

December 4, 2017

The Washington County Board of Commissioners met in a regular session on Monday, December 4, 2017 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, 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.

County Manager Potter called the December 4, 2017 meeting to order.

ELECTION OF CHAIR: County Manager Potter called for nominations for Chair of the Washington County Board of Commissioners for 2017 - 2018. Commissioner Sexton nominated Commissioner Johnson. Commissioner Walker seconded. There were no other nominations. **Commissioner Sexton made a motion to close the nominations. Commissioner Riddick seconded. Commissioner Sexton made a motion to elect Commissioner Johnson as Chair. Commissioner Phelps seconded, motion carried unanimously.** Chair Johnson assumed presiding over the meeting.

ELECTION OF VICE-CHAIR: Chair Johnson called for nominations for Vice-Chair of the Washington County Board of Commissioners for 2017-2018. Commissioner Walker nominated Commissioner Sexton as Vice-Chair. Chair Johnson seconded. Commissioner Phelps nominated Commissioner Riddick as Vice-Chair. The motion died for lack of a second. There were no other nominations. **Commissioner Walker made a motion to close the nominations. Chair Johnson seconded. Commissioner Walker made a motion to elect Commissioner Sexton as Vice-Chair. Chair Johnson seconded.** Chair Johnson congratulated Commissioner Sexton on becoming Vice-Chair.

Chair Johnson called on Commissioner Sexton to give the invocation and Commissioner Walker to lead the Pledge of Allegiance.

ADDITIONS/DELETIONS: Ms. Bennett said she would like to delete Item 4, Employee of the Quarter and move it to the next meeting on December 11. Mr. Potter stated he would like to move Item 7, Recreation Workgroup Update, to the end of the meeting as Item 12A.

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

- a) Approval of Meeting Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) 2018 County Holiday Schedule
- d) 2018 County Commissioners' Meeting Schedule
- e) Closing of County Offices for Employees' Christmas Luncheon

Commissioner Sexton seconded. Ms. Bennett pointed out the change made in the Commissioners' meeting dates that fall around holidays. Rather than having a meeting on Tuesday following a Monday holiday, the Board will meet on the following Monday.

Commissioner Phelps mentioned he liked that there will still be meetings in Roper and Creswell also. **Motion carried unanimously.**

PUBLIC FORUM: Ms. Melanie Ashe, Washington County Hospital (WCH), stated that as of last Friday, she is CEO of the hospital and first on her list is to see about paying the hospital's taxes. On December 8, 2017, WCH will be having its employee banquet. Ms. Ashe also mentioned that Monday –Friday the front doors of the hospital will be locked at 5:00 pm. Everyone will be asked to sign in and get a visitor pass. All visitors on weekends will be allowed in through the Emergency Room entrance and must still sign in and get a visitor pass. Ms. Ashe stated that if there any issues, please contact her or Courtney Ward.

Mr. Wes Gray, the new Health Director at Martin-Tyrrell-Washington Health Department introduced himself and thanked the Commissioners for all they do.

ANIMAL CONTROL, NC STATE VETERINARY OFFICER: Sheriff Barnes introduced Dr. Norris, NC State Veterinary Officer. He asked her to come speak to the Board regarding some of the County's issues with our animal shelter.

Dr. Norris spoke to the Board and said she oversees animal shelters and other departments. In 2017, Washington County's animal shelter received a citation to shut down. However, Sheriff Barnes was able to get this turned around and re-opened. Dr. Norris went back to records from 2010 to see what issues the County's animal shelter has had. Some of these issues include overall maintenance of facility, needs new fences and gravel needs to be replaced. Regarding personnel, the Animal Welfare Act requires that the shelter is cleaned 7 days a week 365 days a year. She stated that it is a tough job to be the Animal Control Officer. She stated that there is paperwork to be done also. Other issues involved care of animals in the shelter itself. The County is to provide care for animals while in custody, which includes veterinary care. Animals can't come into a community shelter without veterinary care.

Commissioner Phelps thanked Dr. Norris for coming tonight. Commissioner Phelps stated that he has been a Commissioner since 2012 and this is the first time he has heard of these issues. Commissioner Phelps asked Dr. Norris what she suggests the County do to move forward. Dr. Norris stated that the Board can go to the Animal Welfare section on the State's website, and there is a tab for Facility Inspections. Also on this page, one can peruse neighboring counties information to see what problems they have had and how they fixed them. Dr. Norris said these issues have been building up in the Washington County Animal Shelter. She stated that her Department has tried very hard to help make sure that County shelters don't get closed down.

Commissioner Phelps asked Mr. Potter and Ms. Bennett to look at citations since 2010 from Animal Welfare and inform Board of the issues noted.

Commissioner Sexton asked whose responsibility is it in small counties. Is it the responsibility of the Sheriff's Office? Dr. Norris stated that some small counties don't have an animal shelter at all. Some counties band together to run one shelter to be able to share the costs/personnel. She said she would be glad to get the Board some comparisons. Commissioner Sexton asked can the County contract out to an individual to run the County's animal shelter. Dr. Norris said Dare County contracts out to the ASPCA but they have issues too.

Commissioner Phelps said he knows that Sheriff Barnes invited Dr. Norris to the meeting tonight so the Commissioner would know that the County has a real problem with the animal shelter. Commissioner Phelps told Dr. Norris that the Board is going to have a budget meeting next week and he would like to know what areas the County should be concentrating on in regards to the animal shelter. Dr. Norris said specifically that the fencing and the gravel need to be addressed first. Pest control is also an issue—the shelter is overrun with rodents and there is tick infestation in the summer. Dr. Norris also said the Commissioners should budget for veterinary care and personnel. Discussion ensued. Chair Johnson thanked Dr. Norris for attending the Board meeting.

