcels that meet the value parameters previously established by the Board.

**Background/Purpose of Request:**

| Parcel   | Location        | Size     | Tax Value  | Acquired  | Cost       | Bid        |
|----------|-----------------|----------|------------|-----------|------------|------------|
| 142HB020 | Juniper Rd, BSL | .24 acre | \$4,400.00 | 9-13-2017 | \$2,936.21 | \$2,200.00 |

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**Advisory Board Recommendation:**

Not Applicable

**County Manager's Recommendation:**

Recommend the Board of Commissioners accept, subject to the upset bid process, offers that have been submitted for surplus parcels that meet the value parameters previously established by the Board.

**ATTACHMENTS:**

Description

▢ Bid 142HB020

**From:** [BrunswickCountyNC.gov](mailto:Steve.Stone@BrunswickCountyNC.gov)  
**To:** [Steve Stone](#)  
**Subject:** Surplus Land Bid: Parcel # 142HB020  
**Date:** Tuesday, August 3, 2021 4:30:13 PM

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

Keyla Anderson  
(336) 488-4203  
keylaanderson114@gmail.com  
419 Hilltop Acres St., North Wilkesboro, NC, 28659, United States  
Parcel # 142HB020  
Bid Amount: \$2200  
Optional Additional Comments:



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 2.**

**From:**

Daralyn Spivey

Clerk to the Board - 2023-2027 5311 Designee Certification Form

**Issue/Action Requested:**

Request the Board of Commissioners approve the attached Resolution provided by Brunswick Transit System Inc.

**Background/Purpose of Request:**

Resolution authorizing the filing of applications with the North Carolina Department of Transportation—Integrated Mobility Division for grant years FY2023– FY2027, for federal transportation assistance authorized by 49 U.S.C. 5311, United States Code, other federal statutes administered by the Federal Transit Administration or state statutes administered by the State of North Carolina

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve the attached Resolution provided by Brunswick Transit System Inc.

**ATTACHMENTS:**

Description

- ▣ 2023-2027 5311 Designee Certification Form

# COUNTY OF BRUNSWICK

## OFFICE OF THE COUNTY COMMISSIONERS

### MAILING ADDRESS:

POST OFFICE BOX 249  
BOLIVIA, NORTH CAROLINA 28422

BRUNSWICK COUNTY GOVERNMENT CENTER  
30 GOVERNMENT CENTER DRIVE N.E.  
BOLIVIA, NORTH CAROLINA 28422

### TELEPHONE

(910) 253-2000  
(800) 442-7033

### FAX

(910) 253-2004

### 5311 DESIGNEE CERTIFICATION FORM

Resolution authorizing the filing of applications with the North Carolina Department of Transportation– Integrated Mobility Division for grant years FY2023– FY2027, for federal transportation assistance authorized by 49 U.S.C. 5311, United States Code, other federal statutes administered by the Federal Transit Administration or state statutes administered by the State of North Carolina.

**WHEREAS**, the North Carolina Department of Transportation has been delegated authority to award federal financial assistance for transit projects as allocated throughout North Carolina by County;

**NOW, THEREFORE, BE IT RESOLVED BY** the County Commission of BRUNSWICK County;

1. That Yvonne Hatcher is authorized to execute and file an application for federal assistance on behalf of Brunswick Transit System, Inc. with the State of North Carolina for federal assistance authorized by 49 U.S.C. Chapter 5311 United States Code, other federal statutes or state statutes authorizing a project administered by the Federal Transit Administration.
2. That Yvonne Hatcher is authorized to execute and file with its applications the annual certifications and assurances and other documents the State of North Carolina requires before awarding a federal assistance grant or cooperative agreement.
3. That Yvonne Hatcher is authorized to execute grant and cooperative agreements with the State of North Carolina on behalf of Brunswick Transit System, Inc.

The undersigned duly qualified Chairman of the BRUNSWICK COUNTY Board of Commissioners, acting on behalf of the County Commission of BRUNSWICK County, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the County Commission of BRUNSWICK County held on August 16, 2021.

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Randell Thompson  
Chairman, Board of Commissioners

ATTEST:

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Daralyn Spivey  
Clerk to the Board





**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 3.**

Clerk to the Board - Meeting Minutes

**From:**

Daralyn Spivey

**Issue/Action Requested:**

Request that the Board of Commissioners approve the Draft Minutes from the August 2, 2021 Regular Meeting.

**Background/Purpose of Request:**

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve the Draft Minutes from the August 2, 2021 Regular Meeting.

**ATTACHMENTS:**

Description

- ▣ Meeting Minutes August 2, 2021

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
REGULAR MEETING  
August 2, 2021  
3:00 P.M.**

**The Brunswick County Board of Commissioners met in Regular Session on the above date at 3:00 p.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.**

PRESENT: Commissioner Randy Thompson, Chairman  
Commissioner Mike Forte, Vice-Chairman  
Commissioner J. Martin Cooke  
Commissioner Pat Sykes  
Commissioner Frank Williams

STAFF: Randell Woodruff, County Manager  
Bob Shaver, County Attorney  
Steve Stone, Deputy County Manager  
David Stanley, Deputy County Manager  
Haynes Brigman, Deputy County Manager  
Julie Miller, Finance Director  
Daralyn Spivey, Clerk to the Board  
Meagan Kasczak, Communications Director  
Cpt. Lamar Siler, Sheriff's Office  
Neal Galloway, IT  
Raquel Perez, Executive Assistant

**Board Action, containing all items in this set of minutes, is filed within the Clerk to the Board's office.**

**I. CALL TO ORDER**

Chairman Thompson called the meeting to order at 3:00 p.m.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Chairman Thompson gave the Invocation and led the Pledge of Allegiance.

**III. ADJUSTMENTS/APPROVAL OF AGENDA**

Chairman Thompson asked for adjustments to the agenda. No adjustments were requested.

Commissioner Sykes moved to approve the agenda as presented. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

**IV. PUBLIC COMMENTS**

No one signed up to speak.

**V. APPROVAL OF CONSENT AGENDA**

Vice-Chairman Forte moved to approve the Consent Agenda as presented. The motion was seconded by Commissioner Sykes and passed unanimously (5 to 0). The following items were approved:

1. **Administration – Proposed Addition to the State Highway System**  
Approved a request from the NC Department of Transportation for the addition of Bonaventure St., Sevilleen Dr., Ascension Dr., Gracieuse Ln., Mauricio Ct., Arot Ct., and Defyance Ct.
2. **Administration - Resolution In Opposition To Issuance Of Wind Energy Leases Within 24 Nautical Miles Of North Carolina's Shores**  
Adopted the following Resolution in Opposition to Issuance of Wind Energy Leases Within 24 Nautical Miles of North Carolina Shores and reads as follows:

**BRUNSWICK COUNTY RESOLUTION IN OPPOSITION  
TO ISSUANCE OF WIND ENERGY LEASES WITHIN**

## 24 NAUTICAL MILES OF NORTH CAROLINA'S SHORES

**WHEREAS**, Brunswick County has six beach towns across five barrier islands, and approximately 50 miles of beautiful shoreline along the Atlantic Ocean; and

**WHEREAS**, the natural coastal beauty of our viewshed is an essential driver of our economy; and

**WHEREAS**, the onshore visual impact of wind energy turbines is overwhelmingly determined by a single causal factor, distance of wind turbines from shore; and

**WHEREAS**, wind turbines located within the viewshed of Brunswick County beaches would damage tourism and the economy of the county by transforming open ocean views to views of massive industrial machinery; and

**WHEREAS**, such a change would represent a destructive commitment of ocean resources that could irreversibly damage the natural environment and resources that drive our economy.

**WHEREAS**, BOEM knows that wind turbines will have adverse visual impacts if located within 24 nautical miles from shore. BOEM, based on the 33.7 nautical mile buffer BOEM established for Bodie Island Lighthouse; and

**WHEREAS**, BOEM has established a 24 nautical mile no-leasing buffer for the State of Virginia to protect viewsheds, BOEM has established a 24 nautical mile no-leasing buffer for the Kitty Hawk WEA to protect viewsheds, and BOEM has established a 33.7 nautical mile no-leasing buffer to protect the Bodie Island Lighthouse; and

**WHEREAS**, the wind energy leases issued for by BOEM for sites within County viewsheds (and as close as 10 nautical miles) still exist and BOEM has stated the leases will have no significant impact on the human environment even though "visual impacts from the installation of a wind energy facility were not analyzed." BOEM Environmental Assessment at p. 5-22. In fact, issuance of leases determine distance from shore and therefore determine the adverse visual impacts of wind turbines. Visual impacts caused by distance from shore must either be eliminated before leases are issued or must be fully analyzed in an Environmental Impact Statement before leases are issued; and

**WHEREAS**, BOEM has not analyzed the visual impacts of wind turbines on Brunswick County and will likely not do so until it is too late to reasonably do anything about wind turbine distance from shore. BOEM plans to delay its analysis until the following commitments of resources, among others, have occurred:

- BOEM issues a lease for a BOEM-specified area whose distance from shore is determined by BOEM
- A wind energy company has submitted a site assessment plan for the BOEM-specified area
- BOEM has approved a site assessment plan for the BOEM-specified area
- A wind energy company has completed site assessment activities and has decided to propose a Construction and Operation Plan for the BOEM-specified area
- A wind energy company develops, completes, and submits to BOEM its Construction and Operation Plan for the BOEM-specified area
- BOEM receives a Construction and Operation Plan for the BOEM-specified area and BOEM will decide whether to approve, modify, or reject the plan.

At this late stage, as part of BOEM's decision to approve, modify, or reject a Construction and Operation Plan, BOEM plans to analyze visual impacts - impacts that are caused primarily by distance from shore. However, because distance from shore is determined when a lease is issued, the analysis of visual impacts must be either eliminated before leasing or fully analyzed before leasing in order to satisfy the requirements of the National Environmental Policy Act and to prevent substantial wasteful expenditure of private and public time, effort, and money on sites that are known to be in unacceptable locations; and

**WHEREAS**, if an area leased by BOEM is too close to shore, producing unacceptable visual impacts, the County is concerned that (1) BOEM cannot modify a Construction and Operation Plan by specifying a different location than one leased and (2) BOEM will fail to reject a Construction and Operation Plan because of the magnitude of private and government expenditures on a location whose distance from shore was decided prior to those expenditures, when the lease was issued. Conversely, if BOEM, based on proximity to shore and resulting visual impacts, were to reject a Construction and Operation Plan or specify a different location than the one leased, we are concerned that BOEM would fail to successfully defend such a decision; and

**WHEREAS**, the reasonable and lawful point in the BOEM process to assess or eliminate visual impacts caused by distance of wind turbines from shore is prior to issuing any lease; and

**WHEREAS**, if BOEM proceeds with leasing in the West Wilmington WEA and the East Wilmington WEA without an EIS, the reasonable, lawful course of action is to exclude from leasing any areas that are within 24 nautical miles of shore and any areas where wind turbines would be visible from Brunswick County shores; and

**NOW, THEREFORE, BE IT RESOLVED** that Brunswick County respectfully requests that BOEM restrict leasing and approval of site assessment plans in the Wilmington East WEA and Wilmington West WEA to exclude locations within 24 nautical miles of the Brunswick County shoreline; and

**BE IT FURTHER RESOLVED** that Brunswick County respectfully requests BOEM provide at least 30 days written notice to the Brunswick County before issuing any lease or approving any site assessment plan that includes any location within the Visual Impact Exclusion Area; and

**BE IT FURTHER RESOLVED** that Brunswick County is committed to challenge any BOEM issuance of wind energy leases within the Visual Impact Exclusion Area; and

**BE IT FURTHER RESOLVED** that Brunswick County stands in solidarity with North Carolina coastal communities, and with other communities that may be affected by BOEM wind energy leasing on the continental shelf within 24 nautical miles of the North Carolina shore or within viewing distance from any North Carolina lighthouse; and

**BE IT FURTHER RESOLVED** that Brunswick County calls upon Governor Roy Cooper, Department of Environmental Quality Secretary Elizabeth S. Biser, and the North Carolina General Assembly to protect North Carolina's beautiful ocean viewshed and North Carolina's proven tourism-driven coastal economy by opposing wind energy leasing on the continental shelf within 24 nautical miles of the North Carolina coast and within areas where wind turbines would be visible from any North Carolina lighthouse.

This the 2<sup>nd</sup> day of August, 2021.

Randell Thompson, Chairman  
Brunswick County Board of Commissioners

ATTEST:

Daralyn Spivey  
Clerk to the Board

3. **Administration - Surplus Property Offers for Upset Bid Process**  
Approved offers submitted for surplus parcels that meet the value parameters previously established by the Board.
4. **Clerk to the Board - Meeting Minutes**  
Approved the Draft Minutes from the July 6, 2021 Regular Meeting and the July 21, 2021 Special Called Meeting.
5. **Board Appointment - Brunswick Community College Board of Trustees**  
Approved the recommended appointment of Scott Evans to fill the unexpired term on the Brunswick Community College Board of Trustees. This term will expire June 30, 2023.
6. **Clerk to the Board - Meeting Minutes**  
Board of Commissioners approved the Draft Minutes from the July 6, 2021 Regular Meeting and the July 21, 2021 Special Called Meeting.

7. **County Attorney - Dollar General Midway Road Deed of Dedication**  
Accepted the Deed of Dedication for water and sewer infrastructure for Dollar General, Midway Road.
8. **Emergency Services - Ambulance Purchase**  
Approval of the purchase of three new ambulances.
9. **Emergency Services - Amendment to EMS Management Consultants Billing Agreement for Medicaid Claims**  
Approval of the amendment to the current billing contract with EMS Management Consultants, as it relates to Medicaid claims. All Medicaid claims will switch to a fixed billing rate, instead of a percentage of collections rate.
10. **Finance - Fiscal Items**  
Approved the following Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature:
  - Parks and Recreation World Series Budget Amendment**  
The Brunswick County Dixie Belles team (13-15 year old) won the 2021 Belles Dixie Softball State Championship and will move on to play in the World Series at Moncks Corner, South Carolina July 23-28, 2021. The Brunswick County Junior Dixie Boys (13 year old) won the 2021 Junior Dixie Boys State Championship and will move on to play in the World Series in Monroe, Louisiana July 23-28, 2021. Two teams will be going out of town for their respective World Series. An additional \$12,000 above what is currently available will be needed in the Dixie Youth Travel Restricted line for the Belles request of \$15,040 and the Junior Boys request of \$16,020 to cover possible costs of their trips for a total of \$31,060.
  - Sheriff's Office Donation Budget Amendment**  
Appropriate \$5,220 of gifts and memorials to capital outlay equipment for donation made to help purchase a covered trailer for the motor unit.
  - Cape Fear Regional Jetport Grant 36237.45.18.3 Additional Funding Budget Amendment and CPO**  
Appropriate \$23,000 of additional CRRSAA funding awarded to the Cape Fear Regional Jetport for Grant 36237.45.18.3 in response to COVID-19 and economic disruption it caused.
  - Navassa Water System Rehabilitation Project Grant Budget Amendment and CPO**  
Reduce Grant revenues \$44,379 for 2% loan fee originally budgeted for payment to State. Administration costs equal to the 2% loan fee will not be reimbursed rather than paying back a fee.
11. **Finance - NC Forest Service Agreement**  
Approved and authorizes the County Manager to sign an agreement with the North Carolina Department of Agriculture and Consumer Services for the protection, development and improvement of forest land in Brunswick County.
12. **Health and Human Services - Brunswick Senior Resources Inc. - Budget Revision #3 to HCCBG Funding**  
Approved Revision #3 budget document for the Fiscal Year 2020-2021 Home and Community Care Block Grant (HCCBG) for Older Adults.
13. **Health and Human Services - BSRI - FY 2022 HCCBG County Funding Plan**  
Approved the 2021-2022 Home and Community Care Block Grant for Older Adults County Funding Plan.
14. **Health and Human Services - Health Services - 2020 Child Fatality Prevention Team Annual Report**  
Reviewed and approved the 2020 Child Fatality Prevention Team Annual Report.
15. **Health and Human Services - Health Services – 2020 State of the County Health Report**  
Reviewed and approved the 2020 State of the County's Health Report.
16. **Operation Services - HVAC Repair and Maintenance Agreement**  
Approved the service agreement for HVAC repair and maintenance with HVAC StarPlus, LLC.

**17. Operation Services - Post Disaster Aerial Mosquito Control Agreement**

Approval of award for a one-year agreement with four auto-renewals for post-disaster aerial mosquito services prepositioning agreement to Vector Disease Control International, LLC.

**18. Sheriff's Office - Agreement with Motorola Solutions for FY22 Radio Purchase**

Approved the agreement with Motorola Solutions for the purchase of 25 radios that was approved in the FY22 budget request.

**19. Utilities - Kings Bluff - Recommended Staffing Changes**

Approved moving 0.5 FTE in the Lower Cape Fear Water and Sewer Authority budget (LCFWSA) to the Northwest Water Treatment budget and create one (1) new position in the LCFWSA budget. The increase of 1.0 FTE in the water fund is offset by LCFWSA personnel and administrative cost reimbursements

**VI. ADMINISTRATIVE REPORT**

**1. Administration - Brunswick Community College - FY 2021-22 Budget Request (Dr. Gene Smith, President - Brunswick Community College)**

Request the Board of Commissioners consider a request from Brunswick Community College for flexibility to utilize the approved Capital Outlay / Special Projects budget on the College's prioritized list and any reduction in cost to the county from the re-allocation/funding sources be used to reduce the county funds budgeted for the Building E roof replacement postponed until FY 2022-2023. Dr. Smith commented the requested flexibility of funds would allow for a locker room for the baseball team with a cost of approximately \$85K. Brunswick Community College will continue to look for other funding avenues as well to offset any County requested funding.

Following discussion, Vice Chairman Forte moved to approve the request with the motion seconded by Commissioner Williams.

Chairman Thompson called for a vote on the motion. The motion passed unanimously (5 to 0).

**2. Administration - Resolution Encouraging Exploration & Funding of Cape Fear Memorial Bridge Replacement**

Request that the Board of Commissioners approve the following Resolution:

**BRUNSWICK COUNTY RESOLUTION ENCOURAGING  
EXPLORATION AND FUNDING OF CAPE FEAR  
MEMORIAL BRIDGE REPLACEMENT**

**WHEREAS**, the Cape Fear Memorial Bridge, which joins Brunswick County with New Hanover County, was constructed in 1969 and is nearing the end of its physical life and is subject to burdensome and expensive maintenance and rehabilitation repairs; and

**WHEREAS**, the Cape Fear Memorial Bridge is a vital link connecting Brunswick County and New Hanover County residents to jobs, health care, businesses, and services; and

**WHEREAS**, the traffic volume crossing the bridge is expected to increase from its current daily count of approximately 60,000 vehicles to 81,900 vehicles per day in 2045; and

**WHEREAS**, it appears unlikely that the North Carolina Department of Transportation will include replacement of the bridge in its priority project cycle within the next ten years; and

**WHEREAS**, the NC DOT has received an unsolicited proposal for a public-private partnership to replace the Cape Fear Memorial Bridge with a toll bridge funded by a private developer; and

**WHEREAS**, the unsolicited proposal is currently under consideration by the Wilmington Urban Area Metropolitan Planning Organization (WMPO);

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Brunswick County:

- 1) The County encourages the WMPO to continue exploring the option of the unsolicited proposal along with other options for replacement of the Cape Fear Memorial Bridge; and
- 2) The County directs staff to investigate and pursue any federal and state funds that may be available to offset the cost of a bridge replacement project.

This the 2<sup>nd</sup> day of August, 2021.

Randell Thompson, Chairman  
Brunswick County Board of Commissioners

ATTEST:

Daralyn Spivey  
Clerk to the Board

Commissioner Williams advised the WMPO refused to further pursue the funding options for the study of the toll bridge for the Cape Fear Memorial Bridge. The purpose of this Resolution is to encourage the WMPO to determine if the replacement of the bridge is still a top priority and to investigate all viable option for that replacement. It also directs staff to look to any Sate or Federal funding that may be available to either offset or totally cover the costs of the project. This will also urge the state officials to pursue all options to replace the bridge as well. Commissioner Cooke commented the repairs are needed as parts are becoming increasingly hard to find and these items must be fabricated. Chairman Thompson shared his concerns with the age of the bridge and the need to begin moving forward with the replacement options.

Commissioner Williams moved to approve the Resolution as requested. The motion was seconded by Commissioner Sykes and passed unanimously (5 to 0).

3. **Engineering - Courthouse Addition & Renovation -Monteith Construction Contract Change Order (2) (Wm. L. Pinnix, P.E., Engineering Director)**

Request the Board of Commissioners review and approve Change Order #2 with Monteith Construction Corporation for the courthouse addition and renovation project in the amount of \$356,077.00.

Mr. Pinnix reported some of the increase is based on requests from courthouse staff and the Sheriff's office as well as water, electrical, and additional structural issues that need to be addressed as they arise. With nine (9) months of construction remaining, Mr. Pinnix is certain further requests will come forward. The schedule for completion is currently set for early May 2022.

Commissioner Williams moved to approve Change Order #2 for \$356,077 as requested. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

4. **Utilities - Columbus County Interlocal Agreement-Sewer (John Nichols, PE, Director of Public Utilities)**

Request the Board of Commissioners approve an Interlocal Agreement with Columbus County to allow Brunswick County to provide sewer service to customers located in Columbus County as designated in the Designated Service Area.

Mr. Nichols reported there are a number of businesses just across the Brunswick/Columbus County line, and with the consent of Columbus County, who requesting an agreement be drawn up for approval. There are thirty (30) parcels involved in the current agreement. Columbus County would have to meet the provisions of the sewer use ordinance.

Commissioner Williams moved to approve the Interlocal Agreement as requested. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

5. **Utilities - Holden Beach Wholesale Bulk Water Service Agreement (John Nichols, PE, Director of Public Utilities)**

Request the Board of Commissioners approve the renewed Wholesale Bulk Water Service Agreement between Brunswick County and the Town of Holden Beach and authorize the Chairman to execute the agreement upon review by the County Attorney.

Mr. Nichols reported the same agreement has been in place since 1980 and is currently working with other wholesale customers to renew other water service agreements.

Commissioner Cooke moved to approve the Interlocal Agreement with Holden Beach as requested. The motion was seconded by Vice Chairman Forte and passed unanimously (5 to 0).

## **VII. OTHER BUSINESS/INFORMAL DISCUSSION**

Commissioner Williams commented the past two (2) NCACC presidents have implemented initiatives that he would like to see take effect here. The first is called Pathways which deals with disconnected youth and the second is Food System Resilience of which Mr. Stanley has seen and will review. There will be other initiatives coming forward with the incoming President of the NCACC.

## **VIII. CLOSED SESSION**

### **1. Closed Session - Approve Closed Session Minutes and Consult with Attorney**

Request that the Board of Commissioners enter into Closed Session pursuant to N.C.G.S. 143-318.11(a)(1) to approve closed session minutes and 143-318.11(a)(4) economic development and discuss the location or expansion of existing industries.

Mr. Shaver noted that the statutory requirements were included in the agenda with the purpose to approve closed session minutes and economic development.

Commissioner Williams moved to enter Closed Session as stated at 3:36 p.m. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

Chairman Thompson called the Regular Session to order at 4:15 p.m. There is one item for consideration upon entering in Open Session. Consideration of a request for BBID to apply for the NC Railroad Company Build Ready Sites Program Grant for the purpose of further site improvement and development of the Mid-Atlantic Industrial Rail Park along with a letter of support.

Commissioner Williams made the motion to approve with Commissioner Cooke seconding and passed unanimously (5 to 0).

## **IX. ADJOURNMENT**

Commissioner Cooke moved to adjourn the meeting at 4:15 p.m. The motion was seconded by Commissioner Sykes and passed unanimously (5 to 0).

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Randy Thompson, Chairman  
Brunswick County Board of Commissioners

Attest:

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Daralyn Spivey, NCCMC  
Clerk to the Board



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 4.**

**From:**  
Asst. County Attorney Bryan Batton

County Attorney - Ocean Ridge Plantation Ph 3, Sec 2,  
Barrington Lots # 18-32 DOD

**Issue/Action Requested:**

Consider accepting the Deed of Dedication for water and sewer infrastructure in Ocean Ridge Plantation, Ph 3, Sec 2, Barrington Lots # 18-32.

**Background/Purpose of Request:**

Barrington Place Development Company, LLC has submitted a Deed of Dedication for water and sewer infrastructure in Ocean Ridge Plantation, Ph 3, Sec 2, Barrington Lots # 18-32.

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations  
\$ 42,560.00 for water  
\$ 49,480.00 for sewer

**Approved By County Attorney:**

Yes

**Advisory Board Recommendation:**

Accept the Deed of Dedication for water and sewer infrastructure from Barrington Place Development Company, LLC.

**County Manager's Recommendation:**

Recommend accepting the Deed of Dedication for water and sewer infrastructure in Ocean Ridge Plantation, Ph 3, Sec 2, Barrington Lots # 18-32.

**ATTACHMENTS:**

Description

- ▣ Ocean Ridge Plantation Ph 3, Sec 2, Barrington Lots # 18-32

Prepared by:

Elaine R. Jordan (NCSB #39316)  
131 Ocean Boulevard West  
Holden Beach, NC 28462

WITHOUT OPINION OF TITLE. Delinquent taxes, if any, to be paid by the closing attorney to the Brunswick County tax collector upon disbursement of closing proceeds.

DEED OF DEDICATION

STATE OF NORTH CAROLINA  
COUNTY OF BRUNSWICK

THIS DEED OF DEDICATION, made and entered into this the \_\_\_\_ day of \_\_\_\_, 2021, by and between **BARRINGTON PLACE DEVELOPMENT COMPANY, LLC**, a North Carolina limited liability company, with an office and place of business in Brunswick County, North Carolina, party of the first part, hereinafter referred to as “Developer”, and **BRUNSWICK COUNTY**, a governmental entity created and existing under the laws of the State of North Carolina, party of the second part, hereinafter referred to as “Grantee”;

WITNESSETH;

That whereas Developer is the owner and developer of a tract or parcel located in Shallotte Township, Brunswick County, North Carolina, known as Phase III, Section 2, Lots 18-32, Ocean Ridge Plantation, “Barrington Place”;

And whereas Developer has caused to be installed water distribution lines, sewer collection lines and related equipment under and along the road rights-of-way hereinafter described and referenced;

And whereas Developer wishes to obtain water and sewer services from Grantee for “Phase III, Section 2, Lots 18-32, Ocean Ridge Plantation, “Barrington Place”, and to make such services from Grantee’s systems available to the individual lot owners of said subdivision;

And whereas Grantee has adopted through appropriate resolution stated policy regarding subdivision water distribution and sewer collection systems under the terms of which, among other things, in order to obtain water and sewer services for said subdivision Developer must convey title to the water distribution and sewer collection systems to Grantee through an instrument of dedication acceptable to Grantee;

NOW, THEREFORE, Developer, in consideration of Grantee accepting said water distribution and sewer collection lines and making water and sewer services available to said subdivision, has conveyed and by these presents does hereby convey to Grantee, its lawful successors and assigns, the following described property:

ITEM ONE

All of the water distribution lines, sewer collection lines and related equipment located under, along and within the road, street, and cul-de-sac rights-of-way shown on the plats thereof being more particularly described as follows:

BEING those streets, roads and cul-de-sacs as more particularly described in that plan attached hereto as Exhibit A entitled “Ocean Ridge, Barrington Place, Phase 3, Section 2,

Lots 18-32", dated June 30, 2021, and prepared by Cape Fear Engineering. The streets, roads and cul-de-sacs shown on said plan are more fully described in that plat recorded in Map Cabinet 130 at Page 80 in the Office of the Register of Deeds for Brunswick County, North Carolina.

ITEM TWO

Non-exclusive easements over, along and upon the entire area of the streets, roads and cul-de-sacs depicted on the plats and serving the areas referenced in Item One, above, for purposes of entry into the subdivision for maintenance, repair and upkeep of the water distribution and sewer collection systems and for connecting the same to the individual lots developed or to be developed lying adjacent to said streets, roads and cul-de-sacs. Reserving unto Developer, its successors and assigns, equal rights of easement and access over, in, along and upon said streets, roads and cul-de-sacs for purposes of installing and maintaining such utilities as may be required for the development of said subdivision, including, but not limited to, electric, gas, telephone, cable, water and sewer.

Developer warrants to Grantee that the system herein conveyed is of good quality and free from faults and defects, and conforms to as-built drawings. Developer warrants said system for a period of one (1) year from the date of recording this Deed of Dedication in the office of the Brunswick County Register of Deeds.

TO HAVE AND TO HOLD said water distribution lines, sewer collection lines and related equipment and easement above described, together with the privileges and appurtenances thereto belonging to Grantee forever.

And Developer does hereby covenant that it is seized of said water distribution lines, sewer collection lines and related equipment and easement described above in fee simple and has the right to convey the same in fee simple, that the same are free and clear of encumbrances, and that it will warrant and defend the title to the same against all persons whomsoever.

IN WITNESS WHEREOF, Grantor has caused this instrument to be duly executed, the day and year first above written.

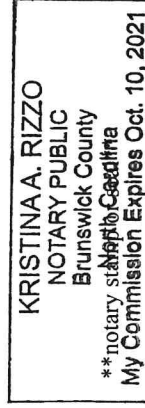
BARRINGTON PLACE DEVELOPMENT  
COMPANY, LLC


By:   
Mark A. Saunders, Manager

STATE OF NORTH CAROLINA  
COUNTY OF BRUNSWICK

I certify that the following person personally appeared before me this day and acknowledged to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **Mark A. Saunders**, as Manager of Barrington Place Development Company, LLC, a North Carolina Limited Liability Company ("the Company"), as and for the act of the Company.

Date: July 8, 2021



  
Notary Public's Signature

Kristina A Rizzo  
Notary's Printed Name

My Commission Expires: Oct 10, 2021

ACCEPTANCE OF DEED

This Deed of Dedication and accompanying Affidavit for Barrington Place Development Company, LLC was accepted by the Brunswick County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Brunswick County Board of Commissioners

By: \_\_\_\_\_, Chairman

\_\_\_\_\_  
Clerk to the Board



STATE OF NORTH CAROLINA

COUNTY OF BRUNSWICK

AFFIDAVIT

BARRINGTON PLACE DEVELOPMENT COMPANY, LLC, a North Carolina limited liability company, with an office and place of business in Brunswick County, North Carolina, hereinafter referred to as Affiant, being first duly sworn, hereby deposes and says under oath as follows:

1. That it is the owner of certain property located in Shallotte Township, Brunswick County, North Carolina, known as Phase III, Section 2, Ocean Ridge Plantation (Barrington Place) Subdivision, containing lots numbered 18 thru 32, as more particularly described in a Deed of Dedication in favor of Brunswick County of even date herewith.
2. That is has caused to be installed water distribution lines and sewer collection lines under and along the road rights-of-way property described and referenced in such Deed of Dedication.
3. All the work that has been performed in the construction and installation of said water distribution lines and sewer collection lines described in paragraph 2 above has been fully paid for and there are now no liens of any kind including any lien for labor or material against the subdivision property which would in any way jeopardize title of Affiant to the property in said subdivision nor are there any legal actions pending against Affiant or any contractor arising out of any work performed in said subdivision or the water distribution lines and sewer collection lines installed therein which would in any way jeopardize title to the subdivision or the water distribution lines or sewer collection lines located therein.

[SIGNATURE ON NEXT PAGE]

IN WITNESS WHEREOF, the Affiant has caused this instrument to be duly executed by its authorized offer(s), this \_\_\_\_ day of \_\_\_\_\_, 2021.

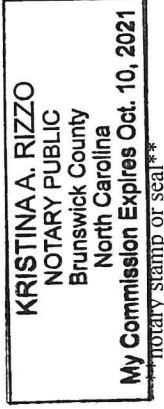
BARRINGTON PLACE DEVELOPMENT  
COMPANY, LLC

By: *Mark A. Saunders*  
Mark A. Saunders, Manager

STATE OF NORTH CAROLINA  
COUNTY OF BRUNSWICK

Signed and sworn to (or affirmed) before me this day by Mark A. Saunders, Manager,  
Barrington Place Development Company, LLC.

Date: July 30, 2021



*Kristina A. Rizzo*  
Notary Public's Signature

Kristina A Rizzo  
Notary's Printed Name

My Commission Expires: Oct. 10, 2021



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 5.**

**From:** County Attorney - Retreat at Ocean Isle Beach, Ph 4B, Sec 1,  
Assistant County Attorney--Bryan Batton Lots 140-171 & 194-197 DOD

**Issue/Action Requested:**

Consider accepting the Deed of Dedication for water and sewer infrastructure in Retreat at Ocean Isle Beach, Ph 4, Sec 1, Lots 140-171 & 194-197.

**Background/Purpose of Request:**

Bill Clark Homes of Wilmington, LLC has submitted a Deed of Dedication for water and sewer infrastructure in Retreat at Ocean Isle Beach, Ph 4, Sec 1, Lots 140-171 & 194-197. The lines have been tested and approved and are ready to be incorporated into our utility system.

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

\$ 20,847.00 for water

\$ 33,365.00 for sewer

**Approved By County Attorney:**

Yes

**County Attorney's Recommendation:**

Accept the Deed of Dedication for water and sewer infrastructure from Bill Clark Homes of Wilmington, LLC.

**County Manager's Recommendation:**

Recommend accepting the Deed of Dedication for water and sewer infrastructure in Retreat at Ocean Isle Beach, Ph 4, Sec 1, Lots 140-171 & 194-197.

**ATTACHMENTS:**

Description

- Retreat at Ocean Isle Beach, Ph 4B, Sec 1, Lots 140-171 & 194-197

Prepared by: Stephen R. Outten, Esq.  
Bailey & Busby, PLLC – Wilmington Office  
7110 Wrightsville Ave., Suite A-1  
Wilmington, NC 28403

**DEED OF DEDICATION**

STATE OF NORTH CAROLINA

COUNTY OF BRUNSWICK

THIS DEED OF DEDICATION, made and entered into this the \_\_\_\_ day of \_\_\_\_\_, 2021, by and between BILL CLARK HOMES OF WILMINGTON, LLC, a North Carolina Limited Liability Company, with an office and place of business in New Hanover County, and whose address is 127 Racine Drive, Suite 201, Wilmington, North Carolina 28403, party of the first part, hereinafter referred to as “Developer”, and BRUNSWICK COUNTY, a governmental entity created and existing under the laws of the State of North Carolina, whose address is P.O. Box 249, Bolivia, NC 28422, party of the second part, hereinafter referred to as “Grantee”,

WITNESSETH:

That whereas Developer is the owner and developer of a tract or parcel located in Brunswick County, North Carolina, known as The Retreat at Ocean Isle Beach, Phase 4B, Section 1 as described on a plat recorded in Map Cabinet 130 at pages 16 - 19, (hereinafter collectively “the Development”);

And whereas Developer has caused to be installed water distribution lines and/or sewer lines under and along the road rights-of-way hereinafter described and referenced;

And whereas Developer wishes to obtain water and/or sewer from Grantee for the property and to make water and sewer from Grantee's system available to individual owners.

And whereas Grantee has adopted through appropriate resolution stated policy regarding water distribution and sewer systems under the terms of which, among other things, in order to obtain water and sewer for said subdivision Developer must convey title to the water (and/or sewer) distribution system to Grantee through an instrument of dedication acceptable to Grantee;

NOW, THEREFORE, Developer, in consideration of Grantee accepting said water and sewer lines and making water and sewer available to said subdivision, has conveyed by these presents does hereby convey to Grantee, its lawful successors and assigns, the following described property:

ITEM ONE

All of the water distribution lines and sewer collection lines and equipment located under, along and within the property described as THE RETREAT AT OCEAN ISLE BEACH, PHASE 4B, SECTION 1, as the same appears on a plat thereof recorded in Map Cabinet 130 at pages 16 - 19 of the Brunswick County Registry and as shown on the Exhibit Map prepared by MAKIM & CREED Eng. dated 7/16/2021 attached hereto and marked "Exhibit A".

ITEM TWO

Non-exclusive easements over, along and upon the entire area of all streets, roads, parking areas and cul-de-sacs depicted on the plats and serving the areas referenced in Item One above, for purposes of entry into the Development for maintenance, repair and upkeep of the water distribution and sewer collection systems and for connecting the same to the Development lots developed or to be developed lying adjacent to said streets, roads, parking areas and cul-de-sacs. Reserving unto Developer, its successors and assigns, equal rights of easement and access over, in, along and upon said streets, roads, parking areas and cul-de-sacs for purposes of installing and maintaining such other utilities as may be required for the development of the Development, including but not limited to, electric, gas, telephone, cable, and sewer.

TO HAVE AND TO HOLD said water and sewer lines and equipment above described together with the privileges and appurtenances thereto belonging to Grantee forever, together with non-exclusive easements over along and upon the entire area of the streets and cul-de-sacs depicted on the maps and servicing the areas referenced above for purposes of entry into the subdivision for maintenance, repair and upkeep of the water (and/or sewer) distribution systems

and for connecting the same to the individual lots developed or to be developed lying adjacent to said streets and cul-de-sacs reserving unto Developer, its successors and assigns, equal rights of easement and easement over, in, along and upon said streets and cul-de-sacs for purposes of installing and maintaining such utilities as may be required for the development of said subdivision, including, but not limited to, electric, gas, telephone, cable and sewer.

And Developer does hereby covenant that it is seized of said water and sewer lines and equipment described above in fee simple and has the right to convey the same in fee simple, that the same are free and clear of encumbrances, and that it will warrant and defend the title to the same against all persons whomsoever.

Developer warrants to Grantee that the system herein conveyed is of good quality and free from faults and defects, and conforms to as-built drawings. Developer warrants said system for a period of one (1) year from the date of recording this Deed of Dedication in the office of the Brunswick County Register of Deeds.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be duly executed, the day and year first above written.

**Bill Clark Homes of Wilmington, LLC**

By:  (SEAL)  
**Edward H. Clark, Manager**

By:  (SEAL)  
**Cheryl Blanton, Manager**

STATE OF NORTH CAROLINA  
COUNTY OF PENDER

I, Tracy Sholders, a Notary Public of **Pender County, North Carolina**, do hereby certify that **Edward H. Clark** and **Cheryl Blanton** personally appeared before me this day and acknowledged that they are managers of **Bill Clark Homes of Wilmington, LLC**, a North Carolina limited liability company, and being authorized to do so, as Managers of the limited liability company, executed the foregoing instrument on behalf of the limited liability company.

Witness my hand and official seal on this date shown.

Tracy Sholders  
Notary Public

Date: July 23, 2021

My Commission Expires: August 19, 2025



ACCEPTANCE OF DEED

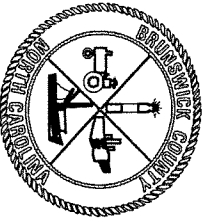
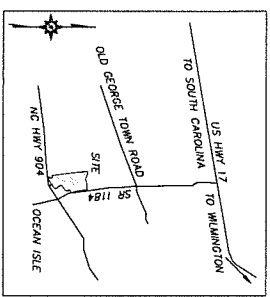
This Deed of Dedication and accompanying Affidavit for Bill Clark Homes of Wilmington, LLC, was accepted by the Brunswick County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Brunswick County Board of Commissioners

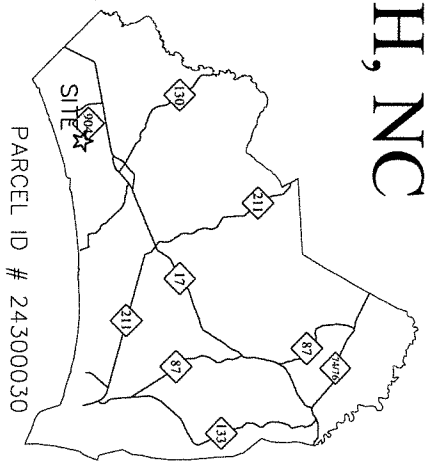
\_\_\_\_\_  
Randy Thompson, Chairman

\_\_\_\_\_  
Daralyn Spivey  
Clerk to the Board

# TOWN OF OCEAN ISLE BEACH, NC



## THE RETREAT AT OCEAN ISLE BEACH SECTION 1 - PHASE 4B



PARCEL ID # 24300030

OWNER/DEVELOPER  
BILL CLARK HOMES  
200 EAST ARLINGTON AVE  
GREENVILLE, NC 27858

SURVEYOR  
DAVID L. JONES, JR., PLS  
MCKIM & CREED, INC.  
243 N. FRONT ST.  
WILMINGTON, NC 28401  
910-343-1048

ENGINEER  
MCKIM & CREED, INC.  
243 N. FRONT ST.  
WILMINGTON, NC 28401  
910-343-1048  
RAMOORE@MCKIMCREED.COM



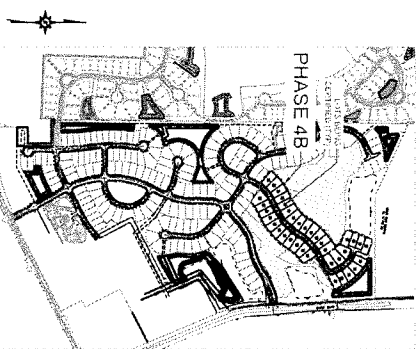
## RECORD DRAWINGS

| Sheet List Table |             |  |
|------------------|-------------|--|
| SHEET NUMBER     | SHEET TITLE | SHEET DESCRIPTION                              |
| 1                | G-001       | COVER  |
| 2                | CU-702      | LANDOVER DRIVE PLAN & PROFILE STA. 10+00-24+62 |

SECTION 1, PHASE 4B INCLUDES:  
LOTS 140-171, AND LOTS 194-197  
36 TOTAL LOTS

TYPE OF WORK:  
SITE DEVELOPMENT WORK FOR RESIDENTIAL  
DEVELOPMENT. THE SITE IS LOCATED  
ON AN APPROXIMATELY 97.76 ACRE PARCEL AS  
SHOWN ON THE SURVEY. THE SITE WILL BE  
IMPROVED WITH WATER, SEWER AND  
STORMWATER UTILITIES AND GRADED TO  
APPROXIMATE FINISHED GRADE ELEVATIONS AS  
SHOWN IN THESE DRAWINGS.

NOTE: THE HORIZONTAL DATUM FOR THIS  
PROJECT IS NC GRID NAD 83 AND VERTICAL  
DATUM FOR THIS PROJECT IS NAVD88.



