

March 2, 2020

The Washington County Board of Commissioners met in Regular Meeting on Monday, March 3, 2020 at 6:00 PM in the Beaufort County Community College Washington County Center, located at 100 NC 32 N, Roper, NC. Commissioners Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon. Commissioner Johnson was away on travel and unable to attend.

Chair Phelps called the meeting to order. Chair Phelps asked everyone to please turn their cell phones off and if they need to talk to their neighbor to please step outside so as not to disrupt the meeting. Commissioner Sexton gave the invocation; Commissioner Walker led the Pledge of Allegiance.

ADDITIONS/DELETIONS: Chair Phelps added Closed Session under §143-318.11(a)(4) (Economic Development) to discuss the location or expansion of industries or other businesses in the area served by the public body.

CONSENT AGENDA: **Commissioner Sexton made a motion to approve the Consent Agenda:**

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Resolution: Support of Alligator Bridge Improvements
- d) Resolution: Appointing Review Officer
- e) Resolution: Discretionary Funds to Replace Newland Road
- f) Resolution: Support of NC State Consumer & Family Advisory Committee (SCFAC)
- g) Proclamation: Washington County Designates the Month of April 2020 As “North Carolina 811 Safe Digging Month”
- h) DOT Project Letter of Support: Future I-87 Resiliency, Innovation, Safety, Economic Project
- i) Pay Plan Modifications to Separate Planning & Safety Director Position

Commissioner Riddick seconded, motion carried unanimously.

PUBLIC FORUM: None.

EMPLOYEE OF THE QUARTER: Chair Phelps congratulated Ms. Fetima Moore, Human Resources Specialist as the March Employee of the Quarter. Ms. Moore will receive a check for \$50 and a certificate and will have her picture posted on the Employee of the Quarter Board in the County’s Administration Building and will be considered for the Employee of the Year.

AGAPE UPDATE: Dr. Michael McDuffie spoke to the Board and made the following presentation.

Dr. McDuffie said their new Health Center will be located at 115 Adams Street which is directly across the street from the County Administration Office. Agape was established in 1998.

Dr. McDuffie also said they are asking for the Town of Plymouth to help them. It will cost \$1.9M to complete that building. They plan to have medical/dental services and an on-site pharmacy. Chair Phelps asked about the timeline. Chair Phelps said he has heard about this health center for the past 4 years. Dr. McDuffie said they have put out a bid advertisement and received a total of 8 bids. The bids will close March 17 at 3:00 pm. They plan to award to the lowest bidder during the last week of the month and hope they can start within 60 days. Dr. McDuffie said they are giving them 8 months to complete the facility. He said they have raised \$1.2 M. He also said their goal is to have 32 full time jobs. They are looking into another additional grant that could get them \$4,000 - \$5,000 and the remainder from the USDA. Mr. Potter stated that he met with Dr. McDuffie regarding a local match of approximately \$20,000 or \$25,000 if they get that USDA grant. Chair Phelps asked when they would be asking for the match. Dr. McDuffie said they want to apply for the Rural Economic Development Build and Reuse grant; however, they can't apply for it by themselves. They would need the local government entities to apply for it with them. The next application can be made in May. The deadline of May 7 and should receive notice around June 18. Mr. Potter said the Board has two regular board meetings before the May meeting. Mr. Potter said he does support this project. Commissioner Walker said he was invited to visit the site in Martin County and was impressed and knows that most of their clients are from Washington County.

Chair Phelps said to put this item back on the April agenda.



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Washington, NC 27889
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J. Robert Harris, Board Chairman
Dr. Michael L. McDuffie, CEO
Laurence Doby, Executive Director

February 27, 2020

Metropolitan Community Health Services, Inc. (MCHS) is a nonprofit 501(c)(3) Federally Qualified Health Center (FQHC) that provides culturally competent, integrated primary medical, dental, pharmacy, and behavioral health services to vulnerable, low-income populations in eastern North Carolina on a sliding fee scale. MCHS's first health center was established in Washington, North Carolina in 1998 and operated under Metropolitan Housing & CDC, Inc. The following year, upon incorporation, the organization elected a separate Board of Directors and changed its name to Metropolitan Community Health Services, Inc. (MCHS). MCHS is part of a network of faith-based non-profit corporations which serve the poor and homeless in eastern North Carolina; this network includes the Metropolitan African Methodist Episcopal Zion Church, the Zion Shelter and Soup Kitchen, and Metropolitan Housing and Community Development Corporation, Inc. MCHS has continued to flourish since its inception in 1998. With the increasing need for affordable health care in rural eastern North Carolina counties, the organization expanded its operations and opened an additional center in Williamston, North Carolina in 2013, and is currently in the process of establishing a third site in downtown Plymouth, North Carolina. MCHS serves the five rural counties of Beaufort, Hyde, Martin, Tyrell, and Washington counties; these counties share similar poverty, access to care, and health disparity challenges.

MCHS uses a community-oriented, accessible, patient-centered and outcome-focused service delivery model. MCHS's service delivery model offers integrated comprehensive primary health care, dental care, onsite pharmacy, and behavioral health services including Medication-Assisted Treatment services for patients with opioid use disorders. As a comprehensive medical home model, MCHS uses a patient centered approach that includes the patient as a key team member in the design of the treatment plan. In order to provide comprehensive primary medical and dental services, MCHS uses a combination of service delivery methods that include direct provision of services and collaborations with other providers on a contractual, co-location and/or referral basis. To ensure the highest quality of care, all of MCHS's patients have access to services including on-site lab services, x-ray services, on-site pharmacy services provided through 340B program partnerships, case management, patient education, and diabetes and hypertension programs and nutrition services, tailored to address the unique health needs of the community.

Due to high demand of health care services in Washington County, MCHS intends to establish a Federally Qualified Health Center (FQHC) in Plymouth, North Carolina where adult health care is almost nonexistent because the health department discontinued adult primary health care. In addition, the local hospital in Plymouth has closed in the past because it is economically

infeasible to operate an emergency room solely as a primary care clinic. MCHS identified a building within downtown area, that can provide adequate space to house the health center with all services that will be delivered. However, in order to be operational, the building requires major renovation. The new facility in Plymouth will provide solutions to the geographic and transportation barriers as the new location is conveniently located and within walking distance of the homes or work locations of many Plymouth residents. Additionally, residents throughout Washington County will not have to leave the county to seek primary and preventive care.

MCHS's proposed project entails renovating a 9,542 square feet building in downtown Plymouth across from the County Managers office and Washington County Court House and will serve as a new community health center, Agape Health Services – Plymouth, which will be named in honor of the late Reverend David L. Moore Health Center. The project involves investing in privately owned property and equipment to renovate a downtown building that will be used to provide high quality, integrated primary medical, oral health, pharmacy, and behavioral health services to vulnerable, low-income populations in eastern North Carolina on a sliding fee scale.

Currently, the total construction cost for this project has been estimated to cost roughly \$1.9 million dollars. MCHS has secured \$1.0 million from the US Department of Health and Human Services through the Health Services Resource Administration and \$200,000 from the Golden Leaf Foundation and is seeking \$400,000 from the NC Rural Economic Development, Rural Building Reuse and Infrastructure grant program. Additionally, we are currently seeking a \$300,000 grant/loan from the USDA.

Throughout the process of planning and implementing the renovation of the Plymouth location, MCHS will ensure the quality of the proposed project. MCHS is an established safety-net provider with 20 years of experience providing primary medical, dental and ancillary care to the medically vulnerable and underserved populations in rural eastern North Carolina. MCHS has received continuous section 330 funding since 1999 and has a strong track record of success in fulfilling its mission to provide accessible, comprehensive, high-quality care. This project will enhance the quality of care and patient outcomes by building on MCHS's expertise in serving the medically vulnerable and underserved populations in eastern North Carolina and renovating a facility in Washington County for low income patients to receive high quality primary and preventive health services.

Below is a list of jobs that will be created along with perspective salary ranges:

Medical	Site Lead - Manager	35,000	1
	Financial Counselor	25,000	1
	Patient Service Representative	24,500	4
	Referrals Specialist	24,500	1
	Medical Records Clerk	24,500	1
	Bilingual Interpreter	25,000	2
	MARP Prior Authorization Clerk	29,000	1
	Medical Assistants	31,200	3
	Phlebotomist	33,280	1
	Medical Provider	165,000	2

	Integrated Case Manager	55,000	1
	IT	35,000	1
Dental	Site Lead - Dental	35,000	1
	Front Desk Representative	24,500	2
	Dental Assistants	31,200	2
	Dental Hygienist	55,000	1
	Sterilization Technician	22,880	1
	Dentist	165,000	1
Pharmacy	Pharmacist	135,000	1
	Pharmacy Technician	31,200	3
Facilities	Housekeeping	20,800	1
Total			32

Respectfully submitted,
Dr. Michael L. McDuffie, CEO





WASHINGTON COUNTY



Presentation of Audit Results

Fiscal Year Ended
June 30, 2019



Alan W. Thompson, CPA
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Washington County

Presentation Agenda

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II. REQUIRED COMMUNICATIONS SAS 114	1-3
III. AUDIT RESULTS	4-11
IV. QUESTIONS AND COMMENTS	
V. CLOSE	



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Alan W. Thompson, CPA

R. Bryon Scott, CPA

Gregory S. Adams, CPA

January 21, 2020

To the Board of Commissioners
Washington County
Plymouth, North Carolina

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Washington County for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and OMB Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 18, 2019. Professional standards also required that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Washington County are described in Note 1 to the financial statements. The County implemented Statement of Governmental Accounting Standards (GASB Statement) No. 88, "Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placement" in the fiscal year ended June 30, 2019. We noted no transactions entered into by Washington County during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant estimate(s) or assumptions noted during the audit.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. There are no such disclosures identified.

