

February 7, 2022

The Washington County Board of Commissioners met in a regular meeting on Monday, February 7, 2022 at 6:00 PM in person and by using ZOOM—virtual meeting software (due to the COVID-19 pandemic) for Facebook Live Streaming in the Commissioners’ Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey A. Johnson, Ann C. Keyes and Carol V. Phelps, William R. “Bill” Sexton, Jr. and Julius Walker, Jr. were present in the room. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Chair Johnson called the meeting to order. Commissioner Walker gave the invocation and County Manager Potter lead the Pledge of Allegiance.

ADDITIONS/DELETIONS:

CONSENT AGENDA:

*Items listed under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.*

- a) Approval of Minutes for January 3 and 24, 2022 & Closed Session Minutes for December 6, 2021
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Emergency Management Mutual Aid Agreement
- d) Proclamation 2022-004 50<sup>th</sup> Anniversary of the Senior Nutrition Program
- e) Proclamation 2022-005 Black History Month

**Commissioner Sexton made the motion to approve the Consent Agenda. Commissioner Phelps seconded. Chair Johnson proceeded with the roll call: Commissioner Sexton, yea; Commissioner Phelps, yea; Commissioner Keyes, yea; Commissioner Walker and Commissioner Johnson, yea. Motion carried unanimously.**

PUBLIC FORUM: Mr. Jimmy Jones, Cardinal Lane, Roper talked about wanting to have Cardinal Lane paved. He said he has brought papers for Chair Johnson so a meeting can be scheduled to talk about this.

RECESSED PUBLIC HEARING: RE-WRITTEN LAND USE PLAN: Chair Johnson called to order the recessed public hearing on the re-written Land Use Plan. Commissioner Sexton asked Mr. Pittman did the whole plan change. Mr. Pittman said the previous plan was 160 pages and now it is 20 pages and that the majority of it did change, that’s why there was not a highlighted version that showed the changes. Chair Johnson asked Mr. Potter if the Board needs to make a motion to replace the current Land Use Plan with the one presented here. Mr. Potter said yes. Commissioner Keyes said that she was familiar with the previous plan and can see what changes were made.

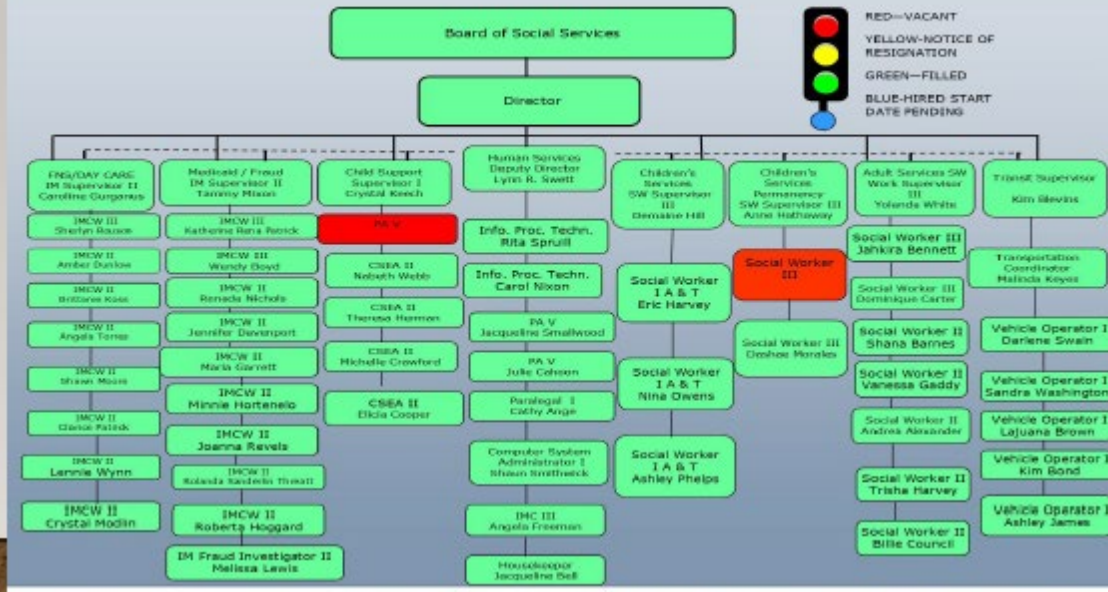
**Commissioner Keyes made the motion to close the recessed public hearing on the re-written Land Use Plan. Commissioner Phelps seconded. Chair Johnson proceeded with the roll call: Commissioner Sexton, yea; Commissioner Phelps, yea; Commissioner Keyes, yea; Commissioner Walker and Commissioner Johnson, yea. Motion carried unanimously.**

**Commissioner Keyes made the motion to approve the re-written Land Use Plan. Commissioner Phelps seconded. Chair Johnson proceeded with the roll call: Commissioner Sexton, yea; Commissioner Phelps, yea; Commissioner Keyes, yea; Commissioner Walker and Commissioner Johnson, yea. Motion carried unanimously.**

DEPARTMENTAL PRESENTATION: DEPARTMENT OF SOCIAL SERVICES (DSS): Mr. Clifton Hardison, DSS Director and Ms. Lynn Swett, DSS Deputy Director gave the following presentation to the Board of Commissioners.



