

May 4, 2020

The Washington County Board of Commissioners met in regular meeting on Monday, May 4, 2020 at 6:00 PM by using ZOOM—virtual meeting software (due to the COVID-19 pandemic). Commissioners Johnson, Phelps, Sexton and Walker were present by phone/computer. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon by phone/computer. Commissioner Riddick was not on the call/video call at this time.

Chair Phelps called the meeting to order. He also asked for a moment of silence for the latest Washington County residents who passed from COVID-19. Mr. Lloyd Jones, citizen of Roper, gave the invocation; Clerk to the Board Julie Bennett led the Pledge of Allegiance. Chair Phelps mentioned that the public may be on this call and you may hear them come and go but that's normal during a ZOOM meeting.

ADDITIONS/DELETIONS: None.

CONSENT AGENDA: **Commissioner Walker made a motion to approve the 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
- b) Tax Refunds & Releases and Insolvent Accounts
- c) FEMA Designation of Agent Application
- d) Auditor Contract
- e) Waiving Occupancy Tax
- f) Proclamation: Older Americans Month 2020

Commissioner Sexton seconded. The Clerk took a roll call vote: Commissioner Johnson--AYE, Commissioner Phelps--AYE, Commissioner Sexton--AYE, Commissioner Walker--AYE. Motion carried unanimously.

PUBLIC FORUM: Ms. Bennett stated that no one called to be put on the list to speak during tonight's Public Forum. Chair Phelps asked was there anyone on the line that would like to speak. No one spoke up.

TRILLIUM REPORT: Chair Phelps asked Commissioner Johnson if she would like to introduce Mr. Peterson. Commissioner Johnson stated that Mr. Dave Peterson is the Senior Regional Director for Trillium. She stated that Trillium serves 26 counties, including Washington County and assists our residents who may have mental health issues. Mr. Peterson thanked Commissioner Johnson for her work with Trillium and for being on their Board. Mr. Peterson also thanked Ms. Bennett for her help in getting him set up for this ZOOM presentation tonight. Mr. Peterson gave the following presentation, however, he said he would be going off

script towards the end since this presentation was created in January and the COVID-19 happened after that.

TRILLIUM HEALTH RESOURCES ANNUAL REPORT WASHINGTON COUNTY

DAVE PETERSON, MA
SENIOR REGIONAL DIRECTOR



TRILLIUM UPDATE

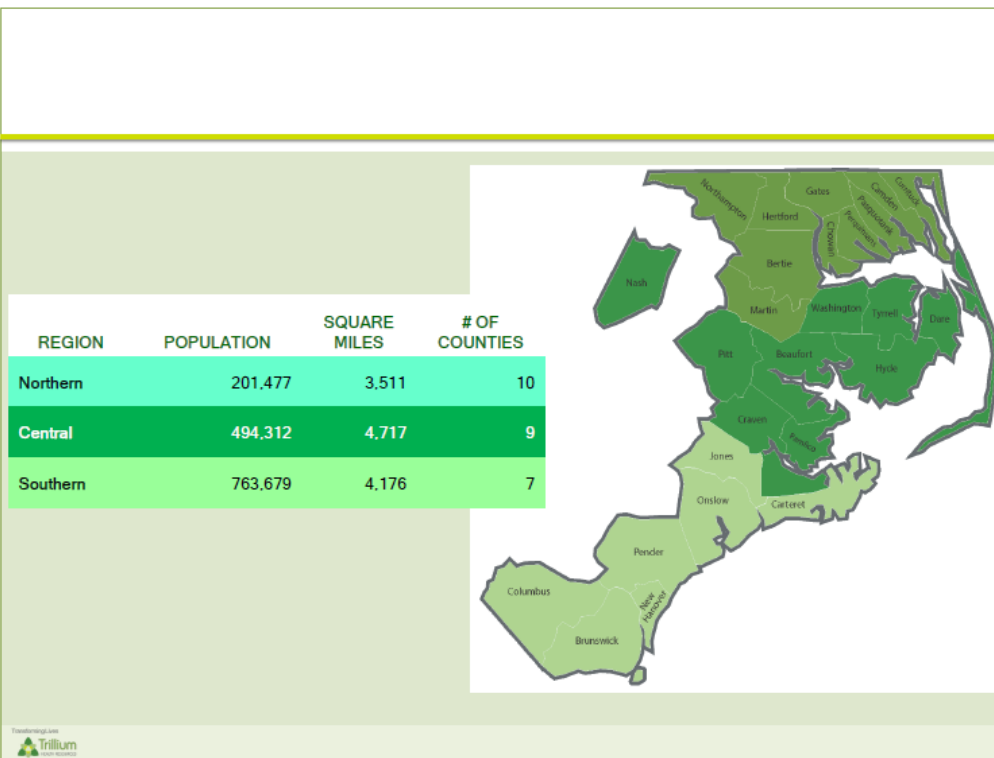
Trillium's mission: Transforming lives and building community well-being through partnership and proven solutions.