Members

American Institute of CPAs - N.C. Association of CPAs - AICPA Division of Firms

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representation

We have requested certain representations from management that are included in the management representation letter dated January 21, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Auditing Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Washington County's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The County has indicated that they are aware of some deficiencies in the procedures for collections at the Airport. Steps have already been implemented to assist in correcting these deficiencies.

Several financial statement findings were noted in prior years. The County has consulted with an outside CPA firm to assist in year-end entries, thereby correcting the financial statement findings.

There were findings noted from our Medicaid Compliance testing. See the Schedule of Findings and Questioned Cost in the audit report for additional details.

Other Matters

We applied certain limited procedures to the Schedule of County's Proportionate Share of Net Pension Liability (LGERS), Schedule of County Contributions (LGERS), Schedule of County's Proportionate Share of Net Pension Asset (ROD), Schedule of County Contributions (ROD), Schedule of Changes in Total Pension Liability - Law Enforcement Officer's Special Separation Allowance, and Schedule of Changes in

Total OPEB Liability and Related Ratios, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual non-major fund statement schedules, budgetary schedules, and other schedules, and the schedule of expenditures of federal and State awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Commissioners and management of Washington County and is not intended to be and should not be used by anyone other than these specified parties.

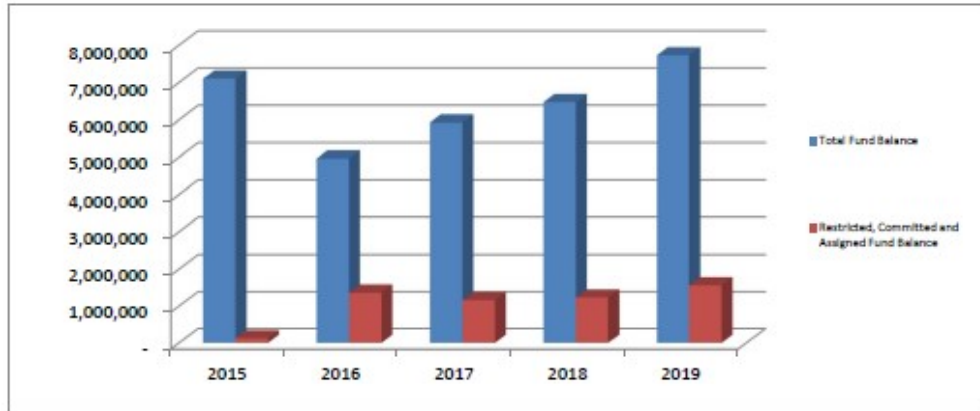
Very truly yours,

Thompson, Price, Scott, Adams & Co., P.A.

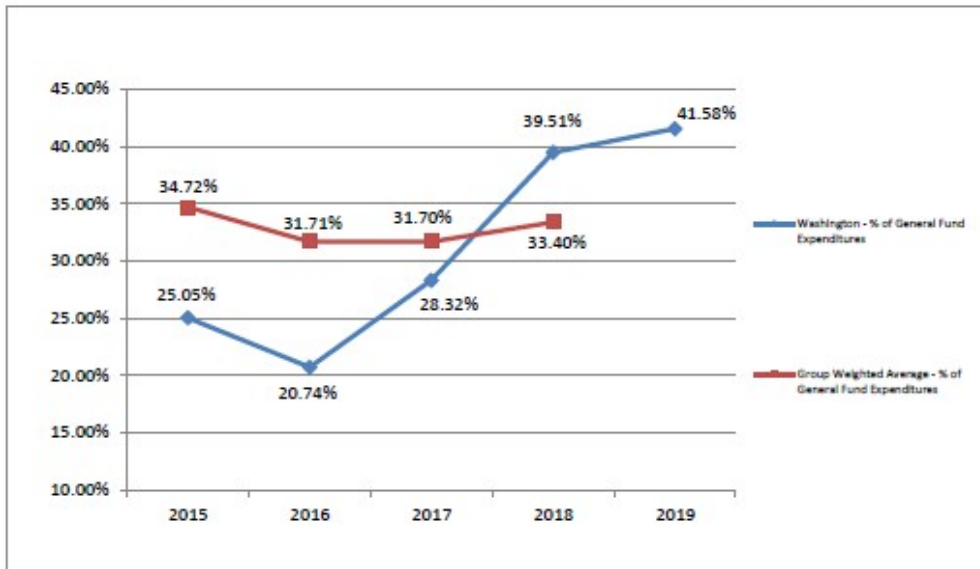
Thompson, Price, Scott, Adams & Co, P.A.

Washington County					
FINANCIAL INFORMATION FOR 5 YEARS					
	2019	2018	2017	2016	2015
Total Fund Balance - General Fund	7,725,820	6,476,619	5,927,952	4,962,671	7,105,456
Unavailable Fund Balance - GF (Restricted for State Statute, Inventories, Prepaids)	2,278,430	1,234,320	1,984,708	1,518,210	3,883,713
Restricted, Committed, and Assigned Fund Balance (Previously Designated and Reserved Fund Balance)	1,558,205	1,235,026	1,162,788	1,359,624	126,194
General Fund Expenditures (Including Transfers out)	13,101,560	13,268,139	13,925,464	16,607,760	12,862,630
Fund Balance Available as % of General Fund Expenditures	41.58%	39.51%	28.32%	20.74%	25.05%
Unassigned Fund Balance (Previously Unreserved and Unesignated Fund Balance)	3,889,185	4,007,273	2,780,456	2,084,837	3,095,549
Unassigned Fund Balance as % of General Fund Expenditures (Including Transfers out)	29.68%	30.20%	19.97%	12.55%	24.07%
Revenues over (under) expenditures before other financing sources					
General Fund	1,897,923	1,652,540	1,763,388	1,110,039	889,588
Emergency Medical Services Fund	(804,992)	(409,136)	(407,011)	(169,857)	(536,024)
Sanitation Fund	(9,337)	(20,823)	(132,672)	(929,305)	(219,423)
Water Fund	225,334	72,883	160,176	416,848	186,794
Cash vs. Accumulated Depreciation - Water Fund					
Total Fixed Assets	11,533,637	11,517,687	11,505,387	11,451,225	11,437,800
Accumulated Depreciation	5,029,805	4,766,435	4,500,954	4,236,250	3,976,232
Cash	1,686,499	600,899	1,733,096	1,196,935	835,872
Cash vs. Accumulated Depreciation - Sanitation Fund					
Total Fixed Assets	682,975	682,975	682,975	682,975	640,617
Accumulated Depreciation	332,639	313,941	285,599	260,637	236,585
Cash	1,018,509	712,701	352	698,872	695,048
Cash vs. Fund Balance (Net Position)					
Cash - General	6,867,139	7,247,045	1,645,624	3,619,934	3,422,128
Cash - Emergency Medical Services Fund	505,058	439,891	518,442	639,772	17,841
Cash - Sanitation Fund	1,018,509	712,701	352	698,872	695,048
Cash - Water Fund	1,686,499	600,899	1,733,096	1,196,935	835,872
Cash - Other Governmental	738,812	750,475	271,485	984,768	735,571
Fund Balance - General	7,725,820	6,476,619	5,927,952	4,962,671	7,105,456
Fund Balance - Emergency Medical Service Fund	341,089	577,487	471,052	309,647	(1,993,621)
Net Position - Sanitation Fund	(458,238)	(446,901)	(858,240)	(693,385)	295,920
Net Position - Water Fund	2,466,332	2,240,998	3,113,861	3,056,579	2,839,731
Fund Balance - Other Governmental Funds	1,732,725	2,143,660	1,599,174	981,365	(38,758)
Property Tax Rates	0.845	0.845	0.810	0.790	0.790
Collection Percentages	95.84%	95.58%	95.61%	95.97%	94.03%
Collection Percentages (excluding Motor Vehicle)	95.39%	95.08%	95.12%	95.50%	93.34%
Total Property Valuation	1,035,341,482	936,853,255	933,977,871	908,233,389	886,213,635
Total Levy Amount	8,386,266	7,916,410	7,597,191	7,182,538	7,018,235
Breakdown of Debt (Excl Compensated Absences & OPEB)					
Governmental - Installment Purchase (Direct Placement)	352,254	517,924	454,876	460,985	626,341
Business-type - Revenue Bonds	3,781,864	3,982,400	4,175,409	4,361,191	4,540,016
Business-type - Notes Payable (Direct borrowing)	419,887	447,880	475,872	503,864	531,158
Total	4,554,025	4,948,204	5,106,157	5,326,040	5,697,515
Breakdown of General Fund Revenues					
Ad Valorem Taxes	8,444,161	7,833,819	7,633,899	7,551,559	7,346,380
Other Taxes, License & Permits	2,091,579	2,114,734	2,526,603	2,120,412	2,235,381
Intergovernmental Revenue	3,119,701	3,336,174	3,979,966	3,978,160	3,603,896
Sales and Services	488,209	491,111	428,115	449,114	462,661
Investment Earnings	155,471	67,105	18,597	7,819	1,244
Miscellaneous	53,644	29,569	134,508	97,911	32,656
Total	14,350,759	13,872,512	14,721,688	14,204,975	15,682,218
Breakdown of General Fund Expenditures					
General Government	2,297,423	2,075,052	2,172,473	2,308,618	2,339,969
Public Safety	3,606,534	3,459,612	3,453,097	3,245,556	3,172,095
Economic and Physical Development	161,480	157,281	157,431	250,329	132,406
Human Services	4,072,986	4,120,759	4,568,363	4,635,873	4,587,655
Cultural & Recreational	526,334	505,696	688,282	319,480	306,792
Education	1,723,000	1,816,761	1,812,563	2,160,827	2,077,253
Debt Service	65,079	86,811	106,091	174,253	176,459
Total	12,452,836	12,219,972	12,958,300	13,094,936	12,792,629