## WASHINGTON COUNTY DSS ORGANIZATIONAL CHART



## FOOD AND NUTRITION SERVICES

- FNS program provides a supplemental resource to eligible applicants for the purchase of food items.
- This program currently serves 1,797 households in Washington County
- Has provided Food and Nutrition benefits in the amount of \$4,793,624 since July 1, 2021 to December 31, 2021.
- We have six (6) Income Maintenance caseworker IIs to manage this caseload, one Income Maintenance Caseworker III (lead worker) for troubleshooting and second party reviews, and one Income Maintenance Supervisor II.
- This program is reviewed every three years by the State of North Carolina through a Management and Evaluation Review, as well as reviews through the single county audit, and monthly reviews by the State on timeliness and accuracy of case processing (we are currently at 100% in timeliness and accuracy).

## CHILD CARE ASSISTANCE

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- Subsidized Child Care provides Child Care payments to providers on behalf of qualified applicants.
- The program currently provides assistance for 150 children, with 60 children on the waiting list.
- Child Care providers, both local and out of county have received payments on behalf of these children in the amount of \$458,469 from July 1, 2021 to December 31, 2021.
- We have one Income Maintenance Caseworker II that manages child care, and a backup worker trained.
- This program is supervised by the FNS Supervisor.
- This program is monitored by the Division of Childhood Development and Early Education

## LOW INCOME HOUSEHOLD ENERGY ASSISTANCE PROGRAM (LIHEAP)

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- This program provides a monetary assistance payment to those eligible for funds to be paid directly to the heating vendor.
- During FY 20-21 we processed applications and payments to LIHEAP in the amount of \$194,097.
- As of January 31, 2022 we have processed applications and payments for LIHEAP in the amount of \$113,400.
- We have two (2) primary workers and nine (9) secondary workers processing applications for this program. All workers have other programs for which they are responsible outside of LIHEAP application responsibilities.
- This program is supervised by the FNS Supervisor

## CHILD SUPPORT ENFORCEMENT

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- The Child Support program has the responsibility of locating non-custodial parents, establishing paternity for children born out of wedlock, establishing child support orders for those who seek child support, and enforcing orders when the non-custodial parent is out of compliance with the child support order.
- This office also manages Child Support for Tyrrell County.
- Currently Child Support manages 1,167 cases for Washington County
- Paternity has been established for 41 children born out of wedlock from July 2021 to December 31, 2021 in Washington County.
- \$740,326 has been collected in child support through December 31, 2021 for clients in Washington County.
- There are four (4) Child Support Agent IIs and one Child Support Supervisor I in this unit.

## RIVERLIGHT TRANSIT

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- Riverlight Transit staff consists of five (5) drivers, one transportation coordinator and one supervisor.
- The fleet consists of one minivan, two non-lift LTV buses and five wheelchair lift equipped LTV buses.
- Riverlight has transported 507 riders from Washington County from July 1, 2021 to December 31, 2021. With FTA COVID restrictions, the transit system is limited on the number of riders plus driver allowed on a vehicle.
- Medicaid Transportation is a mandated service required of Social Services on behalf of the county.

## ADULT SERVICES

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- This unit is comprised of five (5) Social Worker II, two (2) Social Worker III, and a Social Work Supervisor III.
- The Community Alternatives for Disabled Adults program is Case Managed by two of the SWIIs, ensuring that those disabled adults that choose to live at home have the resources they need to do so. Currently we have 52 adults for which these workers manage.
- Calls regarding alleged abuse, neglect or exploitation of an adult are investigated by the two SWIIs in this unit. From July 1, 2022 to December 31, 2022 these social workers have managed 57 cases from such reports.
- Adults with In-Home Aide Assistance, Adults who are Wards of the County, and adults for whom we are protective payees of their funds are managed by the social workers of this unit as well.

## ADULT SERVICES CON'T

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- Dominion Power's Energy Share Program, Crisis Intervention Program (CIP), Low Income Household Water Assistance Program(LIHWAP), Work First Employment Services, Emergency Assistance, Low Income Household Energy Assistance (LIHEAP), Work First Cash Assistance and Emergency Relief Program are also managed by the SW IIs of this unit.
- All of these programs are supervised by the Adult Services Supervisor except LIHEAP.
- During the month of December through the LIHWAP we assisted citizens in the County with \$17,858 towards their outstanding water bills to avoid disconnection of services.
- Crisis Intervention Program services paid vendors \$12,265 from July 1 to December 31, 2021 to keep families out of crisis.

## CHILD PROTECTIVE SERVICES

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- This unit is comprised of three Social Worker Investigative Assessment and Treatment staff, and one Social Work Supervisor III
- This unit has received 51 reports of suspected abuse, neglect or dependency of children in Washington County from July 1, 2022 to December 31, 2022.
- As a result of reports to the agency, there are 37 children involved in open investigations and/or assessments.
- The outcomes of these investigations or assessments could result in additional services being rendered to the family, or may involve a petition for custody being filed by the county to insure the safety of the children.

## PERMANENCY PLANNING

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- This unit currently has two Social Worker IIIs and one Social Work Supervisor III
- We are managing care for 27 youths. There are 23 children in our legal custody, and 4 foster young adults (18-21) that require monthly face to face contact, as well as case management and treatment.
- The youth we manage are spread throughout North Carolina.
- The agency remains responsible for the complete care of these children under age 18, which includes cost of care, medical appointments, family meetings to work on reunification, therapy appointments, and clothing/school needs.
- The 18-21 year old program provides case management and transition training to adulthood to those that participate.