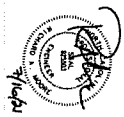
SITE LAYOUT  
(1" = 500')

| NUMBER          | DATE | BY | REVISION DESCRIPTION |
|-----------------|------|----|----------------------|
| APPROVAL STATUS | DATE | BY | DEPARTMENT           |
| YES             | X NO | NA | PLANNING             |
| YES             | X NO | NA | ENGINEERING          |
| YES             | X NO | NA | PUBLIC UTILITIES     |

"ENGINEER'S CERTIFICATION OF COMPLIANCE WITH BRUNSWICK COUNTY SPECIFICATIONS AND DETAILS"  
I hereby certify that the plans, details, and associated project specifications comply with the latest version, as of this date, of Brunswick County's Standard Specifications and Standard Details per standard engineering practice. Furthermore, I confirm my understanding that reviews and approvals by Brunswick County personnel do not imply that Brunswick County personnel have reviewed and are in agreement with every portion of the plans and specifications that I have submitted. I understand that Brunswick County reviews and approvals are meant to ensure that the overall plans are in general compliance with County objectives. I understand that it is my full responsibility to ensure that plans and specifications are in full compliance with applicable County, State, Federal, and other municipal requirements. Additionally, I understand that the County will not assume operation, maintenance, or ownership of constructed facilities that do not meet County requirements and the County may refuse to issue permits at facilities that the County deems are non-compliant with County Specifications. I also confirm my understanding that County Inspections are for the sole use of the County and I certify that I will not use, or direct others to use, County inspections for State compliance purposes or any other purpose."

|             |            |
|-------------|------------|
| PROJECT NO. | #3253-0009 |
| SHEET NO.   | G-001      |

PROJECT NAME:  
THE RETREAT (SECTION 1 - PHASE 4B)  
LOCATION: OCEAN ISLE, NC  
OWNER: BILL CLARK HOMES  
DESIGNER: MCKIM & CREED, INC.



DATE:  
07/16/2021  
SUBMITTAL:  
RECORD DRAWINGS



|              |            |       |   |  |
|--------------|------------|-------|---|--|
| DATE         | 07/27/2011 | SCALE | NONREDUCED<br>1"=50'<br>VERTICAL<br>1"=3' | CUR-702<br>REVISED 12/1/2007<br>BY: J. H. HARRIS |
| PROJECT #    | 032346202  |       |   | 2  |
| CLIENT       | NAC        |       |   |  |
| ENGINEER     | NAC        |       |   |  |
| CHECKED      | NAC        |       |   |  |
| PROJECT LEAD | NAC        |       |   |  |

5/18/2012

RECORD DRAWINGS

STATE OF NORTH CAROLINA

**AFFIDAVIT**

COUNTY OF BRUNSWICK

BILL CLARK HOMES OF WILMINGTON, LLC, a North Carolina Limited Liability Company, with an office and place of business in New Hanover County, North Carolina, hereinafter referred to as Affiant, by and through its hereinafter named managers, being first duly sworn, hereby deposes and says under oath as follows:

1. That it is the owner of certain property located in Shallotte Township, Brunswick County, North Carolina, known as THE RETREAT AT OCEAN ISLE BEACH, PHASE 4B, SECTION 1, as more particularly described in Deed of Dedication in favor of Brunswick County of even date herewith.

2. That it has caused to be installed water distribution lines and sewer lines under and along the road right-of-ways property hereinafter described and referenced:

BEING all of THE RETREAT AT OCEAN ISLE BEACH, PHASE 4B, SECTION 1, as the same appears on a plat thereof recorded in Map Cabinet 130 at pages 16 -19 of the Brunswick County Registry.

3. All the work which has been performed in the construction and installation of said water distribution lines and sewer lines described in paragraph 2, above, has been fully paid for and there are now no liens of any kind including any lien for labor or material against the subdivision property which would in any way jeopardize title of Affiant to the property in said subdivision nor are there any legal actions pending against Affiant or any contractor arising out of any work performed in said subdivision or the water lines and sewer lines installed therein which would in any way jeopardize title to the subdivision or the water distribution lines and sewer lines located therein.

This the 23 day of July, 2021.

Bill Clark Homes of Wilmington, LLC

By: [Signature] (SEAL)  
Edward H. Clark, Manager

By: [Signature] (SEAL)  
Cheryl Blanton, Manager

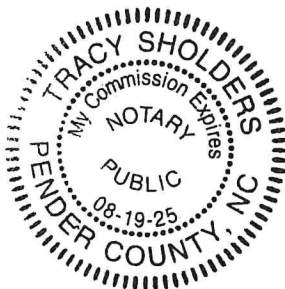
STATE OF NORTH CAROLINA  
COUNTY OF PENDER

I, Tracy Sholders, a Notary Public of **Pender County, North Carolina**, do hereby certify that **Edward H. Clark** and **Cheryl Blanton** personally appeared before me this day and acknowledged that they are managers of **Bill Clark Homes of Wilmington, LLC**, a North Carolina limited liability company, and being authorized to do so, as Managers of the limited liability company, executed the foregoing instrument on behalf of the limited liability company.

Witness my hand and official seal on this date shown.

[Signature] Date: July 23, 2021  
Notary Public

My Commission Expires: August 19, 2025





**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 6.**

Finance - Fiscal Items

**From:**

Julie Miller

**Issue/Action Requested:**

Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature on the consent agenda.

**-Navassa Water System Rehabilitation Project Grant Correction Budget Amendment and CPO**

Due to correction from the State, expenditures will not be eligible for the 2% loan fee and the fee will need to be paid to the State. Return budget to the 2% loan fee originally budgeted for payment to State.

**Background/Purpose of Request:**

**Fiscal Impact:**

Budget Amendment Required, Capital Project/Grant Ordinance Required, Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature on the consent agenda.

**ATTACHMENTS:**

Description

- ❑ 20210816 Budget Amendment Navassa Water System Rehabilitation 2% State Loan Fee.pdf
- ❑ 20210816 CPO Navassa Water System Rehabilitation Project.pdf

| Request Info  |  |
|---------------|--|
| Type          | Budget Amendment   |
| Description   | 2% State loan fee  |
| Justification | Board Meeting 08/16/2021-Due to correction from the State, expenditures will not be eligible for the 2% loan fee and the fee will need to be paid to the State. Return budget to the 2% loan fee originally budgeted for payment to State. |
| Originator    | Tiffany Rogers   |

| Items      |        |                             |                             |        |           |        |
|------------|--------|-----------------------------|-----------------------------|--------|-----------|--------|
| Department | Object | Dept Desc                   | Object Desc                 | Amount | Incr/Decr | Dr/Cr  |
| 418293     | 332000 | Navassa Water System Rehab. | State Revenues - Restricted | 44379  | Increase  | Credit |
| 418293     | 464001 | Navassa Water System Rehab. | Arch/Engnrg/Legal           | 44379  | Increase  | Debit  |

| Total        |       |
|--------------|-------|
| Grand Total: | 88758 |

**COUNTY OF BRUNSWICK, NORTH CAROLINA**  
**CAPITAL PROJECT ORDINANCE**  
**Navassa Water System Rehabilitation Project**  
**(418293)**

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Water Capital Projects Fund:

**Water Capital Projects Fund:**

Revenues:

|   |                     |
|---|---------------------|
| State Revenues Restricted                   | 2,218,967           |
| Transfer from Water Fund                    | <u>44,380</u>       |
| <b>Total Water Capital Project Revenues</b> | <b>\$ 2,263,347</b> |

Expenditures:

|   |                     |
|---|---------------------|
| Administration                                  | 89,000              |
| Arch/Eng/Legal                                  | 327,380             |
| Construction                                    | <u>1,846,967</u>    |
| <b>Total Water Capital Project Expenditures</b> | <b>\$ 2,263,347</b> |

Section 2. It is estimated that the following revenues will be available in the Brunswick County Water Fund:

|                            |           |
|----------------------------|-----------|
| Current Funds Appropriated | \$ 44,380 |
|----------------------------|-----------|

Section 3. The following amounts are hereby appropriated in the Brunswick County Water Fund:

|                                      |           |
|--------------------------------------|-----------|
| Contribution to Capital Project Fund | \$ 44,380 |
|--------------------------------------|-----------|

Section 4. This Capital Project Ordinance shall be entered into the minutes of the August 16, 2021 meeting of the Brunswick County Board of Commissioners.



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 7.**

**From:** Health and Human Services - Health Services - AA - 543 ELC  
David Stanley, HHS Executive Director      Enhanced Detection Activities - FY22 Rollover

**Issue/Action Requested:**

Request that the Board of Commissioners approve the Agreement Addendum for 543 ELC Enhancing Detection Activities for FY22.

**Background/Purpose of Request:**

The original AA-543 was approved by the BOCC on 9/21/20 and funds were appropriated in the amount of \$235,164.00. On 2/15/21, the BOCC approved Revision #1 and an additional \$57,619.00 was appropriated. On 4/19/21, the BOCC approved the final revision to this Agreement Addendum and allocated an additional \$1,143,858.00.

At this point, no additional funds are being allocated, but the State has issued the referenced AA as a mechanism to roll forward the remaining balance of these funds - \$970,532.93

Staff recommends approval of the Agreement Addendum.

**Fiscal Impact:**

Budget Amendment Required, Reviewed By Director of Fiscal Operations

Budget amendment appropriates federal revenues restricted of \$924,459 for the remaining funds available at FYE 2021.

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve the Agreement Addendum for 543 ELC Enhancing Detection Activities for FY22.

**ATTACHMENTS:**

Description

- ❑ 543 FY22 Brunswick
- ❑ 20210816 Budget Amendment 543 ELC Enhancing Detection.pdf

# Division of Public Health

## Agreement Addendum

### FY 21-22

Page 1 of 9

Brunswick County Health and Human  
Services

**Local Health Department Legal Name**

543 ELC Enhancing Detection Activities

**Activity Number and Description**

06/01/2021 – 05/31/2022

**Service Period**

07/01/2021 – 06/30/2022

**Payment Period**

☒ **Original Agreement Addendum**

☐ **Agreement Addendum Revision #** \_\_\_\_

Epidemiology / Communicable Disease Branch

**DPH Section / Branch Name**

Vanessa M. Greene 919-546-1658

vanessa.greene@dhhs.nc.gov

**DPH Program Contact**

(name, phone number, and email)

**DPH Program Signature**

**Date**

(only required for a negotiable agreement addendum)

#### I. **Background:**

The primary mission of the Communicable Disease Branch (CDB) is to reduce morbidity and mortality resulting from communicable diseases that are a significant threat to the public through detection, investigation, testing, treatment, tracking, control, education, and care activities to improve the health of people in North Carolina.

As part of the “Paycheck Protection Program and Health Care Enhancement Act of 2020 (P.L. 116-139, Title I)”, the ELC has awarded a total of \$10.25 billion dollars to their recipient base in a program-initiated component funding under the Emerging Issues (E) Project of CK19-1904, henceforth, “ELC Enhancing Detection” supplement. These funds are broadly intended to provide critical resources to state, local, and territorial health departments in support of a broad range of COVID-19/SARS-CoV-2 testing and epidemiologic surveillance related activities. Direct recipients are limited to existing jurisdictions covered under CK19-19041. Ongoing monitoring of milestones and performance measures will be utilized to gauge progress toward successful completion of priority activities supported with these funds.

The Division of Public Health (DPH), Communicable Disease Branch (CDB), is continuing allocation of these “Enhancing Detection” funds to all local health departments.

#### II. **Purpose:**

This Activity provides complementary funding to the Local Health Department in order for it to leverage and build upon existing ELC infrastructure that emphasizes the coordination and critical

Health Director Signature

(use blue ink)

Date

Local Health Department to complete:

(If follow-up information is needed by DPH)

LHD program contact name:

Phone number with area code:

Email address:

**Signature on this page signifies you have read and accepted all pages of this document.** Template rev. July 2020

integration of laboratory with epidemiology and health information systems, thus maximizing the public health impact of available resources. These additional resources, by law, are intended to “prevent, prepare for, and respond to coronavirus” by supporting testing, case investigation and contact tracing, surveillance, containment, and mitigation. Such activities may include support for workforce, epidemiology, use by employers, elementary and secondary schools, child care facilities, institutions of higher education, long-term care facilities, or in other settings, scale up of testing by public health, academic, commercial, and hospital laboratories, and community-based testing sites, mobile testing units, health care facilities, and other entities engaged in COVID–19 testing, and other activities related to COVID–19 testing, case investigation and contact tracing, surveillance, containment, and mitigation (including interstate compacts or other mutual aid agreements for such purposes).

### **III. Scope of Work and Deliverables:**

**All of the activities the Local Health Department performs under this Agreement Addendum shall be informed by the NC DHHS COVID-19 Guidance for Health Care Providers and local health departments.<sup>1</sup>**

For **each of the six activities** listed below (Paragraphs 1 through 6), the Local Health Department (LHD) shall identify and address **one or more** of the allowable activities listed, with an emphasis on testing and tracing:

#### **1. Enhance Laboratory, Surveillance, Informatics and other Workforce Capacity**

- a. Build expertise for healthcare and community outbreak response and infection prevention and control (IPC) among local health departments.
- b. Train and hire staff to improve the capacities of the epidemiology and informatics workforce to effectively conduct surveillance and response of COVID-19 (including contact tracing) and other conditions of public health significance.
- c. Build expertise to support management of the COVID-19 related activities within the jurisdiction (e.g., additional leadership, program and project managers, budget staff).
- d. Increase capacity for timely data management, analysis, and reporting for COVID-19 and other conditions of public health significance.

#### **2. Strengthen Community Laboratory Testing**

- a. Establish or expand capacity to quickly, accurately and safely test for SARS-CoV-2 among all symptomatic individuals, and secondarily expand capacity to achieve community-based surveillance, including testing of asymptomatic individuals.
  - 1) Strengthen ability to quickly scale testing as necessary to ensure that optimal utilization of existing and new testing platforms can be supported to help meet increases in testing demand in a timely manner.
  - 2) Build local capacity for testing of SARS-CoV-2 including within high-risk settings or in vulnerable populations that reside in their communities.
- b. Enhance laboratory testing capacity for SARS-CoV-2 outside of public health laboratories.
  - 1) Establish or expand capacity to coordinate with public/private laboratory testing providers, including those that assist with surge and with testing for high-risk environments.

<sup>1</sup> <https://www.ncdhhs.gov/divisions/public-health/covid19/covid-19-guidance#all-guidance-for-health-care-providers-and-local-health-departments>

- 2) Secure and/or utilize mobile laboratory units, or other methods to provide point-of-care (POC) testing at public health-led clinics or non-traditional test sites (e.g., homeless shelters, food processing plants, prisons, Long Term Care Facilities [LTCFs]).
- c. Enhance data management and analytic capacity in public health laboratories to help improve efficiencies in operations, management, testing, and data sharing.
  - 1) Improve efficiencies in laboratory operations and management using data from throughput, staffing, billing, supplies, and orders.
  - 2) Improve the capacity to analyze laboratory data to help understand and make informed decisions about issues such as gaps in testing and community mitigation efforts. Data elements such as tests ordered and completed (including by device/platform), rates of positivity, source of samples, type will be used to create data visualizations that will be shared with the public, state health department, and community partners.

### **3. Advance Electronic Data Exchange at Public Health Labs**

- a. Enhance and expand laboratory information infrastructure, to improve jurisdictional visibility on laboratory data (tests performed) from all testing sites and enable faster and more complete data exchange and reporting.
  - 1) Enhance laboratory test ordering and reporting capability.
    - a) 100% of results must be reported with key demographic variables including age/gender/race via NCCOVID.
    - b) Report all testing to the state health department using NCCOVID.

### **4. Improve Surveillance and Reporting of Electronic Health Data**

- a. Use NCCOVID to ensure complete, up-to-date, automated reporting of morbidity and mortality to NC DPH of COVID-19 and other conditions of public health significance by:
  - 1) Establishing or enhancing community-based surveillance, including surveillance of vulnerable populations, individuals without severe illness, those with recent travel to high-risk locations, or who are contacts to known cases.
  - 2) Monitoring changes to daily incidence rates of COVID-19 and other conditions of public health significance at the county or zip code level to inform community mitigation strategies.
- b. Establish complete, up-to-date, timely, automated reporting of individual-level data through electronic case reporting to NC DPH via NCCOVID
  - 1) At the health department, enhance capacity to work with testing facilities to onboard and improve electronic laboratory reporting (ELR), including to receive data from new or non-traditional testing settings. Use alternative data flows and file formats (e.g., CSV or XLS) to help automate where appropriate. In addition to other reportable results, this should include all COVID-19/SARS-CoV-2-related testing data (i.e., tests to detect SARS-CoV-2 including serology testing).
  - 2) Assist NC DPH in the process of automating the receiving of electronic health record (EHR) data, including electronic case reporting (eCR) and fast healthcare interoperability resources (FHIR)-based eCR to generate initial case reports as specified by NC DPH for the reportable disease within 24 hours and to update over time within 24 hours of a change in information contained in the CDC-directed case report, including death.
  - 3) Utilize eCR data to ensure data completeness, establish comprehensive morbidity and mortality surveillance, and help monitor the health of the community and inform decisions for the delivery of public health services.

- c. Improve understanding of capacity, resources, and patient impact at healthcare facilities through electronic reporting.
  - 1) Assist NC DPH with required expansion of reporting facility capacity, resources, and patient impact information, such as patients admitted and hospitalized, in an electronic, machine-readable, as well as human-readable visual, and tabular manner, to achieve 100% coverage in jurisdiction and include daily data from all acute care, long-term care, and ambulatory care settings. Use these data to monitor facilities with confirmed cases of COVID-19/SARS-CoV-2 infection or with COVID-like illness among staff or residents and facilities at high risk of acquiring COVID-19/SARS-CoV-2 cases and COVID-like illness among staff or residents.
- d. Enhance systems for flexible data collection, reporting, analysis, and visualization.
  - 1) Make data on case, syndromic, laboratory tests, hospitalization, and healthcare capacity available on health department websites at the county/zip code level in a visual and tabular manner.
- e. Establish or improve systems to ensure complete, accurate and immediate (within 24 hours) data transmission to NCCOVID and open website available to the public by county and zip code, that allows for automated transmission of data to NC DPH via NCCOVID.
  - 1) Track via NC DETECT 100% of emergency department and outpatient visits for COVID-like illness, as well as other syndromes/illnesses, to CDC.
  - 2) Submit all case reports in an immediate, automated way to CDC for COVID-19/SARS-CoV-2 and other conditions of public health significance with associated required data fields via NCCOVID.
  - 3) Provide accurate accounting of COVID-19/SARS-CoV-2 associated deaths. Establish electronic, automated, immediate death reporting to CDC with associated required data fields via NCCOVID.
  - 4) Report requested COVID-19/SARS-CoV-2-related data, including line level testing data (negatives, positives, indeterminants, serology, antigen, nucleic acid) daily by county or zip code to NCCOVID.
  - 5) Establish these systems in such a manner that they may be used on an ongoing basis for surveillance of, and reporting on, other threats to the public health and conditions of public health significance.
- f. Integrate existing LHD electronic health records (EHR) into CVMS Direct.

CVMS is the COVID-19 Vaccine Management System; CVMS Direct is an integration solution offering for Providers to connect COVID-19 vaccination records with CVMS. Providers submit a standardized flat file from their Electronic Health Records (EHRs) that pass through the Health Information Exchange (HIE) and are loaded directly to CVMS. This NC COVID-19 Vaccine Reporting file (NCVR) contains patient information that complies with today's CVMS workflow across patient registration and vaccination recording, along with appropriate inventory reduction.

Before the LHD can use the CVMS Direct integration solution, the LHD will need to finalize legal agreements with the HIE, establish connectivity, complete file validations, and pass testing criteria before they can use the CVMS Direct integration. The North Carolina Health Information Exchange Authority (NC HIEA) is responsible for CVMS Direct. Any local health department interested in using CVMS Direct will need to contact NC HIEA at [hiea@nc.gov](mailto:hiea@nc.gov).

## **5. Use Laboratory Data to Enhance Investigation, Response and Prevention**

- a. Use laboratory data to initiate case investigations, conduct contact tracing and follow-up, and implement containment measures.

- 1) Conduct necessary contact tracing including contact elicitation/identification, contact notification, and contact follow-up. Activities could include traditional contact tracing and/or proximity/location-based methods, as well as methods adapted for healthcare-specific and congregate settings.
- 2) Utilize tools (e.g., geographic information systems and methods) that assist in the rapid mapping and tracking of disease cases for timely and effective epidemic monitoring and response, incorporating laboratory testing results and other data sources.
- 3) Identify cases and exposure to COVID-19 in high-risk settings or within vulnerable populations to target mitigation strategies.
  - a) Assess and monitor infections in healthcare workers across the healthcare spectrum.
  - b) Monitor cases and exposure to COVID-19 to identify need for targeted mitigation strategies to isolate and prevent further spread within high-risk healthcare facilities (e.g., hospitals, dialysis clinics, cancer clinics, nursing homes, and other LTCFs).
  - c) Monitor cases and exposure to COVID-19 to identify need for targeted mitigation strategies to isolate and prevent further spread within high-risk employment settings (e.g., meat processing facilities), congregate living settings (e.g., prisons, youth homes, shelters), and educational settings (e.g., K-12 schools, colleges and universities).
  - d) Work with NC DPH to build local capacity for reporting, rapid containment and prevention of COVID-19/SARS-CoV-2 within high-risk settings or in vulnerable populations that reside in their communities.
- b. Implement prevention strategies in high-risk settings or within vulnerable populations (including tribal nations) including proactive monitoring for asymptomatic case detection and increasing opportunities for vaccination of historically marginalized populations and the community. Continue working collaboratively with partners including consideration of funding to address health equity needs of the community. Examples of partners may include but are not limited to:
  - 1) Tribal affiliates and community-based organizations colleges and universities;
  - 2) Occupational health settings for large employers;
  - 3) Churches or religious or faith-based institutions;
  - 4) Federally Qualified Health Centers (FQHCs), including Community Health Centers (CHCs);
  - 5) Pharmacies;
  - 6) Long-term care facilities (LTCFs), including independent living facilities, assisted living centers, and nursing homes;
  - 7) Organizations and businesses that employ critical workforce;
  - 8) First responder organizations;
  - 9) Non-traditional providers and locations that serve high-risk populations; and other partners that serve underserved populations.
- c. Build capacity for infection prevention and control in LTCFs (e.g., at least one Infection Preventionist [IP] for every facility) and outpatient settings.
  - 1) Build capacity to safely house and isolate infected and exposed residents of LTCFs and other congregate settings.
  - 2) Develop interoperable patient safety information exchange systems.
- d. Assist with enrollment of all LTCFs into NHSN.

- e. Increase Infection Prevention and Control (IPC) assessment capacity onsite using tele-ICAR.
- f. Perform preparedness assessment to ensure interventions are in place to protect high-risk populations.
  - 1) Coordinate as appropriate with federally funded entities responsible for providing health services to vulnerable populations (e.g., tribal nations and federally qualified health centers).

## 6. Coordinate and Engage with Partners

- a. Partner with NC DPH to establish or enhance testing for COVID-19/SARS-CoV-2.
  - 1) Acquire equipment and staffing to conduct testing for COVID-19/SARS-CoV-2.
  - 2) Support community partners to conduct appropriate specimen collection and/or testing within their jurisdictions.
- b. Partner with local, regional, or national organizations or academic institutions to enhance capacity for infection control and prevention of COVID-19/SARS-CoV-2.
  - 1) Build infection prevention and control and healthcare outbreak response expertise in the LHD.
  - 2) Partner with academic medical centers and schools of public health to develop regional centers for IPC consultation and support services.

## IV. Performance Measures/Reporting Requirements:

### 1. Performance Measures

- a. **Performance Measure # 1:** The LHD shall have a COVID-19 Testing Plan to ensure access to COVID-19 testing for all symptomatic persons and for those who have had close contact to a known or suspected case of COVID-19 as defined by the CDC, and for those who request or require testing.
- b. **Performance Measure # 2:** Via the NCCOVID, the LHD shall report cases of COVID-19 including deaths within 30 days of receipt of the report to the state disease registrar.
- c. **Performance Measure # 3:** Via the outbreak module within NCCOVID and the REDCap cluster/outbreak reporting tool, the LHD shall report COVID-19 activity (decline, no change, and increase) in high-risk healthcare facilities (e.g., nursing homes, dialysis centers, LTCFs) and congregate living settings (e.g., prisons, youth homes, shelters) within 2 days of receiving notification of an outbreak/cluster.
- d. **Performance Measure #4:** Using the COVID-19 Community Team Outreach (CCTO) Tool software, the LHD shall report close contacts to COVID-19 for at least 50% of people infected with COVID-19.
- e. **Performance Measure #5:** Using the COVID-19 Community Team Outreach (CCTO) Tool software, the LHD shall complete the Final Monitoring Outcome variable for 90% of contacts entered after 14 days.

### 2. Reporting Requirements

The reporting below shall be provided by the LHD to DPH via the Smartsheet dashboard, which can be accessed at <https://app.smartsheet.com/b/publish?EQBCT=2a6fdcc2c5da4b39834c3a154e4916cd>.

- a. The LHD shall complete a **Monthly Financial Report** each month via the Smartsheet dashboard. These monthly financial reports will report on the prior month, with the due dates posted on the Smartsheet dashboard. The first financial report is to report for June 2021 and is due by July 22, 2021.

- b. The LHD shall complete a **Program Report** each quarter via the Smartsheet dashboard. These quarterly program reports will report on the prior quarter, with the due dates posted on the Smartsheet dashboard. The first program report is to report for April – June 2021 and is due by July 22, 2021. The quarterly periods for these program reports are defined as:

- April – June 2021 \*
- July – September 2021
- October – December 2021
- January – March 2022

*\*April and May 2021 data are from services provided under the Agreement Addendum for state fiscal year 2021.*

- c. The LHD shall complete a **COVID-19 Response Plan** via the Smartsheet dashboard. This response plan is to provide information related to the LHD's broader goals and partnerships for COVID-19 preparedness and response. The Smartsheet dashboard will present a series of questions to be answered in a short-answer format, with topics including aspects of testing, contact tracing, vaccination, equity, and preparedness in general. Information about the LHD's COVID-19 Testing Plan will be another topic contained within the COVID-19 Response Plan, and completing the COVID-19 Response Plan will fulfill the requirement listed above in Performance Measure #1.

The LHD will be providing responses for a single COVID-19 Response Plan and this plan will meet the reporting requirements described under the FY22 Agreement Addenda for this Activity 543 and for Activity 716.

The COVID-19 Response Plan will receive DPH oversight from the DPH Branch staff members representing each relevant aspect. Any questions the LHD has should be directed to the DPH Division Director's Office at [lhdhealthserviceta@dhhs.nc.gov](mailto:lhdhealthserviceta@dhhs.nc.gov).

DPH will add the **COVID-19 Response Plan questionnaire** to the Smartsheet dashboard by August 31, 2021. The LHD shall provide its responses no later than September 30, 2021.

## V. **Performance Monitoring and Quality Assurance:**

1. The TATP Nurse Supervisor will review the Local Health Department's program performance through reporting done quarterly by the LHD and by a quarterly review of reports pulled from the NCCOVID, the REDCap cluster/outbreak reporting tool, and the CCTO tool.
2. If the assessment results in compliance concerns, the TATP Nurse Supervisor shall conduct conference calls with the Local Health Department to provide technical assistance in order to rectify the concerns.

## VI. **Funding Guidelines or Restrictions:**

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
  - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
  - b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is

needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. As the LHD is a subrecipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the “CARES Act”) (P.L. 116-136); and/or the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139) the LHD agrees as applicable to the award, to:
  - a. comply with existing and/or future directives and guidance from the HHS Secretary regarding control of the spread of COVID-19;
  - b. in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual’s home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and
  - c. assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation. In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC.
  - d. consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the subrecipient is expected to provide to CDC, through DPH, copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.
3. In addition to their local procurement rules/policies, the LHD shall comply with the following rules, applying the most restrictive standard where there is a difference between any of the standards:
  - a. Federal Uniform Administrative Requirements for Procurement, 45 CFR Part 75 §75.327-335, [https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75&rgn=div5#se45.1.75\\_1326](https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75&rgn=div5#se45.1.75_1326)
    - 1) Appendix II to Part 75—*Contract Provisions for Non-Federal Entity Contracts Under Federal Awards* may be found here for incorporation into procurement contracts: [https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75&rgn=div5#ap45.1.75\\_1521.ii](https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75&rgn=div5#ap45.1.75_1521.ii)
4. Unallowable costs:
  - a. Research
  - b. Clinical Care
  - c. Publicity and propaganda (lobbying):
    - 1) Other than for normal and recognized executive-legislative relationships, no funds may be used for:
      - a) publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
      - b) the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
    - 2) See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients:

[https://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf)

- d. All unallowable costs cited in CDC-RFA-CK19-1904 remain in effect, unless specifically amended, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

Supplement reason: ☒ In AA+BE or AA+BE Rev ☐ -OR- ☐ -

CFDA #: 93.323 Fed awd date: 01/13/21 Is award R&amp;D? no FAIN: NU50CK000530 Total amount of fed awd: \$ 603677156

|                           |  |                                |   |                                   |       |
|---------------------------|--|--------------------------------|---|-----------------------------------|-------|
| CFDA name: Diseases (ELC) | Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) | Fed award project description: | CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) |                                   |       |
|                           |  | Fed awarding agency:           | DHHS, Centers for Disease Control and Prevention  | Federal award indirect cost rate: | n/a % |

| Subrecipient    | Subrecipient DUNS | Fed funds for This Supplement | Total of All Fed Funds for This Activity | Subrecipient | Subrecipient DUNS | Fed funds for This Supplement | Total of All Fed Funds for This Activity |
|-----------------|-------------------|-------------------------------|--|--------------|-------------------|-------------------------------|--|
| Alamance        | 965194483         | 1,357,613                     | 1,756,613                                | Jackson      | 019728518         | 335,455                       | 335,455                                  |
| Albemarle       | 130537822         | 1,281,824                     | 1,786,498                                | Johnston     | 097599104         | 1,417,775                     | 1,417,775                                |
| Alexander       | 030495105         | 286,878                       | 286,878                                  | Jones        | 095116935         | 59,045                        | 126,347                                  |
| Anson           | 847163029         | 50,795                        | 50,795                                   | Lee          | 067439703         | 494,794                       | 597,753                                  |
| Appalachian     | 780131541         | 483,440                       | 483,440                                  | Lenoir       | 042789748         | 423,366                       | 648,946                                  |
| Beaufort        | 091567776         | 365,644                       | 398,146                                  | Lincoln      | 086869336         | 689,671                       | 869,762                                  |
| Bladen          | 084171628         | 247,031                       | 410,757                                  | Macon        | 070626825         | 287,190                       | 369,894                                  |
| Brunswick       | 091571349         | 970,533                       | 970,533                                  | Madison      | 831052873         | 174,238                       | 262,752                                  |
| Buncombe        | 879203560         | 1,966,436                     | 1,966,436                                | MTW          | 087204173         | 783,987                       | 783,987                                  |
| Burke           | 883321205         | 724,702                       | 1,045,123                                | Mecklenburg  | 074498353         | 95,227                        | 95,227                                   |
| Cabarrus        | 143408289         | 1,733,591                     | 1,915,425                                | Montgomery   | 025384603         | 8,892,940                     | 10,669,002                               |
| Caldwell        | 948113402         | 658,171                       | 755,843                                  | Moore        | 050988146         | 217,631                       | 246,460                                  |
| Carteret        | 058735804         | 491,825                       | 491,825                                  | Nash         | 050425677         | 755,241                       | 1,044,948                                |
| Caswell         | 077846053         | 120,691                       | 120,691                                  | New Hanover  | 040029563         | 1,871,707                     | 1,871,707                                |
| Catawba         | 083677138         | 1,277,858                     | 1,419,771                                | Northampton  | 097594477         | 156,041                       | 202,530                                  |
| Chatham         | 131356607         | 596,437                       | 960,379                                  | Onslow       | 172663270         | 1,393,996                     | 1,393,996                                |
| Cherokee        | 130705072         | 138,644                       | 138,644                                  | Orange       | 139209659         | 808,124                       | 808,124                                  |
| Clay            | 145058231         | 89,950                        | 139,796                                  | Pamlico      | 097600456         | 38,796                        | 105,233                                  |
| Cleveland       | 879924850         | 784,466                       | 802,255                                  | Pender       | 100955413         | 491,003                       | 491,003                                  |
| Columbus        | 040040016         | 444,569                       | 478,087                                  | Person       | 091563718         | 236,242                       | 236,242                                  |
| Craven          | 091564294         | 818,040                       | 839,607                                  | Pitt         | 080889694         | 1,447,579                     | 1,762,971                                |
| Cumberland      | 123914376         | 2,687,121                     | 2,687,121                                | Polk         | 079067930         | 165,980                       | 212,518                                  |
| Dare            | 082358631         | 255,271                       | 255,271                                  | Randolph     | 027873132         | 1,150,642                     | 1,429,534                                |
| Davidson        | 077839744         | 1,342,395                     | 1,348,293                                | Richmond     | 070621339         | 359,039                       | 445,281                                  |
| Davie           | 076526651         | 329,021                       | 329,021                                  | Robeson      | 082367871         | 1,046,187                     | 1,131,923                                |
| Duplin          | 095124798         | 470,462                       | 956,587                                  | Rockingham   | 077847143         | 728,907                       | 769,225                                  |
| Durham          | 088564075         | 2,574,826                     | 3,311,290                                | Rowan        | 074494014         | 1,137,995                     | 1,529,284                                |
| Edgecombe       | 093125375         | 412,244                       | 477,896                                  | Sampson      | 825573975         | 508,825                       | 724,312                                  |
| Foothills       | 782359004         | 719,660                       | 719,660                                  | Scotland     | 091564146         | 278,901                       | 377,248                                  |
| Forsyth         | 105316439         | 3,061,835                     | 3,415,077                                | Stanly       | 131060829         | 502,538                       | 502,538                                  |
| Franklin        | 084168632         | 558,113                       | 689,974                                  | Stokes       | 085442705         | 365,142                       | 374,699                                  |
| Gaston          | 071062186         | 1,798,273                     | 2,156,371                                | Surry        | 077821858         | 572,953                       | 572,953                                  |
| Graham          | 020952383         | 67,605                        | 67,605                                   | Swain        | 146437553         | 80,113                        | 80,113                                   |
| Granville-Vance | 063347626         | 711,460                       | 711,460                                  | Toe River    | 113345201         | 279,534                       | 279,534                                  |
| Greene          | 091564591         | 168,743                       | 249,323                                  | Transylvania | 030494215         | 275,393                       | 391,967                                  |
| Guilford        | 071563613         | 4,302,274                     | 4,791,273                                | Union        | 079051637         | 1,921,052                     | 2,252,702                                |
| Halifax         | 014305957         | 400,535                       | 539,795                                  | Wake         | 019625961         | 83,851                        | 83,851                                   |
| Harnett         | 091565986         | 1,089,044                     | 1,359,907                                | Warren       | 030239953         | 122,047                       | 122,047                                  |
| Haywood         | 070620232         | 456,582                       | 456,582                                  | Wayne        | 040036170         | 986,167                       | 1,076,950                                |
| Henderson       | 085021470         | 921,195                       | 921,195                                  | Wilkes       | 067439950         | 547,918                       | 655,796                                  |
| Hoke            | 091563643         | 442,374                       | 586,406                                  | Wilson       | 075585695         | 655,152                       | 655,152                                  |
| Hyde            | 832526243         | 16,867                        | 82,799                                   | Yadkin       | 089910624         | 301,678                       | 475,725                                  |
| Iredell         | 074504507         | 1,456,100                     | 1,706,352                                |              |                   |                               |  |

Supplement reason: ☒ In AA+BE or AA+BE Rev ☐ -OR- ☐ -

CFDA #: 93.323 Fed awd date: 05/19/20 Is award R&amp;D? no FAIN: NU50CK000530 Total amount of fed awd: \$ 188951581

|   |  |  |   |   |
|---|--|--|---|---|
| CFDA<br>Epidemiology and Laboratory Capacity for Infectious<br>name: Diseases (ELC) | Fed award<br>project<br>description:<br>CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging<br>Infectious Diseases (ELC) – Enhancing Detection | Fed awarding<br>agency:<br>DHHS, Centers for Disease Control and<br>Prevention | Federal award<br>indirect cost rate:<br>n/a | % |
|   |  |  |   |   |

| Subrecipient    | Subrecipient<br>DUNS | Fed funds for<br>This Supplement | Total of All Fed Funds<br>for This Activity | Subrecipient | Subrecipient<br>DUNS | Fed funds for<br>This Supplement | Total of All Fed Funds<br>for This Activity |
|-----------------|----------------------|----------------------------------|---|--------------|----------------------|----------------------------------|---|
| Alamance        | 965194483            | 399,000                          | 1,756,613                                   | Jackson      | 019728518            | 0                                | 335,455                                     |
| Albemarle       | 130537822            | 504,674                          | 1,786,498                                   | Johnston     | 097599104            | 0                                | 1,417,775                                   |
| Alexander       | 030495105            | 0                                | 286,878                                     | Jones        | 095116935            | 67,302                           | 126,347                                     |
| Anson           | 847163029            | 0                                | 50,795                                      | Lee          | 067439703            | 102,959                          | 597,753                                     |
| Appalachian     | 780131541            | 0                                | 483,440                                     | Lenoir       | 042789748            | 225,580                          | 648,946                                     |
| Beaufort        | 091567776            | 32,502                           | 398,146                                     | Lincoln      | 086869336            | 180,091                          | 869,762                                     |
| Bladen          | 084171628            | 163,726                          | 410,757                                     | Macon        | 070626825            | 82,704                           | 369,894                                     |
| Brunswick       | 091571349            | 0                                | 970,533                                     | Madison      | 831052873            | 88,514                           | 262,752                                     |
| Buncombe        | 879203560            | 0                                | 1,966,436                                   | MTW          | 087204173            | 0                                | 783,987                                     |
| Burke           | 883321205            | 320,421                          | 1,045,123                                   | Mecklenburg  | 074498353            | 0                                | 95,227                                      |
| Cabarrus        | 143408289            | 181,834                          | 1,915,425                                   | Montgomery   | 025384603            | 1,776,062                        | 10,669,002                                  |
| Caldwell        | 948113402            | 97,672                           | 755,843                                     | Moore        | 050988146            | 28,829                           | 246,460                                     |
| Carteret        | 058735804            | 0                                | 491,825                                     | Nash         | 050425677            | 289,707                          | 1,044,948                                   |
| Caswell         | 077846053            | 0                                | 120,691                                     | New Hanover  | 040029563            | 0                                | 1,871,707                                   |
| Catawba         | 083677138            | 141,913                          | 1,419,771                                   | Northampton  | 097594477            | 46,489                           | 202,530                                     |
| Chatham         | 131356607            | 363,942                          | 960,379                                     | Onslow       | 172663270            | 0                                | 1,393,996                                   |
| Cherokee        | 130705072            | 0                                | 138,644                                     | Orange       | 139209659            | 0                                | 808,124                                     |
| Clay            | 145058231            | 49,846                           | 139,796                                     | Pamlico      | 097600456            | 66,437                           | 105,233                                     |
| Cleveland       | 879924850            | 17,789                           | 802,255                                     | Pender       | 100955413            | 0                                | 491,003                                     |
| Columbus        | 040040016            | 33,518                           | 478,087                                     | Person       | 091563718            | 0                                | 236,242                                     |
| Craven          | 091564294            | 21,567                           | 839,607                                     | Pitt         | 080889694            | 315,392                          | 1,762,971                                   |
| Cumberland      | 123914376            | 0                                | 2,687,121                                   | Polk         | 079067930            | 46,538                           | 212,518                                     |
| Dare            | 082358631            | 0                                | 255,271                                     | Randolph     | 027873132            | 278,892                          | 1,429,534                                   |
| Davidson        | 077839744            | 5,898                            | 1,348,293                                   | Richmond     | 070621339            | 86,242                           | 445,281                                     |
| Davie           | 076526651            | 0                                | 329,021                                     | Robeson      | 082367871            | 85,736                           | 1,131,923                                   |
| Duplin          | 095124798            | 486,125                          | 956,587                                     | Rockingham   | 077847143            | 40,318                           | 769,225                                     |
| Durham          | 088564075            | 736,464                          | 3,311,290                                   | Rowan        | 074494014            | 391,289                          | 1,529,284                                   |
| Edgecombe       | 093125375            | 65,652                           | 477,896                                     | Sampson      | 825573975            | 215,487                          | 724,312                                     |
| Foothills       | 782359004            | 0                                | 719,660                                     | Scotland     | 091564146            | 98,347                           | 377,248                                     |
| Forsyth         | 105316439            | 353,242                          | 3,415,077                                   | Stanly       | 131060829            | 0                                | 502,538                                     |
| Franklin        | 084168632            | 131,861                          | 689,974                                     | Stokes       | 085442705            | 9,557                            | 374,699                                     |
| Gaston          | 071062186            | 358,098                          | 2,156,371                                   | Surry        | 077821858            | 0                                | 572,953                                     |
| Graham          | 020952383            | 0                                | 67,605                                      | Swain        | 146437553            | 0                                | 80,113                                      |
| Granville-Vance | 063347626            | 0                                | 711,460                                     | Toe River    | 113345201            | 0                                | 279,534                                     |
| Greene          | 091564591            | 80,580                           | 249,323                                     | Transylvania | 030494215            | 116,574                          | 391,967                                     |
| Guilford        | 071563613            | 488,999                          | 4,791,273                                   | Union        | 079051637            | 331,650                          | 2,252,702                                   |
| Halifax         | 014305957            | 139,260                          | 539,795                                     | Wake         | 019625961            | 0                                | 83,851                                      |
| Harnett         | 091565986            | 270,863                          | 1,359,907                                   | Warren       | 030239953            | 0                                | 122,047                                     |
| Haywood         | 070620232            | 0                                | 456,582                                     | Wayne        | 040036170            | 90,783                           | 1,076,950                                   |
| Henderson       | 085021470            | 0                                | 921,195                                     | Wilkes       | 067439950            | 107,878                          | 655,796                                     |
| Hoke            | 091563643            | 144,032                          | 586,406                                     | Wilson       | 075585695            | 0                                | 655,152                                     |
| Hyde            | 832526243            | 65,932                           | 82,799                                      | Yadkin       | 089910624            | 174,047                          | 475,725                                     |
| Iredell         | 074504507            | 250,252                          | 1,706,352                                   |              |                      |                                  |   |