SHERIFF'S OFFICE UPDATE: Sheriff Johnny Barnes spoke to the Board and said along with the issues at the animal shelter, that some of the Commissioners have asked him to come before the Board to discuss why County has so many job vacancies. Sheriff Barnes said the number one reason is pay. Deputy Jay Jewell created a spreadsheet with a comparison of like counties. Deputy Jewell gave out information to the Board.

Deputy Jewell said he did an average of the entire state using information from the Census web page and County documents. He mentioned that he didn't put in Beaufort County's numbers because they are a bigger county than Washington County.

Commissioner Sexton asked when he did the maximum salaries of these counties and towns, did the salary include the benefits or just base salary. Deputy Jewell said the numbers are based on salary only, benefits are paid separately. Chair Johnson asked about the benefits packages. Deputy Jewell said some got paid OT and some got paid for years of service.

Commissioner Phelps asked Ms. Dixon (County Finance Officer) when the Sheriff's Office received an increase. Ms. Dixon said they received an increase the same time that all employees did--two years ago. Commissioner Phelps asked Mr. Potter if we can show on the tax bill, where the tax money goes such as for EMS, Fire, and Sheriff's Dept. Mr. Potter said the paperwork and administrative time to do this is astronomical. The general rule is that you can't do a service district tax if you provide service countywide, not just to a specific district.

Sheriff Barnes said the County lacks qualified officers. The Sheriff's Office spends most of their time taking people right out of BLET programs. New deputies are hired and we train them, on the job, and send them to schools. Sheriff Barnes said all Washington County has been is a training ground. Sheriff Barnes said the Sheriff's Office is also losing deputies/investigators to the Plymouth Police Department because their pay is better. When someone leaves the Sheriff's Office, Washington County also has to pay for that person's vacation and if they have been employed in the County for a while, that means the Sheriff's Office has to pay out unexpected expenses (vacation and/or retirement) and can't hire someone else until the Sheriff's Office has enough money. Sheriff Barnes said he only has about 5 employees who have been with the County over 2 years. The Sheriff's Office has 4 vacancies now and 3 of them are supervisor positions.

Commissioner Sexton asked Sheriff Barnes what he thinks the Sheriff's Office can do to keep them employees here in Washington County. Sheriff Barnes said there are no step increases which makes the County fall behind in competing salaries with surrounding counties. Commissioner Sexton said it seems that when Washington County ups the pay, then other counties increase their pay.

Commissioner Phelps said the last countywide pay raises were in January, 2015. Commissioner Phelps said that the Sheriff's Office salaries and the County's animal shelter should be priorities for the budget meeting on December 11.

Sheriff Barnes said the inspection was done after we received the animals that were being held due to a court case so the shelter wasn't as clean because the County had an increase in animal population. The Sheriff said he does have a couple of volunteers but the Animal Control Officer still answers more calls 24/7 than the regular deputies.

Commissioner Phelps said he will mention to one of the judges about commuting sentences for community service for the animal shelter; however they have to be chaperoned. Sheriff Barnes said if they have a deputy at the animal shelter chaperoning, then the deputy might as well be doing the work.

Commissioner Phelps asked about the salary for the Animal Control Officer. Sheriff Barnes said it's about \$4,000 less than what a deputy makes.

SENIOR CENTER ADVISORY COUNCIL BY-LAWS AMENDMENT: Ms. Vanessa Joyner, Senior Center Director stated that at the last Senior Center Advisory Council Meeting, the Council wanted to change the age for participation at the Senior Center from 55 to 50 to match the Albemarle Commission's Senior Games.

**Washington County Senior Center
Advisory Council By-Laws**

Article I

Establishment

Section 1: Name

The Washington County Senior Center Advisory Council located at 198 Hwy 45 N, Plymouth, NC.
The Advisory Council was established by the Washington County Board of Commissioners on October 5, 1998.

Sections 2: Purpose

The purpose of the Washington County Senior Center is to help seniors 50 or older stay mentally alert, socially involved, and physically active.

The Washington County Senior Center Advisory Council is an advisory body that acts as an advocate for participant involvement in the planning of activities and policies. Its main functions are to advise, supports, assist, review policy and communicate with Senior Center Director and staff.

Article II

Membership

Section 1: Composition

The Senior Center Advisory Council will be composed of seven voting members, each of whom reside in Washington County and are 50 years of age or older. Each member will serve a 2- year term and can be elected by the Advisory Council for one additional term.

The ex-officio members on the Senior Advisory Council as follows: Senior Center Director, County Manager or Assistant County Manager, Nutrition Site Manager, Senior Center Assistant and County Transportation Coordinator.

Section 2: Eligibility

Each Senior Center Advisory Council must be at least 50 years of age or older and be resident of Washington County. Each member must also participate in the Center at least once a month.

Section 3: Appointments

Vacancies on the Senior Center Advisory Council will be filled by the County Commissioners based on recommendations from the Advisory Council.

Section 4: Absences

Senior Center Advisory Council members cannot miss more than 3 meetings within a 12- month period with exceptions for sickness, death of immediate family or an emergency. If council members miss more than 3 meetings they will lose their status as a member.

Section 5: Roles

Senior Center Advisory Council members will serve as a liaison between the seniors of Washington County and the Senior Center Director and county government. Members will also suggest policies and promote needed services and programs for seniors while making recommendations concerning service proposals and funding for the Washington County Senior Center. Members will advocate the needs of the Senior Center to the Board of County Commissioners and perform other functions and duties as requested by the Board of County Commissioners.

Article III

Meetings

Section 1: Meetings

The Senior Center Advisory Council meetings will be held on a quarterly basis and special meetings will be held as necessary. Dates for regular meeting will be set at the annual meeting. The annual meeting will be held in October of each Calendar year. All Senior Center Advisory Council meetings will be held in accordance with "Robert's Rules of Order".

Section 2: Quorum

A quorum will be a majority of the voting members on the Senior Center Advisory Council. No official action can be taken by the Advisory Council without a Quorum present.