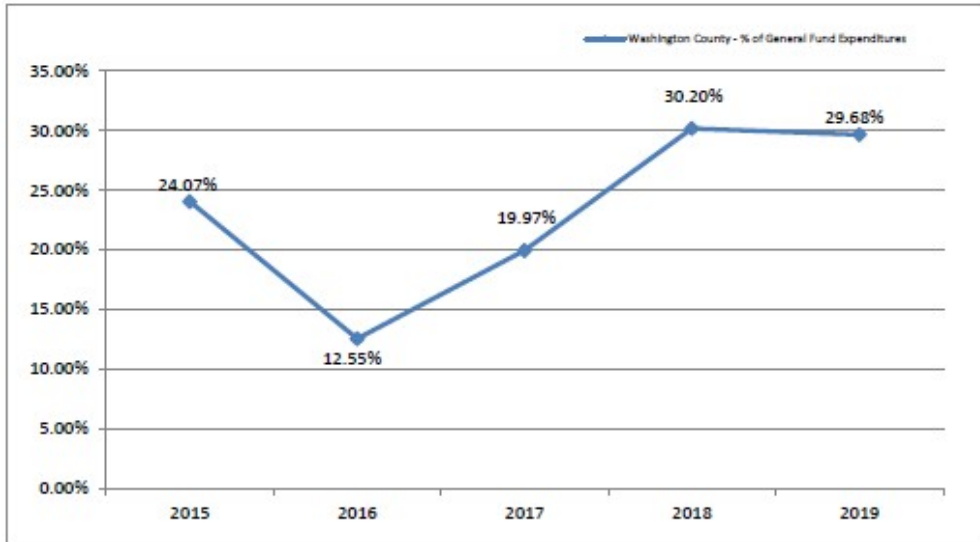
Washington County Analysis of Fund Balance



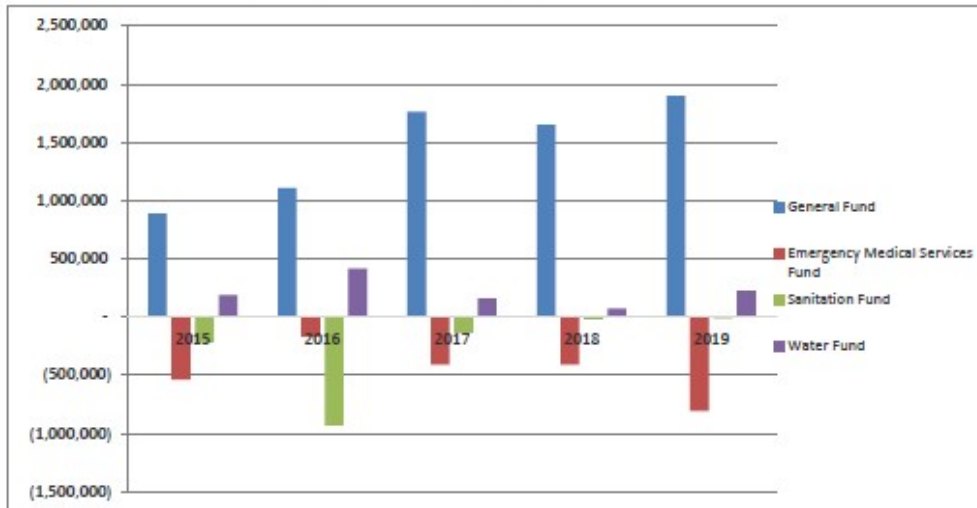
Washington County Analysis of Fund Balance Available (Note - 2019 Group Weighted Average Not Available at Date of Presentation)



Washington County
Analysis of Unassigned Fund Balance as a % of General Fund Expenditures

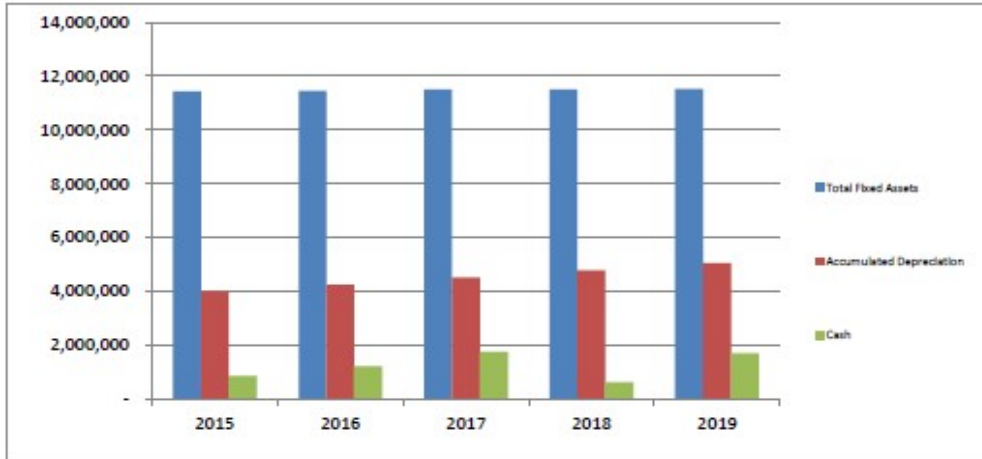


Washington County
Analysis of Revenues Over (Under) Expenditures before Transfers



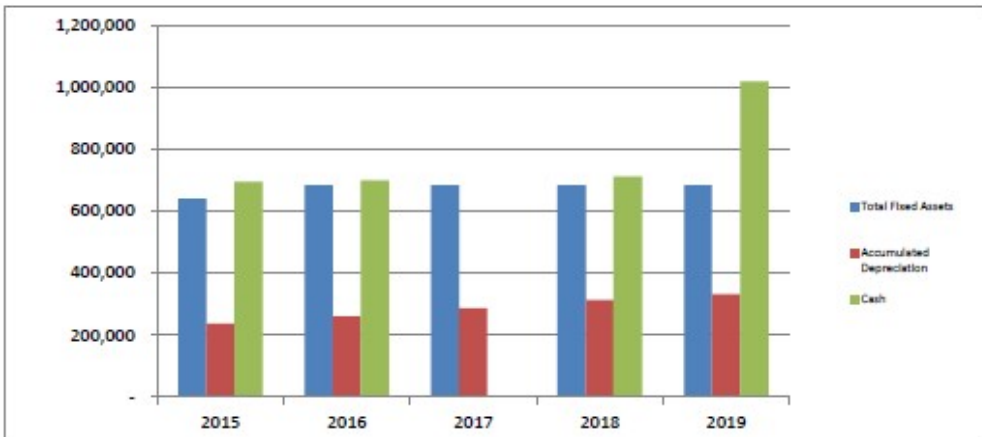
Washington County
Cash vs. Accumulated Depreciation
(Funded Depreciation)

Water Fund



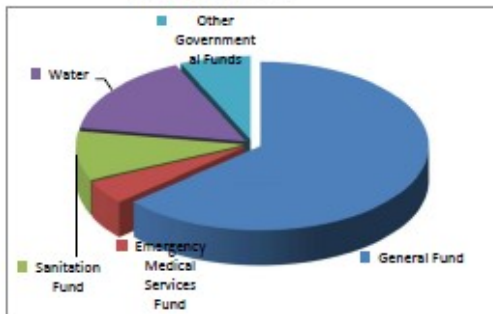
Washington County
Cash vs. Accumulated Depreciation
(Funded Depreciation)