DPH-Aid-To-Counties

For Fiscal Year: 21/22

Budgetary Estimate Number : 1 (BE-0 was voided)

| Activity 543   | AA  | 1173<br>883A<br>P5 | 1175<br>878A<br>HH | Proposed<br>Total | New<br>Total |
|----------------|-----|--------------------|--------------------|-------------------|--------------|
| Service Period |     | 06/01-05/31        | 06/01-05/31        |                   |              |
| Payment Period |     | 07/01-06/30        | 07/01-06/30        |                   |              |
| 01 Alamance    | * 0 | 1,357,613          | 399,000            | 1,756,613         | 1,756,613    |
| D1 Albemarle   | * 0 | 1,281,824          | 504,674            | 1,786,498         | 1,786,498    |
| 02 Alexander   | * 0 | 286,878            | 0                  | 286,878           | 286,878      |
| 04 Anson       | * 0 | 50,795             | 0                  | 50,795            | 50,795       |
| D2 Appalachian | * 0 | 483,440            | 0                  | 483,440           | 483,440      |
| 07 Beaufort    | * 0 | 365,644            | 32,502             | 398,146           | 398,146      |
| 09 Bladen      | * 0 | 247,031            | 163,726            | 410,757           | 410,757      |
| 10 Brunswick   | * 0 | 970,533            | 0                  | 970,533           | 970,533      |
| 11 Buncombe    | * 0 | 1,966,436          | 0                  | 1,966,436         | 1,966,436    |
| 12 Burke       | * 0 | 724,702            | 320,421            | 1,045,123         | 1,045,123    |
| 13 Cabarrus    | * 0 | 1,733,591          | 181,834            | 1,915,425         | 1,915,425    |
| 14 Caldwell    | * 0 | 658,171            | 97,672             | 755,843           | 755,843      |
| 16 Carteret    | * 0 | 491,825            | 0                  | 491,825           | 491,825      |
| 17 Caswell     | * 0 | 120,691            | 0                  | 120,691           | 120,691      |
| 18 Catawba     | * 0 | 1,277,858          | 141,913            | 1,419,771         | 1,419,771    |
| 19 Chatham     | * 0 | 596,437            | 363,942            | 960,379           | 960,379      |
| 20 Cherokee    | * 0 | 138,644            | 0                  | 138,644           | 138,644      |
| 22 Clay        | * 0 | 89,950             | 49,846             | 139,796           | 139,796      |
| 23 Cleveland   | * 0 | 784,466            | 17,789             | 802,255           | 802,255      |
| 24 Columbus    | * 0 | 444,569            | 33,518             | 478,087           | 478,087      |
| 25 Craven      | * 0 | 818,040            | 21,567             | 839,607           | 839,607      |
| 26 Cumberland  | * 0 | 2,687,121          | 0                  | 2,687,121         | 2,687,121    |
| 28 Dare        | * 0 | 255,271            | 0                  | 255,271           | 255,271      |
| 29 Davidson    | * 0 | 1,342,395          | 5,898              | 1,348,293         | 1,348,293    |
| 30 Davie       | * 0 | 329,021            | 0                  | 329,021           | 329,021      |
| 31 Duplin      | * 0 | 470,462            | 486,125            | 956,587           | 956,587      |
| 32 Durham      | * 0 | 2,574,826          | 736,464            | 3,311,290         | 3,311,290    |
| 33 Edgecombe   | * 0 | 412,244            | 65,652             | 477,896           | 477,896      |
| D7 Foothills   | * 0 | 719,660            | 0                  | 719,660           | 719,660      |
| 34 Forsyth     | * 0 | 3,061,835          | 353,242            | 3,415,077         | 3,415,077    |
| 35 Franklin    | * 0 | 558,113            | 131,861            | 689,974           | 689,974      |
| 36 Gaston      | * 0 | 1,798,273          | 358,098            | 2,156,371         | 2,156,371    |
| 38 Graham      | * 0 | 67,605             | 0                  | 67,605            | 67,605       |
| D3 Gran-Vance  | * 0 | 711,460            | 0                  | 711,460           | 711,460      |
| 40 Greene      | * 0 | 168,743            | 80,580             | 249,323           | 249,323      |
| 41 Guilford    | * 0 | 4,302,274          | 488,999            | 4,791,273         | 4,791,273    |
| 42 Halifax     | * 0 | 400,535            | 139,260            | 539,795           | 539,795      |
| 43 Harnett     | * 0 | 1,089,044          | 270,863            | 1,359,907         | 1,359,907    |
| 44 Haywood     | * 0 | 456,582            | 0                  | 456,582           | 456,582      |
| 45 Henderson   | * 0 | 921,195            | 0                  | 921,195           | 921,195      |
| 46 Hertford    |     | 0                  | 0                  | 0                 | 0            |
| 47 Hoke        | * 0 | 442,374            | 144,032            | 586,406           | 586,406      |
| 48 Hyde        | * 0 | 16,867             | 65,932             | 82,799            | 82,799       |
| 49 Iredell     | * 0 | 1,456,100          | 250,252            | 1,706,352         | 1,706,352    |
| 50 Jackson     | * 0 | 335,455            | 0                  | 335,455           | 335,455      |

|                 |     |            |            |            |            |
|-----------------|-----|------------|------------|------------|------------|
| 51 Johnston     | * 0 | 1,417,775  | 0          | 1,417,775  | 1,417,775  |
| 52 Jones        | * 0 | 59,045     | 67,302     | 126,347    | 126,347    |
| 53 Lee          | * 0 | 494,794    | 102,959    | 597,753    | 597,753    |
| 54 Lenoir       | * 0 | 423,366    | 225,580    | 648,946    | 648,946    |
| 55 Lincoln      | * 0 | 689,671    | 180,091    | 869,762    | 869,762    |
| 56 Macon        | * 0 | 287,190    | 82,704     | 369,894    | 369,894    |
| 57 Madison      | * 0 | 174,238    | 88,514     | 262,752    | 262,752    |
| D4 M-T-W        | * 0 | 783,987    | 0          | 783,987    | 783,987    |
| 60 Mecklenburg  | * 0 | 95,227     | 0          | 95,227     | 95,227     |
| 62 Montgomery   | * 0 | 8,892,940  | 1,776,062  | 10,669,002 | 10,669,002 |
| 63 Moore        | * 0 | 217,631    | 28,829     | 246,460    | 246,460    |
| 64 Nash         | * 0 | 755,241    | 289,707    | 1,044,948  | 1,044,948  |
| 65 New Hanover  | * 0 | 1,871,707  | 0          | 1,871,707  | 1,871,707  |
| 66 Northampton  | * 0 | 156,041    | 46,489     | 202,530    | 202,530    |
| 67 Onslow       | * 0 | 1,393,996  | 0          | 1,393,996  | 1,393,996  |
| 68 Orange       | * 0 | 808,124    | 0          | 808,124    | 808,124    |
| 69 Pamlico      | * 0 | 38,796     | 66,437     | 105,233    | 105,233    |
| 71 Pender       | * 0 | 491,003    | 0          | 491,003    | 491,003    |
| 73 Person       | * 0 | 236,242    | 0          | 236,242    | 236,242    |
| 74 Pitt         | * 0 | 1,447,579  | 315,392    | 1,762,971  | 1,762,971  |
| 75 Polk         | * 0 | 165,980    | 46,538     | 212,518    | 212,518    |
| 76 Randolph     | * 0 | 1,150,642  | 278,892    | 1,429,534  | 1,429,534  |
| 77 Richmond     | * 0 | 359,039    | 86,242     | 445,281    | 445,281    |
| 78 Robeson      | * 0 | 1,046,187  | 85,736     | 1,131,923  | 1,131,923  |
| 79 Rockingham   | * 0 | 728,907    | 40,318     | 769,225    | 769,225    |
| 80 Rowan        | * 0 | 1,137,995  | 391,289    | 1,529,284  | 1,529,284  |
| D5 R-P-M        |     | 0          | 0          | 0          | 0          |
| 82 Sampson      | * 0 | 508,825    | 215,487    | 724,312    | 724,312    |
| 83 Scotland     | * 0 | 278,901    | 98,347     | 377,248    | 377,248    |
| 84 Stanly       | * 0 | 502,538    | 0          | 502,538    | 502,538    |
| 85 Stokes       | * 0 | 365,142    | 9,557      | 374,699    | 374,699    |
| 86 Surry        | * 0 | 572,953    | 0          | 572,953    | 572,953    |
| 87 Swain        | * 0 | 80,113     | 0          | 80,113     | 80,113     |
| D6 Toe River    | * 0 | 279,534    | 0          | 279,534    | 279,534    |
| 88 Transylvania | * 0 | 275,393    | 116,574    | 391,967    | 391,967    |
| 90 Union        | * 0 | 1,921,052  | 331,650    | 2,252,702  | 2,252,702  |
| 92 Wake         | * 0 | 83,851     | 0          | 83,851     | 83,851     |
| 93 Warren       | * 0 | 122,047    | 0          | 122,047    | 122,047    |
| 96 Wayne        | * 0 | 986,167    | 90,783     | 1,076,950  | 1,076,950  |
| 97 Wilkes       | * 0 | 547,918    | 107,878    | 655,796    | 655,796    |
| 98 Wilson       | * 0 | 655,152    | 0          | 655,152    | 655,152    |
| 99 Yadkin       | * 0 | 301,678    | 174,047    | 475,725    | 475,725    |
| Totals          |     | 72,271,200 | 11,249,066 | 83,520,266 | 83,520,266 |

Sign and Date - DPH Program Administrator

*John M. Elliott* 6-24-21  
 Sign and Date - DPH Contracts Office  
*Gremeko Stuart* 6/24/2021

Sign and Date - DPH Section Chief

*Phyllis M. 06-24-21*  
 Sign and Date - DPH Budget Officer  
*Patricia H. 6/25/2021*

*AA* 06/24/2021

| Request Info  |  |
|---------------|--|
| Type          | Budget Amendment   |
| Description   | 543 ELC Enhancing Detection  |
| Justification | Board Meeting 08/16/2021-Appropriate federal revenues restricted in the amount of \$924,459 for rollover of the 543 ELC Enhancing Detection Activities funding as approved by the Department of Health and Human Services. |
| Originator    | Tiffany Rogers   |

| Items      |        |                           |                   |        |           |        |
|------------|--------|---------------------------|-------------------|--------|-----------|--------|
| Department | Object | Dept Desc                 | Object Desc       | Amount | Incr/Decr | Dr/Cr  |
| 135186     | 331000 | Bioterrorism Preparedness | Federal Revenues  | 924459 | Increase  | Credit |
| 135186     | 449929 | Bioterrorism Preparedness | Health Risk Event | 924459 | Increase  | Debit  |

| Total        |         |
|--------------|---------|
| Grand Total: | 1848918 |



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 8.**

**From:** Health and Human Services - Health Services - AA - 716 CDC  
David Stanley, HHS Executive Director COVID-19 Vaccination Program - FY22 Rollover

**Issue/Action Requested:**

Request that the Board of Commissioners approve the Agreement Addendum for 716 CDC COVID-19 Vaccination Program.

**Background/Purpose of Request:**

On 2/15/21, the BOCC approved the original AA for these activities and appropriated \$55,227.00. Then, on 3/15/21, the BOCC approved Revision 1 to this AA and appropriated an additional \$360,124.00, bringing the total under AA-716 to \$415,351.00.

The purpose of this Agreement Addendum is to provide the State a means of rolling forward the \$167,874.00 in remaining grant funds.

Staff recommend approval of the Agreement Addendum.

**Fiscal Impact:**

Budget Amendment Required, Reviewed By Director of Fiscal Operations

Budget amendment appropriates federal revenues restricted of \$140,134 for the remaining funds available at FYE 2021

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve the Agreement Addendum for 716 CDC COVID-19 Vaccination Program.

**ATTACHMENTS:**

Description

- ▣ AA-716 FY22 Brunswick
- ▣ 20210816 Budget Amendment 716 CDC Rollover.pdf

# Division of Public Health

## Agreement Addendum

### FY 21-22

Page 1 of 7

Brunswick County Health and Human Services

**Local Health Department Legal Name**

716 CDC COVID-19 Vaccination Program

**Activity Number and Description**

06/01/2021 – 05/31/2022

**Service Period**

07/01/2021 – 06/30/2022

**Payment Period**

☒ **Original Agreement Addendum**

☐ **Agreement Addendum Revision #** \_\_\_\_\_

Women's and Children's Health Section /  
Immunization Branch

**DPH Section / Branch Name**

Richard Carney, 919-707-5554  
richard.carney@dhhs.nc.gov

**DPH Program Contact**

(name, phone number, and email)

**DPH Program Signature**

**Date**

(only required for a negotiable agreement addendum)

#### I. **Background:**

As part of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (P.L. 116-260) and the American Rescue Plan Act of 2021 (P.L. 117-2), North Carolina received supplemental funding to assist the local health departments with coronavirus vaccine activities to support broad-based distribution, access, and vaccine coverage. Specifically, this supplement funding will be used to ensure greater equity and access to the COVID-19 vaccine by those disproportionately affected by COVID-19.

Local health departments are to focus on the work of removing barriers and expanding their COVID-19 vaccination programs. The maintenance of on-site, satellite, temporary or off-site COVID-19 vaccination clinics must adhere to cold-chain procedures in accordance with the vaccine manufacturer's instructions and CDC's guidance on COVID-19 vaccine storage and handling. Priority must be given to activities focused on the hard-to-reach, high-risk, underserved populations and increasing vaccine confidence to increase community vaccine coverage. Vaccine hesitancy is a complex matter that involves various factors, such as confidence, complacency, and convenience.

#### II. **Purpose:**

The Local Health Department (LHD) is to continue activities that focus on removing the barriers to accessing vaccine, increasing vaccine confidence, coordinating COVID-19 vaccine services, and expanding its COVID-19 vaccination program, with an emphasis on reaching high-risk and underserved populations, including racial and ethnic minorities, and all others disproportionately affected by COVID-19.

Health Director Signature

(use blue ink)

Date

Local Health Department to complete:

(If follow-up information is needed by DPH)

LHD program contact name: \_\_\_\_\_

Phone number with area code: \_\_\_\_\_

Email address: \_\_\_\_\_

**Signature on this page signifies you have read and accepted all pages of this document.**

Revised July 2019

To reduce the spread of the SARS-CoV-2 virus and its variants, and bring an end to this pandemic, we need to vaccinate as many people as possible, as soon as possible. Planning and response require close collaboration among public and private sector partners, public health emergency response and emergency management, healthcare organizations, and healthcare industry groups within the community. A key component is community sustainability so that the LHD is prepared for a possible COVID-19 booster vaccination program and is prepared to implement influenza vaccination both seasonally and as part of pandemic preparedness.

### III. **Scope of Work and Deliverables:**

The LHD shall:

1. Vaccinate eligible populations according to the CDC COVID-19 Vaccination Program Provider Agreement.
2. Ensure designated staff are trained on:
  - a. COVID-19 vaccine management
  - b. storage and handling procedures
  - c. vaccine preparation
  - d. administration
  - e. proper procedures for facilitating vaccine transfers between providers, and
  - f. reporting requirements as required by NC DHHS/DPH and the CDC
3. Identify community vaccination providers (e.g., pharmacies, occupational health settings, doctors' offices) to combine efforts and implement strategies to vaccinate eligible populations with a focus on vaccine hesitant populations.
4. Conduct vaccination clinics that are open to the public. These clinics may be provisionally located at walk-through sites (churches, community centers, outdoor tents) or other settings such as mobile, curbside, or drive-through sites.
5. Ensure safe implementation of on-site, satellite, temporary, off-site, or other alternative vaccination clinics. Follow CDC guidance for planning vaccination clinics that includes clinical considerations such as social distancing, responding to medical emergencies, vaccine storage, handling, administration, and documentation (<https://www.cdc.gov/vaccines/hcp/admin/mass-clinic-activities/>). Large-scale clinics, such as those held in arenas or stadiums require added logistical and technical considerations. Partners may need to be engaged to accomplish aspects of the local plan, such as National Guard, local law enforcement, local emergency management, local hospitals, and pharmacies.
6. Adjust clinic plans to accommodate a variety of scenarios due to vaccine hesitancy and no-show rates. Vaccine hesitancy includes many factors such as a lack of vaccine confidence, complacency about the virus, and the inconvenience of obtaining a vaccine. Focus activities to establish and build trust among hard-to-reach, high-risk, and underserved populations.
7. Educate the public and community at large on the benefits of receiving the COVID-19 vaccine and disseminate standardized information to the public and providers within the LHD's county or district. Foster trust in conversations with the public to address specific topics on vaccine hesitancy. Enhance existing community partnerships to assist in vaccination promotion. These partnerships may include a variety of community and faith-based organizations to reach hesitant at-risk populations, such as churches, barber shops, community health centers, refugee serving organizations, homeless shelters, jails/prisons, factories such as meat processing plants, other essential businesses, and migrant farms.

8. Estimate the resources needed to support COVID-19 vaccine administration and outreach activities and hire or reassign staff additional personnel to support these functions.
9. Procure supplies for the vaccination clinics, as needed. Examples of supplies to obtain include those items necessary to protect both staff and patients from COVID-19, such as:
  - a. hand sanitizer with at least 60% alcohol for hand hygiene
  - b. clinic sanitizing wipes and cleaning tools to allow for frequent cleaning of the clinic area
  - c. mask/face coverings for patients who do not have a mask
  - d. signage, tape, ropes, and cones for clinic workflow to encourage physical distancing and efficient one-way flow through the vaccination process
  - e. thermometers for checking each patient's temperature before entering the clinic
10. Store vaccine in proper vaccine storage equipment (e.g., refrigerators, freezers, portable storage units), and use CDC-approved digital data loggers for temperature monitoring of vaccine storage and handling units used for COVID-19 vaccine.
11. Follow relevant CDC vaccine transport requirements to prepare COVID-19 vaccines for transport from the LHD to off-site clinics. COVID-19 vaccine products are temperature-sensitive and must be stored and handled correctly to ensure efficacy and maximize shelf life. Proper storage and handling practices are critical to minimize vaccine loss and limit the risk of administering COVID-19 vaccine with reduced effectiveness.
12. Follow CDC's and COVID-19 vaccine manufacturer's cold chain storage and handling requirements.
13. **Complete Attachments A and B with the signed Agreement Addendum:**
  - a. Attachment A  
**Budget Statement for the FY 2021-2022 Planned Use of Federal COVID-19 Vaccination Funds.** It should list the expected expenses by category, including the dollar amount and a brief justification. This Budget Statement is not required if the LHD is not receiving funds under this Agreement Addendum.
  - b. Attachment B  
**Services Statement for the FY 2021-2022 Planned Use of Federal COVID-19 Vaccination Funds.** It should:
    - 1) Explain, in detail, how this funding will be used to develop and implement local solutions to plan and implement on-site, satellite, temporary, or off-site vaccination COVID-19 vaccination clinics. If the LHD is not receiving funds under this Agreement Addendum, the LHD shall write "No funds received under this Agreement Addendum" for its response to Attachment B's item 1.
    - 2) Include information on how the LHD implements its COVID-19 immunization services within the community.
    - 3) State how the COVID-19 vaccination services are adapted both to include those populations at an increased risk of complications from COVID-19. Examples include:
      - a) Mobile vaccine clinics that travel to hard-to-reach communities and alternative locations to provide vaccines
      - b) Drive-through or curbside vaccination clinics
      - c) Pop-up clinics at various community settings, such as COVID-19 testing sites, school nutrition sites, construction sites, migrant farm worksites, processing plants, churches, parking lots

- d) Immunization clinics to reach jails, homeless shelters, or other community organizations.
- 4) Include a description of enhanced outreach activities for the hard-to-reach, high-risk, underserved populations, increasing vaccine confidence and how community partners are to be included in the outreach.

#### IV. **Performance Measures/Reporting Requirements:**

1. Report vaccine administration data on all vaccine recipients via the CVMS or other designated system as directed by the CDC COVID-19 Vaccination Program Agreement.
2. Track and report COVID-19 vaccine transfers and vaccine wastage/spoilage occurrences according to the NC DHHS/DPH guidelines.
3. Ensure designated staff receive training on COVID-19 vaccine administration, management, inventory, and reporting requirements as required by CDC and NC DHHS/DPH.
4. The LHD shall complete a **Monthly Financial Report** each month via the Smartsheet dashboard. These monthly financial reports will report on the prior month, with the due dates posted on the Smartsheet dashboard. The first financial report is to report for June 2021 and is due by July 22, 2021. Monthly Financial Reports are **not** required if the LHD is not receiving funds under this Agreement Addendum.
5. The LHD shall complete a **Program Report** each quarter via the Smartsheet dashboard. These quarterly program reports will report on the prior quarter, with the due dates posted on the Smartsheet dashboard. The first program report is to report for April – June 2021 and is due by July 22, 2021. The quarterly periods for these program reports are defined as:
  - April – June 2021 \*
  - July – September 2021
  - October – December 2021
  - January – March 2022

*\*April and May 2021 data are from services provided under the Agreement Addendum for state fiscal year 2021.*

#### V. **Performance Monitoring and Quality Assurance:**

1. The Immunization Branch will monitor this Activity through review of reports, vaccine immunization data, and reporting data in CVMS or other designated reporting mechanism. Technical consultation to support LHDs in meeting these objectives will be provided as needed.
2. The Immunization Branch will monitor the LHD via either an in-person visit or a virtual visit.
3. If a CAP is needed, the LHD program monitor shall make every effort to work with the LHD on strategies to resolve issues and follow corrective action plans. If the plans are not followed and the LHD remains out of compliance after intervention and resources from DPH, the Agreement Addendum may be terminated, or funding may be reduced.

#### VI. **Funding Guidelines or Restrictions:**

1. Requirements for pass-through entities: In compliance with 2 *CFR* §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
  - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.

- b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. The LHD must submit its planned expenditures by completing the Attachment A, Budget Statement, which is to include the dollar amount and a budget justification statement for each budget category. This Budget Statement is **not** required if the LHD is not receiving funds under this Agreement Addendum.

**Attachment A****Budget Statement — FY 2021-2022 Planned Use of Federal COVID-19 Vaccination Funds**

Provide this Budget Statement to assist with preparing anticipated expenditures for reporting that follow federal grants policies and CDC award requirements based on allowable expenditures. Return this completed Attachment A with the signed Agreement Addendum. This Budget Statement is **not** required if the LHD is not receiving funds under this Agreement Addendum.

Instructions: Include list of expected expenses related to enhance COVID-19 vaccination coverage activities, including the dollar amount and a brief justification.

| <b>Object Class Category / Expenses<br/>Funding Codes<br/>COVID-19 Vaccination Program:<br/>1331-629B-4Q</b> | <b>Amount</b> | <b>Budget Item Justification Statement</b> |
|--|---------------|--|
| Personnel (Salary / Wages)   |               |  |
| Fringe   |               |  |
| Travel   |               |  |
| Equipment  |               |  |
| Supplies   |               |  |
| Other / Miscellaneous  |               |  |

**Attachment B****Services Statement — FY 2021-2022 Planned Use of Federal COVID-19 Vaccination Funds**

Provide this Services Statement to assist with preparing anticipated expenditures for reporting that follow federal grants policies and CDC award requirements based on allowable expenditures. Return this completed Attachment B with the signed Agreement Addendum. Use additional pages as needed.

1. Explain, in detail, how this funding will be used to develop and implement local solutions to plan and implement on-site, satellite, temporary, or off-site vaccination COVID-19 vaccination clinics.
  
2. Include information on how the LHD implements its COVID-19 immunization services within the community.
  
3. State how the COVID-19 vaccination services are adapted both to include those populations at an increased risk of complications from COVID-19. Examples include:
  - a. Mobile vaccine clinics that travel to hard-to-reach communities and alternative locations to provide vaccines.
  - b. Drive-through or curbside vaccination clinics
  - c. Pop-up clinics at various community settings, such as COVID-19 testing sites, school nutrition sites, construction sites, migrant farm worksites, processing plants, churches, parking lots
  - d. Immunization clinics to reach jails, homeless shelters, or other community organizations.
  
4. Include a description of enhanced outreach activities for the hard-to-reach, high-risk, underserved populations, increasing vaccine confidence and how community partners are to be included in the outreach.

Supplement reason: ☒ In AA+BE or AA+BE Rev -OR- ☐ -

CFDA #: 93.268 Fed awd date: 1/15/21 Is award R&amp;D? no FAIN: NH23IP922624 Total amount of fed awd: \$ 94768784

|   |  |  |                                       |
|---|--|--|---------------------------------------|
| CFDA name: 93.268 Immunization Cooperative Agreements | Fed award project description: CDC-RFA-IP19-1901 Immunization and Vaccines for Children Grant Amendment Supplement Action: |  |                                       |
|   | Fed awarding agency: DHHS, Centers for Disease Control and Prevention  |  | Federal award indirect cost rate: n/a |
|   |  |  | %                                     |

| Subrecipient    | Subrecipient DUNS | Fed funds for This Supplement | Total of All Fed Funds for This Activity | Subrecipient | Subrecipient DUNS | Fed funds for This Supplement | Total of All Fed Funds for This Activity |
|-----------------|-------------------|-------------------------------|--|--------------|-------------------|-------------------------------|--|
| Alamance        | 965194483         | 0                             | 0  | Jackson      | 019728518         | 143537                        | 143537                                   |
| Albemarle       | 130537822         | 679040                        | 754040                                   | Johnston     | 097599104         | 226867                        | 226867                                   |
| Alexander       | 030495105         | 166                           | 166                                      | Jones        | 095116935         | 61133                         | 61133                                    |
| Anson           | 847163029         | 107201                        | 107201                                   | Lee          | 067439703         | 156124                        | 156124                                   |
| Appalachian     | 780131541         | 133019                        | 133019                                   | Lenoir       | 042789748         | 213215                        | 213215                                   |
| Beaufort        | 091567776         | 135648                        | 135648                                   | Lincoln      | 086869336         | 143184                        | 143184                                   |
| Bladen          | 084171628         | 138853                        | 138853                                   | Macon        | 070626825         | 154089                        | 154089                                   |
| Brunswick       | 091571349         | 167874                        | 167874                                   | Madison      | 831052873         | 88587                         | 88587                                    |
| Buncombe        | 879203560         | 590477                        | 665477                                   | MTW          | 087204173         | 73866                         | 73866                                    |
| Burke           | 883321205         | 170237                        | 170237                                   | Mecklenburg  | 074498353         | 2237476                       | 2237476                                  |
| Cabarrus        | 143408289         | 488994                        | 488994                                   | Montgomery   | 025384603         | 99095                         | 99095                                    |
| Caldwell        | 948113402         | 231599                        | 231599                                   | Moore        | 050988146         | 83270                         | 83270                                    |
| Carteret        | 058735804         | 109386                        | 109386                                   | Nash         | 050425677         | 261075                        | 261075                                   |
| Caswell         | 077846053         | 69041                         | 69041                                    | New Hanover  | 040029563         | 0                             | 0  |
| Catawba         | 083677138         | 111988                        | 186988                                   | Northampton  | 097594477         | 29644                         | 29644                                    |
| Chatham         | 131356607         | 74628                         | 74628                                    | Onslow       | 172663270         | 482308                        | 482308                                   |
| Cherokee        | 130705072         | 19900                         | 19900                                    | Orange       | 139209659         | 0                             | 0  |
| Clay            | 145058231         | 60363                         | 60363                                    | Pamlico      | 097600456         | 42292                         | 42292                                    |
| Cleveland       | 879924850         | 82905                         | 82905                                    | Pender       | 100955413         | 0                             | 0  |
| Columbus        | 040040016         | 138952                        | 138952                                   | Person       | 091563718         | 0                             | 0  |
| Craven          | 091564294         | 64257                         | 64257                                    | Pitt         | 080889694         | 240254                        | 240254                                   |
| Cumberland      | 123914376         | 0                             | 75000                                    | Polk         | 079067930         | 15160                         | 15160                                    |
| Dare            | 082358631         | 0                             | 0  | Randolph     | 027873132         | 14013                         | 14013                                    |
| Davidson        | 077839744         | 467436                        | 467436                                   | Richmond     | 070621339         | 165757                        | 165757                                   |
| Davie           | 076526651         | 70794                         | 70794                                    | Robeson      | 082367871         | 0                             | 0  |
| Duplin          | 095124798         | 72574                         | 72574                                    | Rockingham   | 077847143         | 518                           | 518                                      |
| Durham          | 088564075         | 733355                        | 808355                                   | Rowan        | 074494014         | 427187                        | 427187                                   |
| Edgecombe       | 093125375         | 0                             | 0  | Sampson      | 825573975         | 103169                        | 103169                                   |
| Foothills       | 782359004         | 121950                        | 121950                                   | Scotland     | 091564146         | 101708                        | 101708                                   |
| Forsyth         | 105316439         | 1017889                       | 1092889                                  | Stanly       | 131060829         | 0                             | 0  |
| Franklin        | 084168632         | 14069                         | 14069                                    | Stokes       | 085442705         | 143558                        | 143558                                   |
| Gaston          | 071062186         | 508854                        | 508854                                   | Surry        | 077821858         | 420                           | 420                                      |
| Graham          | 020952383         | 1170                          | 1170                                     | Swain        | 146437553         | 106378                        | 106378                                   |
| Granville-Vance | 063347626         | 340819                        | 415819                                   | Toe River    | 113345201         | 340316                        | 340316                                   |
| Greene          | 091564591         | 100910                        | 100910                                   | Transylvania | 030494215         | 91325                         | 91325                                    |
| Guilford        | 071563613         | 814665                        | 814665                                   | Union        | 079051637         | 392234                        | 392234                                   |
| Halifax         | 014305957         | 0                             | 0  | Wake         | 019625961         | 209385                        | 284385                                   |
| Harnett         | 091565986         | 259538                        | 259538                                   | Warren       | 030239953         | 0                             | 0  |
| Haywood         | 070620232         | 56807                         | 56807                                    | Wayne        | 040036170         | 98158                         | 98158                                    |
| Henderson       | 085021470         | 122061                        | 197061                                   | Wilkes       | 067439950         | 225222                        | 225222                                   |
| Hoke            | 091563643         | 88124                         | 88124                                    | Wilson       | 075585695         | 91640                         | 91640                                    |
| Hyde            | 832526243         | 83094                         | 83094                                    | Yadkin       | 089910624         | 165493                        | 165493                                   |
| Iredell         | 074504507         | 452200                        | 452200                                   |              |                   |                               |  |

DPH-Aid-To-Counties

For Fiscal Year: 21/22

Budgetary Estimate Number : 1

| Activity 716   | AA  | 1331<br>6220<br>P7 | 1331<br>6220<br>P7 | 1331<br>629B<br>4Q | 1331<br>639B<br>P7 | Proposed<br>Total | New<br>Total |
|----------------|-----|--------------------|--------------------|--------------------|--------------------|-------------------|--------------|
| Service Period |     | 06/01-05/31        | 06/01-05/31        | 06/01-05/31        | 06/01-05/31        |                   |              |
| Payment Period |     | 07/01-06/30        | 07/01-06/30        | 07/01-06/30        | 07/01-06/30        |                   |              |
| 01 Alamance    | * 1 | 0                  | 0                  | 0                  | 0                  | 0                 | 0            |
| D1 Albemarle   | * 2 | 0                  | 0                  | 0                  | 679,040            | 679,040           | 754,040      |
| 02 Alexander   | * 1 | 0                  | 0                  | 0                  | 166                | 166               | 166          |
| 04 Anson       | * 1 | 0                  | 0                  | 0                  | 107,201            | 107,201           | 107,201      |
| D2 Appalachian | * 1 | 0                  | 0                  | 0                  | 133,019            | 133,019           | 133,019      |
| 07 Beaufort    | * 1 | 0                  | 0                  | 2,050              | 133,598            | 135,648           | 135,648      |
| 09 Bladen      | * 1 | 0                  | 0                  | 10,666             | 128,187            | 138,853           | 138,853      |
| 10 Brunswick   | * 1 | 0                  | 0                  | 0                  | 167,874            | 167,874           | 167,874      |
| 11 Buncombe    | * 2 | 0                  | 0                  | 0                  | 590,477            | 590,477           | 665,477      |
| 12 Burke       | * 1 | 0                  | 0                  | 0                  | 170,237            | 170,237           | 170,237      |
| 13 Cabarrus    | * 1 | 0                  | 0                  | 3,861              | 485,133            | 488,994           | 488,994      |
| 14 Caldwell    | * 1 | 0                  | 0                  | 0                  | 231,599            | 231,599           | 231,599      |
| 16 Carteret    | * 1 | 0                  | 0                  | 0                  | 109,386            | 109,386           | 109,386      |
| 17 Caswell     | * 1 | 0                  | 0                  | 0                  | 69,041             | 69,041            | 69,041       |
| 18 Catawba     | * 2 | 0                  | 0                  | 0                  | 111,988            | 111,988           | 186,988      |
| 19 Chatham     | * 1 | 0                  | 0                  | 9,383              | 65,245             | 74,628            | 74,628       |
| 20 Cherokee    | * 1 | 0                  | 0                  | 0                  | 19,900             | 19,900            | 19,900       |
| 22 Clay        | * 1 | 0                  | 0                  | 0                  | 60,363             | 60,363            | 60,363       |
| 23 Cleveland   | * 1 | 0                  | 0                  | 0                  | 82,905             | 82,905            | 82,905       |
| 24 Columbus    | * 1 | 0                  | 0                  | 0                  | 138,952            | 138,952           | 138,952      |
| 25 Craven      | * 1 | 0                  | 0                  | 0                  | 64,257             | 64,257            | 64,257       |
| 26 Cumberland  | * 2 | 0                  | 0                  | 0                  | 0                  | 0                 | 75,000       |
| 28 Dare        | * 1 | 0                  | 0                  | 0                  | 0                  | 0                 | 0            |
| 29 Davidson    | * 1 | 0                  | 0                  | 37,214             | 430,222            | 467,436           | 467,436      |
| 30 Davie       | * 1 | 0                  | 0                  | 0                  | 70,794             | 70,794            | 70,794       |
| 31 Duplin      | * 1 | 0                  | 0                  | 0                  | 72,574             | 72,574            | 72,574       |
| 32 Durham      | * 2 | 0                  | 0                  | 0                  | 733,355            | 733,355           | 808,355      |
| 33 Edgecombe   | * 1 | 0                  | 0                  | 0                  | 0                  | 0                 | 0            |
| D7 Foothills   | * 1 | 0                  | 0                  | 0                  | 121,950            | 121,950           | 121,950      |
| 34 Forsyth     | * 2 | 0                  | 0                  | 116,687            | 901,202            | 1,017,889         | 1,092,889    |
| 35 Franklin    | * 1 | 0                  | 0                  | 0                  | 14,069             | 14,069            | 14,069       |
| 36 Gaston      | * 1 | 0                  | 0                  | 0                  | 508,854            | 508,854           | 508,854      |
| 38 Graham      | * 1 | 0                  | 0                  | 0                  | 1,170              | 1,170             | 1,170        |
| D3 Gran-Vance  | * 2 | 0                  | 0                  | 0                  | 340,819            | 340,819           | 415,819      |
| 40 Greene      | * 1 | 0                  | 0                  | 10,007             | 90,903             | 100,910           | 100,910      |
| 41 Guilford    | * 1 | 0                  | 0                  | 0                  | 814,665            | 814,665           | 814,665      |
| 42 Halifax     | * 1 | 0                  | 0                  | 0                  | 0                  | 0                 | 0            |
| 43 Harnett     | * 1 | 0                  | 0                  | 0                  | 259,538            | 259,538           | 259,538      |
| 44 Haywood     | * 1 | 0                  | 0                  | 0                  | 56,807             | 56,807            | 56,807       |
| 45 Henderson   | * 2 | 0                  | 0                  | 0                  | 122,061            | 122,061           | 197,061      |
| 46 Hertford    | * 1 | 0                  | 0                  | 0                  | 0                  | 0                 | 0            |
| 47 Hoke        | * 1 | 0                  | 0                  | 0                  | 88,124             | 88,124            | 88,124       |
| 48 Hyde        | * 1 | 0                  | 0                  | 21,336             | 61,758             | 83,094            | 83,094       |
| 49 Iredell     | * 1 | 0                  | 0                  | 0                  | 452,200            | 452,200           | 452,200      |

|                 |   |   |   |   |         |   |                   |                   |
|-----------------|---|---|---|---|---------|---|-------------------|-------------------|
| 50 Jackson      | * | 1 | 0 | 0 | 0       | 143,537   | 143,537           | 143,537           |
| 51 Johnston     | * | 1 | 0 | 0 | 0       | 226,867   | 226,867           | 226,867           |
| 52 Jones        | * | 1 | 0 | 0 | 0       | 61,133  | 61,133            | 61,133            |
| 53 Lee          | * | 1 | 0 | 0 | 0       | 156,124   | 156,124           | 156,124           |
| 54 Lenoir       | * | 1 | 0 | 0 | 34,608  | 178,607   | 213,215           | 213,215           |
| 55 Lincoln      | * | 1 | 0 | 0 | 0       | 143,184   | 143,184           | 143,184           |
| 56 Macon        | * | 1 | 0 | 0 | 22,429  | 131,660   | 154,089           | 154,089           |
| 57 Madison      | * | 1 | 0 | 0 | 0       | 88,587  | 88,587            | 88,587            |
| D4 M-T-W        | * | 1 | 0 | 0 | 2,193   | 71,673  | 73,866            | 73,866            |
| 60 Mecklenburg  | * | 1 | 0 | 0 | 0       | 2,237,476   | 2,237,476         | 2,237,476         |
| 62 Montgomery   | * | 1 | 0 | 0 | 7,097   | <del>91,998</del> (PN) <del>99,095</del>  | <del>91,998</del> | <del>99,095</del> |
| 63 Moore        | * | 1 | 0 | 0 | 0       | 83,270  | 83,270            | 83,270            |
| 64 Nash         | * | 1 | 0 | 0 | 0       | 261,075   | 261,075           | 261,075           |
| 65 New Hanover  | * | 1 | 0 | 0 | 0       | 0   | 0                 | 0                 |
| 66 Northampton  | * | 1 | 0 | 0 | 0       | 29,644  | 29,644            | 29,644            |
| 67 Onslow       | * | 1 | 0 | 0 | 0       | 482,308   | 482,308           | 482,308           |
| 68 Orange       | * | 1 | 0 | 0 | 0       | 0   | 0                 | 0                 |
| 69 Pamlico      | * | 1 | 0 | 0 | 0       | 42,292  | 42,292            | 42,292            |
| 71 Pender       | * | 1 | 0 | 0 | 0       | 0   | 0                 | 0                 |
| 73 Person       | * | 1 | 0 | 0 | 0       | 0   | 0                 | 0                 |
| 74 Pitt         | * | 1 | 0 | 0 | 0       | 240,254   | 240,254           | 240,254           |
| 75 Polk         | * | 1 | 0 | 0 | 0       | 15,160  | 15,160            | 15,160            |
| 76 Randolph     | * | 1 | 0 | 0 | 0       | 14,013  | 14,013            | 14,013            |
| 77 Richmond     | * | 1 | 0 | 0 | 13,518  | 152,239   | 165,757           | 165,757           |
| 78 Robeson      | * | 1 | 0 | 0 | 0       | 0   | 0                 | 0                 |
| 79 Rockingham   | * | 1 | 0 | 0 | 0       | 518   | 518               | 518               |
| 80 Rowan        | * | 1 | 0 | 0 | 56,434  | 370,753   | 427,187           | 427,187           |
| D5 R-P-M        | * | 1 | 0 | 0 | 0       | 0   | 0                 | 0                 |
| 82 Sampson      | * | 1 | 0 | 0 | 0       | 103,169   | 103,169           | 103,169           |
| 83 Scotland     | * | 1 | 0 | 0 | 0       | 101,708   | 101,708           | 101,708           |
| 84 Stanly       | * | 1 | 0 | 0 | 0       | 0   | 0                 | 0                 |
| 85 Stokes       | * | 1 | 0 | 0 | 0       | 143,558   | 143,558           | 143,558           |
| 86 Surry        | * | 1 | 0 | 0 | 0       | 420   | 420               | 420               |
| 87 Swain        | * | 1 | 0 | 0 | 23,711  | 82,667  | 106,378           | 106,378           |
| D6 Toe River    | * | 1 | 0 | 0 | 73,293  | 267,023   | 340,316           | 340,316           |
| 88 Transylvania | * | 1 | 0 | 0 | 0       | 91,325  | 91,325            | 91,325            |
| 90 Union        | * | 1 | 0 | 0 | 0       | 392,234   | 392,234           | 392,234           |
| 92 Wake         | * | 2 | 0 | 0 | 0       | 209,385   | 209,385           | 284,385           |
| 93 Warren       | * | 1 | 0 | 0 | 0       | 0   | 0                 | 0                 |
| 96 Wayne        | * | 1 | 0 | 0 | 0       | 98,158  | 98,158            | 98,158            |
| 97 Wilkes       | * | 1 | 0 | 0 | 17,080  | 208,142   | 225,222           | 225,222           |
| 98 Wilson       | * | 1 | 0 | 0 | 0       | 91,640  | 91,640            | 91,640            |
| 99 Yadkin       | * | 1 | 0 | 0 | 29,313  | <del>20,312</del> (PN) <del>136,180</del> (PN) <del>20,312</del> (PN) <del>20,312</del> | <del>20,312</del> | <del>20,312</del> |
| Totals          |   |   | 0 | 0 | 490,879 | 15,701,424  | 16,192,303        | 16,867,303        |

91,998 99,095 (PN)

7/16/2021

165,493 (PN) 7/16/202

Sign and Date - DPH Program Administrator

*Gary Walker*

Sign and Date - DPH Section Chief

*Sarah B Dozier*

Sign and Date - DPH Contracts Office

*Gregorio Stuart* 7/8/2021

Sign and Date - DPH Budget Officer

*Patricia* 7/16/2021

| Request Info  |  |
|---------------|--|
| Type          | Budget Amendment   |
| Description   | 716 CDC Vaccination Rollover   |
| Justification | Board Meeting 08/16/2021-Appropriate federal revenues restricted in the amount of \$140,134 for rollover of the 716 CDC COVID-19 Vaccination Program funding as approved by the Department of Health and Human Services. |
| Originator    | Tiffany Rogers   |

| Items      |        |                           |                   |        |           |        |
|------------|--------|---------------------------|-------------------|--------|-----------|--------|
| Department | Object | Dept Desc                 | Object Desc       | Amount | Incr/Decr | Dr/Cr  |
| 135186     | 331000 | Bioterrorism Preparedness | Federal Revenues  | 140134 | Increase  | Credit |
| 135186     | 449929 | Bioterrorism Preparedness | Health Risk Event | 140134 | Increase  | Debit  |

| Total        |        |
|--------------|--------|
| Grand Total: | 280268 |



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 9.**

**From:** Health and Human Services - Health Services - Contract for  
David Stanley, Deputy County Manager School Nursing FY 21-22

**Issue/Action Requested:**

Request that the Board of Commissioners approve the FY 2021-2022 contract agreement with Brunswick County Schools for funding school nurses utilizing state-restricted funds.