Article IV:

Officers

Section 1: Offices

The principle offices of the Council will be the chairperson and vice-chairperson.

Section 2: Election to Offices

Chairperson and vice-chairperson will be elected for the following calendar year and the annual meeting. An ex-officio member, as chosen by the Council, will act as recording secretary. Any vacancy in any office elected by the Council may be filled by the Council for the unexpired portion of the term.

Section 3: Duties

The chairperson will preside at all meetings of the Council and will represent the Council in approved activities on its behalf. In the absence of the chairperson, the vice chairperson will perform the duties of the chairperson. The Senior Center Director will assist the secretary with his/her duties.

Article VI

Committees

Section 1: Special Committees

The council may choose to create special committees as necessary. If a special committee is appointed by the Chairperson, this committee may include persons not on the Council, with the approval of the Council, if it would best serve the purpose of this organization and the senior citizens of Washington County.

Article VII

Amendments

These by-laws may be adopted, altered, or repealed by the affirmative vote of a majority of the members in office at any regular or special meeting of the Council and duly approved by the County Commissioners.

Commissioner Phelps made a motion to approve the Senior Center Advisory Council By-Laws Amendment to change the age of participation at the Senior Center to 50 (instead of 55) as presented above. Commissioner Riddick seconded, motion passed unanimously.

PERSONNEL POLICY AMENDMENT: Mr. Potter spoke to the Board regarding a Personnel Policy Amendment to add: Article VII, Section 15: Discipline for Arrest due to Criminal Charges. Some counties have direct policies while others do not.

RESOLUTION

**Amending Washington County Personnel Policy
to add: Article VII, Section 15: Discipline for Arrest due to Criminal Charges**

WHEREAS, the Washington County Personnel Policy does not currently directly address the topic of potential disciplinary action for an employee's arrest due to criminal charges; and

WHEREAS, various other counties have adopted certain provisions within their respective personnel policies to directly address such issues; and

WHEREAS, the Board of Commissioners of Washington County recognizes the need to provide clear direction with respect to this issue, and now desires to update and amend its Personnel Policy as more particularly described below.

NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS of WASHINGTON COUNTY HEREBY RESOLVES AS FOLLOWS:

1. That the following language shall be inserted and incorporated into the Washington County Personnel Policy as Article VII Employee Conduct, Section 15: Discipline for Arrest due to Criminal Charges:

Section 15: Discipline for Arrest due to Criminal Charges:

The County may also impose discipline when an employee's misconduct or alleged actions, within or outside the scope of their duties as a County employee, results in criminal charges that have the potential to adversely reflect upon and/or impact the County's ability to carry out its normal operations and mission.

Supervisors will consult with the County Manager, County Attorney, and the Human Resources Specialist regarding any disciplinary/adverse action to be taken under this Section, which may include but is not limited to, suspension without pay (provided however that any accrued vacation leave balance such a suspended employee may have may be utilized to continue receiving normal pay during the period of such a suspension)

while the charges are pending and/or while the County evaluates the charges and their impact upon its operations and mission.

Notwithstanding the foregoing, the timing and nature of any disciplinary action may depend upon the nature of the employees job duties, the circumstances and nature of the particular criminal charge(es), the reasonably anticipated adverse impact upon County's operations and mission, and/or the reasonably anticipated period of time before the final outcome of the criminal charge(es) against the employee are anticipated to be resolved.

Depending on the facts and circumstances in each instance, and notwithstanding any other provision within the Personnel Policy to the contrary, disciplinary action under this Section (up to and including termination) may occur prior to the criminal charges being fully processed within the courts within the County's sole discretion, and any employee terminated hereunder shall not be entitled to reinstatement of their position upon the final outcome of the criminal charge(es), regardless of the nature of such outcome, unless otherwise required by applicable law.

It shall be the affirmative duty of all employees to self-report to their supervisor in writing within seventy-two hours, the existence of any criminal charges made or pending against them for any felony, any violent misdemeanor, any crimes related to fraud or theft, and otherwise any crimes directly related to the scope of, or arising from the actual performance of, the employee's normal job duties for the county.

That except as specifically stated and amended herein, the Washington County Personnel Policy, as previously modified or amended from time to time, and currently in effect as of the date of this Resolution shall remain in full force and effect hereafter.

Commissioner Phelps would like to table this item in light of the new paragraph (highlighted) that Mr. Potter added. He would like more time to look at this.

Chair Johnson asked Commissioner Phelps and Mr. Potter to get together and discuss this Resolution to come up with an agreeable solution before bringing it back to the Board.

BOARDS & COMMITTEES: Ms. Bennett asked the Board to consider the following re-appointment.

Washington County ABC Board

The Washington County ABC Board is asking for the Board to approve the following recommendation:

Re-appointment of Mr. Jack Faulk (he is the chairman). His 3 year term expires December 31, 2017.

Mr. Faulk has agreed to serve if re-appointed.

Commissioner Sexton made a motion to approve the re-appointment of Mr. Jack Faulk to the Washington County ABC Board as requested. Commissioner Phelps seconded, motion passed unanimously.

Ms. Bennett noted that the Albemarle Commission has new guidelines for its Community Advisory Committee Appointments as noted below.

Community Advisory Committee Appointments

Please see the attached e-mail from Ms. Brandi Jordan, Region R Long-Term Care Ombudsman for the Albemarle Commission.

Julie Bennett

From: Brandi Jordan <bjordan@accog.org>
Sent: Monday, November 27, 2017 11:25 AM
To: camdencountyclerk@camdencountync.gov; susanne.stallings@chowari.nc.gov; leean.walton@currituckcountync.gov; garyg@darenc.com; mlawrence@gatescountync.gov; lstotesberry@hydecountrync.gov; scottl@co.pasquotank.nc.us; mhunnicut@perquimanscountync.gov; pennyowens@tyrrellcounty.net; Julie Bennett
Cc: Dixon, LaKendra; Camille Craft
Subject: Community Advisory Committee appointments
Attachments: CAC Volunteer Application.pdf
Importance: High

Good morning!