Sanitation Fund

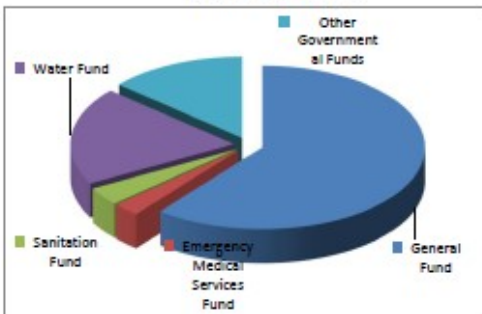


Washington County
Analysis of Cash and Fund Balances
 at June 30, 2019

CASH BALANCES



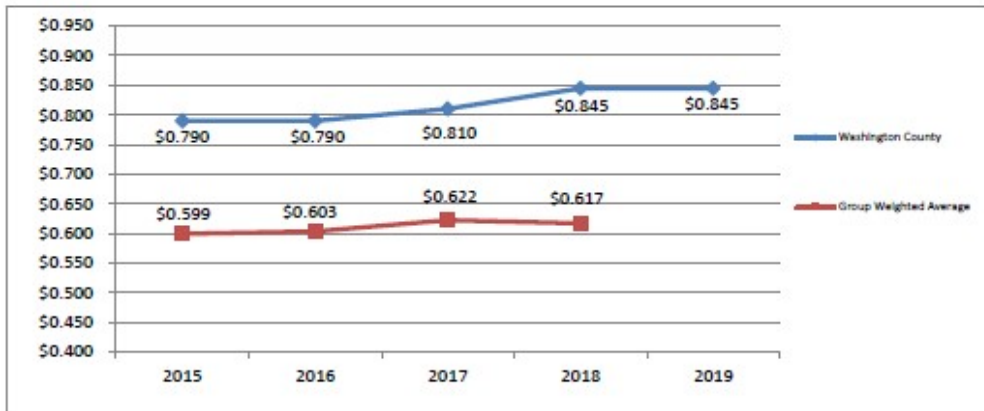
FUND BALANCES



	2019	
	<u>Cash Balances</u>	<u>Fund Balances</u>
General Fund	\$ 6,867,139	\$ 7,725,820
Emergency Medical Service Fund	505,058	341,089
Sanitation Fund	1,018,509	(458,238)
Water Fund	1,686,499	2,466,332
Other Governmental Funds	738,812	1,732,723
Total	\$ 10,816,017	\$ 11,807,726

Washington County
Property Tax Rates

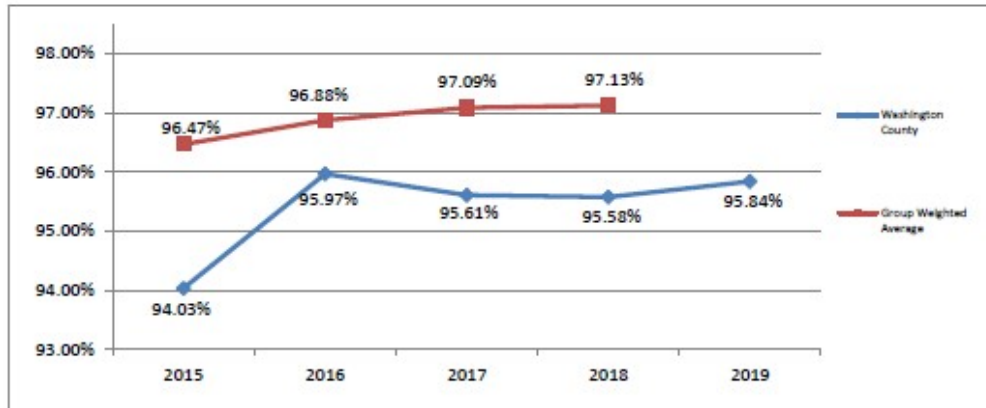
(Note - 2019 Group Weighted Average Not Available at Date of Presentation)



Washington County

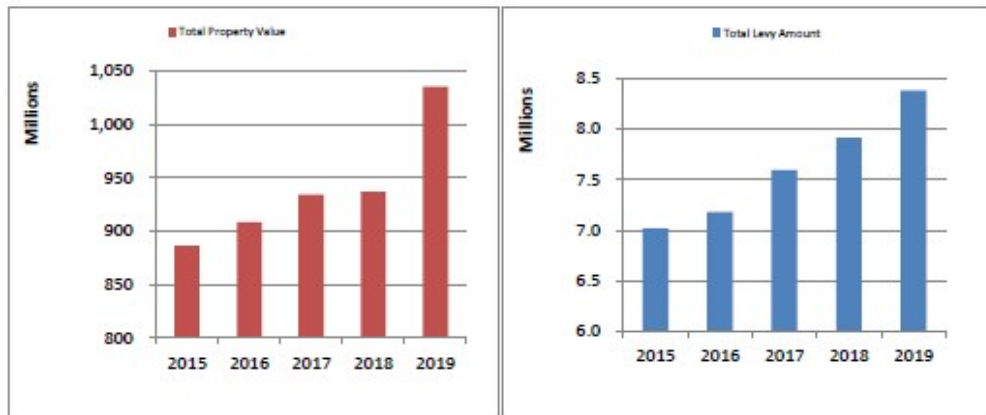
Collection Percentages

(Note - 2019 Group Weighted Average Not Available at Date of Presentation)

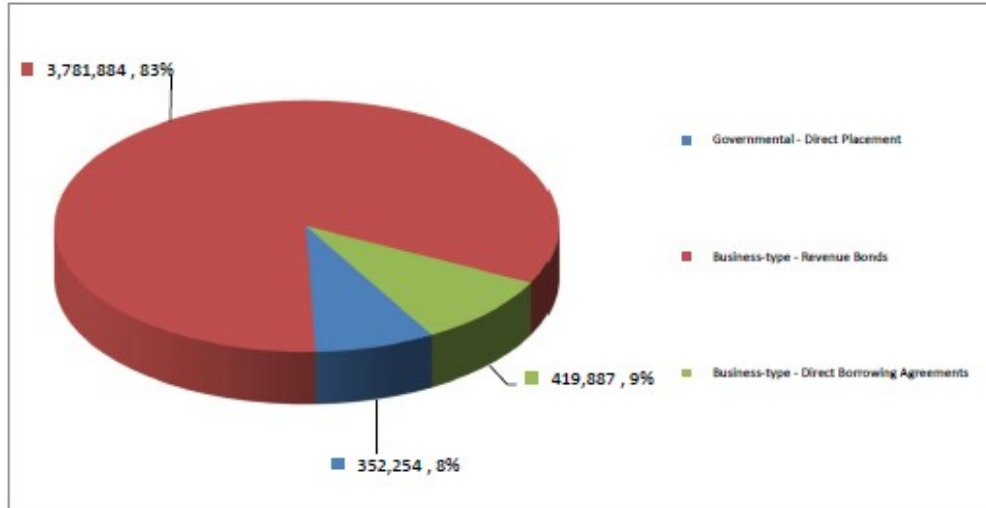


Washington County

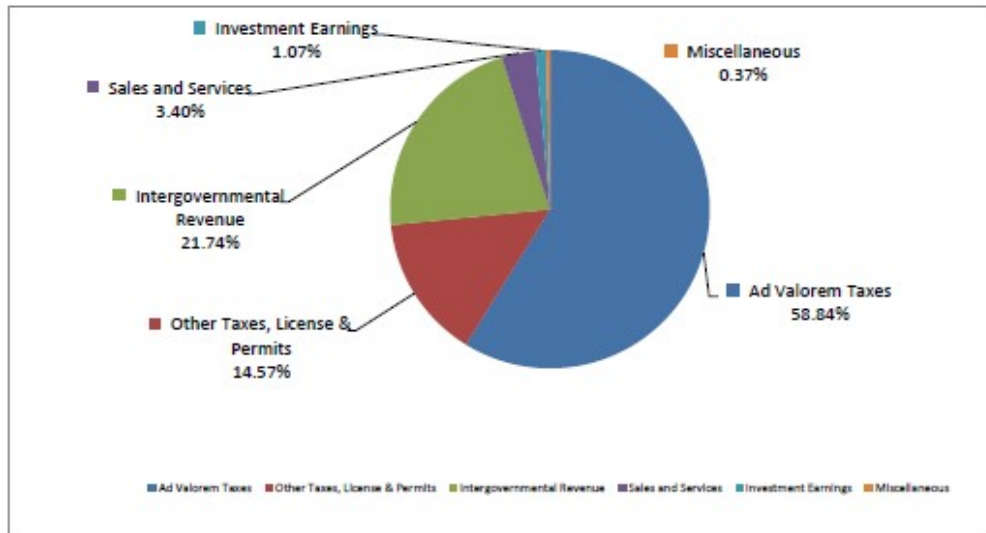
Property Valuation and Levy Amount



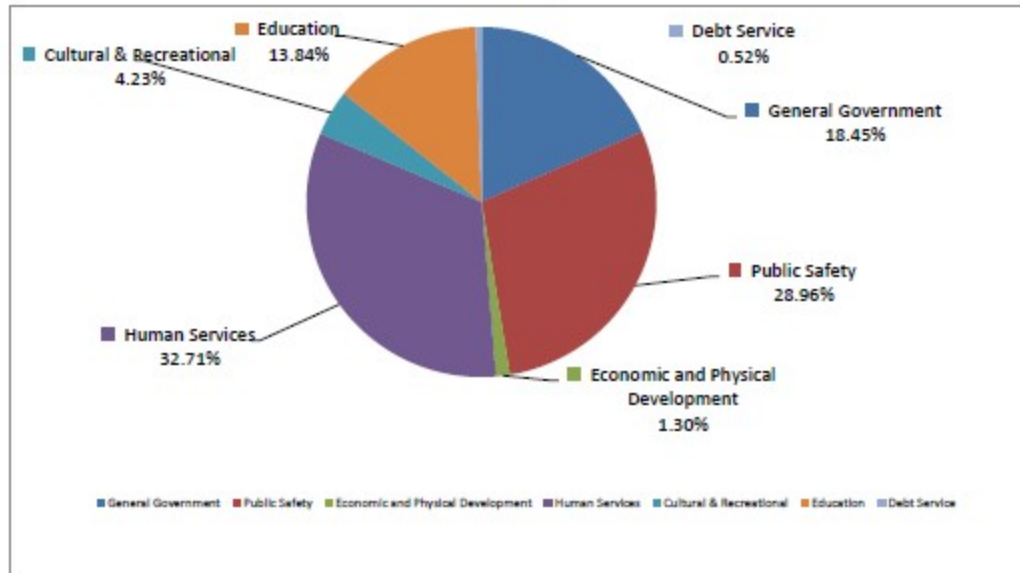
Washington County
 Debt Analysis (excluding Compensated Absences, Pension Liability & OPEB Liability)
 FYE June 30, 2019



Washington County
 Break Down of General Fund Revenue
 FYE June 30, 2019



Washington County
Break Down of General Fund Expenditures
FYE June 30, 2019



Chair Phelps asked what was the issue with the Medicaid. Chair Phelps also asked if procedures have been changed as a result of the audit and Mr. Clifton Hardison, DSS Director said yes. Chair Phelps thanked Mr. Hill for coming to present the County's audit and told him that the Board appreciated his work on this.