**Background/Purpose of Request:**

Health and Human Services has been designated by the state as a fiduciary agency to distribute funding in the amount of \$150,000.00 to fund school nursing staff in Brunswick County Schools. The funding is intended to employ three school nurses and improve the nurse-to-student ratio within Brunswick County Schools. As fiduciary, the state requires a contract agreement between the agencies that describes the funding and how it may be utilized. This contract agreement has been in place for several years. Funding has been approved in the FY 2021-2022 budget.

Staff recommends approval of this contract.

**Fiscal Impact:**

Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations  
Funds available in the current budget

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve the FY 2021-2022 contract agreement with Brunswick County Schools for funding school nurses utilizing state-restricted funds.

**ATTACHMENTS:**

Description

- ☐ Brunswick School Nurse agreement

**Contract for School Nursing Services**  
**Between the**  
**County of Brunswick and Brunswick County Schools**  
 (Subcontracting Agency)  
 June 1, 2021 – May 31, 2022

This agreement between the Brunswick County Health Department, hereinafter referred to as the “Department” and Brunswick County Schools, hereinafter referred to as the “Subcontractor” is entered into for the purpose of providing school nursing services to the students of the Brunswick County School System.

Whereas both the Department and the Subcontractor mutually agree that the purpose of providing school nursing services is to promote the optimal health and well-being of all students in Brunswick County Schools, and

Whereas both the Department and the Subcontractor mutually agree that the long-term purpose of these funds is to provide full-time nursing services to each school in the system, and

Whereas both the Department and the Subcontractor mutually agree that the School Nurse Funding Initiative (SNFI) enacted by the General Assembly is a useful step toward the goal of having a nurse to student ratio that meets a national and state recommendation of 1:750, and

Whereas both the Department and the Subcontractor mutually agree to continue providing school nursing services as specified in the annually developed “Memorandum of Agreement between Brunswick County Health Department and Brunswick County Schools;”

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the Department and the Subcontractor agree as follows:

**The Department agrees:**

1. To provide funds not to exceed \$150,000.00 to the Subcontractor for the purpose of supporting (one or more) (10, 11 or 12-month) nationally certified school nurse(s), or registered nurse(s) working toward certification, to provide school nursing services for the 2021-2022 school year.
2. That the funds will be paid monthly upon submission of an invoice that specifies an amount not to exceed actual personnel and other allowable costs incurred, and that the Department shall pay the Subcontractor-contractor within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.
3. That the funds may be used only for personnel costs (salary and fringe) and continuing education costs up to \$750 per SNFI position.

**The Subcontractor agrees:**

1. To provide a detailed budget (Attachment III) to the Department by August 31, 2021 that specifies the planned monthly invoice amount for each position funded.
2. To utilize funds not to exceed \$150,000.00 for the purpose of supporting (one or more) (10,11 or 12-month) nationally certified school nurse(s), or registered

nurse(s) working toward certification, to provide school nursing services for the 2021-2022 school year.

3. To comply with assurances in Attachment I.
4. The nurse(s) will provide direct nursing services to students within one or more schools following the scope of service in Attachment II.
5. To submit an invoice to the Department monthly that specifies an amount not to exceed personnel and other allowable costs incurred for the period and is consistent with the monthly invoice plan.
4. To provide adequate space, computer equipment and supplies for the designated position through other funds at a level comparable to the support provided to all school nurses supported by the Department and/or the Subcontractor.
5. To inform the Department of the employment of the nurses, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action.
6. To maintain documentation that each nurse employed under this contract is and remains current in his/her licensure as a Registered Nurse in good standing with the North Carolina Board of Nursing.
7. To provide supervision within the Subcontract consistent with the annual Memorandum of Agreement.
8. To assume the full responsibility for negligence of its employees that provide nursing services under the terms of this Subcontract for the contracted positions and for all nurses employed directly by the Subcontractor but functioning under the direction of the annual Memorandum of Agreement or Understanding (MOA/MOU).

This contract shall be in effect for the period June 1, 2021 through May 31, 2022 and is renewable annually thereafter. Either party may terminate this contract with or without cause upon 60 days written notice.

FOR AND ON BEHALF OF

\_\_\_\_\_  
(HEALTH DIRECTOR)

Date: \_\_\_\_\_

FOR AND ON BEHALF OF

  
\_\_\_\_\_  
(SUPERINTENDENT OR SUB-  
CONTRACTOR CEO)

Date: \_\_\_\_\_

(This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act)

\_\_\_\_\_  
(COUNTY FINANCE DIRECTOR)

Date: \_\_\_\_\_

  
\_\_\_\_\_  
(SUBCONTRACTOR FINANCE  
OFFICER)

Date: 7/6/21


FOR AND ON BEHALF OF THE COUNTY OF \_\_\_\_\_  
(CHAIR COUNTY COMMISSIONERS, optional)


Date: \_\_\_\_\_

**Attachment I****ASSURANCES**

(To be initialed by Superintendent of Local Education Agency or other Subcontractor Agency CEO)

Initials

Assure that these contracted funds will not be used to supplant existing federal, State, or local funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses. 

Assure that school nurses will be allowed to participate in required trainings. 

## Attachment II

### Scope of Work

#### I. Background:

School nurses play a critical role in promoting the health and safety of young people and helping them to establish lifelong healthy behaviors which can result in minimizing the effects of chronic health problems including obesity, diabetes and other chronic conditions that impact readiness to learn. School nurses are often the initial care providers for many student health issues. Access to school nursing services can be limited by the number of local school nurses serving the student population (school nurse to student ratio).

#### II. Purpose:

This Subcontract improves the school nurse to student ratio in the school district to increase access to school nursing services and to have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ nationally certified school nurse(s), or registered nurse(s) working toward national certification, to work full time in local schools and enhance the local capacity to provide basic health services to students.

#### III. Scope of Work and Deliverables:

1. The Subcontracting Agency shall employ nationally certified school nurse(s) or registered nurse(s) working toward national certification, to work full time in the local schools.
2. Assure implementation of an annual work plan for each SNFI nurse, consistent with scope of work requirements.
  - A. The work plan shall address the delivery of basic health services, including activities, strategies, and goals within, but not limited to, the following areas:
    - a) Preventing and responding to communicable disease outbreaks.
    - b) Developing and implementing plans for emergency medical assistance for students and staff.
    - c) Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs.
    - d) Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service.
    - e) Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals.
    - f) Assuring that federal and state mandated health related activities are completed, which includes but is not limited to: Health Assessments for students new to NC public schools, immunization compliance reports, blood-borne pathogen control plan (OSHA) requirements, services under Section 504, Individuals with Disabilities Education

Act, Healthy Active Children (GCS-S-000) requirements for school health advisory councils, and other mandated laws, rules and regulations pertaining to school health.

AND, as required by HB 200 SL 2011-145 Section 10.22 (b), school nurses funded by School Nurse Funding Initiative (SNFI) do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all of the following with respect to school health programs:

- g) Serve as coordinator of the health services program in their assigned schools and provide nursing care.
- h) Provide health education to students, staff, and parents.
- i) Identify health and safety concerns in the school environment and promote a nurturing school environment.
- j) Support healthy food services programs.
- k) Promote healthy physical education, sports policies, and practices.
- l) Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies.
- m) Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee.
- n) Provide health education and counseling and promote healthy activities and a healthy environment for school staff.
- o) Be available to assist the county health department during a public health emergency.

B. The work plan shall also outline the certification plan the nurse(s) will use toward completing degree and certification requirements, if not already certified. The nurse(s) must be certified no later than three years from the date of employment as a school nurse in North Carolina.

C. Work plan progress will be monitored via annual site visits conducted by the RSHNC.

#### **IV. Performance Measures/Reporting Requirements:**

The Subcontractor shall:

1. Employ, or assure employment of, nationally certified school nurse(s) or registered nurse(s), who will be certified within program requirement period, to work full time in the assigned LEA.
2. Assure completion of an annual work plan consistent with program requirements.
3. Notify the RSHNC in the Division of Public Health (DPH) within four working days after initial hire or replacement hire for any SNFI nurse position, on a form that is supplied by the DPH Program Contact during the service period of the subcontract. This notification must include all items

listed on the form, including information about nursing education and certification.

4. Notify the RSHNC within four working days if the SNFI nurse position becomes vacant, by means of the School Nurse Staff Change Notification Form supplied by DPH. The form must include the plan to recruit for this position.
5. Upon hiring, assure that those nurses hired into this position are duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
6. Provide data to the Local Education Agency (LEA) for inclusion in the North Carolina Annual Survey of School Health Services. The data must be provided to the LEA in time for its submission of the report to the RSHNC prior to the conclusion of the academic year.
7. Assure that every newly hired School Nurse Funding Initiative nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Up to \$750 of SNFI funding may be budgeted for participation in professional development workshops or conferences. The school nurse(s) must participate in the School Nursing: Roles and Responsibilities Workshop series. This includes both the on-line orientation course at the start of employment and the didactic completion course at the next available offering, unless previously attended within five years. If the nurse(s) has (have) previously attended that workshop, assure that the school nurse(s) will be allowed to participate in a School Nurse Certification review course, a Pediatric Physical Assessment for School Nurses Workshop, or the Annual School Nurse Conference.
8. Collaborate with the School Health Nurse Consultants on DPH initiatives to help implementation at the local level (e.g., school nurse care management, immunization initiatives).
9. Assure that SNFI nurse(s) employed through this subcontract will be supported at the same level as other school nurse(s) in the LEA, including such things as providing adequate space, computer equipment, supplies, and in-district travel expenses.
10. For any SNFI nurse who is not certified at the time of hire, submit a education/certification plan that describes the plan to the RSHNC that achieves certification within the required timeframe, including timelines for achieving education and certification goals. This certification plan must be updated at least twice annually and show progress towards the goals, as indicated in paragraph 2B of Section III of this document, until the nurse is certified.
11. Assure that the Memorandum of Agreement that exists between all health departments and LEAs clearly addresses emergency and disaster preparedness and response, states that emergency and disaster service by SNFI nurses is an allowable use of their time and states the way SNFI nurses are to be made available to assist the Local Health Department during a public health

emergency. The following should be addressed for emergency and disaster preparedness and response:

- A. Areas of responsibility and oversight
  - B. Liability issues
  - C. Responsible party for cost of non-health department staff providing shelter duty.
  - D. Training for specific roles in emergencies
  - E. Periodic assessment and evaluation of emergency plans
  - F. School nurses' roles and responsibilities during emergency and disaster response
12. Assure that the priority of the allocation during a full year supports salary and fringe benefits for the SNFI nurse(s). Where the allocation exceeds the amount needed to fully fund the SNFI nurse(s) salary and fringe benefits, lapsed salary and fringe benefits may be used to support training as described in Paragraph 8 above. **No other expenditures are allowable using this allocation.**
  13. Assure that if salaries and fringe benefits exceed the state allocation, local funds will be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualify one nurse for more than \$50,000 and another for less than \$50,000.
  14. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI nurse, contract program administrator, and contract fiscal officer.
  15. Provide notification to the RSHNC, within four working days, regarding any change in local school nurse full time equivalencies or assignment that might be expected to reduce access by students to basic health services provided by the SNFI nurse through changing the local school nurse to student ratio.

#### **V. Performance Monitoring and Quality Assurance:**

1. **The Subcontracting Agency shall adhere to the following service quality measures for this subcontract:**
  - A. Service is provided by a nationally certified school nurse(s). If the nurse(s) hired with these funds is (are) not nationally certified, service is provided by a registered nurse(s) working towards certification. This requirement shall be completed no later than the date of completion of three years of employment as a school nurse in North Carolina.
  - B. Services are provided in accordance with standards established by the North Carolina Nurse Practice Act and the North Carolina Board of Nursing. The North Carolina School Health Program Manual, latest edition, shall be consulted as a resource, as well as the Scope and Standards of School Nursing, latest edition, developed by American Nurses Association and National Association of School Nurses.
  - C. Services are provided in a culturally sensitive manner.

- D. Services are provided with adherence to federal law in relation to privacy of student records, following both HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act), as applicable. Where HIPAA and FERPA may appear to be in conflict, FERPA shall be followed regarding records that become part of the student's educational record; US Department of Education and North Carolina Department of Public Instruction guidelines are resources.
2. **This subcontract will be monitored according to the following plan:**
- A. The DPH Regional School Health Nurse Consultants (RSHNC) will review budgets and expenditures to assure that funds are spent according to the approved plan on a monthly basis.
  - B. The RSHNC will monitor vacancies, recruitment, hiring, and certification status or progress towards certification.
  - C. The RSHNC will maintain regular contact (email, phone, and on-site) with the Local Health Department to review progress on contract deliverables no less than twice a year.
  - D. Deliverables, as outlined in this subcontract, will be monitored via reported workplan progress, including certification for non-certified school nurses during annual site visits by the RSHNC. A sub-recipient monitoring report will be completed by the DPH program staff and a copy made available to the Local Health Director. The report will demonstrate assurance that program goals are being addressed and that all deliverables are on target to be met. If the report indicates failure to adhere to deliverables in this subcontract, the Local Health Director or designee will work with the RSHNC to develop a corrective action plan. If the corrective action does not meet contract requirements, the DPH may take action resulting in cessation of funding.

## **VI. Funding Guidelines or Restrictions:**

- 1. The Subcontracting Agency shall use funds only for salary, fringe benefits and to support continuing education and required school nurse training.
- 2. The Subcontracting Agency shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.
- 3. Vacancies that exist longer than six months may cause a Corrective Action Plan to be issued and may result in loss of funding.
- 4. When subcontracting with other employers (such as an LEA, hospital or Alliance), the draw down may be no more than is billed monthly to the Local Health Department without prior approval of the DPH Program Contact.

## Attachment III

## BUDGET

## SNFI Subcontract Budget

## I. SALARIES

| Position Title                | Name *                  | Annual Salary | Type Position  | Amount Paid by Local Agency | Amount Paid by SNFI Funds |
|-------------------------------|-------------------------|---------------|--|-----------------------------|---------------------------|
| 1. Nurse 1                    | Name<br>Judy Thompson   | \$47,341.00   | <input type="checkbox"/> 12-month<br><input type="checkbox"/> 11-month<br>X 10-month | \$11,573.24                 | \$35,767.66               |
| 2. Nurse 2                    | Name<br>Sharon Martin   | \$48,400.00   | <input type="checkbox"/> 12-month<br><input type="checkbox"/> 11-month<br>X 10-month | 11,832.15                   | \$36,567.85               |
| 3. Nurse 3                    | Name<br>Savannah Caison | \$41,800.00   | <input type="checkbox"/> 12-month<br><input type="checkbox"/> 11-month<br>X 10-month | \$10,218.68                 | \$31,581.32               |
| TOTAL SALARY PAID BY CONTRACT |                         |               |  |                             | \$103,916.84              |

\* List VACANT if position not filled at the time of this report.

## II. FRINGE

| Position Title                       | Name * | Type and Rate   | Amount Paid by Local Agency | Amount Paid by SNFI Funds |
|--------------------------------------|--------|---|-----------------------------|---------------------------|
| 1. Nurse 1                           | Name   | <input type="checkbox"/> Retirement Rate: %.2268      | 2624.81                     | 8112.11                   |
|                                      |        | <input type="checkbox"/> FICA Rate: %.765             | 885.35                      | 2736.23                   |
|                                      |        | <input type="checkbox"/> Medical Rate/Amount: \$.6426 | 1570.94                     | 4855.06                   |
|                                      |        | <input type="checkbox"/> Other: Rate:                 |                             |                           |
| 2. Nurse 2                           | Name   | <input type="checkbox"/> Retirement Rate: %.2268      | 2683.53                     | 8293.59                   |
|                                      |        | <input type="checkbox"/> FICA Rate: %.765             | 905.16                      | 2797.44                   |
|                                      |        | <input type="checkbox"/> Medical Rate/Amount: \$.6426 | 1570.94                     | 4855.06                   |
|                                      |        | <input type="checkbox"/> Other: Rate:                 |                             |                           |
| 3. Nurse 3                           | Name   | <input type="checkbox"/> Retirement Rate: %.2268      | 2317.60                     | 7162.14                   |
|                                      |        | <input type="checkbox"/> FICA Rate: %.765             | 781.73                      | 2415.97                   |
|                                      |        | <input type="checkbox"/> Medical Rate/Amount: \$.6426 | 1570.94                     | 4855.06                   |
|                                      |        | <input type="checkbox"/> Other: Rate:                 |                             |                           |
| <b>TOTAL FRINGE PAID BY CONTRACT</b> |        |   |                             | <b>\$46,083.16</b>        |

\*Fringe benefit amounts may change due to longevity, etc. that the employee may be eligible for during the school year.

**Justification:** Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local school district's capacity to provide basic health services to students.

## III. Other, Training Related

|   |                        |                         |                       |                                |
|---|------------------------|-------------------------|-----------------------|--------------------------------|
| <b>STAFF TRAVEL</b>   |                        |                         |                       |                                |
| <b>In-State</b>   |                        | <b>Total miles</b>      | <b>Cost per mile</b>  | <b>Total Cost</b>              |
| In-state Mileage  |                        |                         |                       | \$ 0.00 -                      |
|   |                        | <b>Number of nights</b> | <b>Cost per night</b> | <b>Total Cost</b>              |
| In-state Lodging  |                        |                         |                       | \$ 0.00 -                      |
|   | <b># of breakfasts</b> | <b># of lunches</b>     | <b># of dinners</b>   | <b>Total Cost (State rate)</b> |
| State funded Meals, Instate   |                        |                         |                       | \$ 0.00 -                      |
| Conference Registration   |                        |                         |                       | 0.00                           |
|   |                        |                         |                       |                                |
| <b>TRAINING PAID BY CONTRACT (If no funds available after covering salary and fringe for these positions, leave at 0.00. If funds available, amount is limited to a total of \$750 per position. See Scope of</b> |                        |                         |                       | <b>0.00</b>                    |

|                                  |  |
|----------------------------------|--|
| <b>Work for Allowable Costs)</b> |  |
|----------------------------------|--|

|                              |                     |
|------------------------------|---------------------|
| <b>CONTRACT TOTAL AMOUNT</b> | <b>\$150,000.00</b> |
|------------------------------|---------------------|

#### **IV. Invoice Schedule**

Use the Table below to indicate the planned monthly invoice amounts that reflect salary and fringe if all positions are filled. It is understood that adjustments will be needed if vacancies occur. Total monthly salary and fringe amount per position should be invoiced until Program 803 funds have been expended using local funds later in the year, if needed to supplement.”

| <b>Invoice Month</b>  | <b>803 Amount</b> |
|-----------------------|-------------------|
| July                  | 0                 |
| August                | 15,000.00         |
| September             | 15,000.00         |
| October               | 15,000.00         |
| November              | 15,000.00         |
| December              | 15,000.00         |
| January               | 15,000.00         |
| February              | 15,000.00         |
| March                 | 15,000.00         |
| April                 | 15,000.00         |
| May                   | 15,000.00         |
| June                  | 0                 |
| <b>803 Fund Total</b> | <b>150,000.00</b> |

# Division of Public Health Agreement Addendum FY 21-22

Page 1 of 6

Brunswick County Health and Human Services  
**Local Health Department Legal Name**

803 School Nurse Funding Initiative  
**Activity Number and Description**

06/01/2021 – 05/31/2022  
**Service Period**

07/01/2021 – 06/30/2022  
**Payment Period**

☒ **Original Agreement Addendum**  
☐ **Agreement Addendum Revision #** \_\_\_\_\_

Women's & Children's Health /  
Children & Youth  
**DPH Section / Branch Name**

Ann Nichols, 919-707-5667  
ann.nichols@dhhs.nc.gov  
**DPH Program Contact**  
(name, phone number, and email)

**DPH Program Signature** **Date**  
(only required for a negotiable agreement addendum)

## I. Background:

The mission of the North Carolina Children and Youth Branch includes the development and promotion of programs and services that protect and enhance the health of children. According to the Centers for Disease Control and Prevention (CDC), the academic success of America's youth is strongly linked with their health. Health-related factors such as hunger, physical and emotional abuse, chronic illness, and deficits in vision and hearing can lead to poor school performance. Health-risk behaviors such as early sexual initiation, violence, and physical inactivity also are consistently linked to poor grades and test scores, and lower educational attainment. In turn, academic success is an excellent indicator for the overall well-being of youth and a primary predictor and determinant of adult health outcomes. Leading national education organizations recognize the close relationship between health and education, as well as the need to foster health and well-being within the educational environment for all students. Scientific reviews have documented that school health programs can have positive effects on educational outcomes, as well as health-risk behaviors and health outcomes.

School nurses play a critical role in promoting the health and safety of young people and helping them to establish lifelong healthy behaviors which can result in minimizing the effects of chronic health conditions including obesity, diabetes and other chronic diseases that impact readiness to learn. School nurses are often the initial care providers for many student health issues. Access to school nursing services can be limited by the number of local school nurses serving the student population (school nurse to student ratio).

LC Haukel  
**Health Director Signature** (use blue ink)

3/31/21  
**Date**

Local Health Department to complete:  
(If follow-up information is needed by DPH)

LHD program contact name:  
Phone number with area code:  
Email address:

Cherie Browning  
910-253-2319  
cherie.browning@brunswickcountync.gov

Signature on this page signifies you have read and accepted all pages of this document. Template rev. July 2020

**II. Purpose:**

This Agreement Addendum improves the school nurse to student ratio in the school district to increase access to school nursing services and have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ one or more nationally certified school nurses or registered nurses working toward national certification, to work full time in local schools and enhance the local capacity to provide basic health services to students.

**The long-term program outcome supported by this Agreement Addendum is:**

For Brunswick County Health and Human Services to decrease the Brunswick County Schools nurse to student ratio from 1:1,299 (at most) to 1:750 to have a positive impact on improving children's health and their readiness to learn.

**The short-term and/or interim outcomes of this Agreement Addendum are:**

1. Reduce the nurse to student ratio in Brunswick County Schools from 1:1,299 to 1:988.
2. Improve access to basic health services for 100% of students served.

**III. Scope of Work and Deliverables:**

The Local Health Department shall, for approximately 2,965 students, (per LEA ratio):

1. Employ or assure the employment of nationally certified school nurses or registered nurses working toward national certification, in the quantity listed in the table below, to work full time as school nurses consistent with the requirements of the School Nurse Funding Initiative (SNFI):

| School Nurse Assignment  | # SNFI Nurses |
|--------------------------|---------------|
| Brunswick County Schools | 3             |

- A. Notify the DPH Regional School Health Nurse Consultant (RSHNC) within four working days if a SNFI nurse position becomes vacant, by means of the School Nurse Staff Change Notification Form supplied by DPH.
- B. Submit to the RSHNC, within 30 days of a position being made vacant, a recruitment plan for any SNFI nurse position that is vacated during the service period of this Agreement Addendum.
- C. Notify the RSHNC within four working days after initial hire or replacement hire for any SNFI nurse position, on a form that is supplied by the DPH RSHNC during the service period of the Agreement Addendum. This notification must include all items listed on the form, including information about nursing education and certification.
- D. Upon hiring, assure that those nurses hired into SNFI school nurse positions are duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
- E. Assure that SNFI nurses employed through this Agreement Addendum will be supported at the same level as other school nurses in the LEA, including such things as providing adequate space, computer equipment, supplies, and in-district travel expenses.
- F. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI nurse, contract program administrator, and contract fiscal officer.
- G. Provide notification to the RSHNC, within four working days, should a change in local school nurse full-time equivalencies or assignment be expected to reduce access by students to basic health services provided by the SNFI nurse through changing the local school nurse to student ratio.

2. Assure implementation of an annual work plan for each SNFI nurse, consistent with the Scope of Work requirements.

- A. The work plan shall address the delivery of basic health services, including activities, strategies, and goals within, but not limited to, the following areas:
  - a. Preventing and responding to communicable disease outbreaks;
  - b. Developing and implementing plans for emergency medical assistance for students and staff;
  - c. Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
  - d. Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service;
  - e. Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals; and
  - f. Assuring that federal and state mandated health related activities are completed, which includes but is not limited to: Health Assessments, Immunization Status Reports, blood-borne pathogen control plan (OSHA) requirements, services under Section 504, Individuals with Disabilities Education Act, Healthy Active Children (GCS-S-000) requirements for School Health Advisory Councils, and other mandated laws, rules and regulations pertaining to school health.

AND, as required by HB 200 SL 2011-145 Section 10.22 (b), school nurses funded by School Nurse Funding Initiative (SNFI) do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all of the following with respect to school health programs:

- g. Serve as coordinator of the health services program in their assigned schools and provide nursing care;
  - h. Provide health education to students, staff, and parents;
  - i. Identify health and safety concerns in the school environment and promote a nurturing school environment;
  - j. Support healthy food services programs;
  - k. Promote healthy physical education, sports policies, and practices;
  - l. Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies;
  - m. Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee;
  - n. Provide health education and counseling and promote healthy activities and a healthy environment for school staff;
  - o. Be available to assist the county health department during a public health emergency.
- B. The work plan shall also outline the certification plan the SNFI nurses will use toward completing degree and certification requirements, if not already certified. It shall describe the plan to achieve certification, including timelines for achieving education and certification goals. This certification plan must be updated at least twice annually and show progress towards the goals. The SNFI nurses must be certified no later than three years from the date of employment as a school nurse in North Carolina.

3. Assure that every newly hired SNFI nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Up to \$750 of SNFI funding may be budgeted for participation in professional development workshops or conferences. The SNFI nurses must participate in the School Nursing: Roles and Responsibilities Workshop series. This includes both the on-line orientation course at the start of employment and the didactic completion course at the next available offering, unless previously attended within five years. If any SNFI nurse has previously attended that workshop, assure that the SNFI nurse will be allowed to participate in other related training such as the School Nurse Certification review course, a Pediatric Physical Assessment for School Nurses Workshop, or the Annual School Nurse Conference.
4. Assure that the Memorandum of Agreement that exists between all health departments and LEAs clearly addresses emergency and disaster preparedness and response, states that emergency and disaster service by SNFI nurses is an allowable use of their time, and states the way SNFI nurses are to be made available to assist the Local Health Department during a public health emergency. The following should be addressed for emergency and disaster preparedness and response:
  - A. Areas of responsibility and oversight
  - B. Liability issues
  - C. Training for specific roles in emergencies
  - D. Periodic assessment and evaluation of emergency plans
  - E. School nurses' roles and responsibilities during emergency and disaster response
5. Collaborate with the School Health Nurse Consultants on DPH initiatives to help implementation at the local level (e.g., school nurse care management, immunization initiatives).

#### **IV. Performance Measures/Reporting Requirements:**

1. Performance Measures:
  - A. Employ or assure the employment of nationally certified school nurses or registered nurses to work full time as school nurses consistent with the requirements of the SNFI in the assigned LEA.
  - B. Assure completion of an annual workplan consistent with program requirements for each SNFI Nurse.
2. Reporting Requirements:
  - A. Provide data to the Local Education Agency (LEA) for inclusion in the North Carolina Annual Survey of Public-School Health Services. The data must be provided to the LEA in time for the LEA to include that data in its report submitted to the RSHNC prior to the end of the academic year.

#### **V. Performance Monitoring and Quality Assurance:**

1. This Agreement Addendum will be monitored according to the following plan:
  - A. Work plan progress will be monitored via annual site visits conducted by the RSHNC.
  - B. The RSHNC will review expenditures to assure that funds are spent according to the approved plan on a monthly basis.
  - C. The RSHNC will monitor vacancies, recruitment, hiring, and certification status or progress towards certification.
  - D. The RSHNC will maintain regular contact (email, phone, and on-site) with the Local Health Department to review progress on contract deliverables no less than twice a year.

- E. Deliverables, as outlined in this Agreement Addendum, will be monitored via reported workplan progress, including certification for non-certified school nurses during annual site visits by the RSHNC.
  - F. An annual monitoring report will be completed by the DPH program staff and a copy made available to the Local Health Director. If the report indicates failure to adhere to deliverables in this Agreement Addendum, the Local Health Director or designee will work with the RSHNC to develop a corrective action plan. If the corrective action does not meet contract requirements, the DPH may take action resulting in cessation of funding.
2. The Local Health Department shall adhere to the following service quality measures for this Agreement Addendum:
- A. Service is provided by nationally certified school nurses. If the nurses hired with these funds are not nationally certified, service is provided by registered nurses working towards certification. This requirement shall be completed no later than the date of completion of three years of employment as a school nurse in North Carolina.
  - B. Services are provided in accordance with standards established by the North Carolina Nurse Practice Act and the North Carolina Board of Nursing. The North Carolina School Health Program Manual, latest edition, shall be consulted as a resource, as well as the Scope and Standards of School Nursing developed by American Nurses Association and National Association of School Nurses.
  - C. Services are provided in a culturally sensitive manner.
  - D. Services are provided with adherence to federal law in relation to privacy of student records, following both HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act), as applicable. Where HIPAA and FERPA may appear to be in conflict, FERPA shall be followed regarding records that become part of the student's educational record; US Department of Education and North Carolina Department of Public Instruction guidelines are resources.

#### VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
  - A. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
  - B. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. The Local Health Department shall use funds only for salary, fringe benefits and to support continuing education and required school nurse training.

3. The Local Health Department shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.
4. Vacancies that exist longer than six months may cause a Corrective Action Plan to be issued and may result in loss of funding.
5. Funds shall be drawn down each month to support the SNFI nurse salary, fringe benefits, and continuing education. If SNFI funds are used when subcontracting with other employers (such as an LEA or hospital), the draw down shall be consistent with the amount billed to the Local Health Department for expenses incurred.
6. The priority of the allocation during a full year supports salary and fringe benefits for the SNFI nurses. Where the allocation exceeds the amount needed to fully fund the SNFI nurses' salary and fringe benefits, lapsed salary and fringe benefits may be used to support training as described in Paragraph III.3 above. **No other expenditures are allowable using this allocation.**
7. If salaries and fringe benefits exceed the state allocation, local funds must be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualify one nurse for more than \$50,000 and another for less than \$50,000.

FY22 Activity: 803 School Nurse Funding Initiative

Supplement reason: ☒ In AA+BE or AA+BE Rev -OR- ☐ -

CFDA #: 93.994 Fed awd date: 12/17/19 Is award R&amp;D? no FAIN: B0MC33857 Total amount of fed awd: \$ 3,875,098

CFDA name: Maternal and Child Health Services

Fed award project description: Maternal and Child Health Services

Fed awarding agency: DHHS, Health Resources and Services Administration

Federal award indirect cost rate: n/a %

| Subrecipient    | Subrecipient DUNS | Fed funds for This Supplement | Total of All Fed Funds for This Activity | Subrecipient | Subrecipient DUNS | Fed funds for This Supplement | Total of All Fed Funds for This Activity |
|-----------------|-------------------|-------------------------------|--|--------------|-------------------|-------------------------------|--|
| Alamance        | 965194483         | 0                             | 0  | Jackson      | 019728518         | 0                             | 0  |
| Albemarle       | 130537822         | 58786                         | 58786                                    | Johnston     | 097599104         | 0                             | 0  |
| Alexander       | 030495105         | 0                             | 0  | Jones        | 095116935         | 0                             | 0  |
| Anson           | 847163029         | 0                             | 0  | Lee          | 067439703         | 0                             | 0  |
| Appalachian     | 780131541         | 0                             | 0  | Lenoir       | 042789748         | 0                             | 0  |
| Beaufort        | 091567776         | 0                             | 0  | Lincoln      | 086869336         | 0                             | 0  |
| Bladen          | 084171628         | 0                             | 0  | Macon        | 070626825         | 0                             | 0  |
| Brunswick       | 091571349         | 0                             | 0  | Madison      | 831052873         | 0                             | 0  |
| Buncombe        | 879203560         | 0                             | 0  | MTW          | 087204173         | 0                             | 0  |
| Burke           | 883321205         | 0                             | 0  | Mecklenburg  | 074498353         | 0                             | 0  |
| Cabarrus        | 143408289         | 0                             | 0  | Montgomery   | 025384603         | 0                             | 0  |
| Caldwell        | 948113402         | 0                             | 0  | Moore        | 050988146         | 0                             | 0  |
| Carteret        | 058735804         | 0                             | 0  | Nash         | 050425677         | 0                             | 0  |
| Caswell         | 077846053         | 0                             | 0  | New Hanover  | 040029563         | 0                             | 0  |
| Catawba         | 083677138         | 0                             | 0  | Northampton  | 097594477         | 0                             | 0  |
| Chatham         | 131356607         | 0                             | 0  | Onslow       | 172663270         | 0                             | 0  |
| Cherokee        | 130705072         | 0                             | 0  | Orange       | 139209659         | 0                             | 0  |
| Clay            | 145058231         | 0                             | 0  | Pamlico      | 097600456         | 0                             | 0  |
| Cleveland       | 879924850         | 0                             | 0  | Pender       | 100955413         | 0                             | 0  |
| Columbus        | 040040016         | 0                             | 0  | Person       | 091563718         | 0                             | 0  |
| Craven          | 091564294         | 0                             | 0  | Pitt         | 080889694         | 0                             | 0  |
| Cumberland      | 123914376         | 0                             | 0  | Polk         | 079067930         | 0                             | 0  |
| Dare            | 082358631         | 0                             | 0  | Randolph     | 027873132         | 0                             | 0  |
| Davidson        | 077839744         | 0                             | 0  | Richmond     | 070621339         | 0                             | 0  |
| Davie           | 076526651         | 0                             | 0  | Robeson      | 082367871         | 0                             | 0  |
| Duplin          | 095124798         | 0                             | 0  | Rockingham   | 077847143         | 0                             | 0  |
| Durham          | 088564075         | 0                             | 0  | Rowan        | 074494014         | 0                             | 0  |
| Edgecombe       | 093125375         | 0                             | 0  | Sampson      | 825573975         | 0                             | 0  |
| Foothills       | 782359004         | 0                             | 0  | Scotland     | 091564146         | 0                             | 0  |
| Forsyth         | 105316439         | 0                             | 0  | Stanly       | 131060829         | 28570                         | 28570                                    |
| Franklin        | 084168632         | 0                             | 0  | Stokes       | 085442705         | 0                             | 0  |
| Gaston          | 071062186         | 0                             | 0  | Surry        | 077821858         | 0                             | 0  |
| Graham          | 020952383         | 0                             | 0  | Swain        | 146437553         | 0                             | 0  |
| Granville-Vance | 063347626         | 0                             | 0  | Toe River    | 113345201         | 0                             | 0  |
| Greene          | 091564591         | 0                             | 0  | Transylvania | 030494215         | 0                             | 0  |
| Guilford        | 071563613         | 0                             | 0  | Union        | 079051637         | 0                             | 0  |
| Halifax         | 014305957         | 0                             | 0  | Wake         | 019625961         | 0                             | 0  |
| Harnett         | 091565986         | 0                             | 0  | Warren       | 030239953         | 0                             | 0  |
| Haywood         | 070620232         | 0                             | 0  | Wayne        | 040036170         | 0                             | BO                                       |
| Henderson       | 085021470         | 0                             | 0  | Wilkes       | 067439950         | 0                             | 0  |
| Hoke            | 091563643         | 0                             | 0  | Wilson       | 075585695         | 0                             | 0  |
| Hyde            | 832526243         | 0                             | 0  | Yadkin       | 089910624         | 0                             | 0  |
| Iredell         | 074504507         | 0                             | 0  |              |                   |                               |  |

DPH-Aid-To-Counties

For Fiscal Year: 21/22

Budgetary Estimate Number : 0

| Activity 803   | AA  | 1332<br>5358<br>00 | 1332<br>5358<br>AP | 1332<br>5358<br>AP | Proposed<br>Total | New<br>Total |
|----------------|-----|--------------------|--------------------|--------------------|-------------------|--------------|
| Service Period |     | 06/01-05/31        | 06/01-05/31        | 02/01-05/31        |                   |              |
| Payment Period |     | 07/01-06/30        | 07/01-06/30        | 03/01-06/30        |                   |              |
| 01 Alamance    | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| D1 Albemarle   | * 0 | 347,120            | 51,440             | 51,440             | 450,000           | 450,000      |
| 02 Alexander   | * 0 | 150,000            | 0                  | 0                  | 150,000           | 150,000      |
| 04 Anson       |     | 0                  | 0                  | 0                  | 0                 | 0            |
| D2 Appalachian | * 0 | 250,000            | 0                  | 0                  | 250,000           | 250,000      |
| 07 Beaufort    | * 0 | 250,000            | 0                  | 0                  | 250,000           | 250,000      |
| 09 Bladen      | * 0 | 250,000            | 0                  | 0                  | 250,000           | 250,000      |
| 10 Brunswick   | * 0 | 150,000            | 0                  | 0                  | 150,000           | 150,000      |
| 11 Buncombe    | * 0 | 150,000            | 0                  | 0                  | 150,000           | 150,000      |
| 12 Burke       | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| 13 Cabarrus    | * 0 | 50,000             | 0                  | 0                  | 50,000            | 50,000       |
| 14 Caldwell    | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| 16 Carteret    | * 0 | 50,000             | 0                  | 0                  | 50,000            | 50,000       |
| 17 Caswell     | * 0 | 200,000            | 0                  | 0                  | 200,000           | 200,000      |
| 18 Catawba     | * 0 | 200,000            | 0                  | 0                  | 200,000           | 200,000      |
| 19 Chatham     | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| 20 Cherokee    | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| 22 Clay        | * 0 | 50,000             | 0                  | 0                  | 50,000            | 50,000       |
| 23 Cleveland   | * 0 | 200,000            | 0                  | 0                  | 200,000           | 200,000      |
| 24 Columbus    | * 0 | 400,000            | 0                  | 0                  | 400,000           | 400,000      |
| 25 Craven      |     | 0                  | 0                  | 0                  | 0                 | 0            |
| 26 Cumberland  | * 0 | 189,406            | 0                  | 0                  | 189,406           | 189,406      |
| 28 Dare        |     | 0                  | 0                  | 0                  | 0                 | 0            |
| 29 Davidson    | * 0 | 400,000            | 0                  | 0                  | 400,000           | 400,000      |
| 30 Davie       | * 0 | 50,000             | 0                  | 0                  | 50,000            | 50,000       |
| 31 Duplin      |     | 0                  | 0                  | 0                  | 0                 | 0            |
| 32 Durham      | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| 33 Edgecombe   | * 0 | 250,000            | 0                  | 0                  | 250,000           | 250,000      |
| D7 Foothills   | * 0 | 400,000            | 0                  | 0                  | 400,000           | 400,000      |
| 34 Forsyth     | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| 35 Franklin    | * 0 | 150,000            | 0                  | 0                  | 150,000           | 150,000      |
| 36 Gaston      | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| 38 Graham      | * 0 | 50,000             | 0                  | 0                  | 50,000            | 50,000       |
| D3 Gran-Vance  | * 0 | 200,000            | 0                  | 0                  | 200,000           | 200,000      |
| 40 Greene      |     | 0                  | 0                  | 0                  | 0                 | 0            |
| 41 Guilford    | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| 42 Halifax     | * 0 | 250,000            | 0                  | 0                  | 250,000           | 250,000      |
| 43 Harnett     | * 0 | 150,000            | 0                  | 0                  | 150,000           | 150,000      |
| 44 Haywood     | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| 45 Henderson   | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| 46 Hertford    |     | 0                  | 0                  | 0                  | 0                 | 0            |
| 47 Hoke        | * 0 | 150,000            | 0                  | 0                  | 150,000           | 150,000      |
| 48 Hyde        |     | 0                  | 0                  | 0                  | 0                 | 0            |
| 49 Iredell     | * 0 | 100,000            | 0                  | 0                  | 100,000           | 100,000      |
| 50 Jackson     | * 0 | 50,000             | 0                  | 0                  | 50,000            | 50,000       |

|                 |     |            |        |        |            |            |
|-----------------|-----|------------|--------|--------|------------|------------|
| 51 Johnston     | * 0 | 100,000    | 0      | 0      | 100,000    | 100,000    |
| 52 Jones        | * 0 | 50,000     | 0      | 0      | 50,000     | 50,000     |
| 53 Lee          | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 54 Lenoir       | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 55 Lincoln      | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 56 Macon        | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 57 Madison      | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| D4 M-T-W        | * 0 | 200,000    | 0      | 0      | 200,000    | 200,000    |
| 60 Mecklenburg  | * 0 | 50,000     | 0      | 0      | 50,000     | 50,000     |
| 62 Montgomery   | * 0 | 100,000    | 0      | 0      | 100,000    | 100,000    |
| 63 Moore        | * 0 | 50,000     | 0      | 0      | 50,000     | 50,000     |
| 64 Nash         | * 0 | 250,000    | 0      | 0      | 250,000    | 250,000    |
| 65 New Hanover  |     | 0          | 0      | 0      | 0          | 0          |
| 66 Northampton  | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 67 Onslow       | * 0 | 100,000    | 0      | 0      | 100,000    | 100,000    |
| 68 Orange       |     | 0          | 0      | 0      | 0          | 0          |
| 69 Pamlico      |     | 0          | 0      | 0      | 0          | 0          |
| 71 Pender       | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 73 Person       | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 74 Pitt         | * 0 | 250,000    | 0      | 0      | 250,000    | 250,000    |
| 75 Polk         | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 76 Randolph     | * 0 | 250,000    | 0      | 0      | 250,000    | 250,000    |
| 77 Richmond     | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 78 Robeson      | * 0 | 250,000    | 0      | 0      | 250,000    | 250,000    |
| 79 Rockingham   | * 0 | 200,000    | 0      | 0      | 200,000    | 200,000    |
| 80 Rowan        | * 0 | 100,000    | 0      | 0      | 100,000    | 100,000    |
| D5 R-P-M        |     | 0          | 0      | 0      | 0          | 0          |
| 82 Sampson      | * 0 | 400,000    | 0      | 0      | 400,000    | 400,000    |
| 83 Scotland     |     | 0          | 0      | 0      | 0          | 0          |
| 84 Stanly       | * 0 | 50,000     | 25,000 | 25,000 | 100,000    | 100,000    |
| 85 Stokes       | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 86 Surry        | * 0 | 250,000    | 0      | 0      | 250,000    | 250,000    |
| 87 Swain        |     | 0          | 0      | 0      | 0          | 0          |
| D6 Toe River    | * 0 | 250,000    | 0      | 0      | 250,000    | 250,000    |
| 88 Transylvania | * 0 | 50,000     | 0      | 0      | 50,000     | 50,000     |
| 90 Union        | * 0 | 50,000     | 0      | 0      | 50,000     | 50,000     |
| 92 Wake         | * 0 | 50,000     | 0      | 0      | 50,000     | 50,000     |
| 93 Warren       | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 96 Wayne        | * 0 | 250,000    | 0      | 0      | 250,000    | 250,000    |
| 97 Wilkes       | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 98 Wilson       | * 0 | 150,000    | 0      | 0      | 150,000    | 150,000    |
| 99 Yadkin       | * 0 | 50,000     | 0      | 0      | 50,000     | 50,000     |
| Totals          |     | 11,636,526 | 76,440 | 76,440 | 11,789,406 | 11,789,406 |

|  |   |
|--|---|
| Sign and Date - DPH Program Administrator<br><i>Marshall Tyson</i> 12/4/2020 | Sign and Date - DPH Section Chief<br><i>Kelly Lynn</i> 12/4/2020        |
| Sign and Date - DPH Contracts Office<br><i>Gremeko Stuart</i> 12/22/2020     | Sign and Date - DPH Budget Officer<br><i>Pamela J. Allen</i> 12/29/2020 |

bgb 12/23/2020



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 10.**

**From:**

David Stanley, HHS Executive Director

Health and Human Services - Social Services - Non-Emergency  
Medicaid Transportation Contract for FY 21-22 - Ivory's  
Accessible Transport Service, Inc.