As all of you know, HB248 was passed on July 12, 2017. However, we have held off on the process of accepting applications and training new CAC members for several months as we have worked on implementing this new process. The State Long-Term Care Ombudsman's office has given us the OK to open up the application process for new CAC members. Many of you have vacancies in your county so this is great news!

HB248 has changed the process of how we will designate and appoint new members. I have attached an application that would be very useful to use for anyone wanting to apply for this Committee, as there will be a screening process that takes place. Please note the following:

- Individuals can apply for the Committee through the County office OR through the Regional LTC Ombudsman's office
- Individuals **MUST** be screened by the Regional Ombudsman. If you receive an application, please forward it to me at bjordan@accog.org or 426-8482 (fax)
- Once screened, the individual will go through the new member training. Once this has been completed, his/her information will be sent to the State Office for designation
- Once the State Long-Term Care Ombudsman has designated the individual, he/she can be appointed by the County as a Community Advisory Committee member

If you would like additional information on this process or you have questions, please feel free to contact me at 426-5753 ext 225. Our next new member training will be held on January 30, 2018 at the Albemarle Commission office in Hertford. Thank you all for your patience!

Brandi

Brandi Jordan, MSW
Region R Long-Term Care Ombudsman
Albemarle Commission
bjordan@accog.org
252.426.5753 x 225 (O)
252.426.8482 (F)

Program Overview & Job Description

Nursing Home, Adult Care Home, & Joint Community Advisory Committees

Community Advisory Committee members for long-term care facilities are trained volunteers. They are local citizens designated by the State Long-Term Care Ombudsman's office and appointed by their county Boards of Commissioners. These committees were established by the North Carolina State Legislature (G.S. 131D-31 and G.S. 131E-128) to be volunteer advocates for residents in long-term care facilities. The committees cover Nursing Homes, Adult Care Homes, and Family Care Homes within their county.

ROLES & RESPONSIBILITIES

The very presence of informed, concerned citizens, in and around facilities, can make a critical difference and provide a force to ensure quality care for persons in long-term care facilities.

The Community Advisory Committees have the responsibility to:

- To work to maintain the intent of the Resident's Bill of Rights.
- Make official quarterly visits to assigned facilities to apprise themselves of general conditions under which persons are residing and to establish rapport with residents, families, staff, and administrators.
- To serve as the nucleus for increased community interaction with facilities.
- Assist persons with grievance resolution regarding resident's rights issues.
- Promote community education and awareness of the needs of residents in long-term care facilities.
- Work toward keeping the public informed about aspects of long-term care and operations of homes in their counties.

Typically, CAC members spend a minimum 8 hours per quarter fulfilling their primary responsibilities i.e., visiting long term care facilities and completion of quarterly visitation worksheets. Additionally, attendance is required at quarterly committee meetings.

MINIMUM REQUIREMENTS FOR APPOINTMENT

Initial appointment to the CAC is for a one year term. After the one year term is completed members are eligible for subsequent appointments to two or three year terms.

Appointees must be 18 years or older and must reside in the county that they serve. They cannot have an immediate family member residing in or employed by the type of home that their committee covers. Additionally, they cannot be employed by an agency that has direct involvement in the licensing or certification of a long-term care facility, nor can they have a financial interest in a long-term care facility. After training, attestation, and designation by the State Office, the Member is then appointed by the Board of County Commissioners. Members must be able to visit long term care facilities between the hours of 10:00am - 8:00pm at least quarterly with fellow committee members. An interest in advocacy for disabled and senior adults is necessary.

TRAINING REQUIREMENTS

Advisory Committee Members are required by North Carolina General Statutes to complete 15 hours of initial orientation and training prior to designation by the State Long-Term Care Ombudsman under G.S. 131D-32. In Region R this required orientation and training is outlined as follows:

- Phase I - Full day training session. (8 hours)
- Phase II - Completion of a home-study assignment
- Phase III - Facility orientation session held at each type of facility served in the county

After initial training and orientation, CAC members are required to complete a minimum of 10 hours continuing education relative to long term care annually.

Additional Information



Citizens serving on these committees are the link between the facilities and the community. Their work will ultimately result in the improved quality of life for home residents. Committees often find very interesting and creative ways to fulfill their responsibilities, such as:

- ★ Participating in local health fairs or other community-based events
- ★ Providing information to the general public about Resident Rights, advocacy & LTC facilities
- ★ Participating in facility-sponsored events
- ★ Meeting with the local delegation of legislators to voice concerns about long-term care issues

Long Term Care Ombudsman Program

Ombudsman is a Swedish word meaning citizen representative or advocate. The office of the Ombudsman investigates complaints about services in long term care facilities, mediates disputes, offers information/referral about long term care, and provides advocacy services, technical assistance and consultation to senior citizens, public agencies, legislators, and care providers.

North Carolina General Statutes direct the Long-Term Care Ombudsman to ensure that long term care residents have full opportunity to exercise their basic rights, which include-civil and religious liberties, the right to independent personal decisions and knowledge of available choices.

Ombudsmen do not have regulatory authority over long term care facilities, nor do they investigate allegations of abuse and neglect as defined in the North Carolina statutes.

The Regional Ombudsman is responsible for the training and support of the Community Advisory Committees, which includes:

- Orienting new members and providing on going training
- Assisting committees in developing effective strategies to address local long term care issues
- Providing technical assistance and information to the general public and others
- Analyzing long term care issues specific to the locality
- Facilitating a positive relationship between the CAC, County Department of Social Services, Mental Health, Division of Health Service Regulation, County Health Department and County Government
- Referral of concerns, issues, complaints to the appropriate regulatory agency
- Maintaining a current directory of facilities and committee membership
- Reporting committee activities to the Division of Aging and Adult Services

For further information about the program contact:

Region R

Albemarle Commission Area Agency on Aging
Brandi Jordan, Regional Long Term Care Ombudsman
512 S. Church Street
Hertford, NC 27944
Phone: (252) 426-5753 Ext. 225
Fax: (252) 426-8482
Email: bjordan@accog.org

**Community Advisory Committee
VOLUNTEER APPLICATION**

Thank you for your interest in the Community Advisory Committee. If you are a county resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete and submit this application.