## ADMINISTRATIVE UNIT

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- This unit is comprised of two (2) Information Processing Technicians, two (2) Processing Assistant Vs, one housekeeper, one Information Technology Administrator, one Income Maintenance Caseworker III, one Paralegal and the Human Services Deputy Director.
- The Information Processing Technicians are responsible for the processing of all financial payments and the reimbursement processing for all grants, contracts, and state 1571.
- Day to day operational support, building maintenance and supplies are managed by this unit.
- All technology, including technological infrastructure is managed by the Information Technology Administrator for a staff of 58. This includes compliance requirements by DHHS for security of data and confidentiality.

## ADMINISTRATIVE UNIT CON'T

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- Based on the 2021 Detail Expenditure Year Analysis report from Edmonds, last fiscal year the agency processed expenditure obligations in the amount of \$4,085,747.08.
- Revenues reported in Edmonds for FY 20-2021 totaling \$3,078,863.22.
- This would produce a 75% reimbursement rate for FY 20-21. Total county cost for DSS operations for that fiscal year was \$1,006,883.86.
- In addition to finances, the administrative unit provides paralegal support to the agency in HR functions, Adult Protective Services Unit, the Child Support Unit, Child Protective Services Unit and the Permanency Planning Unit.
- The Income Maintenance Caseworker III in this unit provides Quality Control Reviews of the eligibility programs, which determines training needs for those programs based on patterns of performance that are noted on review of case samples.



## MEDICAID UNIT

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- This unit is comprised of seven (7) Income Maintenance Caseworker IIs, two (2) Income Maintenance Caseworker IIIs, one Program Integrity worker, and one Income Maintenance Supervisor II.
- This unit manages Medicaid cases for 4,278 persons in Washington County. These cases consist of Adult Medicaid, Long Term Care Medicaid and Medicaid for Families and Children.
- 269 applications have been processed by this staff from July 1, 2021 through December 31, 2021.
- Medicaid cases are reviewed every six months or every 12 months, depending on the coverage. This unit has reviewed 1,549 cases during the period of July 1, 2021 through December 31, 2021.
- Total Medicaid claims paid out for Washington County Medicaid recipients was \$31 Million Dollars for FY 20-2021. Providers in Washington County during FY 20-2021 were paid \$14,610,401 of that \$31 Million.  
\*\*These figures are subject to increase, as providers have 18 months to which they can file claims.

## MEDICAID AUDIT PRESENTATION

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## MEDICAID AUDITS REDA

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- Medicaid is audited by the State of North Carolina Medicaid Compliance through the Recipient Eligibility Determination Audit (REDA).
- Cycle 2 of the REDA case audits reviewed Washington County records February, 2020 to February, 2021. The letter from DHHS concluded the REDA findings and results on May 13, 2021.
- The REDA audit only reviews Applications taken by the county.
- Results letter of the REDA audit is indicated on the following slide.
- Any area of deficiency noted on the results will be re-audited by the REDA team with a requirement that the county must pass three months consecutively.

## REDA RESULTS LETTER

The NC DHHS Division of Health Benefits, Office of Compliance and Program Integrity (OCPI), has completed the Calendar Year 2020 Recipient Eligibility Determination Audit (REDA) for Cycle 2 counties. The NC Medicaid accuracy standard for eligibility approval and denial/termination actions is 96.8%, with a 90% accuracy standard for technical errors that do not change the outcome of the eligibility determination.

As a result of the REDA Cycle 2 audit, Washington County's annual accuracy rates in regards to the 200 cases pulled were as follows:

- Approval Actions 97%
- Denial/Termination Actions 85.7% (5 errors for Improper Denials, 1 error for Reduction of Reserves, 1 error for Withdrawal, and 2 errors for Denial Prior to the 45<sup>th</sup> day/ 90<sup>th</sup> day.)
- Technical Errors 96.4%

Per session law 2017-57, if a county department of social services fails to meet the standards listed above, the State and the county department of social services are required to enter into a joint corrective action plan to improve accuracy when processing applications and redeterminations.

Pursuant to Chapter 108A-25.1A of the NC General Statutes, counties must reimburse the State for all Medicaid payments made for the ineligible recipient approved by the county. OCPI verified the actual paid claims associated with the identified ineligible recipients as listed below.