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



Who We Are - Numbers

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

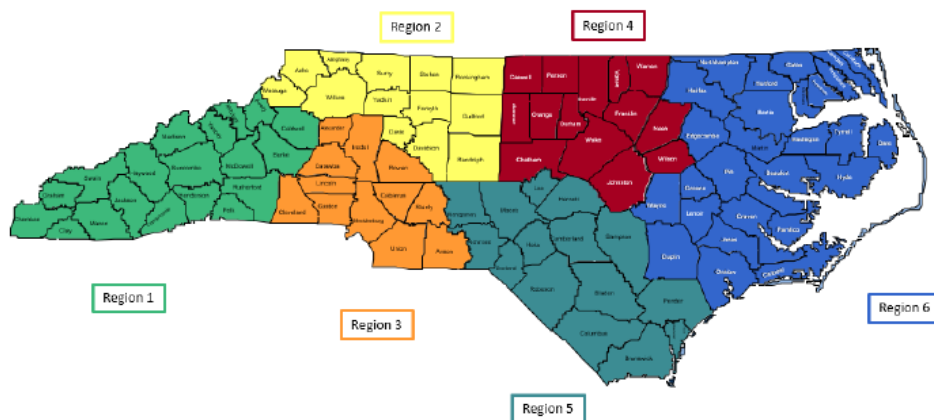


Medicaid Transformation

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

Map of Standard Plan Regions

Managed Medicaid Coverage Regions



Medicaid Transformation continued:

Tailored Plan

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

Medicaid Transformation continued

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

Impact today

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

Organizational changes

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

Funding Changes

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



Project Updates

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



Project Updates Cont.

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



Mr. Peterson stated that he wasn't going to go over all the projects they have been doing. He did say Trillium is building a relationship with Hope4NC. He also mentioned that Trillium did develop a COVID-19 brochure. He said he plans to leave some of the brochures with MTW and Emergency Management. He said Trillium has looked at what the Feds and State are doing. Trillium is addressing the clinical and financial aspects of this pandemic. They are increasing provider's payments to them from 5 – 30% requiring them to pay their direct care staff so that they can continue to pay for those out in the community. Trillium telehealth can be connected from peoples' home. Trillium is writing some "in lieu of" definitions, and also putting a grace period on staff being re-credentialed. Trillium has been communicating with family and advisory committees. They have also been providing a weekly question/answer session for providers. Mr. Peterson said these are just a few of the things Trillium has been doing. Trillium also sends a bulletin every 2-3 days to their providers.

Consumers served in Washington County

Total Consumers served - 653

- Mental Health - 507
- Substance Use - 147
- I/DD - 86

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



QUESTIONS?

Transforming Lives



Chair Phelps asked if the Commissioners had any questions. Commissioner Johnson asked Mr. Peterson that since the General Assembly was in the last couple of days, was there any mention of transformation. Mr. Peterson said there was no

mention of it but he doesn't think it's off the table. Since the General Assembly never approved a budget last year, he said he was not sure if they will do so in this short session or wait until the long session in January.

Chair Phelps thanked Mr. Peterson for taking the time to present to the Commissioners this evening.

BOARD OF EQUALIZATION AND REVIEW: Ms. Bennett gave the oaths to the Commissioners so they could convene as the Board of Equalization and Review. (Commissioner Riddick joined the call at this time.)

Commissioner Johnson made a motion to convene as the Board of Equalization and Review. Commissioner Walker seconded, motion carried unanimously.

Ms. Sherri Wilkins, Tax Administrator, noted there were no appeals as of today.

Commissioner Johnson made a motion to recess the Board of Equalization & Review until May 18, 2020 at 6:00 PM in a virtual ZOOM meeting. Commissioner Walker seconded, motion passed unanimously.

COVID-19 UPDATE: Mr. Curtis Potter, County Manager/County Attorney, Mr. Wes Gray, MTW Health Department Director, and Mr. Lance Swindell, Emergency Management Coordinator gave the Board the latest information on COVID-19.

Mr. Potter said he is still continuing to have weekly conference calls with various groups. He also mentioned that the Governor is opening certain things in Phase I and then there will be a Phase II. He did mention that in Phase I some recreation areas may open; however, working from home would still be preferred. There is more information on the Governor's web page at <https://www.nc.gov/covid-19/covid-19-executive-orders>.

Mr. Wes Gray, MTW Health Dept. Director went over the following information.



Martin-Tyrrell-Washington

DISTRICT HEALTH

Wes Gray, MPA, MPH, Health Director

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



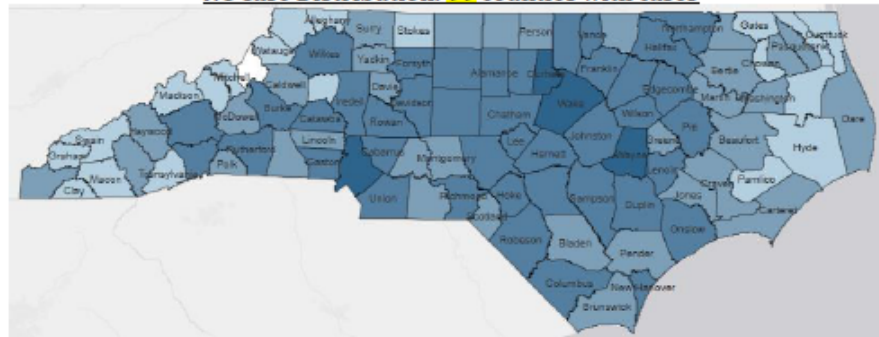
Public Health
Prevent. Promote. Protect.

Coronavirus Update May 4, 2020 - 5:00PM

The coronavirus COVID-19 is affecting 212 countries and territories around the world.