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
HOME PHONE: ()	WORK PHONE: ()	EMAIL:
PLACE OF EMPLOYMENT:		
COUNTY OF RESIDENCE:	Do you serve on any other Boards?	
Why are you interested in volunteering on the Community Advisory Committee?		
Please list any work, volunteer and/or educational experience that you would like us to consider in the review of your application. Feel free to attach a resume.		

Do you have a family member (spouse, son, daughter, mother, father, sister, brother, or in-laws of these) who resides in a facility that might be visited by the committee on which you are interested in serving?	YES	NO
Do you have a financial interest in a facility that might be visited by the committee on which you are interested in serving?	YES	NO
Are you an employee of or serving on a governing board of a facility that might be visited by the committee on which you are interested in serving?	YES	NO
Do you provide paid services of any kind to a resident or staff person in a facility that might be visited by the committee on which you are interested in serving?	YES	NO
Are you a public official?	YES	NO
Are you available to complete 15 hours of initial orientation prior to assuming any official responsibilities on the committee? Initial training includes a full-day (8 hours) of classroom training; completion of a home-study assignment (average time-2 hours over 30 day period), and facility orientation(s) (average of 5 hours).	YES	NO
Are you available for a minimum of 8 hours every quarter (i.e. every 3 months) to visit facilities in your county?	YES	NO
Are you available to attend a one and a half hour quarterly committee meeting in your county during business hours?	YES	NO
Are you willing to complete 10 hours of continuing education per year (provided by the Ombudsman Program)?	YES	NO
Do you understand that no monetary reimbursement will be provided for expenses incurred (i.e. mileage) by committee volunteers?	YES	NO
Have you been convicted of any criminal or civil offenses that relate to the abuse, neglect or exploitation of children and/or adults; drug misuse; fire arm violations; physical or sexual assault; murder or other violent crime?	YES	NO

With my signature, I affirm that I have thoroughly read and understand the information provided in this packet. I affirm that the information I have provided in this volunteer application is accurate to the best of my knowledge.

SIGNATURE: _____

DATE: _____

CAC Volunteer Application 11/2017

Ms. Bennett asked the Commissioners to please let her know if they have someone in mind that they would like to have apply for this Committee. Ms. Bennett can also post the Committee Application on-line (County website and County Facebook page) to see if there is any resident(s) interested in serving on this committee.

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget amendment below and the Finance Officer's Report.

Washington County
BUDGET AMENDMENT

To: Board of Commissioners **BA #: 2018- 018**
From: Curtis Potter, *County Manager/County Attorney*
 Missy Dixon, *Finance Officer*
Date: December 4, 2017
RE: Emergency Management/Senior Center/SS Administration/Sheriff/Cooperative Extension

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

Account Code	Description	Old	Old (+)	New
10-3480-080	EM Donations-Emergency Response Banquet	(1,725.00)	(1,200.00)	(2,925.00)
10-4330-400	EM Donations-Emergency Response Banquet	2,584.41	1,200.00	3,784.41
10-3480-015	HSGP-Hurricane Wesalee Training	-	(2,663.00)	(2,663.00)
10-4330-696	HSGP-Hurricane Wesalee Training	-	2,663.00	2,663.00
10-3480-016	HSGP-Operation "Get Them Fed"	-	(8,839.00)	(8,839.00)
10-4330-697	HSGP-Operation "Get Them Fed"	-	8,839.00	8,839.00
Emergency Management				
10-3509-010	Senior Center Trips	(228.75)	(730.70)	(959.45)
10-5150-380	Senior Center Trips	546.75	730.70	1,277.45
10-3509-020	Senior Center Donations	(686.10)	(700.65)	(1,386.75)
10-5150-650	Senior Center Donations	2,030.10	700.65	2,730.75
Senior Center				
10-3500-081	SS Admin-Community Donations-Christmas	(1,040.00)	(600.00)	(1,640.00)
10-5310-258	SS Admin-Community Donations-Christmas	1,644.00	600.00	2,244.00
SS Administration				
10-3540-020	Gun Permits Discretionary-County Portion	(1,225.00)	(315.00)	(1,540.00)
10-4310-611	Gun Permits Discretionary-County Portion	5,235.00	315.00	5,550.00
10-3540-030	Gun Permits-State Portion	(1,500.00)	(380.00)	(1,880.00)
10-4310-612	Gun Permits-State Portion	2,090.00	380.00	2,470.00
10-3540-040	Fingerprinting	(210.00)	(80.00)	(290.00)
10-4310-613	Fingerprinting	1,392.00	80.00	1,472.00
10-3541-010	Sheriff-Donations	(500.00)	(1,500.00)	(2,000.00)
10-4310-650	Sheriff-Donations	1,775.00	1,500.00	3,275.00
Sheriff				
10-3500-270	Cooperative Ext-Senior Health Insurance Grant (SHIIP)	(2,414.00)	1,291.00	(1,123.00)
10-6050-999	Cooperative Ext-Senior Health Insurance Grant (SHIIP)	2,414.00	(1,291.00)	1,123.00
Cooperative Extension				
Balanced:		2,972.41	2,972.41	2,972.41

Justification:

To book additional revenues received for Emergency Management Donations and two grants; to book additional revenues for Senior Center Trips and Donations; to book additional revenues received by Social Services for Christmas donations; to book additional revenues received for gun permitting/fingerprinting, and donations to the Sheriff's Office; and to reduce the Seniors Health Insurance Grant (SHIIP) for Cooperative Extension as the allocation was lower than initially budgeted.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Commissioner Sexton made a motion to approve the budget amendment BA-#2018-018 as presented. Commissioner Riddick seconded, motion passed unanimously.