Program Reference # Amount Medicaid xxxxxx46 \$365.69

TOTAL \$365.69

## MEDICAID AUDITS SINGLE COUNTY AUDIT FY 2020-2021

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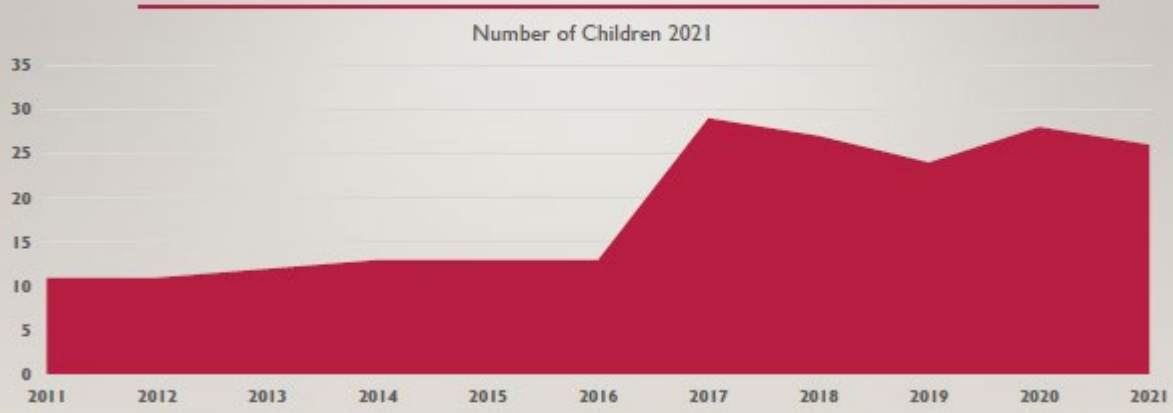
- Medicaid is also audited by the Single County Audit for Washington County, along with programs such as Food and Nutrition Services, Work First Cash Assistance and LIHEAP.
- The Single County Audit for Fiscal Year 2020-2021 began June 25, 2021
- The results of the Single County Audit found that of 60 cases reviewed, 11 cases contained errors. Of those 11 case errors, all were technical errors, which means they do not effect the eligibility of the applicant, and therefore do not result in county paybacks.
- The errors found ranged from 5 Household composition errors, 4 inadequate requests for information about the application in which online resources could have been utilized, 2 instances in which income was omitted or not used. In comparison, the FY 2019-2020 audit findings indicated 3 instances where Household composition was incorrect, 5 instances where income was omitted or not used, and there were 3 errors that year regarding Child Support referrals, that are not repeated on this audit.
- A Corrective Action Plan was implemented as a result of these findings, and training was held to ensure that all staff were aware of the errors, and how to prevent such errors. Further, with the implementation of a Quality Control Reviewer, more cases are second partied in the agency to help prevent such findings in the future. All trainings were completed by December 31, 2021 with staff in the Medicaid Unit.

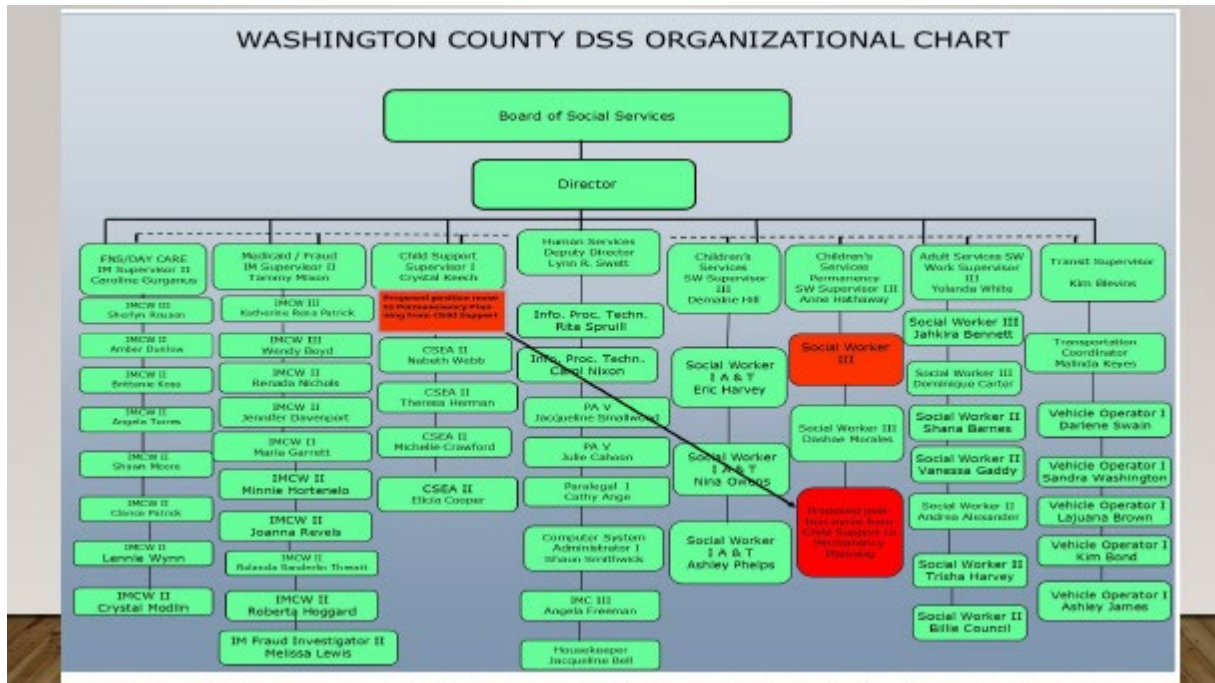
## REQUEST FOR RECLASSIFICATION TO AVOID PERMANENCY PLANNING CRISIS

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# CURRENT STAFFING CRISIS WITH PERMANENCY PLANNING





Commissioner Keyes commended the DSS staff for all the work they do. Mr. Hardison said they are very dedicated staff. Commissioner Phelps said after serving on the DSS Board, most folks don't see what DSS does and how underappreciated the DSS. Thank you, DSS, for what you do.

**Commissioner Keyes made the motion to approve the requested reclassification in Permanency Planning. Commissioner Phelps seconded. Chair Johnson proceeded with the roll call: Commissioner Sexton, yea; Commissioner Phelps, yea; Commissioner Keyes, yea; Commissioner Walker and Commissioner Johnson, yea. Motion carried unanimously.**

**TAX COLLECTOR'S REPORT:** Ms. Sherri Wilkins, Tax Office Administrator submitted the information below on the Unpaid 2020 Taxes that are Liens on Real Property to the Commissioner's in their Agenda Package. Ms. Wilkins was unable to attend the meeting tonight. Ms. Bennett, Clerk to the Board spoke on Ms. Wilkins's behalf.

