

August 6, 2020

The Washington County Board of Commissioners met in Special Called meeting on Thursday, August 6, 2020 at 6:00 PM by using ZOOM—virtual meeting software (due to the COVID-19 pandemic) for Facebook Live Streaming and in person. Commissioners Johnson, Phelps, Sexton Riddick 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.

Chair Phelps called the meeting to order. Commissioner Riddick gave the invocation; Commissioner Walker led the Pledge of Allegiance. Chair Phelps then called for a moment of silence for COVID-19 victims, Race Relations and citizens of Bertie County.

ADDITIONS/DELETIONS:

CONSENT AGENDA: **Commissioner Johnson 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) ABC Board FY20-21 Approved Budget
- d) Budget Amendments/Budget Transfers
- e) Resolution: Hazard Mitigation Plan
- f) Riverlight Transit Documents:
 - ii. School Transportation Service Policy
 - iii. Annual ADA Policy
 - iiii. Charter Policy
- g) Resolution: Re-Appointment of Tax Assessor
- h) Agreements to Approve:
 - ii. Emergency Management MOU
 - iii. Home and Community Care Block Grant for Older Adults Agreement for the Provision of County-Based Aging Services for July 1, 2020 – June 30, 2021
 - iiii. NC Soil & Water Shared Personnel Mutual Aid Agreement Ratification Resolution
- i) SAA Delegates for October 2020
- j) Order for Collection of Ad Valorem Taxes

Commissioner Riddick seconded. Motion carried unanimously.

CERTIFICATE OF APPRECIATION FOR DEPUTY ALFONZO BOYD: Chair Phelps presented to Sheriff Barnes a certificate of appreciation for Deputy Alfonzo Boyd.

**Certificate of Appreciation
For
Washington County Deputy II
Alfonzo Boyd**

WHEREAS, North Carolina and Washington County enjoy a reputation for quality services in law enforcement; and

WHEREAS, Americans nationwide appreciate the dedication, selflessness, and extraordinary abilities of these men and women in protecting and contributing to our quality of life, as they provide assistance to both individuals and communities in times of crisis and need, frequently at the risk of their own personal safety and wellbeing, sometimes making the ultimate sacrifice for their fellow citizens; and

WHEREAS, it is important that all citizens know and understand the problems, duties, responsibilities, hazards, and sacrifices of their law enforcement officers because these men and women unceasingly provide a vital public service as they work among the people in our community and deal with community problems, and they have become a positive and effective influence for good in our County; and

WHEREAS, these men and women have displayed a high example of character, ethics, morals, and unselfish service and developed a reputation of integrity and principle and have shown much compassion to the citizens of our community; and

WHEREAS, the Board of Commissioners of Washington County greatly appreciates the services and dedication of these men and women, and wishes to express its pride, recognition, and appreciation for their service;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Commissioners, that it hereby expresses gratitude, recognition, and admiration for all men and women who serve our community and country as law enforcement officers within our community.

BE IT FURTHER RESOLVED by the Board of Commissioners of Washington County, to call upon citizens to join in expressing heartfelt appreciation and respect to law enforcement officers, and in particular, Washington County Deputy II Alfonzo Boyd, who, on Sunday, July 26, 2020, put himself in the path of an oncoming vehicle that had been evading the law enforcement officers, causing bodily harm to himself, while unselfishly saving the lives of countless others on the road that day at that particular time. It has been Deputy Boyd's faithful and loyal devotion to his responsibilities and dedicated service to his community during his two years on the force that has earned him a reputation for preserving the rights and security of all citizens.

BE IT FURTHER RESOLVED by the Board of Commissioners of Washington County to offer their sincere gratitude for the risk Deputy Boyd took and we wish him a speedy recovery.

This the 6th day of August 2020.

NOTE: At approximately 6:07 PM we went off-line due to technical difficulties and came back on at 6:21 PM.

PUBLIC FORUM: Mr. Wesley Stokes, 395 Backwoods Road, Roper, representing Think Tank for Community Solutions, spoke to the Board. He stated that in Feb he found out that Washington County ranked #100 in health care and we were in the bottom 5 for other

categories. Mr. Stokes said he came to Board in February to see how the Board could improve Washington County’s rankings. At that meeting he heard Dr. McDuffie speak about Agape. Mr. Stokes wants the Board’s support for the Agape Clinic grant. This will mean affordable health care for our County. No one will be denied service based on their ability to pay. 32 jobs will be created. They will have a pharmacy and dental clinic. Citizens currently use Riverlight to go to the Agape Clinic in Williamston. BCCC can teach classes that can be used for workers applying to Agape.

Ms. Judy Thompson, 674 White Oak Road, Plymouth, had a question about taxes. She said she has paid her taxes in full. However, she asked why she has to pay the waste management fee when she doesn’t use the service. Chair Phelps said the Board doesn’t usually answer questions in public forum but he would like to ask Mr. Potter to explain to Ms. Thompson why she is billed and asked for her phone number (252) 217-2901. Mr. Potter and/or Ms. Wilkins will call you about your concern. Mr. Potter said he will get her a trashcan. Ms. Thompson said if she had one she would use it.

Ms. Shana Phelps, 105 Virginia Pine, Plymouth, is a Washington County probation officer and told the Board that on July 28, 2020 she took her daughter to the MTW Health Department for an appointment. Ms. Phelps said she was dressed in full uniform. She was asked to leave with her service weapon or to go put it in the car. Ms. Phelps was told that the Director had asked his Administrative Assistant to ask her to leave from the back with her daughter or to put the weapon in the car. Ms. Phelps said she left her kid in there with the dental assistants (her daughter is 9). Ms. Phelps said she went to the County Manager’s Office to talk to him and then called a couple more times and didn’t hear back from Mr. Potter until today. Chair Phelps asked when the MTW Board meets. Chair Phelps said he feels she should talk to that Board. Chair Phelps said he knows that Mr. Potter is talking with the MTW Health Department Director, Wes Gray about this incident.

UPDATE ON CRESWELL PRIMARY CARE CLINIC: Ms. Kim Schwartz, CEO, Roanoke Chowan Community Health Center (RCCHC) spoke to the Board. She thanked them for the opportunity to speak tonight. She said it is hard to believe April 2020 made 4 years that they have had the Clinic open. She said they have seen 3,000 patients in their 3 year panel – since Oct. 18 – June 30, 2020, approximately 1,200 unduplicated patients – a very busy panel of patients for 1 full time clinician. There are 8.2 full-time positions associated with this clinic. She gave a breakdown of their finances.

- 42% Medicare
- 39% private pay mostly BC/BS
- 13% Medicaid
- 5% Sliding fee – which also represents about 50% patients needing financial assistance
- \$3,000 out of pocket for maintenance & repair for RCCHC

	10/1/2017 – 9/30/18	10/1/2019 – 6/30/2020	10/1/2018 - 9/30/2019
Total Operating Revenue	\$155,157	\$317,742	\$336,630
Total Expenditures	413,026	585,707	562,430
	<u><u>\$(257,869)</u></u>	<u><u>\$(267,965)</u></u>	<u><u>\$(225,800)</u></u>

Ms. Schwartz said she is glad to have a facility in Creswell and also glad to have Mr. Potter on RCCH's Finance Committee.