North Carolina		United States		Global	
Total Cases	11,972	Total Cases	1,208,636	Total Cases	3,634,532
Deaths	442	Deaths	69,408	Deaths	251,516
Recovered	N/A	Recovered	182,801	Recovered	1,185,701

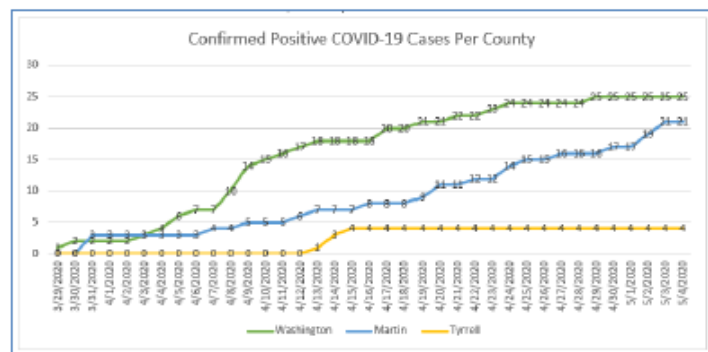
NC Case Distribution: 99 counties with cases



NC - DHHS

District Profile

County	Martin	Tyrrell	Washington
Positive	21	4	25
Recovered	11	4	20
Deaths	1	-	3



Martin County
210 W. Liberty St.
Williamston, NC 27892
252.793.1619

Tyrrell County
408 Bridge St.
Columbia, NC 27925
252.793.1750

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

Mr. Gray said hopefully MTW will have access to COVID-19 relief funds.

Commissioner Walker thanked Mr. Gray for his update and asked had there been any youth diagnosed in our counties. Mr. Gray said no, not in our counties. He also stated he will be able to share demographics as cases increase.

Chair Phelps asked what the models say. Mr. Gray said one model said we should have peaked a week ago. There has been some increase in cases; however, there have been some slow days. Mr. Gray stated that as these other states relax their restrictions we will see what happens. Some models show June as a peak time.

Mr. Lance Swindell, EM Coordinator, mentioned Emergency Management was holding food distributions in the County and keeping a handle on it. (Ms. Ann Keyes is the County's Feeding Coordinator, so the program is in good hands.) They have 3 regional calls each week to figure out needs for each county in the region. Mr. Swindell said he is also making sure the folks that need PPE have it.

Chair Phelps asked if the County has enough PPE for County staff or does the Board need to take any action. Mr. Swindell said the County has had enough so far. Mr. Potter said the County has a sufficient supply---at least a 30 day supply. Chair Phelps asked if EMS needs anything. Mr. Potter said that according to Ms. Jennifer O'Neal, EMS Director, EMS is fine.

Mr. Swindell said this week is Hurricane Preparedness Week, but he will not be holding an informational meeting at this time. There will be some changes to how things are handled during an emergency, but he will get them out to every news media. It will be different and difficult for sheltering.

Chair Phelps asked if there is hazard pay for workers who are working during this pandemic. Do employees have accommodations to work from home—such as DSS employees? Mr. Potter said no employees in the County are receiving hazard pay. If the County finds a program that would reimburse the County for that, the County might offer hazard pay; however, Mr. Potter said he hasn't found anything yet. Hazardous pay can be set in policy by the Finance Officer. A lot of work would need to go into it along with different perceptions of what is needed. With that being said, Mr. Potter also said that he is not planning to put a hazardous pay policy in front of the Board.

Mr. Potter said early on in this process, Department Heads looked at their departments to see if anyone needed to telework. DSS and Mr. Potter had many discussions on this. Most of the County's departments are not able to do teleworking.

Chair Phelps asked were there any questions from the Commissioners for County staff. Commissioner Walker said he heard that some other counties were receiving hazardous pay for their DSS staff. Commissioner Walker said he asked Mr. Hardison (DSS Director) about it and he said Washington County DSS employees were not receiving hazardous pay.

Commissioner Sexton asked about the \$250,000 that was just released. Mr. Potter said those funds were just approved at 11:30 AM this morning and he has not had time to see what they can be used for. They may not be for personnel, but he needs to look at the list further.

Chair Phelps said there was a question on the County's Facebook live session regarding N95 masks being provided to school nutrition staff. Mr. Potter said that would be best handled off-line.

WASHINGTON COUNTY CHILD FATALITY PREVENTION TEAM REPORT: Mr. Wes Gray, MTW Health Department Director gave the following report.



Martin-Tyrrell-Washington

DISTRICT HEALTH

Wes Gray, MPA, MPH, Health Director

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Public Health
Prevent. Promote. Protect.

**Washington County Child Fatality Prevention Team
Report to the Martin-Tyrrell-Washington District Board of Health
March 24th 2020**

Background: North Carolina has a three tier Child Fatality Prevention System of which the local child fatality prevention teams are one component. The three tiers of the system include the North Carolina Child Fatality Prevention Task Force which is a legislative study commission, the North Carolina Child Fatality Prevention Team (state team) which reviews child death through the Medical Examiner system, and the Community Child Protection Teams which review active cases of suspected abuse and neglect, and child deaths due to suspected abuse and neglect. The local child fatality prevention teams (CFPTs) were legislatively established in 1993 and there are teams in all 100 counties. It is the responsibility of the local health departments to assure that these teams are operational.

Mission: The mission of the local team is to review the deaths of children, ages 0 -17 years, that are not due to suspected abuse or neglect and about which no previous report of abuse or neglect has been made to the county department of social services within the past 12 months. The local CFPTs review those child deaths due to homicide, suicide, fires, illness, prematurity and perinatal cause, among others, to search for ways to prevent child deaths.

Purpose: The purpose of the local child fatality prevention teams are to: 1) identify the causes of child deaths; 2) identify gaps or deficiencies that may exist in order to improve the delivery of services to children and families; and 3) make recommendations for changes and carry out changes that could prevent future child fatalities (Division of Public Health Agreement Addendum).