CORONAVIRUS UPDATE: Mr. Wes Gray, MTW Health Director and Ms. Jennifer O'Neal, EMS Director gave a few quick points on the Coronavirus. Ms. O'Neal said EMS does have a plan in place. Current providers are being trained. Avoid panicking. Go to a reputable source of information or you may get false information. First line of defense is to wash your hands thoroughly for at least 20 seconds. Hand sanitizers are for use when water is not available and your hands are not dirty.

Mr. Gray went over the following handout.



Martin-Tyrrell-Washington

DISTRICT HEALTH

Wes Gray, MPA, MPH, Health Director

252.793.3023 (p) • 252.791.3108 (f) • mtwdistricthealth.org



Public Health
Prevent. Promote. Protect.

Coronavirus Update

March 2, 2020 - 4:00PM

The coronavirus COVID-19 is affecting **75 countries and territories** around the world and 1 international conveyance (the *Diamond Princess* cruise ship harbored in Yokohama, Japan).

United States		Global	
Total Cases	100	Total Cases	90,305
Deaths	6	Deaths	3,085
Active Cases	87	Active Cases	41,639
Recovered	7	Recovered	45,581

United States Case Distribution:



All 6 deaths in the United States have been in Washington State (5 in King County and 1 in Snohomish County). Four of those deaths have been from patients in the Life Care Center nursing home in King County. MTW is getting daily updates from NC DHHS and the CDC and weekly Coronavirus conference calls with the State Epidemiologist. Current guidance is that people with symptoms (fever, cough, shortness of breath) **AND** travel to an area with COVID-19 or close contact with a person known to have a confirmed case call a medical provider and describe symptoms.

UNC School of Public Health Coronavirus Webinar is 3/2 at 10:00am at the following link: <https://zoom.us/j/466216145>

NC Coronavirus Hotline: 1-866-462-3821

Martin County
210 W. Liberty St.
Williamston, NC 27882
252.793.1818

Tyrrell County
408 Bridge St.
Columbia, NC 27925
252.793.1750

Washington County
198 Hwy. 45 North
Plymouth, NC 27962
252.793.3023

FACTS ABOUT COVID-19 (CORONAVIRUS 2019)

NC CORONA VIRUS
HOTLINE:
1-866-462-3821

FACT #1

The risk of getting COVID-19 in the US & NC is currently low

Some people who have traveled to places where many people have gotten sick with COVID-19 may be monitored by health officials to protect their health & the health of others in the community.

FACT #2

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to others.

For up-to-date information, visit CDC's coronavirus disease website at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

FACT #3

You can stop COVID-19 by knowing the signs & symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you develop symptoms **AND**

have been in close contact with a person known to have COVID-19 or live in or have recently traveled from an area with ongoing spread of COVID-19.

Call ahead before you go to a doctor's office or emergency room. Tell them about your recent travel and symptoms.

PREVENTION IS KEY!

FACT #4

There are simple things you can do to help keep yourself and others healthy (Works for the FLU, too!)

- Wash your hands often with soap & water for at least 20 seconds. -Especially after blowing your nose, coughing, sneezing, or going to the bathroom, & before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw it in the trash
- Clean & disinfect frequently touched objects & surfaces

Chair Phelps thanked Mr. Gray and Ms. O'Neal for the information they presented tonight and asked them to come to the April meeting and give another coronavirus update. Chair Phelps asked Ms. Bennett to put it on the April agenda.

STRATEGIC PLAN UPDATE: Mr. Potter said there is a Strategic Plan meeting planned for this Thursday. He said he has talked with Lydian Altman (UNC Kenan Institute) but they are overrun with requests. He said he did have a meeting with another person who has experience in this area and she is from Martin County. This person will meet with the committee on Thursday.

Chair Phelps asked Ms. Bennett to add a Strategic Plan Update to the April meeting.

¼ LOCAL OPTION SALES TAX REFERENDUM: Ms. Allysa Rouse, Management Fellow, spoke to the Board and listed the following information as to how she has been marketing this referendum.

LOST Marketing

- Designed and distributed informational cards for LOST
- Designed and distributed informational flyers for LOST and LOST forums
- Designed and distributed signs for LOST
- Purchased newspaper ad for LOST
- Purchased radio announcements for LOST and forums
- Created Facebook informational Facebook ads for LOST and forums
- Created presentations for public forums for LOST
- Hosted public forums for LOST in Plymouth, Creswell, and Roper
- Spoke at MLK service
- Produced and posted commercials for LOST
- Distributed information to local businesses on LOST
- Had LOST informational ads and forum announcements distributed through schools

GRANICUS BOARDS & COMMITTEES UPDATE: Ms. Julie J. Bennett, Clerk to the Board, was supposed to give the Board a demonstration on the application process using the new Granicus software for Boards & Committees. However, with the lack of internet during this meeting she will give a demonstration at the April meeting.

UPDATE ON THE WASHINGTON REGIONAL MEDICAL CENTER (WMRC): Mr. Potter, CM/CA, spoke to the Board. He said he hoped that WMRC would have been sold by now. He feels that the trustee will be asking for an additional 30 days for Affinity to find funds.

Dr. Lee Ann Sorto, WMRC, said that from the Listen and Learn forums held at WMRC, they were told that WMRC should give a monthly update to the Commissioners. Her latest update is below.



Washington Regional
Medical Center
Thought, Word & Deed

Washington Regional Medical Center
958 US-64 East
Plymouth, NC 27962
Phone: 252-793-4135
Fax: 252-793-7740

Community Hospital Updates 3/2/2020

Patient Census

- February - Emergency Department: 587 patients served, 36 admits, 28 transfers
 - Inpatient Medical/Rehab: 172 patient days local, not far from home
 - Plymouth Primary Care: 423 patients seen and cared for
- January - Emergency Department: 550 patients served, 35 admits, 20 transfers
 - Inpatient Medical/Rehab: 137 patient days local, not far from home
 - Plymouth Primary Care: 457 patients seen and cared for
- December - Emergency Department: 543 patients served, 24 admits, 24 transfers
 - Inpatient Medical/Rehab: 136 patient days local, not far from home
 - Plymouth Primary Care: 312 patients seen and cared for
- November - Emergency Department: 482 patients served, 38 admits, 14 transfers
 - Inpatient Medical/Rehab: 226 patient days local, not far from home
 - Plymouth Primary Care: 337 patients seen and cared for

Employment Update

- 119 total hospital employees, 74 full time & 11 part time benefited employees
- Including ≥30 nurses (RN/LPN) working in ED, Inpatient, Outpatient, Primary Care
- Staffing: 24/7 Respiratory, Radiology, Laboratory, and provider on site

Influenza 2019-2020 CDC Update

- Activity in NC remains high, but decreased for second week in a row
- Severity (hospitalizations and deaths) remain moderate to low overall except among children and young adults
- CDC estimates 32 million flu illnesses, 310,000 hospitalizations, and 18,000 deaths

Coronavirus Disease 2019 (COVID-19) CDC Update

- Hospital has >3,500 N-95 masks, ordered additional qty above seasonal of gloves and isolation gowns
 - Has completed the CDC Hospital Preparedness checklist
- Clinicians guidelines and algorithms posted with PUI CDC forms
- Updated information found: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Partnerships/Grants:

- Vulnerable Rural Hospital Assistance Program (VRHAP) with Texas A&M C - Health Resources Services Administration (HRSA) funded
- North Carolina Office of Rural Health – Small Rural Hospital Improvement Grant Program (SHIP) FY 2019 (6/1/19-5/31/20) to improvement patient satisfaction data collection through use of HCAHPS quality data vendor
- North Carolina Office of Rural Health – Emergency Department Transfer Data (FLEX) Project – *data drives decisions* to improve emergency services care and patient experience
- NC HealthConnex – hospital has enrolled in shared database to increase safety
- East Care – video laryngoscope education for easier intubation with camera technology
- Vidant Obstetric – onsite education for all ED nurses/providers on eclampsia/preeclampsia and hypertensive emergency management in the obstetric patient; returning for additional onsite education on rapid delivery, postpartum hemorrhage, neonatal distress management
- **Coming Soon** – discussion with MTWDHD and community partnership agencies to introduce **NCCare360** – build a system of health where any person on the platform can help refer person for services within the participating organizations
- Pender Memorial Hospital (NC) – with Ruth Glaser (CEO), Cindy Faulkner (CNO), and Dr. Davis on increased utilization of a 16 bed Inpatient/Swingbed and cardiac rehab program