TAX COLLECTOR'S REPORT  
UNPAID 2021 TAXES THAT ARE LIENS ON REAL PROPERTY  
JANUARY 31, 2022

In accordance with North Carolina General Statute 105-369(a), the following represents the total of unpaid 2021 taxes that are liens on real property to date:

\$ 786,175.86

*Sherri M. Wilkins*

\_\_\_\_\_  
Sherri M. Wilkins  
Tax Collector

The Washington County Tax Collector is ordered to advertise unpaid 2021 taxes that are liens on real property, pursuant to North Carolina General Statute 105-369(a).

Washington County Board of Commissioners

By: \_\_\_\_\_  
Tracey A. Johnson, Chair

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

ATTEST:

\_\_\_\_\_  
Julie Bennett, Clerk to the Board

Notes from Ms. Wilkins' are as follows:

*"In accordance with NCGS 105-369(a) the following represents the total of unpaid 2021 taxes that are liens on Real Property as of January 31, 2022 - \$786,175.86.*

*In accordance with NCGS 105-369 (b1) letters will be mailed the week of March 7<sup>th</sup> to notify the taxpayers of their delinquencies and that the delinquent taxes will be advertised in April.*

*The letters will include the Debt Set-off information and the Notice of Lien Advertisement information (also referred to as the 2<sup>nd</sup> Notice letter). The taxes have to be delinquent 60 days to send the Debt Set-off letter (the date of delinquency is January 6<sup>th</sup>) so the letters will be mailed in March. After we advertise the delinquent taxes in April, we can refer the 2021 delinquent amounts for foreclosure.*

*Our Delinquent Tax Coordinator/Deputy Tax Collector, Darlene Harrison, has already started wage garnishments and bank attachments on the delinquent amounts. These enforced collections can begin on the date of delinquency.*

*Taxpayers are contacting our office to set up monthly payments. We are setting up payment agreements to have the taxes paid by June 2022. If they default on their monthly payment we will enforce collections through the wage garnishment, bank attachment or foreclosure.”*

**Commissioner Sexton made a motion to allow the Tax Administrator to advertise unpaid 2021 taxes that are liens on real property; pursuant to NCGS105-369(a). Commissioner Phelps seconded. Chair Johnson proceeded with the roll call: Commissioner Sexton yea; Commissioner Phelps, yea; Commissioner Keyes, yea; Commissioner Walker, yea; Commissioner Johnson, yea. Motion carried unanimously.**

**APPROVAL OF BUDGET GUIDELINES:** Mr. Potter spoke to the Board regarding the Budget Guidelines (shown below) for this budget year and will present them to the Department Heads Wednesday at the Department Head Meeting.

**FY23 Budget Preparation Guidelines**  
For the Budget Officer  
From the Washington County Board of Commissioners:

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1. **Formatting Guidelines:** Present a balanced recommended budget to the Board of Commissioners using the same general format used to present recent budgets over the last few years including a consolidated budget book divided into sections, with budget requests and supporting info behind an itemization of each fund and/or department generally divided into three columns reflecting the originally requested allocation amount, Manager's recommendation, and final Board allocation.
  
2. **General Guidelines:** In balancing the overall budget, maintain compliance with applicable federal, state, and local laws including the Local Government Budget and Fiscal Control Act and Washington County Fund Balance Policy. Generally attempt to achieve the following:
  - a. Fully fund required annual allocations and/or full pro-rated portions of multi-year allocations, rather than deferring those allocations to future fiscal years.
  
  - b. Develop and maximize available revenue sources and minimize unnecessary expenditures while meeting reasonably required expenses anticipated for the upcoming budget year, and recommend allocating reasonably sufficient funds to provide for anticipated future capital improvements and/or capital reserve expenses.
  
  - c. Maintain the integrity of each separately designated fund including without limitation the proprietary/enterprise funds, and minimize unjustified and unnecessary inter-fund transfers between separately designated fund budgets.
  
  - d. Limit the establishment of new services, or expansion of existing services, unless new revenue sources are identified to offset additional related expenses.
  
3. **Tax Guidelines:** Limit any unnecessary or significant increases in the recommended ad-valorem or other tax rates unless otherwise directed by the Board and attempt to:
  - a. Maintain the same 2%/July 1%/Aug early tax payment discount as the current fiscal year.
  
  - b. Maintain the same .01 cent collected special watershed improvement tax (SWIT) revenue to fund countywide drainage related expenses as recommended by the County Drainage Advisory Board.
  
  - c. Maintain the same .04 cents collected ad-valorem tax revenue for funding fire services pursuant to the County Fire Commission Ordinance and Commission recommendations.