Commissioner Sexton said they showed a loss the last couple of years. Does the government pick that up? Ms. Schwartz said no, some of funds come from federal grants. She said the Creswell Primary Clinic does not have a profit margin.

Chair Phelps thanked Ms. Schwartz for all she and her staff have done. Even though they have suffered a loss and still want to stay in Creswell speaks volumes for their organization. Chair Phelps said he hopes to be on their Board someday.

TAX COLLECTOR'S REPORT IN SETTLEMENT: Ms. Sherri Wilkins, Tax Administrator spoke to the Board and gave the following report.



WASHINGTON COUNTY

P.O. BOX 1007

Plymouth, North Carolina 27962

August 3, 2020

To: Washington County Board of Commissioners
From: Sherri Wilkins, Tax Administrator
Re: Annual Settlement Statement

In accordance with North Carolina General Statute 105-373, I submit the following report for Fiscal Year 2019 – 2020 Ad Valorem Tax:

The total tax levy was \$7,469,787.51. This was the billing for the original scroll, the public utility scroll, discoveries, and penalties. This amount has been adjusted for discounts of \$63,178.15 and releases of \$2,025.91. This amount does not include the registered motor vehicle levy, this is billed and collected through NCVTS.

The amount of Real and Personal property not collected is \$354,575.83. A listing of the delinquent taxpayers and the amounts owed are available in our office for your inspection.

The total amount of collections and credits towards the levy was \$7,052,033.53.

Our collections for prior years' taxes was \$358,923.34. The amount collected through Debt Setoff was \$13,912.97, and through wage garnishments and attachments was \$80,191.31.

Per the NCVTS Finance Report, the collections for NCVTS totaled \$843,740.89. The tax office does not handle the collection of motor vehicle taxes. We process any adjustments to value, the situs issues, refunds and all other questions.

This year we billed and collected for the Washington County Ad Valorem Tax, Watershed Tax, Town of Creswell Ad Valorem Tax, Solid Waste User Fee, Albemarle Drainage District, and Pungo River Drainage District. We collected for Drainage District 5.

The tax office staff has made diligent efforts to collect all taxes due. In addition to our efforts in the office, we also work along with Zacchaeus Legal Services in the foreclosure proceedings.

I would like to commend all of the tax office staff for their efforts but I'd also like to commend the Permits office staff, GIS office staff, Register of Deeds staff and the Clerk of Courts staff. We work closely with these other offices and I appreciate the great working relationship that we have.

UPDATE ON WASHINGTON REGIONAL MEDICAL CENTER (WRMC): Ms. Lee Ann Sorto gave the following report on the WRMC.

1. Essential Worker Update and Community Appreciation – 129 active employees
2. Patient Census – Campus wide near last winter volumes – almost 1200 patients visits or days served in July, with almost 500 patients seen in Plymouth Primary Care in July among three providers
3. Employee COVID-19 Screening – screened monthly and if positive on antibody screening we obtain PCR diagnostic confirmation “send out swab,” unless symptomatic then immediate PCR swab sent out and employee is paid while awaiting confirmation results up to 80hrs.
4. Community COVID-19 screening/testing - partnering with MTWDH (Wes Grey) to offer Washington and Tyrrell counties mass public testing every Tuesday and Wednesday 9a-1p during August and Sept
5. Limited Campus Visitation – no ED patient visitation unless pediatric or cognitive impairment or End of Life event, Inpatient and Plymouth Primary Care may have 1 visitor, must be immediately family member, over 18yrs old, and no fever/symptoms of illness
6. Remodel / Construction:
 - a. Outside Hospital painting completed with new paving of parking lot, light poles and exterior HVAC painting, new Hospital signage road signage for WRMC/PPC
 - b. During remodel 12 Med-Surg inpatient rooms, with bariatric beds and expanding through remodeling to 21 inpatient rooms with all new furnishings/cabinetry and 16pts cardiac telemetry capacity
 - c. New larger Inpatient/Outpatient Physical/Occupational Therapy department with new equipment soon to offer Speech Pathologist "swallow studies"
 - d. New Trauma room remodel and refresh to all ED patient rooms underway today
7. Safer psychiatric patient care with a ligature-free Psychiatric patient room in the ED and on the Med-Surg floor and reestablishing a tele psych program affiliation with ECU Psychiatry through the NCSTeP program launching in next month
8. Plymouth Primary Care Rural Health Clinic relocated 6/17, Ribbon Cutting 7/23 with Open House
 - i. Notification of relocation to 3600pts via direct mailers and newspapers/TV ads
 - ii. Telehealth capacity with Doxy.Me application for all primary care patients and even patients currently not affiliated with PPCRHC - urgent care telehealth after hours capability launching in June
 - iii. 2 new providers joined PPCRHC in April, now seeing pediatric patients and offering full women's health and contraceptive care management
9. Grants/Leadership Development for prolonged Financial stability
 - a. Continue to partner with Texas A&M Centers for Optimizing Rural Health through their grant for leadership education, quality education, and billing&coding education
 - b. Earned the Duke-Johnson&Johnson Nurse Leadership Program which will allow a Nurse Practitioner lead leadership team to receive higher level of education to improve healthcare systems working with vulnerable populations in rural North Carolina. We would appreciation the Commissioners' support and will not require a local matching funds to apply for this opportunity.

Commissioner Johnson asked her to repeat when WRMC will be having more drive-thru testing. Ms. Sorto said WRMC will be having the drive-thru testing on Tuesdays & Wednesdays from 9:00 AM – 1:00 PM.

Commissioner Walker said he has heard a lot of positive things about the drive-thru testing.

Ms. Sorto said they are really trying to offer services here to keep patients here.

Chair Phelps said he echoed what Commissioner Walker said.

Chair Phelps asked the Clerk to please ask Ms. Sorto for another report in September.

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 sent a letter to the Towns regarding the CRF funds saying they had to be shared with the towns. Earlier this week a meeting was held and the Town of Plymouth was in attendance. Mr. Swindell has talked with the Town of Roper and not sure if anyone has been able to talk to anyone in Creswell. Mr. Potter said the requests have to be turned in by September 1, 2020.

Mr. Potter said they are modifying County plans for needs and use of the CRF funds and progressing with purchasing equipment. They are also moving forward with tele help with the jail.

Mr. Potter said Phase II has been extended by the Governor until after Labor Day.

The Water Department was able to get the letter out today regarding balances that need to be paid for the last four months. Folks can contact Finance to set up payment plans by September 4, 2020.

Chair Phelps mentioned the \$9,000 for Creswell. Mr. Potter said Mr. Swindell will reach out to the Creswell Mayor again.