**Issue/Action Requested:**

Request that the Board of Commissioners approve the Non-Emergency Medicaid Transportation contract with Ivory's Accessible Transport Service, Inc. for FY 21-22.

**Background/Purpose of Request:**

Brunswick County is required by the Department of Medical Assistance to provide or arrange for transportation of qualified individuals to and from qualified non-emergency medical visits.

DSS recently set a new rate of \$2.60/mile for all rides for participants from the County's existing vendors. A rotation created by the timeliness of each vendor's response affirming a desire to continue service has been set. The Board has already approved contracts for 1) Med Trans and 2) Brunswick Transit System. Ivory's is the third vendor to participate in this rotation but the contract process was on hold while paperwork issues were addressed by the vendor.

The funding used to pay vendor invoices is provided by Medicaid.

Staff recommends approval of the contracts.

**Fiscal Impact:**

Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations  
Funds available in the current budget

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve the Non-Emergency Medicaid Transportation contract with Ivory's Accessible Transport Service, Inc. for FY 21-22.

**ATTACHMENTS:**

Description

- ☐ General Contract - Ivory's FY 22
- ☐ Attachment B - MA Transport - Ivory's FY 22

**Fiscal Year Begins 7/1/21 Ends 6/30/22**

This contract is hereby entered into by and between the Brunswick County Department of Social Services (the "County") and Ivory's Accessible Transport Services, Inc. (the "Contractor") (referred to collectively as the "Parties"). The Contractor's federal tax identification number is 57-1240046 and DUNS Number – 02-076-9934.

**1. Contract Documents:** This Contract consists of the following documents:

- (1) This contract
- (2) The General Terms and Conditions (Attachment A)
- (3) The Scope of Work, description of services, and rate (Attachment B)
- (4) Federal Certification Regarding Drug-Free Workplace & Certification Regarding Nondiscrimination (Attachment C)
- (5) Conflict of Interest (Attachment D)
- (6) No Overdue Taxes (Attachment E)
- (7) Federal Certification Regarding Lobbying (Attachment G)
- (8) Federal Certification Regarding Debarment (Attachment H)
- (9) HIPAA Business Associate Addendum (checklist and forms)
- (10) Certification of Transportation (Attachment J)
- (11) Contract Determination Questionnaire (required)

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

**2. Precedence among Contract Documents:** In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

**3. Effective Period:** This contract shall be effective on 7/1/21 and shall terminate on 6/30/22, This contract must be twelve months or less.

**4. Contractor's Duties:** The Contractor shall provide the services and in accordance with the approved rate as described in Attachment B, Scope of Work.

**5. County's Duties:** The County shall process payment authorizations for the Contractor in the amount specified in the Contract Documents.

**6.**

XX a. There are no matching requirements from the Contractor.

- ☐ b. The Contractor's matching requirement is \$ , which shall consist of:
- |   |  |
|---|--|
| <input type="checkbox"/> In-kind          | <input type="checkbox"/> Cash                |
| <input type="checkbox"/> Cash and In-kind | <input type="checkbox"/> Cash and/or In-kind |

The contributions from the Contractor shall be sourced from non-federal funds.

**7. Reversion of Funds:**

Any unexpended grant funds shall revert to the County Department of Social Services/Human Services upon termination of this contract.

**8. Reporting Requirements:**

Contractor shall comply with audit requirements as described in N.C.G.S. § 143C-6-22 & 23 and OMB Circular- CFR Title 2 Grants and Agreements, Part 200, and shall disclose all information required by 42 USC 455.104, or 42 USC 455.105, or 42 USC 455.106.

**9. Payment Provisions:**

Payment shall be made in accordance with the Contract Documents as described in the Scope of Work Attachment B.

# IVORY'S ACCESSIBLE TRANSPORT SERVICES, INC.

**10. Contract Administrators:** All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

## For the County:

| IF DELIVERED BY US POSTAL SERVICE |                                    | IF DELIVERED BY ANY OTHER MEANS |                                |
|-----------------------------------|------------------------------------|---------------------------------|--------------------------------|
| Name & Title                      | Laurie Britt, Business Officer     | Name & Title                    | Laurie Britt, Business Officer |
| County                            | Brunswick County                   | County                          | Brunswick County               |
| Mailing Address                   | PO Box 219                         | Street Address                  | 60 Government Center Drive     |
| City, State, Zip                  | Bolivia, NC 28422                  | City, State, Zip                | Bolivia, NC 28422              |
| Telephone                         | 910-253-2092                       |                                 |                                |
| Fax                               | 910-253-2249                       |                                 |                                |
| Email                             | laurie.britt@brunswickcountync.gov |                                 |                                |

## For the Contractor:

| IF DELIVERED BY US POSTAL SERVICE |                                    | IF DELIVERED BY ANY OTHER MEANS |      |
|-----------------------------------|------------------------------------|---------------------------------|------|
| Name & Title                      | Timothy Corbett, President         | Name & Title                    | SAME |
| Company Name                      | Ivory's Accessible Transport, Inc. | Company Name                    |      |
| Mailing Address                   | 3300 North Woolwitch Ct.           | Street Address                  |      |
| City State Zip                    | Castle Hayne, NC 28429             | City State Zip                  |      |
| Telephone                         | 910-264-9329                       |                                 |      |
| Fax                               | 910-228-5661                       |                                 |      |
| Email                             | IATS@EC.RR.Com                     |                                 |      |

## 9. Supplementation of Expenditure of Public Funds:

The Contractor assures that funds received pursuant to this contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Contractor otherwise expends for contract services and related programs. Funds received under this contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Contractor's total expenditure of other public funds for such services.

## 10. Disbursements:

As a condition of this contract, the Contractor acknowledges and agrees to make disbursements in accordance with the following requirements:

- (a) Implement adequate internal controls over disbursements;
- (b) Pre-audit all vouchers presented for payment to determine:
  - Validity and accuracy of payment
  - Payment due date
  - Adequacy of documentation supporting payment
  - Legality of disbursement
- (c) Assure adequate control of signature stamps/plates;
- (d) Assure adequate control of negotiable instruments; and
- (e) Implement procedures to insure that account balance is solvent and reconcile the account monthly.

## 11. Outsourcing to Other Countries:

The Contractor certifies that it has identified to the County all jobs related to the contract that have been outsourced to other countries, if any. The Contractor further agrees that it will not outsource any such jobs during the term of this contract without providing notice to the County.

**12. Federal Certifications:**

Individuals and Organizations receiving federal funds must ensure compliance with certain certifications required by federal laws and regulations. The contractor is hereby complying with Certifications regarding Nondiscrimination, Drug-Free Workplace Requirements, Environmental Tobacco Smoke, Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, and Lobbying. These assurances and certifications are to be signed by the contractor's authorized representative.

**13. Specific Language Not Previously Addressed:**

*( can be delted if not needed)*

**14. Signature Warranty:** The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

IVORY'S ACCESSIBLE TRANSPORT SERVICES, INC.

The Contractor and the County have executed this contract in duplicate originals, with one original being retained by each party.

APPROVED AS TO FORM

County Attorney/Assist. County Attorney

Date

FINANCE

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act. Paid from line item #145310-449903.

Signature of County Finance Officer

Date

COUNTY

Signature

Date

Printed Name:

Title

CONTRACTOR

Signature

Date

Printed Name\*\*: Timothy Corbett

Title: President

**\*\*Please note contractor signature MUST be notarized.**

Sworn to and subscribed before me on the day of the date of said certification.

(Notary Signature and Seal)

My Commission Expires: \_\_\_\_\_

**ATTACHMENT B – Scope of Work      Federal Tax Id. 57-1240046**

**A.      CONTRACTOR INFORMATION**

1. Contractor Agency Name: Ivory's Accessible Transport Service, Inc.

2. *If different* from Contract Administrator Information in General Contract:  
SAME

3. Name of Program (s): Medicaid Transportation Program

4. Status:            ☐ Public            ☐ Private, Not for Profit            ☒ Private, For Profit

5. Contractor's Financial Reporting Year    01/01    through    12/31

B. Explanation of Services to be provided and to whom (include SIS Service Code):  
See list of items 1 – 11.

C. Rate per unit of Service (define the unit):

1. Negotiated County Rate.  
\$2.60 per mile per person for each one-way trip for Medicaid authorized transports. Service codes A0120, A0130)

D. Number of units to be provided:

E. Details of Billing process and Time Frames; Provider will comply with MA 2910-MA 3550 (copies included, links below)

F. Provider will comply with ALL requirements contained in MA 2910-MA 3550 (copies included and links are below). Proof of compliance will be required with initial contract each year and upon request throughout the fiscal year.

<http://info.dhhs.state.nc.us/olm/manuals/dma/abd/man/MA2910.htm>  
<http://info.dhhs.state.nc.us/olm/manuals/dma/fcm/man/MA3550.htm>

G. Area to be served/Delivery site(s): Brunswick County residents transported within Brunswick County, New Hanover County and other areas as needed for medical transport, **as authorized by the Brunswick County Department of Social Services.**

## Additional Information - B

### Scope of Work

1. Fares, donations, or gifts shall not be collected by vendor drivers and/or administration; whether in the form of a services, loan, item, or gratuities in the form of money or promise, from any person or firm.
2. Passengers are subject to the Medicaid conduct policy. Policy is distributed by DSS to all Medicaid recipients receiving transportation. Violation of such conduct policies by Medicaid clients may result in the suspension of transportation services. Vendor is responsible for reporting all conduct policy violations to the Department of Social Services (DSS) within 24 hours of the event.
3. Brunswick County has set the rate of \$2.60 per mile per trip for vendors who wish to continue to contract for NEMT services. Trips will be sent to vendors on a weekly rotation (i.e.: Week 1 trips sent to vendor A, trips not scheduled will be sent to vendor B and so forth until all trips are scheduled. Week 2, trips will be sent to vendor B, and then C until all trips are scheduled). The rotation schedule will be set based on the order in which vendors responds and express their interest to continue to provide NEMT services. The log containing the weekly rides needed by clients will be sent out in the order outlined above in this paragraph until all trips have been taken by a vendor. Once you receive the log, you will have 2 business hours to determine which rides you will transporting and send back to DSS.
4. Vendor will contact clients they will be transporting and provide instructions regarding pick up time. Contact with the client should be made within 24 hours of the scheduled appointment time. **Vendors shall not cancel the trip in the event that they are unable to reach the client prior to the scheduled appointment time.**
5. Vendor shall schedule all trips in order to ensure that all clients arrive to their appointments **on time**. If the Vendor is unable to do so, the vendor must contact DSS as soon as possible to reschedule with the client.
6. Vendors will only be reimbursed by the state for trips that are scheduled by and through Social Services.  
  
**\* Vendors and their employees shall not accept transportation requests directly from clients. If vendor provides transportation for a trip that was not scheduled via the Department, the Vendor will not be reimbursed by NC Tracks for the trip.**
7. Vendor shall collect the medical appointment verification form DMA-5118 for each appointment that transportation is provided from each client.

- \* The DMA-5118 for each trip must be submitted to DSS along with the transportation log each week.
  - \* If DMA-5118 is not provided by the vendor for each trip, payment will be held up while verification is obtained.
  - \* Vendor will also maintain a supply of DMA-5118 forms on the vehicle and offer them to the Medicaid recipients as they complete drop off at medical providers.
8. Vendor will maintain a transportation log in accordance with MA-2910/3350 and submit to DSS weekly, by Wednesday of the following week.
- \* At the end of the year, the billing log and 5118's must be received within 5 working days of 6/30.
  - \* All logs must provide the following items: Date of trip; number of trips; client(s) name last, first; pick up and drop off full addresses; DMA code; total miles; amount owed; shared miles; summary for each trip; beginning and ending odometer reading. (See Attached Sample)
9. It is the expectation that each vendor will provide transportation in accordance with MA policy and arrange the transportation in the most efficient and effective manner.
10. Payment will be processed and made by the State after trips have been reconciled by DSS. Inquiries into the State's payment schedule should be directed to the State.
11. Vendors shall be responsible for entering their trip information in NC Tracks. DSS will verify the trips and upload the information into NC Tracks so vendor is able to be paid by the State for their trips. It is the vendor's responsibility to keep their provider status current in NC Tracks as a Medicaid Transportation provider and to keep us updated on any change in their status.

Medicaid transportation is only provided for Medicaid covered services and when the primary reason for the trip is medical care. To determine what services are covered, see MA-2905/3540 Covered Services, or consult the Medicaid Clinical Coverage and provider Manuals index for information on the service in question.

<http://info.dhhs.state.nc.us/olm/manuals/dma/abd/man/MA2905.htm>  
<http://info.dhhs.state.nc.us/olm/manuals/dma/fcm/man/MA3540-37.htm>

### **Rate Structure:**

1. A flat rate of \$2.60 per mile per person for all one-way trips will be authorized.
2. Payment will not be authorized for no-shows or dead miles in accordance with MA-2910/3550.

**Ride Scheduling:**

1. List of requested trips is sent to the first vendor (first vendor to respond affirming interest in providing services to County) by 9 am each morning, we should receive the list back by 11, we will allow 30 mins between,
2. Trips will be sent to second vendor by 11:30,
3. Third vendor by 2 pm.



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 11.**

**From:**  
Melanie Turrise, Human Resources  
Director

Human Resources - Temporary Advancement of Sick Leave  
Policy

**Issue/Action Requested:**

Request that the Board of Commissioners approve the Temporary Advancement of Sick Leave Policy.

**Background/Purpose of Request:**

Request that the Board of Commissioners approve the Temporary Advancement of Sick Leave Policy to be in place retroactively from August 9, 2021, through the end of the year, December 31, 2021.

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve the Temporary Advancement of Sick Leave Policy.

**ATTACHMENTS:**

Description

- Temporary Advancement of Leave Policy 8.2021.pdf



**Brunswick County**  
**Temporary Advancement of Sick Leave Policy**  
**Effective August 9, 2021 through December 31, 2021**

**PURPOSE:**

The County realizes that in extreme circumstances, employees may be in a situation where they are unable to work due to issues related to the recent outbreak of the novel coronavirus (COVID-19). It is recognized that such employees may enter a leave without pay status due to lack of accumulated leave, and therefore; may experience a loss of income. For this reason, we have set forth a temporary advancement of sick leave policy.

**POLICY AND PROCEDURE:**

**ELIGIBILITY**

Advanced sick leave may be granted to an employee if they meet the following criteria:

- Employee is in a benefit eligible position; and
- Employee has exhausted all available leave options including sick leave, comp time, petty leave and annual leave; and
- Employee is unable to work or telework due to the following:
  - a. Employee's own sickness, quarantine, isolation, or exposure to COVID-19; or
  - b. A need to provide care for an immediate family member due to the family member's sickness, quarantine, isolation, or exposure to COVID-19; or

Sick leave cannot be advanced when an employee has given notice of separation through resignation or retirement.

**METHOD OF TAKING LEAVE**

An employee is not entitled to the advancement of sick leave and must provide a written request to the Department Head for approval.

- Requests for the advancement of sick leave should be submitted prior to taking the leave when possible.
- Approved written requests must be forwarded to the Human Resources Department for the coordination of repayment.

The amount of advanced sick leave will be determined on a case by case basis but shall not exceed 84 hours without the approval of the County Manager.

**REPAYMENT OF ADVANCED SICK LEAVE**

An employee will repay advanced sick leave incrementally as leave accrues each month. The advanced sick leave balance will be repaid from both sick and annual leave accruals automatically.

**REPAYMENT UPON SEPARATION**

An employee who separates employment while indebted for advanced sick leave will be required to reimburse the monetary value of the advanced sick leave to the County at the time of separation. The employee, through their participation in the temporary advancement of sick leave program, authorizes the County to deduct the repayment amount, if applicable, from wages for hours worked, leave, or other funds due to the employee at the time of separation.



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 12.**

Operation Services - Generator Transfer Switch Replacement

**From:**

Stephanie Lewis, Operation Services  
Director

**Issue/Action Requested:**

Request that the Board of Commissioners approve and appropriate funds for a replacement transfer switch for the generator that services the courthouse, building I and part of the detention center.

**Background/Purpose of Request:**

The generator that services the courthouse, building I and part of the detention center is operational however the transfer switch is in poor condition and is in need of replacement. Quotes were received and the cost for the purchase of the new automatic transfer switch along with installation is projected to be \$50,000.

**Fiscal Impact:**

Budget Amendment Required, Reviewed By Director of Fiscal Operations

Budget amendment appropriates contingency funds of \$50,000 for amount not budgeted for purchase

**Approved By County Attorney:**

Yes

**Advisory Board Recommendation:**

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve and appropriate funds for a replacement transfer switch for the generator that services the courthouse, building I and part of the detention center.

**ATTACHMENTS:**

Description

- ▣ 20210816 Budget Amendment Generator Transfer Switch.pdf

| Request Info  |  |
|---------------|--|
| Type          | Budget Amendment   |
| Description   | Generator Transfer Switch  |
| Justification | Board Meeting 8/16/2021-Transfer \$50,000 commissioner's contingency for replacement of transfer switch for generator that services courthouse, building I and part of detention center. |
| Originator    | Tiffany Rogers   |

| Items      |        |                    |                      |        |           |        |
|------------|--------|--------------------|----------------------|--------|-----------|--------|
| Department | Object | Dept Desc          | Object Desc          | Amount | Incr/Decr | Dr/Cr  |
| 109910     | 499100 | Contingency        | Contingency          | -50000 | Decrease  | Credit |
| 104280     | 455000 | Operation Services | Cap Outlay-Equipment | 50000  | Increase  | Debit  |

| Total        |   |
|--------------|---|
| Grand Total: | 0 |



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # V. - 13.**

**From:** Tax Administration - August 2021 Releases  
Jeffery P Niebauer

**Issue/Action Requested:**

Request the Board of Commissioners approve the August 2021 releases.

**Background/Purpose of Request:**

Approval of the tax releases for August 2021. A summary of the releases is listed below.

**County** real property release value \$8,448,078, (47 releases)  
**Smithville** real property release value \$1,020,790 (2 releases)  
**Bald Head Island** real property release value \$1,000,000, (1 release)  
**Leland** real property release value \$3,840 (1 release)  
**Shallotte** real property release value \$447,720, (2 releases)  
**Sunset Beach** real property release value \$117,000 (6 releases)

**County** personal property release value \$188,067 (13 releases)  
**Smithville** personal property release value \$98,547 (4 releases)  
**Belville** personal property release value \$15,647 (1 release)  
**Leland** personal property release value \$8,126 (2 releases)  
**Shallotte** personal property release value \$3,070 (1 release)  
**Southport** personal property release value \$12,681 (2 releases)

**County** VTS July 2021 release value \$260,656 (24 releases)  
**Smithville** VTS July 2021 release value \$22,579 (3 releases)  
**Boiling Spring Lakes** VTS July 2021 release value \$4,500 (1 release)  
**Leland** VTS July 2021 release value \$64,286 (5 releases)  
**Oak Island** VTS July 2021 release value \$9,957 (1 release)  
**Ocean Isle** VTS July 2021 release value \$21,200 (1 release)  
**St James** VTS July 2021 release value \$90,960 (5 releases)  
**Shallotte** VTS July 2021 release value \$10,144 (1 release)  
**Sunset Beach** VTS July 2021 release value \$12,982 (1 release)

For information purposes only

**Leland** fire district \$313.50 (2 releases)  
**Northwest** fire district \$648.76 (4 releases)  
**Shallotte Point** fire district \$92.82 (1 release)  
**Southport** fire district \$123.75 (1 release)  
**Winnabow** fire district \$195.94 (1 release)

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve the August 2021 releases.

**ATTACHMENTS:**

Description

- ☐ Tax Releases for August 2021
- ☐ Motor Vehicle Releases (VTS) August 2021 Processed July 2021 (NCDMV Tax & Tag)
- ☐ Fire Fee Releases

## Tax Releases for August 2021

### Appraisal RELEASES

| Release Number | Release Date | Tax Payer Name                    | Bill Number (Year) | Account Number | City             | Parcel Number | Township | Amount Released             | Value Released | Release Reason |
|----------------|--------------|-----------------------------------|--------------------|----------------|------------------|---------------|----------|-----------------------------|----------------|----------------|
| 048080         | 7/20/2021    | MAS PROPERTIES LLC                | 91816 (2020)       | 60467920       | Brunswick County | 2110003421    |          | \$2688.10-C                 | \$554,248.00   | PTC settlement |
| 048081         | 7/20/2021    | MAS PROPERTIES LLC                | 90436 (2019)       | 60467920       | Brunswick County | 2110003421    |          | \$2688.10-C                 | \$554,248.00   | PTC settlement |
| 048082         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC   | 105860 (2020)      | 60548380       | Brunswick County | 21100076      |          | \$2742.68-C                 | \$565,500.00   | PTC settlement |
| 048083         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC   | 104368 (2019)      | 60548380       | Brunswick County | 21100076      |          | \$2742.68-C                 | \$565,500.00   | PTC settlement |
| 048084         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC   | 105876 (2020)      | 60548380       | Brunswick County | 2270001509    |          | \$300.70-C                  | \$62,000.00    | PTC settlement |
| 048085         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC   | 104384 (2019)      | 60548380       | Brunswick County | 2270001509    |          | \$300.70-C                  | \$62,000.00    | PTC settlement |
| 048086         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC   | 105856 (2020)      | 60548380       | Brunswick County | 2110003405    |          | \$349.20-C                  | \$72,000.00    | PTC settlement |
| 048087         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC   | 104364 (2019)      | 60548380       | Brunswick County | 2110003405    |          | \$349.20-C                  | \$72,000.00    | PTC settlement |
| 048088         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC   | 105861 (2020)      | 60548380       | Brunswick County | 2110008003    |          | \$813.26-C                  | \$167,683.00   | PTC settlement |
| 048089         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC   | 104369 (2019)      | 60548380       | Brunswick County | 2110008003    |          | \$813.26-C                  | \$167,683.00   | PTC settlement |
| 048090         | 7/20/2021    | RIVERS EDGE GOLF CLUB & PLANT INC | 119549 (2020)      | 60614090       | Shallotte        | 1980000188    |          | \$1085.72-C<br>\$789.11-SHA | \$223,860.00   | PTC settlement |
| 048091         | 7/20/2021    | RIVERS EDGE GOLF CLUB & PLANT INC | 117695 (2019)      | 60614090       | Shallotte        | 1980000188    |          | \$1085.72-C<br>\$789.11-SHA | \$223,860.00   | PTC settlement |

## Tax Releases for August 2021

### Appraisal RELEASES

| Release Number | Release Date | Tax Payer Name                  | Bill Number (Year) | Account Number | City             | Parcel Number | Township | Amount Released | Value Released | Release Reason |
|----------------|--------------|---------------------------------|--------------------|----------------|------------------|---------------|----------|-----------------|----------------|----------------|
| 048092         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC | 105879 (2020)      | 60548380       | Brunswick County | 22700038      |          | \$116.40-C      | \$24,000.00    | PTC settlement |
| 048093         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC | 104387 (2019)      | 60548380       | Brunswick County | 22700038      |          | \$116.40-C      | \$24,000.00    | PTC settlement |
| 048094         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC | 105854 (2020)      | 60548380       | Brunswick County | 2110003403    |          | \$814.80-C      | \$168,000.00   | PTC settlement |
| 048095         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC | 104362 (2019)      | 60548380       | Brunswick County | 2110003403    |          | \$814.80-C      | \$168,000.00   | PTC settlement |
| 048096         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC | 105855 (2020)      | 60548380       | Brunswick County | 2110003404    |          | \$349.20-C      | \$72,000.00    | PTC settlement |
| 048097         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC | 104363 (2019)      | 60548380       | Brunswick County | 2110003404    |          | \$349.20-C      | \$72,000.00    | PTC settlement |
| 048098         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC | 105877 (2020)      | 60548380       | Brunswick County | 2270001510    |          | \$2405.60-C     | \$496,000.00   | PTC settlement |
| 048099         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC | 104385 (2019)      | 60548380       | Brunswick County | 2270001510    |          | \$2405.60-C     | \$496,000.00   | PTC settlement |
| 048100         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC | 105857 (2020)      | 60548380       | Brunswick County | 2110003406    |          | \$349.20-C      | \$72,000.00    | PTC settlement |
| 048101         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC | 104365 (2019)      | 60548380       | Brunswick County | 2110003406    |          | \$349.20-C      | \$72,000.00    | PTC settlement |
| 048102         | 7/20/2021    | COASTAL AMENITIES UNLIMITED LLC | 28818 (2020)       | 80026034       | Brunswick County | 2280001019    |          | \$194.00-C      | \$40,000.00    | PTC settlement |
| 048103         | 7/20/2021    | COASTAL AMENITIES UNLIMITED LLC | 28382 (2019)       | 80026034       | Brunswick County | 2280001019    |          | \$194.00-C      | \$40,000.00    | PTC settlement |

## Tax Releases for August 2021

### Appraisal RELEASES

| Release Number | Release Date | Tax Payer Name                                     | Bill Number (Year) | Account Number | City             | Parcel Number | Township   | Amount Released                             | Value Released | Release Reason                    |
|----------------|--------------|--|--------------------|----------------|------------------|---------------|------------|---|----------------|-----------------------------------|
| 048104         | 7/20/2021    | COASTAL AMENITIES UNLIMITED LLC                    | 28819 (2020)       | 80026034       | Brunswick County | 2280001021    |            | \$194.00-C                                  | \$40,000.00    | PTC settlement                    |
| 048105         | 7/20/2021    | COASTAL AMENITIES UNLIMITED LLC                    | 28383 (2019)       | 80026034       | Brunswick County | 2280001021    |            | \$194.00-C                                  | \$40,000.00    | PTC settlement                    |
| 048106         | 7/20/2021    | MAS PROPERTIES LLC                                 | 91858 (2020)       | 60467920       | Brunswick County | 2280001003    |            | \$4016.42-C                                 | \$828,128.00   | PTC settlement                    |
| 048107         | 7/20/2021    | MAS PROPERTIES LLC                                 | 90478 (2019)       | 60467920       | Brunswick County | 2280001003    |            | \$4016.42-C                                 | \$828,128.00   | PTC settlement                    |
| 048108         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC                    | 105853 (2020)      | 60548380       | Brunswick County | 2110003401    |            | \$116.40-C                                  | \$24,000.00    | PTC settlement                    |
| 048109         | 7/20/2021    | OCEAN RIDGE PLANTATION GOLF INC                    | 104361 (2019)      | 60548380       | Brunswick County | 2110003401    |            | \$116.40-C                                  | \$24,000.00    | PTC settlement                    |
| 048110         | 7/22/2021    | GITLIN RACHAEL AND GITLIN ANN                      | 54340 (2021)       | 11075090       | Brunswick County | 010HA009 A    |            | \$396.78-C                                  | \$81,810.00    | Improvement on Another parcel     |
| 048112         | 7/22/2021    | PINTO LOUIS ETUX PINTO ELIZABETH                   | 112367 (2021)      | 80002802       | Brunswick County | 022OB003      |            | \$235.66-C                                  | \$48,590.00    | Structural element correction     |
| 048114         | 7/22/2021    | JENNINGS TIMOTHY T                                 | 73196 (2020)       | 80075479       | Brunswick County | 1640003002    |            | \$263.84-C                                  | \$54,400.00    | Improvement on Another parcel     |
| 048115         | 7/22/2021    | FITZ HUGH GLASSELL S III ETUX FITZ HUGH MARIANNA N | 47837 (2020)       | 80034846       | BHI MSD Zone B   | 2654D014      | SMITHVILLE | \$4850.00-C<br>\$400.00-SM<br>\$7419.00-BHI | \$1,000,000.00 | Clerical error/DE error           |
| 048116         | 7/22/2021    | THOMES PROPERTIES LLC                              | 144058 (2021)      | 31134490       | Brunswick County | 205kb01901    |            | \$100.83-C<br>\$8.32-SM                     | \$20,790.00    | Duplicate listing                 |
| 048118         | 7/22/2021    | ROBBINS JEREMY                                     | 120328 (2021)      | 80103176       | Brunswick County | 1270000407    |            | \$585.15-C                                  | \$120,650.00   | Improvement removed from property |
| 048121         | 7/26/2021    | BLT TRUST  | 12883 (2021)       | 80056332       | Brunswick County | 05900006      |            | \$228.53-C                                  | \$47,120.00    | Clerical error/DE error           |
| 048122         | 7/26/2021    | FLOWERS JESSICA & EVELYN                           | 47196 (2018)       | 21481050       | Brunswick County | 0350002101 A  |            | \$301.43-C                                  | \$62,150.00    | Did not own January 1             |

## Tax Releases for August 2021

### Appraisal RELEASES

| Release Number | Release Date | Tax Payer Name                        | Bill Number (Year) | Account Number | City             | Parcel Number | Township | Amount Released         | Value Released | Release Reason                    |
|----------------|--------------|---------------------------------------|--------------------|----------------|------------------|---------------|----------|-------------------------|----------------|-----------------------------------|
| 048124         | 7/26/2021    | FLOWERS JESSICA & EVELYN              | 47982 (2017)       | 21481050       | Brunswick County | 0350002101 A  |          | \$301.43-C              | \$62,150.00    | Did not own January 1             |
| 048126         | 7/26/2021    | HEWETT DENISE J                       | 64632 (2021)       | 62750770       | Brunswick County | 244fc025      |          | \$52.09-C               | \$10,740.00    | Duplicate listing                 |
| 048128         | 7/26/2021    | DUCKER WILLIAM A                      | 42036 (2021)       | 61900650       | Sunset Beach     | 263AA031      |          | \$94.58-C<br>\$31.20-SB | \$19,500.00    | Clerical error/DE error           |
| 048129         | 7/26/2021    | DUCKER WILLIAM A                      | 41620 (2020)       | 61900650       | Sunset Beach     | 263AA031      |          | \$94.58-C<br>\$31.20-SB | \$19,500.00    | Clerical error/DE error           |
| 048130         | 7/26/2021    | DUCKER WILLIAM A                      | 41251 (2019)       | 61900650       | Sunset Beach     | 263AA031      |          | \$94.58-C<br>\$31.20-SB | \$19,500.00    | Clerical error/DE error           |
| 048131         | 7/26/2021    | DUCKER WILLIAM A                      | 40624 (2018)       | 61900650       | Sunset Beach     | 263AA031      |          | \$94.58-C<br>\$29.25-SB | \$19,500.00    | Clerical error/DE error           |
| 048132         | 7/26/2021    | DUCKER WILLIAM A                      | 41270 (2017)       | 61900650       | Sunset Beach     | 263AA031      |          | \$94.58-C<br>\$31.20-SB | \$19,500.00    | Clerical error/DE error           |
| 048133         | 7/26/2021    | DUCKER WILLIAM A                      | 40270 (2016)       | 61900650       | Sunset Beach     | 263AA031      |          | \$94.58-C<br>\$31.20-SB | \$19,500.00    | Clerical error/DE error           |
| 048145         | 8/4/2021     | BRUNSWICK COUNTY HABITAT FOR HUMANITY | 18576 (2021)       | 80024286       | Leland           | 038ac004      |          | \$18.62-C<br>\$9.60-LEL | \$3,840.00     | Improvement removed from property |

## Tax Releases for August 2021

### BUSINESS PERSONAL RELEASES

| Release Number | Release Date | Tax Payer Name                     | Bill Number (Year) | Account Number | City             | Parcel Number | Township       | Amount Released                    | Value Released | Release Reason          |
|----------------|--------------|------------------------------------|--------------------|----------------|------------------|---------------|----------------|------------------------------------|----------------|-------------------------|
| 048134         | 8/3/2021     | GREATAMERICA FINANCIAL SVCS CORP   | 056878 (2021)      | 80003851       |                  | NULL          | LOCKWOOD FOLLY | \$4.10-C                           | \$846.00       | Clerical Error/DE Error |
| 048135         | 8/3/2021     | COASTAL COACHING INC               | 029027 (2021)      | 30235350       | OAK ISLAND       | 23600010      | SMITHVILLE     | \$175.33-C<br>\$14.46-SM           | \$36,150.00    | Did Not Own January 1   |
| 048136         | 8/3/2021     | SYSTEL BUSINESS EQUIPMENT CO INC   | 141399 (2021)      | 50715700       | SHALLOTTE        | NULL          | SHALLOTTE      | \$14.89-C<br>\$10.82-SHA           | \$3,070.00     | Clerical Error/DE Error |
| 048137         | 8/3/2021     | DALY JENNY DULESKI                 | 300391 (2021)      | 80100984       | OCEAN ISLE BEACH | 257DA00905    | SHALLOTTE      | \$48.92-C<br>\$4.89-LL             | \$10,086.00    | Duplicate Listing       |
| 048148         | 8/5/2021     | W FOURTH LANDSCAPE ARCHITECTURE PA | 150002 (2021)      | 31204130       | SOUTHPORT        | 237FC022      | SMITHVILLE     | \$6.21-C<br>\$0.51-SM<br>\$3.79-SP | \$1,281.00     | Did Not Own January 1   |

## Tax Releases for August 2021

### PERSONAL RELEASES

| Release Number | Release Date | Tax Payer Name                               | Bill Number (Year) | Account Number | City       | Parcel Number | Township       | Amount Released  | Value Released | Release Reason              |
|----------------|--------------|--|--------------------|----------------|------------|---------------|----------------|--|----------------|-----------------------------|
| 048138         | 8/3/2021     | BARWICK ALLAN BALL                           | 008098 (2021)      | 80007826       | OAK ISLAND | 237IA156      | SMITHVILLE     | \$241.12-C<br>\$19.89-SM   | \$49,716.00    | Did Not Own January 1       |
| 048139         | 8/3/2021     | GEDDIE JOHN B                                | 053233 (2021)      | 80059249       | BELVILLE   | 048FF039      | TOWN CREEK     | \$75.89-C<br>\$14.08-BEL   | \$15,647.00    | APPEALED BOAT VALUE         |
| 048140         | 8/3/2021     | POSEY ANTHONY GRAY                           | 113473 (2021)      | 80061947       | SOUTHPORT  | NULL          | SMITHVILLE     | \$55.29-C<br>\$5.52-LL<br>\$4.56-SM<br>\$0.46-LSM<br>\$33.70-SP<br>\$3.37-SPLL | \$11,400.00    | Adjusted Per Purchase Price |
| 048141         | 8/4/2021     | RUMBOLD RICHARD GUNN                         | 123406 (2021)      | 80018750       |            | 23000060      | LOCKWOOD FOLLY | \$2.61-C   | \$539.00       | Did Not Own January 1       |
| 048142         | 8/4/2021     | BRADFORD WILLIAM MONTGOMERY                  | 015486 (2021)      | 80104919       | LELAND     | 217GH099      | TOWN CREEK     | \$7.60-LEL   | \$3,038.00     | Not Within City Limits      |
| 048143         | 8/4/2021     | JACKSON MILES ALLEN II ROBINSON CYNTHIA RUTH | 072275 (2021)      | 80110088       |            | 244FC025      | SHALLOTTE      | \$178.32-C   | \$36,768.00    | Duplicate Listing           |
| 048144         | 8/4/2021     | CATES DOYLE WAYNE                            | 025290 (2021)      | 51433140       |            | 231PK034      | LOCKWOOD FOLLY | \$29.59-C  | \$6,101.00     | Did Not Own January 1       |
| 048147         | 8/5/2021     | WOLFE MICHAEL YUEL                           | 158607 (2021)      | 80104790       |            | 233HA038      | LOCKWOOD FOLLY | \$55.17-C  | \$11,375.00    | Adjusted Per Purchase Price |
| 048149         | 8/5/2021     | LYNCH JACK GREGORY                           | 089014 (2021)      | 80077641       | LELAND     | 047LA005      | NORTHWEST      | \$24.68-C<br>\$12.72-LEL   | \$5,088.00     | Duplicate Listing           |

## Release Category Codes

### Release Code Release Type

|       |                           |
|-------|---------------------------|
| BHI   | BALD HEAD ISLAND          |
| BEL   | BELVILLE                  |
| BSL   | BOILING SPRING LAKES      |
| BOL   | BOLIVIA                   |
| CLF   | C LIEN FEE                |
| CALLL | CALABASH LATE LIST        |
| CSLL  | CAROLINA SHORES LATE LIST |
| CASLL | CASWELL BEACH LATE LIST   |
| FF    | FIRE FEE                  |
| HBLL  | HOLDEN BEACH LATE LIST    |
| LL    | LATE LIST PENALTY         |
| LEL   | LELAND                    |
| LB    | LONG BEACH                |
| NAV   | NAVASSA                   |
| NW    | NORTHWEST                 |
| OI    | OAK ISLAND                |
| OIB   | OCEAN ISLE BEACH          |
| PL02  | OFF PREMISES MALT         |

### Release Code Release Type

|       |                                |
|-------|--------------------------------|
| BHILL | BALH HEAD ISLAND LATE LIST     |
| BELLL | BELVILLE LATE LIST             |
| BSLLL | BOILING SPRING LAKES LATE LIST |
| BOLLL | BOLIVIA LATE LIST              |
| CAL   | CALABASH                       |
| CS    | CAROLINA SHORES                |
| CAS   | CASWELL BEACH                  |
| C     | COUNTY                         |
| HB    | HOLDEN BEACH                   |
| INT   | INTEREST                       |
| LSM   | LATE LIST SMITHVILLE           |
| LELLL | LELAND LATE LIST               |
| LBLL  | LONG BEACH LATE LIST           |
| NAVLL | NAVASSA LATE LIST              |
| NWLL  | NORTHWEST LATE LIST            |
| OILL  | OAK ISLAND LATE LIST           |
| OIBLL | OCEAN ISLE BEACH LATE LIST     |
| PL04  | OFF PREMISES WINE              |

## Release Category Codes

| Release Code | Release Type |
|--------------|--------------|
|--------------|--------------|

|       |                             |
|-------|-----------------------------|
| PL01  | ON PREMISES MALT            |
| SAD24 | SAD 24                      |
| SAD27 | SAD 27                      |
| SC    | SANDY CREEK                 |
| SBSD  | SE BRUNSWICK SAN DIST       |
| SHALL | SHALLOTTE LATE LIST         |
| SP    | SOUTHPORT                   |
| SAD   | SPECIAL ASSESSMENT DISTRICT |
| SJLL  | ST JAMES LATE LIST          |
| SBLL  | SUNSET BEACH LATE LIST      |
| VAR   | VARNAMTOWN                  |
| YP    | YAUPON BEACH                |

| Release Code | Release Type |
|--------------|--------------|
|--------------|--------------|

|       |                        |
|-------|------------------------|
| PL03  | ON PREMISES WINE       |
| SAD25 | SAD 25                 |
| SAD28 | SAD 28                 |
| SCLL  | SANDY CREEK LATE LIST  |
| SHA   | SHALLOTTE              |
| SM    | SMITHVILLE HOSPITAL    |
| SPLL  | SOUTHPORT LATE LIST    |
| SJ    | ST JAMES               |
| SB    | SUNSET BEACH           |
| T     | TOTAL TAX              |
| VARLL | VARNAMTOWN LATE LIST   |
| YPLLL | YAUPON BEACH LAST LIST |