Commissioner Phelps asked what percentage the Departments should be at as of this date. Ms. Dixon replied that the majority of the Departments are at 43%. Ms. Dixon said Detention is one Department that is spending at a higher rate (48%) due to jail housing. Board of Elections and Facilities are at 43%, Communications is at 34%, GIS is at 45%.

OTHER ITEMS BY CHAIRPERSON, COMMISSIONERS, COUNTY MANAGER/
ATTORNEY OR CLERK:

Commissioner Phelps asked for an update on the 911 backup PSAP. Mr. Potter said he met with Communications, Facilities and the Building Inspector at the Beaufort County Community College Washington County Center to look at the area being worked on for the 911 backup center. Mr. Potter said there still needs to be a wall taken down and he is waiting on an estimate from Mr. Boone. PO's are being initiated for equipment. Since the renovations are taking up part of the reception area there will be a room created for BCCC. The building is also being rewired for a generator to be adequate for the 911 backup center.

Commissioner Phelps asked for an update on the water/sewer easements for the Commerce Building project. Mr. Potter said the water/sewer project is being rebid. New bids should be received by mid-December and the work completed in the Spring. Mr. Potter said he has held some condemnation hearings.

Commissioner Phelps asked if the County is marketing the Commerce Building. Mr. Potter said as the County gets closer to finishing the water/sewer and repairing the sidewalk and removing stumps, the building will still need to have HVAC, and a floor, and cargo bays cut into the building before the County can market it to make it appealing to buyers/leasees.

Commissioner Phelps asked about the vacancies in EMS. Mr. Coccaro said vacancy issues are better. EMS currently has an EMT opening for transportation. EMS also has an opening for a paramedic--one just resigned. Mr. Potter added that the County was able to close on the loan for the cardiac monitors last week.

Commissioner Phelps asked for an update on the Creswell Primary Care Clinic. Is it still doing well? Mr. Potter said RCCHC has moved their meetings, which he attended, and it has caused a conflict with his schedule so he hasn't been able to attend the last couple of meetings. Mr. Potter said he will reach out to Kim Schwartz at RCCHC soon. Mr. Potter said he does know there are a few HVAC problems in the building; however, the de-humidifiers were put in to help with this issue.

Mr. Potter said he was unable to get an update out last week. He did meet with Supt. Mann and went over the Board of Education's thought processes for capital needs. They also went over a punch list that Commissioner Phelps asked Mr. Potter to go over with her.

Mr. Potter said the audit will be delayed this year because the auditor assigned to the County separated from Carr, Riggs and Ingram (CRI). CRI will keep the County and the State Treasurer's office updated on their timeline. Mr. Potter and Ms. Dixon met with the County's previous auditor (Mr. Jimmy Overton) and Commissioner Walker.

Mr. Potter said he talked with Supt. Mann in depth about site selection for a new school and the need for it to have water/sewer.

Commissioner Phelps asked for a letter from the LGC saying they know that the County's audit will be late. Mr. Potter said that there will have to be a contract amendment with CRI and that will show that the County is not at fault.

Mr. Potter said the Durango has been out of service with various issues for about a month. He hopes to have it back in service in about a week.

Mr. Potter said there were some trash issues on Furlough Road, but they have been taken care of.

Mr. Potter said the County has had various email issues for the last two weeks. The issues have been very sporadic, and we are not always sure if messages get where they are going. The County's email system did have a virus and now email is being migrated to a new server.

Ms. Dixon said the County was able to get the EMS Cost Report up to date (she worked with Mr. Coccaro) and the report was filed on time. Ms. Dixon said there is a financial assurance form that has to be completed for the County's landfill post closure; however, it will be late, but we have been given an extension, and even that may not be enough. However, the County can ask for another extension.

Mr. Potter stated that Ms. Adams (County Manager's Administrative Assistant) is on vacation this week (planned before she was hired) so Ms. Gail Phelps (former employee) is filling in for her in the County Manager's Office.

Mr. Potter said he is attending a meeting tomorrow and the Emergency Responders Dinner is this Thursday at the Plymouth Church of Christ Family Life Center.

Mr. Potter stated he is attending the first in a series of meetings with Golden LEAF and hopes to learn more about available funds. Commissioner Sexton asked about the towns receiving Golden LEAF money. Mr. Potter said he will have more information to share after attending the meeting mentioned above.

Commissioner Phelps wanted it noted that Creswell Mayor Edwin Blount is in attendance at tonight's Commissioners' meeting.

Chair Johnson stated she will be unable to attend the Emergency Responders banquet because she will be out of town at a conference.

RECREATION WORKGROUP UPDATE: Mr. Potter stated that he, Mr. Fulford, Commissioner Riddick and Commissioner Walker met before Thanksgiving and looked over the written materials presented at the last meeting (see below).

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

COMMISSIONERS:

JULIUS WALKER, JR., CHAIR
TRACEY A. JOHNSON, VICE-CHAIR
D. COLE PHELPS
JENNIFER C. RIDDICK
WILLIAM "BILL" R. SEXTON, JR.