The Washington County Child Fatality Prevention Team, a sub-committee of the Washington County Child Protection Team meets quarterly during the year. It is during these meetings that team members review child fatalities that occurred the previous year, determine if there were any system problems that caused or contributed to the fatality, make any recommendations or develop action plans to address the area of concern. These findings are reported to the Team Coordinator in the Children and Youth Branch within the North Carolina Division of Public Health.

The Washington County Child Fatality Prevention Team met four times during 2019: January 22nd, April 23rd, July 30th and October 29th of 2019. Three death cases were reviewed for 2018. No system problems were identified for these cases.

Martin County
210 W. Liberty St.
Williamston, NC 27892
252.793.1619

Tyrrell County
408 Bridge St.
Columbia, NC 27925
252.793.1750

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

Nicole Barnes, our Review Coordinator received an Anne Wolfe Mini Grant. This grant will be used to purchase car seats and to send four employees from the district to become a "North Carolina Child Passenger Safety Technician", so we can offer car seat checks to all three counties. This grant will also be used to purchase Pack and Plays for Parents of infants or toddlers who do not have a safe sleep environment.

The Washington County Child Fatality Prevention Team will continue to review any child fatalities, identify risk areas and promote safety to reduce the number of fatalities in our community.

UPDATE ON WASHINGTON REGIONAL MEDICAL CENTER (WRMC): Dr. Lee Anne Sorto, Clinical Operations Administrator, gave the following update.

Employment Update

- 129 total hospital employees, 79 full time & 10 part time benefited employees (40 PRN staff)
- Added 2 primary care providers (FNPs) to return pediatric, women's health, and full family primary care to clinic
- Including ≥30 nurses (RN/LPN) working in ED, Inpatient, Outpatient, Primary Care
- Staffing: 24/7 Respiratory, Radiology, Laboratory, and provider on site

Coronavirus Disease 2019 (COVID-19) CDC Update

- Test performed to date = 90 (with 2 pending from today); 10 positives
- Admitted 20+ COVID-19 + patients or suspected/rule-out in March 20-present equaling >120 observation or inpatient hospitalization days, transferred 4 patients after intubation to Vidant ICUs (Beaufort, Ahoskie, VMC)
 - Medical Staff are following Vidant Health treatment protocols
 - Respiratory Therapy - 1 ventilator on site, 1 Bipap on site working; submitted through grant funding an additional LTV portable vent and Optiflow heated high flow nasal cannula purchase devices for further respiratory care options
 - Medication Therapy – have *azithromycin* preferred antibiotic for secondary bacteria pneumonia (does not treat COVID-19), *hydroxychloroquine* (Plaquenil) anti-rheumatic/autoimmune medication no longer recommended, on list with manufacturer Gilead to receive *remdesivir* antiviral medication (promising research published)
 - Collaboration - Attending National ECHO COVID-19 Hospital calls, Eastern Healthcare Preparedness Coalition (EHPC) regional calls, and statewide ICU coalition calls; as well as NC DHHS, Office of Rural Health, local county stakeholder weekly calls, and a weekly call with local long term care facilities (nursing homes)

Partnerships/Grants

- North Carolina Office of Rural Health – Small Rural Hospital Improvement Grant Program (SHIP) \$10,400 for FY 2019 (6/1/19-5/31/20) revision submitted 5/1 to change to SQSS which is a quality data software, will submit for FY 2020 (6/1/20-5/31/21) for patient satisfaction surveys to be implemented after we implemented EHR
- North Carolina Office of Rural Health – Small Rural Hospital Improvement Grant Program (SHIP) COVID-19 expansion presented \$84,000 to WRMC toward purchase of 18 new hospital beds, bedside trays, and geri-chairs
- North Carolina Healthcare Association (NCHA) COVID-19 Preparedness & Response Activities Fund presented \$57,493 to WRMC to increase patient capacity with expanded telemetry capability from 4 pts to 16pts inpatient dept.
- North Carolina Healthcare Fund (NCHF) created a COVID-19 Fill the Gap Response Fund to fund ventilator repairs or purchases to improve respiratory treatment options in rural hospitals – submitted for additional LTV portable vent and Optiflow heated high flow nasal cannula purchase devices for further respiratory care options
- North Carolina Office of Rural Health – Emergency Department Transfer Data (FLEX) Project – *data drives decisions* to improve emergency services care and patient experience – working with team for quality improvements
- NC HealthConnex – hospital has enrolled in shared database to increase safety with statewide hospitals
- Vulnerable Rural Hospital Assistance Program (VRHAP) with Texas A&M Center for Optimizing Rural Health (CORH) - Health Resources Services Administration (HRSA) funded; site leadership and quality training
- Pender Memorial Hospital – with Ruth Glaser (CEO), Cindy Faulkner (CNO), and Dr. Davis on increased utilization of a 16 bed Inpatient/Swingbed and cardiac rehab program which improved financial stability for facility

Commissioner Johnson said she appreciated the work they are putting in at WRMC and thanked them for all they do.

Chair Phelps asked Dr. Sorto to come back to June meeting. Chair Phelps also echoed Commissioner Johnson and thanked Dr. Sorto and the WRMC staff for all they are doing for this County.

BOARDS & COMMITTEES: Ms. Bennett provided the following information to the Board.

Albemarle Commission—Washington County Joint Community Advisory Committee (CAC)

Please see the attached letters from Ms. Jasmine Wilson, CAC Program Assistant asking for the re-appointment of Mr. John Fallon, Mr. Burl Walker, Ms. Myra “Julie” Phelps, and Ms. Gail Spiewak to the Washington County Joint Community Advisory Committee. All have agreed to serve if re-appointed.