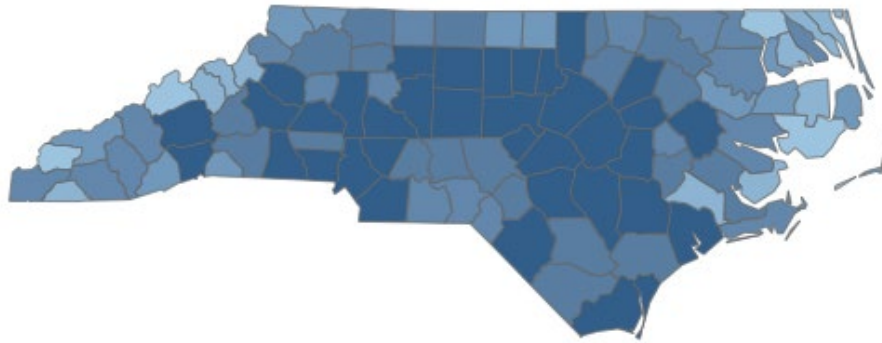
Mr. Gray went over his report below.

Coronavirus Update **August 6, 2020 – 5:30PM**

The coronavirus COVID-19 is affecting 213 countries and territories around the world.

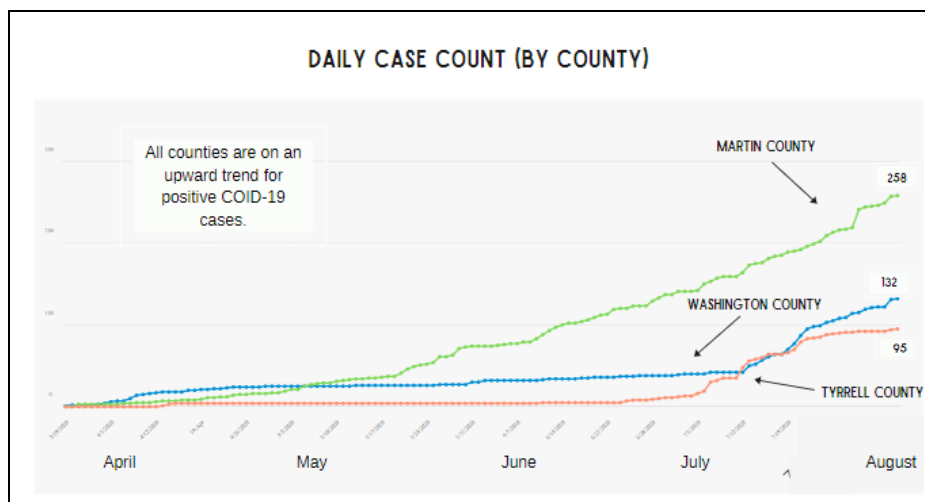
North Carolina		United States		Global	
Total Cases	131,267	Total Cases	5,022,421	Total Cases	19,197,234
Deaths	2,092	Deaths	162,609	Deaths	715,679
Recovered	105,093	Recovered	2,568,622	Recovered	12,301,524

NC Case Distribution



District Profile

County	Martin	Tyrrell	Washington
Positive	258	95	132
Recovered	229	90	111
Deaths	6	1	4



Counties with at least 1 Death - 90

Total Tests Completed in NC: 1,904,750 (9% positive) *Steady*

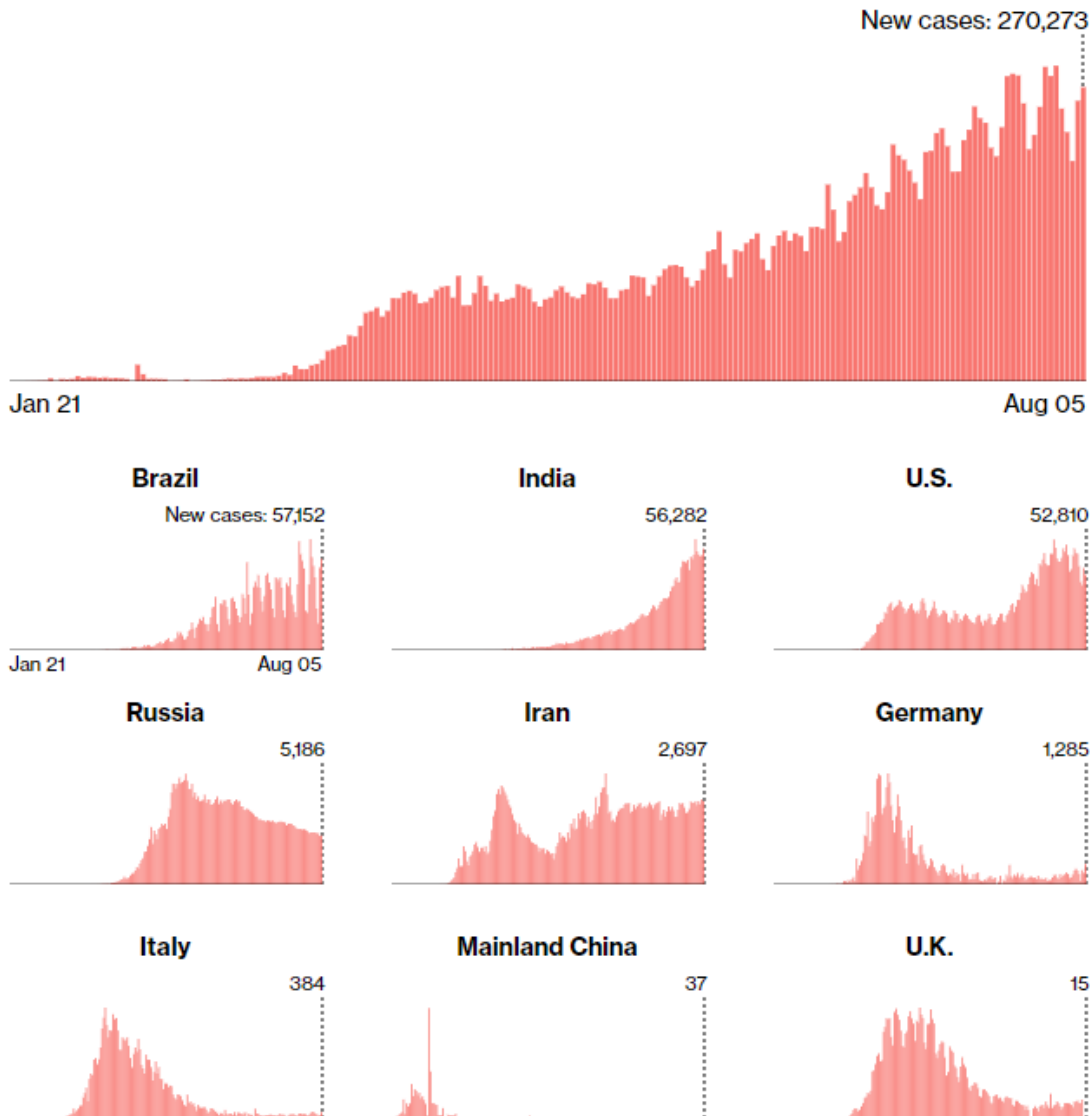
Percent of NC Population Tested – 18.2%

Diagnostic tests - all sources (as of 8/5): Martin (2,937 or 13.1% of the population), Tyrrell (537 or 13.4% of the population), Washington (1,536 or 13.3% of the population)

Source: United States Census Bureau – County Quickfacts. July 1, 2019 Population Estimates

Graphics of the Day ([Boomberg](#))

Global Cases Added Per Day



Notes on Numbers:

For the counts above, I check the following four sources regularly (Some have different update times so I if I see any discrepancies I record the highest number):

[Johns Hopkins Case Map](#)

[Coronavirus Worldometer](#)

[NC DHHS Coronavirus State Count](#)

[News and Observer Running State Count](#)

The MTW Health Department has done 4 mass testing events and will be doing the Mon-Wed drive-thru tests at WMRC and they can also be done at the MTW Health Department.