4. Personnel Guidelines: For personnel budgeting purposes, attempt to:
- a. Avoid creating new positions unless funded by a specific new revenue source, unless the position was previously cut for expense reduction purposes and the benefits of its restoration are considered to outweigh the additional expenses.
  - b. Identify and propose corrections for any major irregularities or inequities in the Washington County Salary Schedule & YORE Progressive Pay Plan, and evaluate the potential need for countywide adjustments to compensate for wage inflation factors.
  - c. Pass through any premium increases for spousal/family benefits such as health, dental, vision, etc. to employees.
5. Other Specific Board Guidance or Initial Requests from Individual Board Members:
- a. Continue developing a comprehensive capital improvement plan (CIP) to more proactively evaluate and budget for major future capital improvements and/or maintenance/reserve expenses.
  - b. Develop an ARP spending plan designed to utilize ARP funding whenever possible and justified to cover major CIP items and priorities unless otherwise directed by the Board.
  - c. Maintain the recurring annual allocation of \$10,000 per year toward a future PARTF recreation grant match, and consider including the Senior Center and its outdoor facilities as part of future potential PARTF grant considerations.
  - d. Continue allocating at least the full recommended annual contribution for the Washington County Hospital Pension Plan as recommended by the most recent actuarial report, and recommend ways to utilize budget allocations to proactively manage and address the growing future pension plan liability.

ADOPTED this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Tracey A. Johnson, Chair  
Washington County Board of Commissioners

ATTEST: \_\_\_\_\_  
Julie J. Bennett, CMC, NCMCC  
Clerk to the Board

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**Commissioner Phelps made a motion to approve the budget guidelines. Commissioner Walker seconded. Chair Johnson proceeded with the roll call: Commissioner Sexton yea; Commissioner Phelps, yea; Commissioner Keyes, yea; Commissioner Walker, yea; Commissioner Johnson, yea. Motion carried unanimously.**

BOARDS & COMMITTEES: Ms. Bennett noted the following requests for appointments/re-appointments

### **Senior Center Advisory Council**

The Senior Center Advisory Council is recommending to appoint two new members (replacing two that were no longer qualified). The Council recommended Ms. Sharon McNair and Mrs. Jean Spruill.

Both have agreed to serve if appointed.

### **Planning Board**

The Planning Board is recommending to re-appoint Ms. Bunny Sanders and Ms. Mary Barnes.

Both have agreed to serve if re-appointed.

### **Trillium Advisory Board**

The Trillium Advisory Board is recommending appointing Ms. Miranda Keel, MTW Health Department, to replace Ms. Kirsten Beasley who is moving out of state and will no longer be able to serve on this Board.

Ms. Keel has agreed to serve if appointed.

**Commissioner Keyes made the motion to approve the appointments/re-appointments as presented above. Commissioner Sexton seconded. Chair Johnson proceeded with the roll call: Commissioner Sexton, yea; Commissioner Phelps, yea; Commissioner Keyes, yea; Commissioner Walker and Commissioner Johnson, yea. Motion carried unanimously.**

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget transfers and budget amendments that were in the Commissioners' package. Commissioner Sexton said it looks like inflation is hitting us. Ms. Dixon agreed with Commissioner Sexton. Commissioner Sexton also asked if the County's budget will be able to handle it. Mr. Potter said yes, since the County does have a healthy fund balance. Chair Johnson asked about Detention and Ms. Dixon said their budget looks ok. Ms. Dixon said she is going to look at again, but feels that it's doing ok. A couple of small items were flagged but Mr. Potter and Ms. Dixon are looking into those...mostly reimbursement issues.

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** January 5, 2022  
**RE:** Information Technology

**BT #: 2022 - 042**

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

Account Code	Description	Old	+ or (-)	New
10-4210-180	Information Technology-Contracted Services	22,000.00	(4,637.00)	17,363.00
10-4210-550	Information Technology-Capital Outlay Equipment	30,000.00	4,637.00	34,637.00
<b>Information Technology</b>		<b>52,000.00</b>	<b>-</b>	<b>52,000.00</b>

**Justification:**

To move monies within the IT Department Budget to cover the cost of a new County Server. The current server is obsolete and must be replaced. We are running out of space to store data. Originally \$30,000 was budgeted based on estimates obtained a year or more ago however the effects of the pandemic have driven up prices therefore requiring this transfer of funds.

Budget Officer's Initials CSB

Approval Date: 1/7/22

Initials:	<u>CSB</u>
Batch #:	<u>2022-042</u>
Date:	<u>1/7/2022</u>

**RECEIVED**  
JAN 6 2022

Washington County Manager's Office

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** January 13, 2022  
**RE:** Sheriff/Communications

**BT #: 2022 - 043**

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

Account Code	Description	Old	+ or (-)	New
10-4310-600	Sheriff-Animal Control	10,000.00	(2,000.00)	8,000.00
10-4310-260	Sheriff-Departmental Supplies	35,000.00	2,000.00	37,000.00
<b>Sheriff</b>				
10-5911-414	Communications-Maintenance & Repair-Equipment	18,124.00	(1,086.00)	17,038.00
10-5911-260	Communications-Departmental Supplies	5,000.00	1,086.00	6,086.00
<b>Communications</b>				
		68,124.00	-	68,124.00

**Justification:**

To transfer monies within the Sheriff's Office Budget to departmental supplies to cover an anticipated shortfall before fiscal year end. To transfer monies within the Communications Budget to departmental supplies to cover the costs of the CAD Workstations - the price has increased since the initial quote.