Roanoke River Partners, Inc.

Please see the attached information from Ms. Carol Shields, Executive Director of Roanoke River Partners. They are looking for a Washington County representative since the passing of Doward Jones. Mr. Curtis Potter, CM/CA has expressed an interest in being this representative.

Commissioner Sexton made a motion to approve the re-appointments to the Albemarle Commission CAC and the appointment to the Roanoke River Partners, Inc. as presented above. Commissioner Walker seconded. The Clerk took a roll call vote: Commissioner Johnson--AYE, Commissioner Phelps--AYE, Commissioner Riddick--AYE, Commissioner Sexton--AYE, Commissioner Walker--AYE. Motion carried unanimously.

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

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 108

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

Date: April 8, 2020

RE: SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5310-011	SS Admin - Salaries & Wages - Regular	1,826,059.00	(5,000.00)	1,821,059.00
10-5310-260	SS Admin - Departmental Supplies	30,000.00	5,000.00	35,000.00
Tax Admin				
Balanced:		1,856,059.00	-	1,856,059.00

Justification:

To transfer monies within SS Admin from Salaries & Wages to Departmental Supplies to purchase chrome books for workers to work from home as this has become a priority due to COVID-19. After the pandemic ends, this equipment will be utilized out in the field by Social Workers as needed. Cleaning supplies and other items are also being purchased to accomodate the need for extensive cleaning from this threat.

DocuSigned by:

Curtis S. Potter

Approval Date: 0530CE098136142D

Budget Officer's Initials: 4/8/2020

Initials: *CP*
Batch #: 2020-108
Date: 4/8/2020

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 109

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

Date: April 15, 2020

RE: GIS

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

Account Code	Description	Old	+ or (-)	New
10-4915-190	GIS - Training	2,500.00	(500.00)	2,000.00
10-4915-260	GIS - Departmental Supplies	2,000.00	500.00	2,500.00
GIS				
Balanced:		4,500.00	-	4,500.00

Justification:

To transfer monies with GIS from training to departmental supplies. Due to COVID-19 several trainings have been cancelled so there is enough monies left in this line to transfer to departmental supplies to cover the need to purchase a monitor for the desktop computer.

4/15/2020

Approval Date: _____
Budget Officer's Initials: Curtis Potter
Initials: _____
Batch #: _____
Date: _____

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 110

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

Date: April 16, 2020

RE: Water Treatment

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

Account Code	Description	Old	+ or (-)	New
35-7135-350	Water Treatment - Maintenance & Repair-Equipment	39,800.00	(3,825.00)	35,975.00
35-7135-299	Water Treatment - Water Treatment Chemicals	18,500.00	3,265.00	21,765.00
35-7135-200	Water Treatment - Supplies & Materials	4,500.00	560.00	5,060.00
Water Treatment				
Balanced:		62,800.00	-	62,800.00

Justification:

To transfer monies within Water Treatment from Maintenance & Repair Equipment to Supplies & Materials to purchase reagents for water testing equipment and to Water Treatment Chemicals to purchase chlorine gas, ammonia, and carus 8500. These purchases need to be made to carry us through fiscal year end.

DocuSigned by:

 Approval Date: 03/30/2020 13:14:20
 Budget Officer's Initials: 4/17/2020
 Initials:
 Batch #:
 Date:

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 111

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

Date: April 21, 2020

RE: Sheriff/Detention/Inspections & Planning/Soil & Water

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

Account Code	Description	Old	+ or (-)	New
10-4310-310	Sheriff - Travel	5,000.00	(2,500.00)	2,500.00
10-4310-355	Sheriff - Maintenance - Vehicles	25,000.00	2,500.00	27,500.00
Sheriff				
10-4320-010	Detention - Salaries & Wages - Regular	314,679.00	(2,600.00)	312,079.00
10-4320-600	Detention - Contracted Services	42,822.00	(9,000.00)	33,822.00
10-4320-244	Detention - Contracted Services - Southern Health Partners	121,400.00	11,600.00	133,000.00
Detention				
10-4350-601	Inspections & Planning - Contracted Services - Building Inspector	25,000.00	(1,000.00)	24,000.00
10-4350-320	Inspections & Planning - Communications	1,300.00	1,000.00	2,300.00
Inspections & Planning				
10-6060-310	Soil & Water - Travel	1,500.00	(400.00)	1,100.00
10-6060-315	Soil & Water - Training	2,000.00	(1,000.00)	1,000.00
10-6060-200	Soil & Water - Departmental Supplies	1,500.00	1,400.00	2,900.00
Soil & Water				
Balanced:		540,201.00	-	540,201.00

Justification:

To transfer monies within the Sheriff's Budget from Travel to Vehicle Maintenance to cover the costs of vehicle work that will need to be done for the rest of the fiscal year. To transfer monies within Detention from Regular Salaries and Contracted Services to the Southern Health Partners line to cover the costs associated with the healthcare of inmates - the county has exceeded the \$30,000 cap for the fiscal year. To transfer monies within Inspections & Planning from Contracted Services to Communications - we now have a full-time building inspector and will not need the contract but we do need monies to cover the costs of the cell phone as it was inadvertently charged to Emergency Management. To transfer monies within Soil & Water from Travel and Training which have all been cancelled to Departmental Supplies so the S&W Tech can purchase a laptop that is capable of being plugged into a docking station and a monitor along with some supplies and a desk chair.