Commissioner Johnson thanked Mr. Gray for all the work he and the health department are doing. Chair Phelps asked Mr. Gray where he thinks this is going for the fall. What are the models saying? Mr. Gray said the south is the biggest hotspot in the last 14 days. The quarantine did help in the beginning. Numbers started to rise as Phase I started. Some numbers are going down now in Phase II.

Commissioner Johnson asked Mr. Gray if he thinks that wearing a mask will help with the flu this year. He said if folks continue to wear them and wash their hands and if they get the flu shot he hopes to see lower numbers.

Mr. Potter thanked the staff and first responders for all their assistance during the tropical storm. Had a lot of power outages....most all have returned....still a few without power. No County damage to report or residents with damage to report. Mr. Potter also said that Republic is doing their best to pick up debris; however, items must be cut to size. They are running about a day behind.

TIMELINE FOR BANK CONVERSION: Mr. Curtis Potter, CM/CA spoke to the Board about the information below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
OFFICE (252) 793-5823 FAX (252) 793-1883

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

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

AGENDA ITEM MEMO

MEMO DATE: July 29th, 2020 **FOR BOCC MEETING DATE:** August 3rd, 2020
SUBJECT: County Banking Services Conversion Timeline
DEPARTMENT: Finance
FROM: Curtis S. Potter, County Manager/ County Attorney (CM/CA)
ATTACHMENTS:
A- n/a

PURPOSE: To provide an update and timeline for the completion of moving Washington County's banking services from PNC to Southern Bank.

SUMMARY BACKGROUND & ANALYSIS:

PNC Bank has been utilized by Washington County for primary banking services for many years now. After PNC closed its local branch office in Plymouth several years ago, an RFP was developed to obtain proposals and fee quotes from interested local banks, and after review and discussion of the information submitted, Southern Bank was selected by the Board at that time for staff to move the County's primary banking services to.

Due to staff turnover, project prioritization, and other unanticipated events this project has suffered substantial and continuing delays. The previously obtained RFP data upon which the Board's decision and direction to staff were based had become outdated.

Staff solicited updated information from both Southern Bank and BBT in order to perform a due diligence review of currently available banking services and associated fees.

Staff has also had time to discuss the conversion with its CPA advisor and anticipates reducing the number of overall bank accounts in order to increase internal accounting efficiency, minimize costs, and continue moving closer toward a full central depository accounting method and practice.

After careful analysis staff recommends that the County continue moving forward with Southern Bank as previously directed under updated data and quotes provided recently to the County Finance Officer.

The following is a timeline reflecting the current estimate of the County Manager and County Finance Officer regarding completion of each of the major components related to the completion of this project.

Item	Description	Completion Est.
1	Setup New Accounts at Southern Bank	9/7/20
2	Obtain new account/routing number data for all new accounts and map correlation to existing account/routing number data	9/7/20
3	List & Inform All Vendors/3 rd Parties with any related ACH transactions and coordinate changeover dates, processes, forms	9/7/20
4	Begin pulling over less complicated account activities into new Southern Bank accounts	10/5/20
5	Work with Edmunds to generate and test bank files data for all related processes to insure proper account connections prior to full implementation of conversion	11/2/20
6	Clean Up, Trouble Shooting, Close Out	12/31/20

FINANCIAL IMPACT: Based on updated data, staff anticipates a reduction in banking service costs following completion of this project.

RECOMMENDATION(S): N/A

Chair Phelps asked Commissioner Sexton if he was happy with this timeline. Commissioner Sexton said yes and just wants to see it come to fruition.

TIMELINE FOR RELOCATION OF EM & PLANNING & SAFETY & PROBATION OFFICES: Mr. Curtis Potter, CM/CA spoke to the Board and went over the following information below.

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

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



POST OFFICE BOX 1007
 PLYMOUTH, NORTH CAROLINA 27962
 OFFICE (252) 793-5823 FAX (252) 793-183

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

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

AGENDA ITEM MEMO

MEMO DATE: July 30th, 2020 **FOR BOCC MEETING DATE:** August 3rd, 2020

SUBJECT: EM/Planning & NC DPS Probation Site Relocation Tentative Timeline

DEPARTMENT: Planning/EM

FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)

ATTACHMENTS:

A- n/a

PURPOSE: To provide an update and timeline for the completion of the intended relocation of the EM/Planning Departments into the Strader Building, and relocation of the NC DPS Probation Offices into the current EM/Planning Building.

SUMMARY BACKGROUND & ANALYSIS: NC law currently requires all counties to provide adequate office accommodations meeting certain requirements for NC DPS Probation staff without compensation.

The county currently leases a private building near the courthouse, and subleases the space to NC DPS to fulfill this requirement.

The county currently owns the Strader Building also located near the courthouse in downtown Plymouth, which currently has vacant space due to the relocation of the FSA Offices to a renovated facility in Roper, NC.

The relocation of the departments as described above has been under consideration for several years as a way to consolidate services within county owned facilities, and potentially save lease expenses related to rent and maintenance currently paid for the use of the private building where NC DPS Probation Offices are presently located.

The following is a proposed timeline reflecting the current best realistic estimate of completion of the major components required to complete the proposed relocation.

Item	Description	Completion Est.
1	Obtain NCDPS tentative approval for use of EM/Planning building	8/31/20
2	Map Floor Plan	9/15/20
3	Complete & Approve Tentative Relocation Budget	10/5/20
4	Map & Install New IT/Phone/Radio Connections	11/30/20

5	Finish Structural Modifications to Upstairs Strader Building	11/30/20
6	Order & Install Furniture/Equipment	12/15/20
7	Revise & Publish new location/contact information for EM/Planning	12/15/20
8	Move existing files, equipment, PCs and port Phone/IT connections as of selected start date at new location	12/29/20-1/3/21
9	Provide Notice to Terminate Lease of Private Building (90 days)	1/1/20
10	Assist with facilitation of NC DPS Relocation	1/1/20-3/1/20
11	Return possession of private leased building and closeout lease	3/1/20

FINANCIAL IMPACT: TBD based on breakeven analysis comparing final project budget (pending upcoming discussion on 10/5/20) against annual estimated savings (\$16,600 est.)

RECOMMENDATION(S): N/A

NOTE: Mr. Potter said the items after December on the timeline should be in 2021 (not 2020).