ADMINISTRATION STAFF:

CURTIS S. POTTER
COUNTY MANAGER/COUNTY ATTORNEY
cpotter@washconc.org

JULIE J. BENNETT, CMC, NCCCC
CLERK TO THE BOARD
jbennett@washconc.org

POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
OFFICE (252) 793-5823 FAX (252) 793-1183

AGENDA ITEM MEMO

TO: Board of Commissioners, Washington County c/o Julie Bennett, Clerk to the Board
FROM: Curtis S. Potter, County Manager/County Attorney
DATE: November 1st, 2017
RE: Recreation Program/Policy Update Agenda Item for 11/6/17 BOCC Meeting

BACKGROUND:

1. Several citizens appeared at the previous BOCC meeting on 10/2/17 and voiced concern over a wide range of issues related to the Washington County Recreation Department.
2. Citizens were asked to direct specific concerns to the County Manager to be appropriately investigated and addressed.
3. Although the concerns expressed in the meeting and communicated subsequently to the County Manager are wide ranging, at this time the overwhelming majority of the concerns shared can be categorized as follows:
 - a. Program Leadership and Supervision
 - b. Safety (particularly regarding concussion training and protocols)
 - c. Communications
 - d. Outdated sites and equipment
 - e. Concessions/Vendor Practices
 - f. Fees

STAFF RECOMMENDATION: Staff is continuing to investigate various aspects of some of these concerns, but recommends the following as a tentative suggested strategy for beginning to address some of the major concerns with the resources currently available:

a. Program Leadership and Supervision	Board: Provide clear guidance to the County Manager concerning specific, measurable, achievable, realistic, and time oriented goals, for the Recreation Department's programming and policies, to be pursued and implemented by Management and staff. County Manager: Monitor the Recreation Department and performance of the Recreation Director and staff in relation to the Board's Recreation program and performance directives.
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	<p>Recreation Director: Pro-actively take charge of monitoring the ongoing accomplishment of such directives and communicate frequently with Management and the Board to keep all parties updated on progress.</p>
b. Safety (particularly regarding concussion training and protocols)	<p>Require coaches to take online concussion training which can be obtained online (see attachment), or at one or two training meetings to be offered before the start of each sport season.</p> <p>Continue to monitor and update safety procedures as required for each sport, maintaining at least the minimal requirements according to league requirements, and strive to exceed those standards.</p>
c. Communications	<p>Further develop the current online website as a one stop communications platform for updated information.</p> <p>Consider developing an online calendar of activities to be kept up to date.</p> <p>Develop an annual or semi-annual brochure with the main sports/activities offered, contact information, dates, etc. as a communications and marketing tool.</p>
d. Outdated sites and equipment	<p>Develop and maintain a capital budget breaking down and prioritizing all capital outlay needs for both sites and equipment for further discussion and inclusion with the upcoming annual budget.</p> <p>Include capital outlay expenditures within Department Report to the Board.</p>
e. Concessions/Vendor Practices	<p>Develop a written concessions vendor policy and standard form for all interested concession vendors to utilize in requesting permission to provide concession services for a pre-defined flat fee to be set by the Recreation Director.</p> <p>Vendor selection to be made by the Recreation Director, with any non-related vendors receiving priority over any related vendors.</p> <p>Selected Vendors could be included within an online calendar for transparency and reference.</p>
f. Fees	<p>Continue to set reasonable fees as part of annual fee schedule, as deemed necessary to help offset and supplement operational costs of programming.</p>

Washington County, North Carolina



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Washington County Government
 Administrative Building
 115 Adams St.,
 PO Box 1007
 Plymouth, NC 27962
 Phone: 252-793-5623
 Fax: 252-793-1183
 Email: jhannett@washcon.org



Recreation

- [Programs](#) | [Fees](#) | [Events](#) | [Other Classes](#) | [Sign Ups](#) | [Volunteers](#)

Location/Contacts

Washington Street Gym
 Washington Street
 Post Office Box 553
 Plymouth NC 27962

Ph: (252) 793-6607
 Fax (252) 791-0144
 Email: jhannett@washcon.org

Town	Name	Phone
Plymouth	Randy Fulford, Director	(252) 793-6607
Creswell	David Lewis	(252) 797-9989
Roper	Otis Revell/Randy Fulford	(252) 793-6607

What We Do

The Washington County Recreation Department provides county-wide recreation programs for youth ages five(5) to eighteen(18). We offer a variety of programs year-round that encourage the development of positive attitudes while focusing on teamwork.

The goal of the Recreation Department is to provide activities that increase each child's self-confidence and respect for self and others while establishing and maintaining a fitness level that encourages life-long habits to promote good health.

The Washington Co, Recreation Department participates in athletic events throughout eastern North Carolina. Volunteers and Mentors are needed in every sport/activity.

Programs

Activity	Location	Days / Time	Instructor
Senior Citizen Walking	Plymouth	Mon-Fri 7-9 a.m.	Staff
Exercise for Roanoke Development Center	Wash. Co. Rec. Center	Mon-Wed-Fri 8:30-9:30 a.m.	Staff
Facility Reserved for County Employees	Plymouth	TBA.	TBA.
Karate / Ages 7 +	Plymouth	Thursday 6:30-8 p.m.	TBA
Karate	Creswell children at Columbia Gymnasium	Monday 6:00-8:30 p.m.	TBA
Karate	Plymouth	Tuesday 6:30-8 p.m.	TBA
CHAT/Youth Self Esteem/Youth		TBA	TBA
Dance	Roper Elem. Gym	Thursday 7 p.m.	Linda Browning
OJJ Community Challenge/Guided Growth (Crime Prevention for troubled juveniles)		TBA	TBA

Fees

Event	Fee
INSURANCE	\$15/yr
Archery	\$35
Basketball	\$30
Baseball	\$30
Softball	\$20
Football	\$35
Line Dancing	\$5
Cheerleading	\$15
Karate	\$20
Gymnastics	\$30
Tennis	\$30

Volleyball \$20

Participants must pay the activity fee for each sport played. One insurance fee covers all sports played.

Annual Events

Activity	Date
Special Olympics Basketball Shootout	January
Special Olympics Track and Field	April

Other Classes/Clinics

Referees and Coaches (Certificates Available)

Many of our coaches are members of the National Youth Sports Coaches Association (NYSCA).