DocuSigned by:

Curtis Potter

Approval Date:

03/31/2020

Budget Officer's Initials:

4/21/2020

Initials:

Batch #:

Date:

Initials:	MP
Batch #:	2020-111
Date:	4/22/2020

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 112

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

Date: April 21, 2020


RE: SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-5400-202	DOT Grant - Cleaning/Other Supplies (85%)	6,000.00	(4,000.00)	2,000.00
10-5400-200	DOT Grant - Office Supplies (85%)	3,500.00	2,500.00	6,000.00
10-5400-260	DOT Grant - Transit Advertising	3,758.00	1,500.00	5,258.00
SS Transportation				
		Balanced:		
		13,258.00	-	13,258.00

Justification:

To transfer monies within SS Transportation from DOT Grant - Cleaning/Other Supplies to Office Supplies and Transit Advertising. This request is needed so that office supplies can be purchased to carry Transit Staff through to the end of the fiscal year and to purchase advertising materials for the program. These expenses are all reimbursed at 85% so there is not effect on revenues.

DocuSigned by:

 Approval Date: 05/30/2020 13:14:00
 Budget Officer's Initials: 4/22/2020
 Initials:
 Batch #:
 Date:

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 113

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

Date: April 21, 2020

RE: Revaluation

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

Account Code	Description	Old	+ or (-)	New
70-8600-200	Revaluation - Departmental Supplies	2,000.00	(450.00)	1,550.00
70-8600-601	Revaluation - Contracted Services - Dynamic Data	1,050.00	450.00	1,500.00
Revaluation				
	Balanced:	3,050.00	-	3,050.00

Justification:

To transfer monies within Revaluation from Departmental Supplies to Contracted Services - Dynamic Data to pay Lonnie for programming work that has to be done prior to year end for Reval.

DocuSigned by:
Curtis Potter
Approval Date: 05/01/2020 13:44:20
Budget Officer's Initials: 4/22/2020
Initials:

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Batch #:

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Date:

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Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 114

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

Date: April 21, 2020

RE: Managers Office/COVID19

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

Account Code	Description	Old	+ or (-)	New
10-4120-101	Managers Office - 401 (k) Contribution	6,711.00	(1,500.00)	5,211.00
10-4120-260	Managers Office - Departmental Supplies	5,037.00	3,505.00	8,542.00
10-4120-315	Managers Office - Training	6,300.00	(500.00)	6,000.00
10-4120-330	Managers Office - Postage	150.00	(100.00)	50.00
10-4120-355	Managers Office - Maint & Repair Vehicle	2,000.00	(1,500.00)	500.00
10-4120-380	Managers Office - Advertising	500.00	(400.00)	100.00
10-4120-381	Managers Office-LOST Ref-Education	4,500.00	(1,815.00)	2,685.00
10-4120-390	Managers Office - Dues & Subscriptions	2,800.00	610.00	3,410.00
10-4120-400	Managers Office - Lease-Copier	6,550.00	700.00	7,250.00
10-4334-260	COVID19 - Departmental Supplies	-	1,000.00	1,000.00
Managers Office/COVID19		31,848		31,848
Balanced:		34,748.00	-	34,748.00

Justification:

To allocate funds from other Line Items with remaining/unspent funds to be utilized to purchase needed supplies and equipment before the end of the current fiscal year including: Departmental Supplies for year end office supplies, new/replacement computer for Mgmt Fellow (currently using Manager's old lap top); new/replacement furniture for Office Assistant; External Cameras/Microphones for Department Heads to be utilized in electronic meetings per COVID19 protocols; other supplies; Dues & Subscriptions to pay for annual software licenses for PDF/DocuSign software to be used to increase office productivity and remote signature capabilities to assist with COVID19 protocols; Lease-Copier to pay for higher than anticipated copier expenses and estimated overages for printing budget materials.

DocuSigned by:

 033CE99136142D

Budget Officer's Initials

Approval Date: 4/21/2020

Initials:
 Batch #:
 Date:

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 115

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

Date: April 23, 2020

RE: Board of Elections

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

Account Code	Description	Old	+ or (-)	New
10-4170-031	Board of Elections - Salaries & Wages - Overtime	8,000.00	(800.00)	7,200.00
10-4170-315	Board of Elections - Training	8,000.00	(500.00)	7,500.00
10-4170-260	Board of Elections - Departmental Supplies	9,261.00	1,300.00	10,561.00
Board of Elections				
		Balanced:		
		25,261.00	-	25,261.00

Justification:

To transfer monies within the Board of Elections budget from Overtime and Training to cover the costs of new scanners to be purchased due to a new app replacing the old MCL Link Lite Software as being recommended by the State Board of Elections. There are 8 scanners in total needed - 6 for the laptops and 2 for the desktops.

DocuSigned by:

 Budget Officer's Initials DSSCE001301420

Approval Date: 4/23/2020

Initials:

Batch #:

Date:

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 116

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

Date: April 27, 2020

RE: SS Admin/SS Transportation/SS Community Alternative/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-5310-310	SS Admin - Travel	16,000.00	(1,500.00)	14,500.00
10-5310-315	SS Admin - Training	18,464.00	(1,000.00)	17,464.00
10-5310-260	SS Admin - Departmental Supplies	35,000.00	2,500.00	37,500.00
SS Admin				
10-5400-200	SS Transportation - DOT Grant - Office Supplies (85% Reimb)	6,000.00	(800.00)	5,200.00
10-5400-202	SS Transportation - DOT Grant - Cleaning/Other Supplies (85%)	2,000.00	(800.00)	1,200.00
10-5400-540	SS Transportation - Capital Outlay - Van Replacement	120,000.00	1,600.00	121,600.00
SS Transportation				
10-6180-260	SS Community Alternative- Departmental Supplies-Participant (100%)	45,000.00	(26,000.00)	19,000.00
10-6180-600	SS Community Alternative - Contracted Services - In Home (100%)	9,000.00	(3,500.00)	5,500.00
10-5380-406	SS Economic Support - LIEAP Payments	90,095.00	29,500.00	119,595.00
SS Community Alternative/SS Economic Support				
Balanced:		341,559.00	-	341,559.00

Justification:

To transfer monies within SS Admin from Travel and Training to Departmental Supplies - this transfer is being requested due to the COVID-19 outbreak and the need to purchase equipment that will allow for workers to access work from home which has become a priority. After the pandemic ends, this equipment will be utilized out in the field by social workers and other workers as needed.