STRATEGIC PLAN UPDATE: Mr. Curtis Potter, CM/CA spoke to the Board. See memo below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
OFFICE (252) 793-5823 FAX (252) 793-183

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

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

AGENDA ITEM MEMO

MEMO DATE: July 29th, 2020 **FOR BOCC MEETING DATE:** August 3rd, 2020
SUBJECT: Strategic Plan Update
DEPARTMENT: Manager's Office
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)
ATTACHMENTS:
A- N/A

PURPOSE: To update the Board regarding the current status of the Strategic Planning Initiative

BACKGROUND:

- 8/5/19 New Strategic Plan Steering Committee (SPSC) formed after a presentation about the recent history of strategic planning efforts in Washington County (refer to BOCC Memo and attached materials from that agenda package) to guide the Board in undertaking a new comprehensive strategic planning process to help facilitate the future progress and development of Washington County.

The County Manager was directed to form the SPSC initially consisting of the County Manager, Clerk to the Board, Finance Officer, Commissioners Jennifer Riddick and Julius Walker, TTA Director Tom Harrison, and two (2) representatives to be appointed from the Washington County Think Tank for Progress (Bunny Sanders and Mavis Hill subsequently appointed). Pete Rodda who has a wealth of local government experience and owns property in Washington County and participated in the last strategic planning process was also subsequently added to the SPSC at his request with Board approval.

- 10/1/19 Initial SPSC meeting held following scheduling conflicts and delays caused by Hurricane Dorian.

Initial topics included discussing the available resources, proposed scope and preferred methodologies for a new plan. Some disagreement arose over the scope of the plan. Tom Harrison, Bunny Sanders, and Mavis Hill proposed that the process focus primarily on economic development through tourism development as one of two primary economic development paths (the other being industry development) and proposed that they collaborate as a subcommittee to handle that aspect of the process separately from, or at least as a separate component of, any larger overall strategic plan that would be pursued.

Commissioners Riddick and Walker expressed a strong desire on behalf of the Board to ensure that the final plan be broader and encompass more than just economic development to address many other issues facing the county as a whole.

- 10/7/19 An SPSC update and upcoming agenda/action items for the committee were provided to the Board (refer to BOCC Memo and attached materials from that agenda package). Collectively the SPSC agreed as follows following this meeting:
 - o The members need to carefully review the strategic planning process concept in more detail by looking at the best practices templates/guide publication materials provided by the County Manager to the Board in his previous 8/5/19 Memo;
 - o Regardless of exact scope, the plan itself should be more short term focused as a 3-5 year plan with regular updates provided to and input requested from the Board on a regular basis.
 - o The members should review the last known Mission Statement of Washington County (pasted immediately below) and determine whether any changes to that statement should be proposed to the Board for consideration.
 - o Each of the members individually need to brainstorm with outside input from third parties to develop individual proposed Vision Statements to be used as part of a new strategic planning process. These will be shared at next Steering Committee meeting for discussion and selection of a single proposed Vision Statement that will be shared with outside third parties including each of the municipalities for additional input and eventually final approval by the Board of Commissioners.
 - o Tom Harrison, Bunny Sanders, and Mavis Hill would form a sub-committee and proceed with exploring the tourism related aspects of the plan as their primary focus to be brought back to the Steering Committee for further discussion and input.
- 10/28/19 SPSC held its 2nd meeting to continue discussing the scope and methodology to use for a new strategic plan. Collectively the SPSC agreed as follows:
 - o The SPSC completed its review of the existing Washington County Mission Statement and recommended the following revised statement be considered for adoption by the full Board:

Proposed Mission Statement: *Washington County.. Improving, promoting, and protecting the health and welfare of our citizens. Our Mission is to provide exceptional public services in a fiscally responsible manner, to meet the diverse needs of our residents, visitors, and business community.*
 - o The SPSC completed its discussions of a new Vision Statement for Washington County and recommended the following revised statement be considered for adoption by the full Board:

Proposed Vision Statement: *To become the preferred destination to live, work, and play in northeastern North Carolina.*

- Tom Harrison & Bunny Sanders would step away from regular ongoing participation as part of the broader SPSC and focus more exclusively on tourism development/economic development matters (Bunny Sanders desires to remain an active SPSC participant with regard to any Recreation discussions) Mavis Hill would also join in this effort but would remain an active SPSC member for the time being. It was clarified that while these members could proceed as a sub-committee with tourism development planning, no commitment of funds could be made without further discussions with the Budget Officer and/or Board.
- The SPSC agreed to seek an Educational representative to participate as an active SPSC member.
- The SPSC agreed to consider ideas for an outside neutral disinterested facilitator to assist in the upcoming strategic planning process.
- The County Manager and Pete Rodda would work together on a rough draft of suggested next steps/methodology guidelines to be reviewed by the SPSC at its next meeting.
- Next SPSC meeting not currently scheduled, but ongoing collaboration will continue to occur via online project management platform BaseCamp and another in person meeting is anticipated before the upcoming December Board meeting.

- 11/04/19 BOCC Meeting

- Board modified and approved the proposed Mission and Vision Statements as follows:

Mission Statement:
 Washington County will improve, promote, and protect the health and welfare of our citizens. It is our Mission is to provide exceptional public services in a fiscally responsible manner, to meet the diverse needs of our residents, visitors, and business community.

Vision Statement:
 Washington County will become the preferred destination to live, learn, work, and play in northeastern North Carolina.

- The need to obtain a skilled neutral third-party facilitator to assist the SPSC and BOCC with the creation and implementation of a full strategic plan process was recommended by the SPSC and staff. The Board directed staff to seek interest from the UNC School of Government as a potential facilitator.
- January – February
- Reached out to Superintendent Mann to join SPSC as Education Rep per BOCC
 - Staff began researching and communicating with multiple third party facilitator options to bring back to the SPSC and BOCC as directed and discussed options with NC Dept of Commerce, UNC SOG Lydian Altman, Robin Payne, and others.
- 3/5/20: SPSC meeting held to interview Robin Payne as potential facilitator based on staff's evaluation of options

- 3/6/20: Update provided to the BOCC: Strategic Plan: The Steering Committee met with Grant Writer/Planning Facilitator Robin Payne Thursday afternoon and discussed her credentials and experience as well as our past and current strategic planning work and goals. It appeared that collectively the committee supports the idea of proceeding with Ms. Payne subject to agreeing upon her exact scope of work and fee. Ms. Payne is working on several deadlines that will be complete by the end of this month and will be preparing a proposed scope of work and fee quote for my review before April. Once that meets my satisfaction I will share it with the steering committee for any further review or necessary discussion before sharing it with the Board for approval before we initiate the plan of action to facilitate the strategic plan process according to that finalized scope which will include a timeline with milestone targets.
- 3/9/20: Ms. Payne provided the attached email together with an initial quote including two alternative scopes of service which were planned for further discussion at an SPSC meeting scheduled for 4/15/20.
- 4/15/20: The follow up meeting with Robin Payne and the SPSC was cancelled indefinitely due to COVID19 restraints, and the need for staff to prioritize the completion of the FY21 budget, and other projects with immediately pressing deadlines.
- 5/11/20: Ms. Payne shared an alternative and less formalized process as an alternative to the more time and resource consuming full strategic planning model. The alternative process would involve working with staff, the SPSC, and the BOCC to identify the most critical projects and/or needs currently facing the County to be used as a list to pursue potential funding for. This approach is more in line with traditional grant procurement efforts undertaken by professional grant managers tasked with finding and pursuing new grant funding. However staff believes it could potentially be structured in a way that would lend additional utility to the list for other purposes including capital improvement planning, identification of management goals, etc.
- 8/3/20: In developing the agenda for the regular BOCC meeting, the BOCC Chair requested this item be added back to the agenda to discuss its status at this point given the recent delays, and to determine what direction the BOCC wants to direct staff to pursue.
- Potential options include:
 1. Direct staff to reconvene the SPSC and continue moving forward as previously intended prior to COVID19, or with any new guidance provided by the BOCC.
 2. Direct staff to work with the Board Chair to develop a plan.
 3. Postpone further action until after the upcoming elections.
 4. Take no action at this time.