Budget Officer's Initials CAP

Approval Date: 1/14/22

Initials: [Signature]  
Batch #: 2022-043  
Date: 1/18/2022

RECEIVED

Washington County Manager's Office

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** January 18, 2022  
**RE:** EMS

**BT #: 2022 - 044**

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

Account Code	Description	Old	+ or (-)	New
37-4330-090	EMS - FICA Taxes	80,831.00	(3,000.00)	77,831.00
37-4330-101	EMS - 401K Contribution	29,718.00	(2,000.00)	27,718.00
37-4330-140	EMS - Workmans Comp	108,581.00	(12,937.00)	95,644.00
37-4330-180	EMS - Group Insurance	145,051.00	(5,000.00)	140,051.00
37-4330-270	EMS - Service Awards	-	50.00	50.00
37-4330-396	EMS - Medicaid Cost Report	1,000.00	22,887.00	23,887.00
<b>EMS</b>		<b>365,181.00</b>	<b>-</b>	<b>365,181.00</b>

**Justification:**

To transfer monies within the EMS Budget to cover the costs of NCACC's review and help with the EMS Medicaid Cost Settlement Report. Our bill from NCACC for last fiscal year was not received until just a few days ago due to the delay in NC Division of Medical Assistance review and payment. Therefore, we are having to budget for last fiscal years bill of \$12,570 and an anticipated cost of \$10,317 for the FYE 2021 report. The revenues generated off of the FYE 2020 Medicaid Cost Report were \$377,097, this was much higher than any previous year therefore the cost of review and preparation was higher. We are also having to move a small amount of monies to cover a service award payment that had to be escheated to the state because the check was not cashed in prior fiscal years - Finance is working with Edmunds to see why this monies did not push back out to the account when the check was voided.

Budget Officer's Initials CPD

Approval Date: 1/19/22

Initials:	<u>CPD</u>
Batch #:	<u>2022-044</u>
Date:	<u>1/20/2022</u>

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** January 18, 2022  
**RE:** Planning & Inspections

**BT #: 2022 - 045**

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

Account Code	Description	Old	+ or (-)	New
10-4350-440	Planning & Inspections - Contracted	6,000.00	(6,000.00)	-
10-4350-260	Planning & Inspections - Departmental Supplies	2,500.00	5,800.00	8,300.00
10-4350-395	Planning & Inspections - Training	1,000.00	200.00	1,200.00
<b>Planning &amp; Inspections</b>		<b>9,500.00</b>	<b>-</b>	<b>9,500.00</b>

**Justification:**

To transfer monies within the Planning & Inspections Budget to cover the costs for the Department Head to register for a Local Government Fundamentals Class and to purchase much needed office and computer equipment.

Budget Officer's Initials CSB

Approval Date: 1/19/22

Initials: CSB  
Batch #: 2022-045  
Date: 1/20/2022

RECEIVED

Washington County Manager's Office

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2022 - 046**

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

**Date:** January 26, 2022

**RE:** SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5310-181	SS Admin - Group Insurance	418,667.00	(20,000.00)	398,667.00
10-5310-180	SS Admin - Legal Protective Services	30,000.00	20,000.00	50,000.00
SS Admin		448,667.00	-	448,667.00

**Justification:**

To transfer monies within the DSS Admin budget to increase the Legal Protective Services. DSS has 27 foster children now in the foster care program. They also have had an increased need for legal services in the Adult Protective Services Program, both of which require legal consultation and time in court as the demands of the cases require. As a result, DSS is close to exhausting the amount of budgeted funds contracted to our attorney for those services. We are asking to move funds from the health insurance line, presently we have not spent the projected amount of the budgeted funds for health insurance due to lapse salary and employees electing to decline coverage. Even with this transfer, DSS will be below the 50% mark in this line to cover remaining obligations at full staff for the fiscal year. This request is not budget impactive as both accounts are 100% reimbursable.

Budget Officer's Initials CPD

Approval Date: 1/26/22

Initials: MD  
Batch #: 2022-046  
Date: 1/27/2022

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** January 26, 2022  
**RE:** SS Transportation

BT #: 2022 - 047

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

Account Code	Description	Old	+ or (-)	New
10-5400-250	SS Transportation - Maintenance & Repair-Vehicle	69,814.00	(12,000.00)	57,814.00
10-5400-311	SS Transportation - Riverlight Transit Vehicle Fuel	15,500.00	12,000.00	27,500.00
<b>SS Transportation</b>		<b>85,314.00</b>	<b>-</b>	<b>85,314.00</b>

**Justification:**

To transfer monies within the DSS Transportation Budget due to the need to increase the fuel line. Transit is making more trips with Riverlight vehicles due to COVID restrictions which require less passengers on a vehicle, therefore many more trips are necessary to meet the needs of the riders. As a result, the amount budgeted for fuel is almost exhausted. This request is to move funds from repairs and maintenance because at present DSS has not spent the projected amount of budgeted funds and hopefully will be able to continue to hold repair costs down. This request is not budget impactful as both lines are reimbursed at the same rate.

Budget Officer's Initials                     

Approval Date: 1/26/22

Initials:                       
Batch #: 1/27/2022  
Date: 2022-047



Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**BT #: 2022 - 048**

**Date:** January 31, 2022

**RE:** Emergency Management/Central Services/Contingency

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

Account Code	Description	Old	+ or (-)	New
10-4330-260	Emergency Management - Departmental Supplies	9,500.00	(1,332.00)	8,168.00
10-4330-315	Emergency Management - Training	3,000.00	(1,332.00)	1,668.00
10-4330-310	Emergency Management - Travel	2,000.00	2,664.00	4,664.00
<b>Emergency Management</b>				
10-9990-000	Contingency	23,200.00	(576.00)	22,624.00
10-8300-140	Toshiba Copier Maintenance Agreement	8,000.00	576.00	8,576.00
<b>Contingency/Central Services</b>				
		<b>45,700.00</b>	<b>-</b>	<b>45,700.00</b>

**Justification:**

To transfer monies within the Emergency Management Department budget to cover the costs of fuel for the remainder of the fiscal year due to price increases. To transfer monies from the Contingency line to the Copier Maintenance line to cover the increased cost of maintenance as dictated by the contract but was inadvertently not budgeted for.