# VTS RELEASES PROCESSED JULY 2021

| <u>Adjustment #</u> | <u>Abstract #</u> | <u>Name-Last, First, Middle</u> | <u>Tag #</u> | <u>Year</u> | <u>Make</u> | <u>B-VAL</u> | <u>New Value</u> | <u>Diff.</u> | <u>City</u> | <u>Twp.</u> | <u>Override %</u> | <u>Override Value</u> | <u>Override Status</u> | <u>Acquisition Cost</u> | <u>Acquisition Year</u> | <u>Dep Sch</u> | <u>Exempt Type</u> | <u>Notes</u>                                   | <u>Date</u> | <u>Code</u> | <u>Code Description</u>        |
|---------------------|-------------------|---------------------------------|--------------|-------------|-------------|--------------|------------------|--------------|-------------|-------------|-------------------|-----------------------|------------------------|-------------------------|-------------------------|----------------|--------------------|--|-------------|-------------|--------------------------------|
| 1052908             | 43292039          | GUILLEN, GARY ESTEBAN           | FHK9601      | 2014        | JEEP        | 19,390       | 9,695            | 9,695        | 31          |             |                   |                       | TEMP                   |                         |                         |                | MILITARY           | HOR-FL 50%EXEMPT<br>WIFE NOT DOMICILE IN FL    | 06/25/21    | 4           | Military Exempt                |
| 1053919             | 61703291          | PHILLIPS, EVON<br>RICHARDSON    | CN32622      | 2010        | CARR        | 3,580        | 264              | 3,316        | 31          |             |                   |                       |                        | 488                     | 2010                    | B-20           |                    | OVERVALUED TRAILER/<br>BOS 2010=\$488-DEP      | 06/29/21    | 1           | Adjusted per<br>Purchase Price |
| 1053442             | 52631028          | FERGUSON, GREGORY               | HD9094E      | 2019        | KIA         | 21,870       | 20,975           | 895          | 31          |             |                   | 20,975                |                        |                         |                         |                |                    | ADJ PER NADA VALUE                             | 07/01/21    | 20          | Appealed value                 |
| 1055231             | 60017616          | ARNOLD, WILLIAM CLINT           | HKM2272      | 2017        | CHEV        | 21,700       | -                | 21,700       | 29          |             |                   |                       | TEMP                   |                         |                         |                | MILITARY           | HOR- TX  | 07/02/21    | 4           | Military Exempt                |
| 1055200             | 59765358          | ROBLES, JEREMIAS MIGUEL         | 7X6168       | 2008        | HONDA       | 1,580        | -                | 1,580        |             |             |                   |                       | TEMP                   |                         |                         |                | MILITARY           | HOR- NY  | 07/02/21    | 4           | Military Exempt                |
| 1055204             | 60399204          | ROBLES, JEREMIAS MIGUEL         | 7Z6337       | 2001        | HD          | 3,450        | -                | 3,450        |             |             |                   |                       | TEMP                   |                         |                         |                | MILITARY           | HOR- NY  | 07/02/21    | 4           | Military Exempt                |
| 1055208             | 61523867          | HEWITT, ELTON JERRY             | 73546        | 1986        | CHEV        | 9,900        | 500              | 9,400        |             |             | 100               | 500                   | PERM                   |                         |                         |                |                    | ANTIQUE VALUE<br>APPROVED- APP<br>ATTACHED     | 07/02/21    | 19          | Antique Value<br>Approved      |
| 1055220             | 51657538          | GORE, MELANIE FIELDS            | JC4149       | 2016        | FORD        | 32,970       | 22,856           | 10,144       | 22          |             |                   |                       |                        | 24,811                  | 2019                    | B-20           |                    | BOS 2019=\$24811                               | 07/02/21    | 1           | Adjusted per<br>Purchase Price |
| 1055225             | 60615818          | KUNZE, ROBERT JOHN              | HKM2459      | 2019        | BMW         | 39,560       | 36,150           | 3,410        | 29          |             |                   | 36,150                |                        |                         |                         |                |                    | ADJ PER NADA VALUE                             | 07/02/21    | 20          | Appealed value                 |
| 1055263             | 61606681          | ZIMMEL, ROBERT PAUL             | RCK3377      | 2016        | PRCN        | 6,450        | 5,780            | 670          | 29          |             |                   |                       |                        | 7,200                   | 2016                    | B-20           |                    | BOS 2016=\$7200                                | 07/02/21    | 1           | Adjusted per<br>Purchase Price |
| 1057639             | 60530546          | HEADMAN, THOMAS<br>VINCENT III  | TWT5820      | 2019        | AUDI        | 72,480       | 59,498           | 12,982       | 11          |             |                   |                       |                        | 59,498                  | 2020                    |                |                    | BOS 11/2020=\$59498                            | 07/12/21    | 1           | Adjusted per<br>Purchase Price |
| 1057611             | 59814745          | COOKE, SHARON COLLINS           | HET6100      | 2019        | HYUN        | 20,620       | 17,515           | 3,105        |             |             |                   |                       |                        | 18,437                  | 2020                    | B-20           |                    | BOS 2020=\$18437-DEP                           | 07/12/21    | 1           | Adjusted per<br>Purchase Price |
| 1058099             | 61757094          | ARNOLD, WILLIAM CLINT           | RBD1904      | 2021        | GMC         | 61,810       | -                | 61,810       | 29          |             |                   |                       | TEMP                   |                         |                         |                | MILITARY           | HOR- TX  | 07/22/21    | 4           | Military Exempt                |
| 1059012             | 61962802          | STEPHENSON, MICHAEL<br>DAVID    | 73779        | 1935        | CHEV        | 5,000        | 500              | 4,500        | 20          |             | 100               | 500                   | PERM                   |                         |                         |                |                    | ANTIQUE VALUE<br>APPROVED- APP<br>ATTACHED     | 07/22/21    | 19          | Antique Value<br>Approved      |
| 1059724             | 60551320          | SELLERS, LISA PLANTE            | DKC7205      | 2019        | FORD        | 33,330       | 21,721           | 11,609       |             |             |                   |                       |                        | 22,863                  | 2020                    | B-20           |                    | BOS 2020=\$22864-DEP                           | 07/22/21    | 1           | Adjusted per<br>Purchase Price |
| 1060129             | 61755595          | WARD, BRANDON                   | JARVIC       | 2020        | NISS        | 18,960       | 17,850           | 1,110        |             |             |                   | 17,850                |                        |                         |                         |                |                    | ADJ PER NADA VALUE                             | 07/22/21    | 20          | Appealed value                 |
| 1061061             | 53099476          | MACGEE, WILLIAM<br>ANTHONY      | EDS1780      | 2013        | PORS        | 29,370       | 26,000           | 3,370        | 29          |             |                   | 26,000                |                        |                         |                         |                |                    | ADJ PER NADA VALUE                             | 07/22/21    | 20          | Appealed value                 |
| 1061176             | 62036422          | HARRIS, VICTOR DONTA            | 7W7092       | 2010        | KAWK        | 2,130        | -                | 2,130        |             | 3           |                   |                       | TEMP                   |                         |                         |                | MILITARY           | HOR- VA  | 07/22/21    | 4           | Military Exempt                |
| 1061432             | 62080308          | VERGA, PATRICK JASON            | RCX3722      | 2017        | CHEV        | 19,060       | -                | 19,060       | 31          |             |                   |                       | PERM                   |                         |                         |                | MILITARY           | HOR- TX  | 07/22/21    | 4           | Military Exempt                |
| 1061489             | 60499812          | PESSINK, BRIAN WADE II          | HKL5344      | 2020        | TOY         | 31,320       | -                | 31,320       | 31          |             |                   |                       | PERM                   |                         |                         |                | MILITARY           | HOR- TX ETS 270930                             | 07/22/21    | 4           | Military Exempt                |
| 1062194             | 8383461           | MANZO, FRED VINCENT             | USMA1959     | 2011        | HONDA       | 8,930        | 5,179            | 3,751        |             |             |                   |                       | PERM                   |                         |                         |                |                    | STATE INSPECTION<br>MILEAGE 258,867            | 07/26/21    | 12          | High Mileage/<br>Condition     |
| 1062594             | 60646680          | SMITH, RICHARD JOSEPH           | 69301        | 1964        | CHEV        | 21,700       | 500              | 21,200       | 12          |             |                   |                       |                        |                         |                         |                |                    | ANTIQUE VALUE<br>APPROVED- APP<br>ATTACHED     | 07/27/21    | 19          | Antique Value<br>Approved      |
| 1062710             | 62101847          | SMALL, GEORGE NORTON            | CM93480      | 2019        | HOME        | 10,860       | 903              | 9,957        | 14          | 3           |                   | 903                   |                        |                         |                         |                |                    | OVERVALUED TRAILER/<br>\$100/FT+\$100/AXLE-DEP | 07/27/21    | 15          | TEC Value Issue                |
| 1062725             | 61201846          | CHRISTIAN, RICHARD<br>TRAVIS    | CM36899      | 2020        | CAON        | 11,020       | 528              | 10,492       |             | 3           |                   |                       |                        | 528                     | 2019                    | B-20           |                    | BOS 2019=\$600-DEP                             | 07/27/21    | 15          | TEC Value Issue                |

## AUGUST 2021 Fire Fee RELEASES

| Release Number | Release Date | Tax Payer Name                        | Bill Number (Year) | Account Number | City             | Parcel Number | Township | Amount Released | Value Released | Release Reason                    |
|----------------|--------------|---------------------------------------|--------------------|----------------|------------------|---------------|----------|-----------------|----------------|-----------------------------------|
| 048111         | 7/22/2021    | GITLIN RACHAEL AND GITLIN ANN         | 54340 (2021)       | 11075090       | Brunswick County | 010HA009 A    |          | \$350.00-NWF    | \$81,810.00    | Improvement on Another parcel     |
| 048113         | 7/22/2021    | PINTO LOUIS ETUX PINTO ELIZABETH      | 112367 (2021)      | 80002802       | Brunswick County | 022OB003      |          | \$165.00-LELF   | \$48,590.00    | Structural element correction     |
| 048117         | 7/22/2021    | THOMES PROPERTIES LLC                 | 144058 (2021)      | 31134490       | Brunswick County | 205kb01901    |          | \$123.75-SPF    | \$20,790.00    | Duplicate listing                 |
| 048119         | 7/22/2021    | ROBBINS JEREMY                        | 120328 (2021)      | 80103176       | Brunswick County | 1270000407    |          | \$195.94-WINF   | \$120,650.00   | Improvement removed from property |
| 048120         | 7/26/2021    | CHALOUX DONALD ETUX CHALOUX BEVERLY   | 26124 (2021)       | 10716000       |                  | 0270005504A   |          | \$17.51-NWF     | \$0.00         | Improvement on Another parcel     |
| 048123         | 7/26/2021    | FLOWERS JESSICA & EVELYN              | 47196 (2018)       | 21481050       | Brunswick County | 0350002101 A  |          | \$156.25-NWF    | \$62,150.00    | Did not own January 1             |
| 048125         | 7/26/2021    | FLOWERS JESSICA & EVELYN              | 47982 (2017)       | 21481050       | Brunswick County | 0350002101 A  |          | \$125.00-NWF    | \$62,150.00    | Did not own January 1             |
| 048127         | 7/26/2021    | HEWETT DENISE J                       | 64632 (2021)       | 62750770       | Brunswick County | 244fc025      |          | \$92.82-SHPF    | \$10,740.00    | Duplicate listing                 |
| 048146         | 8/4/2021     | BRUNSWICK COUNTY HABITAT FOR HUMANITY | 18576 (2021)       | 80024286       | Leland           | 038ac004      |          | \$148.50-LELF   | \$3,840.00     | Improvement removed from property |

## Release Category Codes

### Release Code Release Type

|       |                           |
|-------|---------------------------|
| BHI   | BALD HEAD ISLAND          |
| BEL   | BELVILLE                  |
| BSL   | BOILING SPRING LAKES      |
| BOL   | BOLIVIA                   |
| CLF   | C LIEN FEE                |
| CALLL | CALABASH LATE LIST        |
| CSLL  | CAROLINA SHORES LATE LIST |
| CASLL | CASWELL BEACH LATE LIST   |
| FF    | FIRE FEE                  |
| HBLL  | HOLDEN BEACH LATE LIST    |
| LL    | LATE LIST PENALTY         |
| LEL   | LELAND                    |
| LB    | LONG BEACH                |
| NAV   | NAVASSA                   |
| NW    | NORTHWEST                 |
| OI    | OAK ISLAND                |
| OIB   | OCEAN ISLE BEACH          |
| PL02  | OFF PREMISES MALT         |

### Release Code Release Type

|       |                                |
|-------|--------------------------------|
| BHILL | BALH HEAD ISLAND LATE LIST     |
| BELLL | BELVILLE LATE LIST             |
| BSLLL | BOILING SPRING LAKES LATE LIST |
| BOLLL | BOLIVIA LATE LIST              |
| CAL   | CALABASH                       |
| CS    | CAROLINA SHORES                |
| CAS   | CASWELL BEACH                  |
| C     | COUNTY                         |
| HB    | HOLDEN BEACH                   |
| INT   | INTEREST                       |
| LSM   | LATE LIST SMITHVILLE           |
| LELLL | LELAND LATE LIST               |
| LBLL  | LONG BEACH LATE LIST           |
| NAVLL | NAVASSA LATE LIST              |
| NWLL  | NORTHWEST LATE LIST            |
| OILL  | OAK ISLAND LATE LIST           |
| OIBLL | OCEAN ISLE BEACH LATE LIST     |
| PL04  | OFF PREMISES WINE              |

## Release Category Codes

| Release Code | Release Type |
|--------------|--------------|
|--------------|--------------|

|       |                             |
|-------|-----------------------------|
| PL01  | ON PREMISES MALT            |
| SAD24 | SAD 24                      |
| SAD27 | SAD 27                      |
| SC    | SANDY CREEK                 |
| SBSD  | SE BRUNSWICK SAN DIST       |
| SHALL | SHALLOTTE LATE LIST         |
| SP    | SOUTHPORT                   |
| SAD   | SPECIAL ASSESSMENT DISTRICT |
| SJLL  | ST JAMES LATE LIST          |
| SBLL  | SUNSET BEACH LATE LIST      |
| VAR   | VARNAMTOWN                  |
| YP    | YAUPON BEACH                |

| Release Code | Release Type |
|--------------|--------------|
|--------------|--------------|

|       |                        |
|-------|------------------------|
| PL03  | ON PREMISES WINE       |
| SAD25 | SAD 25                 |
| SAD28 | SAD 28                 |
| SCLL  | SANDY CREEK LATE LIST  |
| SHA   | SHALLOTTE              |
| SM    | SMITHVILLE HOSPITAL    |
| SPLL  | SOUTHPORT LATE LIST    |
| SJ    | ST JAMES               |
| SB    | SUNSET BEACH           |
| T     | TOTAL TAX              |
| VARLL | VARNAMTOWN LATE LIST   |
| YPLLL | YAUPON BEACH LAST LIST |



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**From:**  
Andrea White

**Action Item # VI. - 1.**

Clerk to the Board- Resolution Commemorating the 40th Anniversary of Brunswick Family Assistance Agency, Inc. (Commissioner Marty Cooke)

**Issue/Action Requested:**

Request that the Board of Commissioner adopt a Resolution Commemorating the 40th Anniversary of Brunswick Family Assistance Agency, Inc.

**Background/Purpose of Request:**

Brunswick Family Assistance Agency, Inc. (BFA) was initially founded in 1981 as the Volunteer Information Center focusing on providing volunteer opportunities in Brunswick County. In 1998, the organization incorporated as a private non-profit organized under 501(c)(3) as Brunswick Family Assistance Agency, Inc.

BFA, through its Board of Directors, staff, volunteers, and partners, now offers a wide variety of programs and services to serve its diverse client base in Brunswick County, including, among others, emergency food pantries; a summer food program; financial assistance for rent, utilities, prescriptions, emergency shelter, and transportation; a financial literacy program; a back-to-school bookbag program; educational and skills development programs; and an annual holiday "Angel Tree" program

Brunswick County and the Brunswick County Board of Commissioners proudly recognizes BFA as it celebrates its 40th anniversary of steadfastly carrying out its mission of assisting low-income families and individuals in Brunswick County to enhance quality of life.

**Fiscal Impact:**

Not Applicable

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioner adopt a Resolution Commemorating the 40th Anniversary of Brunswick Family Assistance Agency, Inc.

**ATTACHMENTS:**

Description

- 2021-06-18 Resolution - BFA 40th Anniversary

*County of Brunswick*  
*Office of the County Commissioners*



**RESOLUTION COMMEMORATING THE 40<sup>TH</sup> ANNIVERSARY OF  
BRUNSWICK FAMILY ASSISTANCE AGENCY, INC.**

**WHEREAS**, Brunswick Family Assistance Agency, Inc. was initially founded in 1981 as the Volunteer Information Center focusing on providing volunteer opportunities in Brunswick County; and

**WHEREAS**, the organization quickly recognized the need to expand its services to address the growing number of requests received from those who needed assistance in Brunswick County; and

**WHEREAS**, despite limited funding, the organization began to implement community-based service programs as a source of aid and comfort to those in need; and

**WHEREAS**, the organization continued to expand its program offerings and was incorporated in 1998 as a private non-profit organized under 501(c)(3) as Brunswick Family Assistance Agency, Inc. ("BFA"); and

**WHEREAS**, BFA has been a leader in collaborative partnerships with other federal, state, and local organizations to address community needs in the most effective way possible; and

**WHEREAS**, BFA, through its Board of Directors, staff, volunteers, and partners, now offers a wide variety of programs and services to serve its diverse client base in Brunswick County, including, among others, emergency food pantries; a summer food program; financial assistance for rent, utilities, prescriptions, emergency shelter, and transportation; a financial literacy program; a back-to-school bookbag program; educational and skills development programs; and an annual holiday "Angel Tree" program; and

**WHEREAS**, in 2021, BFA is celebrating its 40<sup>th</sup> anniversary of steadfastly carrying out its mission of assisting low-income families and individuals in Brunswick County to enhance quality of life; and

**WHEREAS**, Brunswick County and the Brunswick County Board of Commissioners proudly recognizes BFA and the importance of its transformative, decades-long commitment to providing such critical programs and services to Brunswick County.

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

1. That Brunswick County does hereby extend its warmest congratulations to BFA on its 40<sup>th</sup> anniversary and its sincerest appreciation for the many remarkable years of serving the needs of Brunswick County; and
2. That Brunswick County does hereby pledge its continued support of BFA in furtherance of its invaluable mission.

Adopted this the 16<sup>th</sup> day of August, 2021.

ATTEST:

\_\_\_\_\_  
Randell Thompson, Chairman  
Brunswick County Board of Commissioners

\_\_\_\_\_  
Daralyn Spivey  
Clerk to the Board



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**From:**  
Daralyn Spivey

**Action Item # VI. - 2.**

Clerk to the Board - Resolution In Support of Brunswick  
Business and Industry Development

**Issue/Action Requested:**

Request the Board of Commissioners approve the attached Resolution In Support of the Brunswick Business & Industry Development

**Background/Purpose of Request:**

The purpose of the request is to show support for the Brunswick Business and Industry Development as it encourages and promotes the development of new business and industry, to assist in the retention of existing business and industry, and to promote the industrial development and general economic welfare of Brunswick County.

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve the attached Resolution In Support of the Brunswick Business & Industry Development

**ATTACHMENTS:**

Description

- ▣ Resolution in Support of Brunswick Business and Industry Development

*County of Brunswick*  
*Office of the County Commissioners*



**BRUNSWICK COUNTY RESOLUTION IN SUPPORT OF BRUNSWICK  
BUSINESS & INDUSTRY DEVELOPMENT**

**WHEREAS**, Brunswick Business and Industry Development was created in 2018 and is the economic partnership driver of commerce, opportunity, and growth in Brunswick County; and

**WHEREAS**, the purpose of Brunswick Business and Industry Development is to encourage and promote the development of new business and industry, to assist in the retention of existing business and industry, and to promote the industrial development and general economic welfare of Brunswick County; and

**WHEREAS**, Brunswick Business and Industry Development promotes infrastructure, workforce, education along with quality-of-life opportunities available in Brunswick County; and

**WHEREAS**, Brunswick Business and Industry Development encourages both small and international business growth along with megasite development; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Brunswick County supports the Brunswick Business & Industry Development and their endeavors to bring businesses, commerce, and infrastructure to the County

This the 16<sup>th</sup> day of August, 2021.

---

Randell Thompson, Chairman  
Brunswick County Board of Commissioners

ATTEST

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Daralyn Spivey  
Clerk to the Board



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # VI. - 3.**

**From:** Engineering - County Complex Site and Buildings Master Plan  
Wm. L. Pinnix, P.E. - Engineering Director Study (Wm. L. Pinnix, P.E.)

**Issue/Action Requested:**

Request that the Board of Commissioners receive the final complex site and buildings master plan presentation by Charles Boney, FAIA, of LS3P Associates.

**Background/Purpose of Request:**

The current county government complex is a one hundred and thirty-seven acre parcel that provides a centralized location where citizens can conduct business and receive service from all county departments.

Due to the growth in services needed for a fast growing county, lack of additional office space, and the age and associated increasing maintenance of the existing buildings, the county decided to hire an architectural firm to study the complex and produce a site and buildings master plan. The study needed to include parking, stormwater, open space availability, ease of access, signage, vehicular and pedestrian traffic patterns, existing building conditions, employee workflow processes, warehouse and site storage, and new buildings and building renovations needed with cost estimates to better serve the public.

LS3P Associates was retained in December of 2020 to perform the overall site and building master plan study. At the beginning of the project county staff informed the design team that Buildings A (Health), B (DSS), C (Emergency Services) and I (Central Services) were the most critical needs due to age, overcrowding, need for a new Emergency Operations Center, and increasing cost of maintenance. The work began soon after the new year with existing building asbuilt drawings scanned by the LS3P team and returned to the county, an initial space needs analysis questionnaire was sent out to department heads, site visits by the design team were conducted, and a series of meetings with county management and key staff commenced. The work progressed through the spring and summer with the preliminary master plan reviewed in June, a refined master plan presented in July, and now the final master plan presentation.

Mr. Charles Boney of LS3P Associates will present the key highlights of the master plan to the Board and hard copies of the final plan will also be made available to the Board and county management.

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend Board receive the presentation

**ATTACHMENTS:**

Description

- County Complex Site & Buildings Master Plan (PDF) \_ Attach (1)





# BRUNSWICK COUNTY GOVERNMENT COMPLEX

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MASTER PLAN 2021-2026

Prepared July 2021



BRUNSWICK COUNTY GOVERNMENT COMPLEX | MASTER PLAN 2021-2026

Prepared July 2021



# Acknowledgements

## County Management Team

Randell Woodruff, County Manager  
David Stanley, Deputy County Manager  
Haynes Brigman, Deputy County Manager  
Steve Stone, Deputy County Manager

## County Commissioners

Randy Thompson, District 1 – Chairman  
J. Martin (Marty) Cooke, District 2  
Pat Sykes, District 3  
Mike Forte, District 4 – Vice Chairman  
Frank Williams, District 5

## Project Advisory Committee

Randell Woodruff, County Manager  
Steve Stone, Deputy County Manager  
David Stanley, Deputy County Manager  
Haynes Brigman, Deputy County Manager  
Stephanie Lewis, Operations Services Department Director  
Julie Miller, Fiscal Operations Director  
William Pinnix, Director of Engineering Services

## Project Consultant Team

### ARCHITECTS/MASTER PLANNERS



**LS3P Associates LTD.**  
Charles Boney, Jr., Principal Architect  
Lisa Pinyan, Principal and Programming Specialist  
Tessa Romanowski, Project Manager  
Matt Bramstedt, Project Architect  
Tevin Boone, Architectural Designer

### LANDSCAPE & CIVIL DESIGN



**Cole Jenest & Stone**  
Michael Cole, Principal  
Robert Beale, Project Landscape Architect  
Andrew Harrell, EI

### MEP ENGINEERING



**Cheatham & Associates P.A.**  
Kay Lynch, PE (Mechanical)  
Ken Lynch, PE (Mechanical)  
Mark Ciarocca, PE (Electrical)  
Casey Gilman, PE (Plumbing)

### COST ESTIMATING



**MBP Cost Consultants**  
Mike Burriss, Estimator

### ROOF ENGINEERS



**REI Engineers**  
Stuart Driscoll, Senior Project Manager

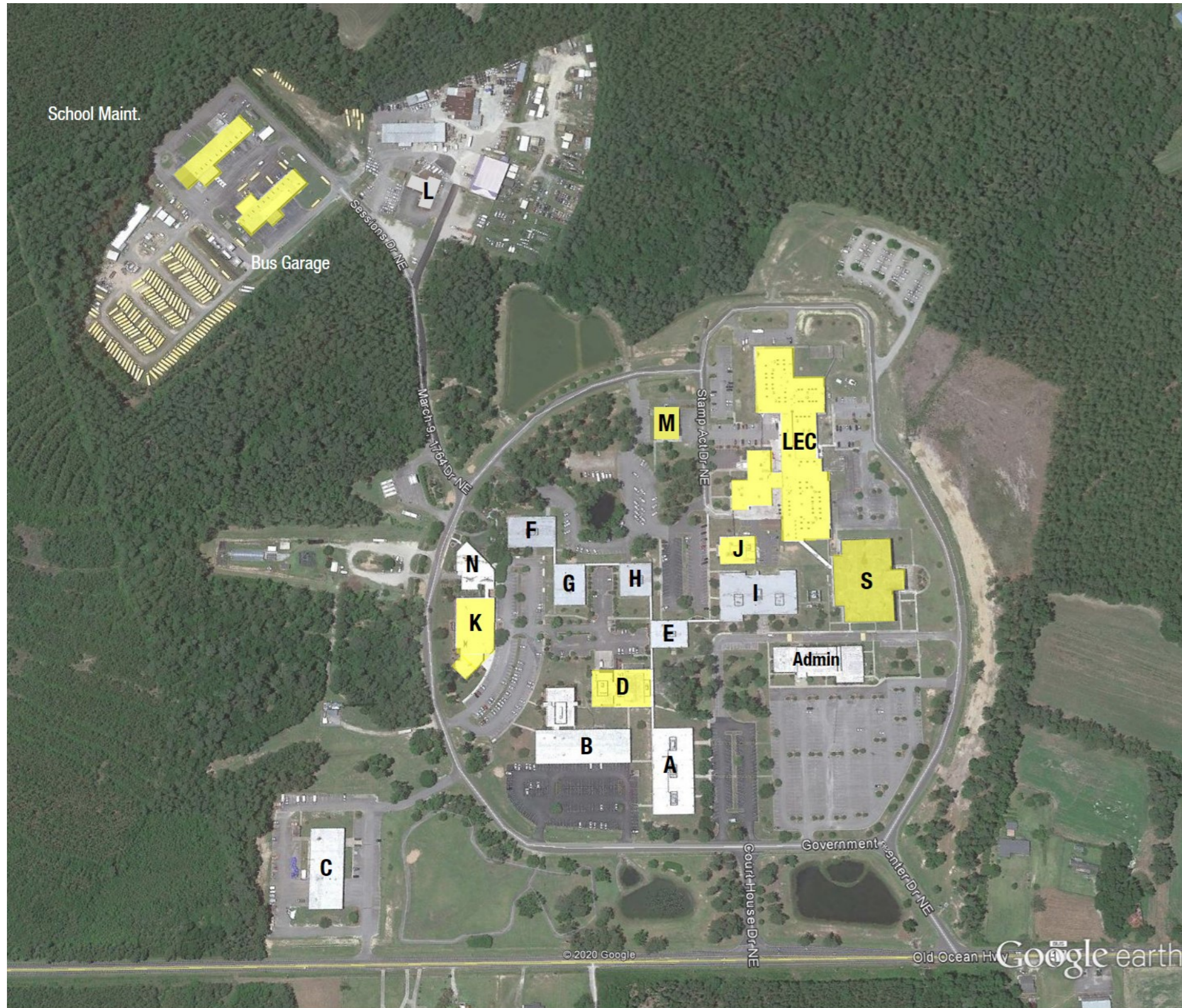
### DOCUMENT SCANNING SUPPORT



McGee Reprographics



# Existing Campus Map

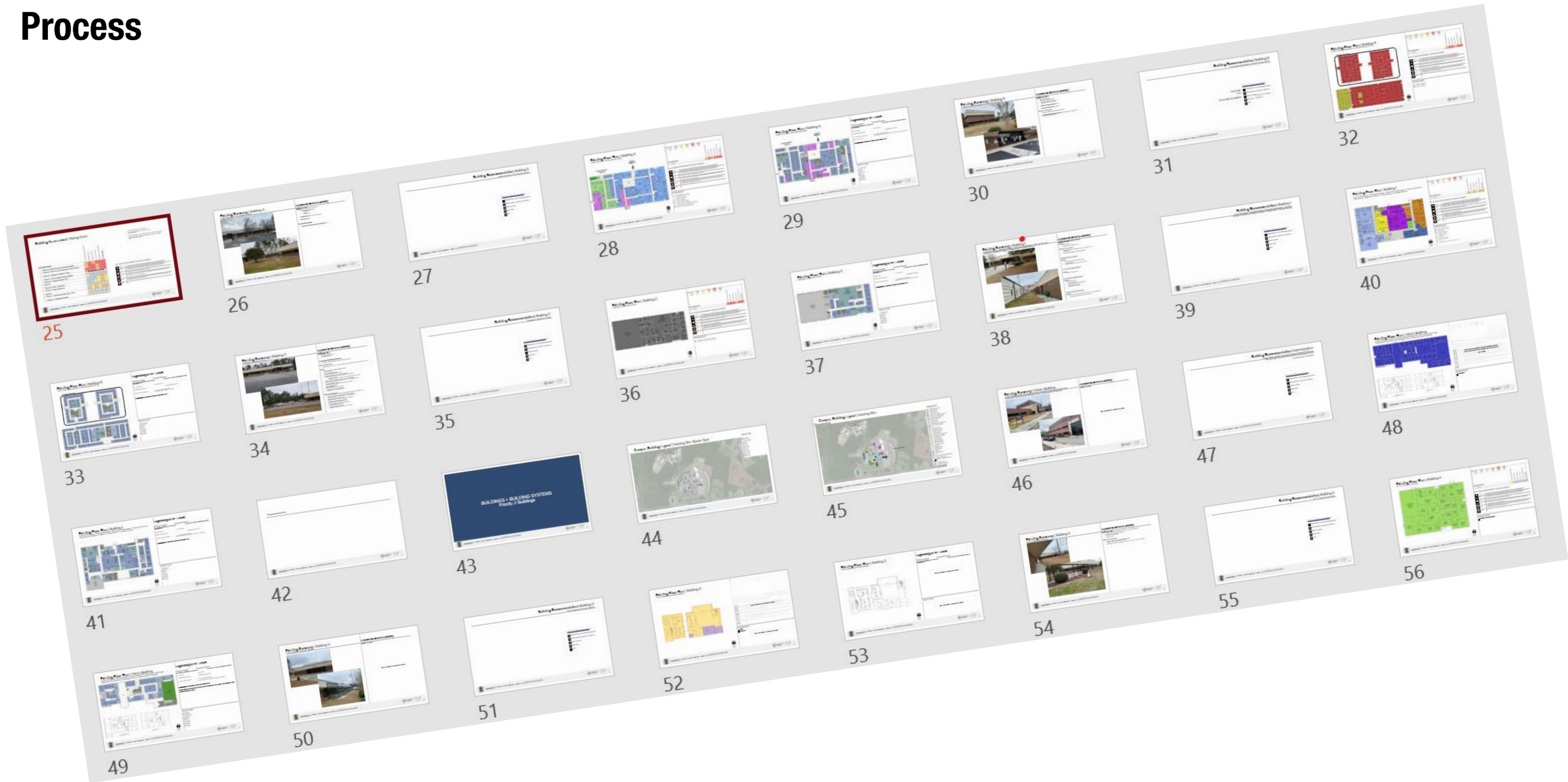


## SUCCESS FACTORS:

1. Maintain good public access (manage traffic, parking and signage/wayfinding)
2. Ingress/egress off of Galloway Road
3. Get heavy equipment in/out of back of property away from public
4. Give the complex more of a “campus feel”
5. Improve overall safety
6. Provide building recommendations on any that are at their “end of useful life”
7. Conduct a utilities age check
8. Insure flexibility of program spaces
9. Improve office space efficiency
10. Create an overall nice place to work and do business



# Process



# Building Assessment | Rating Chart

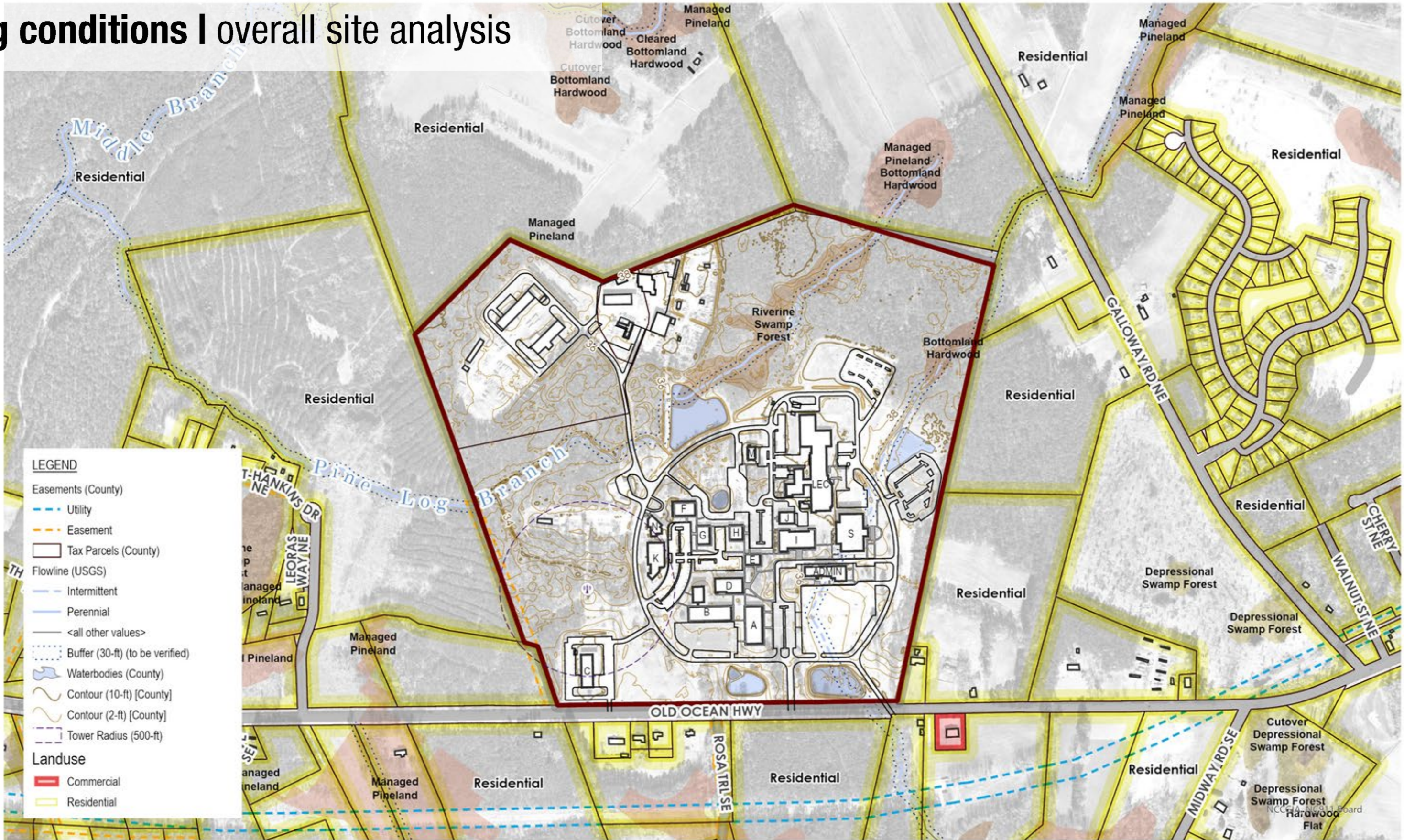
| Full Facility Review |  | Site Access (Staff and Public) | Staff Work Flow                | Space Utilization | Security / Privacy | Capacity for Staff Growth | Overall Rating |
|----------------------|--|--------------------------------|--------------------------------|-------------------|--------------------|---------------------------|----------------|
| 1                    | Building A – Health Services / Environmental Health  | 4                              | 5                              | 4                 | 5                  | 5                         | 5              |
| 2                    | Building B – Public Housing/ Department of Social Services   | 4                              | 5                              | 5                 | 4                  | 5                         | 5              |
| 3                    | Building C – Emergency Operations Center   | 5                              | 5                              | 4                 | 4                  | 5                         | 5              |
| 4                    | Building D – Public Assembly Building/Cafeteria  |                                | Not included in scope of study |                   |                    |                           |                |
| 5                    | Building E – Computer Services / M.I.S.  | 3                              | 2                              | 2                 | 2                  | 4                         | 2              |
| 6                    | Building F – Farm Service Agency / Soil + Water Conservation /<br>USDA Rural Development / Veteran Services  | 2                              | 2                              | 2                 | 3                  | 4                         | 3              |
| 7                    | Building G – Parks + Recreation  | 2                              | 2                              | 3                 | 3                  | 4                         | 3              |
| 8                    | Building H – Board of Elections  | 5                              | 3                              | 4                 | 3                  | 5                         | 4              |
| 9                    | Building I – Central Permitting / Code Administration / Economic Development + Planning<br>Services / Engineering / Register of Deeds / Utilities Billing + Customer Service | 4                              | 3                              | 4                 | 3                  | 4                         | 4              |
| 10                   | Building L – Maintenance Administration Office   | 4                              | 2                              | 3                 | 3                  | 4                         | 3              |
| 11                   | Building N – Cooperative Extension   | 2                              | 3                              | 3                 | 2                  | 4                         | 3              |

## BUILDING ASSESSMENT RATING LEGEND

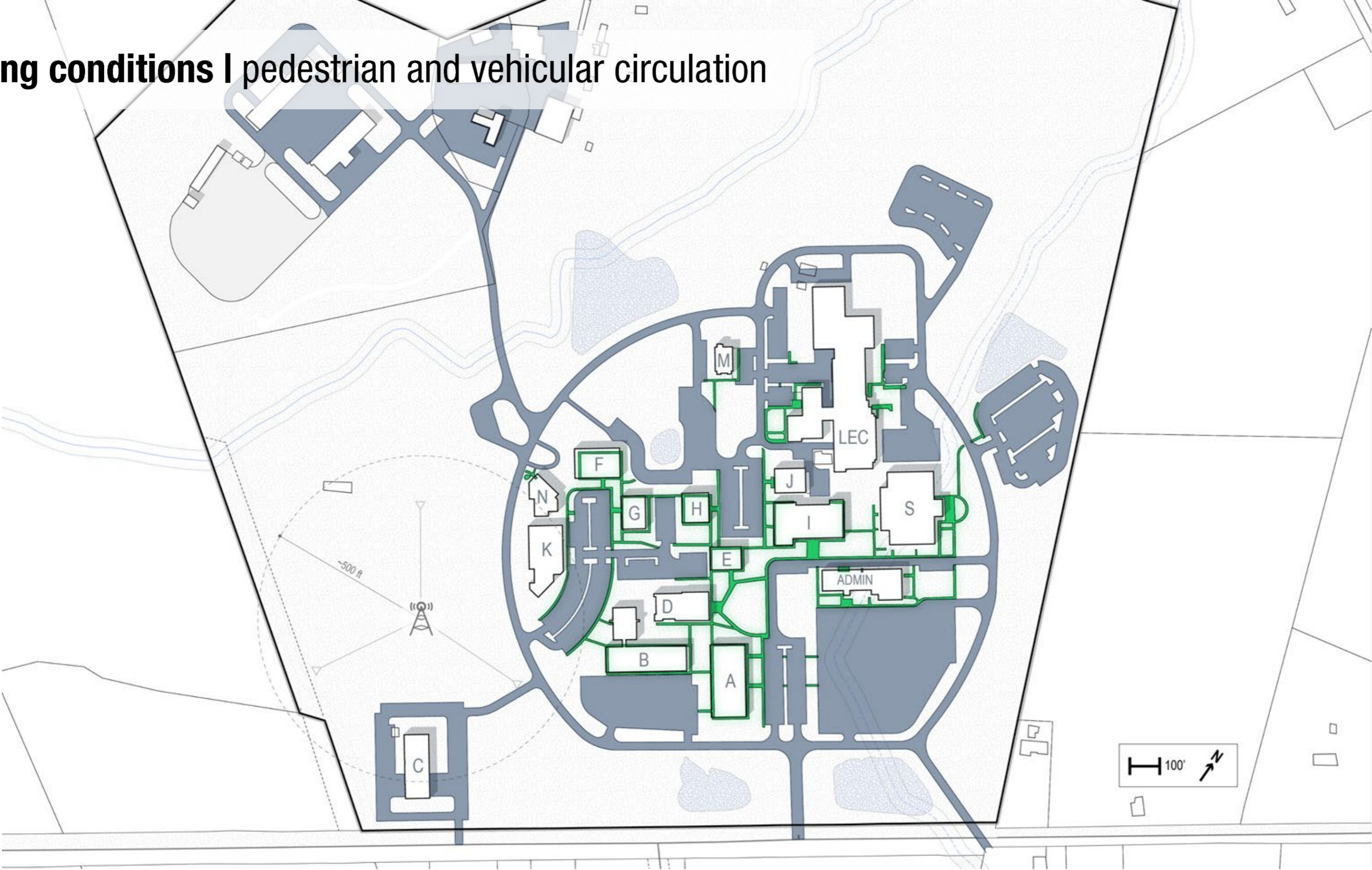
|     |          |  |
|-----|----------|--|
| 1   | Superior | The configuration, layout, type of functional components, and respective capacities are reflective of modern design and construction techniques. The facility essentially exceeds the design intent and occupants' daily operational needs.  |
| 2   | Good     | The configuration, layout, type of functional components, and respective capacities are reflective of modern design and construction techniques. The facility essentially meets the design intent and occupants' daily operational needs.  |
| 3   | Fair     | The configuration, layout, type of functional components, and respective capacities generally meet occupant needs. It would not be cost effective to mitigate or correct the deficiencies or issues noted.   |
| 4   | Poor     | The configuration, layout, type of functional components, and respective capacities barely meet the functional and operational needs of the occupants. The facility would require significant renovation expense and it would be very difficult and/or costly to significantly mitigate or correct the noted deficiencies.             |
| 5   | Critical | The configuration, layout, type of functional components, and respective capacities fail to meet the functional and operational needs of the occupants. These deficiencies inflict a significant negative impact to the daily operations and efficiencies, and it is not feasible to substantially mitigate or correct the deficiency. |
| N/A | None     | The program component is non-existing or non-applicable to the facility.   |