FINANCIAL IMPACT: No immediate direct financial impact at this time. Note: Indirectly strategic planning is a very labor intensive process for staff and other involved parties, and can require a substantial up front commitment of resources in time/energy which can be offset by the reduction of lost opportunity costs and increases in operational efficiencies if a well designed plan is maintained and implemented according to best practices.

RECOMMENDATION(S): Review and discuss alternative options and provide further direction to staff

Commissioner Walker said the group should continue what they were doing. Vice-Chair Riddick agreed with Commissioner Walker that the group should continue. They had good momentum and need to get something accomplished.

Commissioner Johnson made a motion to approve staff to reconvene the Strategic Plan Committee and move forward. Commissioner Riddick seconded. Discussion ensued. Chair Phelps said they should be able to meet by ZOOM. He would like to see some deadlines set. Mr. Potter said they will try to meet before September 15. Chair Phelps said he is tired of hearing they aren't meeting due to COVID-19. **Motion carried unanimously.**

ADDITION OF JUNETEENTH OBSERVATION TO THE COUNTY HOLIDAYS:
Vice-Chair Riddick spoke to the Board and said "My fellow Commissioners, I stand before you tonight in hopes that I can and will receive your support to adopt June 19 also known as Juneteenth as a local paid county holiday as stated in NCGS 153-A-94. Wake County was first and Bertie County was second in adopting this resolution and I pray that we will be the third. This is one of many steps we can take that will make our society more uniform by recognizing all of our nation's history especially those of African American descent. I thank you for hearing me. Now let's make some history."

Ms. Bennett, Clerk to the Board, was asked to read aloud the resolution.

**RESOLUTION
TO ADOPT JUNETEENTH AS A COUNTY HOLIDAY**

WHEREAS, the Washington County Board of Commissioners maintains the right to modify its personnel policy to affect a more desirable result for eligible employees; and

WHEREAS, the month of June is the time that many in our nation, recognize Juneteenth as the holiday that celebrates Emancipation Day, the day in history when the last state ratified the Emancipation Proclamation; and

WHEREAS, this date marks the time period where African Americans of Texas received notice from President Lincoln that slavery had been abolished a declaration that was codified in the 13th amendment of the Constitution of the United States of America; and

WHEREAS, June 19th also marks the day that African Americans in the southern states exercised independence from those who benefitted from their labors in the founding of this nation; and

WHEREAS, the journey of African Americans represents both great achievements and great hardship; and

WHEREAS, our nation is currently witnessing the injustice of the African American journey that have existed for far too long, this June 19th celebration weighs heavily on our hearts and our minds in the aftermath of the murder of George Floyd and others who have not been treated equally under the law; and

WHEREAS, the pain and anguish displayed on our national stage developed from generations of systemic racism that impacts our employees and community; and,

WHEREAS, this Board is committed to identifying actionable items to improve policies and procedures, to improve access to opportunities and to ensure that employees do not experience inequities in Washington County Government; and

WHEREAS, we value diversity and are united in our opposition to racism and hate. We stand in solidarity with our African American employees and their families.

NOW THEREFORE, BE IT RESOLVED that Washington County Government does hereby recognize June 19th as Juneteenth, which shall be a paid holiday for Washington County Government Employees.

ADOPTED this ____ day of August 2020.

D. Cole Phelps, Chair

ATTEST:

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

Commissioner Walker made a motion to approve the resolution adopting June 19th (Juneteenth) as local paid county holiday. Commissioner Johnson seconded, motion carried 4-1. Commissioner Sexton voted nay.

HARBOR TOWN PROJECT RESOLUTION: Mr. Curtis Potter, CM/CA spoke to the Board regarding the resolution below.

**RESOLUTION
IN SUPPORT OF THE HARBOR TOWN PROJECT
TO REQUEST AN EDA CARES GRANT**

WHEREAS, the town of Plymouth is a member of the Harbor Town Group which also includes Hertford, Edenton, Columbia, and Elizabeth City, NC, as these five towns are all located on rivers that flow into the Albemarle Sound which connects them as a collective tourist destination which could boost regional economy; and

WHEREAS, the economy of each town is impacted by business and tourism-related activities in the other towns; and

WHEREAS, because of the proximity of the towns to each other, events that impact businesses in one town can result in employment loss or gain of residents in all of the towns; and

WHEREAS, marketing is essential to the success of the combined economies of all five towns; and

WHEREAS, the Coronavirus Pandemic has had a significant negative effect on tourism and therefore on the public and private sector in each of the Harbor Towns and across the region, including a loss in tourism-related tax revenues and businesses that have suffered lost or reduced business, reduced revenues, reduced hours, and had to lay off employees; and

NOW, THEREFORE, BE IT RESOLVED THAT the Washington County Board of Commissioners supports the current proposal of the Harbor Town Project to request an EDA CARES grant to support tourism-based pandemic recovery and resilience efforts to benefit public and private sector economic recovery through a regional marketing and promotion initiative.

ADOPTED this ___ day of August 2020.

D. Cole Phelps, Chair

ATTEST:

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

Commissioner Johnson made a motion to approve the Resolution in Support of the Harbor Town Project to Request an EDA Cares Grant. Commissioner Riddick seconded, motion carried unanimously.

COMPENSATION UPDATE AND DISCUSSION: Mr. Curtis Potter, CM/CA spoke to the Board.

Mr. Potter handed out the FY21 Compensation Study Progress Update. *(This document is incorporated by reference and hereby made a part of these minutes)*

Chair Phelps said he feels that there needs to be a work session just on this subject that includes the Commissioners, Finance Officer and DSS folks. The Commissioners and County Manager agreed. Ms. Bennett is to coordinate with all parties to set a date after the September 8, 2020 Board of Commissioners' meeting.

DRAINAGE DISTRICT/CREATION OF SERVICE DISTRICTS UPDATE AND DISCUSSION: Mr. Potter, CM/CA spoke to the Board and gave them a history of the County's drainage district and that it had been decided years ago after checking into it again that there was

no need to set up service districts. He is working now to get the Eddie Smith Service District working correctly. Commissioner Sexton stated that after Mr. Potter gets some other projects completed then he feels Mr. Potter can get back to working on this. The Clerk was asked to put this on the October agenda.