We know our community has options for their healthcare – we are going to do everything to be Your Choice!
Becoming Very Intentional – Working Better Together

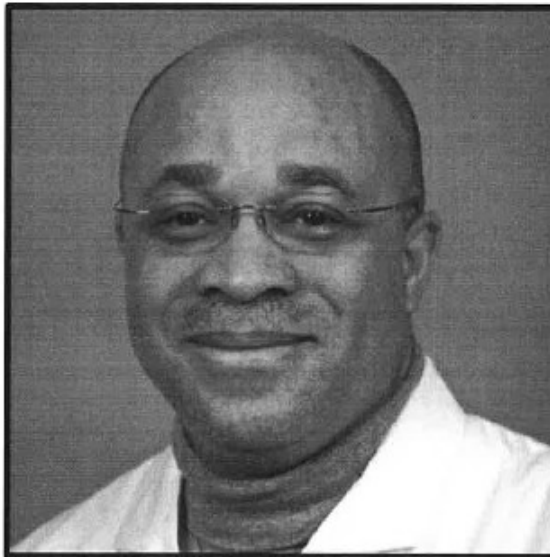


Washington Regional Medical Center
958 US-64 East
Plymouth, NC 27962
Phone: 252-793-4135
Fax: 252-793-7740

Announcement

Dr. Amanze Ugoji, MD

Director of Inpatient and Outpatient Medicine



SPECIALTIES

Geriatrics
Primary Care

BOARD CERTIFICATES

AB FM - Family Medicine
AB FM - Geriatric Medicine

EDUCATION

Medical School
University of Jos, Fac of Med Sci

Fellowship

Vidant Medical Center - GME

Residency

Vidant Medical Center - GME

Internship

Vidant Medical Center - GME

OTHER CREDENTIALLED FACILITIES

Vidant Roanoke-Chowan Hospital
Vidant Medical Center
The Service League of Greenville Inpatient Hospice

Karen Weir, FNP-C
Hospitalist - Inpatient Medicine

SPECIALTIES

Family Nurse Practitioner

BOARD CERTIFICATES

American Academy of Nurse Practitioners

EDUCATION

Professional School
South University

**CASE MANAGER/SWING BED
COORDINATOR**

DIANNE HARRILL RN, RAC-CT, VA-BC

DHARRILL@AFFINITY-WRMC.COM

252-793-7671

Weekly U.S. Influenza Surveillance Report



Key indicators that track flu activity remain high but decreased for the second week in a row. Severity indicators (hospitalizations and deaths) remain moderate to low overall, but hospitalization rates differ by age group, with high rates among children and young adults.

- Numbers of influenza B/Victoria and A(H1N1) viruses are approximately equal for the season overall; increases influenza A(H1N1) viruses in recent weeks
- Overall hospitalization rate for the season increased to 52.7 per 100,000 patients
- Percentage of deaths attributed to pneumonia and influenza is 6.9%, below the epidemic threshold of 7.3%
- 20 influenza-associated pediatric deaths occurring this week, season total 125 deaths

Key Points:

- Outpatient ILI and clinical laboratory data remain elevated but decreased for the second week in a row. The percentage of specimens testing positive for both influenza A and influenza B viruses decreased.
- Overall, hospitalization rates remain similar to this time during recent seasons, but rates among school aged children and young adults are higher at this time than in recent seasons and rates among children 0-4 years old are now the highest CDC has on record at this point in the season, surpassing rates reported during the second wave of the 2009 H1N1 pandemic.
- Pneumonia and influenza mortality has been low, but 125 influenza-associated deaths in children have been reported so far this season. This number is higher for the same time period than in every season since reporting began in 2004-05, except for the 2009 pandemic.
- CDC estimates that so far this season there have been at least 32 million flu illnesses, 310,000 hospitalizations and 18,000 deaths from flu.
- Interim estimates of 2019-2020 flu vaccine effectiveness were released last week. So far this season, flu vaccines are reducing doctor's visits for flu illness by 45% overall and 55% in children.
- Antiviral medications are an important adjunct to flu vaccine in the control of influenza. Almost all (>99%) of the influenza viruses tested this season are susceptible to the four FDA-approved influenza antiviral medications recommended for use in the U.S. this season.

During week 8, the following ILI activity levels were experienced:

- High – all states not mentioned below, including North Carolina
- Moderate – five states (Delaware, Nevada, North Dakota, Ohio, and Oregon)
- Low - the District of Columbia and one state (Idaho)
- Minimal - the U.S. Virgin Islands and one state (Florida)



What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

COVID-19 is spreading from person to person in China, and limited spread among close contacts has been detected in some countries outside China, including the United States. At this time, however, this virus is NOT currently spreading in communities in the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with the virus that causes COVID-19. CDC continues to closely monitor the situation.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but now it seems to be spreading from person to person. It's important to note that person-to-person spread can happen on a continuum. Some diseases are highly contagious (like measles), while other diseases are less so. At this time, it's unclear how easily or sustainably the virus that causes COVID-19 is spreading between people. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath



What are severe complications from this virus?

Many patients have pneumonia in both lungs.

How can I help protect myself?

The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

There are simple everyday preventive actions to help prevent the spread of respiratory viruses.

These include

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

For more information: www.cdc.gov/COVID19

Chair Phelps asked Dr. Sorto about the 119 employees. He said he knows that the past year has been a rollercoaster. He asked if some of the previous staff were still at WRMC. Ms. Sorto said yes, there are 38 former employees that have remained. Commissioner Sexton asked about beds. Dr. Sorto said they have 12; however, they would like 25. Commissioner Sexton

asked if they had swing beds. Dr. Sorto said any bed can be a swing bed. She said WMRC has 12 in patients now and they average 8-11 patients.

Mr. Potter thanked Dr. Sorto for attending the meeting tonight. Chair Phelps asked her to come to the April meeting.

FINANCE OFFICER'S REPORT, BUDGET AMENDMENTS/TRANSFERS: Ms. Dixon went over the budget transfers and budget amendments and her report that was in the Commissioners' package.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 073

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: February 13, 2020

RE: Emergency Management/Inspections & Planning/Sheriff

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4330-130	Emergency Mgmt - Unemployment Insurance	243.00	(243.00)	-
10-4330-260	Emergency Mgmt - Departmental Supplies	3,000.00	(387.00)	2,613.00
10-4330-380	Emergency Mgmt - Advertising	300.00	630.00	930.00
Emergency Management				
10-4350- 185	Inspections & Planning - Unemployment Insurance	243.00	(243.00)	-
10-4350-395	Inspections & Planning - Training	1,500.00	(500.00)	1,000.00
10-4350-370	Inspections & Planning - Advertising	500.00	743.00	1,243.00
Inspections & Planning				
10-4310-260	Sheriff - Departmental Supplies	26,800.00	(275.00)	26,525.00
10-4310-412	Sheriff - Lease-Fingerprinting	3,090.00	275.00	3,365.00
Sheriff				
Balanced:		35,676.00	-	35,676.00

Justification:

To transfer monies within Emergency Management and Inspections/Planning to cover the costs to advertise the two open positions with the retirement of Ms. Keyes. To transfer monies within the Sheriff's Office to cover an increase in the maintenance cost for the finger printing machine.

Approval Date: / /

Budget Officer's Initials: _____

Initials:	<i>MD</i>
Batch #:	<i>2020-073</i>
Date:	<i>2/14/2020</i>

Washington County
BUDGET TRANSFER

To: Curtis Potter, County Manager
Missy Dixon, Finance Officer

BT #: 2020 - 074

From: Lynn Swett, Admin Officer II/Assistant Director

Date: February 13, 2020

RE: SS Admin/SS Economic Support/SS Transportation

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-5380-384	SS Economic Support - Child Care (MOE-Part of \$65K Min)	10,000.00	(3,500.00)	6,500.00
10-5310-257	SS Admin - County General Assistance	6,893.00	3,500.00	10,393.00
SS Economic Support/SS Admin				
10-5400-310	SS Transportation - WF Transportation	11,500.00	(2,250.00)	9,250.00
10-5400-250	SS Transportation - Maintenance & Repair Vehicle	40,000.00	2,250.00	42,250.00
SS Transportation				
Balanced:		68,393.00	-	68,393.00

Justification:

To transfer monies within Social Services from the Child Care MOE to the General Assistance line. This line is used for purchase of clothing, assistance for families in times of crisis and for any need not covered by a program within the agency that would put a family or individual at risk. Neither of these lines are reimbursable. To transfer monies within SS Transportation to increase the line for Maintenance & Repairs for Riverlight Transit to pay for repairs to Eastern Dermatology. This expense is not reimbursable and is being used to repair damage to a building canopy caused by our transit vehicle. Neither line is reimbursable.