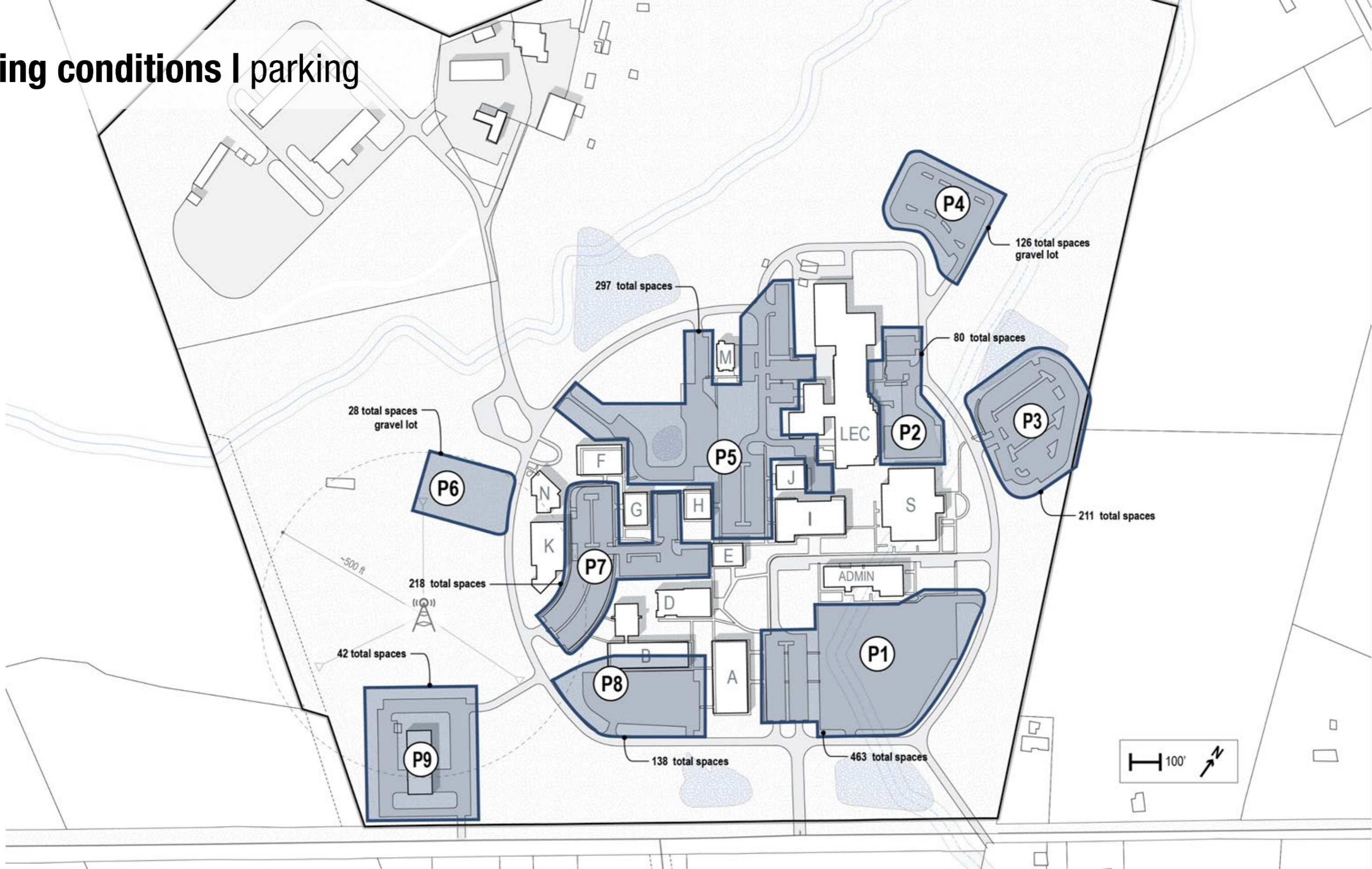
# existing conditions | overall site analysis



existing conditions | pedestrian and vehicular circulation



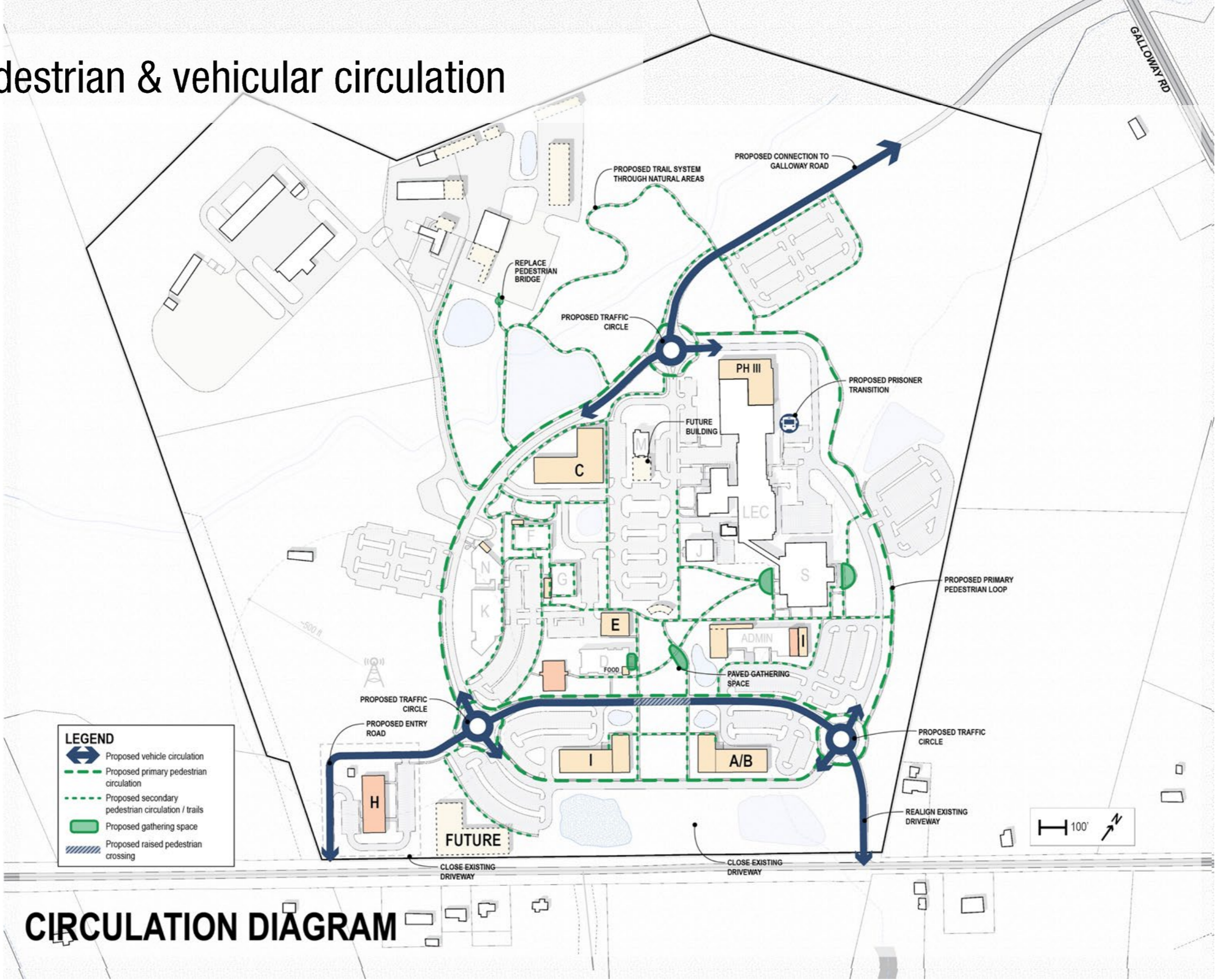
existing conditions | parking



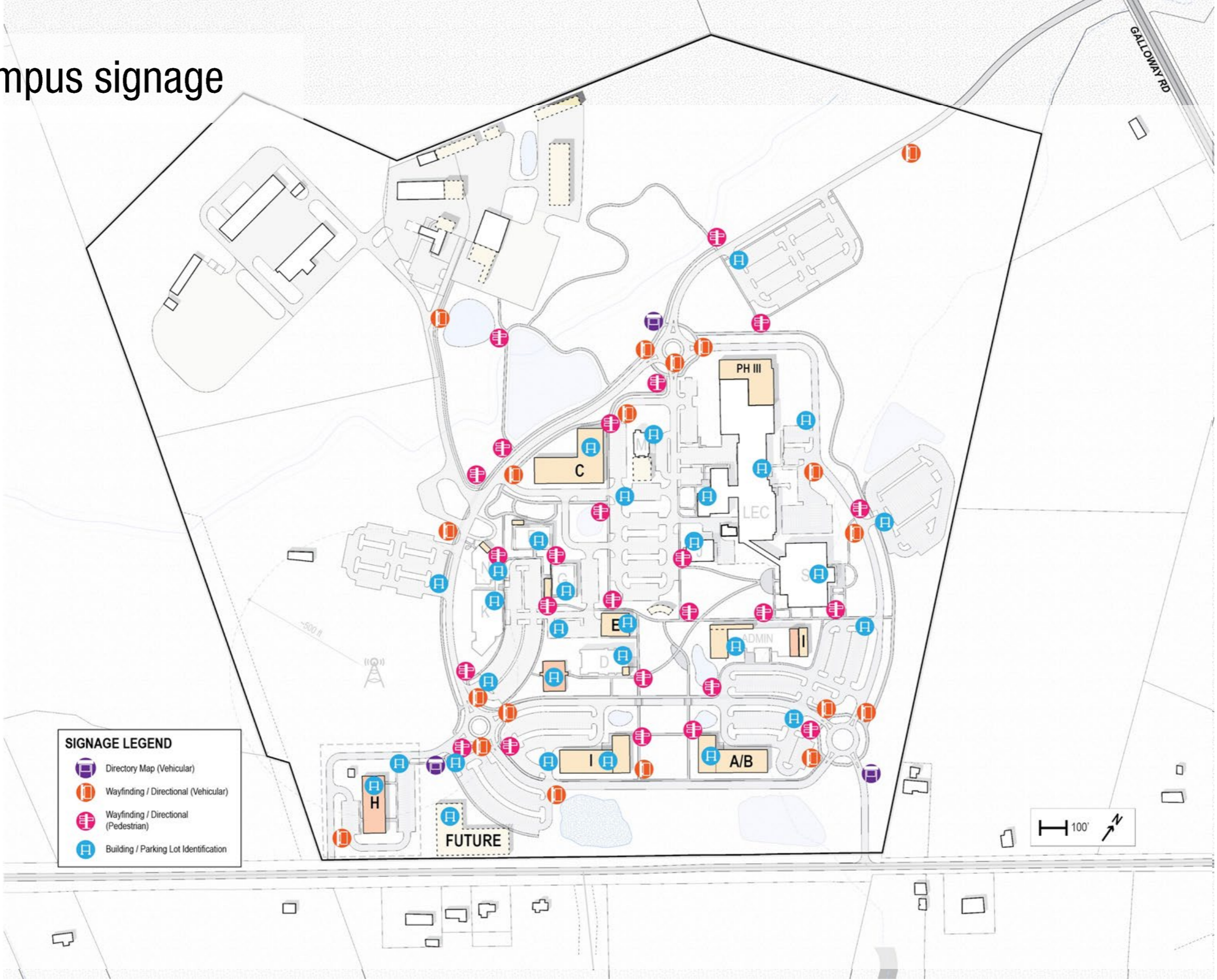
master plan | illustrative plan



# master plan | pedestrian & vehicular circulation



master plan | campus signage



## master plan | signage hierarchy

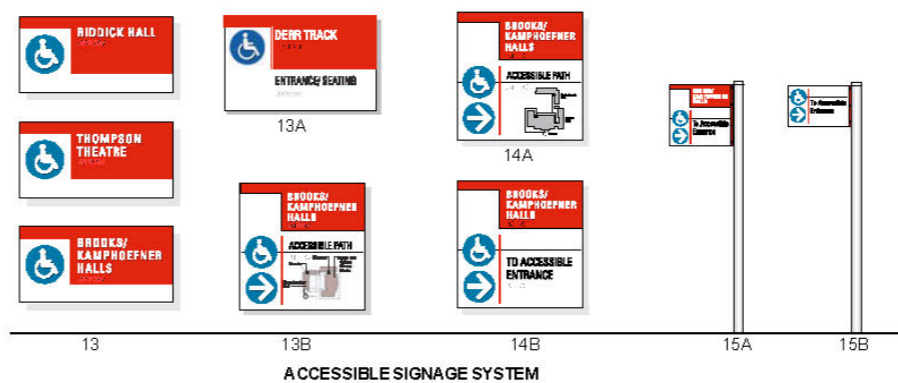
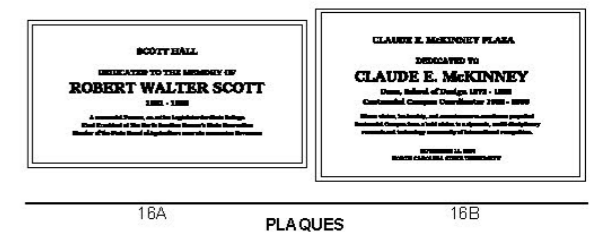
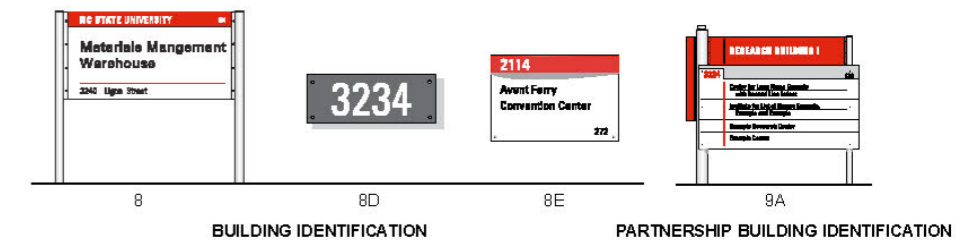
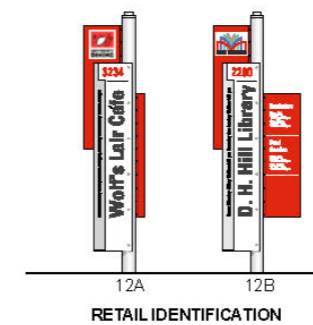
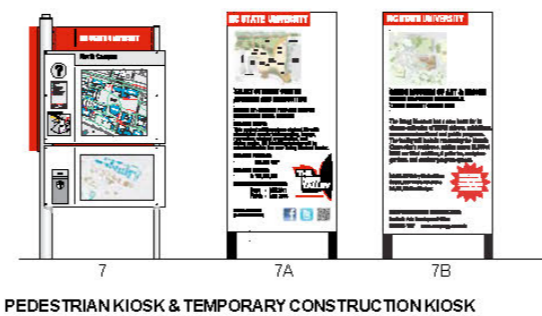
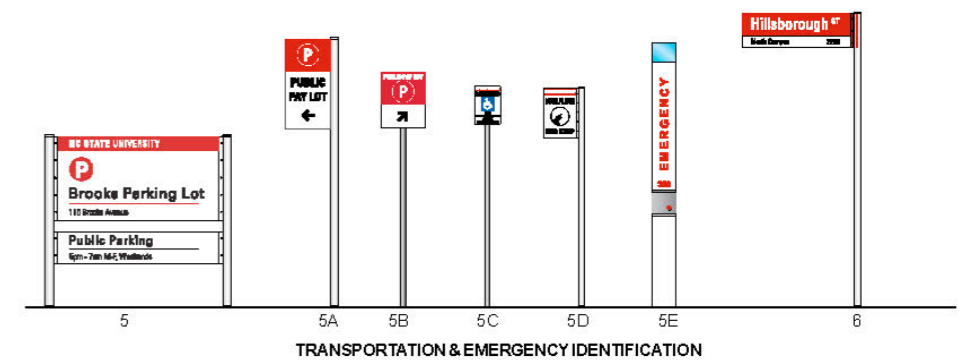
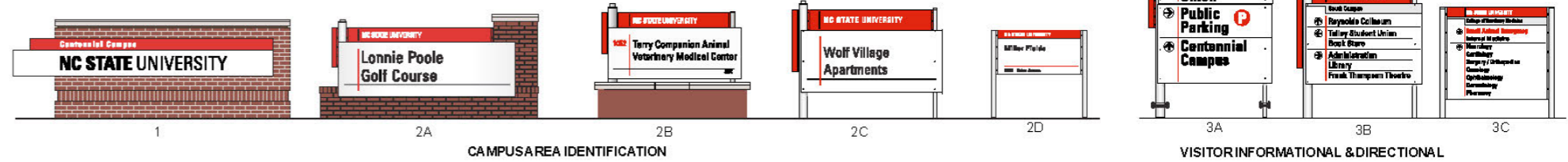


### Gateway Signage



## Vehicular Signage

## Pedestrian Signage



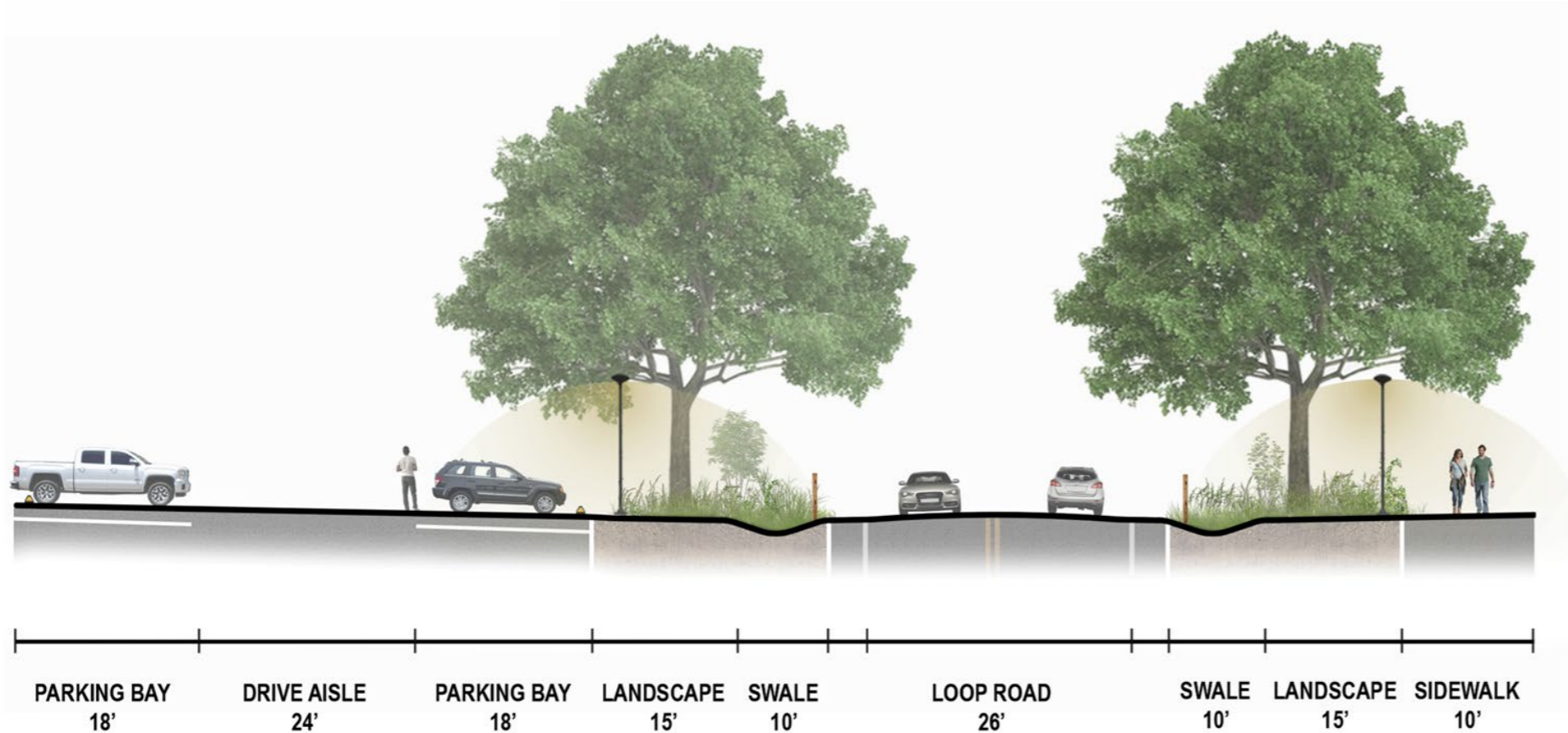
# parking | parking by area

parking by area

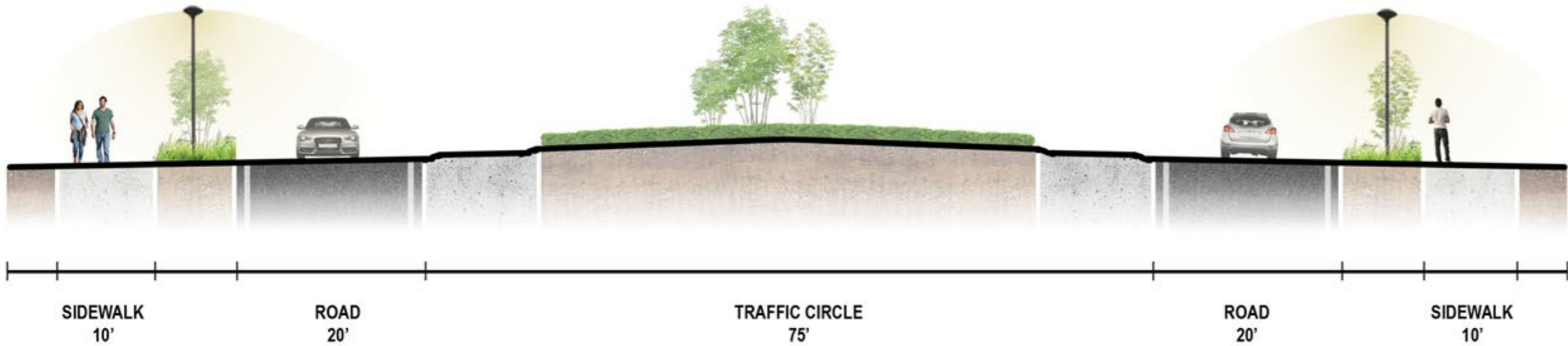
| Lot Name | Existing | Proposed | Net Change |
|----------|----------|----------|------------|
| P1       | 463      | 233      | -230       |
| P2       | 80       | 80       | 0          |
| P3       | 211      | 211      | 0          |
| P4       | 126      | 275      | +149       |
| P5       | 297      | 337      | +40        |
| P6       | 28       | 145      | +117       |
| P7       | 218      | 218      | 0          |
| P8       | 138      | 102      | -36        |
| P9       | 42       | 78       | +36        |
| P10      | 0        | 123      | +123       |
| Total    | 1603     | 1802     | +199       |



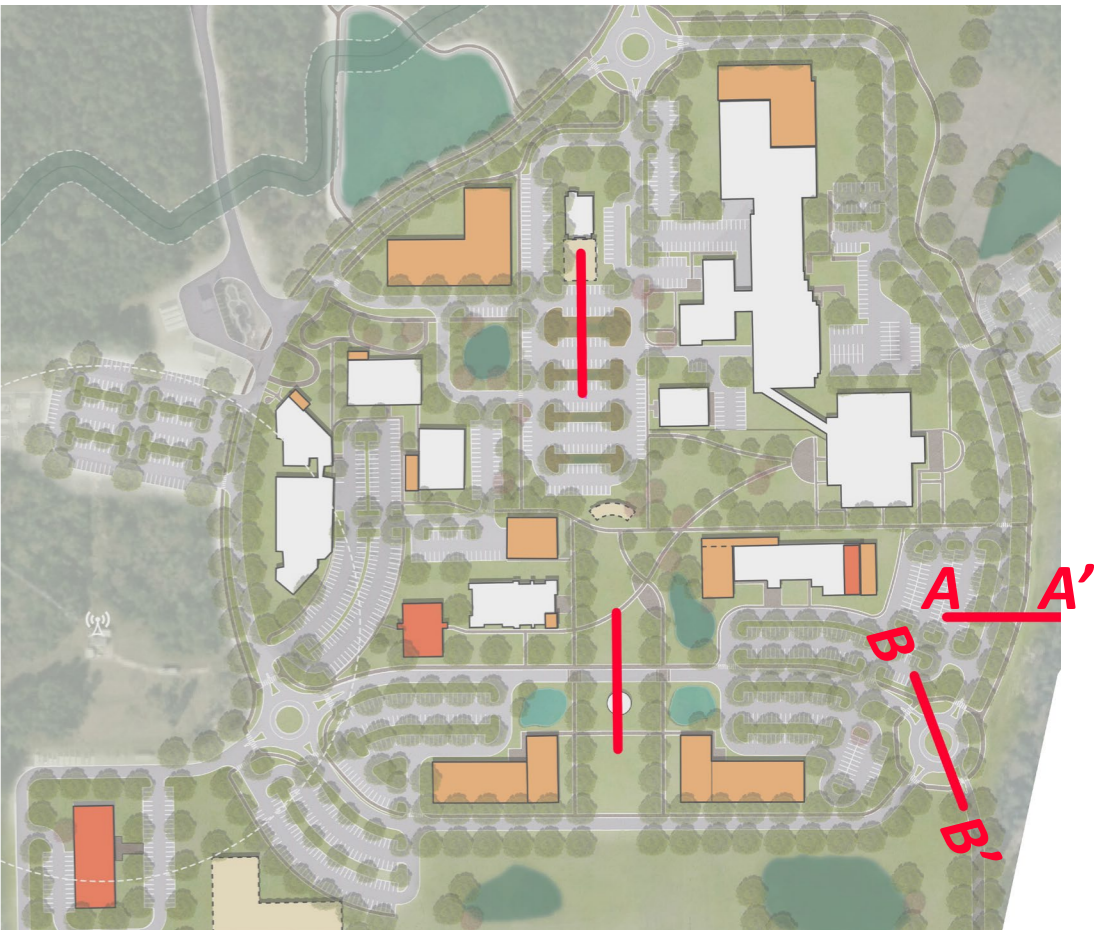
master plan | site sections



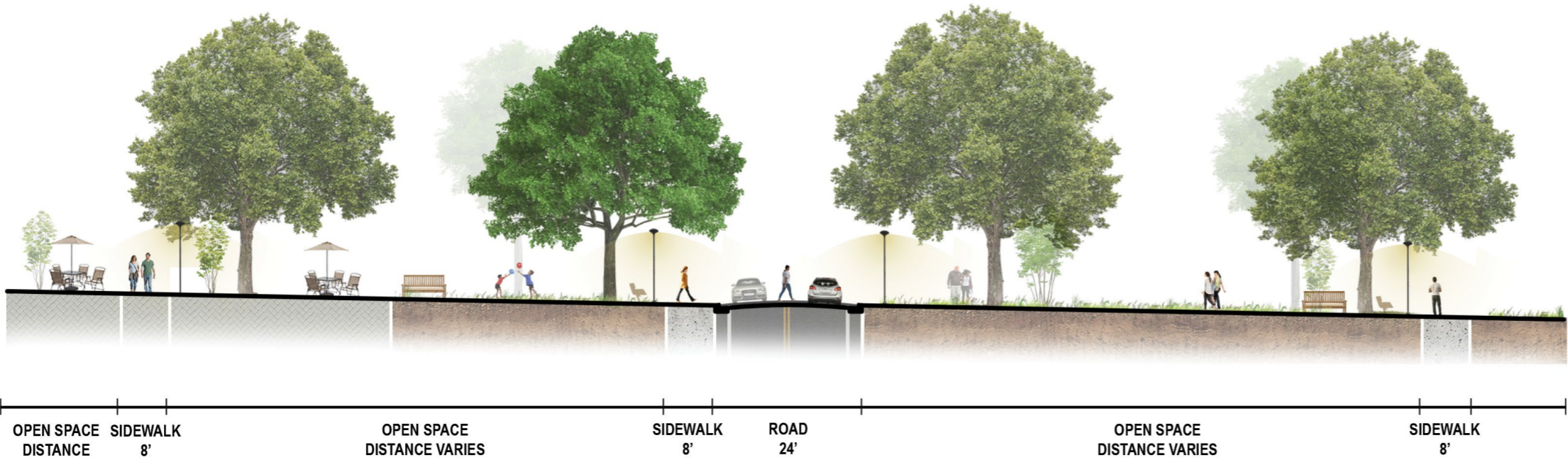
Section A-A



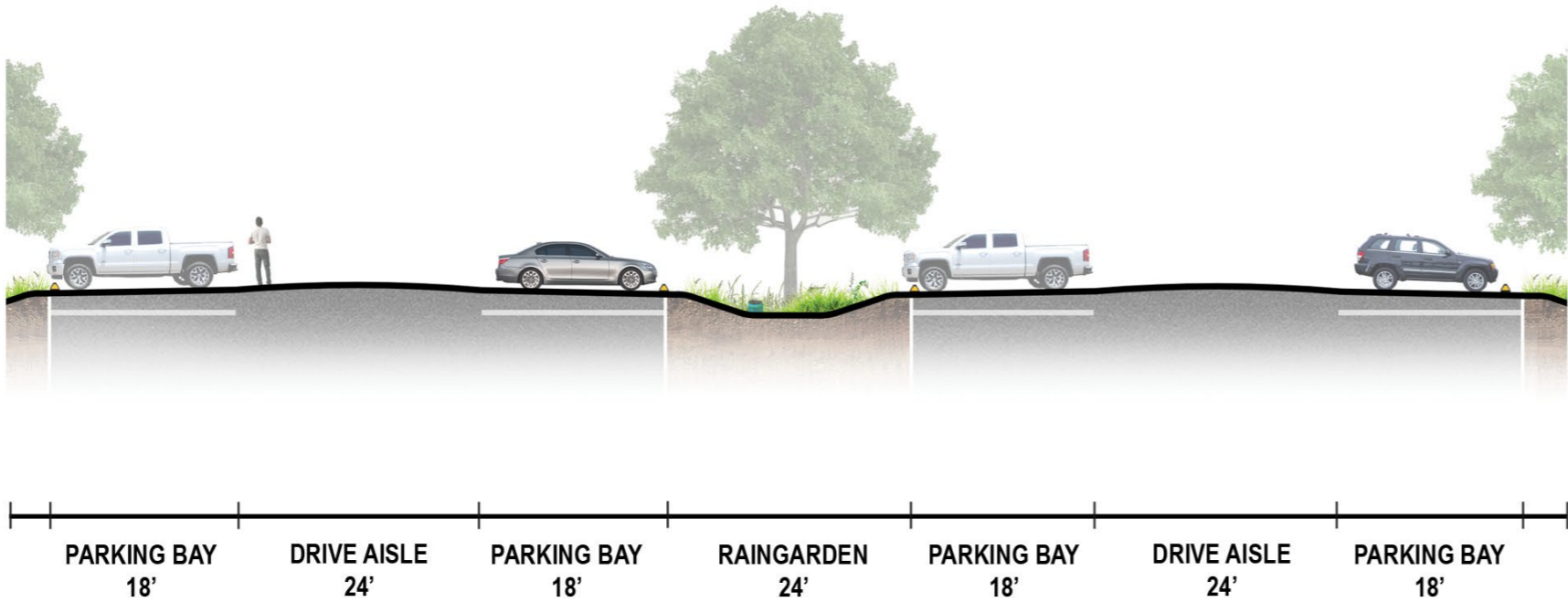
Section B-B



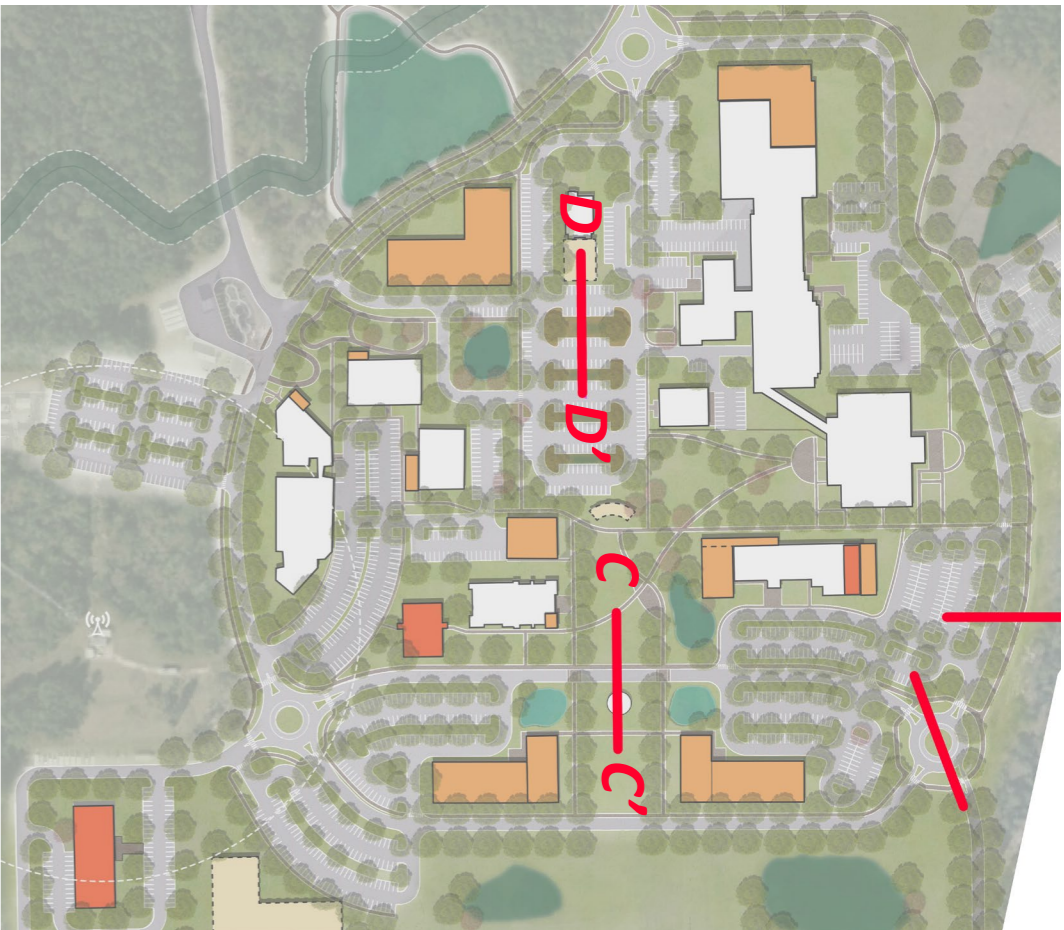
# master plan | site sections



Section C-C



Section D-D



# MASTER PLAN PHASING PLANS



**LEGEND**

- Proposed open space
- Proposed prisoner transition
- Proposed building or building expansion
- Proposed building renovation
- Proposed future building (5+ years)
- Building to be removed
- Proposed parking area
- Proposed pedestrian path
- Proposed vehicular circulation

**BUILDING LEGEND**

| ADMIN | County Manager/Deputy County Manager  |
|-------|---|
| 3rd   | Public Information Officer  |
| 3rd   | Human Resources   |
| 3rd   | Risk Manager  |
| 3rd   | County Attorney/Asst. County Attorney                                       |
| 2nd   | Finance   |
| 1st   | Clerk to the Board of Commissioners   |
| 1st   | Commissioners's Chambers  |
| 1st   | Tax Administration/Revenue/GIS  |
|       | Mailroom  |
| A     | Health/Environmental Health   |
| B     | Social Services   |
|       | Public Housing  |
| C     | Emergency Operations Center   |
|       | Emergency Medical Services  |
|       | Emergency Management  |
|       | Public Assembly Building  |
| D     | Center Café   |
|       | Housekeeping  |
| E     | MIS (Computer Services)   |
|       | Veteran Services  |
| F     | Farm Service Agency   |
|       | Soil & Water Conservation   |
|       | USDA Rural Development  |
| G     | Parks & Recreation  |
| H     | Employee Wellness Clinic  |
|       | Board of Elections  |
|       | Economic Development & Planning Services                                    |
|       | Central Permitting  |
| I     | Code Administration   |
|       | Engineering   |
|       | Utilities Billing & Customer Service  |
|       | Register of Deeds / Passports   |
| J     | 911 Communications Center   |
| K     | Board of Education  |
|       | Operation Services  |
| L     | Recycling/Solid Waste   |
|       | Vector (Mosquito) Control   |
| M     |   |
| N     | Cooperative Extension   |
|       | Courthouse  |
|       | Clerk of Court  |
|       | Criminal Division   |
|       | Civil Division/Child Support/Juvenile Estates/Spec. Proceedings/Bookkeeping |
|       | District Attorney   |
| S     | Community Service Work Program  |
|       | Guardian Ad litem Program   |
|       | Hope Harbor Victim Advocate Office  |
|       | Juvenile Services   |
|       | Magistrate's Office   |
|       | Probation & Parole  |
|       | NC Highway Patrol   |
|       | Law Enforcement Center  |
| LEC   | Sheriff's Office  |
|       | Detention Center  |

| BUILDING LEGEND    |   |
|--------------------|---|
| ADMIN              | County Manager/Deputy County Manager        |
|                    | 3rd Public Information Officer              |
|                    | 3rd Human Resources                         |
|                    | 3rd Risk Manager                            |
|                    | 3rd County Attorney/Asst. County Attorney   |
|                    | 2nd Finance                                 |
|                    | 1st Clerk to the Board of Commissioners     |
|                    | 1st Commissioners's Chambers                |
|                    | 1st Tax Administration/Revenue/GIS Mailroom |
| A                  | Health/Environmental Health                 |
| B                  | Social Services                             |
|                    | Public Housing                              |
| C                  | Emergency Operations Center                 |
|                    | Emergency Medical Services                  |
|                    | Emergency Management                        |
| D                  | Public Assembly Building                    |
|                    | Center Café                                 |
|                    | Housekeeping                                |
| E                  | MIS (Computer Services)                     |
| F                  | Veteran Services                            |
|                    | Farm Service Agency                         |
|                    | Soil & Water Conservation                   |
|                    | USDA Rural Development                      |
| G                  | Parks & Recreation                          |
| H                  | Employee Wellness Clinic                    |
|                    | Board of Elections                          |
| I                  | Economic Development & Planning Services    |
|                    | Central Permitting                          |
|                    | Code Administration                         |
|                    | Engineering                                 |
|                    | Utilities Billing & Customer Service        |
| J                  | Register of Deeds / Passports               |
| K                  | 911 Communications Center                   |
| L                  | Board of Education                          |
|                    | Operation Services                          |
|                    | Recycling/Solid Waste                       |
| M                  | Vector (Mosquito) Control                   |
| N                  |   |
| S                  | Cooperative Extension                       |
|                    | Courthouse                                  |
|                    | Clerk of Court                              |
|                    | Criminal Division                           |
|                    | Civil Division/Child Support/Juvenile       |
|                    | Estates/Spec. Proceedings/Bookkeeping       |
|                    | District Attorney                           |
|                    | Community Service Work Program              |
|                    | Guardian Ad litem Program                   |
|                    | Hope Harbor Victim Advocate Office          |
|                    | Juvenile Services                           |
|                    | Magistrate's Office                         |
| Probation & Parole |   |
| NC Highway Patrol  |   |
| LEC                | Law Enforcement Center                      |
|                    | Sheriffs Office                             |
|                    | Detention Center                            |



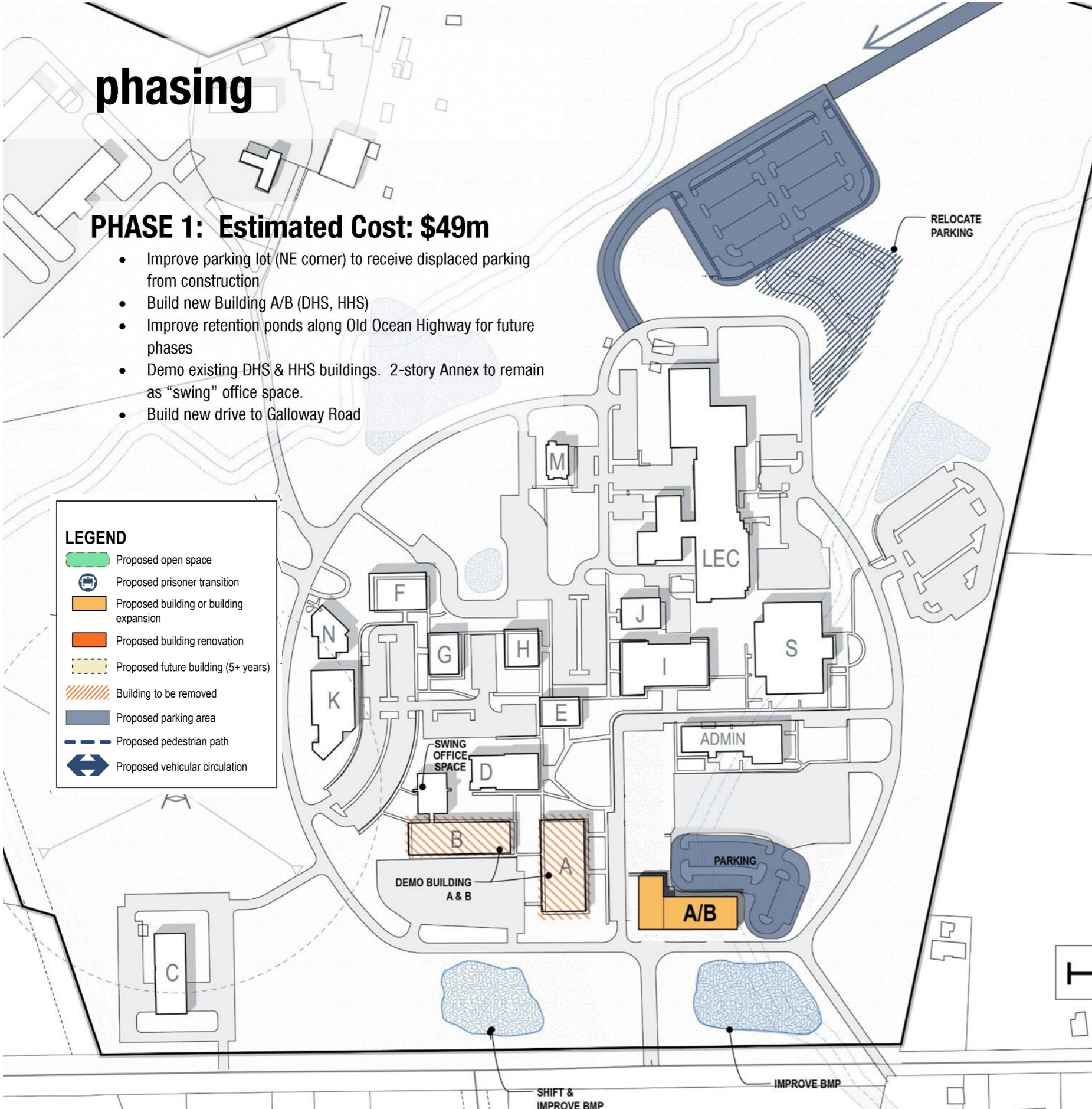
# phasing

## PHASE 1: Estimated Cost: \$49m

- Improve parking lot (NE corner) to receive displaced parking from construction
- Build new Building A/B (DHS, HHS)
- Improve retention ponds along Old Ocean Highway for future phases
- Demo existing DHS & HHS buildings. 2-story Annex to remain as “swing” office space.
- Build new drive to Galloway Road