AGAPE HEALTH CARE: Dr. Michael McDuffie, CEO, Metropolitan Community Health Services, Inc. spoke to the Board about the following information below.



120 W. Martin Luther King Jr. Drive
Washington, NC 27889
(252) 940-0602 OFFICE
(252) 940-0605 FAX

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

July 27, 2020

Metropolitan Community Health Services, Inc. (MCHS) dba Agape Health Services is a nonprofit 501(c)(3) Federally Qualified Health Center (FQHC) that provides culturally competent, integrated primary medical, dental, pharmacy, and behavioral health services to vulnerable, low-income populations in eastern North Carolina on a sliding fee scale. MCHS's first health center was established in Washington, North Carolina in 1998. Upon incorporation, the organization elected its first Board of Directors. With the increasing need for affordable health care in rural eastern North Carolina counties, the organization expanded its operations and opened an additional center in Williamston, North Carolina in 2013, and is currently in the process of establishing a third site in downtown Plymouth, North Carolina scheduled to open in 2021.

MCHS serves vulnerable populations in the rural eastern North Carolina counties of Beaufort, Martin, Washington, Tyrrell, and Hyde. MCHS's patients are primarily comprised of uninsured, underinsured, indigent, homeless, low-income, Medicaid, and migrant populations. An undersupply of accessible primary care services for the vulnerable contributes to high rates of chronic disease, underlying health conditions, health disparities and general poor health among the residents of MCHS's service area and MCHS's patients.

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

MCHS is led by Michael L. McDuffie, DHSc, the Chief Executive Officer, who has over 20 years of experience in health care management at community health centers and a team of highly skilled senior managers. Dr. Donald Ribeiro who has over 35 years of experience as a physician

serves as the Chief Medical Officer. Ms. Netha Taylor, with over 30 years' experience, serves as the Chief Financial Officer.

Due to high demand of health care services in Washington County, MCHS intends to establish a Federally Qualified Health Center (FQHC) in Plymouth, North Carolina where adult health care is almost nonexistent because the health department discontinued adult primary health care. In addition, the local hospital in Plymouth has closed in the past because it is economically infeasible to operate an emergency room solely as a primary care clinic. MCHS identified a building within downtown area, that can provide adequate space to house the health center with all services that will be delivered. However, in order to be operational, the building requires major renovation. The new facility in Plymouth will provide solutions to the geographic and transportation barriers as the new location is conveniently located and within walking distance of the homes or work locations of many Plymouth residents. Additionally, residents throughout Washington County will not have to leave the county to seek primary and preventive care.

MCHS's proposed project entails renovating 9,542 square feet building in downtown Plymouth across from the County Managers office and Washington County Court House and will serve as a new community health center, Agape Health Services – Plymouth, which will be named in honor of the late Reverend David L. Moore Health Center. By way of a formal bid process, construction on the main building was awarded to Calvin Davenport, Inc. of Rocky Mount North Carolina on March 24th, 2020. The project involves investing in privately owned property and equipment to renovate a downtown building that will be used to provide high quality, integrated primary medical, oral health, pharmacy, and behavioral health services to vulnerable, low-income populations in eastern North Carolina on a sliding fee scale as well as any community member seeking quality health care services.

Currently, the total construction cost for this project has been estimated to cost roughly \$1.7 million dollars. MCHS has secured \$1.0 million from the US Department of Health and Human Services through the Health Services Resource Administration and \$200,000 from the Golden Leaf Foundation and is seeking \$500,000 from the NC Rural Economic Development, Rural Building Reuse and Infrastructure grant program.

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

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

Medical	Site Lead - Manager	35,000	1
	Financial Counselor	25,000	1
	Patient Service Representative	24,500	4

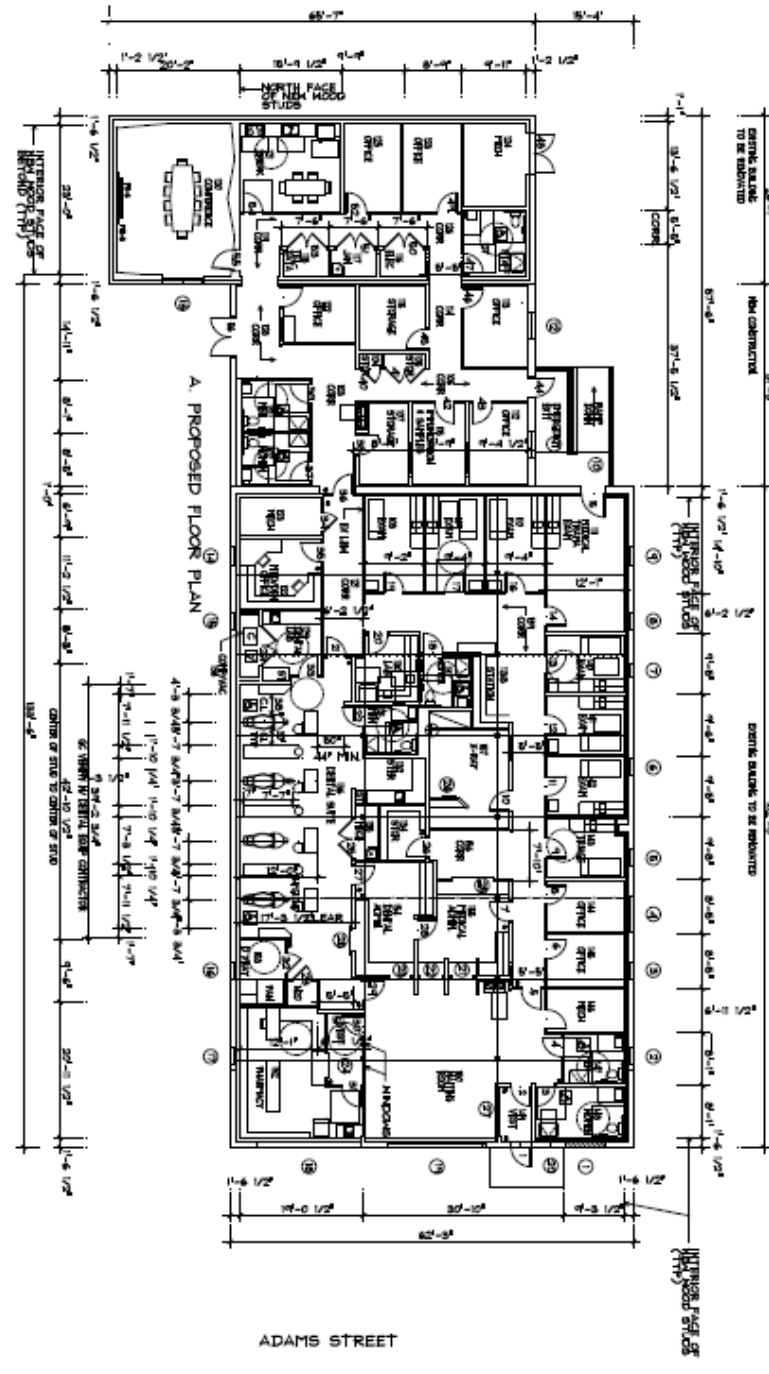
	Referrals Specialist	24,500	1
	Medical Records Clerk	24,500	1
	Bilingual Interpreter	25,000	2
	MARP Prior Authorization Clerk	29,000	1
	Medical Assistants	31,200	3
	Phlebotomist	33,280	1
	Medical Provider	165,000	2
	Integrated Case Manager	55,000	1
	IT	35,000	1
Dental	Site Lead - Dental	35,000	1
	Front Desk Representative	24,500	2
	Dental Assistants	31,200	2
	Dental Hygienist	55,000	1
	Sterilization Technician	22,880	1
	Dentist	165,000	1
Pharmacy	Pharmacist	135,000	1
	Pharmacy Technician	31,200	3
Facilities	Housekeeping	20,800	1
	Total		32