Approval Date: 2/14/20

Budget Officer's Initials: [Signature]

Initials: [Signature]

Batch #: 2020-074

Date: 2/14/2020

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 075

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: February 13, 2020

RE: Revaluation

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New	
70-8600-330	Revaluation-Postage	2,700.00	(1,050.00)	1,650.00	
70-8600-601	Reval-Contracted Services-Dynamic Data	-	1,050.00	1,050.00	
Revaluation					
		Balanced:	2,700.00	-	2,700.00

Justification:

To transfer monies within Revaluation to cover the costs of programming charges for Dynamic Data. These services are currently needed where most of the postage use will be next fiscal year.

Approval Date: 2/14/2020

Budget Officer's Initials: MD

Initials: MD

Batch #: 2020-075

Date: 2/14/2020

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 076

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: March 2, 2020

RE: Facility Services/Sheriff

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3353-000	Insurance Proceeds	(23,980.00)	(3,637.00)	(27,617.00)
10-4265-256	Facility Services-Insurance Claims	23,980.00	3,637.00	27,617.00
Facility Services/Sheriff				
Balanced:		-	-	-

Justification:

To budget for additional insurance claim monies received for Sheriff Vehicles. One vehicle will be repaired and the other was totalled in an accident that was the fault of another individual.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 077

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: March 2, 2020

RE: SS Economic Support

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS Administration Reimbursement	(2,134,454.00)	(587.00)	(2,135,041.00)
10-5380-406	SS Economic Support-LIEAP Payments	87,533.00	587.00	88,120.00
SS Economic Support				
Balanced:		(2,046,921.00)	-	(2,046,921.00)

Justification:

To budget for additional funds allocated from DHHS for LIEAP (Low Income Energy Assistance) Payments. These funds are reimbursed at 100% to Washington County. Attached is the updated funding authorization from DHHS.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 078

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: February 18, 2020

RE: Sheriff

Please authorize the finance officer to make the following budgetary adjustments:

Account Code		Description	Old	+ or (-)	New
10-4310-315		Sheriff-Training	3,000.00	(2,000.00)	1,000.00
10-4310-310		Sheriff-Travel	3,000.00	2,000.00	5,000.00
Sheriff					
Balanced:			6,000.00	-	6,000.00

Justification:

To transfer monies within the Sheriff's Office from Training to Travel for he and the Chief Deputy to attend the Sheriff's Conference. These expenses should be travel related not training.

Approval Date: _____

Budget Officer's Initials: _____

Initials: MP

Batch #: 2020-078

Date: 2/18/2020

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 079

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: February 26, 2020

RE: Sheriff

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4310-613	Sheriff - Fingerprinting	2,591.00	(575.00)	2,016.00
10-4310-102	Sheriff - Supplemental Pension Fund	-	575.00	575.00
Sheriff				
Balanced:		2,591.00	-	2,591.00

Justification:

To transfer monies within the Sheriff's Office Budget to cover the costs of the Supplemental Pension Fund Payment that is required by General Statute. This was inadvertently left out of the budget this year.

Approval Date: 2/26/20

Budget Officer's Initials: MS

Initials: MS

Batch #: 2020-079

Date: 2/26/2020

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 080

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: March 2, 2020

RE: SS Transportation

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS Administration Reimbursement	(2,135,041.00)	(4,000.00)	(2,139,041.00)
10-5400-310	SS Transportation - WF Transportation	9,250.00	(4,000.00)	5,250.00
10-5400-250	SS Transportation - Maintenance & Repair-Vehicle	42,250.00	8,000.00	50,250.00
SS Transportation				
		Balanced:		
		(2,083,541.00)	-	(2,083,541.00)

Justification:

To transfer monies within SS Transportation to increase the Maintenance and Repair line for Riverlight Transit. This line is reimbursable. The request is to move funds from a line that is not reimbursable therefore increasing revenue to the county by approximately \$4,000. This request comes as a result of the need to accommodate future repair costs to vehicles and to pay the fuel charges that will be incurred through the end of the fiscal year.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 081

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: February 25, 2020

RE: Landfill

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New	
33-3350-000	Landfill - Construction Contractors Disposal Fee	(50,000.00)	50,000.00	-	
33-3350-001	Landfill - Construction Contractors Disposal Fees (Billed)	-	(50,000.00)	(50,000.00)	
Landfill					
		Balanced:	(50,000.00)	-	(50,000.00)

Justification:

To transfer the budgeted number of \$50,000 from 33-3350-000 to 33-3350-001 as approved by the Board of Commissioners during the budget. Finance inadvertently keyed the budget to the incorrect account in error.

Approval Date: 2/25/20

Budget Officer's Initials: MD

Initials: MD

Batch #: 2020-081

Date: 2/25/2020

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 082

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: February 25, 2020

RE: Clerk of Court

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4265-202	Clerk of Court - Maintenance & Repair-Building	1,500.00	(746.00)	754.00
10-4265-201	Clerk of Court - Departmental Supplies	1,500.00	746.00	2,246.00
Clerk of Court				
		Balanced:		
		3,000.00	-	3,000.00

Justification:

To transfer monies within the Clerk of Court Budget lines from Maintenance & Repair-Building to Departmental Supplies to cover the cost of new Check Stock. The monies are not needed in the Maintenance Line.

Approval Date: 2/25/20

Budget Officer's Initials: MD

Initials: MD

Batch #: 2020-082

Date: 2/25/2020

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 082

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: February 25, 2020

RE: Clerk of Court

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4265-202	Clerk of Court - Maintenance & Repair-Building	1,500.00	(746.00)	754.00
10-4265-201	Clerk of Court - Departmental Supplies	1,500.00	746.00	2,246.00
Clerk of Court				
		Balanced:		
		3,000.00	-	3,000.00

Justification:

To transfer monies within the Clerk of Court Budget lines from Maintenance & Repair-Building to Departmental Supplies to cover the cost of new Check Stock. The monies are not needed in the Maintenance Line.

Approval Date: 2/25/20

Budget Officer's Initials: MD

Initials: MD

Batch #: 2020-082

Date: 2/25/2020

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 083

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: March 2, 2020

RE: Various Departments-See Below

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4110-140	Governing Board - Workers Compensation	1,410.00	59.00	1,469.00
10-4120-130	Manager's Office - Unemployment	972.00	(972.00)	-
10-4130-130	Finance Office - Unemployment	972.00	(972.00)	-
10-4130-140	Finance Office - Workers Compensation	1,016.00	(8.00)	1,008.00
10-4140-130	Tax - Unemployment	1,215.00	(1,215.00)	-
10-4140-140	Tax - Workers Compensation	2,951.00	(36.00)	2,915.00
10-4170-140	Board Of Elections - Unemployment	468.00	109.00	577.00
10-4180-130	Register of Deeds - Unemployment	486.00	(486.00)	-
10-4180-140	Register of Deeds - Workers Compensation	603.00	(48.00)	555.00
10-4210-130	Info Tech - Unemployment	243.00	(243.00)	-
10-4265-010	Facility Services - Salaries & Wages - Regular	158,628.00	(4,489.00)	154,139.00
10-4265-130	Facility Services - Unemployment	1,335.00	(1,335.00)	-
10-4265-140	Facility Services - Workers Compensation	10,570.00	8,318.00	18,888.00
10-4310-140	Sheriff - Workers Compensation	48,379.00	3,009.00	51,388.00
10-4330-140	Emergency Mgmt - Workers Compensation	3,518.00	1,044.00	4,562.00
10-4915-140	GIS - Workmans Compensation	1,566.00	(15.00)	1,551.00
10-5150-130	Senior Center - Workmans Compensation	1,512.00	2,244.00	3,756.00
10-5155-130	Veterans - Unemployment	100.00	(100.00)	-
10-5310-140	SS Admin - Workers Compensation	47,822.00	(5,352.00)	42,470.00
10-5911-140	Communications - Workers Compensation	2,065.00	441.00	2,506.00
10-6060-130	Soil & Water - Unemployment	243.00	(243.00)	-
10-6060-140	Soil & Water - Workers Compensation	1,506.00	(129.00)	1,377.00
10-6120-130	Recreation - Unemployment	243.00	(243.00)	-
10-6120-140	Recreation - Workers Compensation	3,658.00	662.00	4,320.00
35-7130-130	Water Operations - Unemployment	1,458.00	(845.00)	613.00
35-7130-140	Water Operations - Workers Compensation	12,012.00	1,353.00	13,365.00
35-7135-140	Water Treatment - Workers Compensation	5,941.00	(508.00)	5,433.00
Various Departments-See above				
Balanced:		310,892.00	-	310,892.00

Justification:

To transfer monies between various departments to cover the additional costs that were incurred when our 2018 Workers Compensation Audit was finalized. We are using unspent monies in various other Workers Compensation lines and Unemployment lines to help cover this cost, along with monies from the lapse salary in Facility Services due to the charge for the lawn mowing contract.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 084

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: March 2, 2020

RE: SS Economic Support/Senior Center/Sheriff

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3500-080	DSS Community Donations - Medical Support	(319.00)	(3.00)	(322.00)
10-5380-375	DSS Community Donations - Medical Support	1,623.00	3.00	1,626.00
SS Economic Support				
10-3509-010	Senior Center Trips	(6,482.00)	(3,176.00)	(9,658.00)
10-5150-380	Senior Center Trips	9,100.00	3,176.00	12,276.00
Senior Center				
10-3540-020	Sheriff-Gun Permits Discretionary-County Portion	(2,235.00)	(560.00)	(2,795.00)
10-4310-611	Sheriff-Gun Permits Discretionary-County Portion	15,415.00	560.00	15,975.00
10-3540-030	Sheriff-Gun Permits-State Portion	(2,645.00)	(685.00)	(3,330.00)
10-4310-612	Sheriff-Gun Permits-State Portion	2,980.00	685.00	3,665.00
10-3540-040	Sheriff-Finger Printing	(1,070.00)	(130.00)	(1,200.00)
10-4310-613	Sheriff-Finger Printing	2,016.00	130.00	2,146.00
Sheriff				
Balanced:		18,383.00	-	18,383.00