Cleaning supplies and other items are also being purchased to accommodate the need for extensive cleaning from this threat.

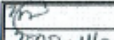
To transfer monies within SS Transportation from Cleaning/Other Supplies and Office Supplies to Capital Outlay-Van Replacement to increase the line to purchase tags and taxes for the new agency vehicles that have been purchased. The funds are associated with the grant and are reimbursable at 85%, as are the lines the monies are being moved from so there is no effect on revenue.

To transfer monies within SS Community Alternative Departmental Supplies and Contracted Services to SS Economic Support LIEAP Payments. This request is based on a letter received from DHHS on 4/23/2020 regarding an additional payment of LIEAP funds set to be distributed around Mid May. We are asking for a transfer because we have received no funding authorization in regards to the amount of funds that will need to be added to our budgets in order to cover this new payment. This request is moving funds from CAP lines that are no longer being used that were encumbered under the Neil Medical PO and Contracted Services to the LIEAP line in order to accommodate the checks that will be cut from this one-time payment when it occurs. All lines are 100% reimbursable and will have not effect on revenue.

Budget Officer's Initials

DocuSigned by:
Curtis Potter
D6C6E8B838143D

Approval Date: 4/28/2020

Initials: 

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 117

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

Date: April 27, 2020

RE: Finance Office/Information Tech/Communications/Water/EMS/Transport/Airport Operation

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

Account Code	Description	Old	+ or (-)	New
10-4130-090	Finance Office - FICA Tax Expense	12,279.00	(500.00)	11,779.00
10-4130-181	Finance Office - Group Insurance	28,517.00	(800.00)	27,717.00
10-4130-315	Finance Office - Training	2,500.00	(1,550.00)	950.00
10-4130-100	Finance Office - Retirement	24,590.00	350.00	24,940.00
10-4130-150	Finance Office - Bank Fees	20,000.00	2,500.00	22,500.00
Finance Office				
10-4210-350	Info Tech - Maintenance & Repair - Equipment	25,200.00	(971.00)	24,229.00
10-4210-200	Info Tech - Departmental Supplies	1,400.00	971.00	2,371.00
Information Technology				
10-5911-010	Communications - Salaries & Wages-Regular	209,552.00	(7,000.00)	202,552.00
10-5911-100	Communications - Retirement	46,376.00	(6,000.00)	40,376.00
10-5911-180	Communications - Group Insurance	56,727.00	(2,500.00)	54,227.00
10-5911-031	Communications - Salaries & Wages - Parttime	46,500.00	15,500.00	62,000.00
Communications				
35-7130-031	Water Operations - Salaries & Wages - Parttime	5,000.00	(1,287.00)	3,713.00
35-7130-090	Water Operations - FICA Tax Expense	15,041.00	(2,500.00)	12,541.00
35-7130-100	Water Operations - Retirement	29,356.00	(2,600.00)	26,756.00
35-7130-101	Water Operations - 401(K) Contribution	5,749.00	(1,000.00)	4,749.00
35-7130-130	Water Operations - Unemployment Insurance	613.00	(613.00)	-
35-7130-180	Water Operations - Group Insurance	30,601.00	8,000.00	38,601.00
Water Operations				
37-4330-180	EMS - Group Insurance	145,979.00	(12,000.00)	133,979.00
37-4330-250	EMS - Diesel Fuel	32,000.00	12,000.00	44,000.00
EMS				
37-4376-180	Transport - Group Insurance	28,302.00	(4,000.00)	24,302.00
37-4376-610	Transport - Contracts - Billing	10,413.00	4,000.00	14,413.00
Transport				
39-4530-250	Airport - AV Gas and Jet Fuel	80,000.00	(1,750.00)	78,250.00
39-4530-032	Airport - Salaries & Wages - Parttime	6,750.00	1,500.00	8,250.00
39-4530-090	Airport - FICA Tax Expense	3,416.00	125.00	3,541.00
39-4530-100	Airport - Retirement	5,922.00	125.00	6,047.00
Airport Operations				
Balanced:		872,783.00	-	872,783.00

Justification:

To transfer monies within the Finance Department Budget to cover the costs of Bank Fees through to the end of the fiscal year and the 2nd increase in retirement. To transfer monies within Information Technology to cover the costs of a replacement computer and Microsoft Office License - the computer used by IT was purchased in 2013 and is in need of replacement. This is the computer that connects to the server. To transfer monies within Communications to cover the costs of salaries for parttime employees through fiscal year end - the current Interim Director is a parttime employee thus pushing this line further over budget. To transfer monies within Water Operations to cover the costs of Group Health Insurance - this line was underbudgeted due to the movement of the 2 Customer Services Reps from Finance to Water - the benefits were not budgeted. To transfer monies within EMS to cover the costs of diesel fuel through fiscal year end. To transfer monies within Transport to cover the costs of the Billing Contract through fiscal year end - transport has generated more calls/revenue this fiscal year which has increased the amount that we must pay the billing company. To transfer monies within Airport to cover the costs of parttime help through fiscal year end and the underbudgeted amounts for FICA and the 2nd increase in Retirement.