We have volunteers and mentors in all sports and activities. If you are interested in becoming a volunteer or mentor, please call Washington County Recreation Department Director Randy Fulford at 252-793-6607.

Sign Up Dates

Activity	Date	Season
Basketball Camp	Nov. 13 - Nov. 27	First weekend in Dec.
Basketball (Ages 5+)	Dec. 1 - Jan. 6	First Sat. in Jan. to end of Mar.
Basketball Cheerleading	Dec. 1 - Jan. 6	First Sat. in Jan. to end of Mar.
Slow-Pitch Softball (Adult, Coed)	April 30 - May 8	May 22 to June 30
Fast-Pitch Softball (Ages 8 - 12)	May 1 - May 10	June - August
Baseball (Ages 5 - 15)	April 1 - April 10	April to June
Archery	June 1 - June 12	July
Football Camp	June 1 - June 19	July
Football Cheerleading Camp	June 1 - June 12	Last weekend in June
Gymnastics	TBA	TBA
Tennis	TBA	TBA
Wrestling (Ages 8-13)	TBA	TBA

Sign Up Locations

Town	Location	Contacts
Plymouth	Washington St. Gym	Randy Fulford 252-793-6607
Creswell	Athletic Park	David Lewis 252-797-9989 or 252-793-6607
Roper	Elementary Gym	Otis Revel 252-793-3728 or 252-793-6607

Sign Up/Registration Forms

- [Sign-up for Volleyball and Flag Football 2017](#)
- [Registration Form - All Sports](#)
- [Charles Bowser NFL Football Camp, June 20, 21 & 23, 2013](#)
- [Charles Bowser Celebrity Basketball Camp & Scrimmage Game Poster, December](#)

Volunteers

Volunteers and Mentors are needed in all sports and activities. Volunteer opportunities exist for coaches and assistants, mentors, clean-up, and builders/construction helpers for ball park work.

([BACK](#))

HEADS UP to Youth Sports: Online Training

Training Currently Unavailable

The training course is currently unavailable due to technical problems. We greatly apologize for any inconvenience. We are working to address this issue and hope to have the course back up and running shortly. Please email us at DUIPinquiries@cdc.gov (mailto:DUIPinquiries@cdc.gov) if you need immediate assistance with completing the course.

Coaches and Parents: Changing the Culture of Concussion Starts With You!

By taking this free, online course and using what you learn, you will be well positioned to improve the culture of concussion. Your actions can help create a safe environment for young athletes so that they can stay healthy, active, and thrive – both on and off the playing field.

Once you complete the training and quiz, you can print out a certificate, making it easy to show your league or school you are ready for the season.

What Will I Learn in This Training?

This course will help you:

- Understand a concussion and the potential consequences of this injury,
- Recognize concussion signs and symptoms and how to respond,
- Learn about steps for returning to activity (play and school) after a concussion, and
- Focus on prevention and preparedness to help keep athletes safe season-to-season.

We can help athletes stay active and healthy by knowing the facts about concussion and when it is safe for athletes to return to play.

Launch the Course (<https://headsup.cdc.gov>)



Launch the HEADS UP Course (<https://headsup.cdc.gov>)

Technical Requirements

FAQs

Additional Course Materials

Additional Resources

What is Needed to Take this Training?

To complete this training course, you will need to use a computer, tablet, or smartphone with an internet connection. This training works best with a high-speed, broadband internet connection, as well as an up-to-date web browser and operating system. Older computers may crash while using the training. Please review the following system requirements for the best training experience:

For computer access

PC:

Compatible Operating System: Vista, Windows XP, Windows 7, 8, or 10

Web Browser: Internet Explorer 10 or higher, Firefox or Chrome (latest versions)

Mac:

Compatible Operating System: OS X (version 10.7 or higher)

Web Browser: Firefox, Chrome or Safari (latest versions)

For mobile access

iOS: version 7 or higher

Android: version 2.3 or higher

Closing or refreshing your browser while taking the training course will take you back to the beginning of the training. However, your progress will be saved. You can return to your last completed session using the clipboard found in the top left-hand corner of your screen. You may also log out and log back in to the training at any time to continue your session.

Mr. Potter said the group agreed to start from square 1 and find what approach the County wants to take. Mr. Potter said he will be circulating a written report of that meeting to the members. The group discussed a Recreation Operational Plan with the focus on capital outlay plan and get help from the Parks and Recreation Advisory Board for grants, having a volunteer program, and developing a yearly calendar for recreation with hopes of increasing communication. Also, here has been a Public Service Announcement (PSA) on Magic 95 about Washington County's Recreation program. Mr. Fulford scheduled a meeting/training last week with coaches on concussions.

Commissioner Walker asked Mr. Fulford how the attendance was on Saturday. Mr. Fulford said one coach attended. Commissioner Phelps asked how the meeting was advertised. Mr. Fulford said he made calls to coaches and parents.

Commissioner Riddick asked Mr. Potter if he asked Ms. Mann about using the Roper Gym. Mr. Potter said he did mention it to Ms. Mann and they discussed using the high school gym and fields at the current high school if a new school is built.

Commissioner Phelps said he received a message this morning from someone who worked with Recreation for 9 years and wants to know what the County can do to stop the fighting and get the recreation program back on track for the children. Mr. Potter said he would be glad to talk to that individual. Mr. Potter said one theme he continuously sees is citizens (parents) comparing how recreation used to be and how it is now. The difference is that most of the issues that Recreation faces today are economically driven.

Commissioner Phelps made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a)(3) (attorney-client privilege) and to NCGS §143-318.11 (a)(6) (personnel). Commissioner Riddick seconded, motion carried unanimously.

At 8:10 PM, with no further business to discuss, **Commissioner Walker made a motion to recess the meeting to December 11, 2017 at 6:00 PM in the Commissioners' Room. Commissioner Sexton seconded, motion carried unanimously.**

Tracey A. Johnson
Chair

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