Justification:

To budget additional revenues received in SS Economic Support, Senior Center, and Sheriff's Office for medical donations, senior trips, gun permitting, and finger printing.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 085

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: March 2, 2020

RE: Detention/Emergency Management/Communications

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4320-010	Detention - Salaries & Wages - Regular	334,679.00	(20,000.00)	314,679.00
10-4320-040	Detention - Longevity	1,818.00	(233.00)	1,585.00
10-4320-030	Detention - Salaries & Wages - Overtime	46,000.00	20,233.00	66,233.00
Detention				
10-4330-180	Emergency Management - Group Insurance	7,205.00	(200.00)	7,005.00
10-4330-330	Emergency Management - Postage	350.00	(114.00)	236.00
10-4330-040	Emergency Management - Longevity	1,883.00	314.00	2,197.00
Emergency Management				
10-5911-010	Communications - Salaries & Wages - Regular	216,052.00	(6,500.00)	209,552.00
10-5911-031	Communications - Salaries & Wages - Parttime	40,000.00	6,500.00	46,500.00
Communications				
Balanced:		647,987.00	-	647,987.00

Justification:

To transfer monies within Detention from the Regular Salary and Longevity lines to the Overtime line due to not being fully staffed with fulltime employees causing additional overtime to have to be worked by other staff members to cover all shifts. To transfer monies within Emergency Management to cover the cost associated with the required payout upon the retirement of Ms. Keyes. To transfer monies within Communications from the Regular Salary line to the Parttime Salary line due to not being fully staffed with fulltime employees and having to work parttime staff more to cover all shifts.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

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Batch #:

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Date:

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Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 086

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: March 2, 2020

RE: Emergency Management/Inspections

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3440-000	Sales Tax-One Half Cent-ST A40	(580,000.00)	(33,073.00)	(613,073.00)
10-4330-010	Emergency Mgmt - Salaries & Wages - Regular	62,749.00	1,557.00	64,306.00
10-4330-100	Emergency Mgmt - Retirement	9,902.00	420.00	10,322.00
10-4330-315	Emergency Mgmt - Training	1,500.00	1,000.00	2,500.00
10-4350-121	Inspections - Salaries & Wages - Regular	32,836.00	21,433.00	54,269.00
10-4350-181	Inspections - FICA Tax	2,550.00	1,640.00	4,190.00
10-4350-182	Inspections - Retirement	5,106.00	3,327.00	8,433.00
10-4350-183	Inspections - Group Insurance	9,086.00	643.00	9,729.00
10-4350-184	Inspections - 401K Contributions	1,000.00	3,053.00	4,053.00
Emergency Management/Inspections				
Balanced:		(455,271.00)	-	(455,271.00)

Justification:

To budget additional monies in the Emergency Management and Inspections Departments in order to hire staff to fill the two positions approved upon Ms. Keyes retirement. These funds are being allocated from an increase in revenue that is being budgeted in the Sales Tax-One Half Cent ST A40 line as projected sales tax collected in that line for the fiscal year appear coming in higher than originally budgeted.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

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Batch #:

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Date:

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Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 087

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: March 2, 2020

RE: Register of Deeds

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3440-000	Sales Tax-One Half Cent-ST A40	(613,073.00)	(3,000.00)	(616,073.00)
10-4180-030	Register of Deeds - Salaries & Wages - Part Time	11,700.00	3,000.00	14,700.00
Register of Deeds				
Balanced:		(601,373.00)	-	(601,373.00)

Justification:

To budget additional monies in the Register of Deeds Part Time line per request from Mr. Esolen, Register of Deeds. Please see attached letter for more detail regarding the request. These funds are being allocated from an increase in revenue that is being budgeted in the Sales Tax-One Half Cent ST A40 line as projected sales tax collected in that line for the fiscal year appear to be coming in higher than the originally budgeted amount.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	



Washington County Register of Deeds

Timothy J. Esolen (Register)

Brianne Voliva (Assistant)

Gail L. Phelps (Deputy)

P.O. Box 1007—Plymouth, NC 27962

Website: www.washingtonrod.net—Email: tesolen@washconc.org

Phone: (252)-793-2325—Fax: (252)-793-6982

January 29, 2020

To: Washington County Board of Commissioners

Via: Washington County Manager, Mr. Curtis Potter
Washington County Finance Director, Ms. Missy Dixon

Subj: REQUEST FOR ADDITIONAL FUNDING FOR PART TIME DEPUTY

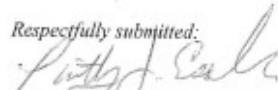
Dear Board,

I am afraid that I must ask for your assistance and add to your already stressful job in regards to managing the affairs of Washington County. As you know, the Office of the Register of Deeds suffered a debilitating loss with the unexpected death of Assistant Register of Deeds Ms. Virginia H. Moore in October 2019. Part-time Deputy Register, Ms. Gail Phelps stepped in and became full time until the hiring of a new Assistant Ms. Brianne Voliva in December 2019. This depleted our budgetary line item for the part-time position. Finance Director, Ms. Missy Dixon has been kind enough to support our efforts in moving monies from other line items but that is about to run out also.

The part-time position needs to, at a minimum, work one day a week to maintain operational abilities. If the registration process isn't practiced often, the ability to remember all the rules and regulations diminish over time. Additionally, the North Carolina Association of Registers of Deeds (NCARD) is to hold its annual fall conference at the Hilton Hotel on the Outer Banks and District VIII, of which Washington County is a member, is tasked to host this statewide conference. I have been voted in as Secretary for District VIII and must attend every meeting regarding the NCARD conference. Assistant Register of Deeds Voliva also needs to attend the meetings and the annual conference so she will have a better understanding of our office. If something were to happen to me unexpectedly, she would then be able to fulfill the duties of the Register of Deeds. In order for Ms. Voliva to be in attendance, Deputy Phelps will be in charge of the office during our absence.

I, therefore request an additional \$3000.00 for the remainder of fiscal year 2019-2020 for the part-time position.

Respectfully submitted:


Timothy J. Esolen
Register of Deeds

Commissioner Riddick made a motion to approve the abovementioned Budget Amendments and Transfers as presented. Commissioner Sexton seconded, motion passed unanimously.

Ms. Dixon said she is watching the overtime in 911.

OTHER ITEMS BY CHAIRMAN, COMMISSIONERS, COUNTY MANAGER/ATTORNEY, CLERK OR FINANCE OFFICER:

Chair Phelps thanked the staff for their efforts in setting up for tonight. It's always a challenge when we aren't in the Commissioners' Room. Chair Phelps reminded everyone to go out and vote tomorrow. He also mentioned that Commissioner Johnson is not in attendance tonight because she is attending a NACo legislative meeting in DC.

Commissioner Sexton said some of our roads have been pushed back on the RPO schedule. The Board did do a resolution to remind DOT and our Representatives about Newland Road--but don't hold your breath. NCDOT has 102 vacancies in our district and they have a hiring freeze.

Ms. Bennett mentioned that Washington County will be hosting the NCACC Eastern District meeting being held on March 10 at the Vernon James Center. She encouraged all Commissioners to attend.

Mr. Potter will be trying a new outreach item with the Senior Center on Thursdays: "Coffee with County Manager" after his radio spot. Mr. Potter anticipates bringing a contract to the Board in April for the current auditors if there are no objections. Mr. Potter said he is also working with DSS and the Maintenance Director on getting a dilapidated roof repaired. The Board said to fix it.

Commissioner Riddick made a motion to go into Closed Session pursuant to NCGS §143.318.11(a)(6) personnel. Commissioner Sexton seconded, motion carried unanimously.

Back in Open Session, **Commissioner Riddick made a motion to approve the County Manager's appointment of Mr. Lance Swindell as the Washington County Emergency Management Coordinator effective March 16, 2020. Commissioner Sexton seconded, motion carried unanimously.**

Commissioner Sexton made a motion to go into Closed Session pursuant to NCGS §143.318.11(a)(4) economic development. Commissioner Riddick seconded, motion carried unanimously.

Back in Open Session, **Commissioner Riddick made a motion to approve a Resolution of The Board of County Commissioners of Washington County, North Carolina, Authorizing The Application for a US Department of Agriculture Rural Business Development Grant (RDBG) on behalf of Bay Brother's Seafood. Commissioner Walker seconded, motion carried unanimously.**

Commissioner Walker made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(3) (attorney-client privilege), Commissioner Riddick seconded, motion carried unanimously.

Back in Open Session, at 9:00 PM with no further business to discuss **Commissioner Riddick made a motion to adjourn the meeting. Commissioner Sexton seconded, motion carried unanimously.**

D. Cole Phelps
Chair

Julie J. Bennett, CMC, NCMCC
Clerk to the Board