Budget Officer's Initials CPD

Approval Date: 2/1/22

Initials: MD  
Batch #: 2022-048  
Date: 2/1/2022

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2022 - 049

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

Date: February 7, 2022

RE: Sheriff/Senior Center/Recreation

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

Account Code	Description	Old	+ or (-)	New
10-3540-020	Gun Permits-Discretionary-County Portion	(2,850.00)	(1,095.00)	(3,945.00)
10-4310-611	Gun Permits-Discretionary-County Portion	31,170.00	1,095.00	32,265.00
10-3540-030	Gun Permits-State Portion	(3,425.00)	(1,295.00)	(4,720.00)
10-4310-612	Gun Permits-State Portion	4,695.00	1,295.00	5,990.00
10-3540-040	Finger Printing	(720.00)	(270.00)	(990.00)
10-4310-613	Finger Printing	2,755.00	270.00	3,025.00
<b>Sheriff</b>				
10-3509-010	Senior Center Trips	-	(224.00)	(224.00)
10-5150-380	Senior Center Trips	723.00	224.00	947.00
<b>Senior Center</b>				
10-3360-000	Recreation-Donations	(200.00)	(362.00)	(562.00)
10-6120-650	Recreation-Donations	1,735.00	362.00	2,097.00
<b>Recreation</b>				
<b>Balanced:</b>		<b>33,883.00</b>	<b>-</b>	<b>33,883.00</b>

**Justification:**

*To budget for additional revenues received for gun permitting, finger printing, senior center trips and recreation donations.*

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

Bd. Clerk's Init: \_\_\_\_\_

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2022 - 050**

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

**Date:** February 7, 2022

**RE:** Capital Outlay-Washington County Schools

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

Account Code	Description	Old	+ or (-)	New
21-8000-600	Designated for Future Appropriation-BOE Cap Outlay	170,000.00	(75,000.00)	95,000.00
21-5912-693	Capital Outlay-Engineering Services	-	75,000.00	75,000.00
<b>Capital Outlay-Washington County Schools</b>				
<b>Balanced:</b>		<b>170,000.00</b>	<b>-</b>	<b>170,000.00</b>

**Justification:**

*To transfer monies within the Capital Outlay-Washington County Schools Budget to cover the costs for an Engineering Firm to perform a County Wide School Facilities Fee Study.*

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

<b>Initials:</b>	
<b>Batch #:</b>	
<b>Date:</b>	

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2022 - 051

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

Date: February 7, 2022

RE: General Fund/Single Family Rehab (SFR)

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

Account Code	Description	Old	+ or (-)	New
10-3980-061	Transfer from Single Family Rehab (SFR)	-	(25,293.12)	(25,293.12)
10-3990-000	Appropriated Fund Balance-GF	(1,420,429.00)	25,293.12	(1,395,135.88)
61-3990-000	Appropriated Fund Balance-Single Family Rehab (SFR)	-	(25,293.12)	(25,293.12)
61-8300-900	Transfer to General Fund	-	25,293.12	25,293.12
<b>General Fund/Single Family Rehab (SFR)</b>				
<b>Balanced:</b>		<b>(1,420,429.00)</b>	<b>-</b>	<b>(1,420,429.00)</b>

**Justification:**

*During our FYE 2021 close-out work with Jeff Best, CPA we identified monies sitting in the old Single Family Rehab (SFR) project fund balance that were owed to the general fund for the paying of that programs bills. The general fund pays all bills and the monies owed from each program are transferred over to cover their bills throughout the year however it appears that during the early years of this grant, this was not being done appropriately therefore we are having to make these adjustments to clean up the fund. Making this adjustment is allowing us to reduce the appropriated fund balance in the general fund.*

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

Bd. Clerk's Init: \_\_\_\_\_

Initials:	
Batch #:	
Date:	

**Commissioner Sexton made a motion to approve the budget transfers/amendments as presented. Commissioner Phelps seconded. Chair Johnson proceeded with the roll call: Commissioner Sexton, yea; Commissioner Phelps, yea; Commissioner Keyes, yea; Commissioner Walker and Commissioner Johnson, yea. Motion carried unanimously.**

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

Ms. Bennett stated she will be attending (in person) the NC Association of County Clerks Annual Conference being held in Cabarrus County, March 15-18, 2022.

Chair Johnson said she will be attending the NACo Legislative Conference in Washington, DC later this month. She also said she has been tasked with finding information on Uniform Guidelines dealing with the ARPA funding. Chair Johnson said she also received a call from NACo to chair their Nominating Committee. She has done that for 3 years. She will get to attend the Conference without using County funds and hopefully will come back with information that will help our County.

At 7:00 PM with no further business to discuss, **Commissioner Sexton made a motion to adjourn the meeting. Commissioner Walker seconded. Commissioner Sexton, yea; Commissioner Phelps, yea; Commissioner Keyes, yea; Commissioner Walker and Commissioner Johnson, yea. Motion carried unanimously.**

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Tracey A. Johnson  
Chair

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