Digitally signed by
Curtis Potter
DN: cn=Curtis Potter

Budget Officer's Initials

Approval Date: 4/28/2020

Initials: *CP*
 Batch #: 2020-117
 Date: 4/28/2020

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 118

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

Date: May 4, 2020

RE: Senior Center/EMS/Airport Grants

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

Account Code	Description	Old	+ or (-)	New
10-3509-010	Senior Center Trips	(10,158.00)	3,945.00	(6,213.00)
10-5150-380	Senior Center Trips	12,776.00	(3,945.00)	8,831.00
Senior Center				
37-3491-000	COVID-19 CARES Act Revenues	-	(39,453.00)	(39,453.00)
37-4330-651	COVID-19 CARES Act Revenues	-	39,453.00	39,453.00
37-3800-000	Tyrrell County EMS Ambulance Purchase	-	(35,803.00)	(35,803.00)
37-4330-540	EMS - Capital Outlay - Vehicles	303,504.00	35,803.00	339,307.00
EMS				
38-3800-080	Parallel Taxiway Project (Permitting)	(33,320.00)	33,320.00	-
38-8135-660	Parallel Taxiway Project (Permitting)	33,320.00	(33,320.00)	-
Airport Grants				
Balanced:		306,122.00	-	306,122.00

Justification:

To reduce the Senior Center Trip line budget due to refunding monies back to Seniors because trips are cancelled due to COVID-19. To budget in EMS for stimulus monies received through the CARES Act and monies received from Tyrrell County to purchase another ambulance. To reduce the budget in Airport Grants for the Parallel Taxiway Permitting portion of our grant - per Knapp and Avcon, this part of the project has to be closed because there are no other permits needed.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

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Batch #:

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Date:

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Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 119

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

Date: May 4, 2020

RE: SS Admin/SS Economic Support/Sheriff

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

Account Code	Description	Old	+ or (-)	New
10-3500-080	DSS Community Donations - Medical	(322.00)	(100.00)	(422.00)
10-5380-375	DSS Community Donations - Medical	1,626.00	100.00	1,726.00
10-3500-082	DSS Community Donations - Foster Children	-	(300.00)	(300.00)
10-5310-259	DSS Community Donations - Foster Children	-	300.00	300.00
SS Admin/SS Economic Support				
10-3540-020	Gun Permits Discretionary-County Portion	(3,320.00)	(70.00)	(3,390.00)
10-4310-611	Gun Permits Discretionary-County Portion	16,500.00	70.00	16,570.00
10-3540-030	Gun Permits - State Portion	(4,010.00)	(80.00)	(4,090.00)
10-4310-612	Gun Permits - State Portion	4,345.00	80.00	4,425.00
Sheriff				
		Balanced:	14,819.00	-
				14,819.00

Justification:

To budget in the DSS for donation monies received for medical and foster children. To budget for revenues received in the Sheriff's Office for gun permitting.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 120

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

Date: April 28, 2020

RE: Manager's Office/COVID-19

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

Account Code	Description	Old	+ or (-)	New
10-4120-260	Manager's Office - Departmental Supplies	8,542.00	(50.00)	8,492.00
10-4334-260	COVID-19 - Departmental Supplies	1,000.00	50.00	1,050.00
10-4120-310	Manager's Office - Travel	1,500.00	(30.00)	1,470.00
10-4120-315	Manager's Office- Training	6,000.00	30.00	6,030.00
Manager's Office				
		Balanced:		
		17,042.00	-	17,042.00


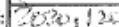
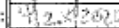
Justification:

To transfer monies from Manager's Office to COVID-19 to pay for supplies to include the large white tent and clip boards to take payments outside, and cameras. To transfer monies with the Manager's Office from travel to training to cover charges that were contested but then charged back to the card.

Unassigned by:

Budget Officer's Initials DIXONMS130120

Approval Date: 4/28/2020

Initials: 
Batch #: 
Date: 

Commissioner Sexton made a motion to approve the Budget Amendments/Budget Transfers as presented above. Commissioner Walker seconded. The Clerk took a roll call vote: Commissioner Johnson--AYE, Commissioner Phelps--AYE, Commissioner Riddick--AYE, Commissioner Sexton--AYE, Commissioner Walker--AYE. Motion carried unanimously.

Commissioner Johnson said she heard that there could be a drop in sales tax of about 30% and wants Mr. Potter and Ms. Dixon to be aware of that. Mr. Potter said they will be taking that into account when working on the budget.

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

Commissioner Sexton said he will be glad when the Board gets back to regular in-person meetings.

Commissioner Johnson said NACo and NCACC are trying to help counties regain funds that they are losing from COVID-19.

*Noted by the Ms. Bennett, Clerk: over 40 folks joined tonight's virtual meeting on the County's LIVE Facebook feed and around the same amount on the ZOOM meeting.

Chair Phelps mentioned that the June 1, 2020 Commissioners' meeting will be a virtual meeting also. At 7:24 PM, with no further business to discuss, **Commissioner Riddick made a motion to recess to May 18, 2020 at 6:00 PM (virtual ZOOM meeting). Commissioner Sexton seconded. The Clerk took a roll call vote: Commissioner Johnson--AYE, Commissioner Phelps--AYE, Commissioner Riddick--AYE, Commissioner Sexton--AYE, Commissioner Walker--AYE. Motion carried unanimously.**

D. Cole Phelps
Chair

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