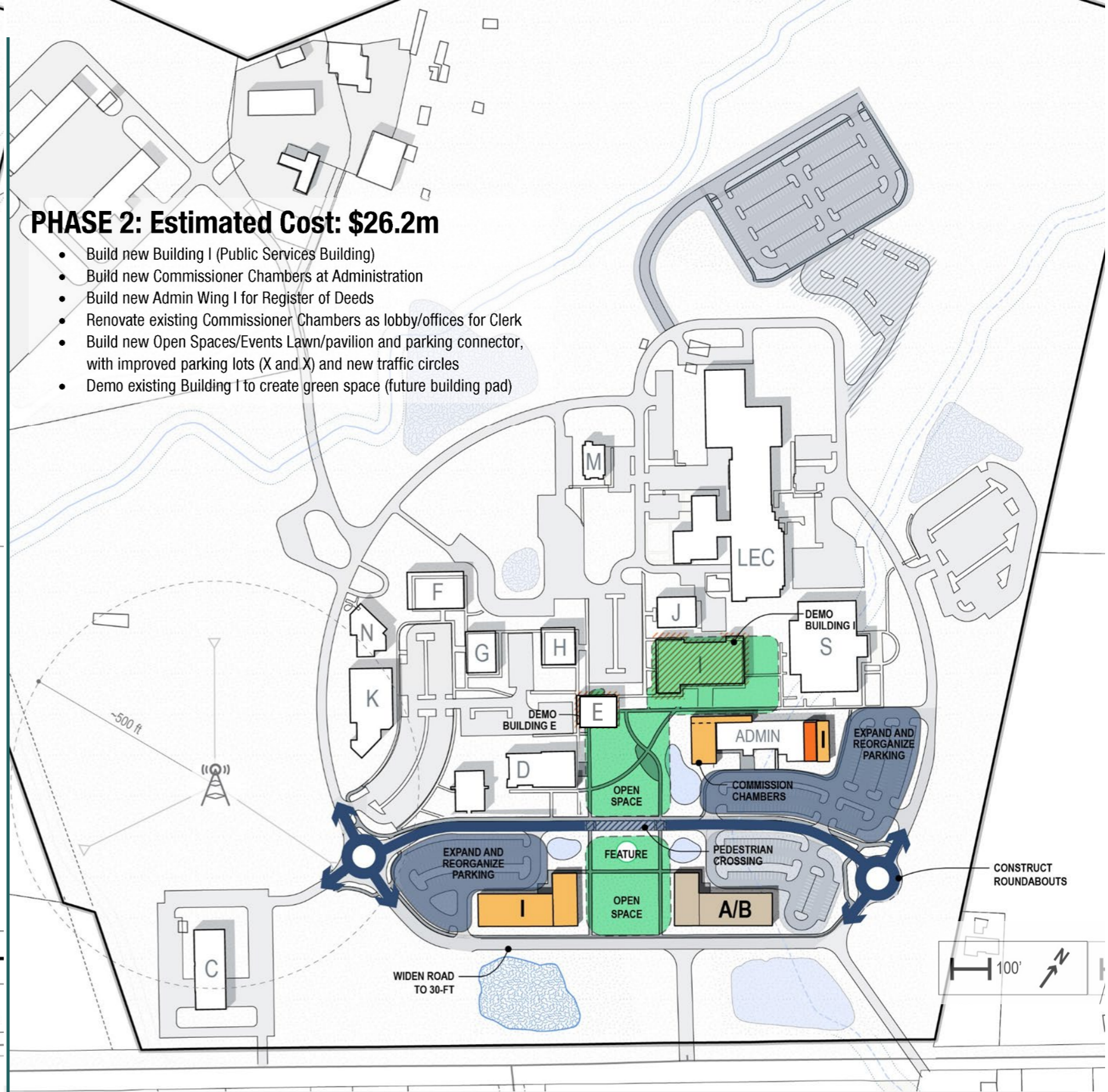
### LEGEND

- Proposed open space
- Proposed prisoner transition
- Proposed building or building expansion
- Proposed building renovation
- Proposed future building (5+ years)
- Building to be removed
- Proposed parking area
- Proposed pedestrian path
- Proposed vehicular circulation



## PHASE 2: Estimated Cost: \$26.2m

- Build new Building I (Public Services Building)
- Build new Commissioner Chambers at Administration
- Build new Admin Wing I for Register of Deeds
- Renovate existing Commissioner Chambers as lobby/offices for Clerk
- Build new Open Spaces/Events Lawn/pavilion and parking connector, with improved parking lots (X and X) and new traffic circles
- Demo existing Building I to create green space (future building pad)



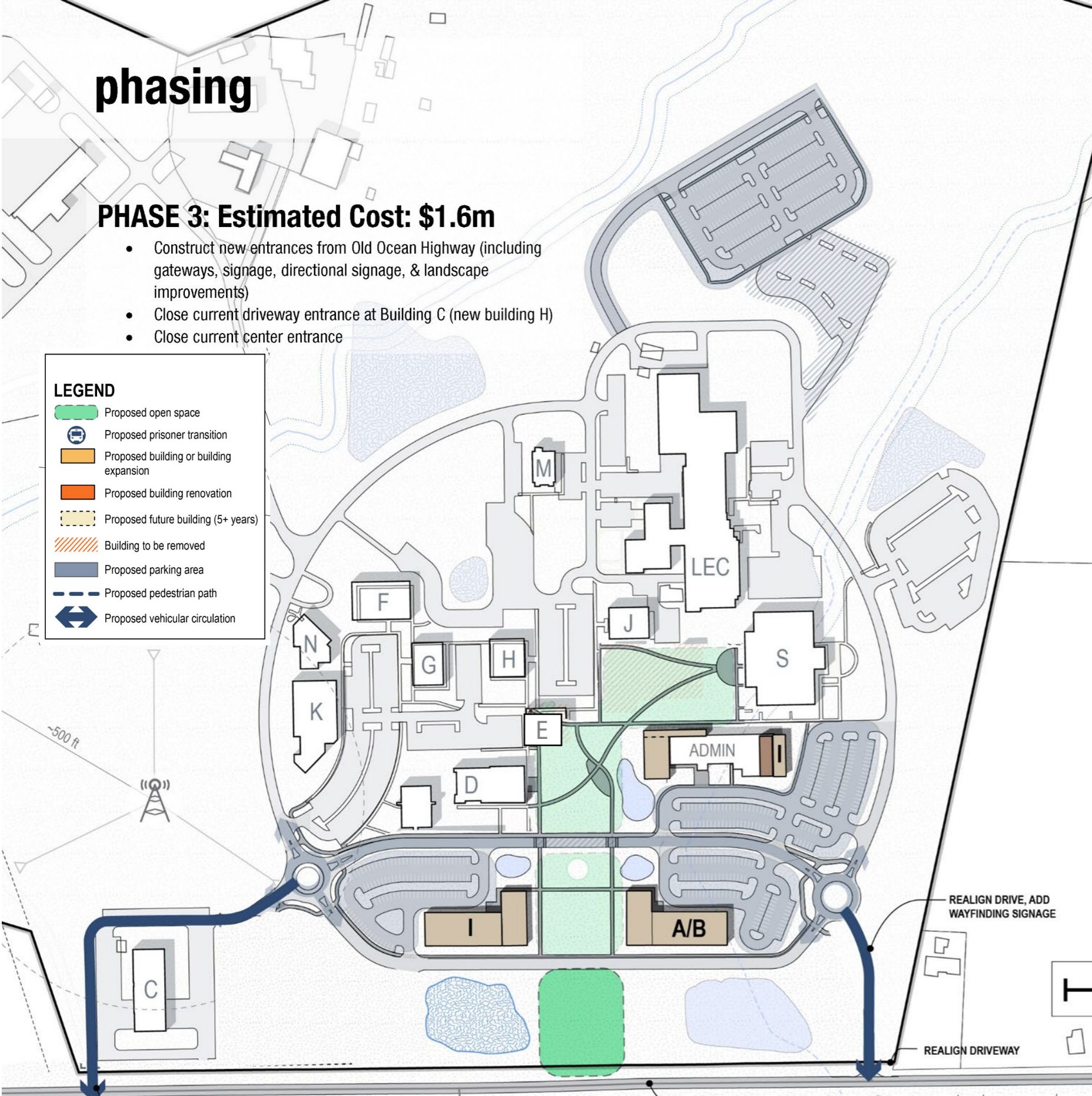
# phasing

## PHASE 3: Estimated Cost: \$1.6m

- Construct new entrances from Old Ocean Highway (including gateways, signage, directional signage, & landscape improvements)
- Close current driveway entrance at Building C (new building H)
- Close current center entrance

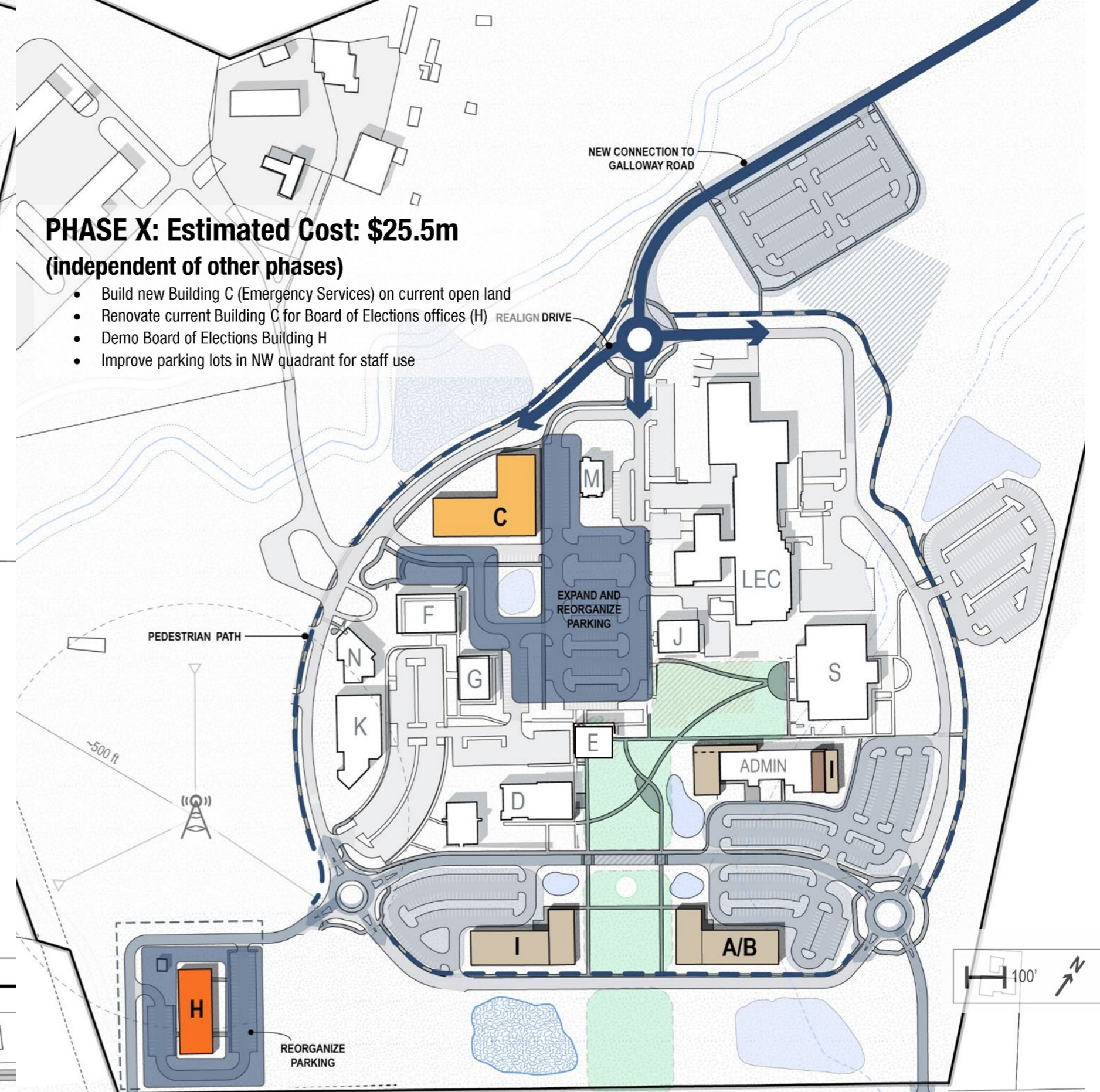
**LEGEND**

- Proposed open space
- Proposed prisoner transition
- Proposed building or building expansion
- Proposed building renovation
- Proposed future building (5+ years)
- Building to be removed
- Proposed parking area
- Proposed pedestrian path
- Proposed vehicular circulation



## PHASE X: Estimated Cost: \$25.5m (independent of other phases)

- Build new Building C (Emergency Services) on current open land
- Renovate current Building C for Board of Elections offices (H)
- Demo Board of Elections Building H
- Improve parking lots in NW quadrant for staff use



# phasing

## PHASE OPTIONAL/FUTURE: Estimated Cost: \$36.4m

- Provide Prisoner Transition Space within LEC to accommodate discharged prisoners until their transportation arrives
- Building B Annex: Minor renovation for swing space
- Build new Vehicle Storage Building in current service yard to accommodate Emergency Services vehicles & storage needs
- Building D Food Service: Addition & renovations
- Building E: Addition & renovations
- Building F: Addition & renovations
- Building G: Addition & renovations (or address storage needs elsewhere), renovate
- Building N: Addition & renovations

LEGEND

Proposed open space

Proposed prisoner transition

Proposed building or building expansion

Proposed building renovation

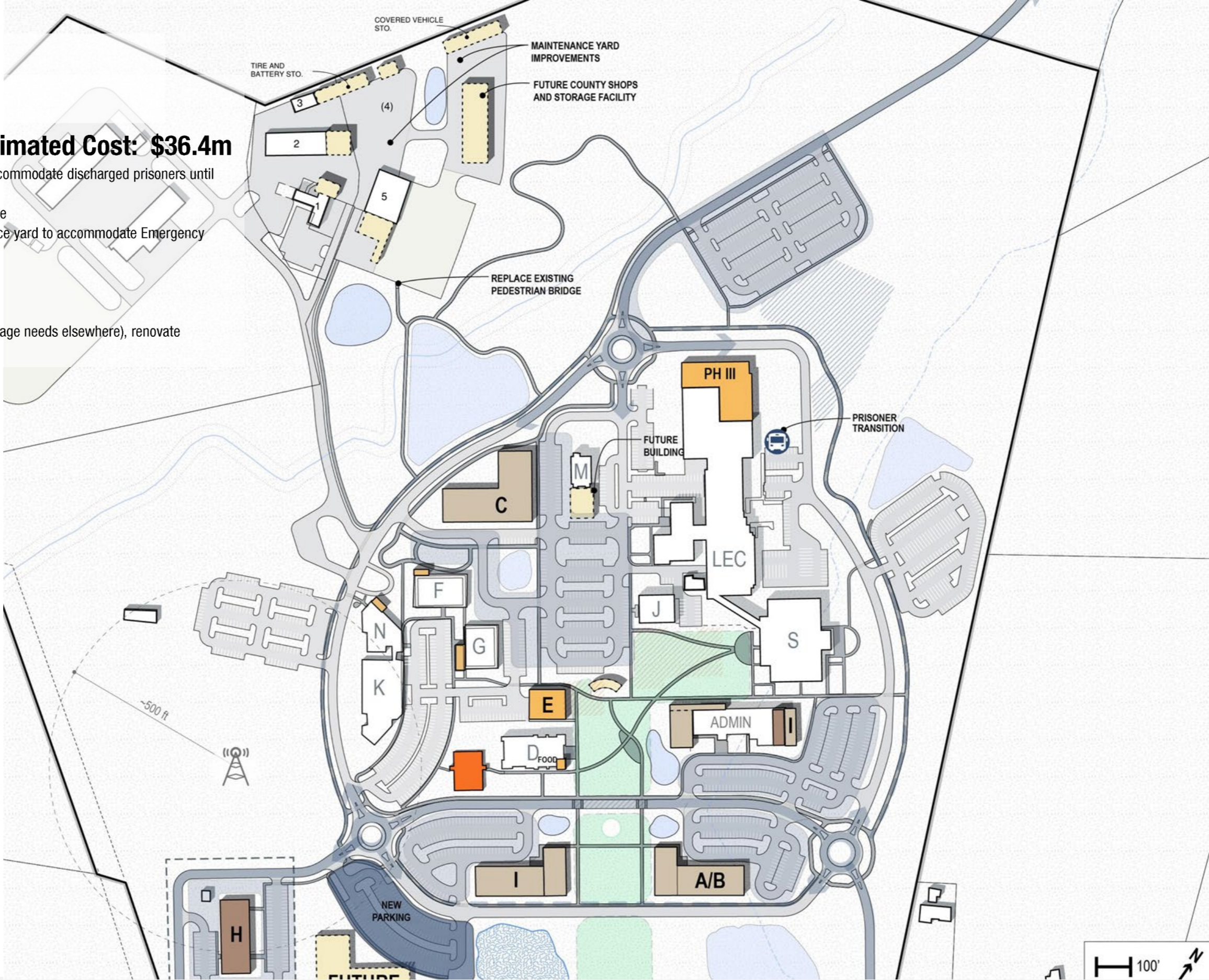
Proposed future building (5+ years)

Building to be removed

Proposed parking area

Proposed pedestrian path

Proposed vehicular circulation

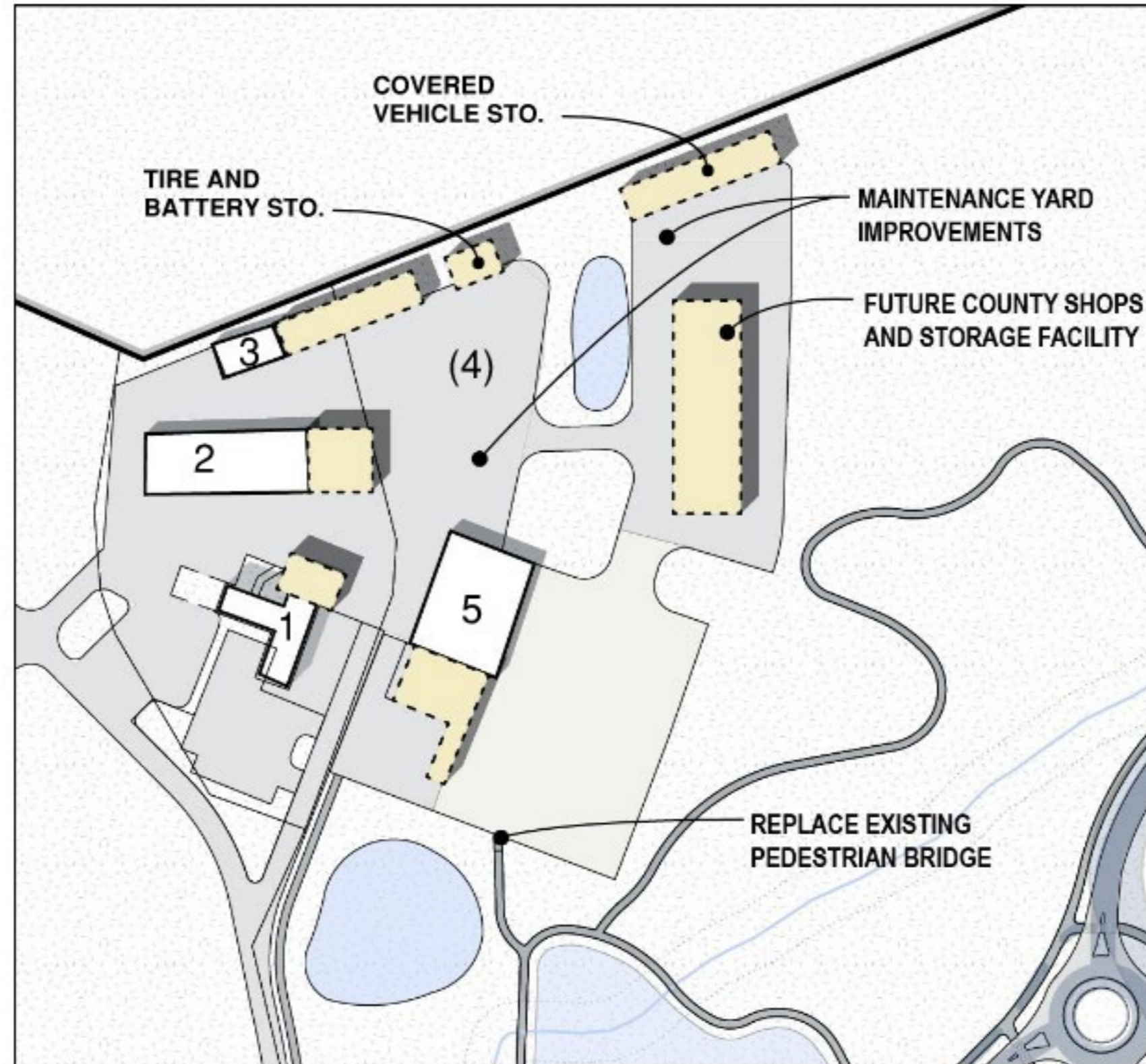


# phasing

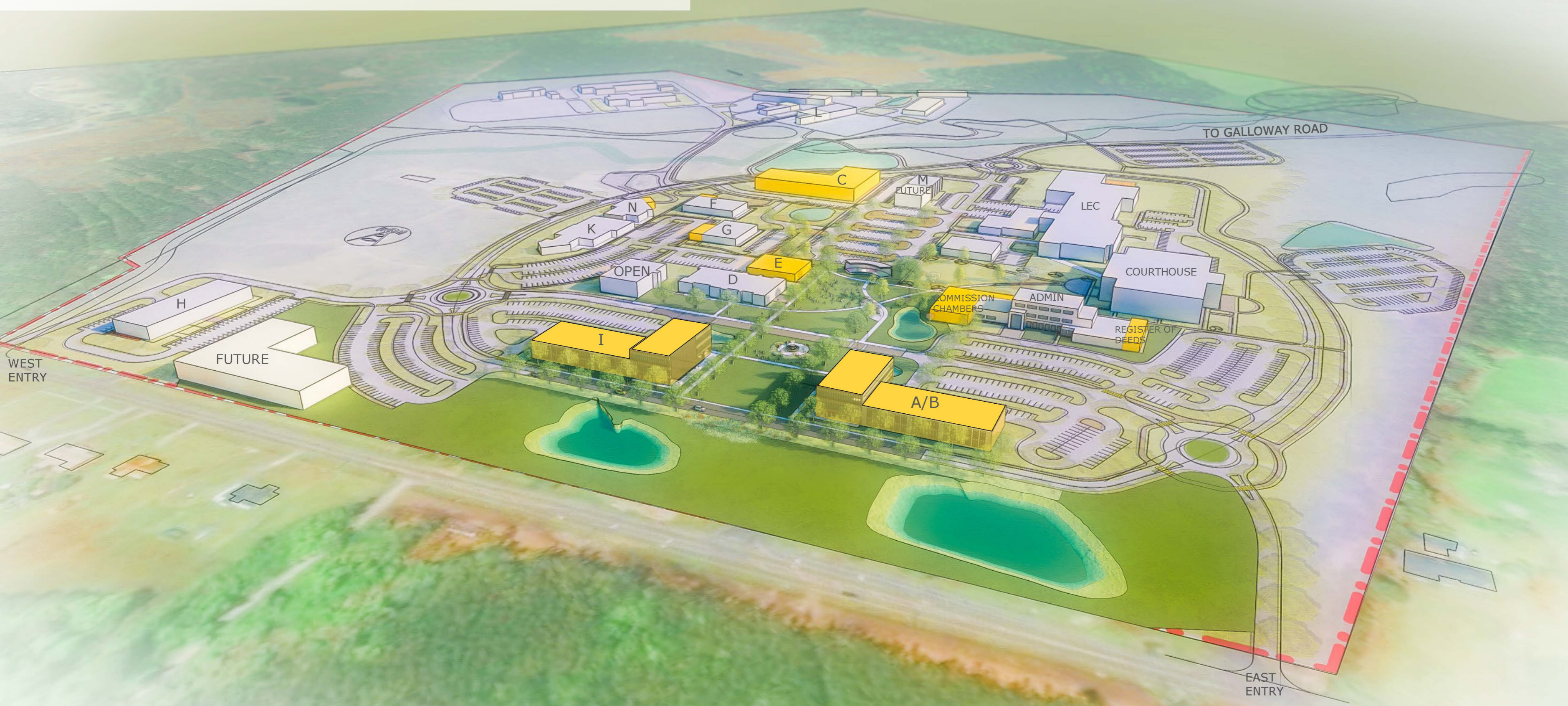
## MAINTENANCE IMPROVEMENTS:

**ESTIMATED COST: \$37.3M**

- Building 1: Administration Additions and Renovations
- Building 2: Fleet Services Additions and Renovations
- Building 3: Convert to Fleet Services and Expand with Addition and Renovations
- Tire/Battery Storage Building
- Building 4: Shop (demolish existing)
- Building 5: Warehouse (9,700 s.f.)
- Renovate Office Area
- Expand footprint for more storage
- New Covered Loading Dock
- New Shop/Storage Building
- Covered Vehicle Storage
- Site Improvements: paving, demolition
- New bridge and footpath to main campus



master plan concept rendering | site aerial



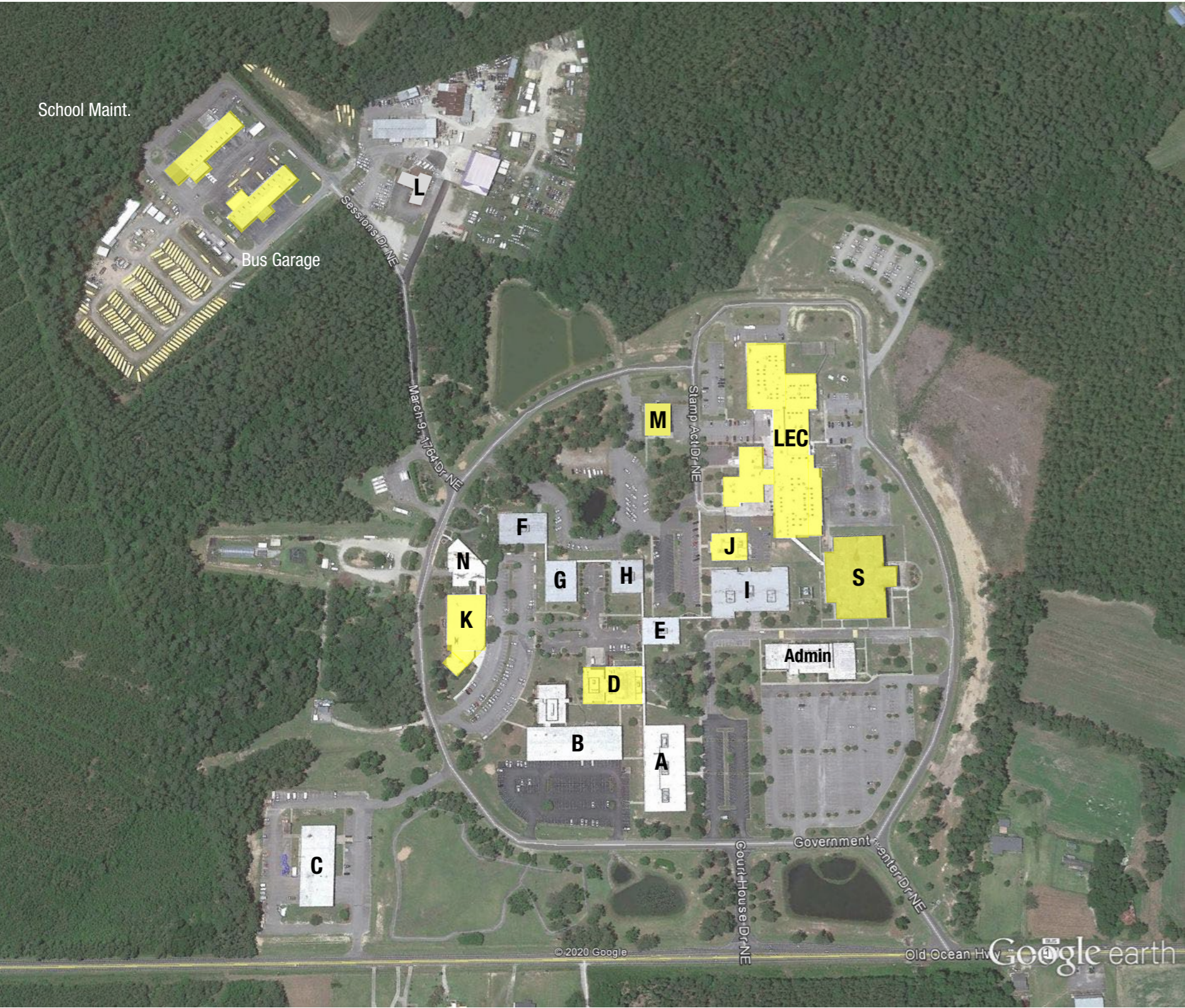
# master plan concept rendering | green space aerial



# master plan concept rendering | green space street view



# Existing Campus Map



## BUILDING LEGEND

|       |   |
|-------|---|
| A     | Health, Environmental Health  |
| B     | Social Services   |
| C     | Emergency Operations Center<br>Emergency Medical Services<br>Emergency Management   |
| D     | Public Assembly Building<br>Cafeteria<br>Housekeeping   |
| E     | Computer Services   |
| F     | Veteran Services<br>Farm Service Agency<br>Public Housing<br>Soil & Water Conservation  |
| G     | Parks & Recreation  |
| H     | Board of Elections  |
| I     | Planning<br>Central Planning<br>Building Inspections<br>Register of Deeds<br>Utilities: Billing & Customer Service<br>Engineering |
| J     | E911 Communications   |
| K     | Board of Education  |
| L     | Operations Services   |
| M     | Sheriff's Office  |
| N     | Cooperative Extension   |
| S     | Courthouse  |
| LEC   | Law Enforcement Center  |
| Admin | Administration Building   |

## SCOPE OF WORK

 BUILDINGS NOT INCLUDED IN STUDY





**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # VI. - 4.**

**From:** Presentation - Health and Human Services - COVID-19 Update  
David Stanley, Deputy County Manager (David Stanley, Deputy County Manager)

**Issue/Action Requested:**

Request that the Board of Commissioners receive an update on the Coronavirus (COVID-19).

**Background/Purpose of Request:**

Brunswick County continues to work with both private and public officials to navigate the pandemic and provide relevant information to our citizens.

In Brunswick County as of August 9th, 2021, there have been 10,830 known cases of COVID-19. Currently, there exist 1,054 known active cases. Staff plans to present an update which will include the latest status and planning concerning the COVID-19 virus and vaccine efforts.

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners receive an update on the Coronavirus (COVID-19).



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # VII. - 1.**

**From:**  
Catherine Lytch, DSS Director

Health and Human Services - Social Services: Social Worker III  
Child Welfare Positions (Catherine Lytch, DSS Director)

**Issue/Action Requested:**

Request the Board of Commissioners approve four new full-time Social Worker III positions and reclassify a vacant Social Worker II to a Social Worker III position in the Child Welfare Division Social Services.

**Background/Purpose of Request:**

Request that the Board of Commissioners approve four (4) new full-time Social Worker III positions and reclassify a vacant Social Worker II to a Social Worker III position in the Child Welfare Division of Social Services. The number of child welfare cases continues to increase in the county. Staff continually monitor staffing patterns and needs to ensure the department is providing quality services to children and families. However, the dramatic increase is straining our social workers and supervisors.

Fiscal year 19/20, Brunswick County DSS investigated 960 cases of child abuse, neglect, or dependency (A/N/D) and fiscal year 20/21, staff investigated 1256 cases. This is a 31% increase over the prior year. Additionally, 1256 is the number of families assisted, not the number of children served.

While working on the budget, staff tries to anticipate staffing needs. Staff has appreciated the County's support over the past several years by approving additional social work positions. However, the rate at which the county is growing and the increase in CPS reports has not allowed the department to keep up. Although the department added several social worker and social work supervisor positions last fiscal year, staff cannot keep up with the demand and social workers are carrying caseload much greater than the state mandate. Furthermore, the complexity of the reports received continues to increase. The additional Social Worker III positions are needed to for the department of comply with state caseload standards and ensure quality and timeliness standards are met.

Social Work positions and supplies are reimbursed at 50% by the state. Positions are at a Grade 70 with a base salary of \$53,965 plus benefits. Positions would also require a desk, computer, and cell phone stipend for a total of \$4,500.

Staff will continue to monitor the child welfare monthly statistics. Over time, if the number of child welfare cases decrease, staff will not fill positions as we have vacancies.

**Fiscal Impact:**

Budget Amendment Required, Reviewed By Director of Fiscal Operations

Budget amendment appropriates federal revenues of \$135,320 and fund balance of \$135,320 for costs associated with 4 Social Worker III positions

**Approved By County Attorney:**

Not Applicable

**Advisory Board Recommendation:**

n/a

**County Manager's Recommendation:**

Recommend the Board of Commissioners approve four new full-time Social Worker III positions and

reclassify a vacant Social Worker II to a Social Worker III position in the Child Welfare Division Social Services.

**ATTACHMENTS:**

Description

- ▣ 20210816 Budget Amendment Additional Social Worker III positions GF.pdf
- ▣ 20210816 Budget Amendment Additional Social Worker III positions.pdf

| Request Info  |  |
|---------------|--|
| Type          | Budget Amendment   |
| Description   | 4 Social Worker III positions GF   |
| Justification | Board Meeting 08/16/2021-Appropriate \$135,320 of Department of Health and Human Services funding for 50% reimbursement of social worker positions and supplies and transfer \$135,320 from the general fund to the Social Services for the County portion of the addition of 4 Social Worker III positions. |
| Originator    | Tiffany Rogers   |

| Items      |        |                              |                           |        |           |        |
|------------|--------|------------------------------|---------------------------|--------|-----------|--------|
| Department | Object | Dept Desc                    | Object Desc               | Amount | Incr/Decr | Dr/Cr  |
| 109800     | 498014 | Interfund Trans General Fund | Trans To Social Services  | 135320 | Increase  | Debit  |
| 100000     | 399100 | General Revenues             | Fund Balance Appropriated | 135320 | Increase  | Credit |

| Total        |        |
|--------------|--------|
| Grand Total: | 270640 |

| Request Info         |  |
|----------------------|--|
| <b>Type</b>          | Budget Amendment   |
| <b>Description</b>   | 4 Social Worker III positions  |
| <b>Justification</b> | Board Meeting 08/16/2021-Appropriate \$135,320 of Department of Health and Human Services funding for 50% reimbursement of social worker positions and supplies and transfer \$135,320 from the general fund to the Social Services for the County portion of the addition of 4 Social Worker III positions. |
| <b>Originator</b>    | Tiffany Rogers   |

| Items      |        |                                |                              |        |           |        |
|------------|--------|--------------------------------|------------------------------|--------|-----------|--------|
| Department | Object | Dept Desc                      | Object Desc                  | Amount | Incr/Decr | Dr/Cr  |
| 145310     | 331000 | DSS-Administration             | Federal Revenues             | 135320 | Increase  | Credit |
| 149800     | 398110 | Interfund Trans Social Service | Trans Frm General Fund       | 135320 | Increase  | Credit |
| 145310     | 412100 | DSS-Administration             | Salary and Wages-Regular     | 180000 | Increase  | Debit  |
| 145310     | 418100 | DSS-Administration             | FICA                         | 13800  | Increase  | Debit  |
| 145310     | 418200 | DSS-Administration             | Retirement                   | 29400  | Increase  | Debit  |
| 145310     | 418300 | DSS-Administration             | Health Insurance             | 27200  | Increase  | Debit  |
| 145310     | 418306 | DSS-Administration             | Life Insurance               | 340    | Increase  | Debit  |
| 145310     | 418310 | DSS-Administration             | Dental Insurance             | 1300   | Increase  | Debit  |
| 145310     | 418400 | DSS-Administration             | Disability and Long-Term Ins | 600    | Increase  | Debit  |
| 145310     | 432150 | DSS-Administration             | Cell Phone Reimbursement     | 1000   | Increase  | Debit  |

|        |        |                    |                                 |       |          |       |  |
|--------|--------|--------------------|---------------------------------|-------|----------|-------|--|
| 145310 | 426200 | DSS-Administration | Operating Equip \$500 - \$4 999 | 17000 | Increase | Debit |  |
|--------|--------|--------------------|---------------------------------|-------|----------|-------|--|

|                     |  |  |  |        |  |  |  |
|---------------------|--|--|--|--------|--|--|--|
| <b>Total</b>        |  |  |  |        |  |  |  |
| <b>Grand Total:</b> |  |  |  | 541280 |  |  |  |



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # VII. - 2.**

**From:**  
Melanie Turrise, Human Resources  
Director

Human Resources - Temporary Employee Referral Bonus  
Program

**Issue/Action Requested:**

Request that the Board of Commissioners review the enclosed Temporary Employee Referral Bonus Program and provide staff with direction.

**Background/Purpose of Request:**

Request that the Board of Commissioners review the enclosed Temporary Employee Referral Bonus Program and provide staff with direction. Brunswick County recognizes that current employees are a key resource in the recruitment process as they may encourage qualified individuals to seek employment with the County. The attached policy is a conceptual draft, and details may need to be modified prior to implementation based upon Board and leadership staff feedback.

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners review the enclosed Temporary Employee Referral Bonus Program and provide staff with direction.

**ATTACHMENTS:**

Description

- ▣ Temporary Employee Referral Bonus Program



## **Brunswick County**

### **Temporary Employee Referral Bonus Program**

**Effective September 1, 2021 through December 31, 2021**

#### **PURPOSE:**

Brunswick County recognizes that current employees are a key resource in the recruitment process as they may encourage qualified individuals to seek employment with the County. For this reason, we have set forth a temporary employee referral bonus program to assist with recruitment efforts. All candidates will be evaluated for employment consistent with all County policies and procedures. Only candidates who meet the essential qualifications for the position will be considered.

#### **POLICY AND PROCEDURE:**

##### **ELIGIBILITY**

All full-time employees are eligible for the referral bonus if the following criteria are met:

- The referral date cannot be earlier than the date the job vacancy is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with Brunswick County.
- To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- The referring employee must be employed by Brunswick County during the hired candidate's first 30 days of employment to receive payment of the referral.
- The position that the referred candidate gets hired into is full-time.

The following employees are not eligible for a referral bonus:

- County Manager and Deputy County Managers
- Department Heads and Elected Officials
- Human Resources personnel
- Managers with hiring authority over the position
- Individuals involved in the interview process

##### **AMOUNT AND METHOD OF PAYMENT**

The amount of the employee referral bonus is \$250. The referring employee would receive the lump-sum bonus payment within thirty days of the hired candidate's date of employment. The lump-sum bonus payment is considered taxable income.



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # VII. - 3.**

**From:** Human Resources - Temporary Sign-On Bonus Program  
Melanie Turrise, Human Resources  
Director

**Issue/Action Requested:**

Request that the Board of Commissioners review the enclosed Temporary Sign-on Bonus Program and provide staff with direction.

**Background/Purpose of Request:**

Request that the Board of Commissioners review the enclosed Temporary Sign-on Bonus program and provide staff with direction. A sign-on bonus is a lump sum payment that serves as a recruitment incentive. This can aid in employment of individuals for critical positions that have labor market shortages which affect the needs of the County and impair delivery of services. The attached policy is a conceptual draft, and details may need to be modified prior to implementation based upon Board and leadership staff feedback.

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board of Commissioners review the enclosed Temporary Sign-on Bonus Program and provide staff with direction.

**ATTACHMENTS:**

Description

- Temporary Sign-on Bonus Program



# **Brunswick County**

## **Temporary Sign-On Bonus Program**

**Effective September 1, 2021 through December 31, 2021**

### **PURPOSE:**

A sign-on bonus is a lump sum payment that serves as a recruitment incentive. This can aid in employment of individuals for critical positions that have labor market shortages which affect the needs of the County and impair delivery of services. For this reason, we have set forth a temporary sign-on bonus program to assist with recruitment efforts and attract the most highly qualified candidates. This program applies to full-time positions.

### **POLICY AND PROCEDURE:**

#### **ELIGIBILITY**

##### **Position Eligibility:**

Positions must be experiencing a labor market shortage and difficulty in recruitment, and there must be a demonstrated adverse impact to the delivery of services in order to be considered for the program. Eligibility is dependent upon final approval by the County Manager and availability of funds.

Specific criteria to determine position eligibility is listed below:

- Voluntary turnover rate for the position is higher than the overall voluntary County turnover average for a six-month period prior to the vacancy; OR
- Current and/or past recruitment efforts have shown difficulty in attaining a qualified applicant pool and all other recruitment efforts have not been successful; AND
- There has been a demonstrated adverse impact on the delivery of services. This may be shown by a variety of methods, to include delay in services provided, a reduction in services provided, cost impact of utilizing other resources, etc.

##### **Employee Eligibility:**

Employees newly hired by Brunswick County into a position approved for the sign-on bonus program are eligible to receive a sign-on bonus except as provided below.

An employee would not be eligible if:

- The employee is actively working for Brunswick County.
- The employee has previously received a sign-on bonus from Brunswick County.
- Brunswick County has paid any contract placement or recruitment fees.

#### **EMPLOYEE RESPONSIBILITIES**

Upon hire, the employee offered the sign-on bonus must sign an acknowledgement that the sign-on bonus, in part or whole, may require repayment as detailed in the Repayment and Method Upon Separation section of this policy.

**AMOUNT AND METHOD OF PAYMENT**

The total amount of the sign-on bonus is \$2,000. The newly hired employee that is eligible for the sign-on bonus would receive the first lump-sum installment of \$1,000 in their first paycheck and a second lump-sum installment of \$1,000 after completion of probation or 6 months of service, whichever occurs last. The lump-sum bonus payments are considered taxable income.

**REPAYMENT AND METHOD UPON SEPARATION**

An employee who terminates employment with the County, either voluntarily or involuntarily, before the completion of 18 consecutive months of service shall repay a pro-rated amount of the sign-on bonus. The employee, by signing the acknowledgement upon hire, authorizes the County to deduct the repayment amount, if applicable, from wages for hours worked, leave, or other funds due to the employee at the time of separation.

The repayment shall be based on the following formula:

- (1) Amount of sign-on bonus received by the employee divided by 18 months = prorated monthly amount
- (2) Prorated monthly amount X (18 months – the number of months worked) = Amount due.



**Brunswick County Board of Commissioners**  
**ACTION AGENDA ITEM**  
**August 16, 2021**

**Action Item # IX. - 1.**  
Closed Session

**From:**  
Bob Shaver, County Attorney

**Issue/Action Requested:**

Request that the Board hold a closed session pursuant to G.S. 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body.

**Background/Purpose of Request:**

**Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:**

Yes

**County Manager's Recommendation:**

Recommend the Board hold a closed session pursuant to G.S. 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body.