Respectfully submitted,
Dr. Michael L. McDuffie, CEO

1. EXISTING HOUSE
 2. PROPOSED ADDITION
 3. EXISTING ALLEY WITH PARKING LOT BEYOND
 4. BUILDING AREA
 5. 1/4" OF BUILDING FOOTPRINT
 6. 4" TO 6" INSIDE OF EXTERIOR WALLS

7. PROPOSED ADDITION
 8. EXISTING HOUSE
 9. EXISTING ALLEY WITH PARKING LOT BEYOND
 10. BUILDING AREA
 11. 1/4" OF BUILDING FOOTPRINT
 12. 4" TO 6" INSIDE OF EXTERIOR WALLS

13. PROPOSED ADDITION
 14. EXISTING HOUSE
 15. EXISTING ALLEY WITH PARKING LOT BEYOND
 16. BUILDING AREA
 17. 1/4" OF BUILDING FOOTPRINT
 18. 4" TO 6" INSIDE OF EXTERIOR WALLS



EXISTING HOUSE

A. PROPOSED FLOOR PLAN

ADAMS STREET



Dr. McDuffie said that some of the services they would provide are as follows: primary medical care, oral care, have an onsite pharmacy and behavioral section and other capabilities. Metropolitan Health Services has received a \$1M grant from HRSA. They have received a \$200,000 grant from Golden Leaf (but there is a match for the dental care). The total building cost is about \$1.7M dollars and they have \$1.2M and need an additional \$500,000. They want to partner with WMRC and MTW. They plan to hire 32 full time jobs and hope to hire local people.

Dr. McDuffie said Metropolitan Health Services can not apply for the grant--a municipality has to do it. They have requested that Mr. Potter apply for the grant under Washington County and Washington County would be the grantee. There would be liabilities—and Washington County would have to oversee the grant; however, Metropolitan said they could have a third party oversee the grant.

Commissioner Sexton said that if the County gives them \$10,000, that is not 5% of the \$500,000 grant. Are other towns giving a portion? Dr. McDuffie went on to explain The AME Zion church where Mr. Moore preached for 32 years (and Mr. Moore was the founder of Metropolitan) would be willing to give \$15,000.

Commissioner Sexton asked would the County be responsible for the \$500,000 if Metropolitan Health Services defaults on it. Dr. McDuffie said yes, but the words fail or default is not in their vocabulary.

Mr. Potter said there are still questions that staff needs to have answered and they have been trying to contact someone at the Department to get these questions answered.

Chair Phelps asked that the following motion be considered:

“The motion that needs to be put in the agenda packet is: 1) supporting this group coming to Washington County; 2) directing the county staff to administer this grant; and 3) appropriating \$10,000.00 from fund balance for the 5% match of their \$500,000.00 grant.”

Commissioner Riddick made a motion to support Metropolitan Health Services, Inc. coming to Washington County. Commissioner Walker seconded. Discussion ensued. Commissioner Johnson asked about the hoops that are needed to jump through. Who is the person that needs to be contacted? Dr. McDuffie said there is a State Grant Administrator. Commissioner Johnson asked if it is possible for Metropolitan Health Services, Inc. to put in writing that the County could hold their company liable for whatever grant funds they did receive. Dr. McDuffie said they are right here in Eastern NC. They have a place in Martin County and want one in Washington County. They are a stable organization that has been in business for 20 years. Their financial status is good and \$500,000 would not bankrupt them. Dr. McDuffie said he would be glad to furnish the County Manager with their previous financial records. **Motion carried unanimously.**

Commissioner Riddick made a motion to direct staff to administer the grant or possibly let a 3rd party administer it. Chair Phelps seconded. Discussion ensued. Commissioner Riddick asked Dr. McDuffie who the third party would be to administer this grant. Dr. McDuffie said it would be Swift Creek Consulting Services. Mr. Michael Baker is their President/CFO. Mr. Potter said he has met him. Commissioner Sexton said he has reservations about the County having to administer the grant. Commissioner Sexton asked Dr. McDuffie why they need Washington County. Dr. McDuffie said this money would be for operating the facility and a municipality has to apply for the grant. Commissioner Walker asked Mr. Potter if the County has the manpower to run this grant. Mr. Potter said currently no, but the County is trying to hire someone who could. Mr. Potter said he doesn't know if the County can meet their deadlines. Chair Phelps asked Dr. McDuffie if the 3rd party would be paid for by Metropolitan Health Service, Inc. Dr. McDuffie replied yes, but that person would work for Mr. Potter. Commissioner Walker asked if the County hires a grant writer, would they be the one to work on this grant. Mr. Potter said yes, but the County hasn't hired that person yet. If the Board directs staff to do this with the staff the County currently has, they will do it to the best of their ability. Mr. Potter asked what Dr. McDuffie meant by “administering the grant”. Mr. Potter felt that was very broad and needs more specifics. Commissioner Riddick stated that Dr. McDuffie said he would get someone to administer the grant. Mr. Potter asked Dr. McDuffie when the deadline is for turning in this grant application. Dr. McDuffie stated it is due on August 27 and will be awarded in September. **Motion carried unanimously.**

Commissioner Riddick made motion to appropriate \$10,000 from the County's fund balance to Metropolitan Health Services, Inc. for part of the 5% match of their \$500,000 grant. Commissioner Johnson seconded, motion carried unanimously.

BOARDS & COMMITTEES: Ms. Bennett spoke to the Board.

LIBRARY BOARD

The Library Board has stated they need a new member for their Board and have asked the Commissioners to make a recommendation.

The consensus of the Board was to table this and bring it back to the September meeting.

DSS BOARD

The DSS Board has one vacancy. There are two applicants: Ms. Paulique Horton and Mr. Bill Forbes. Their applications are attached. The Board is asked to make a recommendation.

Commissioner Walker made a motion to nominate Paulique Horton to fill the 3-year term on the DSS Board. Commissioner Riddick seconded, motion carried unanimously.

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

Ms. Dixon went over her Financial report that was in the Commissioners' package.

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

At 9:30 PM with no further business to discuss, **Commissioner Riddick made a motion to adjourn the meeting. Commissioner Johnson seconded, motion carried unanimously.**

D. Cole Phelps
Chair

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